



# The W. Garfield Weston Graduate Fellowship for Northern Conservation Reporting Guidelines

THE W. GARFIELD WESTON  
FOUNDATION

**IMPORTANT: Please use the title of your project (corresponding with your grant agreement with WCS Canada) on all documentation associated with the Fellowship.**

## INTERIM REPORT – Due 17 July 2020

The requirements of the interim report are as follows:

1. Each Fellow will create an account with the W. Garfield Weston Foundation [Alumni Network](#), complete a user profile and information about their Research Project. Fellows will be provided account registration information ahead of the due date.
2. Fellows will provide a verbal update by phone to the WCS Canada Landscape leader. Fellows will be contacted in advance to arrange an appropriate time.
3. The submission of 3-5 digital photographs (see Digital Photo Guidelines below) that depict their field site, target species (if possible), and fieldwork. When submitting these photos, Fellows will provide a document that describes each photo, including location information and photo credits (including full name of the person who took the photo).

## FINAL REPORT – Due 15 January 2021

The final report should include:

### Part I. A plain-language summary for lay audiences (1 page) that includes:

Summary of research with a description of how the Fellowship can contribute to WCS Canada conservation outcomes that includes:

- A header that includes the WCS Canada logo, The W. Garfield Weston Foundation logo, and the logo of the University;
- Description of how research contributes to the broader conservation context or challenge;
- Examples or anecdotes to illustrate the impact of the work;
- Relevant indicators of progress.

### Part II. A scientific report that includes (5 pages maximum, plus maps or data if relevant):

#### 1) *Title Page:*

- title of the project;
- name of the research institution
- name of the study area where the project is being carried out;
- names of the research team;
- time period the report covers;
- date of submission;
- logos of WCS Canada, The W. Garfield Weston Foundation, your University, and other funders as required.

#### 2) *The research problem:* Description of the rationale and objectives of the project and the

research issue being addressed. This should include an analysis of how your understanding of the issue has evolved since the project was approved. Please state any major changes to the objectives.

- 3) *Research findings*: The main research results to date should be described and interpreted by highlighting the contribution to knowledge that this project represents from a scientific perspective and a policy perspective, if relevant.
- 4) *Project implementation and management*: Briefly describe the activities supported under the project during the reporting period. Describe and discuss the research methods and analytical techniques used and any problems that arose. Indicate and explain any changes in the project that may have occurred since the initial proposal.
- 5) *Other information*. If relevant, please comment on specific aspects of project design, such as:
  - partnerships with communities or with other researchers, and the usefulness of these in achieving the project's objectives;
  - the involvement of research users or ultimate beneficiaries, or their representatives, in identifying the project ideas, design and/or implementation, review of results, and utilization
- 6) *Project outputs and dissemination*: Provide a list of project outputs (if any) to date. Identify any outputs that are planned, but which have yet to materialize (e.g., publications, thesis). Please specify what dissemination efforts were made wherever relevant. General categories of outputs could include:
  - information sharing and dissemination (talks, meetings, reports, publications, conferences, websites, CD-ROMs, etc.).
  - knowledge creation (new knowledge embodied in forms other than publications or reports such as new technologies, new methodologies, new curricula, new policies, etc.).
  - training delivered (short-term training, internships or other fellowships, training seminars and workshops, thesis supervision, etc.).
  - capacity-building: indicate where you focused capacity-building and what impact the project may have had, especially if your research involves local communities.
- 7) *Impact*: Describe and assess any conservation or development impact that the project may have had or might be expected to have. Impact refers to the influence of this research on decisions or on conservation and development more generally. Special attention should be paid to the impact on human communities where relevant.
- 8) *Recommendations*: Include in this section, a summary of any recommendations that you would like to make to WCS Canada that stem from your research experience.
- 9) *Impact of Fellowship Funding*: Describe the impact of the Fellowship funding on your graduate research. Are there things you have been able to achieve with this funding that would not have been possible otherwise? What would you have done differently if you had not been awarded this Fellowship Funding?

