**Natural Resource Species Inventory and Condition Assessment**

FY25 Project Proposal Form

Revised Sept 2023

This proposal form contains four sections**: I) Project Administrative Information**, **II) Project Narrative and Justification, III) Project Evaluation Criteria**, and **IV) Project Cost Details**. It is for both the [**Natural Resource Condition Assessment Program**](https://www.nps.gov/subjects/science/nrca.htm) and for [**Species Inventories**](https://doimspp.sharepoint.com/sites/nps-nrss-imdiv/SitePages/Inventories.aspx). See [this guidance](https://www.nps.gov/subjects/science/upload/NRCA-vs-Inventory-2023_compliant.pdf) to determine the difference. Add lines or spaces to the form to accommodate your responses as needed.

* **For Species Inventories**, fill out sections I, II a, III, and IV. Submit form to [**IMD Regional Program Managers**](https://doimspp.sharepoint.com/sites/nps-nrss-imdiv/SitePages/Submit.aspx). Note some questions are for condition assessments only; skip if inventories.
* **For Condition Assessments**, fill out sections I, II b, III, and IV. Submit form to [**NRCA Regional Coordinators**](https://www.nps.gov/subjects/science/nrca_contacts.htm).

1. **Project Administrative Information**
2. **Are you applying for an Inventory or an Assessment?** (select one)

Species Inventory

Condition Assessment

1. **Project Title (project title should indicate park(s), resource(s) and management need)**

(e.g., “Inventory of [resource] to inform [need] at [Park]”)

1. **Park Unit(s) and Code(s):**
2. **Region(s):**
3. **Proposal Submitter:**

|  |  |
| --- | --- |
| Name |  |
| Title, Park/Program |  |
| Email Address |  |
| Phone Number |  |

1. **Principal Investigator (PI):** (if known; can be NPS or non-NPS; cannot be the same as the PM)

|  |  |
| --- | --- |
| Name |  |
| Title, Location |  |
| Email Address |  |
| Phone Number |  |

1. **Condition Assessment Only: Project Manager (PM):** (typically handles ATR/COR duties, admin/management review, etc.; can't be the same as the PI)

|  |  |
| --- | --- |
| Name |  |
| Title, Location |  |
| Email Address |  |
| Phone Number |  |

1. **Condition Assessment Only: NPS Technical Lead:** (primary technical advisor)

|  |  |
| --- | --- |
| Name |  |
| Title, Location |  |
| Email Address |  |
| Phone Number |  |

1. **Project Timeframe:** 
   1. Estimated Start Date (month year):
   2. Estimated End Date (month year):
2. **Expected funding mechanism(s) used by the project:** (select one or more options)

Cooperative/Task agreement

Interagency/Intra-DOI agreement

Contract

In-House reimbursement of NPS staff time/salary\*

\*Seasonal, interns, or furloughed staff, only. No FTEs without approval by the region and WASO.

1. **Funding Distribution Preference:** Can the project be fully funded in the FIRST YEAR (relevant for agreements, contracts, etc.)? Please indicate how you prefer funding to be distributed to support the project.

**II a. Inventory Project Narrative and Justification**

(complete this section for inventory project proposals **only**)

1. **Inventory Project Need:** Describe the project need. Which resource management issues or questions does this inventory project address?
2. **Inventory Project Objectives:** Describe the specific project objectives.
3. **Project Scope for Inventory:** Describe the project scope including how this project qualifies as a species inventory. What area would you target to survey? What are the target species? What information is needed: presence, evidence of absence, abundance, comparison between areas, identifying potential locations or habitat, other information?
4. **Are there any existing data and information sources you plan to use in this study effort or that this inventory will help interpret?** Having existing information is optional for species inventories.
5. **Do you have a partner/collaborator in mind for this project?** In addition to the above-named personnel, what individuals or offices/programs/partners are you hoping to engage in the project work effort?  What level of engagement or types of contributions are you counting on from each of these entities?
6. **What outcomes are you looking for from this project?** How do you expect to use this information (e.g., in a near-term management action, planning process, etc.)?
7. **Characterize the final products you expect to receive from the project.** (All projects require a technical report and produce a dataset following the inventory template. Other products may include a communication product, webinar, decision support model, etc.)

