CMER Request

Proponent: RSAG	**Date**: 4/26/22
Contact: Joseph F. Murray abies@olypen.com	**PM**: Alexander Prescott alexander.prescott@dnr.wa.gov
Project Name/Issue: Western Washington Type F Riparian Prescription Monitoring Exploratory Field Study Project	
Request: RSAG requests CMER review of the Westside Type F Exploratory Report.	
Funding Source: N/A	**Urgency**: Medium
Request Description: The Westside Type F Exploratory Report has been revised based on RSAG member comments. RSAG is seeking CMER review of the Westside Type F Exploratory Report. Please send all comments to Alexander Prescott by 4:30PM on May 18th, 2022.	

History and Context:				
X = Done @ = Request	Project Management Stage	Iteration #	X = Waived	Date Approved
	Charter			
X	SAG Approval			1/19/19
X	CMER Approval			2/1/19
	Exploratory Report			
X	SAG Approval			3/14/22
@	CMER Approval			

Instructions for Completing CMER Request Form

Proponent: Identify the SAG, CMER sub-committee or work group, caucus, or person this request is from. Requests should not come directly from SAG sub-committees as they require SAG consensus to move forward.

Date: Record the date the request is submitted for CMER consideration including month, day, and year.

Contact: Record the name and email address of the formal contact person for this request. This facilitates communication from those with questions about the request prior or post CMER action.

PM: Record the name and affiliation of the assigned Project Manager. If none, record "N/A."

Project Name/Issue: Record the formal name of the project as it appears in the CMER Work Plan. If a non-project issue, record "N/A."

Request: Clearly and briefly articulate the specific action you are requesting of CMER in one (preferable) or two sentences with funding amount if applicable.

Funding Source: Identify the funding source if applicable. If funding is not part of this request, record "N/A." Common funding source types are "New," "Existing," and "Indirect" with qualifications as to fiscal year (e.g., New 07, Existing 05, etc.).

Urgency: Describe the urgency of the request as "High," "Moderate," or "Low." High is defined as action needed at next CMER meeting based on contract, season, funding, or other time-sensitive. Moderate is defined as action is needed within the following two CMER meetings. Low is defined as action needed within a reasonable time-frame not to exceed six months.

Request Description: Provide a brief summary that expands upon the action requested and elements described above. Include the names of formal reviews, PI's, etc. as needed.

History and Context Table: The table provides a quick summary of the project management history and context for the request. Where the CMER request does not involve a project, this table may be disregarded or not included. Where used, mark the table as noted by column and project management stage row as follows:
- Project Management Stage - The table's rows under this column identify standard checkpoints as noted in the CMER Protocols and Standards Manual.
- X=Done/@=Request – Place an "X" on all rows that have been completed and approved by consensus of the SAG or CMER. Place an "@" on the single row that is the subject of this CMER request.
- Iteration # - All "Done" or "Request" marked rows should record at least a "1" to identify this is the only request submitted to date for this particular action. In situations where multiple CMER requests are submitted for a single stage review or approval, sequentially number the requests to identify its history. Multiple iterations most often occur for requests to approve peer or other review response plans or when a request is denied at one meeting and resubmitted with revisions.
- X=Waived – Record an "X" on the row of a formally waived (by the SAG or CMER) project management stage. This does not include instances where the project preceded the application of the process identified in the CMER Protocols and Standards Manual. This is noted by having no "X" in the "Done/Request" column or approval date.
- Date Approved – Record the date the SAG or CMER approved the stage/last iteration by consensus.