

## Project Summary

### Rocky Mountains Cooperative Ecosystem Studies Unit

**Project Title:** Administrative Assistance for the NPS RM-CESU

**Discipline:** Interdisciplinary  
**Type of Project:** Technical Assistance  
**Funding Agency:** National Park Service  
**Other Partners/Cooperators:** University of Montana  
**Effective Dates:** 7/1/2014 - 1/7/2014  
**Funding Amount:** \$15,564

**Investigators and Agency Representative:**

NPS Contact: Tara Carolin, Director, Crown of the Continent Research Learning Center, Glacier National Park, P.O. Box 128, West Glacier, MT 59936; 406-888-7863, tara\_carolin@nps.gov

Investigator: James Burchfield, College of Forestry and Conservation, University of Montana, Missoula, MT 59812; phone: (406) 243-650, james.burchfield@umontana.edu

**Project Abstract:** Task 1. Administrative Support

- a. Serve as communications point of contact for NPS RM-CESU agreements between June 28 and September 15. Forward agreements inquiries as appropriate to IMR Agreements ([fa-imr@nps.gov](mailto:fa-imr@nps.gov); 303-696-2303) or WASO Agreements (Andrew Lubner, 303-969-2378, [andrew\\_lubner@nps.gov](mailto:andrew_lubner@nps.gov)).
- b. For backlogged agreements that are missing only the SF 424s as of 6/28/14, Lisa Gerloff will obtain the forms and send along with the scope of work and Justification forms already on file to Kelly at [fa-imr@nps.gov](mailto:fa-imr@nps.gov).
- c. For new agreements that arrive after 6/28, Lisa shall forward to [fa-imr@nps.gov](mailto:fa-imr@nps.gov) who will ask Pat O'Brien to vet them in the usual CESU manner (e.g., thorough review of scopes and budgets) and work with park ATRs and PIs to get the packets completed. The completed packets will then be routed by [fa-imr@nps.gov](mailto:fa-imr@nps.gov) to Lisa Gerloff so she can maintain RM-CESU files and databases.

All other agreements related inquiries (No Cost Extensions, Change of ATR or PI, modifications to add funds, etc.) shall be forwarded to [fa-imr@nps.gov](mailto:fa-imr@nps.gov).

- d. The U of MT shall also
  - i. add to and maintain the RM-CESU NPS agreements data-base of projects for FY14,
  - ii. file final reports and other products that arrive during the performance period, and post them to the RM-CESU website, and
  - iii. Work with an expert in NPS RM-CESU administration through a sub-agreement for tasks associated with NPS RM-CESU administrative activities in fall/winter of 2014.

**Task 2. Tribal College Outreach**

- a. Assist with an outreach trip for the RM-CESU to two tribal colleges in the fall of 2014: Little Bighorn College and Chief Dullknife College. The objective is to orient new tribal college partners to the RM-CESU, answer questions about process, learn about the expertise and facilities that the colleges have to offer federal partners, and share opportunities and updates. These visits are critical to ensuring successful tribal college participation in the RM-CESU.
- b. Tasks shall consist of working with a sub-agreement partner with expertise in tribal colleges and CESUs to plan and coordinate the college visits over the course of one week, and assist with arranging transportation.

**Outcomes with Completion Dates:**

a brief letter report describing project accomplishments. A progress report is due December 31, 2014 and the final letter report is due July 30, 2015

**Keywords:** Rocky Mountains CESU, National Park Service, University of Montana, Administrative Report