

Guidelines for Submitting and Writing an Investigation Plan/Project Narrative, Project Executive Summary, and Project Budget for the 2022 Fisheries Resource Monitoring Program

Submission Guidelines

For consideration in the Fisheries Resource Monitoring Program (Monitoring Program) review process, the investigator must prepare and submit an Investigation Plan/Project Narrative, Project Budget, and Project Executive Summary. These are three separate documents. The principal investigator has the lead for the project and is responsible for submission of information for all co-investigators involved in the project. Office of Subsistence Management (OSM) staff and the Technical Review Committee will review, evaluate, and rank Investigation Plans/Project Narratives and Project Budgets.

Project Executive Summaries and associated Technical Review Committee proposal rankings will be assembled into a draft “*2022 Fisheries Resources Monitoring Plan.*” The draft plan will be distributed for public review and comment through Regional Advisory Council meetings beginning August 2021. The Federal Subsistence Board will review the draft plan and will accept additional comments at its January 2022 meeting. At that time, the Federal Subsistence Board will make a recommendation to the Assistant Regional Director, Office of Subsistence Management, on the suite of projects to include within the final “*2022 Fisheries Resource Monitoring Plan.*”

Download the Application Package linked to this Funding Opportunity at [GrantSolutions.gov](https://www.doi.gov/grantsolutions) or at [Grants.gov](https://www.doi.gov/grants) to begin the application process. The **Notice of Funding Opportunity** may also be accessed at the Monitoring Program’s webpage at <https://www.doi.gov/subsistence/frmp/funding>. Carefully follow the guidance in this **Notice of Funding Opportunity**. If you need technical assistance or have any questions regarding writing and submitting these documents, please call the OSM Grants Management Specialist at (907) 786-3691 or (800) 478-1456, or the appropriate OSM staff region lead, identified on the next page.

Guidelines for preparing an Investigation Plan, Project Executive Summary, and Project Budget that meet the requirements of the Monitoring Program are on the pages that follow.

The Project Period of Performance is defined by (1) the Start Date, which is the beginning of the project, and (2) the End Date, which is the date for submission of the project’s Final Technical Report (the expected submission date for the final version, which is after review and approval of the draft by OSM staff).

The reporting requirements are built into the Deliverables/Products and Schedule sections found on page 7. If your project varies from these reporting requirements, (i.e., Financial Reports, Performance Reports, and a Final Technical Report) please incorporate that into the schedule.

To be considered for funding under the Monitoring Program, a proposed project must have a linkage to Federal subsistence fishery management. This means that a proposed project must have a direct association to a Federal subsistence fishery, and either the subsistence fishery or fish stocks in question must occur in or pass through waters within or adjacent to Federal public lands in Alaska (National Wildlife Refuges, National Forests, National Parks and Preserves, National Conservation Areas, National Wild and Scenic River Systems, National Petroleum Reserves, and National Recreation Areas).

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Investigation Plan/Project Narrative Guidelines

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The Investigation Plan/Project Narrative must be clear and concise and be no more than 15 pages in length (not including references and appendices). Each Investigation Plan/Project Narrative is evaluated and ranked according to strategic priority, technical-scientific merit, investigator ability and resources, partnership-capacity building, and cost/benefit (see **Notice of Funding Opportunity** for further details)). Prepare the Investigation Plan in Microsoft Word and use Times New Roman 11 pt font.

Title: Project Title (Location, Species, Goal; Example: Kuskokwim River Chinook Salmon Stock Identification.)

Investigator(s): For the Principal Investigator, include name, agency or organization, address, phone number, email (if available), FAX number, and DUNS Number.

For each co-investigator identify the name, agency or organization, and the DUNS Number.

In a table format, provide the cost each year.

Cost:	2022	2023	2024	2025
Total:	\$	\$	\$	\$

Project Period of Performance: Start: (beginning month, year) End: (submission of approved Final Technical Report – month, year). The Start is the date the funding instruments would be completed, signed and work is to begin.

Geographic Region: List the region where the project would be conducted (see Geographic Regions Map in the **Notice of Funding Opportunity**). If the project spans more than one region, list it as “Multi-regional.”

Federal Conservation System Unit: List the National Forest, National Park, National Preserve, National Monument, National Wildlife Refuge, National Recreation Area, National Conservation Area, or Wild and Scenic River that the project addresses.

Information Type: State whether the project will collect stock status and trends, conduct harvest monitoring, and/or document traditional ecological knowledge information.

