

Forestry Research Guidelines

Research Establishment

Research Projects/Demonstration Projects generally fall into two categories. Research projects are externally funded, and demonstration projects are funded with revenues generated from within the experiment station and/or the specific project.

Procedure

When a researcher either associated with the MAFES system or units external to the MAFES system is proposing to initiate a research project on lands that are controlled by MAFES, the following procedure must be followed:

Initially the researcher will contact the Supervisor of Forest and Facilities Management with a suggested location for the project. The Supervisor will then initiate a search enlisting both the Associate Director of MAFES, the Unit Director of the particular station, and the Branch Station Manager to ensure that the proposed area does not overlap any other current research projects or demonstration areas on the particular station.

Once this initial review has been completed, the Supervisor of Forest and Facilities Management will submit to the researcher the *Research Proposal Form* and request completion of the form (see attached). This form will indicate the length of the project, the type of project, the specific area of the project, and any other special considerations or requests for branch station personnel. The form will also clearly state whether wildfire suppression or control burning activities will be included or excluded from the area. Along with the form, the project leader will submit the project plan.

Once this form has been completed and reviewed by the Supervisor of Forest and Facilities Management, it will then be submitted to the Associate Director of MAFES for review and consideration. (At this point, the Associate Director will contact the Unit Station heads and the Branch Station Manager). When approval has been obtained from the Associate Director, the Supervisor of Forest and Facilities Management will contact the project leader and request any additional information and subsequently move the acreage requested from the forest management activities on the particular branch station where the research is to be conducted into the research category.

Once established in the research category, the Supervisor of Forest and Facilities Management's staff will continue to monitor the project and maintain records over the life of the project. This will require, at a minimum, yearly submission of reports to the Forest Supervisor for record keeping purposes on the project; quarterly reports are preferred. When the project is complete, the forest staff will move the area back into forest management and will continue to maintain records of the research that is performed on the area into perpetuity.

The following is a yearly timeline for establishment of research projects on MAFES-owned lands that require planting:

Timeline for Established Research Plots on MAFES Branch Station Lands

August/September	Identify plot locations.
October/November/December	File <i>Research Proposal Form</i> and project plan with Branch Station Supervisor, Branch Station Unit Head, Associate Director of MAFES, and Supervisor of Forest and Facilities Management
January/February/March	Identify seedling needs and site preparation area. Submit needs to the Supervisor of Forest and Facilities Management no later than March 31.
May- September	Site preparation completed.
December-March (year 2)	Planting completed.
December 31	File report on progress of project with Associate Director and Supervisor of Forest and Facilities Management (will be filed on a yearly basis until project concludes).

Timeline for Timber Sales on MAFES Branch Stations

Months

0-3	Identify sale area. Seek approval from Branch Station Manager, Branch Station Unit Head, Associate Director of MAFES, and Supervisor of Forest and Facilities Management
3-4	Sale area marked.
5	Request permission from IHL for advertisement for bids.
6-7	Advertise for sale.
8	Request permission from IHL to accept bids. Sale closed. Cutting begins.
9-33	Depending on contract length, sale is cut.

Projects requiring specific site preparation

At least six months before the beginning of the fiscal year in which required research needs site preparation or special considerations, the above items must be submitted to the Supervisor of Forest and Facilities Management. Site prep times generally range from May 1 through September 30. Site preparation that falls into this category is shearing and piling, tree crushing (chopping), and herbicide site preparation. Request for control burning/prescribed fire should be submitted no later than six months prior to the intended time the fire is to be used.

Research Proposal Form
Mississippi Agriculture and Forestry Experiment Station

Date: _____

Project Title: _____

Department: _____

Principle Investigator: _____

Brief description of the project: _____

*Special requirements for the project: _____

Starting date: _____ Ending date: _____

Location of project

Township: _____ Range: _____ Section: _____

GPS Coordinates: _____

Branch Station Location (brief description of branch station): _____

Should a wildfire occur in this area, will the project require (check one):

- No fire suppression activities
- Normal fire suppression activities
- Hand fire suppression activities

May the forest staff continue to include this area in the prescribed fire rotation? (check one)

- Yes
- No

Additional comments or requests: _____

Project leader (print): _____ Signature: _____

Submitted to the Forest Supervisor (date): _____

- Approved
- Disapproved by the Associate Director of MAFES (date): _____

Comments: _____

*Submission of this form must include the project proposal.