NATURAL AND SOCIAL SCIENCE RESEARCH PROPOSAL AND REPORT REQUIREMENTS

Branch of Resource Studies
Natural Resources Report NPS/MAR/NRR - 92/002

May 1992

National Park Service
Mid-Atlantic Regional Office
Division of Resource Management and Visitor Protection
143 South Third Street
Philadelphia, PA 19106-2878

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Introduction

The National Park Service (NPS) was established by Congress in 1916 as an agency of the Department of Interior to promote and regulate the use of federal areas known as national parks and monuments. The mission of the National Park Service is to manage these areas "to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."

The Mid-Atlantic Regional Office, located in Philadelphia, Pennsylvania, is the central administrative office for 28 units of the National Park System in the states of Virginia, West Virginia, Maryland, Pennsylvania, and portions of New York and New Jersey. The majority of the areas were established to commemorate events and persons significant in our nation's history while other areas contain legislatively designated wilderness and outstanding natural and scenic features.

Many of these Mid-Atlantic parks face complex environmental and visitor-use problems such as rapid declines in native wildlife populations, significant vegetation changes, critical air and water quality degradation, visitor crowding and conflicts, recreational impacts to the environment, and land-use conflicts along park boundaries. Consequently, research is needed in the environmental, biological, geological, and social sciences. Park managers depend on such research to better manage and protect the resources of the parks and improve public understanding of the critical preservation and protection issues involved in national park management.

In order to improve the protection and management of park resources, the Mid-Atlantic Region Branch of Resource Studies supports programs of research on the natural and social values of park areas. The Regional Chief Scientist and Regional Biologist provide the necessary programmatic and field support to park areas. Park research priorities, documented in Resource Management Plans, are carefully evaluated and developed into regional priorities to distribute available program funds and personnel time.

Research Proposals

Procedures

The Mid-Atlantic Region welcomes research proposals from independent scientists and professional research institutions. Proposals may be submitted at any time; however, research planning and funding are conducted on a fiscal year (October 1 - September 30) basis. Multiyear studies will be considered, although complete funding will depend on annual budgetary allocations. Most studies are competitively bid, and contracts or cooperative agreements may be used to execute the award and obligate Government funding. The NPS Key Official for all natural and social science research contracts and agreements is the Regional Chief Scientist or his designee.

The National Park Service is aware that descriptive information necessary to the appropriate management of natural resources may not always be of value to researchers pursuing specialized research or faced with publication requirements. Additional research measurements, questions, or components, not dictated by park information needs, are acceptable provided they are appropriate and compatible with NPS policy and do not significantly increase study costs. Any expenses associated with unspecified research should be identified in the study proposal and, when significant, should be provided for through non-NPS funding.

The Regional Chief Scientist and appropriate park resource manager(s) should be consulted prior to the preparation of any research proposals regarding research goals and objectives, research priority, availability of funds, and degree of detail necessary in the research proposal. The latter will vary depending on the complexity and scope of the research. Five (5) copies of the completed research proposal must be submitted to the designated NPS Key Official for distribution to appropriate NPS park and regional personnel for review. The proposal may also be sent to noncompeting scientists outside the National Park Service for professional review comments. The investigator(s) will be notified by the NPS Key Official concerning the results of the review process as well as decisions regarding funding.

Research Not Funded by National Park Service

These proposal requirements also apply to any research or scientific collections proposed to be conducted in a park by scientists who do not require NPS funding. All relevant permits must be obtained, and a proposal must be submitted for review and approval. Conditions to be included in a permit may include report requirements and research activity restrictions as to locations, timing, and methods.

Natural Resource Study Permit

If required by the park(s) where field work is to be conducted, a natural resource study permit (Appendix A) must be completed and submitted along with the research proposal. When approved, the form serves as a research permit, signifying approval of the research proposal by the park Superintendent and authorizing field work to be conducted in that National Park System area. It does not infer, in any way, an obligation of NPS funds.