Issue Addressed: All proposals must clearly articulate their relevance to Federal subsistence management. Proposals that do not demonstrate a clear link to Federal subsistence management will not be considered. This means that a proposed project must have a direct association to a Federal subsistence fishery, and that either the subsistence fishery or fish stocks in question must occur in or pass through waters within or adjacent to Federal public lands. The Office of Subsistence Management is targeting this Funding Opportunity towards projects that address specific priority information needs identified by Federal Subsistence Regional Advisory Councils. The **2022 Priority Information Needs** can be accessed at the Monitoring Program’s webpage at <https://www.doi.gov/subsistence/frmp/funding>. Investigators wishing to address information needs other than those identified in the list must include a compelling rationale regarding strategic importance and application to Federal subsistence management.

Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or ongoing efforts (by you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other

Investigation Plan/Project Narrative Guidelines

donor) for this specific project work or site, provide a summary of the funding, associated activities, and products/outcomes. Identify how, where, and when the subsistence fishery takes place within a Federal Conservation System Unit. Also, the applicant must ensure that the species addressed in the proposal is a resource that is managed through the Federal Subsistence Management Program (see **Fisheries Regulations** accessible at the Federal Subsistence Management Program's webpage at <https://www.doi.gov/subsistence/fisheries>).

Background: Describe the ecological, cultural, social, and fishery context for the project. This information should provide the basis for defining key questions or hypotheses that would be addressed by the project. The applicant should provide a concise review of pertinent information and past literature on the subject. This review could include information from published literature, agency and organization reports, as well as unpublished information, personal contacts, et cetera. All sources of published information should be cited in the text (author and year) and listed in the References section (see below). All sources of unpublished information are cited in the text only (name, affiliation, and personal communication). Provide a description of the extent and depth of subsistence use of the resource(s) proposed for the project. This use may be expressed as the actual number or pounds harvested, and/or the number of households or villages using the resource, as well as the extent of use over time. Possible sources for these types of information, are accessible at the Alaska Department of Fish and Game's website, ADF&G.alaska.gov, and include the [Community Subsistence Information System, Technical Paper Series, and Annual Management Reports](#).

Objectives: State the long-term, overarching goal(s) of the project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives should be specific, measurable, realistic, and achievable (attainable within the project's proposed project period). To assist in evaluation of submittals for continuing projects previously funded under the Monitoring Program, summarize project findings and justify continuation of the project, placing the proposed work in context with the ongoing work being accomplished.

Project Activities and Methods: List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Include any resulting tables, spreadsheets or flow charts within the body of the Project Narrative/Investigation Plan (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period. Where applicable, describe sample size and define how this was determined. For continuing projects, please state complete study design. To maintain the highest ethical standards and scientific integrity, research on fishes should conform to the American Fisheries Society's [Guidelines for Use of Fish in Field Research](#) and research should conform to the National Academy of Science's [Principles for Conducting Research in the Arctic](#) accessible at the Monitoring Program's webpage. Any exception must be described. To improve clarity, the Methods section should be divided into subsections that represent different components of the project, such as:

1. **Project Area:** Describe the proposed site(s) at which work would be conducted, including any maps and figures needed to illustrate key points. The description could include geographic,

Investigation Plan/Project Narrative Guidelines

geologic, ecologic, and anthropologic characteristics of the site(s), as well as, pertinent measurements or statistics.

2. **Project Design:** For each objective, describe experimental and sampling designs and provide rationale for selecting them. Address sample sizes, sample dates, sampling effort, and methods of sampling. Cite references containing more detail.
3. **Data Collection and Reduction:** Describe the data collected from each sample and the protocols for collecting them. Describe the path the data would take after they leave the field. Include descriptions of data editing, the media used to record data, and the software used to store data.
4. **Data Analysis:** Describe the analytical procedures to be used. Cite references as appropriate. There should be a description of the analysis that would provide estimates of each parameter identified in the objectives.

Investigator Ability and Resources: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing the project. For each investigator, clearly identify his/her roles and responsibilities. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. Provide resumes or abbreviated curriculum vitae of no more than five pages for each Principal Investigator and Co-Investigator that include descriptive overviews of their education, experience, and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion, or physical characteristics on the description of key personnel qualifications. Additional evidence of ability and resources, such as reprints and letters of support, may be included as an appendix.

