



THE DISCOVERY POOL

CNHA RESEARCH GRANTS PROGRAM

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For further information, contact

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Welcome to the CNHA Discovery Pool

It is the intent of this introduction to assist you with your submission and help with your understanding of our review and evaluation procedures. Please note that some of our instructions have been revised to clarify our program intent and assist us at CNHA with the evaluation of your proposal.

First, it is important to know that the review of your application will likely not involve experts who are well versed in the background and specialized vocabulary of your discipline. While several of our board members are indeed science based, please aim your narrative for the understanding of well-informed professionals representing a variety of disciplines.

To assist with our understanding of your proposal, we ask that you begin with a *one or two paragraph project summary* that is accessible and clear to our reviewers.

We have also added a *specific aims section* that asks for *numbered, concise, one or two sentence statements of what the project intends to accomplish within the funded grant period*.

Next, we are requiring a thoughtfully prepared *budget justification* so we can better understand what is being requested and why, and to make clear the extent of partner contributions.

We consider the dissemination of results a critical component of your proposal. While publication in the scientific literature is admirable and hopefully results from your work, it is the mission of the CNHA Discovery Pool to augment the interpretive and educational goals of our partner agencies in Southeast Utah. Please address how this is to be accomplished as a result of your project.

These changes are described in detail in the application instructions that follow.

Finally, please note that applicants passing successful review of the written application will be invited to make an oral presentation of their project either in person in Moab or via Skype prior to final approval for funding.

I. Brief History and purpose of the program

The Discovery Pool research grant program was established by Canyonlands Natural History Association (CNHA) on April 5, 2006 to **encourage and provide funding for research partnerships between qualified scientists and our federal NPS, BLM, and USFS partners in southeastern Utah and southwestern Colorado.**

The goals for the Discovery Pool grants are these:

1. Encourage the scientific research that makes up the backbone of interpretive and educational programs. Our definition of “scientific research” also includes resource management or protection surveys and monitoring.
2. Provide funds to the federal partners (or grantee) so that all monies apply directly to the granting project and none are absorbed by a third party for administrative costs.
3. Provide matching funds that may assist federal partners in obtaining larger grants for work consistent with Goal 1.
4. Promote an understanding of the intricate cultural and natural resource complexities found on federally administered lands.
5. Fund projects that result in information that CNHA can publicize on a popular level (via presentations, photos, articles, etc.) to help visitors understand the value and fragility of the natural and cultural resources of the region.

The Board of Trustees for CNHA will annually review available funding for Discovery Pool grants. This will determine how many projects might be funded in any given year. Furthermore, CNHA is not mandated by these guidelines to award grants if, in the opinion of the Board of Trustees, there are insufficient funds for the applications or applications do not follow submission guidelines or meet quality standards.

II. Who is eligible to submit a grant application?

To be eligible, a proposal must satisfy the following:

1. Must be sanctioned and submitted by the federal partner within who's administrative boundary the project would be conducted, and that partner is included in the current CNHA by-laws.
2. Have submitted a Discovery Pool Grant Application for a scientific study to be conducted within the administrative boundary of the federal partner listed in No. 1 (above).

3. Have provided evidence that adequate measures are in place to account for receipt and expenditure of Discovery Pool funds. If the Discovery Pool funds are requested for a multi-year study, evidence must be provided for both need and mechanisms for administering funds across more than one federal fiscal year. CNHA does not provide accounting or check writing services for the funds.
4. Matching funds for the project are encouraged and will be favorably considered in reviewing the application. However, CNHA recognizes that some projects may not require matching funds and encourages submission of these proposals as well.
5. Discovery Pool Grant recipients shall be available to give a public lecture or presentation, and/or host a site visit or field trip during or shortly after the completion of the funded project. Also, we will request submission of photos of project work, suitable for educational use on social media.

