

NPS / ToD – BTA Process Related to Research

Abbreviations:

RPRS – Research Permit & Reporting System (for NPS)
NPS – National Park Service
BTNP – Big Thicket National Preserve
BTA – Big Thicket Association
ToD- Thicket of Diversity
IAR – Investigator Annual Report
PI – Primary Investigator
TWIG- Taxonomic Working Inventory Group
RM – Resource Management – Big Thicket National Preserve
IRMA-Integrated Resource Management Applications
ICMS/Rediscovery- Name of Program NPS uses for Museum Management

Organizations / Committees Involved when funding from ToD/BTA is tied to a NPS Research Permit:

NPS, BTNP, RM, ToD, BTA, ToD Science Committee, ToD Committee

FAQs

Q. Do I need a NPS/BTNP Research Permit?

A1. If your research is outside the boundary of BTNP – No NPS permit is required. However permits may be required in other private conservation area, i.e. The Nature Conservancy.
A2. If your research is inside the boundary of BTNP – A Research Permit IS Required

Q. How Do I apply for a NPS/BTNP Research Permit?

A1. You will need to visit <http://irma.nps.gov/rprs/> and create an Investigator Profile and submit a research proposal for review by NPS / BTNP staff.

Q. Do you have a contact person for questions related to the NPS/BTNP Research Permit Process?

A1. Andrew Bennett, Biologist, Big Thicket National Preserve at 409-951-6821 or andrew_j_bennett@nps.gov

Q. Do you know if ToD/BTA has funding for my research?

A1. Funding is competitive and limited to approved line items. For specifics, email the ToD Chair- Mary Catherine Johnston at mathicket@aol.com or BTA Exec Director Bruce Walker at director@bigthicket.org

Q. If I received funding for my research **Inside** NPS/BTNP Boundary what is required to receive final payment from ToD/BTA funded research?

A1. The following items are required to receive final payment from ToD/BTA:

1. **All NPS Requirements must be completed. These include the following items:**
 - a. Completed IARs for each year your research permit was valid
 - b. Original or copies of all field notes and data collected during the permit

- c. Copies of Final Papers, Thesis, Publications, Checklists, Journal Articles, and Reports from the data collected during the permit or as a result of the permit.
- d. If field collections were retained and NOT Destroyed during analysis the following is also required:
 - i. A completed spreadsheet provided by NPS/BTNP/RM staff completed by PI with all required fields completed.
 - ii. A signed loan agreement processed by NPS/BTNP/RM staff to permanently house collected specimens at a designated repository.
 - iii. Verification or receipt by the designated repository that all specimens have been received with proper documentation (collector number, NPS catalog number, NPS accession number, etc.)
- e. If no field collections were retained or destroyed during analysis only items a, b, and c are required for the NPS.

