



2020 INSTRUCTIONS

Citizen Science Competitive Funding Program

USDA Forest Service – Ecosystem Management Coordination

To Apply: <https://usfs.smapply.io/>

CitSci Fund webpage: <https://www.fs.fed.us/working-with-us/citizen-science/competitive-funding-program>

Proposal Due Date: December 3, 2019 at 11:59 pm Eastern Standard Time

Awardees Announced: February 18, 2020

Contact: Michelle Tamez, Agency Crowdsourcing and Citizen Science Coordinator, USDA Forest Service, sm.fs.fscs@usda.gov Subject: CitSci Fund Question, or 202-205-1194.

OVERVIEW

The USDA Forest Service delivers world-class science, technology, and land management to sustain the Nation's forests and grasslands in collaboration with communities and our partners. In 2017, the agency launched the Citizen Science Competitive Funding Program (CitSci Fund) to support innovative projects that address science and resource information needs while connecting people to the land and one another. Together, partners, volunteers, and the Forest Service are using the data and information gathered to shape conservation and resource management.

This program is managed by the Washington Office Ecosystem Management Coordination staff. The CitSci Fund is supported by the 2017 Citizen Science Act¹ and 1972 Volunteers in the National Forests Act².

This competition is open to all Forest Service units and partners.

Program Goals

- Expand and strengthen the practice of citizen science in Agency programs.
- Advance science and resource management through sound project design.
- Stimulate partnerships that address mutually beneficial outcomes, expand capacity, and leverage expertise and resources.
- Provide opportunities for meaningful engagement by the public in Agency activities.
- Offer opportunities for peer-to-peer learning for the Agency and partners.

¹ The [2017 Citizen Science Act](#) (Sec. 402 of the American Innovation and Competitiveness Act), grants federal science agencies the direct, explicit authority to use crowdsourcing and citizen science and encourages its appropriate use to facilitate broader public participation in the innovation process.

² Volunteers in the National Forests Act of 1972, as amended, 16 U.S.C. 558a-558d.



Project Incubator Model

The project incubator model is designed to nurture projects in different phases of maturity through coaching, training, and shared learning. Projects can enter the incubator at any Phase and then apply for the consecutive Phase during the next eligible funding cycle, receiving up to \$60,000 over three-four years. Projects that successfully complete Phase 3, are considered “model projects” that could be replicated on other Forest Service units and develop How-To Guides as one of their products. It is not necessary to start from Phase 1, projects may apply for whichever level is appropriate to their project maturity.

The incubator has three phases of funding (see Table 1 for details):

- Phase 1: Ideation and Design - up to \$10,000
- Phase 2: Implementation - up to \$30,000
- Phase 3: Ongoing Implementation and Knowledge Transfer - up to \$20,000

Awardees will have access to the following resources:

- Networking and shared learning through the 2020 Cohort calls and national community of practice
- Training and expert support from the Washington Office
- Forest Service Citizen Science Project Planning Toolkit
- Project exposure through national communications, citizenscience.gov, Citizen Science Association, congressional reporting and more
- Opportunities to engage with Forest Service leadership
- In-person training and workshop (subject to funding availability)

Changes from 2019

- Updated goals to better reflect the program.
- Updated Application and Review Criteria to better meet program goals.
- Updated Phase descriptions to better meet the intentions of the Incubator.
- Increase in funding amounts for Phases 2 (from \$25k to \$30k) and 3 (from \$10k to \$20k).
- Base funding remains at \$200,000.

ELIGIBILITY CRITERIA

The CitSci Fund supports projects that use citizen science as a collaborative approach to resource management – all proposals must identify a Forest Service Project Lead and a Partner Project Lead and clearly identify how volunteers have been and will be engaged in the project. The outcomes from this program are being used to demonstrate how citizen science can help the Agency deliver mission results including the increased collection and analysis of usable data for resource management. Successful proposals will clearly state the nature of the work to be accomplished and how the proposed partnership and citizen science project will add value in realizing needed work. Projects that are addressing needs or interests identified by the



community will be highly competitive. Partners that are providing matching funds above 20% and not reliant on volunteer time as part of these matching funds will be highly competitive.

Projects can be on any topic including biological, social, cultural, economic, infrastructure, etc. Projects can take many forms from large-scale data collection using apps, to site-specific long-term research, to classroom curricula that immerse students in monitoring and evaluation. Projects must engage citizen scientists over a continuous period of time – single event projects will not be accepted. For example, a 24 hour bioblitz would not be a competitive project, but a bioblitz that takes place over an entire calendar year would be.

