

Protocols for Archaeological Research on DNR-Collections

Required Components of Work Proposal

Research Design: It is the Georgia Department of Natural Resources' intention that all new research be linked to previous studies on the subject property or artifacts, and in the region. To that end, an explicit Research Design is required, addressing research objectives, methods, and expected results. The Research Design must include:

1. A discussion of the proposed research on the collection.
2. Methods of investigation must be stated, such as ones listed below:
 - a. Digital Photographing
 - b. Sketching
3. A discussion of previous research relevant to the project area, to be placed in the background section of the document. The Research Design must include specific information regarding how the proposed research results will benefit DNR and the constituencies it serves through the Goals and Objectives for Preservation, as set forth in *Georgia's State Preservation Plan 2007-2011: Building a Preservation Ethic*, made available by the DNR Historic Preservation Division, by calling (770) 389-7844 or visiting www.gashpo.org.
4. A listing of all personnel who will be involved in the project. This list should specifically identify the Principal Investigator. Prior to issuance of a permit, *DNR reserves the right to limit the number of individuals involved in any research project.*
5. Timeline for completion of the project, including report submission. *This is mandatory.*
6. A detailed budget. All Applicants must submit proof of sufficient support to carry out the project from initial background research through completion.

Research Proposal Review Process

1. The Researcher will submit a complete proposal to DNR at least two (2) months in advance of proposed start date. A checklist is included at the end of this document to insure that all proposal components are included.
2. After both a technical and budget review, DNR *may* elect to request comments by up to three (3) outside experts, if the proposal lies outside the areas of expertise represented in the department. The appropriate land managing division director will be given the opportunity to review, and will have veto power over any proposed research.

3. The Applicant will be notified within at least within thirty (30) days of start date whether or not the proposal has been accepted.
4. If the proposal is approved, the Applicant and Principal Investigator will attend a meeting set up by, and with, the State or Deputy State Archaeologist to acknowledge the agreement between the parties and sign all associated documents.
5. When a project has been approved, a DNR staff member will be appointed as Project Coordinator, and the applicant will be notified of this person's name and contact information.
6. If not approved, DNR comments will be returned to the applicant with the original proposal. Applicant may resubmit proposal at any time for reconsideration.

Media Contacts

1. All media contacts will be made through, and at the discretion of, the Office of the State Archaeologist. *Principal Investigators should not contact media, nor should their sponsors.* If media outlets contact the Principal Investigator or sponsoring institution, s/he should contact DNR immediately so that the State or Deputy State Archaeologist can follow up with the appropriate parties. If the Principal Investigator desires to initiate publicity about the project, s/he must discuss this first with the DNR Project Coordinator and receive authorization before contacting any media.
2. All presentations and publications, including media interviews and articles, will credit the Georgia Department of Natural Resources as cosponsors of the project.

Required Products

1. Under OCGA 12-3-52/53, the State Archaeologist is charged with the management of archaeological sites on state lands for the benefit of Georgia citizens. The following requirements are intended to insure that any investigations on DNR-managed lands, or collections, yield both scientific data for management and interpretation and information of interest to the broader public.
2. The Principal Investigator will email a letter report within thirty (30) days of the completion of the research. Both electronic and hard copies must be furnished.

Failure to Comply

Failure to comply with the measures presented above without timely consultation with Georgia DNR will result in refusal of future permit requests to the Applicant, Principal Investor, and any sponsors.