|  |  |
| --- | --- |
| Project ID |  |
| UMN Date received |  |
| UMN Date approved |  |
| UMN Approved by |  |
| *FDL review required for CFC projects* |  |
| FDL date received |  |
| FDL date approved |  |
| FDL Approved by |  |
| Acres impacted |  |
| Date Terminated |  |

Office Use Only



# Cloquet Forestry Center & Hubachek Wilderness Research Center

# Project record form

This form helps us to collect and manage pertinent data regarding your and every other project happening across our UMN experimental forest lands. All personal information is kept private. Information about project background, objectives, location, and results may be shared with the public on forest tours. Full details of how we define these sections and categories are available in our project record form metadata.

**How to fill out the form:**

Do your best to record the who, what, where, why, and when of your project into the sections and tables below. Section headers are in **bold** font. Details of the section, if any, are listed in *italic* font. In brackets there is additional text intended to help you know what sort of information we’d like from you in each section – see the metadata for more information.

Please send completed form to Kyle Gill (kggill@umn.edu), UMN Forest Manager and Research Coordinator

If available, please include complementary project summaries, protocols, and/or proposals containing additional detail.

Consider putting together a data management plan (DMP) before you initiate your project. We do not require that you share your DMP but would be happy to archive it with your project record for your future reference. Consult the UMN Library for more information on creating a DMP: [www.lib.umn.edu/services/data#DMP](http://www.lib.umn.edu/services/data#DMP).

## Contact information:

List the project’s primary contact person first, Principal investigator (PI) or project lead second (if different from contact), and any other associate investigators or technical assistants thereafter; add or subtract rows, as necessary, to include the entire project team. Full contact information is most important for the primary project contact and less important for associated investigators and/or technicians.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Project role | Position | Institution | Phone | E‐mail |
|  | Primary contact |  |  |  |  |
|  | [Principal investigator or teacher] |  |  |  |  |
|  | [Technician or teaching assistant] |  |  |  |  |

## Project sponsor(s) and identifying number:

[Respond here, if applicable, with your project’s sponsor(s) and identifying number – such as NSF, LCCMR, or Agricultural Experiment Station number]

## Project title:

[Respond here with your project’s title]

## Project purpose:

Rank any of the following that apply:   
1. Research, 2. Teaching/Education/Outreach, 3. Demonstration/Case Study/Monitoring, 4. Management, or 5. Other

Primary purpose: [Respond here with your project’s **primary** purpose category; list other purpose categories, if desired]

**Category definitions:**

In short:

**Research** = results will likely be shared in a peer-reviewed publication and/or thesis/dissertation

**Teaching/Education/Outreach** = a formal or informal educational event where learning is the primary objective

**Demonstration/Case Study/Monitoring** = results will likely be shared in a white paper, technical bulletin, or internal report

**Management** = A project that is primarily conducted for the purpose of land stewardship; likely led by CFC/HWRC staff

**Other** = The project does not fall into one of the above categories, so I need to specify my own primary purpose terms.

Full details of how we define these categories are available in our project record form metadata.

## Background/objectives/abstract:

Please outline the “What” and “Why” of your project. If this is already outlined in a grant proposal, feel free to reference that and share a copy of the proposal.

[Respond here with an overview of what you’d like to do, why, and how. If a research project, what is your primary research question? Think of this as your project’s abstract or elevator pitch.]

## Expected CFC or HWRC staff assistance

*We expect to help you find the right location and, if necessary, help to prepare the area for your project. Additional technical project support may be available upon request.*

[Respond here with what sort of support you expect for tasks like site selection or additional technical support]

## Proposed date of initiation:

[Respond here with the Month and Year you expect to initiate the project]

## Proposed project actions and locations:

Site at which the project will occur (circle or highlight any that apply):

**Allred Boone Elstad Cloquet Forestry Center Hubachek Wilderness Research Center**

In the table below, please list proposed actions, location, and estimated initiation date for your project. Much of the location data will be added and updated by FMR staff as you and they figure out the specific location(s) for your project; the most important are your proposed actions, rough location, and dates of initiation. This section will continue to be updated as your project occurs. For **Site**, please use **CFC**, **HWRC**, **Boone**, **Elstad,** or **Allred**. If proposing a field/forest-based action, you will work with FMR/HWRC staff to locate available site options.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Action | Site | Compartment | Stand | Acres | Date initiated | Date completed |
|  |  |  |  |  |  |  |
| [Add or subtract lines as necessary] |  |  |  |  |  |  |

[Add any additional notes or details regarding proposed actions here.]

## Equipment or monuments to be preserved in the forest:

[Respond here by describing materials and their potential duration of stay]

## Proposed date of termination:

[Respond here with the Month and Year you anticipate wrapping up your project]

## Project Termination Protocol:

*A project termination protocol is* ***required*** *for any project proposing to place equipment or monuments in the field or transplanting biotic material – especially biotic material that is novel to the project site. Our goal is to not leave “research debris” scattered around the land.*

[Respond here, or in a separate document if necessary, with what steps you will take to wrap up your project and remove any biotic or abiotic material from the land]

## Proposed outputs and when:

[Respond here with what your proposed outputs will be. These could be agency reports or technical bulletins, peer-reviewed publication[s], thesis/dissertation, etc. For teaching projects, the number of students reached could be your output]

## Principal findings and/or publications:

[Please share your results and/or publications when available. We will ask about this during our annual project record check-in and will update our digital database. We will add those references here and to our digital database]