Summary

- Open to all Forest Service & partners
- Each project must have a USFS Partner Lead and a Partner Project Lead with a partnership agreement ready to be put into place upon receipt of award
- Have a genuine scientific and/or management outcome
- Meet a Forest Service information need
- Demonstrate meaningful volunteer engagement/collaboration
- Can be on any subject area (biological, social, cultural, infrastructure, etc.)
- Duration of one year or longer, involving volunteers multiple times over the course of the project (for funding Phases 2 and 3)

All Projects Shall Follow These Citizen Science Project Design Principles:

- Projects are low-burden for participants.
- Projects are opt-in, have no cost to participants, and participants have full control over the extent that they participate.
- Participants receive feedback on how their contribution adds to the project, e.g. how their data will be used and what the findings are.
- Project leads will evaluate scientific output, data quality, and the impact on participants.
- Projects are designed to contribute to Agency research and science, not to determine Agency regulations or policies.

Funding Can Be Requested to Support:

- Temporary or seasonal Forest Service staff/personnel costs including volunteer or project coordinators but **cannot be used** for salary costs for permanent Forest Service employees.
- Travel costs for Forest Service and partner project team members
- Recruitment and outreach for volunteers
- Development and printing of training and educational materials (e.g. cost to print field manuals, protocol documents, datasheets, etc.)
- Project-specific supplies and materials (e.g. measurement equipment, tablets, software, etc. **not large expenses** like vehicles, major lab equipment, etc.)
- Data quality measures/evaluations
- Costs for volunteer trainings (e.g. facility fees)



- On-site costs (e.g. transportation, portable restrooms)
- Postage/shipping (e.g. costs to mail volunteers water sample bottles and other supplies)
- Analysis of samples (e.g. water quality samples sent to a lab)
- Data analysis
- External project evaluation and evaluation of program impacts on volunteers (e.g., learning, conservation attitudes)
- Other costs – include and we will evaluate

Policy restrictions do not allow Forest Service funds to be used for purchasing food of any kind, except in the case where it is used for per diem during travel. Consult with your Grants and Agreements Specialist for more information.

The [Forest Service Citizen Science Project Planning Guide](#) is a helpful resource and includes information about partnership agreements, and where to find partner contacts and volunteer coordinators.

PROPOSAL EVALUATION

Two teams of evaluators will review projects in two rounds with some overlap of reviewers. During the round one review each project will be assigned randomly to at least three reviewers who will score the project based on the Evaluation Criteria (See Evaluation Criteria document on program webpage). Two teams of Forest Service evaluators will review projects in two rounds with some overlap of reviewers. During the round one review each project will be assigned randomly to at least three reviewers who will score the project based on the review criteria. These scores are then normalized using Z-scores to remove bias from reviewers. From there, the top projects are determined by seeing where there is a marked drop-off in scores - this will determine the top 20% or so of the proposals. In the round two review, all proposals will be reviewed by the entire team using the same criteria and again normalized using Z-scores. At this point, the top projects that are equal to or less than the amount of funding available are then looked at to take into consideration if they represent geographic, disciplinary, and deputy area diversity. Finalists will then be notified and a call will be scheduled with both project team leads to ensure that they can complete the Commitments and Outcomes as described in the Instructions.

PEER TO PEER LEARNING

In order to meet the goal of expanding and strengthening the practice of citizen science in Agency activities, the CitSci Fund promoted shared learning and capturing best practices and lessons learned for wide use in written guides, webinars and other delivery methods. Awardees are expected to participate in regular calls with their Cohort, in order to innovate and learn from each other, spark new ideas, and problem-solve as a group. They will also share their experiences with the national [Crowdsourcing and Citizen Science Community of Practice](#), continuing to grow this knowledge within the Agency and with our partners.



Other resources developed through this program with the help of awardees include the [Project Planning Toolkit](#), [Project Catalog](#), and [Stories](#) that share the science behind Forest Service projects and the experiences of volunteers and partners. This means that in addition to receiving funds toward their project, participants of the CitSci Fund program have the opportunity to learn and network, engage with citizen science experts from a larger community, and interact with Forest Service leadership.

