ToD/BTA Funding Flow Chart

Researcher Needs NPS Permit

Researcher Applies for NPS Permit & Indicates in NPS Application they have also applied for ToD/BTA funding.

https://irma.nps.gov/rprs/Home

NPS/BITH/RM Reviews Permit via RPRS

NPS/BITH/RM Approves Permit

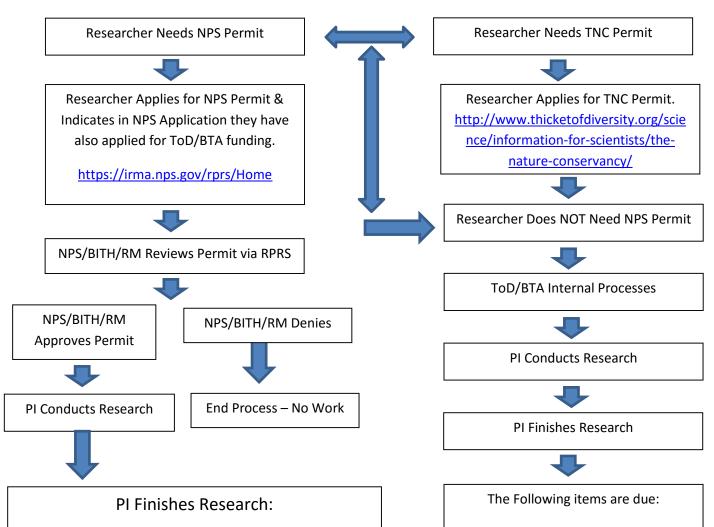NPS/BITH/RM Denies

PI Conducts Research

End Process – No Work

PI Finishes Research:

NPS Receives the following Items:

- **Completed IARs for each year your research permit was valid**
- **Original or copies of all field notes and data collected during the permit**
- **Copies of Final Papers, Thesis, Publications, Checklists, Journal Articles, Reports from the data collected during the permit or as a result of the permit.**
- **If field collections were retained and NOT Destroyed during analysis the following is also required:**
- **A completed spreadsheet provided by NPS/BITH/RM staff completed by PI with all required fields completed.**
- **A signed loan agreement processed by NPS/BITH/RM staff to permanently house collected specimens at a designated repository.**
- **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.)**

** If no field collections were retained or destroyed during analysis only items a, b, and c are required for the NPS.

Researcher Needs TNC Permit

Researcher Applies for TNC Permit. http://www.thicketofdiversity.org/science/information-for-scientists/the-nature-conservancy/

Researcher Does NOT Need NPS Permit

ToD/BTA Internal Processes

PI Conducts Research

PI Finishes Research

The Following items are due:

1. Yearly Progress Reports
2. Final report
3. Data
4. Publications
5. Photos
6. Receipts (TCEQ Requirement)
7. Work Logs (TCEQ Requirement)

End Process

NPS Processes Data in IRMA, ICMS and e-mails Director of ToD that NPS requirements have been met

PI Finishes Research Continued:

ToD/BTA Receives the following Items:

- E-mail from NPS/BITH/RM staff confirming all NPS Requirements for research have been completed as described above.

- Any remaining paperwork requirements by researcher due ToD/BTA that include the following items:
  - o Yearly Progress Reports
  - o Final report
  - o Data
  - o Publications
  - o Photos
  - o Receipts (TCEQ Requirement)
  - o Work Logs (TCEQ Requirement

ToD Director (or Designee) review and confirm receipt of all required items due to both ToD and verify via e-mail to NPS that all NPS requirements have also been met.

ToD Director sends final report for review by Science Committee for final review, and recommendation for payment by TOD Committee.

Within at least 30 days after receiving final report and NPS data acceptance, from ToD Director, Chair of Science Committee coordinates review via e-mail.

Chair of Science Committee upon majority vote by Science Committee Members recommend to accept the data and support final payment to PI by e-mailing ToD Director

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Chair of Science Committee upon majority vote by Science Committee Members decline data and Recommend Against final payment to PI by e-mailing ToD Director

TOD Committee Votes to accept data and pay PI

Chair of Science Committee will work with PI to identify deficiencies in data to resolve issue and re-evaluate data to obtain final data acceptance and recommend payment by ToD Committee.

Director of ToD follows BTA protocol, secures payment, and notifies all parties (NPS, BTA, Researcher)

End Process