



2019 INSTRUCTIONS

Citizen Science Competitive Funding Program

USDA Forest Service – Ecosystem Management Coordination

Application webpage: *Coming Soon*

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

Proposal Due Date: January 27, 2019 at 11:59 pm Eastern Standard Time

Awardees Announced: March 20, 2019

Contact: Michelle Tamez, Agency Crowdsourcing and Citizen Science Coordinator, USDA Forest Service, FSCCS@fs.fed.us Subject: CitSci Fund Question or 202-205-1194.

ABOUT

The USDA Forest Service is responsible for managing national forests and grasslands in a way that delivers benefits to the public, strengthens communities, and sustains healthy ecosystems. In 2017, the Agency launched the Citizen Science Competitive Funding Program (CitSci Fund), to promote collaboration in support of these goals. Together, partners, volunteers, and the Forest Service are using the data gathered to shape conservation and management. The competition is open to all Forest Service units and partners. The program was piloted in 2018 and due to its success, is being expanded in 2019.

Goals of the CitSci Fund:

- Expand capacity for the collection and analysis of data to advance science and land management.
- Provide opportunities for meaningful participation by the public in agency activities.
- Strengthen partnerships to address mutually beneficial outcomes and leverage resources.
- Share learning by participating in communities of practice.

CHANGES FROM 2018

- This year's base funding amount has increased from \$100,000 to \$200,000.
- Change from a fillable pdf form to an online form.
- The partner's DUNS number is required for this year or it needs to be clear that they will receive a number by May 15, 2019.
- Volunteer hours can be counted towards partner contribution. See the Budget section of the Line by Line Online Application Instructions below for more information.
- In 2019 the USFS is piloting an incubator model that is designed to build ability and capacity for utilization of citizen science in accomplishing Agency work. The incubator is comprised of three levels of funding that support projects in every stage of development: Project Ideation, Project Development and Implementation, and Ongoing Project. The model allows for projects to start at Level 1 funding and reapply each year for the next level of funding



until they complete Level 3. These projects would be considered “model projects” that could be replicated on other units. It is not necessary to go start from Level 1, projects may apply for whichever level is appropriate to their project. See Table 3 for details.

- All levels of funding will have access to the following resources:
 - USFS Citizen Science Project Planning Toolkit
 - Training and expert support from the Washington Office
 - Networking and shared learning through the CitSci Fund Cohort and national community of practice
 - In-person training and workshop (subject to funding availability)

GENERAL REQUIREMENTS

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 citizen science project will add value and efficiency 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 beyond the time donated by volunteers will be 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. Projects should either take place on National Forest System lands or the data and information collected must be used to meet a Forest Service information need (see Definitions).

Summary:

- Open to all FS & partners
- Each project must have a FS Partner Lead and a Partner Project Lead with an agreement in place upon receipt of award
- Have a genuine scientific and/or management outcome
- Take place on NFS lands or data used to meet an FS Information need
- Demonstrate meaningful volunteer engagement/collaboration
- Can be on any subject area (biological, social, cultural, infrastructure, etc.)
- Duration of 6 months or longer, involving volunteers multiple times over the course of the project



All projects should 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:

- Staff/personnel costs including volunteer or project coordinators
- 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, computers and major lab equipment)
- External project evaluation and evaluation of program impacts on volunteers (e.g., learning, conservation attitudes)
- Data quality measures/evaluations
- Travel costs for FS and partner project team members
- 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)
- Other costs – include and we will evaluate

Policy restrictions do not allow 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 CRITERIA

A team of evaluators will review projects in two rounds. 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. 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 looked at to take into



consideration if they represent geographic, disciplinary and deputy area diversity. Finalists will 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 below.