OUTCOMES AND COMMITMENTS

Table 1. Phase Descriptions and Expected Outcomes –

Phase	Funding Limit	Duration	Description	Expected Outcomes
- 1 - Ideation and Design	Up to \$10,000	1.5 years funding – Dollars must be spent and final report completed by October 15, 2021. Eligible to apply for Phase 2 in 2021.	Initial idea or brainstorming between the Forest Service and a partner(s). An information need has been identified but may not be finalized, project design needs to be developed, and preliminary testing of protocols will occur during this phase. Volunteers have not been on the ground at the start of the project.	<ul style="list-style-type: none"> Completed Project Plan Completed field test (does not necessarily have to be with volunteers) USFS accomplishment reporting in NICE and VSReports Project evaluation and final report Active participation in Cohort calls At least one webinar to the national Community of Practice and one blog post on project
- 2 - Implementation	Up to \$30,000	2.5 years funding – Dollars must be spent and final report completed by October 15, 2022. Eligible to apply for Phase 3 in 2022.	<p>If the project is a Phase 1 recipient, the Project Plan is complete. If the project has not received CitSci Funds in the past, all the information is available to complete a Project Plan. Implementation (active participation by citizen scientists) has not yet begun or citizen scientists have participated in field testing and pilots. In this Phase, testing and refining of the project design occurs. Citizen scientists participate in the project multiple times throughout this timeframe.</p> <p>OR</p> <p>Project is part of an established program but is adding a new component that requires testing such as a new research or monitoring question and methodology or</p>	<ul style="list-style-type: none"> Completed Project Plan Inclusion in the USFS list of citizen science projects Citizen scientist participation in the project multiple times USFS accomplishment reporting in NICE and VSReports Project evaluation and final report Active participation in Cohort calls At least 5 blog posts describing project’s journey and one webinar to the national Community of Practice



			expansion to new locations. Implementation on the new component (active participation by citizen scientists) has not yet begun or citizen scientists have participated in field testing and pilots. In this Phase, testing and refining of the project design occurs. Citizen scientists participate in the project multiple times throughout this timeframe.	
- 3 - Ongoing Implementation and Knowledge Transfer	Up to \$20,000	1.5 years funding – Dollars must be spent and final report completed by October 15, 2021. Not eligible to apply for future funding.	For projects that have had active citizen scientists on the ground for more than one year and that have demonstrated results or shown success in meeting their objectives. These are projects that plan to continue into the future (demonstrate a funding sustainability model and a plan to continue after this year of funding). OR Level 2 CitSci Fund awardees. Eligibility for the 2018 Cohort begins in the 2020 funding year.	<ul style="list-style-type: none"> • All items from Phase 2 • Share Project Plan on USFS website • Development of a succinct How-To document for the project that includes protocols, best practices and other relevant materials • Agreement to be a leader, mentor, and/or help other interested Forest Service units to implement the same or similar project

All Project Leads:

- **Transfer of funds** – The funds will come from the National Forest System Deputy Chief's Budget Office to the Forest Service Unit in Work Plan. It is important that the Forest Service applicant has both a Grants and Agreements Specialist and a Budget Specialist for their project. The Grants and Agreements Specialist will ensure you have the necessary paperwork to put in place your Challenge Cost Share Agreement or Participating Agreement with the partner.
 - **Partner DUNS number** – In order to be able to receive funding from the Federal Government, partner organizations must have a DUNS number which they can apply for at www.SAM.gov. The partner must provide their current DUNS number or indicate that they will have a DUNS number on or before **March 15, 2020** to be eligible to apply.
 - **Partnership agreements** – the correct instrument and agreement type will be determined and implemented by the unit and partner(s) and must be in place by **May 1, 2020** in order to avoid conflicts with budget and partnership agreement deadlines.
 - . Partnership agreements allow for the exchange of something of value between the Forest Service and a non-federal party. Cost sharing should be commensurate with benefits received and a minimum 20% match should be negotiated. The most common agreements for citizen science are Participating Agreements or Challenge Cost-Share Agreements. There is no required dollar match from the partner as a condition of applying to the CitSci Fund and it is up to the Forest Service unit and partner to negotiate the values exchanged by



each to meet a mutual benefit and interest. See the Build Your Team section of the Forest Service Citizen Science Project Planning Guide for more information on the different types and requirements of agreements (<https://www.fs.fed.us/working-with-us/citizen-science/project-planning-guide>).

- **Work Plan** – The Forest Service Budget Specialist from the applicant’s unit will establish and provide the Washington Office the information for the acquisition plan name, and acquisition project name and number so that the funds can be linked to the unit in Work Plan.
- **Participate in the Learning Cohort** – all selected projects will have a Forest Service Project Lead and a Partner Project Lead. Both will attend regular calls with the other project leads in order to share project progress, discuss issues and solutions, and explore opportunities for moving citizen science forward.
- **Share lessons learned, best practices, protocols and other useful information with the Community of Practice** – at meaningful time points determined by the Project Leads, they will share the story of their project and their best practices learned along the way. This provides an opportunity for the community to learn from your experience and ask questions.
- **Write blogs** from the partner, volunteer, and Forest Service perspectives to share the different stages of your project. Communication and sharing this important and exciting work can help others to see its value.
- **Participate in the evaluation of 2020 projects** including measures on volunteer perceptions and attitudes, partnership outcomes, and how citizen science is being used for land management.
- **Report accomplishments in the appropriate corporate databases** – Required: Volunteer Services Reporting (VSReports) and NatureWatch, Interpretation, and Conservation Education (NICE). Others (e.g. FACTS, WIT, etc.) as appropriate. This will help us to track national accomplishments.
- **Submit an end of project report / evaluation** – describe the project, how funding was used, key accomplishments, and next steps based on the evaluation criteria described in the Project Plan. These reports will help the Forest Service to describe the benefits of citizen science to accomplishing the Forest Service Mission.
- **See Phase-specific requirements in Table 1 under Expected Outcomes.**

