



**III. AFFILIATION & CLASSIFICATION**

<p><b>Affiliation (Specify):</b></p> <p><input type="checkbox"/> Out of State College or University _____</p> <p><input type="checkbox"/> International College or University _____</p> <p><input type="checkbox"/> Research Station _____</p> <p><input type="checkbox"/> Government Agency _____</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Classification:</b></p> <p><input type="checkbox"/> Research Faculty</p> <p><input type="checkbox"/> Research Scientist</p> <p><input type="checkbox"/> Research Assistant</p> <p><input type="checkbox"/> Graduate Student Researcher</p> <p><input type="checkbox"/> Undergraduate Student Researcher</p> <p><input type="checkbox"/> Other (Specify): _____</p>
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**IV. BENEFIT TO RESOURCE MANAGEMENT:**

Please describe how your research project will help the USDA Forest Service better understand resource management questions and overall benefit these resources (*attach additional pages, if needed*):

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\_\_\_\_\_

**V. RESEARCH METHODS (Answer the following):**

A) The removal of organisms or materials from the Cleveland National Forest?  Yes  No

B) The transfer of animals, plants, and/or microorganisms from outside the forest to within the forest, or between different parts of the forest?  Yes  No

C) Study or manipulation of non-native species?  Yes  No

D) The use of radio-active isotopes or other chemicals (pesticides, herbicides, fertilizers, tracers, etc.)?  Yes  No  
If yes, list substance(s) to be used: \_\_\_\_\_

E) Soil disturbance?  Yes  No

F) Erecting structures (markers, fences, enclosures, cages, etc.) or deploying long-term equipment (data loggers, antennas, buoys, cameras etc.)?  Yes  No  
If yes, include descriptions and photographs of equipment.

G) Do you plan to handle or collect specimens?  Yes  No  
If yes, provide scientific description of specimens to be handled or collected (*include taxonomy, name or type of material; sample size, quantity, frequency and proposed location*).

Proposed disposition of specimens identified for handling or collection:

Temporarily captured or handled (may include marking) and then released undamaged in place.

Will be destroyed through analysis or discarded after analysis.

Permanently removed from NFS land.

H) The use of radio telemetry or other remote tracking technology?  Yes  No

## VI. PROPOSAL DETAILS:

To complete your proposal, submit the following required information with this guide. *Missing or incomplete information will delay the processing of your request.*

### A. TECHNICAL CAPABILITY:

**Please attach the following:**

- 1) Vitae of the authorized representative, principle investigators and research assistants. Include previous experience with the proposed project methodology and subject matter.

### B. PROPOSED LOCATION(S):

- 1) A detailed topographical or digital map (*scale 1:24,000, UTM's, Google Earth .kmz, .kml, .shp, or GDB files*).

- Include the size of area to be used and **legal description for each site**— township/range/section.
- Clearly show where project installations, collections, transects, surveys, vehicles, equipment, aircraft, trailers, stations, etc. will be located.

- 2) Is any part of your research project located within designated wilderness?  Yes  No

### C. PROJECT OPERATIONS:

**Provide the following:**

- 1) The total number of personnel. Include principal investigators, research assistants, and other staff.
- 2) Proposed research date(s).
  - Set up (dates, length of time, time of day(s), week, month, season).
- 3) Equipment removal and restoration plan.
- 4) Transportation Plan — Include method of travel and planned routes (existing trail, road or cross-country).

### D. PROJECT DESCRIPTION:

**Be concise. Include the following:**

- 1) Project goals.
- 2) Describe methodology.
- 3) Any proposed ground disturbing activities.
- 4) Images and description of equipment used (i.e. installations and dimensions).
- 5) The schedule of activities.

**It is important to note:** Not all proponents will receive a permit. Any action taken before receiving a Special Use authorization, such as occupying National Forest System lands to conduct research, is premature, at the proponents risk — and is against the law.

**VII. COST RECOVERY & LAND USE FEES**

When a proposal passes all screening criteria, the Authorized Officer will notify the applicant that the agency is prepared to accept the proposal as a formal application. The proposal must contain all the information necessary to accept it as a formal application. When the application is accepted, and the applicant wants to proceed with processing the application, the Permit Administrator will prepare cost estimates and any necessary agreements. Costs will be developed using the most current Processing Fee Schedule & Monitoring Fee Schedule, see example below. Review the cost estimates and agreements before confirming that you wish to proceed with processing the application before a bill for processing fees is sent to you. There are three separate fees which may apply: land use, processing and monitoring. Processing fees are not assessed until the Agency accepts an application and is prepared to process it. There is no guarantee that an accepted application will result in the issuance of an authorization.

In addition to the Cost Recovery Fees (36 CFR 251.57), the Forest Service collects land use fees based on the fair market value of the rights and privileges authorized (36 CFR 251.57 (a)(1)). For research use on USFS land, fair market value is based on the USDA National Agricultural Statistics Service (NASS) census. Please be aware a minimum land use rent fee is established annually by the region. The minimum land use fee in Region 5 for fiscal year 2015 was \$60.31. If the fair market value calculation results in an amount less than the minimum land use rent, the minimum fee will be billed. **Land Use Fee are charged annually and must be paid prior to receiving your authorization.**

**Example Processing Fee Schedule**

Category	Hours	Processing Fee—FY 2011	Processing Fee—Current Year
1	>1 ≤ 8	\$112	See <a href="http://www.fs.fed.us/specialuses">http://www.fs.fed.us/specialuses</a>
2	> 8 ≤ 24	\$394	
3	> 24 ≤ 36	\$742	
4	> 36 ≤ 50	\$1,063	
5	Varies	As specified in the agreement.	
6	>50	Full reasonable costs for authorizations issued under authorities other than the Mineral Leasing Act (MLA). Full actual costs for authorizations issued under the MLA.	

**Example Monitoring Fee Schedule**

Category	Hours	Monitoring Fee—FY 2011	Monitoring Fee—Current Year
1	>1 ≤ 8	\$112	See <a href="http://www.fs.fed.us/specialuses">http://www.fs.fed.us/specialuses</a>
2	> 8 ≤ 24	\$394	
3	> 24 ≤ 36	\$742	
4	> 36 ≤ 50	\$1,063	
5	Varies	As specified in the agreement.	
6	>50	Full reasonable costs for authorizations issued under authorities other than the MLA. Full actual costs for authorizations issued under the MLA.	

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