

GUIDELINES FOR PROJECT APPLICATIONS FOR FUTURE AZAFADY FIELD SEASONS

This page is for those people wishing to propose a project for inclusion in future field programmes in SE Madagascar.

Please speak to us if you are not sure about the suitability of your project idea, before completing the application. You may prefer to forward just the 500-word summary of your project idea first, and then we will let you know if we consider it worth completing the application.

These Guidelines are designed to help you set out an application for running a field project in the communities, forests or in the freshwater, marine or brackish water habitats of south east Madagascar. Projects can run for 1 month up to an indefinite period commencing at any time, although we prefer projects that run for a minimum of 3 months. We are also looking for projects that can run over a number of years with completion of specific objectives each year if possible.

Azafady is funded partly from the money paid by students to join our various projects. Before preparing an application it is a good idea to check this web site to see which projects are running at the moment. All projects need to be designed so that students or volunteers may join the project for one-week blocks of time. Students & volunteers need to be able to do something worthwhile on the projects they are joining even if only for a short period. The project therefore has to be designed such that students with a short amount of field training can contribute to an element of the overall project.

A second consideration is that students or volunteers may want to spend longer periods of time on a specific project and take one aspect and write it up as a final year dissertation or even as a Masters thesis. This means that you need to think of 4-5 titles for dissertations, which could be completed by students in the field as part of the overall project. Could you please suggest a few titles for dissertations in section 7 of the application.

A third consideration is the ease with which you will be able to produce a paper for a peer-reviewed journal, or a project report, from the project. Preference is given to projects that can produce papers / reports quickly and preferably after the first visit to the field. Our project partners within the Malagasy government are very keen to see as much of the work published as soon as possible, so section 6 of the application should contain details of proposed publications or reports that would arise from the project. We translate all papers and project reports into French as a matter of course, to make them accessible to Malagasy academics and students.

We are quite happy to help with the development of project ideas. So if you have a draft proposal we are happy to offer advice on how to develop the application so that it fits in with the existing programme and the logistics in the field.

Please download our documents "Jobs with Azafady - Project & Research Costs Guide" and our "Project Budget Template" from the download page of our website, and please include all relevant costs in your budget. We want your project to be well funded. You probably will not know how much things cost in Madagascar, so complete your budget items carefully, send the budget to us, and we will help you by filling in the gaps of actual costs on the ground.

In order to approve projects and complete all the necessary paperwork, we need to have the completed applications in by **at least 3 months before your proposed**

departure date. The approval process will be completed as quickly as possible and you will be notified of the result of your application as soon as we possibly can.

For those projects that are selected, Azafady will then provide the necessary support for your project to be properly funded. We also expect all project leaders to actively participate in the fundraising process. Please note that acceptance does not guarantee fundraising success, and some donors can take six months to make a decision, so the earlier you complete the application and we begin the fundraising process the better.

Section 8 of the application asks you to list the equipment requirements for your project. Please list everything you will need and we will then check which of the items we already have and get back to you about any missing bits of equipment so that we can either determine a price or source where these items can be borrowed.

If you have any questions about completing the application then please contact the UK office by e-mail (mark@azafady.org). There may sometimes be a slight delay in our response because if questions need to be asked of our Madagascar field team, communication can be slow.

The application should contain the following information:

1. **Title:** of the main project
2. **Introduction:** which describes why the project is required, relevant work that has been carried out in the same field or geographical area, and the objectives of the project.
3. **Summary:** A 500 word maximum summary of your project
4. **Methods:** The methods that will be used in the field and how the volunteers will be involved. Details need to be given of sampling strategy, sample numbers, and how the sampling will be carried out. Proposed dates of the survey work.
5. **Analysis:** Details should be given of the statistical techniques that will be used for the analysis and how the data will be analysed.
6. **References:** A list of relevant references that volunteers joining the project could read in order to gain an understanding of the project.
7. **Publications:** The paper (s) that will result from the first years' study and estimated completion date.
8. **Project Titles:** A list of 4 – 5 dissertation or sub-project titles.
9. **Equipment:** A complete list of all the equipment and supplies needed to run the project.
10. **Samples:** If you need to take samples out of Madagascar or are intending to lodge specimens with the museum in Antananarivo, then please give an estimate of the number and type of specimens to be exported or lodged at the museum. We have permission to both export samples and store them at the museum or herbarium in Antananarivo, but it helps us to be aware of this in advance of the project starting.
11. **Risks:** Please identify all risks associated with your proposed project and suggested ways of reducing these risks.
12. **CV:** A full c.v. with publications list. In addition, please include a one paragraph summary of your c.v. and a passport photograph (this is used to put your details onto our web site).