Shared Beringian Heritage Program
Project Application Guidelines
For FY 2012

National Park Service
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TABLE OF CONTENTS

	PAGE
TABLE OF CONTENTS	2
INTRODUCTION	2
GOALS OF THE BERINGIA PROGRAM	3
PARTNERSHIPS	5
CRITERIA FOR CONSIDERATION	5
WRITING THE PROPOSAL	5
• *Summary/abstract*	*6*
• *Introduction*	*6*
• *Goals/objectives*	*6*
• *Scope of Work*	*7*
• *Deliverables*	*8*
• *Budget and narrative*	*9*
• *Appendices*	*9*
• *Contact Information Page*	*9*
REVIEW PROCESS AND ACCEPTANCE OF PROPOSALS	10
CONCLUSION	11
CALENDAR	11
CONTACT INFORMATION PAGE	12
APPENDIX 1-SAMPLE WORKPLAN	13
APPENDIX 2-SAMPLE BUDGET	14

INTRODUCTION

The National Park Service is seeking applications for projects conducted under the Shared Beringian Heritage Program. Projects funded under this program may be either scientific research projects or local, community-based educational, cultural or conservation projects that fulfill some or all of the goals of the Beringia program. Scientific research proposals are expected to contain sufficient detail for technical review by subject matter specialists.

Please read through the following pages of information that will assist you in developing your proposal and writing the application. You are encouraged to call ahead of the application deadline to discuss your proposal with us and to obtain further information. **The application deadline is August 1, 2011.** Applications may be submitted directly to the SBHP or through www.grants.gov. Selection results will be announced in late October 2011.

GOALS of the BERINGIA PROGRAM

The Shared Beringian Heritage Program of the National Park Service is an international program that unites American and Russian natives, scientists, land managers, conservationists and other interested parties in promoting the protection, understanding and enjoyment of the common heritage and shared natural and cultural resources of the Beringia region of northwestern Alaska and eastern Chukotka.

Some of the purposes of this program are to:

- Foster a climate of mutual understanding and cooperation between the United States and Russia. Assist and educate the indigenous people of the central Beringian region in environmental protection, conservation of flora and fauna, and historic preservation and interpretation;

- Provide for the continued opportunity for subsistence use of resources within central Beringia, and recognition of unique and traditional activities by indigenous people of the region;

- Promote the study, interpretation, and enjoyment of historic and archaeological sites and resources of great international significance;

- Support efforts to increase understanding and knowledge of shared cultural traditions between indigenous people on both sides of the Bering Strait.

Consequently, proposals must show a relationship to one or more of the goals of the Beringia program and should meaningfully include an international Russian component to the project. This component might consist of including a Russian

specialist to collaborate on research, fostering cultural exchanges between the two nations, conducting some of or the entire project on the Russian side of Beringia or by exchanging information between the two nations. Projects should be of interest and relevant to the inhabitants of the Beringia region both in the United States and in the Russian Republic.

A nationwide announcement is conducted yearly requesting proposals. Projects are subsequently selected through a 3-step competitive process. The selection process includes: internal NPS review; ranking by a Federal Advisory Committee Act compliant panel of external stakeholders; and final selection by the NPS. Projects must be of mutual interest and benefit to the cooperator and the NPS, and must involve substantial involvement by both parties.

The NPS uses "Cooperative Agreements," which differ from grants. The agreement has to include "substantial involvement" from the NPS. Substantial involvement from the NPS is necessary to provide expertise, technical assistance, ensure coordination with Russian governmental institutions with whom we have relations, to review and approve each stage of the projects, and to engage other Beringia partners. Projects supported through the program need to be of mutual benefit with substantial involvement from both parties. These partnerships further the NPS program goals of fostering collaboration across research and cultural studies in the region; leading to increased understanding and appreciation of the region; and furthering the goals of international cooperation.

A project will be accepted for a period of one, two or three years. If the request is for two or three years, the budget must be detailed for the first year and estimated for the subsequent year(s). Federal funding becomes available on October 1st of each year and there is no guarantee of funding levels for future years. Therefore acceptance of a multi-year project is based on the assumption of sustained budget levels for the Beringia program. If a project is accepted for multi-year funding, it will not be necessary to reapply for the second or third year's funding. The NPS and the Beringia Panel will review the progress of the project at the end of each fiscal year to approve subsequent funding

For the 2012 fiscal year (beginning October 1, 2011), we anticipate that there will be approximately $380,000 available for funding Beringia projects. This year we expect to have five continuing projects and their estimated budgets will use approximately $210,000 of these funds. The amount available for this funding cycle is therefore around $170,000. The ideal range of requested Beringia funds for a project is $20-40,000. No projects will be considered that request more than $50,000 annually from NPS. Organizations that have smaller projects in the $5-20,000 range are encouraged to apply.

