



## User Guide: Grassland Project Protocol Forms

Form Name	Who?	When is it required?
<b>Project Submittal Form</b>	Project Developer	This form is used when a project is entering the Reserve program for the first time, whether as a standalone project or a participant in a cooperative. This includes projects which were previously listed/registered in another offset program.
<b>Project Transfer Form</b>	Project Developer	This form supplements the Project Submittal Form when a project which was previously listed/registered in another offset program is entering the Reserve program for the first time, whether as a standalone project or a participant in a cooperative. The Project Transfer Form is never submitted without a Project Submittal Form.
<b>Cooperative Submittal Form</b>	Cooperative Developer	This form is used to initiate a new cooperative in the Reserve program. The Project Submittal Forms for all of the participant projects will be attached to the Cooperative Submittal Form.
<b>New Project Enrollment Form</b>	Cooperative Developer	This form is used when a project is joining a cooperative which has already been Listed. This includes new projects or existing standalone projects.
<b>Cooperative Transfer Form</b>	Project Developer	This form is used when a participant project wishes to leave a cooperative, either to become a standalone project or to join another cooperative in the Reserve.

Example Scenarios	Form(s) Required
1. A new project is created which will not be a part of a cooperative.	Project Submittal Form
2. A new project is created which will be a part of a new cooperative.	Project Submittal Form Cooperative Submittal Form
3. A new project is created which will be a part of an existing cooperative.	Project Submittal Form New Project Enrollment Form
4. A pre-existing project is transferred to the Reserve, which will not be a part of a cooperative.	Project Transfer Form
5. A pre-existing project is transferred to the Reserve, which will be a part of a new cooperative.	Project Transfer Form Cooperative Submittal Form
6. A pre-existing project is transferred to the Reserve, which will be a part of an existing cooperative.	Project Transfer Form New Project Enrollment Form
7. An existing standalone project wishes to join a new cooperative	Cooperative Submittal Form
8. An existing standalone project wishes to join an existing cooperative	New Project Enrollment Form

9. An existing participant project wishes to leave an existing cooperative to join a new cooperative	Cooperative Submittal Form
10. An existing participant project wishes to leave an existing cooperative to join a different, existing cooperative	Cooperative Transfer Form
11. An existing participant project wishes to leave an existing cooperative to become a standalone project	Cooperative Transfer Form