Washington Office:

- **Provide funding** for selected projects in a timely manner.
- **Create opportunities for peer-to-peer learning**, provide expertise and support so projects can be successful. The USFS Citizen Science Core Team is made up of specialists across disciplines that will serve as Coaches providing their expertise or coordinating with other staffs and/or external experts that can provide guidance or support based on project needs.
- **Manage Cohort meetings and collate feedback and best practices** – we will coordinate and facilitate Cohort calls. Information that is shared will be collected to improve the Citizen Science Toolkit for the benefit of the agency and partners. Facilitate an in-person meeting to continue the shared learning – pending funding availability.



- **Develop program-level reports** – we will demonstrate the outcomes of the CitSci Fund by collating the results from the project evaluation and final reports and share these with USDA leadership. Projects will be highlighted in a cross-agency report to Congress as part of the requirements for the 2017 Crowdsourcing and Citizen Science Act.
- **Develop guidance and policy where appropriate** – based on the needs shared by Project Leads and project members we will help to facilitate national guidance or policy to continue to aid in the use of these practices in the agency.
- **Support national communications and volunteer recruitment** via the Forest Service webpage, social media and other outlets – awarded projects will be featured on the national website at www.fs.fed.us/working-with-us/citizen-science. We will share social media messages through national outlets when appropriate. We are also networked with the [Federal Crowdsourcing and Citizen Science](#) community and the [Citizen Science Association](#) and have featured projects in blogs, newsletters, and conferences through these partnerships.

Table 2: Important Dates

Action	Target Date
Request for Proposals Open	October 3, 2019
Proposals Due	December 3, 2019 at 11:59 pm EST
Interviews with Finalists	January 27 – February 7, 2020
Project Selections Announced	February 18, 2020
Partnership Agreements in Place and Funds Dispersed	March 1 – May 1, 2020
Accomplishment Reporting in Corporate Databases	All Phases: October 10, 2020 Phases 2 and 3: Oct. 10, 2021 and 2022
Final Reports Due	Level 1: Oct 15, 2021 Levels 2 and 3: October 15, 2022

Table 3: Schedule of Quarterly Cohort Calls

Call	Target Date
Welcome and Introductions	March 2020
Topics to be determined based on project needs. There will also be special optional topics in months between the quarterly calls based on needs.	July 2020
	November 2020
	March 2021
	July 2021
	November 2021
	March 2022
	July 2022
	November/December 2020



DEFINITIONS

Citizen science is a form of open collaboration in which individuals or organizations participate voluntarily in the scientific process in various ways, including formulating research questions, creating and refining project design, conducting scientific experiments, collecting and analyzing data, interpreting the results of data, developing technologies and applications, making discoveries, and solving problems³. It can be used for any field including ecology, archaeology, sociology, and more. With good training and quality assurance processes in place, anyone can be a citizen scientist and contribute meaningful data and information to the agency.

Forest Service Information Need. A Forest Service information need is defined by the Forest Service unit that is co-leading the project. The information collected or analyzed as part of the project should respond to a need by the unit for scientific information (e.g. how are pollinators responding to changes in climate; what is the response of nesting birds to forest management practices, how has urban tree cover changed over time, etc.) and/or to a management need (e.g. is trail erosion changing water quality for sensitive salamanders; are archaeological sites being vandalized or adequately protected, etc.). The Forest Service unit should be able to describe what the need is and how the information results from the project are being used to address that need.

Learning Cohort is made up of the awardees' Forest Service Project Leads and the Partner Project Leads and other members of the project teams. The Cohort meets quarterly to update the group on the progress of their project, talk about innovations, lessons learned, best practices and any obstacles that have emerged. This is an opportunity for the awardees to network and learn from one another as well as provide input that will inform others in the agency and partners interested in pursuing citizen science.

