



USDA is an equal opportunity provider, employer, and lender.

SCIENTIFIC RESEARCH PROPOSAL

Please contact a Permit Administrator to discuss your proposal prior to submitting this form to assure your project will pass initial screening criteria ([36 CFR § 251.54](#)). The person who is leading the research effort should be submitting this form. Please call the permit administrator to verify we have received your proposal. A contact list is available at the end of this form on pg. 6.

Our goal is to provide a high level of customer service for research activities on the San Bernardino National Forest. Please understand however, that depending on the complexity of the proposal and any required environmental review it may take up to 180 days to process a research permit. Thank you for your assistance in ensuring the permit process proceeds smoothly.

I. PROPONENT INFORMATION

Date:	University / Organization:	Project Title:
Authorized Representative (Person signing permit):		On Site Contact/Title:
Address:		Cell Phone:
City:		On Site Backup Contact/Title:
State:	Zip Code:	Cell Phone:
Phone:	Fax:	<i>F.S. Use: Assigned Permit #</i>
E-mail:		

Select one of the following:	New Proposal
	Renewal of a previously issued permit; Permit number: _____
	Modification of a previously issued permit; Permit number: _____

II. PROJECT INFORMATION

TYPE:	Lake/Stream/Water	Other Permits Required? (USFWS, CA DFG, County, BLM, NPS, etc.). If YES , you will need to submit copies of additional permits. Please list additional permits required for your proposal below:
Geologic	Social Science	
Climate Change	Air	
Aquatic Species	Other (specify):	
Terrestrial Wildlife		
Vegetation		
Soil Science		

III. AFFILIATION & CLASSIFICATION

University/Research Station Affiliation: Caltech http://www.gps.caltech.edu/ State College or University Out of State College or University International College or University Pacific Southwest Research Station (PSRS) https://www.fs.fed.us/psw/ Other (specify): _____	Classification Research Faculty Research Scientist Research Assistant Graduate Student Researcher Undergraduate Student Researcher Other (specify): _____
--	--

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:

V. RESEARCH METHODS

Does your project involve:

A)	The removal of organisms or materials from the San Bernardino NF?	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 (e.g., pesticides, herbicides, fertilizers, tracers)?	Yes	No
	If Yes list substances used: _____		
E)	Soil Disturbance?	Yes	No
F)	Erecting Structures (e.g., markers, fences, enclosures, cages) or deploying long-term equipment (e.g., dataloggers, antennas, buoys)?	Yes	No
	If Yes, include description and photos of equipment.		
H)	Do you plan to handle or collect specimens?	Yes	No
	If Yes, provide scientific description of specimens to be handled or collected (include taxonomic group or name, or type of material; sample size, quantity, frequency, and location):		
I)	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		

PROPOSED LOCATION(S): Attach a topographical or digital map (scale 1:24 000, UTM, Google Earth.kmz, kml, shp, or GDB files) and provide sufficient detail. Please include size of area to be used & **legal description for each site**--the township/range/section. Clearly show where project installations, collections, transects, surveys, vehicles, equipment, aircraft, trailers, stations, etc. will be located.
Are your proposed locations located within designated wilderness? Yes No

Total number of personnel: (include principal investigators, research assistants, and other staff):
Proposed research date(s):

Set up (dates, length of time, time of day/s, week, month, season):

Equipment removal & restoration (start/stop dates):

VI. PROJECT PROPONENT

(please attach vitae of the authorized representative, previous experience and methodology of proposed project):

VII. PROJECT DESCRIPTION: (be concise-include project goals; describe methodology, any proposed ground disturbing activities, images and description of equipment used [i.e. installations & the dimensions] and the schedule of activities) --attach additional pages if needed:

Please call to verify we have received your proposal. It is your responsibility to provide the Agency with all the information needed to review, evaluate, and make a decision on a submitted proposal and an application. All proposals are subject to initial screening. If a proposal passes initial screening it is formally accepted as an application and will enter a second screening for environmental analysis (cost recovery fees are applicable). Lastly, the environmental analysis process will determine if the proposed use will be authorized with a Special Use Permit.