Scientific Collections

In cases where the research requires the collecting of plants, animals, rocks, or minerals, the investigator may also have to submit an application for permission to collect (Appendix B) to the park Superintendent. Although collecting permits are not required for collecting activities by authorized NPS agents, many parks require their use for identification purposes. The collecting permit may only be issued after the Superintendent approves a written research proposal which must be submitted with the permit application. The application and proposal must clearly identify the intended use of the collected specimens and specifically describe which specimens, if any, are to be stored as permanent vouchers and where they will be stored.

Natural resource specimens which will be collected from National Park System lands and which will be permanently retained as voucher specimens must bear official NPS museum labels and their catalog numbers must be registered in the NPS National Catalog. These collections, whether stored in a NPS facility or loaned to a qualified museum or university for long-term storage and use, must be cataloged and maintained as part of the park's museum collection in accordance with the NPS (a) Museum Handbook, (b) Automated National Catalog System User Manual, and (c) Special Directive 80-1, "Guidance for Meeting NPS Preservation and Protection Standards for Museum Collections" (Revised 3/9/90). If necessary, these requirements will be stipulated in the collecting permit, which describes the terms and conditions under which specimens may be collected and stored. The park Superintendent will supply the appropriate labels and instructions.

Content Guidelines

A research study proposal is a justification, description, and cost and time requirement of the work to be done. Proposals must be specific enough to serve as "blueprints" for the investigative efforts. Step-by-step plans for the actual investigations must be spelled out in advance, with the level of detail being commensurate with the cost and scope of the project and the needs of management.

Cover

The cover page must contain the following information:

Title of Proposal
Current Date
Principal Investigators - Names, addresses, and phone numbers
Institution/Organization
Proposed Starting Date
Estimated Completion Date
Total Funding Support Requested from the National Park Service
Signatures of Principal Investigator(s) and other appropriate institutional officials

Abstract

The abstract should contain a short summary of the proposed research, including reference to major points in the statement of problem, objectives, and methods components.

Statement of Problem

Provide a clear precise summary of the problem to be addressed and the need for its solution. This section should include statements of the importance, relevance, timeliness, generality, and contribution of the research. Explain why the research needs to be done within a National Park System unit, and how the NPS will benefit.

Objectives

A very specific indication of the proposed outcomes of the project should be stated as objectives or hypotheses to be tested. Provide a brief summary of what information will be provided at the end of the study and how it will be used involving the problem. These statements should flow logically from the statement of need and directly address the management problem.

Scope and Methods

This section should describe as precisely as possible how the objectives will be met or the hypotheses/questions tested. In nonresearch projects it should include a description of the overall approach, and details about methodology, participants, organization, and time schedule. In research projects this section should include detailed descriptions of the methodology, experimental design, population and sample, data and instrumentation, statistical analyses, and time schedule.

Collections

Clearly identify the collections which need to be made for the purposes of the research. Describe the kind (species), numbers, sizes, and locations of animals, plants, rocks, minerals, or other natural objects to be collected. Identify the reasons for collecting and the intended use of all the specimens to be collected. For those collections to be permanently retained as voucher specimens, identify the parties responsible for cataloging, preservation, and storage and the proposed repository. (Refer to the previous Scientific Collections section for specific requirements regarding collections.)

Deliverables

The proposal must indicate the number and specific format of hard copies required for each deliverable. The number will reflect the needs of the park and the Regional Chief Scientist. In addition, the proposal should indicate that an electronic media version will be prepared for some deliverables. If possible, reports should be prepared in WordPerfect 5.0 or 5.1, and data should be entered in dBASE III PLUS. Indicate how many months after the project is initiated (or the actual anticipated date) that each deliverable will be submitted and where the deliverables are to be submitted or presented.

Reports: Describe what reports will be written and the timing of reports. Five types of reports are usually required in fulfillment of natural and social science research contracts or agreements: (1) progress report(s), (2) draft final report, (3) final report, (4) *Park Science* article, and (5) investigator's annual report. (Refer to the following Research Reports section for information on report content and format requirements.) In addition, investigators are encouraged to publish the findings of their investigations in professional, scientific publications.

Oral Presentations: Three types of oral briefings should be included: pre-study, annual, and close-out. These briefings will be presented to park staff and other appropriate individuals. In addition, investigators should conduct periodic informal briefings with park management staff throughout the study whenever an opportunity arises. During each park visit, researchers should provide verbal updates on project progress. Frequent dialogue between researchers and park staff is an essential element of a successful research project.

