

## Proposal Assistance Guidelines and Checklist

The [Arctic Research Support and Logistics Program](#) (RSL) pays for the arctic field support (logistics) costs of National Science Foundation/Office of Polar Programs (OPP) - funded researchers. On occasion, RSL also pays for the arctic logistics costs of NSF proposals funded outside OPP. This funding is provided either directly to the researcher's grant or via a third-party provider such as CH2M Hill Polar Services, UAF's Institute of Arctic Biology, U. Wisconsin's Ice Coring and Drilling Services, or UNAVCO. These third-party providers are engaged directly by NSF via subcontracts, grants, and cooperative agreements. In many cases using one of the third-party providers reduces the overall logistics costs to a proposal due to resource sharing and economies of scale.

When you submit a proposal to the NSF that includes fieldwork, you are required to include a logistics description in the timeline/work plan section. If you plan to pay for field logistics through your grant you must also include the year-by-year costs in your budget and detail the costs in your budget justification. If you would like the assistance of a third-party provider, do not include these costs as a budget line item. Instead, you should identify your plans clearly and realistically in the logistics description, include statements in your budget justification signaling your intent to request third-party logistics provider support, and if at all possible, obtain a support letter and budget estimate from the provider to include as a supplementary document to your proposal. Researchers who request logistics support/funds beyond the scope of that identified in their funded proposal will be required to justify changes to their Program Officer before any additional support or funding is approved.

To assist researchers in planning their fieldwork and developing an accurate logistics description, CPS offers the below checklist. Please consider the support elements listed in the checklist when preparing your logistics plan. If you plan to use CPS as your logistics provider, we can work with you to develop a support letter and budget estimate for inclusion in your proposal. Depending on the complexity of the proposed fieldwork and the volume of requests CPS receives, it may take between three to six weeks to develop an estimate. For that reason we ask that you provide a complete description of your proposed fieldwork (including any appropriate elements identified in the below checklist) to [Diana Garcia-Lavigne](#) at least three weeks before the proposal deadline. We reserve the right to turn down proposal assistance requests received after the 3-week cutoff.

For more information about proposal assistance, or regarding the services laid out below, please email [Diana Garcia-Lavigne](#). For an overview and starting point for developing a logistics plan, also visit the [Arctic Research Support and Logistics Program](#).

| <i>Items for consideration</i>  | <i>Comments</i>  | <i>Potential Resources</i>  |
|---|--|---|
| <b>Field Location</b>   |  |   |
| Where do I want to go, how often am I going, and how long is each trip?                 | Use this information to develop a rough "schedule" of when and where for each field season. For remote field sites, be prepared to provide coordinates. For more information about a field site, contact the specific third-party provider such as CPS for Summit or Barrow, or IAB for Toolik. You may also refer to the Arctic Stations Layer in ARMAP the online mapping application. | <a href="#">Summit, GL - CPS</a><br><a href="#">Toolik, AK - IAB</a><br><a href="#">Other sites - ARMAP</a> |
| What are the permitting requirements and permit deadlines for each proposed study site? | Depending on the facility, third-party logistics providers may or may not submit permit requests on behalf of science projects, though they can always help determine what permits may be required. Again, visit the specific logistics provider site.   |   |
| <b>Field Team</b>   |  |   |
| Number of field team members  | It's important to start off with an idea of the number of people to help in estimating travel and subsistence costs.   |   |
| <b>Transportation to/from the Research Hub</b>  |  |   |
| Commercial airline tickets  | Researchers should plan to pay for all scheduled, i.e. commercial airline, tickets to their research hub. The logistics provider takes over at the hub. Check with the logistics provider for specifics.   |   |