Applications for Discovery Pool grants will be held to very high standards when reviewed by the CNHA Board of Trustees. Applications that are received without all requested information or those that fail to demonstrate adequate research design or budget justification will be eliminated. **Please note that duplicate funding will not be awarded.** Grants submitted by a pass-through organization or third party will not be accepted. Multi-year proposals are possible, but stringent annual requirements must be met in order to continue funding.

Note that appropriate agency permits must be approved and on file for any field work to be conducted on public lands. This is the responsibility of the principal investigator.

III. Award size: what is and what is not funded

CNHA has developed a two-tiered grant award structure:

1. **Research requests for a total under \$5000, and**
2. **Research requests for between \$5000 and a maximum of \$25,000**

We particularly encourage smaller and start-up projects as available CNHA funds are limited and only a very limited number of higher dollar proposals can be funded. Both funding levels require the establishment and documentation of collaboration between the principal investigator and agency partner. Only exceptional projects will be considered for maximum funding.

CNHA may choose to partially fund a project, based on available CNHA funds and/or the merit of the proposal. Discovery Pool grants are not intended to fund large research projects in their entirety, but may be useful as partial matching support for applications submitted by the federal partner to other organizations.

CNHA does not monitor grant expenditures or provide accounting for successful partner agency applicants. Activities such as these remain the responsibility of the partner agency receiving the grant. Normally, however, 50% of the Discovery Pool funding will

be awarded at the start of the proposed project, up to 40% during the period of active research and remaining funds on receipt of an acceptable final project report. These payments will be made by CNHA directly to the principal investigator, who will provide an itemized list of expenditures. At the time of the initial award, however, the partner agency can request that all grant funds (except a 10% holdback to guarantee receipt of the final report) be released to that agency to be administered by that partner in the project.

CNHA provides no guarantee that the amount of funding will be consistent from year-to-year, and does not guarantee that grants will be awarded each year. **CNHA will not award grants when applications do not follow submission guidelines.**

While acknowledgement of CNHA support for a project is expected to be included with any reporting of results, CNHA forbids the unauthorized use of the *Canyonlands Natural History Association - Discovery Pool* name in any form or manner beyond the scope of the individual applicant's grant context. CNHA prohibits use of Discovery Pool funding for religious or political action groups.

The CNHA Discovery Pool does not fund the following:

1. Major equipment or the maintenance of equipment.
2. Investigator travel to meetings or cost of attending meetings.
3. Work geographically located outside of agency areas served by CNHA
4. Food (beyond investigator per Diem as requested) or social events.
5. Projects already completely funded by another granting agency (i.e. no double funding)
6. Costs associated with journal publication (i.e. page costs, posting costs, photo production for publication purposes, etc.)
7. Proposals will not be accepted to fund operational, staffing, interpretive, or educational needs that are normally funded through agency budgets or aid from CNHA.
8. Projects cannot be funded if they are of a nature that *all results* are considered confidential (protected or endangered sites for example). Components of results obtained through the funded project must be of a nature that can be shared via public presentation and/or the CNHA website and newsletter.

What is funded: the primary interests of CNHA

CNHA strives to support projects that promote a better understanding of cultural and/or natural histories, preservation, and/or educational-interpretive programs. Projects that involve the study of sustainability, of human visitation and impact, and of climate change are also of particular interest to CNHA, as are those that have goals of cultural and natural resource protection and preservation. CNHA also favors projects that promote science and the scientific exploration of the Colorado Plateau, and will consider social science-based research that is relevant to education and the missions of the NPS, BLM, and USFS. **Projects must relate to the geographic area served by CNHA and shown on the attached map.**

Since public education is one of the primary goals of this CNHA program, projects must be designed so that the results can be shared in a public presentation as a scientific talk sponsored by CNHA and/or in a form suitable for website distribution. Confidential information such as sensitive site locations must be redacted from the final report submitted to CNHA but in such a way as to retain a result that is understandable and responsive to the primary interests of CNHA.