Labeled Natural History Specimens and Associated Project Documentation: Natural resource specimens which will be collected from National Park System lands and which are permanently retained as vouchers are to be properly labeled with official NPS museum labels and submitted along with associated documentation to the designated repository. A report on the collection activities and the data derived from collections must be submitted to the park Superintendent according to the requirements of the collecting permit. (Refer to the previous Scientific Collections section for more detailed information.)

Other: Describe other materials which could be produced and submitted that would be beneficial to NPS management. Aerial photographs, maps, color slides for interpretation, videotapes, training sessions, survey forms, field notes, and machine readable field data are examples of additional products that may be requested to assist in communicating or interpreting research results.

Facilities and Equipment

Identify facilities and equipment that will be required and how these will be provided. **All equipment, facilities, services, and logistical assistance expected to be provided by the National Park Service must be specifically identified in this section so all parties are in clear agreement before the study begins.**

Personnel

List the personnel who will work on the project and indicate their qualifications, experience, and pertinent publications. Identify the responsibilities of each individual and the amount of time each will devote. A vita or resume for each principal investigator may be included here but is not required.

Budget

The budget must reflect both funding and assistance that will be requested from the National Park Service and the cooperator's contributions on an identified periodic (usually semiannual or annual) basis.

Personnel Costs: Identify salary charges for principal investigator(s), research assistant(s), technician(s), clerical support, and others. Indicate period of involvement (hours or months) and pay rate charged for services.

Fringe Benefits: Itemize fringe benefit rates and costs.

Travel: Provide separate estimates for field work and meetings. Indicate number of trips, destinations, estimated miles of travel, mileage rate, air fares, days on travel, and daily lodging and meals charges. Vehicle mileage rate cannot exceed $0.25/mile. Charges for lodging and meals are not to exceed the maximum daily rates set for the locality by the Federal Government (contact NPS Key Official for appropriate rates).

Equipment: Itemize all equipment to be purchased or rented and provide a brief justification for each item costing more than $1,000. For proposals funded under NPS agreement or contract, the National Park Service reserves the right to transfer the title of purchased equipment with unit cost of $1,000 or more to the Federal Government following completion of the study. These items should be included as deliverables.

Supplies and Materials: Purchases and rentals under $1,000 should be itemized as much as is reasonable.

Subcontract or Consultant Charges: All such work must be supported by a subcontractor's proposal also in accordance with these guidelines.

Collections: Identify funding requirements for the cataloging, preservation, and storage of any collected specimens which will be permanently retained.

Data Processing: Estimate costs for data processing and analysis needs.

Printing and Copying: Include costs for preparing and printing the required number of copies of progress reports, the draft final report, and the final report. In general, a minimum of five (5) copies of progress reports (usually due semiannually) and the draft final report, and twenty-five (25) copies of the final report are required.

Indirect Charges: Identify the indirect cost (overhead) rate and charges and the budget items to which the rate is applicable.

Cooperator's Contributions: Show any contributing share of direct or indirect costs, facilities, and equipment by the cooperating research institution.

Outside Funding: List any outside funding sources and amounts.

Literature Cited

List all reports and publications cited in the proposal.

Peer Review

Provide the names, titles, addresses, and telephone numbers of individuals with subject-area expertise who have reviewed the research proposal. If the reviewers are associated with the investigator's research institution or if the proposal was not reviewed, please provide the names, titles, addresses, and telephone numbers of 3-5 potential subject-area reviewers who are not associated with the investigator's institution. These individuals will be asked to provide reviews of the proposal, progress reports, and the draft final report.

Research Reports

Procedures

The publication policy of the National Park Service is to disseminate natural resources scientific, technical, and management information for both the advancement of science and the achievement of the National Park Service's mission. NPS policy requires that the results of all scientific activities conducted in parks will be made available to park managers, the scientific community, and the public through both technical publications and popular media.

