



Forest Service
U.S. DEPARTMENT OF AGRICULTURE



**Forest Health Protection
Evaluation Monitoring Program**

**Proposal Instructions
and Guidelines**

Regional FHM Managers are responsible for reviewing continuing projects from their respective regions and submitting projects recommended for funding to **Eric Sprague**, FHM National Program Lead (eric.sprague@usda.gov), by **December 1, 2023**. Funding levels for the program depend on specific appropriations; therefore, funding available for EM may change based on final budget direction for FY 2024.

General Requirements:

Evaluation Monitoring progress and final reports for continuing projects **must** be submitted by using the forms found on the [Forest Health Protection Grants web page](#). Download the blank form, enter the appropriate information, and submit the saved document to the appropriate FHM Regional Coordinator. Any projects requiring access to Forest Inventory and Analysis (FIA) plot coordinates should be discussed with Regional FIA work units or Tom Thompson (thomas.g.thompson@usda.gov) from the Spatial Data Services of FIA prior to submission of proposals.

The budget must include all overhead or other indirect costs requested to and pre-approved by the Region/Area, or to cooperating institutions. Projects on non-federal lands need to show non-federal contributions of 50% of the total project costs (i.e., a 1:1 match), but in certain circumstances and on a case-by-case basis, match may be reduced or waived by the Deputy Chief for State and Private Forestry. For multi-year projects, funding for each requested year is awarded in the year it is needed based on demonstrated progress (see “Continuing Proposals”, below). For more information, please review the [Forest Health Protection Grants Funding Information](#).

Reporting Requirements:

Final reporting of project results is to be presented in three formats: 1) Project details including final budget information are to be submitted by using the EM Final Report form found on the [Forest Health Protection Grants web page](#) 2) The FHM Management Team requires that results and progress reports for all national competition EM projects are summarized in posters presented at the biennial FHM Working Group meeting or posted on the FHM website. 3) Upon project completion, investigators will submit to the respective FHM Regional Managers a detailed final report, and a 2-5 page executive summary to be published as part of the annual [Forest Health Monitoring: National Status, Trends and Analysis Report](#).

Any publications resulting from these projects should acknowledge funding provided by the Forest Service Forest Health Monitoring program. Regardless of format, all Web content or communications materials produced, including text, audio, or video - must conform to applicable Section 508 standards to allow federal employees and members of the public with disabilities to access information that is comparable to information provided to persons without disabilities. See <https://www.section508.gov/> for more information. Please note that the FHM program is currently developing procedures for archiving data generated by EM projects.

All data collected will meet the requirements of the Geospatial Data Act of 2018 where applicable. This will always include the documentation of all relevant metadata standards, use of standard data formats; description of quantitative measures of uncertainty and sources of uncertainty associated with the data.