When a proposal passes all screening criteria, the authorized officer shall notify the applicant that the agency is prepared to accept a written formal application. The proposal must contain all information necessary to accept 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 that are based on the fee schedule below. Be sure to Review the cost estimates and agreements and confirm that you—the applicant, 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.

**COST RECOVERY
PROCESSING FEE SCHEDULE & MONITORING FEE SCHEDULE
(Separate Fee for Processing & Monitoring) 36 CFR 251.58(g)**

Category	Hours	Monitoring Fee CY 2021*	Processing Fee CY 2021*
1. (Minimal Impact)	Estimated work hours are >1 ≤ 8.	\$131	\$131
2.	Estimated work hours are > 8 ≤ 24.	\$462	\$462
3.	Estimated work hours are > 24 ≤36.	\$869	\$869
4.	Estimated work hours are > 36 ≤ 50.	\$1,246	\$1,246
5. (Master Agreements)	Varies.	As specified in the Agreement.	As specified in the Agreement.
6. (Major Agreements)	Estimated work hours are >50.	Full reasonable costs, except MLA Full actual costs (MLA)	Full reasonable costs, except MLA Full actual costs (MLA)

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 issuance of an authorization.

There is an annual fee for use of the land. The **Land Use Fee** is in addition to the Cost Recovery Fees (**36 CFR 251.57**). The Forest Service collects land use fees based on fair market value of the rights and privileges authorized, **36CFR Sec. 251.57(a) (1)**. For research use on USFS land fair market value is based on the **USDA National Agricultural Statistics Service NASS 2007 Census** <http://www.nass.usda.gov/>

Annual land use rental fee on the SBNF in Riverside and San Bernardino counties is calculated **@ 5% of NASS land value** per year of land use.

Land Use Rent is determined by:

(NASS 2016 Land Value per ac) * (.05) = Land Use Rent per year
 (Round to the nearest 1, so 1.4 = 1 and 1.5 = 2)

For example:

A research permit for two years on a total of 1.00 ac, with 0.5 ac in Riverside county and 0.5 ac in San Bernardino county: $(\$16,279 * .05 * 0.5) + (\$3,394 * .05 * 0.5) = \$406.98 + \$84.85 = \$491.83$ per year, or $\$491.83 * 2 \text{ years} = \983.66 .

Please be aware the **minimum land use rent fee for FY21 is \$65.00 per year**. So, if the land use calculates < \$65.00 you will be charged **\$65.00 per year**.

Annual Land Use Rent fee based on 5% of NASS value per acre (ac)						
County	NASS Land Value/ acre	1.00 ac	.75 ac	.50 ac	.25 ac	.10 ac
Riverside	\$16,279	\$813.95	\$610.46	\$406.98	\$203.49	\$81.40
San Bernardino	\$3,394	\$169.7	\$127.28	\$84.85	\$42.43	\$16.97

It is important to note all proponents will not receive a permit, therefore any action taken before receiving a Special Use authorization, such as occupying National Forest System Lands to conduct research, is premature and at the proponent's risk--and is against the law.

You may mail or submit your Scientific Research Request form to the following Permit Administrator:

Rita Morris
Special Use Research Permit
Administrator - Forest Wide

602 S. Tippecanoe Ave
San Bernardino, CA 92408

Voice: 951-282-5437
email: rita.morris@usda.gov

TO BE COMPLETED BY U.S. FOREST SERVICE

Meets first and second level screening: _____	Permittee Coordination Required?
Fees (BFC # _____):	YES N/A
Cost Recovery: Permit Preparation	Other Landowner/Agency Coordination
Monitoring:	Required?
Land use:	YES N/A
TOTAL	Received copy of permit?
	YES NO
	Received copy of permit date: