



Research Permitting and Reporting System Coordinator Help Manual

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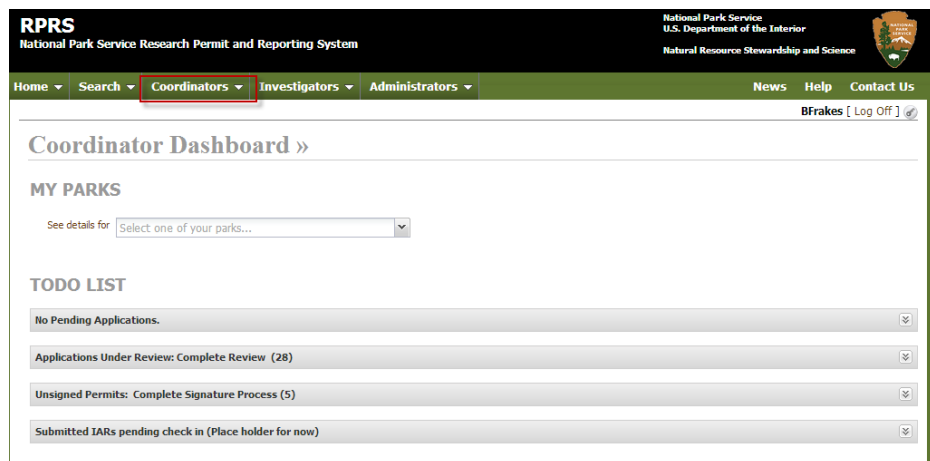
1 Welcome and Overview

1.1 Why is there RPRS?

1.2 General Workflow

2 Coordinator Dashboard

Consider this to be your home page.



The screenshot shows the RPRS (National Park Service Research Permit and Reporting System) interface. The header includes the RPRS logo, the National Park Service logo, and the text "National Park Service U.S. Department of the Interior Natural Resource Stewardship and Science". The navigation bar has links for Home, Search, Coordinators (highlighted with a red box), Investigators, Administrators, News, Help, and Contact Us. The main content area is titled "Coordinator Dashboard »" and contains sections for "MY PARKS" (with a dropdown menu for "Select one of your parks...") and a "TODO LIST". The TODO LIST includes four items: "No Pending Applications.", "Applications Under Review: Complete Review (28)", "Unsigned Permits: Complete Signature Process (5)", and "Submitted IARs pending check in (Place holder for now)".

Applications Pending Review

Help Text: An applications pending review are is an application which has not been opened. The National Park Service is committed to responding to applications. Open the application to start the review process

Full Description: An application which is pending review is an application for a Scientific Research and Collecting Permit which has been submitted, but has not been opened by the park.

Applications Under Review: Complete Review

Help Text: an application under review is an application which has been opened by the park. Applications remain in under review status until the park makes a decision and changes the status of the application to approved, denied or canceled

Full Description: An application under review is an application which has been opened by the park. Once an application it is considered to be under review and there is an expectation that the park will be conducting a review process which will lead to a decision on whether the park will issue a permit. The default length of the review process is 30 days, which can be extended to up to 90 days.

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Unsigned Permits: Complete Signature Process

Help Text: Permits are not valid until the signature process is complete: applicant signs the permit, park countersigns the permit.

Full Description: When a park approves an application, a permit is cut. However that permit is not valid until the permit is signed by the application and is countersigned by the park.

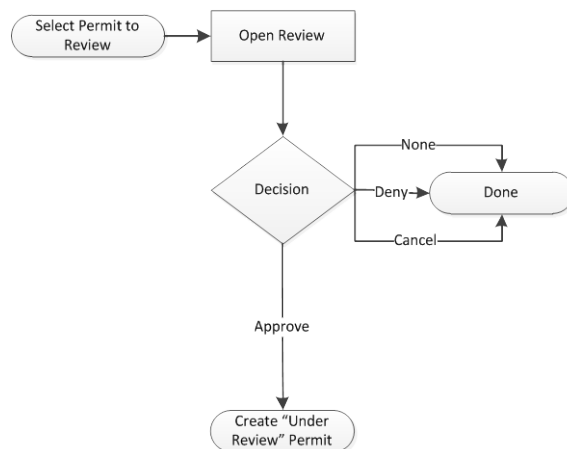
Submitted IARs to Check In

Help Text: Investigator's Annual Reports (IARs) are the public record of scientific research within units of the Nation Park Service. Parks must review and check in their IARs. The review process consists of opening the IAR, reviewing it, deciding whether the IAR will be given a sensitive or non-sensitive status, and checking the report in.

