NAU Centennial Forest
Research Fee Policy

Beginning July 1, 2004, The Centennial Forest will charge a fee for all research projects on the Forest for the purpose of recovering costs associated with facilitating research, processing applications, and general management of the Forest. The Centennial Forest staff facilitates research by:

- Helping investigators locate suitable research sites through maps, discussions, and field trips
- Working with regulatory agencies to help researchers gain environmental compliance/permission
- Coordinating projects so that resource management, research, and teaching activities do not come into conflict
- Documenting project location, activities, and impacts, for use by other researchers
- Performing GIS analyses, helping produce maps, and providing GPS support.
- Providing information on forest conditions and activities
- Preparation of annual reports of comprehensive research and education activities
- Provides research capability statements for the Centennial Forest suitable for inclusion in grant applications.

All researchers are required to pay this fee regardless of campus or departmental affiliations. The Centennial Forest fees are similar to those of the Coconino National Forest which started charging researchers or their departments for the processing of special use permits for research projects beginning in 2004. For more information on Coconino National Forest research fees, visit [http://nau.edu/mpcer](http://nau.edu/mpcer).

Centennial Forest staff will work with investigators to make an initial assessment of the suitability of a project or site. Researchers will not be required to pay fees for reconnaissance trips, preliminary GIS analyses, or discussions with staff regarding the potential use of the Centennial Forest for research purposes.

Some activities could be considered both research and teaching. Some teaching activities, such as destructive sampling for educational purposes, require Centennial Forest staff involvement to obtain clearances, assist with identifying project sites, etc. and will be treated as research. If you are unsure which category your project falls into, please contact the Centennial Forest Manager (928/523-8069, CentennialForest@nau.edu). Research conducted at the request of the Centennial Forest, or otherwise falling outside the normal realm of university research may be eligible for a fee waiver. A formal request to the Director must be made using a waiver request form.

In order to promote research on the Centennial Forest, we have developed a fee schedule that will allow researchers to anticipate the amount that will be charged so that they can include this in grant proposals. The schedule includes three categories—low, medium, and high, referring to the environmental impact and/or the complexity of the project which reflects the amount of Centennial Forest staff time necessary to implement the project. Below are some criteria used to determine the appropriate research impact category. Some of these criteria automatically trigger a medium or high impact research project, while others, taken in combination would trigger a higher impact level. For example, animal trapping within endangered species habitat will
automatically trigger a medium or high impact category because of the additional time required in
discussions with the U. S. Fish and Wildlife Service. Cumulative ground disturbance of 1 m² or
greater will usually trigger a higher impact category unless the activity takes place in areas
already surveyed and found to have no archaeological resources. Each project will be reviewed
by the Centennial Forest Management Team and P.I.s will be consulted regarding the designation
of the fee category. In some cases a project may fit into a lower fee category if the investigator
has means of mitigating impacts, or accomplishing work that would otherwise have to be done by
Centennial Forest staff. A few large or complex projects may require other arrangements to
compensate staff or pay contractors to accomplish the work.

Fees are due when the **Centennial Forest Activity Application** is submitted by attaching the
appropriate payment form. NAU researchers should fill out an **NAU Transfer of Funds form**.
Non-NAU researchers should use the **Centennial Forest Research Fee Billing Form**.
Centennial Forest staff will forward these forms to the appropriate business management office
on your behalf.

Centennial Forest costs associated with research primarily occur during project start-up, but costs
of forest management, preparing reports, compiling data, and other tracking activities occur
throughout the life of a project. Renewal research fees will be charged for long-term projects
extending beyond the time period of the initial project or 3 years, which ever is less. Generally,
the impact category for renewal projects will be lower than the initial fee category for the project,
because the time-consuming clearance and other project initiation work will have been
completed.