



## FRIENDS RESEARCH FUND 2026

### Grant Application Instructions, Guidelines and Review Process

#### A. Description of Grant

Friends of the Cascade-Siskiyou National Monument (FCSNM) provides grants through the *Friends Research Fund* (FRF) to support undergraduate, graduate, and Indigenous research aimed at enhancing our understanding, appreciation, preservation, and protection of the Cascade-Siskiyou National Monument. Areas of research may encompass biology, environmental sciences and education, sociology, arts and humanities, Indigenous studies, history, and business. Awards are granted based on the significance, quality, and feasibility of the proposed project. Upon completion of the research project, awardees are required to submit a written narrative report of their findings to FCSNM. Additionally, awardees present their findings orally at the annual Monument Research Symposium organized and hosted by the Friends (typically held in March or April).

All qualified applicants will receive consideration for funding without regard to race, color, religion, gender, sexual orientation, national origin, disability, age, immigration status, or veteran status.

#### B. Application DEADLINE - May 15, 2026

1. The completed application form must be emailed to FCSNM ([info@cascadesiskiyou.org](mailto:info@cascadesiskiyou.org)) by **May 15, 2026**, 11:59 p.m. PST.
2. Completed application must include the following:
  - a. Application: *Use the attached Application Form.*
    1. Project Description: Objectives and Relevance
    2. Project Procedures and Timeline
    3. Budget
  - b. Applicant's Experience and Qualifications
    1. Curriculum vitae – 2 pages, maximum
    2. Letter of Faculty Advisor recommendation
3. Any application lacking any of these elements is deemed incomplete and ineligible.

#### C. Eligibility

Applicants must:

1. Currently be enrolled as a Junior or Senior undergraduate or a graduate student with good academic standing at a state or regional college or university.
2. Have successfully completed, with a passing grade or better, coursework in at least one upper division course relevant to their proposed area of study.



#### **D. Evaluation Criteria**

Each proposal will be evaluated and ranked based on:

1. Relative importance, originality, and relevance of the proposed project (results of the proposed project must be in line with FCSNMs mission and hold the potential application for directly or indirectly enhancing our understanding, appreciation, preservation, and/or protection of the Monument).
2. Project design (e.g., testability of hypothesis, nature, and level of analysis/survey).
3. The probability of success is influenced by the applicant's experience and qualifications within the proposed timeline and budget.

#### **E. Awards**

The awardees will be announced the week of **May 18, 2026**, and commitments to accept the projects will be confirmed by **May 29, 2026**. Awards on individual grants will range from \$500 to \$3,000.

Grant funds will be distributed to awardees by **June 8, 2026**. (Note: 20% of the award will be withheld for two conditions: 1) 10% upon completion of an in-person or virtual check-in with FCSCM staff or board members to be completed by December 31, 2026; and 2) 10% for the presentation at the Monument Research Symposium in March/April 2027 and the completion of the Final Research Project by June 1, 2027. Withheld funds will be forfeited if deadlines are missed.

#### **F. Other Conditions of the *Friends Research Fund* Grant**

**Financing Restrictions.** The *Friends Research Fund* will fully or partially finance only field research in biology, environmental sciences/education, sociology, arts and humanities, and business conducted by undergraduate seniors and graduate students at state and regional colleges and universities.

**Covered and Not Covered Expenses:** The *Friends Research Fund* will not cover tuition or any expense covered by a university or sponsored program. Covered expenses may include stipends, travel (such as lodging, per diem, and mileage), and materials or supplies necessary for the research project.

**Specimen and Material Collection.** Any collection of animal or plant specimens or soil or rock samples from the Monument must receive authorization from BLM and the issuance of a BLM Collections Permit beforehand.

**Reports.** Upon completion of the project (no later than June 1, 2027), awardees must submit both an electronic and written narrative report of their research findings to FCSNM. The narrative report should accurately describe the following elements: 1) The methods utilized in the project; 2) The project outcomes and/or findings; 3) How these outcomes/findings enhance the understanding, appreciation, preservation, and/or protection of the Monument; and 4) An account of the funds expended on the project. Additionally, awardees are expected to present the results of their work in an oral and PowerPoint formats at the annual FCSNM Monument Research Symposium hosted by the Friends (usually in March or April), either virtually or in person. **Crediting the Friends:** Awardees must acknowledge the *Friends of Cascade-Siskiyou National Monument* as a funder of their research in all oral, visual, or written communications. Recognizing *Friends*-sponsored research highlights the community supporters who facilitate these research grants for university students.