Full Description: Submitted IARs to check in are IARs which have been submitted by permit holders, and which have not been checked in by the park.

3 Reviewing Permit Applications

3.1 Overview



3.1.1 Review Application

Review Application 66025

ID: 66025
Current Status: Under review Change Status to
Title: Mofette vegetation and its relation to magmatic CO2 degassing or resp. Mofette vegetation an dits relation to lateral extension of cold CO2-emissio
Investigator: Pfanz, Hardy
Park: YELL
Date Submitted: Jul 29, 2011
Field Start Dates:
Field End Dates:
Related Permits: n/a

[View OMB Form and Original Attachments](#)

Coordinator Notes (0) [Add Notes](#)

Shareable	Date Created	Added by	Subject	Details
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[Change Status](#)

[View OMB Form](#)

[Add Notes](#)

3.1.2 OMB Form

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Back to Application Profile



**APPLICATION FOR A SCIENTIFIC
RESEARCH AND COLLECTING PERMIT**
 United States Department of the Interior
 National Park Service
All or some of the information you provide may become available to the public.

OMB # (1024-0236)
Exp. Date (11/30/2010)
Form No. (10-741a)

Name of the National Park System area(s) you are applying to:
Yellowstone NP

Type of application: Renewal application	Please enter numbers for permit renewal or modification requests: Previously assigned NPS study number: YELL-05868 Previously assigned NPS permit number: YELL-2010-SCI-5868
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Contact Information

Principal Investigator Hardy Pfanz Mailing Address Prof. Dr. Hardy Pfanz Institute of Applied Botany University of Duisburg-Essen Campus Essen 45117 Essen Germany 45117 Germany	Office phone #: +49-(0)201-183-2153 Alternative phone#: Office FAX #: +49-(0)201-183-4219 Office email address of principal investigator: hardy.pfanz@uni-due.de
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Name of the current institution represented
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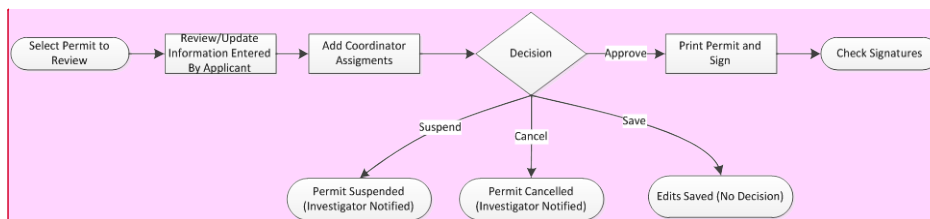
Scientific Study Information

Project title (maximum 300 characters)
 Mofette vegetation and its relation to magmatic CO2 degassing
 or resp. Mofette vegetation and its relation to lateral extension of cold CO2-emission.

Purpose of the study (maximum 4000 characters)
 As a follow-up of the data and the preliminary results obtained in July 2010 we want to extend the data range of soil CO2 and oxygen and vegetation, and include some intriguing questions. Most of the data collected in 2010 were made on a site called Kreteck Vale (UTM zone 12 NAD 83 546371 4940116). The area of interest is a site with cold and dry CO2 emissions. Preliminary results describe the site as an ideal mofette structure with soil CO2 concentrations ranging from nearly zero to 100% CO2. The area is covered with dead and dying coniferous trees from which the exact death date will be

4 Approving and Signing Research Permits

4.1 Overview



Comment [BF1]: This has nothing to do with the Application at this point

Comment [B2]: This chart appears to show the application to signed permit. The first bubble should read "Select Application to Review"
 Change 2nd bubble to "Review Information Entered by Applicant"
 I'm not sure what is meant by "add coordinator assignments."

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4.2 Review Information Entered By Researcher

4.3 Add Coordinator Assignments

Review Unsigned Permit

View Application

Required Fields

1. Description2. Location3. Dates4. Team Info5. Data6. Coordinator Assignments7. Signatures

* Study ID:YELL-05110Change

* Permit Number/Code:YELL-2012-SCI-5110

Cooperative Agreement Number:

Optional Park Code:

Disciplines:

Remove Vascular Plants

Add Discipline

Coordinator Notes (0)

+ Add Notes

	Sharable	Date Created	Added by	Subject	Details
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5 Re-Issuing Permits

6 Checking In the Investigator Annual Report(s)

6.1 Overview

6.2 IAR Wizard

7 Checking In Final Reports and any Related Files

8 Managing Your Park Information