Once a project is accepted and a contractual agreement is signed between the NPS and the partner organization, monthly invoicing for the budget items already purchased may occur. After funds are obligated for a project in a given fiscal year, they may be invoiced for the duration of the contractual agreement. This

allows for final invoicing after a project is completed and all products are delivered according to the agreement schedule.

Permits are required for projects that involve research within units of the US National Park System. Permits must be obtained before work begins within the park and may require 45 days or longer for processing. Applications and permitting information are available at: <https://science.nature.nps.gov/research/ac/ResearchIndex >.

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.

In order to promote partnerships, proposals should show the ability to attract co-funding for the project. This co-funding may include appropriate levels of in-kind services provided by the requesting organization, other outside funding sources or a combination of these two types of co-funding. Funding requests to other organizations should be identified in your proposal.

CRITERIA FOR CONSIDERATION

In order for a project to be considered for funding, it must meet the following criteria:

1. Meet all application deadlines and be submitted in the correct format and contain all the information requested
2. Have a Russian component or partner
3. Meet one of the goals/objectives listed in the introduction
4. Have specific deliverables or results
5. Duration of 1 to 3 years and funding of no more than $50,000 per year
6. Pass an in-house technical review

WRITING THE PROPOSAL

Limit the size of your entire proposal to fifteen (15) pages or less. A maximum of fifteen pages will be photocopied in black and white for distribution to the in-house technical reviewers. Electronic mail applications will be accepted in Windows MS Word or an Acrobat .pdf file. Please send to: Elizabeth_shea@nps.gov. Applications can also be submitted through www.grants.gov. Detailed instructions for application are provided on the website. **Deadline for all submissions is August 1, 2011 by close of business.** In addition, paper copies can be mailed to:

Elizabeth Shea
NPS - Beringia Program
240 West 5th Avenue
Anchorage, AK 99501-2327.

Please do not send faxed applications. We will acknowledge receipt of proposals, but it is crucial that applicants ensure that we have received their proposals by contacting us before the deadline of August 1, 2011.

The following are the sections of a proposal that need to be included in an application:

1. Summary/Abstract
2. Introduction
3. Goals/Objectives of the project
4. Scope of work/Methodology/Work Plan
5. Deliverables
6. Budget and Narrative
7. Appendices
8. Contact Information Page

SUMMARY/ABSTRACT

This one page 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 or abstract should briefly describe the relevance and goals of your work including the benefits and products to be gained by the public.

INTRODUCTION

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

GOALS/OBJECTIVES

Provide here a general idea of what the project will accomplish and how the information will be shared with the public. Which goal of the Beringia Program will your project meet? This section is an outline of your project and describes the different aspects of the work or activity to be performed.

Describe the specific objectives that you plan to achieve through the proposed project. For scientific research proposals describe the issue to be investigated and its importance and relevance to science. The objectives for scientific research proposals can be stated as the research question or hypothesis.

Scientific research proposals should include a summary of the relevant literature regarding the issue, problem, or questions that will be investigated.

SCOPE OF WORK

Please present a detailed plan on how you will achieve the objectives of your project. For each objective, if appropriate, 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 any assistance or expertise that the National Park Service may be able to provide to you in order to achieve the results you want.

Please also include a work plan with specific goals and deliverables. We have included a sample work plan in the format requested.

Methods – Required for scientific research proposals.

Describe how the proposed methods and analytical techniques will achieve the study objectives or test the stated hypothesis/question. Provide pertinent literature citations.

- **Description of study area** – Clearly describe the study area in terms of park name(s), geographic location(s), and place names. Provide maps, park names, or geographic coordinates as appropriate. Identify any work in the United States that will take place in an area designated or managed as "wilderness".
- **Procedures** - Describe the proposed study design that addresses the stated objectives and hypotheses. Explain the methods and protocols to be employed in the field and laboratory. For research with animals, describe your protocol for any capture, holding, marking, tagging, tissue sampling, or other handling (including the training and qualifications of personnel relevant to handling and care of vertebrate species.)
- **Collections** - Describe the type, size, and quantity of specimens or materials to be collected, sampled, or captured, and your plans to remove them from the collecting site. If you are aware that specimens of the proposed types already exist in a repository, explain why additional collecting is necessary. Provide scientific nomenclature where possible. Mention applicable federal or state permits that will be obtained.