Five types of reports are usually required in fulfillment of NPS natural and social science research contracts or agreements: (1) progress report(s), (2) draft final report, (3) final report, (4) *Park Science* article, and (5) investigator's annual report. In addition, investigators are encouraged to publish the findings of their investigations in professional, scientific publications.

These requirements may also apply to non-NPS funded research or scientific collection activities conducted in a park by independent researchers. The research permit (and collecting permit, if needed) specifies the reporting requirements when an NPS contract or agreement is not necessary.

Progress Report

The progress report is a brief, informal, narrative statement of the status of all work accomplished during the period specified, and a summary of work to be performed during the following period. If required, the number of copies (usually five) and timing (usually semiannual) of progress reports are specified in the research permit, contract, or agreement. It should include:

a) a title page containing the following information: the words "Progress Report;" title of project; investigator name(s), affiliation, and address; NPS contract, agreement, or purchase order number; date of submission; and time period covered by report,

b) a quantitative description of overall progress and significant findings to date,

c) an indication of any current problems that may impede performance and proposed corrective actions, and

d) a brief discussion of the work to be performed during the next reporting period.

A letter quality original, reproducible copy of the progress report and the specified number of copies should be submitted to the NPS Key Official on or before the date identified in the research permit, contract, or agreement.

Draft Final Report

At the completion of a research study, the investigator should submit a draft final report which documents the study methods, results, and conclusions of the entire project as required by the contract. The specified number of copies (usually five to ten) should be submitted to the NPS Key Official on or before the date identified in the contract. The report should be written to an "audience" of park managers who may lack training or exposure to a particular discipline. The report may also be distributed to other government agencies, the scientific community, politicians, reporters, and the public. Keep the main body of the report short and concise. This may be accomplished through the use of appendices for extensive literature reviews, detailed explanations of the research design and methods, supplementary data, information which does not directly address the research objectives specified by park managers, and highly technical material (equations, statistical analyses, and testing). Write in a nontechnical jargon-free style, avoiding or clearly explaining any scientific terms or terms unique to a specific discipline. **Your goal is to clearly and concisely convey study results and management implications to a nonscientist.**

Content Guidelines

Title Page: The following information must be contained on the title page:

Title
Author(s)
Author's Organization Mailing Address
Month/Year
Contract or Agreement Number(s)
NPS Mid-Atlantic Region Mailing Address

Duplicate as close as possible the title page format shown in Appendix C.

Table of Contents: Include a table of contents listing the major section headings. Also, include separate lists of figures and tables, if appropriate.

Summary: This section should summarize the prominent facts discussed in the report and the conclusions reached in relation to research objectives. It should be as brief as possible, yet cover the subject in a clearly written, nontechnical style so that, standing alone, this section tells the reader what the project was about and what conclusions were made. This section is often removed from the report and used by the park Superintendent to inform legislators, public individuals and organizations, and NPS park, regional, and Washington Office staff of the completion and results of the study.

Introduction: The introduction should include the hypotheses and purpose of the investigation, research objectives, conditions under which the study was conducted, the general plan of treatment of the subject, and summary of previous work accomplished (literature review) that relates to the project.

Body of Report: The main body of the report describes in detail the study areas and methods used in conducting the study, presents results in terms of the observations and data acquired from the investigation, and explains how the data were statistically and mathematically analyzed. Avoid technical discussions and presentations of complex statistical testing and results. Refer readers who may be interested in this type of information to an appendix. Basic descriptive statistics (sample size, percentages, mean, median, maximum, minimum) are appropriate when clearly presented.

Discussion and Conclusions: These sections are the most important parts of the report. They should present a clear interpretation of the data and conclusions of the research project which address the hypotheses or purpose for which the study was conducted. Other findings may be reported that would be of general interest to the scientific community. If the research was initiated due to specific park management needs, management implications should be emphasized and thoroughly discussed.

Recommendations regarding policy positions of the agency should not be included. If desired, recommendations of this nature should be covered in a special supplementary report separate from the scientific report.

Literature Cited: List all references cited in the report.

Appendices: Include supplementary materials which support the main body of the report.

