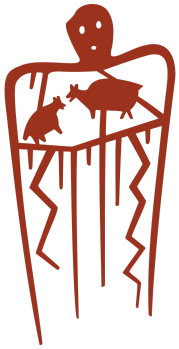
The Discovery Pool
CNHA Research Grants Program

Grant Application Guide

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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.**

Goals of the Discovery Pool Grant

1. **Encourage scientific research** that informs the interpretive, educational and resource management programs of our federal agencies. This includes hypothesis-driven research, surveys and monitoring.
2. **Provide seed money and/or matching funds** to researchers to assist NPS, BLM, and USFS in obtaining larger grants for work consistent with Goal 1.
3. **Promote an understanding** of the intricate cultural and natural resource complexities found on federally administered lands of this region.
4. **Provide information** that CNHA and partner agencies can use to educate visitors on the value/nature/etc. of the natural and cultural resources of this region.
5. **Encourage Indigenous perspective** in scientific efforts.

The Board of Trustees for CNHA annually reviews available funding for Discovery Pool grants. This determines 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. Award Guidelines

Affiliation: No formal affiliation (e.g., university) is required.

Location: Study must occur within the administrative boundary of partner agencies as listed in the CNHA by-laws. This includes Canyonlands, Arches, Natural Bridges, and Hovenweep National Park Service units; BLM: Canyon Country District; Bears Ears and Canyons of the Ancients National Monuments; USFS: Manti-La Sal; and Bears Ears National Monument.

Federal Partner Engagement: Proposals must be approved by one of the federal partners and must be accompanied by a letter of support from the local land management agency.

Field Work Permits: 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.

Size of Award: Awards are capped at $30,000. Multi-year proposals will be considered in special cases. Discovery Pool grants are not intended to fund large research projects in their entirety and thus we particularly encourage smaller and start-up projects.

Length: Ordinarily, projects are expected to be finished within 18 months. If additional time is needed, the principal investigator may request more time. The applicant is encouraged to seek other sources of funding for additional work on the project to enable CNHA's funds to cover more projects.

Indirect Costs and Fund Administration: If the grant is administered by an institution, overhead is limited to 20% for indirect costs. Indirect costs must be included as a budget item and will be applied as part of the total cost of the project.

CNHA Acknowledgment: 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.

Proposal Topics: CNHA supports projects that promote a better understanding of cultural and natural resources of federal agency lands. Of particular interest are projects that address resource protection, sustainability of human visitation. and impact (including social science); the consequence of climate change; and other issues that support the needs of the land management agencies. **Projects must relate to the geographic area served by CNHA as listed above.**

As public education is one of the primary goals of this CNHA program, projects must be designed so results can be shared in a public presentation as a scientific talk sponsored by CNHA and 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.

Review criteria

Applications will be evaluated according to these criteria:

1. Implications for Resource Management: Research has clear implications for resource management and contributes to effective stewardship.
2. Research Goals and Significance: Clearly communicates the research goals, originality and uniqueness, significance, and objectives, including the current relevance and importance of the problem being addressed. Aligns with agency priorities.
3. Objectives and Methodology: Presents clear and well-justified research objectives with an appropriate and well-explained methodology.
4. Early Career and Student Involvement: Students, new faculty, and researchers early in their career involvement will be given extra consideration.
5. Qualifications of PI(s): Demonstrates that the principal investigator(s) are qualified to conduct the research.

6. Community Engagement and Representation: Cultivates meaningful community partnerships, access, and representation, with a focus on local, tribal, and/or underrepresented communities.
7. Impact Beyond the Research Area: Demonstrates the potential for impact of implications beyond the supporting agency. Results can influence adjacent land management agencies.

Additional Considerations:

1. Benefit to Agency and Visitors: Provides tangible benefits to the agency, enhances visitor experience, and expands interpretive offerings.
2. Respect for Ecological and Cultural Knowledge: Engages with and respects the ecological and cultural knowledge of local, tribal, and/or underrepresented communities.
3. In-Kind Contribution/Matching Funds: Demonstrates matching cash or in-kind contributions, with clear notation of these contributions in the budget.

Discovery Pool does not fund:

1. Major equipment or the maintenance of equipment.
2. Investigator travel to meetings or the 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. Costs associated with journal publication (i.e., page costs, posting costs, photo production for publication purposes, etc.)
6. Operational, staffing, interpretive, or educational needs that are normally funded through agency budgets.
7. Projects where all results are confidential. Most research results must be shareable with the public.

III. Deadlines and Approval Process

October 1	Grant applications submitted to partner agency for endorsement
November 1	Grant application due to CNHA. Application must include a letter of support from a partner agency.
December CNHA Board Meeting	Applications will be reviewed by the CNHA Board.
January CNHA Board Meeting	Applicants may be invited to present their proposed project. Applications will be voted on by the CNHA board.

Deadline Detail

October 1: A completed grant application is made available to the sponsoring agency for review and endorsement. The sponsoring agency must submit a letter of endorsement from the local supervisor or line officer.