Evaluation criteria and weights:

- Science and data (total 45%): Forest Service Information Need (Science and/or Management Outcomes)(25%); Project Design (20%)
- Benefits for the agency (total 5%): Potential Benefits (Value to the Agency)(5%)
- Engaging the public (total 35%): Meaningful Volunteer Engagement (35%)
- Project planning (total 15%): Project Success Measures (5%); Budget (10%)

OUTCOMES AND COMMITMENTS

The CitSci Fund is a program that builds on existing efforts to expand the use and practice of citizen science in the Forest Service. These include the Crowdsourcing and Citizen Science [Community of Practice](#), Citizen Science [Project Planning Toolkit](#), Citizen Science [webpage](#), and Federal Crowdsourcing and Citizen Science [Project Catalog](#). This means that in addition to receiving funds toward their project, participants of the CitSci Fund program have the opportunity to learn and network, and provide valuable lessons learned and best practices for the benefit of other Forest Service units and partners.

Project Leads:

- Level 1 – Completed field test and refining of project design. Complete a Project Plan by May 15, 2020. Dollars must be spent and final report completed by May 15, 2020.
- Level 2 – Completed pilot/project implementation with volunteers on the ground for a minimum of one season. Refine the project proposal into a Project Plan by June 2019. Dollars must be spent and final report completed by November 15, 2020.
- Level 3 – Development of a succinct guidance document for the project that includes protocols, best practices and other relevant materials so that others can replicate this work. Refine the project proposal into a Project Plan by June 2019. Dollars must be spent and final report completed by November 15, 2020.

The Citizen Science Toolkit (<https://www.fs.fed.us/working-with-us/citizen-science/citizen-science-toolkit>) includes the Project Plan Template that will be used, and examples of projects from the 2018 Cohort.

All Projects:

- Transfer of funds – Funds will be transferred from the Washington Office to the Forest Service unit. They will then be dispersed by the Forest Service unit to the partner through a partnership agreement. This must happen no later than May 15, 2019 in order to avoid conflicts with budget and partnership agreement deadlines.



- 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 **May 15, 2019** 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 15, 2019**. 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>).
- Participate in the Learning Journey 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 2019 projects including measures on volunteer perceptions and attitudes, partnership outcomes, and how citizen science is being used for land management.
- 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.
- Report accomplishments in the appropriate corporate databases (i.e. Volunteer Services Reporting (VSReports), NatureWatch, Interpretation, and Conservation Education (NICE) database, and others.). This will help us to track national accomplishments.

Washington Office:

- Provide funding for selected projects – these FY '18 funds will be transferred to the Forest Service unit.
- Support national communications and volunteer recruitment via the Forest Service webpage, social media and other outlets – winning 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.

- Provide policy expertise and support for projects when needed – the USFS Citizen Science Core Team is made up of experts across disciplines that can respond to questions and provide support as the project is implemented. At the national level, we are coordinated with staffs that can provide guidance or support based on the project topic.
- 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.
- National and program-level reports – we will demonstrate the outcomes of the CitSci Fund by collating the results from the project evaluation 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.

Table 1: Timeline

Action	Target Date
Proposal process open	November 1, 2018
Project proposals due	January 27, 2019 at 11:59 pm EST
Project selections announced	March 20, 2019
Partnership agreements in place and funds dispersed	May 2019
Project Leads submit Project Plans	Levels 2 and 3: June 2019 Level 1: May 2020
Project planning/implementation begins	2019 /2020
Final report due	Level 1: May 15, 2020 Levels 2 and 3: November 15, 2020

Table 2: Tentative Schedule of Cohort Calls

Call	Target Date
Welcome and introductions	April 2019
Citizen Science Toolkit and Project Plans – training/workshop	May 2019
End of summer show-and-tell and reporting training	August 2019
Post-reporting follow-up and joint problem-solving	November 2019
Gearing up for spring - best practices	February 2020
Topic-based small group discussions	April 2020



Report-out Ideation Projects	June/July 2020
Project evaluation training/workshop	September 2020
Report-out Project Development and Ongoing Projects	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 problems¹. 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 Journey Cohort is made up of the winning projects’ Forest Service Project Leads and the Partner Project Leads that meet regularly 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.²

Line by Line Online Application Instructions Begin on the Next Page

¹ 2017 Citizen Science Act. Sec. 402 of the American Innovation and Competitiveness Act. <https://www.congress.gov/bill/114th-congress/senate-bill/3084/text>

