

GRAND TETON NATIONAL PARK RESEARCH REPORT GUIDELINES

The National Park Service and Grand Teton National Park encourage cooperators to conduct professional research in the fields of natural, cultural, or social science related to park resources and issues. The Division of Science and Resource Management provides these reporting requirements and guidelines to assist researchers in completing products to mutually benefit the NPS and its cooperative research partners.

Two types of reports are required to complete a research project in Grand Teton National Park and/or the John D. Rockefeller, Jr., Memorial Parkway (henceforth abbreviated to Grand Teton or the park): (1) an Investigator's Annual Report, and (2) a final report. In addition, investigators are encouraged to publish findings of their investigations in professional, scientific publications; the park requests 5 copies of all publications that result from research done in or about the park(s). Reports not conforming to format guidelines presented below may be returned for correction. On a case-by-case basis, copies of raw field data, laboratory reports, or electronic spread sheets may be requested along with a final report. All reports are due **April 1**, annually.

1. Investigators Annual Report: The Investigator's Annual Report (IAR) is a summary of the status of work accomplished during the specified period. The report generally will be submitted after the first field season, and should be electronically submitted to the NPS Research Permitting website at <http://science.nature.nps.gov/research/ac/ResearchIndex>.

IARs are required for both one-year and multi-year projects. This report informs park administrators, researchers, resource managers, and other interested persons about ongoing research projects in parks, recreational areas, and monuments throughout the nation. The NPS research website is a good source of more information about format and content, as well as real submissions from ongoing research projects.

For continuing or phased projects, an annual report is required at the end of each research year (except for the final year, see Final Report below), normally by April 30 of each year. The annual report should follow standards developed for the appropriate professional journal (e.g., Journal of Wildlife Management and/or Ecology; CRM—the magazine for Cultural Resource Management in the NPS, Journal of Outdoor Recreation) and shall include the following sections:

Title Page: Indicate the project title, investigator name(s), affiliation and address, contract or purchase order number, date of submission, and time period covered by the report.

Abstract/Executive Summary: Summarize the prominent facts discussed in the report and the conclusions reached (if yet available) in relation to research objectives. Abstracts should be brief, yet clearly explain the project and any preliminary conclusions. Reports exceeding 100 pages in length will require an executive summary.

Table of Contents: Include a table of contents for reports of more than 15 pages. If necessary, lists of figures and tables will follow the table of contents.

Introduction: Include the purpose(s) of the investigation, research objective(s), conditions under which the study was conducted, general treatment plan of the subject, and testable hypotheses. Purposes or objectives that vary between phases should be noted.

Study Area: Provide regional, vicinity, and study area maps to sufficiently orient a reader who may be unfamiliar with the park or study area.

Methods: Discuss methods varying from one phase to the next.

Results and Discussion: Present a clear interpretation of the results of the research project and a discussion of the relationship between project results and project objectives and hypotheses.

Conclusions: Emphasize conclusions that affect or redirect research objectives, address or influence specific park management needs or issues.

Acknowledgments: Acknowledge partners, cooperators, funding sources/donors, NPS personnel who assisted you logistically, with funding assistance, or other notable contribution; peer reviewers, advisors, etc. as appropriate.

Literature Cited/Bibliography: Include all references used in the literature cited section; additional references, if available but not cited, should be in a separately identified bibliography. Appropriate formats for citations may come from a professional journal, or the *Chicago Manual of Style*.

Appendices (when needed): Include referenced, supplementary, or supporting materials not contained in the main body of the report.

Authors are responsible for ensuring the accuracy and completeness of all numbers, tables, figures, and references, as well as correct spelling, grammar, and syntax. Authors are encouraged to minimize the use of acronyms and abbreviations that may confuse their readers. Tables and figures should have a brief, descriptive caption and be numbered sequentially throughout the manuscript. Explanatory materials and keys to symbols should be placed in legend to the figure, not in the figure itself. Supporting graphics or images should be of reproducible quality. Species' names, if commonly used, should be used throughout the manuscript, with current Latin names included parenthetically at first mention.

2. Final Report: Final reports are required at the end of one-year research projects or at the end of the last year of a phased project. Final reports should be submitted in the same format as the annual report with clear results, implications, and recommendations included in both the body and abstract or executive summary. An original and four copies of the final report should be submitted to the Division of Science and Resource Management, P.O. Drawer 170, Moose, WY 83012.

A draft final report may be submitted prior to the deadline for the final report, in order to solicit review comments from appropriate NPS personnel; at the researcher's discretion, opinions of peers in the scientific community may also be solicited. Review comments and recommended changes will be returned to the author(s) for consideration in the final report. Report and manuscript review time will normally be one month unless other negotiations are entered into with the author(s).

Other Reports and Publications: Contractors are encouraged to publish study results in refereed scientific publications. A minimum of five copies of these publications should be sent to the above address for final review and distribution to subject matter experts and Division of Interpretation as well as the park's research library.

The contractor may be asked to provide a publishable article designed for general audiences describing the project and its results. Article length will vary depending upon the project, but should range between 300 to 1500 words. Publishable images may be included when appropriate.

The contractor will retain full credit for authorship. The National Park Service retains the right to select appropriate media for publication and will bear the costs of such publications.

Orientation and Closeout Sessions: Grand Teton National Park will typically ask the principal investigator and/or field investigator to conduct an orientation session at the beginning of the project with park staff, to include presentation of the purpose and objectives of the study as well as a detailed work/study plan for the field season. Logistical support and required park permits may be completed at this time. The park will also usually request a closeout session at the conclusion of the research study so that the investigator can present a summary of scientific and management implications and recommendations.

Payment of Government Funds: Payment requests from the investigator's home institution should be specified in a contract, cooperative agreement, or scope of work mutually agreed upon prior to initiation of the research. Typically, reporting and payment will follow the following schedule:

Multi-year or Phased Studies:

- a. For each research year except the final year and following a satisfactory field season, an investigator's home institution may invoice for 50% of the authorized amount.
- b. Annual Report: Prior to the final year of the project, upon receipt and approval of an Annual Investigator's Report, the institution may invoice for 100% of the annual amount authorized for the project.
- c. Final Report: Upon receipt and approval of the final project report, the research institution or individual may bill to ensure 100% payment of the authorized, previously unpaid amount..

Single Year Studies:

- a. At the completion of a satisfactory field season, 50% of the project amount can be paid.
- b. Final Report: The institution may invoice for the balance of the project (100%) upon receipt and approval of the final report.