Consultations: Include a summary of ongoing consultations with rural communities, Alaska Native organizations, agencies and other organizations. Letters of support for a project can strengthen proposal and may be included as an appendix. The purpose of consultation is to ensure that local communities and organizations are aware of, and support, the proposed project. To the greatest practical extent, consultations are also intended to identify opportunities for local communities and organizations to participate in projects. All projects must observe appropriate research ethics (see National Academy of Science's [Principles for Conducting Research in the Arctic](#) accessible at the Monitoring Programs webpage). For projects involving interviews with local residents, this includes: informed consent; respect for local tradition and language; protection of privacy, dignity, and confidentiality; acknowledgement of local contributions; and return of results to participating communities.

Partnerships and Capacity Building: Describe the ways in which this project would develop partnerships and build the capability and expertise of rural and Alaska Native organizations to more meaningfully participate in management of Federal subsistence fisheries. If applicable, describe specific plans to hire and train local residents and the type of skills that would be taught. Summarize how the project would promote interaction among rural residents, agencies and other organizations in information gathering, data analysis, reporting, and information sharing. **Letters of support from local communities or organizations that will partner on the proposed project must be included with the proposal package.**

Investigation Plan/Project Narrative Guidelines

Budget Summary: The budget should be developed under an annual funding cycle, 12 months from Period of Performance start and provided in the tabular form shown below. Identify the annual funding cycle used.

Year	Federal Agency	State Agency	Alaska Native Organization	Other Organization	Partners Program	Total Request	Matching Funds
2022							
2023							
2024							
2025							
Total							

Project Monitoring and Evaluation: Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which should be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indicators). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests, or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

Deliverables/Products: Describe the products to be developed during the course of the project. The project ends with submission of the reviewed and approved Final Technical Report.

Schedule: Estimate the beginning and completion dates for critical segments of the project, including all deliverables, and provide in tabular form.

Investigation Plan/Project Narrative Guidelines

Example: For a project with four years of funding (dates and reporting requirements may vary by project)
 Start: April 1, 2022 – End: March 31, 2026.

Task	Jan–Feb	Mar–Apr	May–Jun	Jul–Aug	Sep–Oct	Nov–Dec
Start up		April 1, 2022				
Sampling			May–Jun 2022, 2023, 2024, 2025	Jul–Aug 2022, 2023, 2024, 2025		
Data Entry				Jul–Aug 2022, 2023, 2024, 2025		
Analysis					Sept–Oct 2022, 2023, 2024, 2025	
Interim Financial & Performance Report Submitted			June 29, 2023, 2024, 2025			
Final Financial & Performance Report Submitted			June 29, 2026			
Draft Final Technical Report Submitted		Jan 31, 2026				
Final Technical Report Submitted			Mar 31, 2026			

Literature Cited: Provide complete citations for published literature referenced in the above sections.

Examples:

Beacham, T. D. 1982. Fecundity of Coho Salmon (*Onchorhynchus kisutch*) and Chum Salmon (*O. keta*) in the northeast Pacific Ocean. Canadian Journal of Zoology 60: 1463-1469.

Coffing, M. C. 1991. Kwethluk subsistence: contemporary land use patterns, wild resource harvest and use, and the subsistence economy of a lower Kuskokwim River area community. Alaska Department of Fish and Game, Division of Subsistence, Technical Paper No. 157, Juneau, Alaska.

Edwards, M.R. and D.R. Hildreth. 2005. Estimation of sockeye salmon escapement into McLees Lake, Unalaska Island, Alaska, 2005. U.S. Fish and Wildlife Service, King Salmon Fish and Wildlife Field Office, Alaska Fisheries Data Series Report Number 2005- 16, King Salmon, Alaska.

Map of Project Area: Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative/investigation plan.

Project Executive Summary Guidelines

Project Executive Summary Guidelines

The Project Executive Summary must be provided as a separate document from the Investigation Plan/Project Narrative and consist of a concise summary of the proposed project. The Project Executive Summary will be included in the “2022 Fisheries Resource Monitoring Plan” for public review through Regional Advisory Councils and the Federal Subsistence Board. The Office of Subsistence Management reserves the right to edit the Project Executive Summaries for clarity and brevity. **Project Executive Summaries must not exceed two page.** Prepare the Project Executive Summary in Microsoft Word and use Times New Roman 11 pt font.

Project Number: [leave blank].

Title: Project Title

Geographic Region(s): State the Monitoring Program geographic region of project.

