

Traditional Section 6 PROJECT STATEMENT form

Read each section carefully, type ONLY in spaces provided (default font, 10 Helvetica).

TITLE

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NEED. Be specific and brief. Reference pertinent literature (e.g., needs in USFWS Recovery Plan, if available).

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OBJECTIVE: What, exactly, is to be accomplished during the period of the grant? Example: “To examine seed dispersal in Texas wild rice over three years.” **ONE SENTENCE ONLY.**

EXPECTED RESULTS AND BENEFITS: Try to provide quantifiable or verifiable resource benefits.

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APPROACH: Number tasks in order of timeline, (e.g., Task 1. Mar-Jun 2010...). Focus on how Objective will be attained. Do not include reporting as a task. This section will AUTO-SCROLL to accommodate greater length.

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LOCATION: Brief description of where the work will be done (e.g., county, township, municipality, state, country). It might be helpful to provide a map of location, as an Attachment.

Site name, or street address.....

County, municipality, township....

State.....

Country.....



PROJECT PERSONNEL: Mail and email addresses, telephone numbers of Principal Investigator(s) and Collaborators.



ESTIMATED COST:

- On the following page(s), in space provided, type in costs per year required to attain the Objective using the proposed Approach.
- Place dollar amounts into three columns, Federal Request, Match (applicant share: consisting of non-federal cash or in-kind goods and services), and Total (sum of other two). Also provide column Grand Totals and Percentages.
- Total Match must equal at least 25% of Total Project Cost for entire project. For certain Match items (e.g., volunteer hours) applicants may be required to provide commitment letters (as Attachments) detailing verifiable monetary valuations.
- Use the following cost categories only, as applicable:
 - **Personnel:** Separately list names of all individuals (plus affiliation) collaborating on project along with estimated hours on project, and rates per hour. Do not include third-party contractors here (separate item below).
 - **Travel:** Lodging, mileage, meals, per diem (as appropriate) per individual.
 - **Equipment:** capital expenses for equipment to be used for project.
 - **Supplies:** costs for routine items needing replenishment throughout project.
 - **Contractual:** expenses for services under contract with third parties, list names and contact information.
 - **Fringe Benefits:** additional personnel costs, including FICA, Retirement, Insurance, etc.
 - **Other:** Items not listed above. Itemize and include justification.
 - **Indirect Charges:** institutional administrative overhead, include rate as a percent. **IMPORTANT:** dollar value for Indirect Charges assigned to Federal Share column cannot exceed 15% of that column's total. Allowable unrecovered Indirect Charges may be applied as Match.
 - **Total Costs:** sum of Federal and sum of Match, these added together equals Total Project Cost. Total Match should equal at least 25% of Total Project Cost.

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ESTIMATED COST; use next page, if necessary. Begin with Year 1; anticipate start date of 1 September of calendar year after proposal submission. **DOUBLE CHECK CALCULATIONS.** One year per page (MAX 3).

YEAR ONE:

[illegible]

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YEAR TWO (if necessary):

[illegible]

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YEAR THREE (if necessary):

[illegible]

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BUDGET TOTALS (all years)	Federal	Match	Total
GRAND TOTAL			
PERCENTAGES			

LITERATURE CITED: Type (or paste) information below. This section will AUTO-SCROLL to allow greater length.

MISCELLANEOUS REQUIREMENTS:

- **Endangered Species Permits:** All necessary federal and state permits must be obtained prior to execution of state contract, should funding be awarded.

If you will possess all necessary permits prior to proposed start date, check here

- **Ethical treatment of animals.** To comply with Laboratory Animal Welfare Act of 1966 (“Act,” Public Law 89-544, as amended, 7 U.S.C. 2131 *et seq.*) pertaining to the care, handling, and treatment of warm blooded animals (i.e., some mammals, as defined below) held for research, teaching, or other activities supported by award assistance, TPWD is required to evaluate proposals on the basis of whether handling or care of wild animals is necessary and whether any harm may come to them during that time. For Section 6 Research projects these concerns typically come in to play when such animals are trapped, as for marking or tissue sampling. “Animal” as defined under the Act (Sec. 1.1): Animal means any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm-blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, or exhibition purposes, or as a pet. This term excludes: Birds, rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research, and horses not used for research purposes and other farm animals, such as, but not limited to livestock or poultry, used or intended for use as food or fiber, or livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes.

If the above section applies you, check here you will need to carefully review and submit proof of compliance with the Act’s “Code of Federal Regulations, Title 9, Chapter 1, Subchapter A - Animal Welfare” (<http://www.nal.usda.gov/awic/legislat/usdaleg1.htm#doctop>).

- **Landowner Permission.** Section 6 monetary awards originate from federal sources; however, they are managed through state contracts with grantees. Therefore, any work to be performed on private lands in Texas using these funds requires, as a matter of TPWD policy, that grantees secure written permission from the private landowner(s) for the purposes of (i) access to the land, and (ii) use of data collected on that land. Under this section of your proposal indicate whether your project will involve private lands in this way. If no such action is to be anticipated then write N/A under this section (Note: if such action becomes necessary after this proposal has been selected for award, then documentation, as specified below, will have to be obtained prior to initiation of the project). If such action is to be anticipated then TPWD Landowner Permission form (attached to contract, should funding be awarded) will need to be completed. This form demonstrates both parties have read, understood, and agreed to your proposal, and that data obtained from the project for will be used for scientific and/or environmental consultation purposes (e.g., reports, maps, databases).

If signed Landowner Permission form will need to be obtained for this project, check here

- **Rare, Threatened or Endangered TAXA (Tracked Species):** locality coordinate data (GIS file: shapefile, or table of latitude and longitude in decimal degrees or degrees minutes seconds) are to be provided with Final Report for importing into TPWD’s Texas Natural Diversity Database. See Tracked Species List. Along with coordinates we will need observer name, full date, species name, and method used to confirm identification (e.g., collected specimen, photograph, observation notes). For further guidance on this subject please write to txndd@tpwd.state.tx.us.

If your proposed project will involve compiling locality data, check here

- **Historical Preservation:** Federal and state requirements stipulate that all cultural, historical and other objects of archaeological significance be preserved and left undisturbed throughout the tenure of Section 6 funded projects. If any aspect of your project will involve disturbing (e.g., minimally: digging, fencing, etc.) the ground at your study site please be aware that it may be necessary to seek State Historical Preservation Office clearance.

Other relevant information:

- **ATTACHMENTS:** Include all maps, figures, letters of commitment, etc., only if essential to proposal and which can be attached electronically (total file size must be 5 Mb, or less).
- **DEADLINE for submission of the completed proposal, attachments, and all other requirements, is end of business (5 pm), November 17, 2010. All submissions after this time will not be accepted.**
- Submit all proposal materials electronically to: craig.farquhar@tpwd.state.tx.us