Volunteer. A person who donates time and talent to advance the mission of the Forest Service and who receives no salary or wages from the Forest Service for the voluntary service.⁴

Line by Line Online Application Instructions Begin on the Next Page

³ 2017 Citizen Science Act. Sec. 402 of the American Innovation and Competitiveness Act.
<https://www.congress.gov/bill/114th-congress/senate-bill/3084/text>

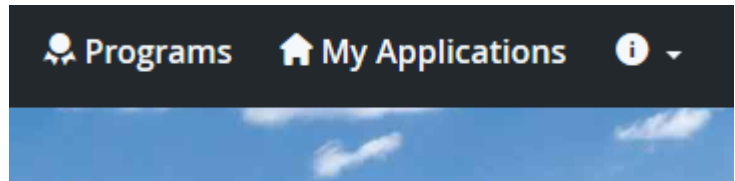
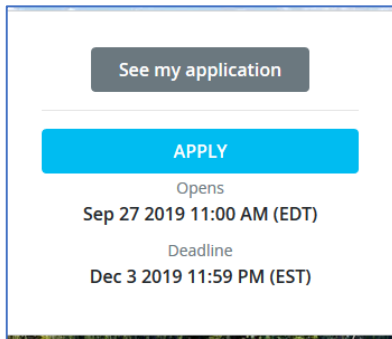
⁴ Volunteers in the National Forests Act of 1972, as amended, 16 U.S.C. 558a-558d.



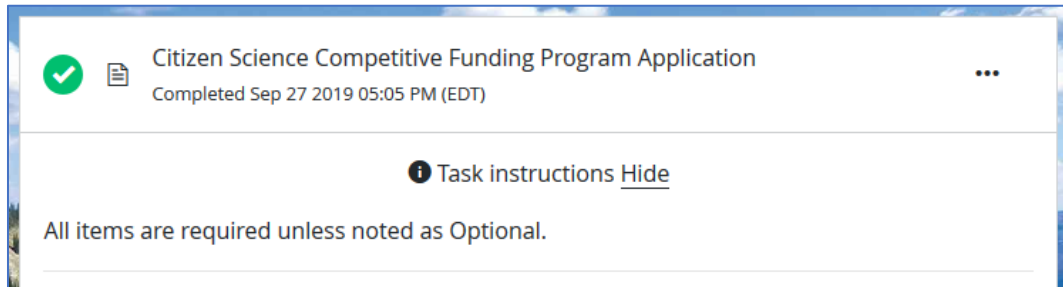
Online Application Form – Line by Line Instructions

Note for previous applicants –

On the application website you will see two buttons: a gray “See my application” which will take you to your application(s) from previous funding cycles; and a blue “APPLY” button. Click “APPLY” to generate a new proposal. You will automatically be taken to your previous year’s application. To get to the new application, click “My Applications” in the upper right. You will see all of your applications and to be able to START your application for 2020.



EDITING YOUR APPLICATION: The application can be edited up until the application deadline. If you have Completed the application (clicked “Complete” and now circle shows up green with a check mark for that task), you can still edit the form by clicking the 3 ellipses in the upper right corner of the application.





Section I: General Project Information

1. Descriptive Project Title (115 character max including spaces):

Create a descriptive title for your project. Include the location and the subject matter/information to be addressed. For example, “Using iTree to Inventory and Monitor Vegetation on Smokey Bear National Forest”.

2. CitSci Fund Current Status

- Currently being funded by CitSci Fund
- Have received past funding from the CitSci Fund
- Have not received funding from the CitSci Fund

3. Type of Funding Requested (Select one):

- Phase 1 - Ideation and Design (up to \$10,000)
 Phase 2 - Implementation (up to \$30,000)
 Phase 3 – Ongoing Implementation and Knowledge Transfer (up to \$20,000)

WARNING: Do not proceed with the application until you have selected one of the funding phases. Once you have selected the appropriate Phase, the associated questions will appear in the rest of the form. Hint: If there are missing numbers on the form (e.g. the numbers jump from 9 to 12) you have not clicked one of the Phase options.

4. Partner’s DUNS number or date for when partner will have a number (must be prior to March 15, 2020): _____

In order to be able to receive funding from the Federal Government, partner organizations must have a DUNS number which they can apply for at www.SAM.gov. The partner must provide their current DUNS number or indicate that they will have a DUNS number on or before March 15, 2020.

5. Does the Forest Service unit have an Agreement in place to transfer funds to the partner?

YES NO

Select Yes if the Forest Service unit and the partner have a partnership agreement in place. Select No if there is no partnership agreement in place.

5a If Yes, include the type of Agreement and Agreement Number. If No, what type of Agreement will be used and what is the target date for completion (must be prior to May 1, 2020)?

If the answer to number 5 was Yes, respond with the type of agreement and the Agreement Number. If the answer to number 5 was No, respond with what type of agreement the Forest Service unit and partner will put into place and the target date for completion on or prior to May 1, 2020.