Multi-year projects

Ordinarily, projects are awarded for completion and a final report accepted by CNHA within 18 months of the March 1st start date. However, if additional time is anticipated to complete the project goals, a grant application may request that funding be extended to an additional calendar year. This request must be made at the time of the grant application and not after funding has begun.

The applicant, upon successful selection for a first year grant, is encouraged to seek other sources of funding for additional work on the project. CNHA will consider a new proposal for continuation of the project for a second, and in special circumstances a third year.

However, success of such a proposal for continued funding will depend upon first year results, convincing arguments for continued funding, and evidence that effort has been made to also obtain funding from sources other than CNHA.

Indirect-cost reimbursement policy

A maximum of 15% of the total grant award may be approved for indirect/grant administration costs, provided funds are to be administered by a partner agency. Indirect cost reimbursement requests must be included as a budget item and will be included as part of the total cost of the project, not to exceed the \$5,000 or \$25,000 award maximum selected.

IV. Deadlines, dates, the review and approval process

Application submittal and approval calendar

October 1st (approx.)	Completed grant application should be available to partner agency for review and endorsement.
November 15th (5 PM)	Completed grant application and all attachments including agency letter of support must be received by CNHA.
January CNHA Board Meeting	Applications will be reviewed and approvals determined. Applicants may be invited to orally present their proposed project at this meeting.
March 1st	Earliest start date for approved projects. 50% of funded amount is made available by CNHA
Project period	Upon request, an additional 25-40% of funding is made available during the work.
Project end date	At or prior to 18 months from funding date, an approved final report is due. The remaining funding is awarded

Deadline detail

At or about October 1st, a completed grant application must be made available to the sponsoring agency for review and endorsement. Upon a successful review and discussion with this partner, a letter of endorsement will be written by the agency partner to be submitted to CHNA in support of the grant application.

Completed (hard copy) grant applications with required attachments must be received by CNHA by 5 PM November 15 of each calendar year. Approval of successful projects will occur by vote of the CNHA Board of Trustees at the January annual meeting. **Applications will not be accepted if submitted *only* in electronic form and will not be accepted if received (hand delivered or by mail) after November 15. Supplements or revisions will not be accepted after the grant submission deadline.**

Upon Board of Trustees approval, successful applicants will receive a contract and W-9 to be returned with signature. A 1099 will be mailed to them at the end of the year. Each approved grant will begin on March 1st with completion of the project and submission of the final report within 18 months required. Prior to this March 1st start date, CNHA must receive an appropriate letter of acceptance from the grantee agency. Successful applicants will then have 18 months to complete obligations agreed upon in the grant, unless the project period was requested and has received prior approval for a multi-year study. All applicants will be notified regarding the status of final grant award following the January meeting of the Board.

Review and approval process detail

CNHA staff and the Board of Trustees will evaluate Discovery Pool grant applications. A special review committee of the Board of Trustees will be appointed at the third quarter meeting and will review applications and make recommendations to the full board for specific grants. The full board will then determine the award of Discovery Pool grants at their regularly scheduled January annual meeting. Applicants may be asked to meet with the Board of Trustees at the January meeting to present their project. When additional expertise is needed to adequately evaluate an application, persons outside of CNHA, but not within the federal partner of the applicant, may be consulted.

Applications will be evaluated according to these criteria:

1. Completeness, quality, and clarity of the presentation.
2. Eligibility of the applicant.
3. Merit of the project relative to the purpose and mission of CNHA.
4. Agency partnership interest in and commitment to the project. Matching funds will aid favorable consideration of the proposal.
5. How well the proposal meets the goals for use of Discovery Pool funds.
6. Uniqueness, innovation, and need for the project beyond the normal scope of operation of the partnership organization.
7. Feasibility of budget, fiscal management, and timeline, as supported by an appropriate narrative.
8. Overall potential application/impact derived from the research.
9. Clarity and need demonstrated through the research design.
10. In-Kind contributions will be considered favorably as additional support for the project. Professional services may be calculated based on the professional's salary.

