

Guidance for Tahoe SNPLMA Science Researchers

Proposal Development

Investigators are encouraged to review the most recent Tahoe Science Update Report (available at <http://www.fs.fed.us/psw/partnerships/tahoescience/>) and associated documents to consider how their proposed research builds upon recent and ongoing research efforts in the Tahoe Basin. To promote the relevancy of the proposed project and products, investigators are encouraged to discuss their project ideas with relevant agency representatives within the Basin as they develop their proposals. However, letters of support are not necessary and should not be included with the proposal.

Project Execution and Permits

Applicants should provide documentation demonstrating that they have or will be obtaining any necessary permits. Research activities that have required permits include: general access; installation of field equipment in streams, in lakes (e.g., buoys), along roads, in soils, etc., ground disturbance; collection of plants or animals, removal of trees; and operation of chain saws or other equipment that could disturb sensitive forest wildlife. However, each land owner/management agency and regulatory agency has their own policies and requirements that must be followed. It is the responsibility of the research proponent to coordinate with appropriate agency representatives or partners and secure any agreements or approvals necessary prior to initiating research. If, for example, the research is proposed to be conducted on agency or private lands, the project proponent must secure all applicable approvals from the land manager/owner. If the research requires use of data collected by an agency, then the project proponent must secure approval to use this data. This prerequisite must be satisfied before receiving funding.

Contact information for key land management and regulatory agencies in the basin are included below, although this list is not exhaustive, since it does not include cities, counties, and private landowners, from whom permission must be obtained.

California Tahoe Conservancy (CTC)

Contact Amy Cecchetti at (530) 543-6033, Email: [acecchetti \[at\] tahoicons.ca.gov](mailto:acecchetti@tahoicons.ca.gov)

California State Parks

Contact Tamara Sasaki, Senior Environmental Scientist
California Dept. of Parks & Recreation, Sierra District
P.O. Box 266, Tahoma, CA 96142
(530) 525-9535, Email: [tsasaki \[at\] parks.ca.gov](mailto:tsasaki@parks.ca.gov)

Request an application for a Permit to Conduct Biological, Geological, or Soil Investigations/Collections. Initiate the permit process for non-consumptive or no impact research at least three (3) months prior to the commencement of work at the State Park unit. If you will have excavation, any soil disturbance, or take or damage living resources, the permit should be requested at least one (1) year in advance of the research field season so we can schedule/conduct field surveys and records searches if required. You will not be able to conduct any research until your project is cleared by our specialist(s). Contacting the agency

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representative to discuss the project early or during the planning process is strongly encouraged to avoid delays in the start of your project.

California Water Quality Board (Lahontan)

Contact Bob Larsen, Lahontan RWQCB, Email: RLarsen [at] waterboards.ca.gov or (530) 542-5439. In general, the disturbance associated with monitoring equipment installations does not trigger the need for permits, prohibition exceptions, etc. However, considering site-specific issues and the variability in equipment, researchers should contact the Water Board to discuss any proposed installations and determine whether formal approvals will be needed.

Nevada Division of State Lands

Contact Elyse Randles, State Land Agent at (775) 684-2735 or Email: erandles [at] lands.nv.gov Application forms are found at <http://lands.nv.gov/forms/forms.htm>. Researchers are advised to get their applications in at least 6 months prior to their projected start date to allow the review to be completed.

Tahoe Regional Planning Agency

Contact A. Lyn Barnett, Chief - Environmental Review Services Branch
Tahoe Regional Planning Agency
P.O. Box 5310 Stateline, Nevada 89449-5310
(775) 588-4547, ext. 239, Email: lbarnett [at] trpa.org

Permits would be required for moving volumes of soil in excess of 3 cubic meters in sensitive areas and 7 cubic meters in high capability lands. Also, projects that would disturb a sensitive species may require some form of permit or disclosure.

US Forest Service Lake Tahoe Basin Management Unit

Contact (physical science): Sue Norman, Physical Sciences Group Leader
Lake Tahoe Basin Management Unit, USFS Region 5
35 College Drive, South Lake Tahoe, CA 96158
(530) 543-2662, Email: snorman [at] fs.fed.us

Submit a request for permission to conduct research on USFS lands. Initiate the request process for non-consumptive or no impact research at least three (3) months prior to the commencement of work. Your request should include a copy of your Research Proposal that was used to obtain funding, and a short narrative that describes the specific activities that would be conducted on USFS lands, including the exact locations, duration and frequency of data collection. If you desire vehicle access on USFS administrative use roads that are not open to the public, you will also need to request an application for temporary road access. If you will have excavation, any soil disturbance, or take or damage living resources, your request should be submitted at least one (1) year in advance of the research field season so we can schedule/conduct field surveys and records searches if required. You will not be able to conduct any research until your project is cleared by our specialist(s). Contacting the agency representative to discuss the project early or during the planning process is strongly encouraged to avoid delays in the start of your project.

Wildlife Permits

California Department of Fish and Game

Contact: License and Revenue Branch

1740 N. Market Blvd., Sacramento, CA 95834

(916) 928-5849, E-mail: spu [at] dfg.ca.gov

Application is available at <http://www.dfg.ca.gov/licensing/pdffiles/fg1379.pdf>

Please allow a minimum of 12 weeks for processing any application or amendment to an existing SCP. You should allow an additional 12 weeks to process requests to take State Fully Protected Species.

Nevada Division of Wildlife

For Nevada, instructions and an application for a permit to take or possess of any species of wildlife for strictly scientific purposes are available at:

http://www.ndow.org/law/licenses/pdf/inst04/scientific_collection.pdf. Allow 4 to 6 weeks for processing.