Information Type: Stock Status and Trends and/or Harvest Monitoring and/or Traditional Ecological Knowledge

Principal Investigator: Include name and agency or organization.

Co-Investigator(s): Include name(s) and agency or organization.

In a table format, provide the per year cost.

Project Cost:	2022: \$	2023: \$	2024: \$	2025: \$
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Total Cost: \$

Issue: Briefly discuss the issue(s) that the project would address.

Objectives: Numerically list the objectives in the sequence they would be completed.

Methods: Briefly describe the methods that would be used to conduct the project.

Partnerships/Capacity Building: Describe the ways in which this project would develop partnerships and build the capacity of rural and Alaska Native organizations to participate in management of Federal subsistence fisheries.

Project Budget Guidelines

Project Budget Guidelines

The project budget is evaluated for consistency and cost effectiveness. Detailed descriptions must be provided to explain the projected costs. The budget should be prepared in the Budget Table Template accessible at the Monitoring Program's webpage at.

Annual appropriations may be budgeted as follows:

- For Federal agencies, the budget year will be the Federal fiscal year:
 - Year 1 – April 1 or identified start of project – September 30 (or end of project if only one year)
 - Year 2 – October 1 – September 30 (or end of project if two year duration)
 - Year 3 – October 1 – September 30 (or end of project if three year duration)
 - Year 4 – October 1 – End of Project
- For State agencies, the budget year will be the State's fiscal year:
 - Year 1 – April 1 or identified start of project – June 30 (or end of project if only one year)
 - Year 2 – July 1 – June 30 (or end of project if two year duration)
 - Year 3 – July 1 – June 30 (or end of project if three year duration)
 - Year 4 – July 1 – End of Project
- Or a twelve-month period:
 - Year 1 – April 1 – March 31 (or end of project if only one year)
 - Year 2 – April 1 – March 31 (or end of project if two year duration)
 - Year 3 – April 1 – March 31 (or end of project if three year duration)
 - Year 4 – April 1 – End of Project

If more than one investigator would be working on the project, provide a separate budget for the Principal Investigator and each Co-Investigator as provided for in the **Budget Table Template** accessible at the Monitoring Program's webpage at <https://www.doi.gov/subsistence/fisheries>. Co-Investigator funding will be provided to the Principal Investigator organization for fund distribution and administration of the sub-award.

Direct costs, indirect costs, and matching funds are defined as follows:

- Direct costs can be specifically identified with conducting the proposed project. Direct costs need to be itemized and generally include personnel, travel, contractual, materials and supplies, and equipment. Personnel costs should include the sum of salary and benefit costs. Personnel costs should be divided into permanent fulltime positions, temporary/seasonal positions, and local hires. Each position should be listed independently. Costs for personnel must be broken down into months budgeted and the monthly cost.

Project Budget Guidelines

- Local hire is defined as personnel costs for hiring rural residents as personnel or sub-contracting or sub-agreements with rural or Alaska Native organizations to provide personnel. Local hire costs are presented in the budget as a subset of personnel costs and should not be entered as either permanent or temporary personnel costs. **Local hire costs are tracked separately. Ensure you annotate appropriate personnel costs here.**
- Indirect costs cannot be specifically identified with conducting the proposed project, but would be incurred by the investigating entity as a result of administering the project. Indirect costs generally include space, rental, utilities, postage, data processing, training, safety management, affirmative action programs, administrative support, and supervisory oversight. Since indirect costs cannot be itemized, they are computed as a percentage of the total direct costs. The percent, or indirect rate, should be stated as well as the actual request for indirect costs.

U.S. Fish and Wildlife Service programs must not assess indirect costs. State agencies and Alaska Native organizations should use their provisional rate. Provide a copy of the current approved **Negotiated Indirect Cost Rate Agreement** (see the **Notice of Funding Opportunity** for further details). We suggest closely coordinating with your organization's finance officer. Finance officers should coordinate with OSM when they receive new approved indirect rates. Failure to notify the OSM of indirect cost rate increases could result in OSM not being able to accommodate requests for additional monies in future years funding. The composition of items included in the indirect costs need to be described in the comment section in the **Budget Table Template** accessible at the Monitoring Program's webpage at <https://www.doi.gov/subsistence/fisheries>.
- Matching funds are non-Federal funds the agency or organization will expend for salaries and equipment to conduct the project. The source and purpose of all matching funds should be described in the Comments section. Equipment costs should be itemized in year one of the project. Matching funds are entered in the budget table separately.