



FRIENDS RESEARCH FUND 2024

Grant Application Instructions, Guidelines and Review Process

A. Description of Grant

Friends of the Cascade-Siskiyou National Monument (FCSNM) is pleased to provide grants through the *Friends Research Fund* (FRF) that supports undergraduate, graduate, and indigenous research intended to enhance our understanding, appreciation, preservation, and/or protection of the Cascade-Siskiyou National Monument. Areas of research may include biology, environmental sciences/education, sociology, arts and humanities, Indigenous studies, history, and business. Awards are issued based on the importance, quality, and feasibility of the proposed project. Upon the completion of the research project, awardees are expected to submit a written narrative report of their research findings to FCSNM and BLM. Awardees are also invited to present their findings orally at the annual Monument Research Symposium organized and hosted by the Friends (typically in March or April) or at another suitable research forum.

All qualified applicants will receive consideration for funding without regard to race, color, religion, gender, sexual orientation, national origin, disability, age, immigration status, or veteran status.

B. Application DEADLINE - April 26, 2024

1. Completed application form must be submitted to FCSNM via email (info@cascaadesiskiyou.org) by **April 26, 2024 11:59pm PST**.
2. Completed application must include the following:
 - a. Application: *Use the attached Application Form.*
 1. Project Description: Objectives and Relevance
 2. Project Procedures and Timeline
 3. Budget
 - b. Applicant's Experience and Qualifications
 1. Curriculum vitae – 2 pages, maximum
 2. Letter of Faculty Advisor recommendation
3. Any application lacking any of these elements is deemed incomplete and ineligible.

C. Eligibility

Applicants must:

1. Be currently enrolled as a Junior or Senior Undergraduate or a Graduate student with good academic standing at a state or regional college or university.
2. Have successfully completed (with a passing grade or better) coursework in at least one upper division course related to their proposed area of study.

D. Evaluation Criteria

Each proposal will be evaluated and ranked based on:

1. Relative importance, originality, and relevance of proposed project (results of the proposed project must be in line with FCSNM's mission and hold potential application for directly or indirectly enhancing our understanding, appreciation, preservation, and/or protection of the Monument).
2. Project design (e.g., testability of hypothesis, nature and level of analysis/survey).



3. Likelihood of success (based on experience and qualifications of applicant within the proposed timeline and budget).

E. Awards

Awardees will be announced the week of **May 6, 2024** and commitments to accept the projects confirmed by **May 15, 2024**. Awards on individual grants will range from \$500 to \$3,000.

Grant funds will be issued to awardees by **May 31, 2024**. (Note: 20% of award will be withheld for two deadlines: 1) 10% for an interim research summary report of 100 words plus 3 captioned photographs of field work submitted by December 31, 2024; and 2) 10% for the presentation of the Monument Research Symposium in March/April 2024 and the completion of the Final Research Project no later than June 1, 2025. Withheld funds are forfeited if deadlines are missed.

F. Other Conditions of the *Friends Research Fund* Grant

Financing Restrictions. The *Friends Research Fund* will finance in whole, or in part, only field research in biology, environmental sciences/education, sociology, arts and humanities, and business conducted by undergraduate seniors and advanced degree students at state and regional colleges and universities.

Not Covered Expenses. The *Friends Research Fund* will not pay for tuition or a university-covered expense. Covered expenses may include stipends, travel (lodging, per diem, and mileage) and materials or supplies required for the research project.

Specimen and Material Collection. Proposals that require or anticipate the collection of specimens or samples, audio/visual recordings, and/or scientific/observational data, as well as the production of digital/GIS or hand-drawn maps, must specify that all such items will be accessioned, cataloged, and deposited in the Southern Oregon University Natural History or Digital Archive (SODA) collections, which already maintains large collections of voucher specimens and materials collected from the Monument. Any collection of specimens and/or samples from the Monument must be preceded by the authorization of BLM and the issuance of a BLM Collections Permit.

