

OSMP Funded Research Proposal Format Details- 2024

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](#) 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](#) for City of Boulder projects.
- 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.**