2. All ToD/BTA Requirements must be completed. These include the following items:

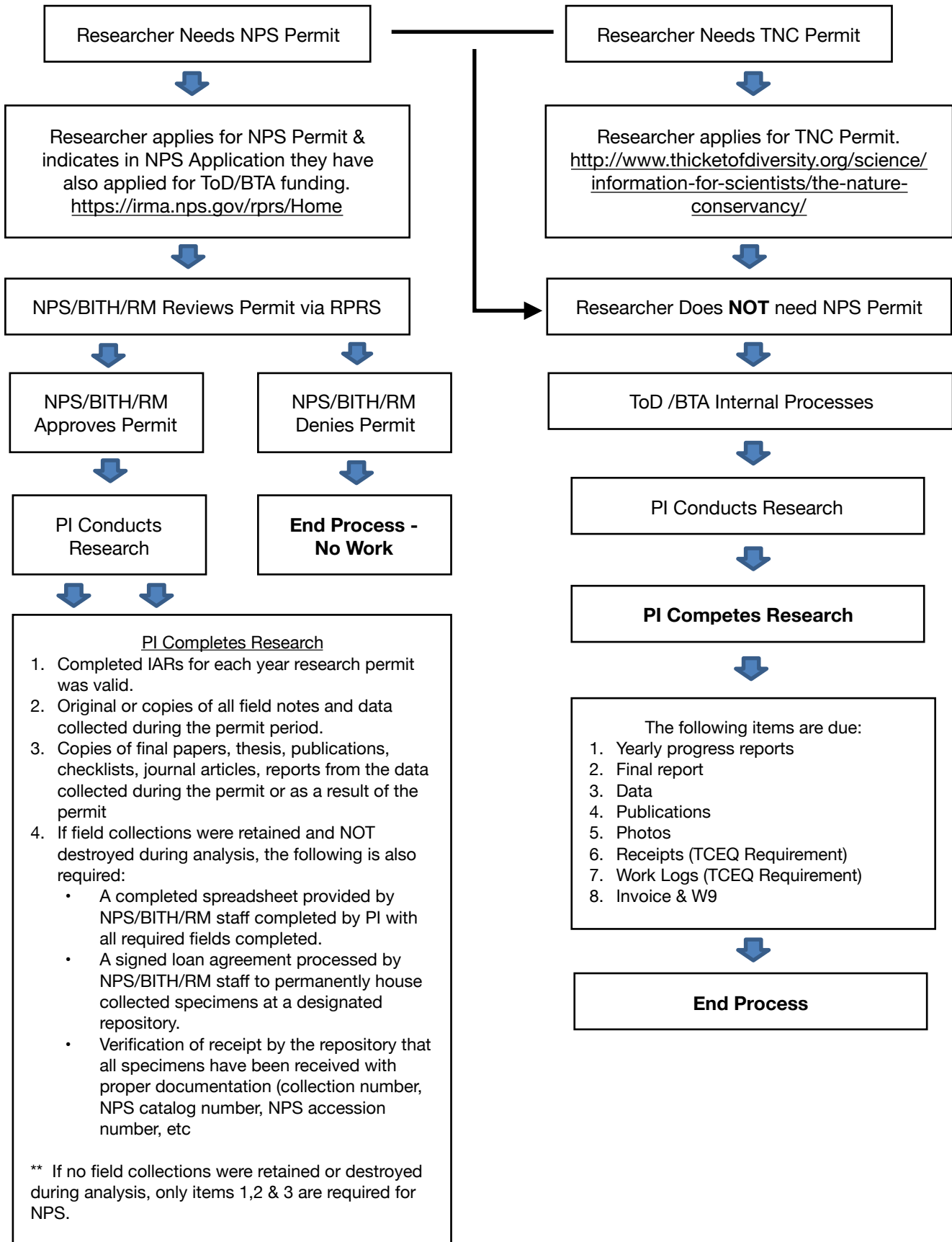
- a. Final Report, Data, Photos, Publications, signed and dated Check Request or Invoice, IRS W-9, TCEQ funding requires receipts and work logs.
- b. All of NPS required items as listed above.
- c. Final Acceptance by ToD/BTA Science Committee of submitted findings/work etc.

Q. If I received funding for my research Outside NPS/BTNP Boundary what is required to receive final payment from ToD/BTA funded research?

A1. All ToD/BTA Requirements must be completed. These include the following items:

- a. Final Report, Data, Photos, Publications, signed and dated Check Request or Invoice, IRS W-9, TCEQ funding requires receipts and work logs.
- b. Final Acceptance by ToD/BTA Science Committee of submitted findings/work etc.

ToD/BTA Funding Flow Chart



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ToD/BTA Funding Flow Chart

NPS processes data in IRMA, ICMS and emails Chair of ToD that all NPS requirements have been met

- PI Finishes Research (Cont'd)
ToD/BTA Receives the following items:
1. Email from NPS/BITH/RM staff confirming all NPS requirements for research have been completed as described above.
 2. Any remaining paperwork requirements by researcher due ToD/BTA that include the following items:
 - Yearly Progress Reports
 - Final Report
 - Data
 - Publications
 - Photos
 - Receipts (TCEQ requirement)
 - Work Logs (TCEQ requirement)

ToD Chair reviews and confirms receipt of all required items and verifies via email that all NPS requirements have also been met.

ToD Chair sends final report to Science Committee for final review.

Within at least 30 days after receiving final report and NPS data acceptance, Chair of Science Committee coordinates review via email.

Chair of Science Committee calls for majority vote by committee members whether to recommend to accept or reject the data and support final payment to PI



Chair of Science Committee notifies ToD Chair of approval by email to accept data and approve payment to PI

Chair of Science Committee will notify ToD Chair who will then notify PI of deficiencies and work to resolve

PI will resolve and re-submit data/reports etc for final acceptance.

ToD Chair notifies BTA Exec Board who reviews vote of ToD Committee

BTA Exec Board votes to approve ToD Committee decision and authorizes BTA Exec Director to make payment to PI

End Process