6. Project Subject Area (select up to TWO primary purposes):



Ecological Social Cultural Economic Infrastructure Other:

+Ecological drop-down: Air; Botany; Caves and Karst; Climate Change/Resiliency/Sustainability; Fire; Forestry; Forest Health; Invasive Species; Minerals and Geology; Rangeland; Restoration; Soils; Watershed and Hydrology; Wildlife & Fish

+Social drop-down: Capacity-Building; Collaboration; Education and Training; Health Benefits (Physical and Mental); Land Stewardship; Law Enforcement; Permitting; Pollution/Trash; Recreation; Science, Technology, Engineering and Math (STEM); Urban and Community Forestry; Urban Connections; Wild and Scenic Rivers; Wilderness

+Cultural drop-down: Archaeology; Areas of Tribal Importance; Cultural and Historic Resources/Artifacts; Heritage/Anthropology; Paleontology

+Economic drop-down: Forest Products; Livestock Grazing; Minerals and Energy Production; Subsistence; Tourism/Recreation Business and Services

+Infrastructure drop-down: Administrative Buildings-Forest Service; Bridges or Culverts; Dams; Recreation Sites; Roads; Trails

Select up to two Project Subject Areas that apply to your project. For each Subject Area selected, drop-downs will appear below. From the drop-down, select up to three sub-topics per Subject Area. If more than 3 are selected, you will receive an error.

7. a. Project Extent:

Local State-wide Regional (multiple states) National Bi or Tri-Lateral Global Virtual

Describe the extent of the information and data to be collected or analyzed by citizen scientists for the project. For example, if the data collected or analyzed by the projects is within Smokey Bear National Forest, select "Local". If the data collected or analyzed by the project is across the State on both Forest Service managed lands and lands owned by other entities select "State". Etc.

b. **Optional: Description of Project Extent (up to 25 words):** Add a description of the extent of the project if you feel that more detail would be helpful to the evaluator.

For numbers 8-9c, the project location is the Forest Service unit to which the funds will be distributed.

8. Region/Research Station/State & Private Forestry/International Programs:

Select the Forest Service Region, Research Station, International Institute of Tropical Forestry, Forest Products Laboratory, Northeastern Area, Washington Office Deputy Area, or Office of the Chief (for International Programs).

9. a. **Local Unit Name:** Based on the answer selected for number 8, a drop-down will appear with the relevant Local Unit Names.

a. **Optional - Add additional detail about the unit name:**

If the Local Unit Name for the project did not appear on the list, add it here. We will use responses in this box to update the drop-downs with missing unit names. Note: You will still



need to select a name from the 9a drop-down in order to proceed with the application. Make a note that the selection is not correct and write-in the correct unit.

- b. **City:** Write in the closest city for the Forest Service unit that will be receiving the funds.
- c. **State:** Select the appropriate State from the drop-down list.

10. Anticipated Number of Volunteers:

This is required for Phase 2 & 3 applicants. This is not required for Phase 1 applicants, but if the information is available it can be included. Respond with the number of volunteers that are anticipated to participate during the CitSci Fund funding duration. Use whole numbers (no ranges).

11. Target Audiences (Please list): Examples: Tribal youth, community collaborative, outdoor recreationists, 4th grade students/Every Kid in a Park, urban, rural, etc.

This is required for Phase 2 & 3 applicants. This is not required for Phase 1 applicants, but if the information is available it can be included. List the volunteers (a.k.a. citizen scientists) the project is targeting for participation in the project.

12. Project/Program Website (if available):

Optional. If available, respond by providing the link to the program website.



Section II: Team Member Contact Information

Forest Service Contacts

13a.

<p>Forest Service Project Lead Name: _____ Title: _____</p> <p>(If multiple Forest Service units, add lines below)</p> <p>Unit: _____</p> <p>I agree to the Outcomes and Commitments described in the Instructions: Y N</p> <p>Email: _____ Phone Number: _____</p>

Respond with the Forest Service Project Lead’s contact information. This person must also indicate whether or not they agree to the Outcomes and Commitments described in the Instructions above.

13b.

<p>Forest Service Grants & Agreements/Partnerships Specialist Name: _____</p> <p>Unit: _____</p> <p>Email: _____ Phone Number: _____</p>
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Respond with the contact information for the Forest Service Grants & Agreements or Partnership Specialist that will support the Project Lead with the development or implementation of the partnership agreement between the Forest Service unit and the partner that will receive the funds.

13c.

<p>Forest Service Budget Specialist Name: _____</p> <p>Unit: _____</p> <p>Email: _____ Phone Number: _____</p>
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Respond with the contact information for the Forest Service Budget Specialist that will support the Project Lead with receipt of the funds from the Washington Office to the Forest Service unit.

