OSMP Funded Research Proposal Format Details - 2025

Proposals not adhering to the following guidelines will be returned for revision without review.

# Document parameters

* Figures and tables should be embedded in the text.
* 1-inch margins all around.
* 12-point font.
* Double line spacing.
* **8 page maximum**, *excluding* cover page, references, budget, and personnel qualifications.
* All content is combined into a single PDF document.
* Use the exact section numbers and names described below to mark the sections of document (i.e., above the abstract, write "Section 1: Abstract").

# Cover page

* Proposal title.
* Names of and affiliation of each researcher.
* Identify the lead principal investigator and include his/her contact information.
* Date of the proposal.

# Section 1: Abstract (300 words maximum)

* Explain the relevance of and need for the proposed work.
* Is the work related to a priority research topic? If so, which one(s)?
* If not, explain why this work is important and timely.
* Identify problems and response variables.
* Work location(s), and timeline.
* Outline general methods.
* Describe how results will contribute to natural resource management and/or conservation or human dimensions goals on OSMP lands.

# Section 2: Introduction (1-4 paragraphs)

* Briefly describe the problem to be addressed and its origin(s).
* Local/regional context and relevance.
* Explain how information from this work will benefit natural resource management and conservation, or recreation management, on OSMP lands.
* Provide with this information a scientific literature review covering relevant prior work related to the project.
* Include any previous work of key project personnel.
* Include one or more clearly stated objective(s) or hypotheses.
* Describe the anticipated value of the research to furthering scientific knowledge and public education.

# Section 3: Methods (1 – 5 paragraphs)

* Methods should detail the tasks necessary to achieve each objective, and how each task will be carried out.
* Methods should adhere to sound scientific principles.
* Please include descriptions of
  + Field and analytical methods.
  + Study area description and maps (please consider the timing and location of [OSMP closures](https://bouldercolorado.gov/services/osmp-closures) when proposing field work).
  + A project schedule.
  + A detailed explanation of any potential to harm to natural, social, or cultural resources on OSMP properties.
* To conclude the methods, describe, in a bulleted list
  + All major facilities and equipment to be used in support of this project in sufficient detail to demonstrate adequacy.
  + For example, indicate whether there are suitable field equipment, vehicles, laboratory and office space and equipment, life support systems for organisms, and computers.
  + Identify and justify any special or high-cost equipment to be purchased with funds requested in this proposal.

# Section 4: Anticipated Results and Discussion (1 – 3 paragraphs)

* Describe what the anticipated results of the research will be and discuss their relevancy to local and regional issues. If useful, include a list of predicted results.
* Conclude this section by clearly identifying all deliverables that will result from this work (e.g., reports, presentations, habitat enhancements, etc.) in a bulleted list, and describe the purpose that each product is intended to meet.

# Section 5: Relationships to existing projects (1 paragraph)

* Please indicate whether (and how) this project is a collaborative effort with other proposed or existing projects, specifically those in the northern Colorado Front Range area.
* If this project requires any special permitting, explain the permit status and provide name of permit holder/applicant.
* If you are aware of any potential conflict between this proposal and an ongoing project, explain.
* If applicable, explain how this proposal is part of a larger regional effort involving multiple projects or multiple partners.

# Section 6: Project history for continuing projects (1 paragraph)

* If this project is part of an ongoing study, please provide a brief history of past goals and accomplishments.
* List the years underway, past costs (amount received by year), summary of major results, project reports and technical papers, and relevant adaptive management implications.

# Section 7: References

* Provide full citations for all scientific and technical documents that are referenced in the proposal.

# Section 8: Budget

* Provide a detailed, itemized budget in table format. Please use this [budget worksheet](https://cityofboulder.sharepoint.com/:w:/r/sites/CrossDepartment/Science%20Officer/Science/Services/FundedResearchProgram/2025_FundedResearchProgram/2025_RFP_Materials/osmpfundedresearchbudgetworksheet_2025.docx?d=w43304190cfd542cbae7ddcb4b2bb8963&csf=1&web=1&e=XOroQu) for City of Boulder projects and follow the guidelines carefully.
* PIs must document who the funding award letter should go to (individual or organization, contact information, anyone else to copy) and how funding is distributed (e.g., via lock box, check, money transfer, etc.)
* List information for all personnel, equipment, goods and services, and other items (e.g., per diem), required to complete the work described in this proposal.
* Also include overhead costs (**not to exceed 10%**).
* Subtotal within each category and provide a grand total.

# Section 9: Personnel qualifications

* On one page, include names, titles, anticipated level of participation (in full-time equivalent hours), and how each will participate on the project.
* On subsequent pages, include a curriculum vitae (CV) for each key personnel (i.e., principal investigators, project managers, primary subcontractors, academic advisors).
* Each CV should be no more than 2 pages long.

# Important Information About Fund Disbursement

* Fund payment schedules for all funded projects will be determined jointly with successful applicants. For City of Boulder Projects, **Final payments may be held until OSMP project sponsors receive relevant deliverables described in the project proposal and related contract documents**.