Reports. Upon completion of the project (no later than June 1, 2025), awardees are expected to submit an electronic and written narrative report of their research findings to FCSNM. The narrative report must adequately describe 1) the methods used in the project, 2) project outcomes and/or findings, 3) how project outcomes/findings promote the understanding, appreciation, preservation and/or protection of the Monument, and 4) a detailed account of the funds spent on the project. In addition, awardees are expected to present the results of their work orally at a suitable research forum, especially the annual FCSNM Monument Research Symposium hosted by the Friends (typically in March/April). If you are awarded and accept the grant, you acknowledge the legal obligation to fulfill all conditions required in the Final Report as described in this Application.

Awardees agree to identify the *Friends of Cascade-Siskiyou National Monument* as a funder of your research in all oral, visual, or written formats. Crediting *Friends*-sponsored research acknowledges those community supporters who make these research grants available to university students.

G. Instructions for Completing the Application Form

1. Download the Application Form from our website and open it using Adobe Acrobat Reader or Adobe Acrobat Pro (some fields have embedded auto fill that will not work in other programs). Save a copy of the form and name the file: “*ApplicantName-FRF24-Application*”
2. Once the Application is saved and named, complete it. Be concise and confine your answers within the provided text boxes. *Do not add any extra pages, unless the form indicates otherwise.*



3. Complete the budget. Be sure your calculations are correct. If a particular category of expenses is not expected, please enter '\$0.00' in the appropriate place in the application (don't leave any expense categories blank).

H. Applicant Experience and Qualifications

1. Prepare a curriculum vitae, no more than 2-pages. This file should be a separate attachment emailed at the same time as the Application. Name this file: "*Applicant Name-FRF24-Vitae*"
2. Ask a faculty member who will oversee your proposal to give you a recommendation on your proposed research project. See below for what needs to be included in this letter. This file should be a separate attachment emailed at the same time as the Application. Name this file: "*Applicant Name-FRF24-Recommendation*"

I. Email all the above attachments to: info@cascadesiskiyou.org

Subject: "Friends Research Fund 2024"

Text: "Please find attached my Application Package for the Friends Research Fund 2024."

Applicant Name

Applicant Address, City, State Zip Code

Applicant Email Address

Applicant Phone #

Attachments should include: *Examples:*

Applicant Name-FRF24-Application: *Anna Lee-FRF24-Application*

Applicant Name-FRF24-Vitae: *Anna Lee-FRF24-Vitae*

Applicant Name-FRF24-Recommendation: *Anna Lee-FRF24-Recommendation*

J. For assistance or questions, contact:

Zaynab Brown, Program Coordinator, zaynab@cascadesiskiyou.org



I. Project Description

Today's Date (Month/Day/Year):	
Project Title:	

Name:		Email:	
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Address:		City:		State:		Zip:	
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Class Standing:		Major:		School:	
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Faculty Advisor:		Email:	
Project Start Date:		Project End Date:	



A. Project Objectives and Relevance

1. Briefly describe the specific objectives (expected outcomes) of the proposed project/study: *Limit response to visible text box.*



2. Briefly describe how the applicant's objectives will support FCSNM's mission of promoting the understanding and/or the appreciation, preservation, and/or protection of the Monument: *Limit response to visible text box.*



FRIENDS OF
CASCADE-SISKIYOU
NATIONAL MONUMENT

II. Project Procedures and Timeline

3. Describe the detailed techniques, procedures and/or methodologies to be used, including data collection, analysis, and means of interpretation: *Limit response to visible text box.*



II. Project Procedures and Timeline (continued)

4. Describe the proposed timeline of project tasks and expected outcomes: *Limit response to visible text box.*



III. Budget

List the detailed budget of project direct costs for materials/supplies

MATERIALS AND SUPPLIES Budgeted cost of materials and supplies used directly on this project, such as ear plugs, safety glasses, work gloves, etc. Explain the details and purpose of the materials and supplies in the Narrative box below.					
Item	Quantity	Cost per Unit	Matching Funds (if available)	FRF Funds	Total Funding
<i>Example: Work Gloves, Leather</i>	6	\$10.00/Pair	\$60.00	\$0.00	\$60.00
Total: Materials and Supplies			\$	\$	\$
Narrative explanation of costs (if necessary, use and attach extra sheets): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>					



List the detailed budget of project direct costs for student stipends.