+ Additional Forest Service Personnel

Indicate if you would like to add additional Forest Service personnel and how many, up to 2 individuals. Once you include the number of personnel you would like to add, additional contact information boxes will appear. If there are no more Forest Service personnel to add, type in 0.



Partner Contacts

14a.

Partner Project Lead Name: _____ **Title:** _____

(If multiple partners, add lines)

Organization: _____

I agree to the Outcomes and Commitments described in the instructions: Y N

Email: _____ **Phone Number:** _____

Type of Organization: (drop-down)

Respond with the Partner Project Lead’s contact information. This person much also indicate whether or not they agree to the Outcomes and Commitments described in the Instructions above.

+ Additional Partners and Partner Personnel:

Indicate if you would like to add additional partners and/or partner personnel and how many, up to 5 individuals. Once you include the number of partners/personnel you would like to add, additional contact information boxes will appear. If there are no more partner personnel to add, type in 0.



Section III: Proposal Details

Numbers 15-21 have descriptions of what should be included in the response to each question and no further detail will be provided here. The Frequently Asked Questions on the CitSci Fund webpage will be updated if further clarification is requested (<https://www.fs.fed.us/working-with-us/citizen-science/competitive-funding-program>)

15. Project Goals, Objectives, and Evaluation Metrics (250 words max):

Provide a description of the proposed goals and objectives of the project, why citizen science is the appropriate approach, and the evaluation metrics that will be used for assessing the success of the project.

16. Expertise and Partnership Contributions (250 words max)

Provide a brief description of your team's knowledge and expertise for addressing the goals and objectives of this project. Concisely describe how your partnership will leverage technical, financial, or social resources through coordination of activities.

17. Science and Resource Management Information Need (250 words max):

What Forest Service scientific and/or resource management outcome does your project address? Describe how the results of this project (e.g., data gathered, analyses produced, etc.) will be used by the Forest Service and partners.

18. Existing Tools, Applications, and Protocols (List, do not describe. Describe in Project Design section):

If you are using an existing tool, application, or protocol list it here (e.g. WildSpotter; iTree; GLOBE; Nature's Notebook; eBird; iNaturalist; CoCoRaHS; ArcGIS Collector; Forest Inventory and Analysis; AnaBat, etc.). If not, write N/A.

19. Phase 1 Applicants – Project Design (400 words max):

Describe the project timeline and milestones for development of your citizen science project including how the partners will work together to further refine the management or monitoring questions to be answered, the design of the information collection, volunteer recruitment and training, data analysis, and sharing of results. Describe how you will engage community members and volunteers in the development of your project.

19. Phase 2 & 3 Applicants – Project Design (550 words max):

- a. Describe the project design including volunteer recruitment, training, and safety; protocols (use of existing protocols is encouraged) and data collection instruments used; and data entry, management, storage, and analysis.
- b. Describe the quality assurance processes that will ensure the scientific integrity of the project.
- c. Describe the project timeline and milestones.



20. Phase 1 Applicants – Meaningful Volunteer Engagement (250 words max):

Describe how volunteers could benefit from the experience of participating in this project.

20. Phase 2 & 3 Applicants – Meaningful Volunteer Engagement (250 words max):

Describe the target audiences for this project and the benefits volunteers will receive from participating in this project. If working with students, describe how the project will meet relevant education standards if applicable.

21. Phase 3 Applicants – Past Success and Knowledge Transfer (200 words max):

Describe the past outcomes and successes that the project has had, and why imparting the lessons learned, best practices, and other accumulated knowledge from this experience is important to share with the broader citizen science community.



Part IV: Budget

Project Budget Breakout:

Break down the estimated costs for your project in the applicable fields below. Volunteer time should be calculated as the estimated number of volunteer hours x \$25.43 ([Independent Sector Estimate of Volunteer Time](#)) in column d. *Salaries/Labor, Stipends, and Contracted Services need to be described in the Budget Description.

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS			COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash (in-kind, existing supplies, etc.)	(b) Cash to Cooperator from Forest Service Unit	(B) CitSci Funds	(c) Noncash	(d) In-Kind	
Direct Costs						
Salaries/Labor*						
Stipend*						
Contracted Services*						
Travel						
Equipment						
Supplies/Materials						
Outreach/Comms.						
Printing						
App Development						
Database Dev.						
Software						
Training Dev.						
Data entry/analysis						
Other (Describe)						
Total Project Value:						\$00.00

This table is modified from the standard partnership agreement Financial Plan budget table to include an additional column, B, for CitSci Fund expenditures and includes typical costs for citizen science projects. Break-down the costs for the entire project for the duration of CitSci Fund funding.

