2020 SAMPLE APPLICATION
Citizen Science Competitive Funding Program
USDA Forest Service – Ecosystem Management Coordination

This sample application is to be used for planning purposes to prepare for your online application. This is cannot be used to apply. You must apply here: https://usfs.smapply.io/

Line by line details can be found in the Instructions document.

Section I: General Project Information

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

2. **CitSci Fund Current Status**
   a. **Currently being funded by CitSci Fund**
   b. **Have received past funding from the CitSci Fund**
   c. **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)**

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

5. **Does the Forest Service unit have an Agreement in place to transfer funds to the partner?**
   YES   NO

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)?

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

7. a. **Project Extent:**
☐ **Local** ☐ **State-wide** ☐ **Regional (multiple states)** ☐ **National** ☐ **Bi or Tri-Lateral**
☐ **Global** ☐ **Virtual**

  b. **Optional: Description of Project Extent (up to 25 words):**

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

9. a. **Local Unit Name:**
  a. **Optional - Add additional detail about the unit name:**
  b. **City:**
  c. **State:**

10. **Anticipated Number of Volunteers:**

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

12. **Project/Program Website** (if available):

Section II: Team Member Contact Information

Forest Service Contacts

13a.

Forest Service Project Lead Name: _____ **Title:** _____

(If multiple Forest Service units, add lines below)

Unit: _____

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

Email: _____ **Phone Number:** _____

13b.

Forest Service Grants & Agreements/Partnerships Specialist Name: _____

Unit: _____

Email: _____ **Phone Number:** _____

13c.

Forest Service Budget Specialist Name: _____

Unit: _____

Email: _____ **Phone Number:** _____

+ **Additional Forest Service Personnel**

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)

**Forest
Service**

**Washington
Office**

**1400 Independence Avenue, SW
Washington, DC 20250**

+ **Additional Partners and Partner Personnel:**

Section III: Proposal Details

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

b. **Would you like to add additional line items?**

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

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

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

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:

Request Forest Service Leadership Approval.

Request Partner Leadership Approval.

Optional: Letters of Support. (Optional. No more than 3. Each must be no more than one page, single-spaced, 12 point font).