Research Grant Guidelines

Grant Expectations

- Communicate with Park Liaison at the beginning of the project, and routinely thereafter.
- Secure active participation of a faculty member.
- Submit timely reports following the Proposal and Reporting Guidelines.
- Submit and process all advance planning, approvals and permits required for the research project in a timely manner.
- Provide advance notice if state park equipment (excluding vehicles) is requested for use.
- Make transportation and lodging arrangements needed to complete the research project in advance, with guidance from the Park Liaison.
- A state park vehicle admission sticker is required when in the park. A courtesy pass is available free of charge for use in Peninsula State Park but valid only while conducting research.
- Consider Friends of Peninsula State Park's invitation to present research findings at the
- at a Board or annual meeting.
- Follow all DNR rules and regulations while conducting research at Peninsula State Park.

Proposal Format

The proposal should not exceed 750 words (three pages, 12 pt type). Use the following format:

Title

Assign a descriptive title specific to the research project.

Introduction

- State the research question.
- Include 1-6 measurable objectives.
- Articulate the need for the research.
- Describe how the project will inform park management decisions.

Methods and Timeline

- Explain the process by which data, results and evidence will be collected, organized, and analyzed.
- Identify 3 – 5 dates of project actions such as field sampling or data analysis.
- Include estimated completion date of Final Report.

References
- Include at least three primary references. Primary references can be studies listed in the Introduction.
- Use the Council of Science Editors (CSE) Citation

Style: http://writing.wisc.edu/Handbook/DocCSE.html

Quarterly Report Guidelines
The grant recipient and the Park Liaison will determine quarterly report format. Each quarterly report should:
- Be submitted to the faculty member and Park Liaison.
- Include up to 5 photographs (300 dpi resolution) sent electronically as an attachment and show the grant recipient conducting research at Peninsula State Park, or other images relevant to the project.
- Include any incurred budget expenditures, with original receipts attached.
- The Friends of Peninsula State Park and the Wisconsin Department of Natural Resources may use submitted photographs in electronic media and print materials.

Submit any and all documentation to:
FPSP Research Endowment Committee
PO Box 502
Fish Creek, WI 54212
Email: manager@peninsulastatepark.org

Suggested Format for Final Report
The faculty member must review the Final Report before it is sent to the Park Liaison, who submits it to the Board of Directors for approval. The length of the Final Report may vary, but should be 12 pt type or larger.

Title
Assign a descriptive title specific to the research project.

Abstract
Summarize the purpose, findings, conclusions and recommendations in a concise manner that is
understandable to a general audience.

Introduction
Based on findings, modify the introduction from the proposal while including:
- The research question,
- Measurable objectives,
- The need for the research.

Methodology

Based on what actually occurred during the project, modify the description of research methods from the proposal while including:

- How data, results and evidence were collected, organized, and analyzed.
- Timing of research actions, especially if weather or season influenced results.

Results

- Concisely and accurately describe results.
- Include numerical data in tables or graphs, as appropriate.

Discussion

- Describe any relationships among observed facts.
- Identify if research confirms or contrasts with any cited studies (references).
- Are there any recommendations supported by the research?

Conclusion

- Include a statement about the significance of the research project.
- Summarize results and major findings.
- List any future needs related to the research topic.

Appendices

- Include graphs and charts if they have not been used elsewhere in the report.
- Include photographs if they have not been included elsewhere in the report.
- Define any key terms that may not be familiar to a wide audience.

References

- Use the Council of Science Editors (CSE) Citation

Style: http://writing.wisc.edu/Handbook/DocCSE.htm

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