Other Project Materials: According to the terms of the contract or agreement, materials such as raw data, field notes, data bases, maps, slides, and permanent voucher specimens collected or generated during the course of the project must be suitably recorded and either permanently stored by the principal investigator under proper conditions or delivered to the NPS Key Official. All items stored by the investigator must be inventoried and identified in a list to be submitted to the NPS Key Official along with the final report. Provide adequate qualitative and quantitative descriptive information about the various items and identify where they will be stored.

Natural resource specimens which will be collected from National Park System lands and which will be permanently retained are to be properly labeled and submitted, along with the associated documentation, to the designated repository. Voucher specimens must bear official NPS museum labels and their catalog numbers must be registered in the NPS National Catalog. These collections, whether stored in an NPS facility or loaned to a qualified museum or university for long-term storage and use, must be cataloged and maintained as part of the park's museum collection in accordance with the NPS (a) Museum Handbook, (b) Automated National Catalog System User Manual, and (c) Special Directive 80-1, "Guidance for Meeting NPS Preservation and Protection Standards for Museum Collections" (Revised 3/9/90). If necessary, these requirements are stipulated in a collecting permit (Appendix B) issued at the beginning of the study. A report on the collection activities and the data derived from collections must be submitted to the park Superintendent according to the requirements of the collecting permit.

Format Guidelines

Typing: All reports are to be letter quality and double-spaced on 8 1/2" x 11" white bond paper. Allow 1" on all margins. Do not hyphenate; use unjustified right margin. Number all pages sequentially at bottom of page, centered. If possible, reports should be in WordPerfect 5.0 or 5.1 files, with each chapter or major section in individual files. Illustrations and tables should be in separate files from the text.

Headings: Use upper and lower case on all headers (i.e., initial letters capitalized).
First Order Header (center)
Second Order Header (flush left)
Third Order Header (flush left, underline)
Fourth Order Header (flush left, colon, two spaces, continue with text)

Citing Literature: Follow the author and year system for citing literature references in the text. If you wish to mention the author in your discussion say, for example, "Wakeley (1954) reported that..." Otherwise place the author and year within or at the end of your statement, (e.g., Wakeley 1954). List all references in the Literature Cited section of the report in alphabetical order by authors.

Figures and Tables: Figures and tables should have brief descriptive captions or titles, and be numbered sequentially throughout the manuscript. Explanatory information and keys to symbols should be placed in the legend to the figure or as a footnote at the bottom of the table. Line drawings and artwork must be in high contrast black and white and of a professional reproducible quality. Figures and tables should not be placed on a page with text but should immediately follow the page in which they are referenced.

Measurement Units: All measurement units must be metric. U.S. equivalent measurements should be included parenthetically.

Numbers: Numbers from one through nine are written out; numbers above nine are expressed as numerals except when first word of sentence. Physical measurements (length, width, distance, area, volume, decimals, percentages, degrees, symbols, latitude/longitude, fractions over one) and time (days, years) are expressed as numerals.

Common Names: Use common species names of plants and animals initially followed with scientific names parenthetically; thereafter, only the common name is necessary. If a large number of species are referred to in the text, a reference list of common and Latin names must be included as an appendix.

Copyrighting: Authors are responsible for obtaining written permission for use of any copyrighted figures, tables, graphs, and information.

Errors: Authors are responsible for verifying the spelling of names, places, and Latin names. Authors are also responsible for carefully checking all numbers, tables, figures, and references.

Final Report

Upon submission of the draft final report, the NPS Key Official will review the manuscript and seek additional management and scientific review comments from appropriate NPS regional and park personnel and peer members of the scientific community to ensure technical quality and accuracy of information. Review comments and recommended changes will then be returned to the author(s) for consideration and preparation of the final report.

All appropriate comments from draft final report reviews should be addressed and incorporated during the preparation of the final report. Before duplication, a copy of the final report must be sent to the NPS Key Official for final approval of review modifications and format. Upon approval, a letter quality original, reproducible copy of the final report and the specified number of copies (usually twenty-five) must be submitted to the designated NPS Key Official on or before the date identified in the research permit, contract, or agreement. If the report is in WordPerfect, a diskette containing the report files should be submitted along with the paper copies.