### Part III. Financial Report

- 1) Report on total expenditures to date relative to budget (see Financial Report Format below).
- 2) Where applicable, comment on the variances between actual and budgeted expenses.

### Part IV. Video Footage

A one to five-minute video. See Video Guidelines below.

## FINANCIAL REPORT FORMAT

The financial reports should include actual expenses against the project budget in this format:

	Actual	Approved Fellowship Budget
1. Analyses (including lab fees)		
2. Materials, supplies and equipment		
3. Travel		
4. Postage and shipping		
5. Other (specify)		
Total:		

## DIGITAL PHOTOS GUIDELINES

Fellows are asked to submit digital photos with captions and credits with the Final report. Please ensure you have consent if submitting images of people.

Digital photos submitted by Fellows will be used in the following ways:

- 1) within reports from WCS Canada to The W. Garfield Weston Foundation.
- 2) within WCS Canada communication materials (website, newsletter reports, presentations, etc.) to promote and communicate about The W. Garfield Weston Fellowship program.
- 3) within WCS Canada communication materials to promote or communicate about WCS Canada's conservation work.

WCS Canada suggests the following compositions are most relevant for the uses above:

- 1) The Fellow in the field or lab at work.
- 2) The landscape in which the Fellow is working.
- 3) The conservation target (e.g., species, ecosystem, local communities) or issue that is the focus of the Fellows research.
- 4) Interactions between the Fellow and other researchers or community members where relevant.

## VIDEO GUIDELINES

Fellows are asked to submit digital video footage with credits with their Final reports.

Video footage submitted by Fellows will be used in the following ways:

- 1) submitted to The W. Garfield Weston Foundation and shown to the Foundation's Board.
- 2) used by WCS Canada to promote and communicate about The W. Garfield Weston Fellowship program.
- 3) used by WCS Canada to promote and communicate about conservation in Canada.

The types of footage most relevant for the uses described above include the Fellows at work talking about the goals of their research, how they are conducting their work, any findings so far, and what

the impact of having the Fellowship funding has been. Any footage depicting 'bloopers', challenges, or entertaining anecdotes from the field are also encouraged.

Generally:

- The video should be one to five minutes in length. We encourage you to include video footage for the field.
- Introduce your work: Talk briefly about what excites you about your research.
- Explain what this scholarship has meant to you: What, beyond financial gain, this scholarship has enabled.
- Speak in a conversational tone; feel at ease, as if you were having an informal conversation.
- Choose a setting that gives insight into your day-to-day work (e.g. shoot onsite).
- Specifically thank The W. Garfield Weston Foundation for their support of your work.
- Please do not insert titles, captions, labels, or logos that overlay video footage, and please do not have music overlap with the audio of your voice while speaking about the project. Note that we may edit, curtail, and modify your video to use clips for the various uses outlined above.
- Be creative! To increase the chances of our posting and promoting some of your photos or footage more widely, include a component that is about your experiences in the field. It is important to obtain **steady shots in good light**. We encourage you to consider some of these helpful tips from National Geographic:  
<http://video.nationalgeographic.com/video/photography/photo-tips/>.

## REPORT SUBMISSIONS

Fellows will submit reports and digital media electronically to the WCS Canada Fellowship Program Leader for their Fellowship Region.

Ontario's Northern Boreal (ONB) Region:

Dr. Matt Scrafford  
[msscrafford@wcs.org](mailto:msscrafford@wcs.org)  
807-472-1440

Northern Boreal Mountains (NBM) Region:

Dr. Donald Reid  
[dreid@wcs.org](mailto:dreid@wcs.org)  
867-456-7556

## ACKNOWLEDGEMENT

Fellows should acknowledge the support of WCS Canada and the W. Garfield Weston Foundation in all publications (e.g., scientific papers, theses) and all public opportunities (speaking engagements, public announcements of research results in reports and at speaking venues) relating to the Project, as follows:

**“With support from The W. Garfield Weston Foundation Fellowship Program, a program of the Wildlife Conservation Society Canada funded by The W. Garfield Weston Foundation.”**