- **Analysis** - Explain how the data from the study 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.
- **Schedule** - Provide a schedule that includes start of project, approximate dates or seasons of fieldwork, analysis, reporting, and completion dates.

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 from public publications such as *Arctic Research of the United States.* Other public relations include news releases to regional newspapers. Although these photos become public property, we do call to let you know where we will be using the images and we cite the photo credits. 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 field or status report or final report is required. Often this is the basis for the presentation given by one of the project members at our "Beringia Days" conference to be held other year alternating between Russia and the US. We invite one representative of most projects to the conference to give a presentation on their work, to meet other participants in the Beringia program and to take part in discussions on current topics of interest in Beringia. Alternatively, we may invite you to speak at another conference where a presentation on Beringia would be appropriate.

- a popular article written by one of the project participants. 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 western Alaska. These presentations are very well received and are of interest to many people.

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.

BUDGET AND NARRATIVE

Outline expenses associated with this project and identify those expenses that will be covered by other funding sources. In the budget categories, it is important to show prevailing local rates for such items as personnel costs, transportation and in-kind services. 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. Please show items of companion funding or in-kind services as a separate column in the budget. 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.

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.

We have included a sample budget as Appendix 2

APPENDICES

Other related information that is relevant to your proposal can be attached as an appendix. This might include bibliographies, resumes of people who will be involved in the work, and other supporting documents, such as letters of support from other involved organizations or individuals. Generally, one page resumes are sufficient. Resumes of key scientific staff should identify their training and qualifications relevant to the proposed project, and should demonstrate their ability to conduct activities in the environment of the proposed study area. **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**.

Scientific research proposals should also include full bibliographic citations for all reports and publications referenced in the proposal. However, the total application must be fifteen pages or less.

CONTACT INFORMATION PAGE

A blank contact information page is enclosed for your use. The information requested in this form contains the basic contact information for yourself and

institutional information necessary to process an agreement between NPS and your organization. Please place this page as the very last page in your proposal. If you e-mail your proposal, please mail this page, so we have a copy of your application signature for our records.

REVIEW PROCESS AND ACCEPTANCE OF PROPOSALS

Proposals which are received by August 1, 2011 will be photo copied in black and white and distributed to the Beringia Panel and in-house experts for technical review.

The technical review will evaluate the merits of the proposal as evidenced by clear objectives, tasks and activities, with a realistic schedule of beginning and ending dates, and an approach that includes appropriate expertise; how the work fits the goals of the Beringia program; what international components are included in the project; the level of co-funding or in-kind contribution in the budget; whether the project budget evidences efficient, cost-effective use of funds to accomplish the stated work; and the significance of the products to be delivered by the project. Also important is whether any of the participants in the project has on-going or overdue project with the National Park Service in Alaska.

The Beringia Panel consists of five members, one each from the Bering Straits (Nome), NANA (Kotzebue) and Arctic Slope (Barrow) Regional Corporations and two members from the National Park Service (one representing the Western Arctic Parklands and one representing resource management in the Anchorage office.) The Panel reviews all proposals and evaluates the information from the technical review, then makes recommendations on how the proposals should be prioritized for funding. The Panel's recommendations are given to the Beringia Program Manager, who is responsible for the final decision on project funding. The Panel is charged with assembling a balanced program of research and community projects that maintain the interdisciplinary approach to studies in the Beringia region.

Once the projects are accepted by NPS before the end of October 2011, we will negotiate the scope of work and proposed funding level with the applicant. A draft package will then be sent to our contracting office for preparation of the appropriate funding agreement. Projects will not receive final approval, and can not be funded, until the NPS contracting office has prepared this agreement. Our goal will be to have all contractual documents written and submitted to our contracting office by December 15, 2011.

We would like to streamline and standardize the format of the proposals being submitted. This allows for a more consistent evaluation and ranking during the technical review and in the recommendations given to the Beringia Panel. The proposal categories and text will be used in the agreement documents where appropriate, which will speed up the funding process. We expect all contractual agreements to be submitted to our contracting office by December 15, 2011 and funds dispersed by about April 1, 2012.

Throughout the course of the project, work progress will be monitored by the invoicing activity and the scheduled delivery of the products.

CONCLUSION

Please complete the contact sheet and limit your proposal to 15 pages.
The maximum NPS portion of the funding is $50,000. The general range is $20-40,000 and we will look for smaller projects.

