



Pike-San Isabel National Forests & Cimarron and Comanche National Grasslands

Checklist for Research Permit Request

This checklist will help to insure your proposal is complete and detailed.

- ❑ Make preliminary phone contact with the local Forest Service unit as early as possible to obtain information and coordinate with appropriate contact
- ❑ For timely processing of summer proposals (5/1 - 10/31):
 - New research permits should be submitted by 2/15
 - Recurring research permits should be submitted by 3/15
- ❑ For timely processing of winter proposals (11/1 - 4/30):
 - New research permits should be submitted by 8/15
 - Recurring research permits should be submitted by 9/15

****Complex or Ground Disturbing Proposals may take longer to process****

- ❑ Submit a **completed** SF-299, a Research Permit OpPlan Itinerary and a map
- ❑ Does your institution have an issued permit? If so, request a permit amendment
- ❑ Provide a time schedule including dates and locations of operations, set-up and take down
- ❑ List all vehicles, equipment, and other materials that will be used or transported
- ❑ Research within wilderness areas may be considered if a nexus exists between the research and the wilderness area. Additional approval may be required
- ❑ If the use of a drone will occur, a drone registration, remote pilot's license, and flight plan is required
- ❑ Drone use, if authorized, will require day-of notifications as specified by the permit
- ❑ Documents showing coordination between other parties, permits necessary from county, Department of Transportation, private landowners, or other permit holders
- ❑ All fees are due and payable, **prior** to initiating research activities
- ❑ The permit must be signed by an authorized representative

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer."