

Protocols for Archaeological Research on DNR-managed Lands

Required Components of Work Proposal

Research Design: It is the Georgia Department of Natural Resources' intention that all new research should be linked to previous studies on the subject property, 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, which must include a 1:24,000 topographic map showing boundaries of the project area. No investigation or excavation outside the project boundaries will be allowed. Any proposal addressing a site likely to contain burials must include a written procedure for notification of the State Archaeologist upon the discovery of burials. See more discussion below at paragraph titled "Burials."
2. Field methods of investigation must be stated, such as ones listed below:
 - a. Sampling or site assessment. In many cases, limited sampling will answer research questions without the need for full excavation.
 - b. Full excavation or data recovery. Planned excavation of a site or portion of a site must be justified. In general, full excavation of any site on GDNR lands will be avoided unless there is a threat to the preservation of the site.
3. A discussion of previous research relevant to the project area, to be placed in the background section of the document. Conclusions from previous research should be integrated into the proposed work. 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*, available from the DNR Historic Preservation Division by calling (770)389-7844, or visiting www.gashpo.org.
4. A listing of all supervisory personnel who will be involved in the project. This list should specifically identify the Principal Investigator. Prior to issuance of a permit, the names of all crew members must be submitted to DNR. *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.* The timeline must state operational details including:
 - a. Personnel to be on the site
 - b. Tasks
 - c. Dates of closure and backfilling, and restoration of appearance so that entrance/exit, vehicle access, and security can be planned.
 - d. Report submission dates (including preliminary field reports, draft, and final).
 - e. Curation arrangements

6. A detailed budget. *Please Note: Due to current DNR budget constraints, no funding is available from this agency for research projects initiated under this permit process. All funding for any research project is the responsibility of the Applicant and other sponsors.* The budget must include the following as appropriate:
 - a. Salaries and wages
 - b. Fringe benefits
 - c. Consultant fees
 - d. Travel
 - e. Supplies and materials
 - f. Services
 - g. Curation/Conservation
 - h. Other Costs

It is strongly suggested that Applicants are affiliated with an institutional sponsor. All Applicants must submit proof of sufficient institutional support to carry out the project from initial background research through conservation and curation of materials recovered. Detailed documentation of expertise and institutional support to undertake and complete the project in its entirety is required, and should include the complete range of analyses; e.g., lithic, osteological, botanical, 14c, soils, etc. In the event that a permit is issued to pursue the proposed research, the researcher will be considered to be representing his or her affiliated institution. Lack of documented support to complete the project will be grounds for refusal of the permit application.

Burials

It is the policy of DNR not to excavate human remains unless they are threatened. In case of inadvertent discovery of burials, all work must cease, the area should be protected and secured, and the Principal Investigator shall immediately notify the State Archaeologist. Any proposal addressing a site likely to contain burials *must* include a written procedure for notification of the State Archaeologist upon the discovery of burials. This procedure should be part of the submitted Research Design, and will be acknowledged by signature of all parties at the permit-issuing meeting described below in "*Research Proposal Review Process.*" A copy of this written procedure *must* be reviewed with and issued to all field crew.

Relevant burial codes include OCGA 36-72-1 (Abandoned cemeteries and burial grounds), 3121-6 (Activity that disturbs human remains), 31-21-44 (unlawful to remove or disturb contents of graves), and 44-12-283 (Georgia Council on American Indian Concerns). The Georgia Council on American Indian Concerns will review proposals for research on Indian related sites where burials are likely to be encountered in compliance with OCGA 44-12-283 (2). Georgia state laws are available [online](#).

It is the responsibility of the Principal Investigator to read, understand, and comply with the relevant Georgia Code sections regarding burials. If you have a question about burials, ask the DNR Project Coordinator for clarification!

Graduate Student Requirements

Graduate students *must* submit a letter with their permit application that has been signed by their thesis or dissertation chair indicating that they will be closely supervised. Violation of any permit conditions including but not limited to excavation activities outside of those included in the Research Design, non-submittal of management summaries or final reports, curation, or artifact conservation, will result in denial of future permits for research on DNR-managed lands by students of said chair as well as the chairperson themselves.

Research Proposal Review Process

1. The Researcher will submit a complete proposal to DNR at least three (3) 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 a 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 at least within thirty (30) days of start date whether or not proposal has been accepted. The earlier a proposal is submitted prior to fieldwork, the sooner DNR will be able to respond to the Permit Applicant.
4. If the proposal is approved, the Applicant and Principal Investigator will attend a meeting set up by and with the State Archaeologist to acknowledge the agreement between the parties and sign all associated documents, including a written procedure for notification of the State Archaeologist upon the discovery of burials. The permit will be issued at this meeting; it will include any necessary conditions and shall be signed by the Principal Investigator and the State Archaeologist. A copy of the signed permit will be given to the parties and the original will be kept in the project file at Georgia DNR. The State Archaeologist will also deliver a copy of the permit to the local land manager. *The Principal Investigator or other designated representative of authority for the research project should carry a copy of the signed permit while on DNR-managed property.* Applicant will also receive one set of signed copies of other project documents; the originals will be retained in GDNR's project file.
5. When a project has been approved, a DNR staff member will be appointed as Project Coordinator and Applicant will be notified of this person's name and

contact information. Applicant will also be notified of the contact information for the DNR land manager of property to be investigated.

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.

DNR Project Coordinator and Local Land Manager

Following approval of the research proposal, the State Archaeologist will assign a DNR staff member to serve as the Project Coordinator. The Project Coordinator will monitor the progress of the project through regular contact with the Principal Investigator. The Project Coordinator will additionally contact the local land manager to advise them of the project. *It will be the responsibility of the Principal Investigator to make access, logistical, and other arrangements with the local land manager following initial Project Coordinator contact.* All proposed research will be undertaken in accordance with DNR policies and procedures as presented by the local land manager. At the discretion of the local land manager, Researchers will not be allowed on certain DNR properties during hunt seasons or at other times when personal welfare may be endangered.

The Principal Investigator will furnish the Project Coordinator via email with a report every ninety (90) days, from project initiation through final curation. In the absence of email accessibility, a telephone report to the Project Coordinator will be acceptable. The report should be succinct and summarize any activities on the project during the preceding 90 days.

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 GDNR immediately so that the 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 GDNR 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 yield both scientific data for management and interpretation and information of interest to the broader public.
2. The Principal Investigator will email a report every ninety (90) days, from project initiation through final curation. In the absence of email accessibility, a telephone report to the Project Coordinator will be acceptable. The report should be succinct and summarize any activities on the project during the preceding 90 days.
3. The Principal Investigator will submit a field report (letter format with representative digital photographs) to DNR within (thirty) 30 days of fieldwork completion. Both electronic and hard copies must be furnished. The field report will form the basis of a brief (several paragraph) web page article that will be posted by the State Archaeologist on the DNR website.
4. Unless otherwise arranged, the Principal Investigator will submit a draft technical report to the State Archaeologist within one (1) year of completion of fieldwork. After review by the State Archaeologist and staff, the draft report will be made available to the appropriate DNR land-managing division for review and comment. All comments will be returned to the Principal Investigator, who will revise the draft report appropriately and submit three (3) hard copies and ten (10) electronic copies of the final technical report to DNR. The final report must be received within three (3) months of GDNR's comments on the draft report. An abstract or executive summary of the key findings will accompany the final report. *No Researcher will be permitted for further work on DNR-managed property until a final technical report is received.*
5. The Principal Investigator will submit an abbreviated version of the final technical report to *Early Georgia*, the journal of the Society for Georgia Archaeology, *The Profile*, the quarterly newsletter of SGA, or *Preservation Posts*, the monthly e-newsletter of the GA HPD, regardless of other publication submissions that s/he may wish to undertake. Researchers are highly-encouraged to submit articles to *Early Georgia* for projects that are large scale (such as regional-level surveys) or intensive (such as testing or data-recovery excavations). Appropriate measures to safeguard site location or other critical information will be taken in consultation with the State Archaeologist. The Principal Investigator will notify the State Archaeologist via email or phone call at the time of his/her compliance with this requirement. *No Researcher will be permitted for further work on DNR-managed property until the Early Georgia or Profile article is submitted.*
6. The Principal Investigator will submit documentation that all diagnostic artifacts will be conserved as appropriate. Collections will be submitted to the State University of West Georgia (SUWG) or the University of Georgia (UGA) for final curation upon completion of project. *Note: Researchers must furnish funding for conservation and curation.*

For curation standards at SUWG, contact: Dr. Thomas Foster, Director:
tfoster@westga.edu, or (678) 839-6456

For curation standards at UGA, contact: Dr. Mark Williams, Director:
gasf@uga.edu, or (706) 542-8737.

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.