The final report may be printed and distributed as part of a NPS Mid-Atlantic Region Technical or Natural Resources Report series. Reports printed in these series are not considered formal publications, and the information may be subsequently submitted by authors to peer reviewed journals. The NPS Key Official will notify the author of the decision to print the final report in one of the series and will assign the series name and number to be included on the title page. Preprinted front and back covers will be provided for final duplication and distribution. (Refer to the cover and back of this report for examples.)

Park Science Article

Park Science is a NPS bulletin which reports on scientific research in units of the National Park System. The bulletin helps scientists, planners, managers, and interpreters keep abreast of research activities, information, and applications that are occurring throughout the system. Each investigator is required to submit at least one article with the draft final report to the NPS Key Official for appropriate NPS regional and park review and comment. Final copy will be forwarded by the Regional Chief Scientist for consideration by the *Park Science* editorial board. Depending upon the scope of the study and the desire of the investigator, the article can range from a one or two paragraph "Highlight," a short article of not more than two double-spaced pages, or a feature article of not more than six double-spaced pages describing study results. Other articles may be submitted during the course of the study to report on significant progress or preliminary findings.

Articles for *Park Science* should relate specifically to scientific activity within the National Park System or be of benefit to the National Park Service in its efforts to plan and manage park resources. Wherever possible, management applications should be described.

All copy should be letter quality, double-spaced, and written in lay language. Major articles of resource management problem case studies and/or research should not exceed six double-spaced pages, but should be held to the shortest length possible to tell the complete story. Short or feature articles, consisting of one to two pages, about research findings and projects in progress are also welcomed. Submit one to three sharp, interesting black and white photos, preferably showing personnel at work in the field, equipment, and focal subject matter.

Revisions will be sent back to the author for final approval. Questions as to appropriateness may go to the editorial board for input.

Investigator's Annual Report

Each investigator is responsible for the submission of a typewritten investigator's annual report (Appendix D) to the park Superintendent(s) on or about December 31 of each year the study is still in effect. An investigator's annual report is also to be submitted at the completion of the research project along with the final report.

Other Publications

The follow-up reporting of study results in refereed scientific publications is encouraged. The Regional Chief Scientist and appropriate park Superintendent(s) appreciate opportunities to review manuscripts and receive copies of final reprints/publications.

Appendix A

Natural Resource Study Permit
(Form 10-224)

FORM 10-224 (8/87)

NRSP

NATURAL RESOURCE STUDY PERMIT

(Natural and Social Sciences)
NATIONAL PARK SERVICE

This form must be submitted along with a research proposal prior to the start of any research project or issuance of a collecting permit. The approved form serves as a research permit, signifying approval of the research proposal by the Superintendent and authorizing field work to be conducted in this NPS area. It does not infer, in any way, an obligation of NPS funds. Please complete Items 2-9 and return with research proposal to the designated NPS Key Official. Any necessary conditions of approval, to be mutually agreed upon, will be stated in Items 23-25 on back of permit.

(1) Park | Region

(2) Title of Project

(3) Project Objectives and Brief Description

(4) Principal Investigator | Address

Institution or Organization | Phone #

(5) REQUESTED FUNDING — Per CY in K (est. from formal budget)

Source	CY __	CY __	CY __	CY __	CY __
NPS					
Other Federal _____					
State _____					
Other _____					
Other _____					

(6) Est. Start Date _____ (7) Est. Completion Date _____

(8) Collecting Permit Requested Y N

(9) Submitted by (Signature) Title Date

(10) Reviewed by (Signature) Title Date

(11) Approved by (Signature) Superintendent Date

(12) NRSP Project Number (13) RMP Project Statement Number

FOR NPS USE ONLY
RESEARCH TRACKING DATA

(14) Research Proposal Received Y N Date _____

(15) Collecting Permit Issued Y N Date Issued _____
Expiration Date _____
Permit # _____

(16) Project Status: ___Proposed ___Started ___Completed
___Modified by new NRSP

(17) Contractor (Organization)_____

(18) Contract Number _____ (19) Modification _____

(20) Contract Approval Date _____ (21) Termination Date _____

(22) FUNDING SOURCES

	FUNDING LEVEL (in K)				
	FY__	FY__	FY__	FY__	FY__
A. Park Base					
B. Region Base					
C. WASO Air					
D. WASO Water					
E. WASO NRP					
F. WASO Acid Precip					
G. WASO EMM					
H. Other _____					
I. _____					
J. _____					

