Please fill out and email as an attachment to the [KBS LTER Project Manager](#).

Today's date:

Contact Information:

Name:

Job Title:

Affiliation: Institution

       Department

Email:

Phone:

Mailing Address:

Proposed Project Information:

Title of proposed project:

Is this project a renewal?

    Yes   No

If a graduate student or postdoc, your academic advisor:

Other primary investigators (include name, title, affiliation, and email address):

Proposed date of first sampling:

Description of research (Project rationale and objectives; pasted proposal abstract is acceptable)

Source of Funding:

This information is used for annual reports to NSF.

No funding at this time   Funding is pending   Funded by:

For funded projects, please either paste a complete proposal citation in the large box below or fill out individual boxes.

Name of funding agency and program (e.g., NSF Ecosystems or USDA NIFA):

Amount of award (all years):

Duration of award (e.g., 3/2022 - 2/2024):

Name of Principal Investigator:

Name(s) of Co-Investigator(s):

Title:

Proposed Sampling Plan:

Please consult with the KBS LTER Project Manager (contact information below) to make this description as specific as possible and to discuss plans that may need special handling. We recognize that plans can change based on weather and discovery, and can be appropriately flexible provided modifications are discussed with the Project Manager.

In the box below please address each of the following questions:
1. what type of samples are needed (including amounts);
2. where samples will be taken (treatment or site, replicate, sample station);
3. when sampling is expected to occur (including frequency, beginning date, end date);
4. how samples will be collected (e.g. traps, sweeps, soil cores, etc.); and
5. who is expected to do the sampling.

If sampling requires the deployment of special equipment (e.g. flux boxes, vertebrate traps, minirhizotrons) please note the size of equipment and duration of its deployment, as well as any special requirements such as power or data loggers. No metal flags can be deployed in any of the plots: use fiberglass or plastic flags instead.

If you are proposing any microplot experiments (disturbance of any kind including the application of any chemicals or water) please describe well.

Data Access:

It is the policy of NSF that data generated at LTER Sites will be made available to the scientific community in a timely fashion following publication. A condition of using the KBS LTER Site (and samples from the site) is that you agree to this policy and agree to make data collected at KBS LTER accessible via the KBS LTER web site or another data repository (e.g., Dryad).

The KBS LTER web site provides access to baseline data collected by the project on a continuing basis (see the KBS LTER Data Catalog and Terms of Use). KBS LTER will work with investigators to archive properly formatted data and to make it available on our web site. Guidelines for submitting data are available. You are encouraged to contact the LTER Information Manager to discuss your data prior to submission.

KBS LTER will also work with investigators to archive physical samples (e.g., plant, soil), whenever possible.

Please indicate your agreement to the following terms:

No sampling will be performed on site without explicit knowledge and permission of the LTER Project Manager.

    Yes   No

No metal flags will be deployed in any plots or other field sites (fiberglass or plastic flags are OK).

    Yes   No

All publications arising from work done on site or with samples from the site will acknowledge support
from NSF (suggested language below)** and will reported to the Information Manager.

    Yes   No

Data used in papers will be made publicly available soon after publication via the KBS LTER data catalog (http://lter.kbs.msu.edu/data/) or a data repository such as Dryad (datadryad.org).

    Yes   No

** Suggested acknowledgment language: lter.kbs.msu.edu/acknowledgements

Review Process:

Please email your completed form to the KBS LTER Project Manager. Your request will be reviewed by the Project Manager and the Information Manager, as needed, prior to final approval by the Project Director (contact information below). In some cases approval will also be needed from the Project's Executive Committee.

Approval normally takes 2-3 weeks. Please indicate in a cover note if you need accelerated approval.

Contact Information:

Project Manager	Information Manager	Project Director
Stacey VanderWulp	Sven Bohm	Stephen K. Hamilton
vanderws@msu.edu	lter.data.manager@kbs.msu.edu	hamilton@msu.edu
Phone: (269) 671-2339	Phone: (269) 671-2337	

For Office Use Only

Date received:
Date approved:
Data submission level: