



Arctic LCC 2012 RFP Application Instructions

Overview

The Arctic Landscape Conservation Cooperative (ALCC) has FY 2012 funds to support projects that meet its mission and conservation goals. Priority for this year's funding will be given to those studies and planning efforts that address information needs identified by the ALCC's six Technical Working Groups, and by members of the ALCC Steering Committee. The geographic focus of this funding is the entire ALCC.

Note: this document is an abbreviated version of the RFP application instructions. Complete instructions are available on at www.arcticlcc.org/grants/ along with theme-specific project narrative templates at www.arcticlcc.org/grants/templates/.

The ALCC will fund projects that address these themes:

1. Interdisciplinary Study Plan integrating across one or more watersheds in the Alaska portion of the ALCC (up to three awards).
2. Improved Permafrost Baseline Information for the Alaska portion of the Arctic LCC (one award)
3. Thermokarst Monitoring at the Landscape Level: a Feasibility Study (one award)

Deadline:

All required proposal components must be submitted by **4:00 PM (16:00) Alaska Standard Time Tuesday, April 3, 2012**

Submission of Application Packages:

NON-FEDERAL Applicants:

Application packages submitted by **NON-FEDERAL** entities **must** be submitted via www.grants.gov. See Announcement **F12AS00091** or search using the Funding Opportunity Number: F12AS00091 at www.grants.gov.

Applicants **must use** the theme-specific project narrative templates. In addition, applicants are required to fill out Standard Forms 424 and 424B (these forms are included in the [grants.gov](http://www.grants.gov) application). Please complete these to the best of your ability at this time. Revisions can be made at a later time, if necessary.

FEDERAL Applicants:

Application packages submitted by **FEDERAL** agencies **must** be submitted to staff@arcticlcc.org. Applicant **must** use the theme-specific project narrative templates. LCC staff will confirm receipt of application materials within one week of submittal.

Components of the 2012 Arctic LCC Project Narrative:

Applicants **are required** to use the theme-specific template provided at <http://arcticlcc.org/grants/templates/>. Application packages may contain the following components, depending on the theme:

1. Cover Page That Includes the Following:
 - a. Project title
 - b. Suggested short title – up to 60 characters in length.
 - c. Full contact information (affiliations, phone, email, and physical addresses) for principal investigators, co-investigators, and collaborators, as well as grant administrators for each organization requesting funds.
 - d. Total funding requested from Arctic LCC and total leveraged contributions, in dollars.
 - e. Proposal Summary – Provide a summary of up to 250 words describing the overall proposal, and its goals and objectives. This summary should be written for a broad audience.
2. Background and Justification – Be clear about how your proposal addresses the Project Theme and how the results of your work will be useful to land and resource managers (including Tribal managers if applicable) in Arctic Alaska.
3. Project Objectives – This should be an annotated listing of your project objectives. Objectives are the fundamental and measurable goals of your proposed work; the project objectives are what will be used to evaluate progress and completion of the project. Project objectives must be achievable and specific.
4. Conceptual Approach/Methods – Provide a detailed description of the work to be performed, including goals, methods, and appropriate technical details.
5. Deliverables and Timelines – Proposals should include a clear table detailing timelines, accomplishments and deliverables, and other performance metrics that could be used to track the projects progress.
6. Personnel Qualifications – Describe responsibilities of key personnel. Also include key personnel qualifications, past experience, and successes with similar or relevant projects. CV's for key personnel should be included as Appendix A to the Project Narrative.
7. Budget – Include a summary (table) and narrative. Include the major budget items in the general categories of: salary, travel, equipment, education/outreach (if necessary), and overhead. You will need to show a budget breakout that separates these categories into data collection, report writing, and if necessary, education /outreach. Leveraged costs should also be documented and assigned an estimated dollar amount.
8. References - List all references used in the Project Narrative in a format appropriate for a major journal.
9. Education/Outreach Plan (For Permafrost Baseline Theme ONLY) – Briefly describe how the project will incorporate the activities needed to ensure that local communities (if appropriate), the general public, land & resource decision-makers, and other scientists will be informed about the project and receive appropriate support to understand and utilize

project results. Anticipate annual presentations (some may be via webinars) to the Arctic LCC Steering Committee and Partners group.

10. Draft Data Management Plan (For Permafrost Baseline Theme ONLY) – Include information input and output data, procedures for ensuring data quality, use restrictions, distributing, and contact information for data stewards. The draft data management plan should be included as Appendix B to the Project Narrative.

Formatting Requirements:

The Project Narrative templates identify the specific information requested for potential projects. Each Project Narrative must be no longer than ten pages, including title page and citations, with 1” margins, using 12 point font, and saved in a file type that can be edited using Microsoft Word 2010. Appendices will not count toward the total length of the document. Figures and tables should be embedded in the text of the Project Narrative.

The *blue italicized* text in the template is intended to provide instructions and guidance to the applicant and must be deleted prior to proposal submission.

File Naming Convention:

The Project Narrative should be named using the convention ‘LeadPILastNameLeadPI-FirstInitial’_1.doc. For example, a Project Narrative submitted by Olaus Murie would be named MurieO_1.doc. If the lead PI is submitting multiple proposals, they should be named consecutively: MurieO_1.doc, MurieO_2.doc, etc.

ALCC Contacts:

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