**Non-Compliance:** If you are awarded and accept the grant, you acknowledge your legal obligation to fulfill all conditions outlined in the Final Report as described in this Application. If the Final Research Report is not



completed and submitted by the due date, and you have not requested a Project Extension or do not respond to our requests to complete your project, a Grant Report Default Notice will be sent to your Project Advisor, Department Chair, or College Dean. This notice will indicate that you are not in compliance, jeopardizing the collaborative and scholarly relationship with the Friends of Cascade-Siskiyou National Monument. At this stage, you will forfeit any remaining funds and may be required to return all previously issued funds.

### G. Instructions for Completing the Application Form

1. Download the Application Form from our website and open it using Adobe Acrobat Reader or Adobe Acrobat Pro (some fields have embedded auto fill that will not work in other programs). Save a copy of the form and name the file: “*ApplicantName-FRF25-Application*”
2. Once the Application is saved and named, complete it. Be concise and confine your answers within the provided text boxes. *Do not add any extra pages, unless the form indicates otherwise.*
3. Complete the budget. Be sure your calculations are correct. If a particular category of expenses is not expected, please enter ‘\$0.00’ in the appropriate place in the application (don’t leave any expense categories blank).

### H. Applicant Experience and Qualifications

1. Prepare a curriculum vitae, no more than 2-pages. This file should be a separate attachment emailed at the same time as the Application. Name this file: “*Applicant Name-FRF25-Vitae*”
2. Ask a faculty member who will oversee your proposal to give you a recommendation on your proposed research project. See below for what needs to be included in this letter. This file should be a separate attachment emailed at the same time as the Application. Name this file: “*Applicant Name-FRF25-Recommendation*”

### I. Email all the above attachments to [info@cascadesiskiyou.org](mailto:info@cascadesiskiyou.org)

Subject: “Friends Research Fund 2026”

Text: “Please find attached my Application Package for the Friends Research Fund 2026.”

Applicant Name  
Applicant Address, City, State Zip Code  
Applicant Email Address  
Applicant Phone #

Attachments should include: *Examples:*

Applicant Name-FRF25-Application: *Anna Lee-FRF25-Application*

Applicant Name-FRF25-Vitae: *Anna Lee-FRF25-Vitae*

Applicant Name-FRF25-Recommendation: *Anna Lee-FRF25-Recommendation*

### J. For assistance or questions, contact:

Zaynab Brown, Program Coordinator, [zaynab@cascadesiskiyou.org](mailto:zaynab@cascadesiskiyou.org) or call (541) 378-3039 and leave a message.

## Project Description



<b>Today's Date (Month/Day/Year):</b>	
<b>Project Title:</b>	

<b>Name:</b>		<b>Email:</b>	
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<b>Address:</b>		<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
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<b>Class Standing:</b>		<b>Major:</b>		<b>School:</b>	
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<b>Faculty Advisor:</b>		<b>Email:</b>	
<b>Project Start Date:</b>		<b>Project End Date:</b>	

## Project Objectives



A. Briefly describe the specific objectives (expected outcomes) of the proposed project/study: *Limit response to 250 words.*

**Project Relevance**



B. Briefly describe how the applicant's objectives will support FCSNM's mission of promoting the understanding and/or the appreciation, preservation, and/or protection of the Cascade-Siskiyou National Monument: *Limit response to 250 words.*

Empty response box for describing objectives.

**Project Procedures**



C. Describe the techniques, procedures and/or methodologies to be used, including data collection, analysis, and means of interpretation: *Limit response to 300 words.*



## Project Timeline

D. Describe the basic proposed timeline of project tasks and expected outcomes: *Limit response to 300 words.*



## Budget

List the detailed budget of project direct costs for materials/supplies

### A. MATERIALS AND SUPPLIES

Budgeted cost of materials, supplies, and analysis used directly in this project. If unit cost is greater than \$200.00, please list separately.

Item	Quantity	Cost per Unit	Matching Funds (if available)	FRF Funds	Total Funding
<i>Example: Camera Trap</i>	2	\$200.00	\$0.00	\$400.00	\$0.00
<b>Total: Materials and Supplies</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>
<i>Optional narrative explanation of costs:</i>					



List the detailed budget of project direct costs for student stipends.