(23) REPORTS

Progress	Due Date	Rec'd Date	Approved Date	Final	Due Date	Rec'd Date	Approved Date
1st				1st Draft			
2nd				2nd Draft			
3rd				Final			

(24) REQUIREMENTS OR RESTRICTIONS

(25) PUBLICATIONS

Appendix B

Application for Permission to Collect
(Form PRP-1)

Form PRP-1
(May 1981)

United States Department of the Interior
National Park Service, Mid-Atlantic Region
143 South Third Street
Philadelphia, Pennsylvania 19106

APPLICATION FOR PERMISSION TO COLLECT SPECIMENS OF PLANTS, ROCKS, MINERALS, AND ANIMALS

Name of Area | Date

Name of Applicant | Home Address

Representing (Name of Institution) | Period of Collecting From To

Specimens to be Collected (Type & Quantity)

Other Applicable Collection Permits: Federal: | State:

Agency: No: Expir. Date: | Agency: No: Expir. Date:

Reason for Collecting within this Area

Place where Specimens are to be Deposited

I, the applicant, having read the conditions on the reverse of the permit relating to collections within areas administered by the Mid-Atlantic Region of the National Park Service, agree that, if the permit is granted, I will comply with all the conditions stated therein.

Signed _____

TO BE FILLED IN BY ISSUING OFFICE ONLY - DO NOT WRITE BELOW THIS LINE

Approved for Collecting following Specimens (Type & Quantity)

Locality of Collecting Limited to: | Permit Expiration Date

Report of collection: Due date _____ | Special Conditions or Restrictions: | Copies of this permit sent to appropriate State and other Federal agencies, if applicable? Yes _____ No _____

Recommended by (Signature and Title) | Approved by (Signature of Supt.) | Date Approved

---

United States Department of the Interior
National Park Service, Mid-Atlantic Region

COLLECTING PERMIT

In Accordance with the Conditions and Restrictions Appearing on the Back, Permission is Granted:

Name of Collector | To Collect within (Area) | Date Issued

To Collect the following Specimens (Type & Quantity)

Locality of Collecting Limited to: | Permit Expiration Date

Report of Collection: Due Date _____ | Special Conditions or Restrictions:

Approved (Signature)

Superintendent,

The collecting of rare or endangered natural objects, if permitted at all, will be allowed only when approval has been obtained from the Regional Director of the Mid-Atlantic Region, National Park Service, Philadelphia, PA 19106.

THIS PERMIT MUST BE CARRIED AT ALL TIMES WHILE COLLECTING. SEE REVERSE FOR CONDITIONS AND RESTRICTIONS.

PERMIT STIPULATIONS AND CONDITIONS

It is the intention of the National Park Service to further scientific research within the areas administered by it, and to cooperate with technical workers to the fullest extent compatible with its charge to preserve all species of flora and fauna and all geologic material in a natural state, insofar as possible.

1. This permit applies only to animal life, plants, rocks, minerals, or other natural objects. Archeological and paleontological materials may not be collected under this permit.

2. The collections shall be used for scientific or educational purposes only, shall be dedicated to public benefit, and shall not be used for personal or commercial profit.

3. All collecting must be done away from roads, trails, and developed areas, unless such localities are specified in the permit. The collecting shall be conducted in such a manner as not to attract attention or to cause damage to the environment. Because of the scarcity or importance of some specimens. Service officials may designate the kind, number and sizes of specimens which may be collected, and any other restrictions deemed necessary.

4. The National Park Service reserves the right, in the interest of science, to designate the depository of all specimens removed from its administered areas within the Mid-Atlantic Region and to approve or restrict transfers of specimens between depositories. The National Park Service also reserves, the right to designate the U.S. National Museum as the depository of any type specimen after the collector has made necessary studies and published the results of the research thereon.

