

# THE DISCOVERY POOL

## SCIENTIFIC RESEARCH GRANTS

### Grant Application Guidelines And Evaluation Criteria

For further information contact  
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## ***PART ONE: PURPOSE AND QUALIFICATIONS***

This section describes the purpose of the Discovery Pool and the goals for its use. It also establishes the general criteria that must be met by any applicant. The Canyonlands Natural History Association (CNHA) Board of Trustees will annually review the grant proposal process and may at their discretion, change any or all portions of Discovery Pool application criteria for use in the next year's application process. Applicants are urged to contact CNHA to assure that they use the most recent guidelines.

### **A. PURPOSE AND GOALS**

The Discovery Pool was established by Canyonlands Natural History Association (CNHA) on April 5, 2006 to provide our federal partners with financial support for eligible scientific studies conducted within their administrative boundaries. The federal partners eligible for Discovery Pool funds are those specified in the current by-laws of CNHA.

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. The goals for use of Discovery Pool grants are these:

1. Encourage the scientific research that makes up the backbone of interpretive and educational programs, but not as a source of funding for either interpretation or educational programming. "Scientific research" also includes resource management or protection surveys and monitoring.
2. Provide funds directly to the federal partners 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.

### **B. ELIGIBILITY**

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. 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. To be eligible for Discovery Pool funds, a proposal must satisfy the following:

1. Sanctioned and submitted by the federal partner within whose administrative boundary the project would be conducted, and that partner is included in the current CNHA by-laws.
2. A completed 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. Evidence that adequate measures are in place to account for receipt and expenditures 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 during or shortly after the completion of the funded project.

### C. LIMITATIONS

Discovery Pool grants are not intended to fund large research projects in their entirety, but may be used as partial matching support for applications submitted by the federal partner to other organizations.

CNHA does not administer grant payments or provide accounting for successful partner agency applicants. Activities such as these remain the responsibility of the partner agency receiving the grant. 50% of the Discovery Pool funding will be awarded at the start of the proposed project and 50% upon receipt of final project report.

Grant awards will be based upon merit. Awards will be made up to \$15,000 for the approved project period.

Discovery Pool grant applications will be reviewed for funding once annually (November 15<sup>th</sup> deadline) and will not be accepted for review at any other time.

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.

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.

#### D. APPLICATION DEADLINES

Grant applications 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 electronically or hand-delivered or received by mail after November 15. Supplements or revisions will not be accepted after grant submission.

Each approved grant will begin on March 1<sup>st</sup> with completion of the project and submission of the final report within 18 months required. Prior to this March 1<sup>st</sup> 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 approved for a multi-year study. All applicants will be notified regarding the status of final grant award following the January meeting of the Board.

#### E. REVIEW AND APPROVAL OF APPLICATIONS

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, will be consulted.

Applications will be evaluated according to these criteria:

1. Completeness and quality of the presentation.
2. Eligibility of the applicant.
3. Merit of the project relative to the purpose and mission of CNHA.
4. Partnership interest in and commitment to the project. Matching funds will aid 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 contribution as determined by Workforce Services for preparing mailings, phone calls, etc. (see budget form for hourly rate). Professional services may be calculated based on the professional's salary.

#### F. WHAT IS NOT FUNDED

The CNHA Discovery Pool does not fund the following:

1. Major equipment or the maintenance of equipment.
2. Investigator travel or cost of attending meetings.
3. Work geographically located outside of agency areas served by CNHA
4. Projects already completely funded by another granting agency (i.e. no double funding)
5. Costs associated with publication (i.e. page costs, posting costs, photo production for publication purposes, etc.)
6. Projects will not be accepted to aid conventional operational, staffing, interpretive, or educational needs.

#### G. 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.

## **PART TWO: GRANT APPLICATION**

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**

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, a CD copy of the application must be provided. 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. Explain support of the federal partner and the relevancy of this project. In addition, describe any involvement or participation of other partners in this project or similar projects.
2. COMPLETED DISCOVERY POOL grant application cover sheet
3. PROJECT SUMMARY (maximum of three pages)
  - a. Name of the proposed project and name of the principle investigator.
  - b. Provide an executive summary that includes the following information.
    1. Why the project is needed,
    2. Specific aims of the project
    3. Timeline with dates of completion for specific aims
    4. Principal investigator and research staff,
    5. Participants outside of partnership organization and
    6. Research Design
      - In the case of multi-year projects, annual objectives must be provided as part of the research design; and annual report requirements must be met. Note, however, that multi-year projects are not encouraged by CNHA, and will be treated as exceptions that require approval at the time of grant application.

#### 4. PERSONNEL (maximum of three pages)

- a. List principal investigator and key people on the project. Provide brief vitae for each addressing their abilities and accomplishments in relationship to the project.
- b. List prior research grants and dollar amounts awarded to the principal investigator. Include brief descriptions of these previously funded projects.

#### 5. DISSEMINATION OF RESULTS (maximum of one page)

- a. Discuss how peer review of the final report will be arranged.
- b. Describe how the final report will be disseminated.
- c. Discuss how the results may be used in educational and interpretive programs.

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, field trips to research sites, video documentation of techniques, etc.

#### 6. BUDGET

- a. Use attached form (Part III of grant guidelines) 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 rates, benefit rates, 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 determinations.

#### 7. 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.
- c. CNHA may request the submission of additional information only if the information is essential to evaluate the application.

### B. REPORTING SCHEDULE AND PROJECT FUNDING

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.
3. Project approval by CNHA will require your acceptance of a schedule for receipt of deliverables (if any) 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 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 1<sup>st</sup> (after receipt of an acceptance letter), and one-half 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.

**DISCOVERY POOL GRANT APPLICATION COVER SHEET**  
Canyonlands Natural History Association

<i>Project Name:</i>	
<i>Principal Investigator Name, Phone Number, and email address:</i>	
<i>Partner Agency:</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>March 1<sup>st</sup>,</i>
<i>Research End Date:</i>	<i>August 31<sup>st</sup></i>
<i>Date of Final Report:</i>	<i>On or before August 31<sup>st</sup></i>

**MATCHING FUNDS SUMMARY**

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

### ***PART THREE: BUDGET FORM***

The attached form is a sample that illustrates the type of data and format requested by CNHA for the budget of a grant application. Applicants are encouraged to request this spreadsheet as an MS Excel document for use in preparing the budget portion of the grant application.

The spreadsheet provides a column for the total budget amounts (Budgeted Amount) of income and expenses. In this column insert the total amounts expected for project, including matching funds if any. Itemize the sources of funding and specify expenditures. In the monthly columns insert the anticipated receipt of funds (income) by source. Show when expenditures are planned.



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### ***REPORT FORMAT***

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.

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

Submit one bound copy, including applicable photographs, tables, maps, and illustrations, and one copy on CD-ROM in Adobe .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.