**II b. Condition Assessment Project Narrative and Justification**

(complete this section for assessment project proposals **only**)

1. **Condition Assessment Project Need: Describe the project need. Which resource management issues or questions does this condition assessment project address?**
2. **Condition Assessment Project Objectives: Describe the natural resource(s) will you evaluate current conditions for?** Add more lines as needed.

|  |  |
| --- | --- |
| **Natural Resource(s) Evaluated** | **Indicator(s) of Resource Condition Assessed** |
|  |  |
|  |  |

1. **Condition Assessment Project Methods: Describe the project methodology including how this project qualifies as a condition assessment.** For example, what types of resource condition data, knowledge and/or documentation will be developed for the above resource(s)? What types of reference criteria will be used to evaluate/rate current conditions for the above indicator(s)?
2. **What are the primary existing data and information sources you plan to use in this study effort?**
3. **If applicable, what limited types of new data do you propose to collect as part of this study effort?** (Provide a rationale for collecting new data; what data gaps will it fill, how will it strengthen the analyses?)
4. **Who are you seeking to partner/collaborate with on this project?** What individuals or offices/programs/partners are you hoping to engage in the project work effort? What level of engagement or types of contributions are you counting on from each of these entities?
5. **Characterize the final products you expect to receive from the project.** (All projects require a technical report, and a science communication product. Other products may include databases, geospatial products, decision support model, recoded webinar, project summary report etc.)
6. **Proposal Evaluation Criteria**

For all project proposals (**species inventories and condition assessments**), responses to the following project rating criteria ***are required.*** Concise, well-written, and substantive proposals are favored over lengthy proposals. It is not necessary to have full study design details in the proposal, only those necessary for evaluation of the project. One or two paragraphs per rating criteria is generally sufficient.

The project rating criteria are:

* **Significance of the resource and conservation impact:**

*Describe how the resource is a park priority (identified in Foundation Document, General Management Plan, Resource Stewardship Strategy, etc.), a regional, or DOI priority, which parks/networks/agencies would benefit from this project, and how the project fills an information gap that will likely result in future management actions targeting conservation.*

* **How and when data will be used:**

*Describe how and when the results from the project will be used in management actions or planning efforts. Include whether the information on this resource will contribute to multiple management issues or planning efforts and whether multiple parks need this project to inform management.*

* **Problem resolution and project outcomes:**

*Describe how the project will meet the stated objectives of the project need (e.g., at appropriate scale, sufficient sample size) and whether the resulting data will be suitable for use in addressing future related issues at this or other parks (uses standard methodologies, etc.).*

* **Feasibility and Cost-effectiveness:**

*Project feasibility includes the ability to complete required compliance, contracts, or agreements, provide appropriate NPS oversight, demonstrate a realistic and cost-effective budget, and must account for local factors that may affect the project timeline.*

1. **Project Cost Details**

For all project proposals (**species inventories and condition assessments**), list salary, travel, and equipment details. Add rows as needed. In the table below, please indicate if you prefer all funding in the first year, or funding distributed by fiscal year (please note some regions require or strongly prefer all funds to be obligated in year 1).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program Funds** | **Description** | **Cost /Unit** | **Total Units** | **Total Cost** | **Year 1 Amount** | **Year 2 Amount** |
| **NPS Costs (if applicable)** | | | | | | |
| **Staff Salaries** | *(Salary/Fringe Benefits, seasonal, subject to furlough - NO FTE)* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Staff Travel** |  |  |  |  |  |  |
| **Supplies** |  |  |  |  |  |  |
| **Equipment** |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |
| **Cooperator, Contractor, or Interagency Costs** | | | | | | |
| **Personnel** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Travel** |  |  |  |  |  |  |
| **Supplies** |  |  |  |  |  |  |
| **Equipment** |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |
| **Direct Costs** | *Cooperator costs subtotal* |  |  |  |  |  |
| **Indirect Costs** | Overhead (e.g., CESU 17.5%) |  |  |  |  |  |
| Totals | | | |  |  |  |
| **Total Program Funds Requested** | | | | | **$** | |

***For Condition Assessments only***

|  |  |
| --- | --- |
| **Amount of funding for collecting new data** | **$** |
| **Percent of funding for collecting new data (<30%)** | **%** |