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LETTER REGARDING NEED FOR US PARK SERVICE TO RECEIVE ASSOCIATED
INVESTIGATORS ANNUAL REPORT (IAR) FOR SCIENTIFIC RESEARCH AND COLLECTING
PERMIT IN 2012 NAS PENSACOLA FL

04/05/2013

UNITED STATES DEPARTMENT OF THE INTERIOR NATIONAL PARK SERVICE



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, D.C. 20240

IN REPLY REFER TO:

April 5, 2013

N2621 (2301)

To: Investigators holding NPS Scientific Research and Collecting Permits Active during Calendar Year 2012

From: John Dennis, National Park Service, Deputy Chief Scientist

Subject: Completing Annual Accomplishment Reports. Response requested prior to May 31, 2013

I am contacting you by U.S. post as a follow up to attempts to reach you via electronic mail. Our records indicate that you held an active Scientific Research and Collecting Permit during part or all of calendar year 2012 and that the U.S. National Park Service (NPS) has not yet received the associated Investigator's Annual Report. Scientists issued a permit by the NPS to conduct scientific research pertaining to natural resources or social sciences are required, as a condition of the permit, to provide an Investigator's Annual Report (IAR). We have extended the call period to May 31, 2013 to accommodate those who did not receive the electronic requests for this report (submission still can be made after May 31, 2013). *Please note that this call is for 2012 IARs, it is not a call for calendar year 2013 IARs.*

How do you submit an Investigator's Annual Report (IAR) using the Internet?

Investigators with access to the Internet are encouraged to respond to NPS requests for annual accomplishment reports by using interactive software designed to facilitate the completion and submission of this information via the Internet. The software has been validated for the following browsers: Internet Explorer, Chrome, and Firefox. Your web-browser should be configured to enable "Cookies" and "Java Script".

The Internet address you should use to complete the IAR process is:

<https://science.nature.nps.gov/research>

When you reach the opening page, click on the option labeled "**Submit Investigator Annual Reports (Password required)**". You will then be asked to login with a username and password. Please enter the following:

Username = NPSIAR
Password = TPF2012its%

The username and password must be entered exactly as shown.

After you successfully log in to the IAR site, follow the instructions on screen to submit new reports. Previously submitted accomplishment reports or permit information can be used to fill-in many details required on new records. We recommend preparing the "Findings and Status" section for your IAR in a separate word processing document, then copy and paste it into the IAR form. Please note carefully: **you will not be able to edit a new report after submitting it** to the NPS database (the system will remind you about this constraint prior to submission). The report must be completed in English and should provide readers with a basic understanding of your objectives (less than 4000 characters) and annual accomplishments (less than 4000 characters).

Thank you.

Whom to contact for technical support:

For technical support involving the NPS Research Permit and Reporting System or IAR process, contact: Bill Commins, email = Bill_Commins@nps.gov, phone = 202-513-7166 (Eastern Time)