V. Grant application instructions

Applications must express a clear and immediate need, be innovative, exploratory, and unique beyond the type of assistance typically provided through allocation of aid to the federal partners. Applicants must submit their grant application form through a federal agency affiliated with CNHA.

A. Application format (revised June 2018)

The application must be presented unbound on white paper with 1-1/4 inch margins on all sides, and presented in a standard letter-size manila file folder with 1/3-cut tab, labeled with the applicant's name and short title of the proposed project. Type should be 12-point and single-spaced, with one blank line between paragraphs within a section. In addition to the original application, an electronic copy of the application must be provided (CD or flash drive). No handwritten applications, email submissions, or faxed copies will be accepted.

Each of the following sections of the application must be included, labeled, and must supply the required information within the specified page limitations.

1. **A cover letter** to provide background information must be included, written on federal partner's letterhead and signed by the agency partner who will be most closely associated with the project. The letter should explain support of the federal partner and the relevancy of this project. In addition, any involvement or participation of other partners in this project or similar projects should be described.
2. **The application cover sheet must be downloaded from the forms section and included as the first page of the grant application.**
3. **Next page: Name of the project, name of the principal investigator, and dollar amount of your request.**
4. **A concise project summary (2 paragraphs maximum)** should be next to provide a clear overview of the project, worded with consideration for the informed, but not discipline-based reviewers of your project.
5. **Project background (one page maximum)** should describe current disciplinary knowledge relevant to the project and why this project is needed (its importance). If this is the continuation of a project currently funded by CNHA, please describe why continued funding is needed.
6. **Specific Aims (half page maximum):** A numbered and concise listing of specific aims for the proposed project period.
7. **Methodology including timeline for completion of specific aims (two page maximum)** This section is to include your research design and a more complete discussion of how you intend to accomplish your specific aims.
8. **A list of the key personnel involved in the project (three page maximum)** including their role in the proposed project. Provide **brief** CV including qualifications, experience, academic training, and professional affiliation for the principal investigator. Also, **briefly** list prior related research grants and dollar amounts previously awarded. Please note that duplicate funding will not be awarded.
9. **Dissemination of results (maximum of one page)**
 - a. Discuss how agency review of the final report will be accomplished
 - b. Describe how the final report will be disseminated.
 - c. Discuss how the results may be used in educational and interpretive programs relevant to the sponsoring agencies in southeast Utah.

* Note that CNHA may ask that results be presented at an arranged public forum. Grantees must be willing to work with CNHA to promote research, including but not limited to, public presentations, field trips to research sites, photographs, video documentation of techniques, etc.
10. **The project budget summary** should follow using the budget form found in the forms section of these instructions.
 - a. Use attached form to provide a budget for your project. Note: This form must be filled out completely.

- b. Provide a narrative budget justification for the funds telling why you are requesting what you are from CNHA. This should include detailed information such as salary, benefit, and mileage rates, stipend rates for students, etc.
- c. List of other potential donors, foundation, and/or grants solicited for this project, if applicable.
- d. Explain how your organization will account for use of the funds and the financial officer responsible for accountability of funds and yearly or final reports. Include name, address, work phone number and email. CNHA must be informed in writing of any change in responsible reporting personnel.
- e. If other funding sources are not anticipated for your project and the Discovery Pool is unable to fund the entire amount of your proposal, describe if/how the research will be undertaken and how funds will be utilized to insure success of the project.
- f. CNHA may request additional budgetary information from an applicant when necessary for clarification or to make informed pre-award determination.

11. Supplemental materials

- a. In the case of collaborative efforts, submit single page letters of endorsement from any and all participating organizations.
- b. Other materials directly pertinent to your application for Discovery Pool funds may be indexed and included (such as photographs, maps, etc.)
- c. CNHA may request the submission of additional information only if the information is essential to evaluate the application.

