

COVER SHEET**Project Title:****Partner(s):****Years:****Amount:****Year 1****Year 2****Year 3****Contact (W/ADDRESS, PHONE, EMAIL):****Collaborators:****Brief Description of Project (1-2 PARAGRAPHS):**

**Contact Information Page
Shared Beringian Heritage Program**

Project Title			
<i>1. Individual contact person for project</i>			
Name:		Email:	
Title/Organization:			
Address:			
State:	Zip:	Phone:	Fax:
<i>2. Type of application:</i>		One Year	Two Year
		Three Year	
<i>3. Project Funding:</i>			
	First Year	Second Year	Third Year
Beringia NPS Funds:			
In-Kind Cost Sharing:			
Other Sources:			
Total Project Costs:			
<i>4. Is this proposal being submitted to another government or private entity? If so, please indicate where and when:</i>			
<i>5. Your institution or organization</i>			
Name:		Employer ID Number:	
Authorizing official who will sign official document for your organization:			
Name:		Title:	
Grant Administrator who will be contact person to process agreement document:			
Name:		Phone:	
Address:		Fax:	
State:		Zip:	
Email:			
Applicant Signature:		Date:	

SUMMARY/ABSTRACT:

In addition to the description on the cover page, a more in-depth summary of your proposal is required. This 500-word-or-less summary of your proposal will be used to briefly describe your work to other interested participants in the Beringia program. Once projects are selected, these summaries will help us report to the communities in the region what work will be accomplished under this program. Your summary should include specifics as to who, what, why, where, and when.

INTRODUCTION

In the introduction, a maximum of 1000 words, you may relate relevant background information to your project, discuss the significance of the work and provide information about your organization.

GOALS/OBJECTIVES

Which goal of the Beringia Program will your project meet? Provide here a general idea of the goal or goals the project will accomplish and why this project is important and how the results will be shared with the public. How will this work contribute to/help/or enrich the community or the region? This section is an outline of your project and describes the different aspects of the work or activity to be performed. (1000 words)

PARTNERSHIPS

To further the goals of the Beringia program, the National Park Service enters into agreements with state, Native, educational and non-profit organizations to pursue the activities of the program. Individuals applying must show affiliation with an above-mentioned organization and the organization submitting the proposal must have substantial involvement in the project. Funding is available only to American organizations. Russian organizations or projects must have an American partner to be considered for funding. Please describe the "Russian component" of your project. If the involvement is with a partner organization, please provide a description of that organization. (500 words)

SCOPE OF WORK/Methodology

Please present a plan on how you will achieve the objectives of your project. Try to answer the following questions:

- What work will be completed?
- Who will do the work?
- How it will be performed?
- Where it will be performed?
- When it will be done?

For scientific research proposals, describe the overall geographic and scientific scope of the project. Provide as much detail as possible so that the reviewers will have a good idea of your intentions as they read through the proposal. Include information on procedures, collections, and analysis of samples or materials. Describe any assistance or expertise that the National Park Service may be able to provide to you in order to achieve the results you want. (1000 words)

DELIVERABLES

Please describe what you will submit, as part of your project, to NPS. We require some general items from all of the Beringia projects that we fund:

- **A set of copyright-free high quality video or digital images** portraying some of the activities of the project. Often we have requests for articles and photos, and we provide news releases to regional publications. If there are children under the age of 18 in the pictures, we ask that you get a signed consent form from the parents.
- **An annual progress report and a final report are required.** If your proposal is funded, we will provide you with a template for these reports, to use if you choose. These are due at the end of the project year. The Final Report is a larger document and will describe all of the project activities during the project. Please be prepared to submit these on the dates you specify in the workplan.
- **Attendance at the bi-annual Beringia Days International Conference.** (or other Beringia-related venue) This alternates between Alaska and Chukotka, so please plan accordingly and include funding in your budget to attend if your project corresponds to a conference year. If not, then attendance at other conferences/events is an acceptable alternative.
- **A final article suitable for release and for posting on our website.** One of the most important activities in this program is the reporting back to the Beringia communities and the American public at large on the work being undertaken with Beringia funding. These popular articles are one way of providing this important information to the public. We also encourage project personnel to give public presentations to the communities and schools in the Beringia Region and beyond.

Other products depend on the particular projects. These might include professional scientific final reports, journal articles, books, video documentaries, material translated into the region's Native languages, or English, or Russian, and finally community activities such as cultural celebrations and summer field schools.

For scientific research proposals describe the expected publications or reports that will be generated as part of this study. Also describe any other products to be generated as part of the project, such as, photographs, maps, models, handouts, exhibits, software presentations, raw data, GIS coverage, or videos, and the proposed disposition of these materials. Explain how the products will be used, including any anticipated commercial use. Also describe the proposed disposition of any scientific specimens including any archaeological, biological, physical, or cultural resource materials collected as part of a research project. (1000 words)

DELIVERABLES (continued)

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BUDGET (next page)

See sample budget in instructions. Outline expenses associated with this project and identify those expenses that will be covered by Beringia funding. Normally, budgets that show a predominance of salaries to a few individuals will not rate very favorably in the selection process. Some institutions require certain categories, which we can accommodate. In the travel category, please provide information on who will be travelling or expected to travel. If you are budgeting for equipment, please provide detailed information on what equipment you are expecting to buy. **BE AS DETAILED AND SPECIFIC AS YOU CAN.**

If this is a multiple-year project, outline the expenses for each year of the project. Typical expenses include personnel, contract personnel, travel, office supplies, equipment, telephone, printing, and administrative overhead. Overhead for smaller organizations is generally ten percent and for larger organizations we have a maximum rate that we accept of twenty-five percent.

APPENDICES:

Other related information that is relevant to your proposal can be attached as an appendix. This might include letters of support from other involved organizations or individuals. **Letters of support are particularly important to show local support for the activities being proposed. It is also critical to show the concurrence of a cooperating institution for individual researchers working within a given community.**

