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## GUIDELINES FOR PREPARING RESEARCH PROPOSALS

Your proposal should include each of the required information items listed below, in enough detail that the park permitting staff can understand exactly what you plan to do. You should compare your proposal to these guidelines to be certain that you have provided all the required information.

A concise and to the point proposal will vary in length depending on the complexity of the work planned. A proposal may consist of a couple of pages for a project with relatively simple research questions and no resource disturbance. Proposals for more complex research problems, such as field collecting, destructive analysis, or excavation and other resource disturbance, would require more detailed proposals.

### PLEASE USE PAGE NUMBERS IN YOUR PROPOSAL.

#### I. INTRODUCTION

- A. **Title**
- B. **Date of proposal**
- C. **Investigators** - Provide the name, title, address, telephone number, FAX number, email address, and institutional affiliation of the principal investigator(s) and the name and affiliation of all additional investigators listed in the proposal. For proposed fieldwork, at least one PI needs to be a professional archaeologist.
- D. **Abstract** - Provide a brief summary description of the proposed project.

#### II. OVERVIEW - Summarize the proposed project by describing in general the problem or issue being investigated as well as any previous pertinent research.

- A. **Statement of issue** - Describe the issue to be investigated and its importance and relevance to science and to the park.
- B. **Literature summary** - Summarize the relevant literature regarding the issue, problem, or questions that will be investigated.
- C. **Scope of study** - Describe the overall geographic and scientific scope of the project.
- D. **Intended use of results** - Describe how the products will be used.

#### III. OBJECTIVES/HYPOTHESES TO BE TESTED - Describe the specific objectives of the proposed project. The objectives should be stated as specific research questions and/or hypotheses to be tested.

IV. **METHODS** - Describe how the proposed methods and analytical techniques will achieve the study objectives or test the stated hypothesis/question.

- A. **Description of study area** – Clearly describe the study area in terms of geographic location(s), cultural resources, site numbers, etc. Provide maps and or geographic coordinates as appropriate. If the project crosses into lands managed by other agencies, provide information on all applicable federal or state permits required.
- B. **Description of museum collection** – If your proposal is for collections research, clearly describe the portion of the park’s museum collection selected for study. Provide accession, project, site number or other identifying information, and indicate the quantity of material needed.
- C. **Procedures/Methods** - Explain the methods and protocols to be employed in the field and/or laboratory. Tie procedures/methods to project objectives.
- D. **Field Collections** - Describe the type, size, and quantity of specimens or materials to be collected, sampled, and your plans to remove them from the collecting site. If you are aware specimens of the proposed types already exist in a repository, explain why additional collecting is necessary. Researchers are required to catalog all field collections according to NPS standards.
- E. **Analysis** - Explain how the data from the study or the museum collection will be analyzed to meet the stated objectives or test the hypotheses. Include any statistical techniques or mathematical models necessary to the understanding of the analysis.
- F. **Schedule** - Provide a schedule that includes start of project, dates of fieldwork, analysis, reporting, and completion dates.
  - For fieldwork, provide a detailed description of when and where you propose to work in the park.
  - If the request is for museum collections to be loaned for the duration of the project, provide start and finish dates, and the name of the institution that will be responsible for them during the duration of the loan.
- G. **Budget** - Briefly outline the expenses associated with this project and identify expected funding source(s). Include the anticipated costs pertaining to the cataloging of collected materials.

V. **PRODUCTS**

- A. **Publications and reports** - Describe the expected publications or reports that will be generated as part of this study.
- B. **Collections** – All cataloged archaeological resources, artifacts, samples, and collections, and all data, copies of records, photographs and other documents resulting from the work will be delivered to the NPS Chaco Collection, Hibben Center within 90 days of the submission of the final report. If NPS is requested to lend the specimens or samples to another institution in order to complete the analysis and research, identify that institution and give a brief justification.

- C. **Data and other materials** - Describe all products to be generated as part of the project, such as, photographs, maps, models, handouts, exhibits, software presentations, raw data, GIS coverages, or videos, and the proposed disposition of these materials. Copies of all of these materials will be turned over to the NPS for curation.
- VI. **SUPPORTING DOCUMENTATION AND SPECIAL CONCERNS** - Provide information on the following topics where applicable. Attach copies of any supporting documentation, such as other required federal and state permits, and funding commitments, etc.
- A. **Safety** - Describe any known potentially hazardous activities.
  - B. **Access to study area(s)** - Describe the proposed method and frequency of travel to and within the study areas(s).
  - C. **Use of mechanized and other equipment** - Describe field equipment. Explain the need to use this equipment in project areas and the alternatives that were considered.
  - D. **Chemical use** - Identify any chemicals and hazardous material that you propose using within the park.
  - E. **Ground disturbance** – Describe the type, location, area, depth, number, and distribution of ancillary ground-disturbing activities, such as survey stakes, soil auger holes, cores, etc. Describe plans for site restoration of significantly affected areas.
  - F. **NPS assistance** - Describe any NPS support or logistical assistance requested in order to complete the proposed study, such as housing, camping, gate keys, etc.
- VII. **QUALIFICATIONS** - Provide a background summary or curriculum vitae for the principal investigator(s) and other investigators listed in the proposal. Identify their training and qualifications relevant to the proposed project and their ability to conduct field activities in the environment of the proposed study area. Describe previous research and collecting in NPS areas, including study and permit numbers if available. If an ARPA permit is required, at least one PI needs to hold a graduate degree in anthropology or archaeology; demonstrated ability to carry out the type of research proposed; at least 16 months professional experience or training in archaeological research and at least 4 months experience or training in the kind of activity proposed.
- VIII. **LITERATURE CITED** - Include bibliographic citations for all reports and publications referenced in the proposal following SAA format.