Include in the budget all co-funding information and the value of in-kind services. Develop a strong Russian component to your activities. This is one area in which the NPS can be of assistance to you, so please contact us as you develop your proposal. **Please reference the attached budget and work plan.**

Calendar for FY 2012 Beringia Project Proposals

1. **April 7:** Announce and advertise the "Request for Proposals" for the SBHP project year 2012. During this time SBHP staff will answer questions and assist interested parties in developing proposals.

2. **August 1:** Project proposal deadline. All proposals must be submitted, in the correct format and meeting all the criteria, in order to be considered for funding.

3. **August 12-September 16**: Projects are distributed to appropriate experts for in-house technical review. Reviewers will remark on problems and strengths of each proposal and attach comments for the Beringia Panel.

4. **Last week of September**: Projects will be presented to Beringia Panel members for review. (Minimum two-week review period)

5. **October 1-14 (to be decided by Panel):** The Beringia Panel will meet in Anchorage to evaluate and prioritize projects. The Panel will provide recommendations to SBHP Manager by mid-October.

6. **October 16-December 15:** SBHP staff will work with appropriate parties and principal investigators to develop a cooperative agreement and other required paperwork in accordance with NPS regulations.

7. **December 15**: Funded projects will be submitted to NPS Budget and Contracting Office at which time a 90-day processing window begins.

8. **April 1, 2012:** Estimated date that projects will receive allocated funds.

Contact Information Page - Shared Beringian Heritage Program

Project Title_____

2. Individual contact person for project:

Name: _____ E-mail:_____

Address:_____

State: _____ZIP_____ Phone: ( ) Fax: ( )

3. Type of application: One Year _____ Two Year _____ Three Year _____

4. Project Funding: First Year Second Year Third Year

Beringia NPS Funds:

In-Kind Cost Sharing:

Other Sources:

Total Project Costs:

5. Is this proposal being submitted to another government or private entity? If so, please indicate where and when:
_____

6. Your institution or organization:

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:_____

Appendix 1

Sample Workplan:

2009 Hire attorney to craft services agreement with the MAE (outline each museum's responsibilities, schedule of activities, use of project resources and funds.	June
- Trip 1 to St. Petersburg: Museum staff, Sugpiaq leaders, artists, and photographers (include names of travelers if known): negotiate agreement, identify artifacts to be photographed, establish a protocol for photography. Begin photography and add Alutiiq team knowledge of objects. Obtain photo release agreements providing the Alutiiq Museum full access to images in perpetuity.	March-Aug
- Trip 2 to St. Petersburg: (include names of travelers) continue photo documentation & help Russian team.	Sept
- Annual progress report to NPS	Dec
2010 - Trip 3 to St. Petersburg: (include names of travelers) for last photographs, and to complete collaboration - Write project article for the Museum's Holiday 2009 newsletter	Jan
- Drafting manuscript "*Annotated Catalog of the MAE Sugpiaq Collections*"	Summer
- Develop publication proposal and contract publisher	Oct
- Annual progress report to NPS	Dec
2011 - Peer review and approval of ENG catalog draft by MAE scholars	Jan
- Create a photo archive for the Alutiiq Museum's library	Fall
- Financial status report (SF 425 or 425A)	Fall
2012 - Catalog published and available (this is the final report/deliverable)	Fall

Appendix 2
Sample Budget with Narrative:

Travel	
Bering Air Charter: (Providenya-Nome-Providenya) for 15 people (names to be provided)	28,000
Per diem and lodging for 15 people for 4 days in Nome (names to be provided)	14000
Travel for John Smith and Tom Jones to Fairbanks- Nome-Fairbanks (per diem and lodging included)	3000
Travel Anchorage-Nome-Anchorage for conference coordinator (per diem and lodging included)	1600
Scholarships for 10 participants to travel village- Nome-village	7000
Subtotal	**53,600**
Supplies	
Conference Materials (nametags, agenda, literature, pencils, banner)	3,000
Ink, cartridges, batteries, etc.	500
Advertising/promotional materials	5,800
Subtotal	**9300**
Personnel	
Principal Investigator (Jim Smith)	7,000
Administrative Assistant (one time payment)	2,000
Subtotal	**9000**
Equipment	
Printer	250
laptop	1600
Phone cards ($40 a month, 12 months)	480
Subtotal	**2,330**
Contractual	
Conference/workshop Coordinator (one time payment)	6000
Translators (2 translators at $1500 each, translate agenda for conference, translate at conference)	5,000
Graphic artist to design promotional materials	1600
Subtotal	**12,600**
Other	
Proceedings and digital copies	3000
Subtotal	**3,000**
Indirect Charges	
Administration and overhead	12,000
Subtotal	**12,000**
Total	**$101,830**