



# CBI Associates Program

## Purpose

Conservation and ecological sustainability issues are becoming increasingly urgent, complex and comprehensive in scope. Conservation Biology Institute (CBI) recognizes that it cannot house all of the knowledge and skills necessary to successfully address these growing challenges within a single institution. The CBI Associates program aims to partner with researchers and scientists working in the fields of conservation and climate change, to further the reach and impact of science and technology in these fields. The program has been designed to enable researchers and scientists that are not in CBI's employ to leverage the CBI brand and institutional infrastructure to obtain and manage grant-funded projects within an established and reputable non-profit organization.

## Candidate Qualifications

The CBI Associates program is open to scientists and researchers of all backgrounds. Historically, the program is made up of researchers and scientists from a wide variety of organizations including universities, industry, retirees, freelancers, and NGOs. Generally speaking, our current Associates members find value in being associated with a reputable project sponsor organization to increase the researchers' chances of obtaining their project grants, and the administrative infrastructure to manage the contracts and funds.

We also recognize that conservation practices and policies have long exercised discrimination and exclusion - both unknowingly and deliberately - which has resulted in a limited community of people that are trained, employed, and feel welcome to participate, resulting in limited diversity within the field. Thus, we strive to make CBI Associates a program that provides opportunities for underrepresented members of the conservation community and delivers the support required to further advance their work. As such, we strongly encourage members of these communities to apply to become Associates.

## Benefits of Becoming a CBI Associate

- Increased chance at obtaining project funding due to CBI's strong reputation in the field of conservation
- Assistance with proposal development and submission

- Administration of contracting, billing, fund distribution and post-award project management.
- Become a part of an exceptional network of researchers, scientists and technologists dedicated to environmental conservation and sustainability efforts
- Potential to collaborate on or subcontract to future CBI projects
- Informal mentoring and advice from CBI's pool of researchers, scientists, geospatial analysts and software developers
- Potential to utilize and receive training on CBI's GIS Data Basin Software Platform

## Application and Selection Process

### Applying to Become a CBI Associate

Interested candidates must provide:

- A current C.V. covering your professional accomplishments to date.
- Letter of introduction describing your professional background and interests, why you want to become a CBI Associate, and how you hope to professionally benefit. In this letter, please indicate if a CBI staff or board member nominated you.
- A one-page summary of the proposed research/project and its prospective or committed funders shall be provided.

Please submit your application materials to [cbiassociates@consbio.org](mailto:cbiassociates@consbio.org) with the subject line: **CBI Associate Application**.

### Selection Criteria

Selection will be based on evaluating each candidate Associate against a set of criteria aimed at aligning the accepted Associate projects with CBI's goals.

Evaluation criteria include:

- Project or subject matter fit with CBI's stated mission
- Relevance of the project's science, technology and/or data to CBI's own areas of expertise
- Potential for project to contribute to future CBI projects
- Reputation/track record of the prospective Associate
- Potential for prospective Associate to cooperate with CBI on future projects
- Degree of reliance on CBI staff for any training
- Financial risk to CBI
- Willingness to cite CBI in any publications that might arise from the project
- Willingness to publish resultant data to Data Basin when appropriate

## Project Oversight

Generally speaking, the CBI Associate is responsible for managing all details and execution of their project, with the exception of contract execution and collection and allocation of funds.

From time-to-time, CBI will accept Associate projects in which CBI is responsible for managing additional components of the project and/or provide additional staffing support for project execution. In these instances, a subcontract will be crafted that would outline the specifics, including how oversight will be handled.

Associateships are generally available for 3 years or the tenure of a project (whichever is longer) and can be extended indefinitely in 3-year terms depending on a mutually beneficial relationship. If a problem arises where CBI is unexpectedly at risk because of action by an Associate, the Executive Leadership Team will investigate and make a determination whether any action needs to be taken.

## Fee Relationship

The typical CBI Associate project will dedicate 10% of the total grant to CBI as an administrative fee, subject to restrictions in the relevant grant. Funds will be allocated to the Associate in a variety of ways. Sometimes the funder requires a specific pay schedule. If the funder does not specify the payment structure, CBI will implement one that is the most efficient for its admin staff.

## About CBI

Founded in 1997, Conservation Biology Institute is a non-partisan, science-based nonprofit working to support the conservation of biological diversity towards a healthier, more ecologically sustainable planet. We provide advanced conservation science, geospatial analytics, software, and planning services to empower our partners and clients in addressing the world's critical ecological challenges. We know our planet is in serious trouble and as a collective group of scientists, software developers, geospatial analysts, admins, and most importantly *humans*, we are passionately committed to finding solutions to as many ecological and sustainability challenges as possible in the years ahead, be they local, global, and everything in-between.