US Fish and Wildlife Service

Endangered Species Permit Contact: Region Eight—California/Nevada

U.S. Fish and Wildlife Service Endangered Species Permit Office

2800 Cottage Way, Suite W-2606, Sacramento, California 95825-1846

(916) 414-6464, Email: permitsCNES [at] fws.gov

Migratory Bird Permit Contact:

Migratory Bird Regional Permit Offices

911 N.E. 11th Avenue Portland, OR 97232-4181

(503) 872-2715, Email: permitsR1MB@fws.gov

Application available at: <http://www.fws.gov/forms/3-200-7.pdf>

Schedule of Deliverables

Major tasks and deliverables should be described in a summary table that identifies the task/deliverable (you can break major tasks into subtasks), start date, and end date (see sample table below).

Reporting Requirements

Reporting requirements include three kinds of reports: **Quarterly Progress Reports, Annual Accomplishment Reports, and Final Reports**. These reports are extremely important for describing what is accomplished over the life of a project. Please send them in according to schedule.

Quarterly progress reports should update the major tasks and deliverables table by identifying the status of all tasks that have begun or were scheduled to have begun. The status should include the month when work on that task began, a summary of work on that task (including an estimate of percentage completion of the task), and the month when the task is completed. You can divide major tasks into subtasks if desired. Quarterly progress reports are due at the end of each quarter (i.e., April 1, July 1, October 1, January 1), and should be sent to the Tahoe SNPLMA Science Program Coordinator.

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Example of Report:

Project Title:

Tahoe Science Project Funded by SNPLMA Round x

Principal Investigator(s):

Quarterly Progress Report for July 01, 2010 – September 30, 2010)

Task/ Deliverables	Start Date	End Date	Description	Summary of Progress	% Complete
Establish sub agreements	7/01/10	8/31/10	Establish subcontract with x		x%
Data collection	8/1/10	11/30/10	Collect field data at x sampling locations		
....					
Agency Workshop	4/1/11	5/31/11	Present preliminary findings to agency representatives		
Submit draft report for review	8/1/11	8/31/11	Submit draft report detailing findings		
Prepare and submit final report	9/01/11	12/31/11	Respond to reviews and prepare final report		

Annual Accomplishment Reports are required at the beginning of each fiscal year. This report can accompany the September 30 progress report, but it should clearly state key accomplishments.

Final Reports are required to close-out the project. Please schedule time for review of draft reports prior to finalization.

Review of Research Products and Final Report

A goal of the Tahoe Science Program is to ensure the technical quality and relevancy of scientific products. Accordingly, we encourage all proposals to include plans for technical, peer-reviewed and agency review of work products. Peer-review expectations may be met by delivering final products that include articles for publication in peer-review journals. Where appropriate, we anticipate releasing draft products to agencies and the public for review and comment. Therefore, allow in your schedule at least 3 months between delivery of draft products and finalization of products prior to close-out.

Plans for Outreach, Data Management and Publication

Proposals should describe a plan for outreach, data management, and publication, including an appropriate timetable and budget for publishing results and data when the project is completed.

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Researchers are encouraged to consider using the Tahoe Integrated Information Management System (TIIMS, www.tiims.org) for housing and disseminating data and findings. Citizens, research scientists, and resource managers can use TIIMS as a one-stop site for information about Lake Tahoe.

Finance Issues (Non-USDA Cooperators)

Non-USDA cooperators can submit requests for reimbursement on SF-270, Request for Advance of Reimbursement, and shall be submitted no more than monthly. This form is available at <http://www.whitehouse.gov/OMB/grants/index.html>. Each invoice shall display the cooperator's actual expenditures to date of the invoice, displayed by separate cost elements, as documented in the Financial Plan. The following items must also be included on the invoice for payment: 1) period of performance and 2: agreement number related to the agreement. Cooperators must also submit a Financial Status Report Form SF-269A, or SF-269, on a quarterly basis that ends March 31, June 30, September 30, and December 31, for each year of the agreement period. The final Form SF-269A or SF-269 shall be submitted either with the final payment request or no later than 90 days from the expiration date of the instrument.

Finance Issues (USDA Cooperators)

USDA cooperators need to identify how much funding is required to be transferred to your job code for each quarter of the project. That request must be sent to Jean Hitz at PSW. Only the funds needed for activities in each quarter should be requested.

Acknowledgment in Publications and Presentations

Forest Service support must be acknowledged in any publications and audiovisuals developed as a result of the funding award. Publications completed through agreements with PSW should include this language, "This research was supported by an agreement from the USDA Forest Service Pacific Southwest Research Station." The Forest Service shield logo and PSW glyph are included here for you to download for presentations, web pages, and other appropriate uses. Please use them. Thanks!



Publications should also include this statement: "This research was supported using funds provided by the Bureau of Land Management through the sale of public lands as authorized by the Southern Nevada Public Land Management Act." The associated BLM SNPLMA logos may also be used:



Notification of Publications

Please notify us when you know that results from your Tahoe SNPLMA Science-funded (or partially-funded) work will be published. Peer-reviewed research is critical to our mission, and we appreciate your efforts to help us communicate your findings.

Extension Requests

Research projects are expected to be completed according to the schedules included in the award agreement. Under special circumstances, extensions may be requested to better fulfill the objectives of the research and the Tahoe SNPLMA Science Program. If such a situation should arise, the cooperator should prepare a brief summary (1-2 pages) of the proposed change in scope or schedule that identifies:

- details regarding the proposed change;
- the rationale for the proposed change;
- discussion of implications in terms of the research findings, shifts within the budget, or schedule; and
- summary of any efforts to consult with others (i.e., interested agency representatives) regarding the change

Requests for extensions will be discussed with relevant agency representatives as part of our process for reviewing and approving any extension requests.