

North Atlantic Coast Cooperative Ecosystem Studies Unit
-- Recommended Content for *National Park Service* Project Proposals --

The North Atlantic Coast CESU does not have a required format for project proposals submitted to the National Park Service; however, the following is offered as a general guide. Principal Investigators and the National Park Service project manager should be in communication to discuss proposal needs that may be specific to a particular project.

PROJECT TITLE

STATEMENT of the PROBLEM

- What is the natural or cultural resource management issue to be addressed by the project?
- Include relevant literature citations

PURPOSE and ANTICIPATED BENEFITS

- Clearly present the purpose of the proposed project
- Discuss how the anticipated project findings may assist resource managers in addressing the issue, in developing resource protection strategies, in further understanding the issue or resource being studied, etc.

PROPOSED METHODS

- For each task to be accomplished, clearly describe the proposed methods, including appropriate literature citations.

TIMELINE

- Clearly identify the time required to accomplish each proposed task
- Timeline should include written progress reports to be submitted at 6-month intervals
- Include submission of project deliverables (e.g., final technical report) in Draft and Final form. As a general guide, Final products should be submitted 4-8 months following submission of the Draft product, providing time for agency and peer review and to address suggested revisions if required.
- NOTE: It is recommended that the timeline not include a specific start date, as the start date is not predictable. Project start date is the time of execution of the project task agreement. An example of a recommended timeline would be as follows;

0-2 months: Prepare for field studies
3-6 months: Conduct field studies
6 months: Submit progress report
7-9 months: Data analysis and report preparation
10 months: Submit DRAFT final report
14 months: Submit Final report

BUDGET

- Provide a detailed itemized budget, including standard categories such as Personnel (salary and fringe), Travel, Supplies, Equipment, Indirect Costs, Total Costs

-- Indirect cost for the CESU program is negotiated at 17.5%.

BUDGET JUSTIFICATION

-- For each budget category, clearly justify the requested cost

QUALIFICATIONS of INVESTIGATOR(S)

-- Provide a statement that describes the background and qualifications of the investigator(s) as related to the scope of the proposed project

REFERENCES CITED