5. The Superintendent may require the permittee to furnish an inventory and locality description of any or all specimens proposed to be collected before they are removed and, after the collection is assembled, to submit it for examination.

6. *Use or Disposition of Preserved Specimens:* The collected specimens shall be deposited in a permanent public museum or in the exhibit, study or type collections of scientific or educational institutions. They must be suitably recorded in a permanent file and must be available to the public.

7. A copy of all scientific and other publications resulting entirely or in part from collection activities resulting from the issuance of this permit will be furnished to the Superintendent of the issuing park or other specified official of the National Park Service.

Appendix C

Final Report
Title Page Format

FLORA OF PETERSBURG NATIONAL BATTLEFIELD

Michael S. Rosenweig
and
Duncan M. Porter

Department of Biology
Virginia Polytechnic Institute
and State University
Blacksburg, VA 24061-0324

January 1991

Cooperative Agreement
4000-9-8014
Supplemental Agreement 4

National Park Service
Mid-Atlantic Regional Office
Division of Resource Management and Visitor Protection
143 South Third Street
Philadelphia, PA 19106-2878

Appendix D

Investigator's Annual Report
(Form 10-226)

Form 10-226
(revised 9/89)

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

INVESTIGATOR'S ANNUAL REPORT

To be completed by the researcher and returned to the Superintendent

NRSP No.:	Park	Region	Year
RMP Project No.:		**Mid-Atlantic**	

1a. Project Title:

1b. Project Objectives:

Keywords (To be completed by Park; enter up to four keywords from standard list)

a. c.
b. d.

2. Name(s), Institution, mailing address and telephone number of principal researchers during calendar year (CY).

3. Estimate dollar amount(s) **expended** (including personnel time) during CY and enter agency/organization name for each funding source.
   a. NPS $ _____ / _____
   b. Other Fed Agency $ _____ / _____
   c. State/Local Agency $ _____ / _____
   d. Academic Institution $ _____ / _____
   e. Nonprofit Institution $ _____ / _____
   f. Personal/Volunteer $ _____ / _____

4. Project start date (mo/yr):

5. Expected end date (mo/yr):

6. Percent completion of project to date:

7. Scientific name of Family or Order studied:

8. Scientific name(s) of major Species (or Genus) studied:
   a. _____ b. _____

9. Summary: Please briefly address **each** of the following, where applicable; (a) progress, (b) significant findings, (c) reports/publications during CY, (d) status of any specimens collected, and (e) plans for next year. (Limit discussion to front and back of this form.)

INSTRUCTIONS
INVESTIGATOR'S ANNUAL REPORT (Form 10-226)
(Please type all material)

Enter park name and calendar year covered by this report.

1a. & 1b. - Enter the Project Title and Objectives. These usually are identified in the Research Proposal.

DO NOT ENTER KEYWORDS; THIS WILL BE DONE BY THE PARK.

2. - Enter the names, addresses, and telephone number of up to two persons who were most actively involved with the project during the past calendar year.

3. - This is the most confusing part of the form. Please **estimate** the dollar amount you **spent** on the project during the past calendar year from each of the funding source categories, including an estimate of the value of any personal and volunteer time contributed to the project. **PLEASE NOTE:** Enter the amount spent during the past calendar year not the amount awarded.

   Also, following the /, please indicate the name of the agency, institution, or organization which was the source of the various expended funds. IF you entered an amount of NPS funds (item 3a), leave the source space blank; that will be entered by the Park.

4. & 5. - Enter the month and year the project was started and is expected to be completed (final report submitted).

6. - Estimate the percent (0-100) of work which has been completed for the project.

7. - If appropriate, enter the scientific and common (in parentheses) name of the Family or Order for the major plant(s) or animal(s) studied during the project. Leave blank if the project dealt with broader taxonomic categories (e.g., a flora survey.)

8. - If appropriate, enter the scientific and common (in parentheses) names of the Species or Genus for up to two of the major plants or animals studied during the project. Use wither Species or Genus depending on the scope of the project. Leave black if the project dealt with broader taxonomic categories.

9. - **Briefly** address each of the applicable sections of the summary and limit total discussion to the remaining portion on the front of the page and the backside of the page.