



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

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