November 1: Complete grant applications must be received by CNHA by 5 PM. This application MUST include an endorsement letter. Applications are first reviewed by the CNHA Science Committee. Applications may be reviewed by a panel of external scientists. Their recommendations will be forwarded to the CNHA Science Committee and Board of Trustees for approval.

December: Applications approved by the CNHA Science Committee will be reviewed by the CNHA Board of Trustees at the December board meeting.

January: Applicants passing a successful review of the written application may be invited to present their project either in person in Moab or via Zoom prior to final approval for funding. Selected projects will be announced early February.

IV. Grant Application Instructions

Application Format

Applications must be complete in the format outlined below, using the provided template. Applications will be submitted electronically, using 12-point type and single spacing. **Page limits will be strictly enforced.**

1. **Cover Letter:** A cover letter, on Agency letterhead and signed by the local Agency superintendent or line officer, is required. This letter should indicate the

support and involvement of the federal partner, other partners, and the relevancy of this project to the Agency mission.

2. **Cover Sheet:** The Grant Application Cover Sheet (provided below) must be fully complete and included as the first page of the grant application
3. **Project Abstract (½-page maximum)**
4. **Project Background/Introduction (two-page maximum):** This describes the current knowledge relevant to the project and why further work is needed. If this is to continue a current project, describe why continued funding is needed.
5. **Specific Aims and Methodology (three-page maximum):** Provide a numbered and concise listing of the specific aims for the project, followed by the methods that will be used to reach the project goals.
6. **Reporting of Results (one-page maximum):**
    a. Discuss how agency review of the final report will be accomplished
    b. Demonstrate the relevance of results to the educational and interpretive programs of partner agencies.
    c. Provide specifics on how the final report will be disseminated (e.g., public presentations, brochures, newsletters, field trips to research sites, video).
    d. Provide a consumable version of the final report (power point presentation, etc.)
7. **Budget**
    a. Use the attached form to provide a budget for your project. This form must be filled out completely.
    b. Provide a justification for the funds requested. This should include detailed information such as salary, benefit, and mileage rates, stipend rates for students, etc.
    c. 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.
    d. List other potential donors, foundation, and/or grants solicited for this project.
    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 ensure success of the project.

Note: CNHA may request additional budgetary information from an applicant when necessary for clarification or to make informed pre-award determination.

8. **Key personnel (one page for each PI):** For each PI, list role in the project, qualifications, experience, professional affiliation, and their top five relevant publications. Also, list any grants previously received (and dollar amounts) that are related to this project.
9. If other partners are involved, submit single page endorsement letters from them.
10. Other explanatory materials (e.g., photographs, maps, etc.) may be submitted outside the page limit.

Applications are due to CNHA by 5PM on November 1st. Please email completed applications to discoverypool@cnha.org

Successful Applications

1. CNHA will convey acceptance and the dollar amount and start/completion dates for the project.
2. CNHA will send a contract. If applicable, a W-9 or 1099 will be sent from CNHA to be returned with signature.
3. Approved funds will be distributed as follows: 50% upon receipt of an acceptance letter, 35% upon request during the active project period, and the remaining 15% upon receipt of the final report and required deliverables (if any).
4. Prior approval from CNHA is needed for any changes in funded personnel, the budget, or deadlines.
5. CNHA requires:
    a. A progress report (200-300 words) and photographs for outreach purposes at the end of each field season in your project.
    b. A complete scientific report by the closing deadline for the project.
    c. A 200–300-word summary of the final report, with photographs, for public outreach.
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.

V. Form section follows.

DISCOVERY POOL GRANT APPLICATION COVER SHEET
Canyonlands Natural History Association

Project Title	
Principal Investigator *Name, phone, email,* *Professional affiliation*	
Partner Agency, *Agency Contact*	
Date of Application	
Amount Requested	
Matching Funds *(Note if in-kind or cash)*	

Project Abstract (½ Page)

PI Title, date, and signature _____

Budget

Salary (including benefits)	
Travel	
Supplies	
Indirect Costs (max 20%)	
Total	

Fund Management

Financial Officer *Name, phone, email*	
Contracting Officer *Name, phone, email*	

Requests for disbursement, please email invoices to:
Kelly Huseby, CNHA Accounting Manager: kelly@cnha.org
Sam Wainer, CNHA Executive Director: samw@cnha.org

VI. Final Report Instructions

A final report documenting the methods used and research results is required by CNHA before a final payment of the grant will be made. CNHA will issue final payment only after it has received a final report that can be made available to the general public. It is the responsibility of the 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 summary of the final report submitted to CNHA may be used to inform visitors via interpretive programs, newsletters, and websites, and thus should be written in a style easily understood by the lay public. Please review the goals and primary interests of CNHA as articulated in these instructions.

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
- Findings
- Application of research results to future educational or interpretive efforts
- Future Research Needs
- References

Submit one electronic copy, including applicable photographs, tables, maps, and illustrations in PDF format. It is for use by CNHA for posting to its scientific paper web page. In addition to the final report and summary, a PowerPoint presentation would also be appreciated.

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 unless other arrangements are made.

VII. How We can Help Get You 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.