Definitions for Budget Column Headings:

(a) Forest Service Noncash contribution: May consist of employee salaries, overhead (indirect), travel provided, and/or equipment and supplies to be purchased and provided to the Cooperator for use in the project. These costs are an expense to the Forest Service unit, in addition to or beyond the CitSci Funds.



(b) Forest Service Cash to Cooperator: This is the maximum amount of funding that will be reimbursed or advanced by the Forest Service to the Cooperator. These costs are an expense to the Forest Service unit, in addition to or beyond the CitSci Funds.

(B) CitSci Funds: These are funds provided by the CitSci Fund that are being used for the project. Must not be greater than the amount allowed by the funding Phase of the applicant. CitSci Funds may not be used for Forest Service permanent employee salary but can be used for interns or other temporary employees. It is okay to use CitSci Funds for Forest Service travel costs.

(c) Cooperator Noncash Contribution: These are expenses the Cooperator incurs that are contributed to the project in lieu of cash, but for which costs are incurred, such as employee salaries, overhead (indirect costs), travel, equipment, supplies, and so forth. These do not include in-kind contribution from third parties, such as donations from other entities or volunteer labor. All the costs listed here are an expense to the Cooperator.

(d) Cooperator In-Kind Contribution: In-kind contribution provided to the Cooperator from a third party organization(s) for use in the project for which the Cooperator has incurred no expense. Value assessed for volunteer labor and donated materials, equipment and supplies should be valued based on FSH 1509.11, Ch. 70. Volunteer time should be calculated as the estimated number of volunteer hours x \$25.43 (Independent Sector Estimate of Volunteer Time). These values are not reimbursable and can only be used to satisfy the Cooperator’s matching requirement.

b. **Would you like to add additional line items?** Indicate No if you would not like to add additional budget line items. Indicate Yes if you would like to add additional budget line items - additional boxes will appear where you can add up to 4 additional line items.

26. Project Budget Total (what is the total estimated cost for your project?):

Budget Total is the total added amount of all costs for the project automatically calculated from the entries into the budget table.

27. Requested CitSci Fund Amount (see limits for each Phase from Question 3: Type of Funding Requested):

Requested CitSci Fund Amount is automatically calculated and is the total of all costs input into column B of the budget table.

Matching Costs Determination	
Total Forest Service Share =	(f)
$(a+b+B) \div (e) = (f)$	X%
Total Cooperator Share =	(g)
$(c+d) \div (e) = (g)$	X%
Total =	(h)
$(f+g) = (h)$	100.00%

Matching Costs Determination. From the responses in the budget table, the percentage of the total cost incurred by the Forest Service and the Cooperator will be automatically calculated. The % of funding



matched by the Cooperator is based on the total of all Forest Service expenses which includes CitSci Funds and Forest Service unit costs.

Budget Description (250 words max):

Briefly provide a justification for the requested funds and how they will achieve the project goals and objectives. Describe how the funds will be spent between the Forest Service and partners.

If applicable, describe the costs related to Salaries/Labor, Stipends, Contracted Services, and Other from the budget table. Where volunteer hours have been counted towards partner in-kind Salaries/Labor – provide a) the dollar amount included and b) a justification for the estimated amount and rationale for claiming this anticipated contribution, including the number of volunteers and hours.

Required: Requests for Leadership Approval – When the applicant enters the name and email for leadership approval/recommendation, an automated email will be sent to the person indicated with a message to “Accept or Decline the recommendation for the CitSci Fund”. When they click “Accept” they will be taken to a page to register with their email and create a password. Once they have done this, they will be logged in and sent to a page to fill out their contact information and sign the approval/recommendation – signatures can be done with a mouse or a touch screen depending on their device. Finally, they will “Submit” the approval/recommendation. The applicant will receive an email notification once the approval/recommendation has been submitted by leadership. This will complete that section of the application.

Request Forest Service Leadership Approval. Request approval/recommendation from the Forest Service Project Lead’s supervisor, line officer, or other person in leadership that will ensure the project lead has the time and resources needed to lead the project. This cannot be signed by the Forest Service Project Lead.

Request Partner Leadership Approval. Request approval/recommendation from the Partner Project Lead’s supervisor, or other person in leadership that will ensure the project lead has the time and resources needed to lead the project. This should not be signed by the Partner Project Lead unless they are also the Director or head of the organization.

Optional: Letters of Support. (Optional. No more than 3. Each must be no more than one page, single-spaced, 12 point font). Up to three letters can be submitted by the partner organizations, Forest Service, community members or others familiar with the project and its merits.