STIPENDS					
Budgeted cost of stipend for projected work to carry out agreement activities. Explain the tasks to be completed for the date ranges indicated in the narrative box below.					
Date Range	Hours	Cost per Unit	Matching Funds (if available)	FRF Funds	Total Funding
<i>Example: July 1 - 14, 2024</i>	10	\$15.00/hour	\$150.00	\$0.00	\$150.00
Total: Stipends			\$	\$	\$
<i>Narrative explanation of costs (if necessary, use and attach extra sheets):</i>					



List the detailed budget of project direct costs for travel (lodging/per diem)

LODGING AND PER DIEM

Budgeted cost of lodging and *per diem* necessary to carry out agreement activities. Explain the details and purpose of the travel in the Narrative box below.

Note: The Friends offer a daily per diem of \$30 per day. If you are planning on camping or staying overnight, your daily per diem increases to \$45 for the second day, totaling \$75 for the two days.

Proposed Travel		No. of People	No. of Days	Cost Per Person (per day or trip)	Matching Funds (if available)	FRF Funds	Total Funding
To:							
From :							
To:							
From :							
To:							
From :							
To:	<i>Example: Ashland, OR</i>	2	2	<i>\$55.00/trip</i>	<i>\$00</i>	<i>\$110.00</i>	<i>\$110.00</i>
From :	<i>Green Springs, OR</i>						
Total: Lodging & Per Diem					\$	\$	\$

Narrative explanation of costs (if necessary, use and attach extra sheets).



III. Budget (continued)

List below the detailed budget of project direct costs for travel (mileage)

MILEAGE Budgeted cost for expected mileage traveled in carrying out agreement activities. Explain the details and the purpose of the mileage in the Narrative box below. NOTE: The Friends offers a reimbursement mileage rate that matches the Federal Government rates at the time the grant is awarded, which is currently \$0.67 cents/mile.							
Proposed Travel		No. of Miles	No. of Trips	Cost Per Mile	Matching Funds (if available)	FRF Funds	Total Funding
To:							
From:							
To:							
From:							
To:							
From:							
<i>To:</i>	<i>Example: Ashland, OR</i>	<i>19.3</i>	<i>4</i>	<i>\$0.67/Mile</i>	<i>\$0.00</i>	<i>\$51.72</i>	<i>\$51.72</i>
<i>From:</i>	<i>Green Springs, OR</i>	<i>Miles</i>					
Total: Mileage					\$	\$	\$
<i>Narrative explanation of costs (if necessary, use and attach extra sheets):</i>							



Summarize the detailed budget for all direct project costs and the requested FRF funds and/or available matching funds applicable to this project.

SUMMARY OF DIRECT PROJECT COSTS			
The total of all direct budgeted costs and requested and/or available funding applicable to this project.			
Direct Project Costs	Matching Funds (if available)	FRF Funds	Total Funding
A. Total Materials & Supplies Costs	\$	\$	\$
B. Stipends	\$	\$	\$
C. Total Lodging & Per Diem Costs	\$	\$	\$
D. Total Mileage Costs	\$	\$	\$
D. Total Direct Project Costs (A + B + C + D)	\$	\$	\$



II. Applicant Experience and Qualifications

A. Curriculum vitae

Attach a copy of your curriculum vitae (2-page limit).

Name the file: *Applicant Name_FRF24_Vitae* Example: Anna Lee_FRF24_Vitae

B. Letter of Recommendation

Attach your Faculty Advisor recommendation.

Name the file: *Applicant Name_FRF24_Recommendation* Example: Anna Lee_FRF24_Recommendation

The Faculty Advisor's recommendation must include:

1. Describe the experience and qualifications of the applicant that are pertinent to the project's success.
2. Briefly list and describe any academic course credits that will be awarded to the applicant upon completion of this project.
3. Sign and agree to act as advisor / supervisor of the applicant during the performance period of this project.
4. Contact information, email, office mail address, and phone number.