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



Online Application Form – Line by Line Instructions

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. Type of Funding Requested (Select one):

- Level 1 - Ideation (up to \$10,000)
- Level 2 - Project Development and Implementation (up to \$25,000)
- Level 3 – Ongoing Project (up to \$10,000)

Table 3. Types of funding available –

Level	Funding Limit	Duration	Description	Expected Outcomes
1 – Project Ideation	Up to \$10,000	Single year funding – Dollars must be spent and final report completed by May 15, 2020.	Initial idea or brainstorming between the Forest Service and a partner for a project that will meet a Forest Service information need but requires more time and testing to be able to complete a Project Plan . Volunteers have not yet 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) • Project evaluation and final report / database reporting of project • Active participation in Cohort calls • At least one webinar and one blog post on project
2 – Project Development and Implementation	Up to \$25,000	1.5 years funding – Dollars must be spent and final report completed by November 15, 2020.	All the information is available to complete a Project Plan and implementation (active participation by citizen scientists) has not yet begun or citizen scientists have participated in field testing and pilots. OR 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 expansion to new locations. Implementation on the new component (active participation by citizen scientists) has not yet begun	<ul style="list-style-type: none"> • Completed Project Plan • Citizen scientist participation in the project for at least one field season • Project evaluation and final report / database reporting of project • Active participation in Cohort calls • At least one blog post/month describing project’s journey and one webinar to the national Community of Practice



			or citizen scientists have participated in field testing and pilots.	
3 – Ongoing Project	Up to \$10,000	1.5 years funding – Dollars must be spent and final report completed by November 15, 2020.	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 Level 2 Share Project Plan on website Development of a succinct guidance document for the project that includes protocols, best practices and other relevant materials Agreement to be a leader, trainer, and/or help other interested Forest Service units to implement the same or similar project

3. Partner’s DUNS number or date for when partner will have a number (must be prior to May 15, 2019): _____

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 May 15, 2019.

4. 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.

5. 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 15, 2019)?

If the answer to number 4 was Yes, respond with the type of agreement and the Agreement Number. If the answer to number 4 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 15, 2019.

6. Project Subject Area (select all that apply):

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 all the 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 4 sub-topics per Subject Area. If more than 4 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 funding will be distributed.

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

For 8, select 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 for 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:

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.

List the audiences (a.k.a. volunteers/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.

13. PROPOSED START DATE: _____ PROPOSED END DATE: _____

Respond with the date you propose to begin and complete your project within the CitSci Fund funding duration.



Section II: Team Member Contact Information

Forest Service Contacts

14a.

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:** _____

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

14b.

Forest Service Grants & Agreements/Partnerships Specialist Name: _____

Unit: _____

Email: _____ **Phone Number:** _____

Respond with the contact information for the Forest Service Grants & Agreement 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.

14c.

Forest Service Budget Specialist Name: _____

Unit: _____

Email: _____ **Phone Number:** _____

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

15a.

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. Note that this person must 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 Forest Service personnel to add, type in 0.

16. EXPERTISE STATEMENT (100 words max)

Provide a brief description of your team’s knowledge and expertise for addressing the goals of this project.



Section III: Proposal Details

Numbers 17-24 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>)

17. PROJECT SUMMARY AND PROPOSED GOALS (200 words max):

Provide a summary of the project including a description of the proposed goals or objectives, and what you hope to accomplish through the project.

18. FOREST SERVICE INFORMATION NEED (250 words max):

What Forest Service scientific and/or 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. Describe any ties to existing Forest Service Strategies or policies.

19. POTENTIAL BENEFITS (200 words max):

Describe how this project will add value to resource management, increase efficiency, and/or reduce operating cost to the Forest Service. Describe why citizen science is the preferable method of achieving the goals of the project. Also describe the potential benefits to the partner(s).

20. EXISTING TOOLS, APPLICATIONS, AND PROTOCOLS (List, do not describe. Describe in number 21):

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; etc.). If not, write N/A.