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| Air charters  | CPS handles most aircraft charters for the Arctic Program, though there are exceptions depending on location of fieldwork. Check with CPS. Canada's Polar Continental Shelf Project (PCSP) provides an excellent summary of common airframe types, capacities, and ranges in its operations manual. This summary is a helpful resource regardless of where you plan to work. | <a href="#">PCSP's Aircraft Specifications Guide</a> |
| Boat charters   | CPS can work with a researcher to charter boats for small efforts. Time on larger research vessels such as the <i>Healy</i> must be requested at the proposal stage, typically from UNOLS.   | <a href="#">UNOLS ship time requests</a>             |
| Cargo shipment  | An accurate sense of the amount of gear (both personal and science) is important for estimating shipping and charter costs. Try to identify overall weight, cube, and any odd-size/special handling pieces. CPS can help with freight costs from research hubs to/from the field site.   |  |
| Sample shipment & storage costs                               | An accurate estimate of the amount of samples to be returned is important for estimating shipping and air charter costs. CPS can assist with the cost of sample shipment and storage, but permitting and customs paperwork is the responsibility of the research project.  |  |
| Travel per diem   | En-route hotel/per diem costs are typically paid for by the researcher's grant.  |  |
| <b>Transportation while in the field</b>                      |  |  |
| Trucks, snowmachines, ATVs, boats                             | Most third-party logistics providers have some transportation inventory. Either contact the specific logistics provider for a site, or contact CPS.  |  |
| Air support (helicopter/fixed wing charters)                  | CPS handles most aircraft charters for the Arctic Program, though there are exceptions depending on location of fieldwork. Be prepared to identify the type of support you require; do you need close support or can you be left in the field? Do you require any special equipment mounted on the aircraft? Contact CPS for more info.                                      | <a href="#">PCSP's Aircraft Specifications Guide</a> |
| <b>Field Clothing</b>   |  |  |
| Appropriate clothing & footwear for specific field conditions | Many third-party logistics providers DO NOT provide arctic clothing. Exceptions might include highly specialized items such as mustang suits/float coats, etc. Contact individual providers for details of what is offered and for lists of recommended field gear for a particular situation.   |  |
| <b>Communications</b>   |  |  |
| Satellite telephones and HF/VHF radios                        | Most facilities run by third-party logistics providers offer some level of communications infrastructure. For all others, CPS offers a substantial communications inventory.   |  |
| Data communications   | CPS can assist researchers with engineering and implementing custom data communications solutions.   |  |
| <b>Global Positioning System Support</b>                      |  |  |
| High-Precision GPS Support                                    | UNAVCO offers high-precision GPS equipment and engineering support to NSF/OPP funded projects. Investigators are encouraged to request UNAVCO support at the proposal stage. For low-precision handheld GPS units, contact your third-party provider or CPS.   | <a href="#">UNAVCO</a>                               |
| <b>Drilling Support</b>                                       |  |  |
| Ice Coring  | IDDO provides a range of ice coring equipment, engineering, and field support. Support ranges from the provision of basic hand augers for shallow cores to larger drills (and operators) suitable for deep coring efforts. Investigators should request IDDO support at the proposal stage.  | <a href="#">ICDO/IDDO</a>                            |
| Ice Core Boxes  | IDDO (see above) typically does NOT provide core storage boxes or core sleeves. Contact CPS for this support.  |  |
| <b>Facility Use Costs</b>                                     |  |  |
| User days   | Contact the third-party logistics provider for the facility you wish to visit to determine how user days are paid.   |  |
| Hotel lodging   | When using local accommodations while in the field CPS support may be available (depending on location)  |  |
| Local meals   | Researchers should budget for meals when staying at hotels/local   |  |

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|   | accommodations that do not offer “user day” rates. See below for remote field food.   |   |
| <b>Remote site costs</b>                                |   |   |
| Shelter, power, heat                                    | CPS maintains an inventory of tents, generators, solar panels, stoves, etc. for researchers working in the remote field. CPS can also provide custom remote power systems. Other third-party providers also have field gear available for projects basing from their stations. Contact your provider, or CPS.   |   |
| Camping consumables such as fuel, food                  | CPS can assist researchers with camping consumables. Other third-party providers may also supply camping consumables for projects basing from their stations. Contact your provider, or CPS.  |   |
| Staffing requirements                                   | Is your camp large enough (10-15 people) to require a camp assistant? CPS can provide this support.   |   |
| <b>Safety/Medical</b>                                   |   |   |
| Wilderness medical, survival, and field safety training | Some, if not all, of your field team should have a minimum set of field safety skills if working at a remote site. CPS offers such classes to all NSF-funded researchers. Attendance at the CPS-sponsored classes does not need to be requested in your proposal. Check our web site or watch ARCUS’s ArcticInfo mailing list for our regular class announcements. Researchers wishing to participate in highly specialized or more advanced safety training should request funds in their grant. | <a href="#">ArcticInfo Mailing List</a> |
| Wilderness medical support                              | CPS offers researchers working in wilderness locations medical kits and access to a remote medical service. This need not be identified at the proposal stage. Check our web site for more information.   |   |
| Safety escorts  | Are you conducting fieldwork in an area with potential hazards? Many third-party providers can assist with matching up scientists with Native guides, oilfield escorts, or mountaineers. Please contact the individual provider or CPS for more information.  |   |
| Greenland Medical Clearance                             | Researchers traveling to remote sites on the Greenland ice sheet may need to complete an NSF-mandated physical. Researchers should budget for physical exam costs for each field team member in their grant. For more information contact CPS.  |   |