

**FISH ENHANCEMENT, MITIGATION, AND RESEARCH FUND (FEMRF)
INSTRUCTIONS FOR FILLING OUT PRE-PROPOSAL FORM**
(Please do not exceed two pages)

Contact: Email: Scott.Schlueter@fws.gov Tel. (607) 753-9334/FAX (607) 753-9699

FEMRF proposal criteria at
<http://www.fws.gov/northeast/nyfo/FEMRF/FEMRFfactsheet.pdf>

APPLICANT INFORMATION

Project Name

Use a brief, descriptive title.

Date

Enter submittal date.

Primary Contact

This should be the project manager.

Affiliation

Name the agency, organization, or individual that the primary contact represents.

Street address

City, State, Zip

Phone self explanatory

Fax

Primary E-Mail

Give the email address of the person named under Primary Contact.

Partners

List all persons contributing to the proposal, e.g., matching funds or in-kind services.

Secondary Contact

This should be the person to contact, if the project manager is not available. Include street address, phone and fax numbers under the name of secondary contact.

Affiliation

Name the agency, organization, or individual that the secondary contact represents.

Secondary E-Mail

Give the email address of the person named under Secondary Contact.

\FUNDING INFORMATION

Salaries/Labor; Contractual Services

State the dollar amount of the proposal that will go for salary/labor and whether it is in-kind services; state any other component of the project that will need to be contracted by the project proponent, e.g., heavy equipment operators, research specialist.

Equipment

State any specialized equipment that the project proponent is requesting be funded.

Other

Any general administrative overhead or indirect costs of any kind must be disclosed. These costs will be considered during proposal evaluation in an effort to maximize the enhancement, restoration and research supported by the FEMRF. Proposals with substantial overhead or other indirect costs may be disadvantaged.

Matching Funds: Amount

Although matching funds are encouraged and will be favorably considered during proposal evaluation, no match is required. State whether the amount is funding or in-kind services.

PROJECT DESCRIPTION

Project Type (check one)

Self-explanatory

Project Site, ownership

Please include a site map which shows where the enhancement, restoration, or research will occur. You may either scan in to submit electronically, or fax a hard copy. If faxing separately, please put the project name at the top of the map and note on this form that map will be faxed.

Project Summary

Describe the proposed action(s).

FEMRF Priority

Describe how the proposed project supports the FEMRF purpose and criteria. The purpose and criteria are in the FEMRF Fact Sheet posted at:
<http://www.fws.gov/northeast/nyfo/FEMRF/FEMRFfactsheet.pdf>

Target species

List the species for which the proposed enhancement, restoration, or research is intended; list other species that may also benefit.

Permits needed

List the number of permits that will be needed prior to implementing the proposal, e.g., Corps 404; DEC stream alteration; species handling permit.

Project timeline

Enter anticipated start date. Describe the duration of the project/research and what milestones will be reported. Note: Some funding may be dependent upon milestone completions, including reporting.

Objectives/Outcomes

Quantify miles and/or acres of habitat to be restored/enhanced or how species will benefit from research.

Monitoring Component(s)

State parameters, methods, and duration of monitoring.

Reporting strategy

Documentation of results is essential. Indicate how the results will be documented for appropriate stages of the projects (such as completion of design or status of implementation) and for monitoring (such as report or other written summary). Future publication of results in the scientific literature is encouraged.

SUBMITTING THE PRE-PROPOSAL

1. Email an electronic copy of your pre-proposal and a site map to:
Scott.Schlueter@fws.gov
2. Receipt of your proposal will be acknowledged by email. A 30-60-day review period will commence from the notice of receipt.
3. Do not submit letters of endorsement with your pre-proposal.
4. The Service may request additional information or completion of a full-proposal form, if sufficient interest has been expressed by the members of the Fisheries Advisory Committee.