21. PROJECT DESIGN (550 words max):

a. Describe the information collection design including protocols used (use of existing protocols is encouraged), volunteer training, data collection instruments, data management, quality assurance/quality control measures, data analysis, and sharing of results.

b. Describe the available data and those being acquired that will benefit the project. Will data collected through this project be open access for other managers, researchers and the general public to access? If yes, specify which database(s) will be used and their audiences. If no, explain why not.

c. Describe the project timeline and milestones.



22. MEANINGFUL VOLUNTEER ENGAGEMENT (250 words max):

Describe the ways in which community members and volunteers have been and will be engaged in the project (e.g. coming up with scientific questions, monitoring, data analysis, etc.). Describe how community members will benefit from the project. If working with students, describe how the project will meet relevant education standards.

23. PROJECT SUCCESS MEASURES (200 words max):

Referencing the goals described in Question 17, define what would make your project successful and explain how success will be measured in these four categories: 1) Information/Data, 2) Engagement/Volunteers, 3) Partnership/Collaboration, and 4) Budget.

24. AGENCY REPORTING (100 words max):

Describe the Forest Service databases where outcomes will be reported for the fiscal year (e.g. Natural Resource Manager (NRM); Volunteer and Service Reports (VSReports); Naturewatch, Interpretation, and Conservation Education (NICE)).



Part IV: Budget

25. PROJECT BUDGET BREAKOUT:

Break down the estimated costs for your project in the applicable fields below. Include the specifics of the estimated hours and cost/unit where applicable. *Salaries, Stipends, and Contracted Services need to be described in section 28.

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 has been 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. Respond with the break-down of costs for the entire project for the duration of CitSci Fund funding. Include the amounts to be spent by the Forest Service unit both in-kind and provided to the partner, dollars used from the CitSci Fund, and the partner non-cash and in-kind dollars. Any volunteer hours counted as matching funding should be included under column d in the Salaries/Labor row. See the definitions for column headings below.



Definitions for the Matrix Column Headings:

(a) Forest Service Noncash Contribution: Forest Service noncash contributions may consist of employee salaries, overhead (indirect), travel provided, and/or equipment and supplies purchased and provided to the Cooperator for use in the project. These costs are an expense to the Forest Service, but do not include funding for reimbursement of Cooperator expenses.

(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. This is an expense to the Forest Service.

(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 contributions 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. These values are not reimbursable and can only be used to satisfy the Cooperator's matching requirement. Display these contributions by Cost Element Expenditures.

(e) Total Project Value: The sum of all the values provided toward the project. This figure reflects the true estimated cost of the project.

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 table in question 25.

27. REQUESTED CITSCI FUND AMOUNT (see limits for Level of Funding Requested from question 2):

Requested CitSci Fund Amount is automatically calculated and is the total of all costs input into column B of the table in question 25.

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 = $(a+b+B) \div (e) = (h)$	(h) 100.00%

Matching Costs Determination. From the responses in the table in question 25, the percentage of the total cost incurred by the Forest Service and the cooperator will be automatically calculated.



28. BUDGET DESCRIPTION (200 words max):

Briefly describe the roles and responsibilities of the Forest Service and partners. Describe how funding will be sustained over the longer term including any other sources of funding for this project. If applicable, describe the costs related to Salaries/Labor, Stipends, Contracted Services, and Other from the table in Question 25.

Requests for Leadership Approval – When the applicant enters the name and email for leadership support, an email will be sent to the person indicated with a message that they will need to Accept or Decline the recommendation for the CitSci Fund. If they click “Accept” they will be taken to a page where they will need 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 recommendation – signatures can be done with a mouse or a touch screen depending on their device – finally they will Submit the recommendation. The applicant will receive an email notification once their recommendation has been submitted by leadership. This will complete that section of the application.

Forest Service Project Lead: Request Leadership Approval. Request a recommendation from the Forest Service Partner 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.

Partner Project Lead: Request Leadership Approval. Request a recommendation from the Partner’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.