<b>B. STIPENDS</b> Budgeted cost of stipend for projected work to carry out agreement activities. Explain the tasks to be completed for the date ranges indicated in the narrative box below.					
Date Range	Hours	Cost per Unit	Matching Funds (if available)	FRF Funds	Total Funding
<i>Example: July 1 - 14, 2025</i>	<i>10</i>	<i>\$15.00/hour</i>	<i>\$150.00</i>	<i>\$0.00</i>	<i>\$150.00</i>
<b>Total: Stipends</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>
<i>Optional narrative explanation:</i>					



List the detailed budget of project direct costs for travel (lodging/per diem)

**C. LODGING AND PER DIEM**

Budgeted cost of lodging and *per diem* necessary to carry out agreement activities. Explain the details and purpose of the travel in the Narrative box below.

**Note:** The Friends offer a daily per diem of \$30 per day.

Proposed Travel		No. of People	No. of Days	Cost Per Person (per day or trip)	Matching Funds (if available)	FRF Funds	Total Funding
To:							
From :							
To:							
From :							
To:							
From :							
To:	<i>Example: Ashland, OR</i>	<i>1</i>	<i>2</i>	<i>\$30.00/trip</i>	<i>\$0.00</i>	<i>\$60.00</i>	<i>\$60.00</i>
From :	<i>Green Springs, OR</i>						
<b>Total: Lodging &amp; Per Diem</b>					<b>\$</b>	<b>\$</b>	<b>\$</b>

*Optional narrative explanation of costs.*



List below the detailed budget of project direct costs for travel (mileage)

**D. MILEAGE**

Budgeted cost for expected mileage traveled in carrying out agreement activities. Explain the details and the purpose of the mileage in the Narrative box below.

**NOTE:** The Friends offers a reimbursement mileage rate that matches the Federal Government rates at the time the grant is awarded, which is currently \$0.73 cents/mile.

	<b>Proposed Travel</b>	<b>No. of Miles</b>	<b>No. of Trips</b>	<b>Cost Per Mile</b>	<b>Matching Funds (if available)</b>	<b>FRF Funds</b>	<b>Total Funding</b>
<b>To:</b>							
<b>From:</b>							
<b>To:</b>							
<b>From:</b>							
<b>To:</b>							
<b>From:</b>							
<i>To:</i>	<i><b>Example:</b> Ashland, OR to</i>	<i>20</i>	<i>4</i>	<i>\$0.73/Mile</i>	<i>\$0.00</i>	<i>\$58.00</i>	<i>\$58.00</i>
<i>From:</i>	<i>Green Springs, OR</i>	<i>Miles</i>					
<b>Total: Mileage</b>					<b>\$</b>	<b>\$</b>	<b>\$</b>
<i>Optional narrative explanation of costs:</i>							



Summarize the detailed budget for all direct project costs and the requested FRF funds and/or available matching funds applicable to this project.

<b>E. SUMMARY OF DIRECT PROJECT COSTS</b>			
The total of all direct budgeted costs and requested and/or available funding applicable to this project.			
Direct Project Costs	Matching Funds (if available)	FRF Funds	Total Funding
<b>A. Total Materials &amp; Supplies Costs</b>	\$	\$	\$
<b>B. Stipends</b>	\$	\$	\$
<b>C. Total Lodging &amp; Per Diem Costs</b>	\$	\$	\$
<b>D. Total Mileage Costs</b>	\$	\$	\$
<b>D. Total Direct Project Costs (A + B + C + D)</b>	\$	\$	\$



## Applicant Experience and Qualifications

### A. Curriculum vitae

Attach a copy of your curriculum vitae (2-page limit).

Name the file: *Applicant Name\_FRF25\_Vitae* Example: Anna Lee\_FRF25\_Vitae

### B. Letter of Recommendation

Attach your Faculty Advisor's recommendation.

Name the file: *Applicant Name\_FRF25\_Recommendation* Example: Anna Lee\_FRF25\_Recommendation

The Faculty Advisor's recommendation must include:

1. Describe the applicant's experience and qualifications pertinent to the project's success.
2. Briefly list and describe any academic course credits awarded to the applicant upon completion of this project.
3. Sign and agree to act as advisor/supervisor of the applicant during the performance period of this project.
4. Contact information, email, office mail address, and phone number.