Other information regarding the approval of your proposal

Approval of your project for funding will include/require:

1. CNHA will convey the dollar amount, and start and completion dates approved for the project.
2. CNHA will require a brief acceptance letter from your sponsoring agency/individual responsible for the application letter of support that accompanied your grant proposal. Grant proposals must also bear an approval signature from the agency partner on the proposal cover sheet.
3. Project approval by CNHA will require your acceptance of the schedule for receipt of deliverables as well as due dates for progress and financial reports. Basically, awarding of CNHA funding will require a brief progress and spending report at approximately the half-way point in your project, and a complete final financial and scientific report by the closing deadline for the project. Both of these reports

are to be supplied in both hard-copy and electronic form.

4. You must request prior approval from CNHA for any changes in funded personnel, changes in the budget, or request for changes in deadlines and dates for deliverables.
5. Approved funds will be distributed as follows: One-half the award amount at March 1st (after receipt of an acceptance letter). An additional one-fourth will be made available upon request during the active project period, and the remaining one-fourth upon receipt of the final report and required deliverables (if any).
6. Failure to comply with the above requirements will jeopardize final payment as well as eligibility for future support from CNHA

We wish you success with your application and urge you to contact the CNHA office prior to grant submission if you have any questions concerning these procedures or policies.

Downloadable forms section follows

DISCOVERY POOL GRANT APPLICATION COVER SHEET

Canyonlands Natural History Association

<i>Project Title:</i>	
<i>Principal Investigator Name, Phone, email Professional affiliation</i>	
<i>Partner Agency and name of partner individual</i>	
<i>Date of Application:</i>	
<i>Amount Requested:</i>	

RESEARCH SCHEDULE SUMMARY

<i>Research Question to be Addressed:</i>	
<i>Research Start Date:</i>	
<i>Research End Date:</i>	
<i>Date of Final Report:</i>	

MATCHING FUNDS SUMMARY

<i>Cash Matching Sources and Amounts:</i>	
<i>In-Kind Matching Sources and Amounts:</i>	

PI Title, date, and signature _____*Agency partner title, date, and signature* _____

VII. Final Report Instructions

A final report documenting the implementation of the research design and its outcomes is required by CNHA before a final payment of the grant will be made to the federal partner. The final report must, at a minimum, contain the following information and will have footnotes placed at the bottom of the page on which they appear. It is the responsibility of the report author(s) to submit a clean final report with correct spelling and grammar. CNHA will not review a draft or accept a poorly written final report.

Please note that the final report submitted to CNHA may not be the same as the form and substance of a report to be given in a scientific forum. Please review the goals and primary interests of CNHA as articulated in these instructions. We are most interested in results that are presented in a way that can be readied for public distribution. The following information must be included in your final report:

- Title page with name of project, federal partner, author(s) of final report, and date
- Statement of research need and questions addressed
- Methodology and personnel
- List number and names of staff utilized throughout the project
- Projected Results
- Actual Results
- Conclusions and application of research results to future educational or interpretive efforts
- Future Research Needs
- References

Submit one bound copy, including applicable photographs, tables, maps, and illustrations, and one electronic copy in .pdf format. The latter is for use by CNHA for posting to its scientific paper web page.

Recipients are urged to publish results through normal publication channels. The article shall include an acknowledgement that the project was supported, in whole or in part, by a CNHA grant.

Please note that if a final report is not submitted on or before the agreed upon date for grant expiration, the applicant will be reminded that a report is due. If the report is not forthcoming within 60 days, the remaining payment of the grant budget will be forfeited.

VIII. How we can help you get funded

If you would like assistance with understanding the application process and/or the goals and desires of CNHA with regard to this program, please address an email query to discoverypool@cnha.org at any time during the year. While we sincerely wish to help you create a successful proposal, please note that this is not an invitation for us to pre-review your application prior to the submission deadline.

