

OU Office of Vice President Research & Partnerships (OVPRP) Faculty sUAS use for research/education CHECKLIST
■ Version July 8, 2026

Each of the seventeen items in the checklist listed below must be formally approved in writing (email is acceptable) by an appropriate official representing each department or office prior to submission to the Vice President for Research and Partnerships (OVPRP) point of contact (currently Ken Carson kcarson@ou.edu). It is the responsibility of the faculty, staff or student organizing a COA application to complete each step by contacting each department or office. However, the OVPRP POC will assist and guide faculty in completing the checklist (contact Ken Carson; kencarson@ou.edu)

***Items in this checklist can be addressed in parallel and there is no requirement for accomplishing the items in sequence.**

Abbreviations:

- COA - Certificate of Authorization (granted by the FAA for airspace use in the NAS)
- FAA - Federal Aviation Administration
- KAEFS - Kessler Atmospheric and Ecological Field Station
- NAS - National Airspace System
- OVPRP - Office Vice President Research and Partnerships
- PIC - Pilot in Command
- COA - Certificate of Authorization (granted by the FAA for airspace use in the NAS)
- sUAS - small Unmanned Aerial System *under 55 lbs

Item 1: Review/assessment of sUAS vehicle airworthiness certificate or self-certification (Aviation Department signoff, Ken Carson contact, alternates Dr. Tyler Bell).

Item 2: The full legal name and FAA licensure information of the (or all) duly licensed pilot(s), holding an FAA part 107 license, who will serve as the Pilot in Command for sUAS activities covered by the application (OU Aviation Department signoff, Ken Carson contact, Dr. Tyler Bell alternate). Dept/PIC (faculty rep, etc.) must provide copy of FAA part 107 license to POCs.

Item 3: Prior to beginning operations, assuming the FAA COA (or instrument for legal FAA sUAS flight) is approved, appropriate insurance coverage will be obtained and be in place prior to operation for both the vehicle and the PICs.... through the OU Risk Mgt Office (Risk Management signoff, Courtney Covington or other staffer). OU Risk Mgt will need to know:

- ***All of this info below will be provided on the form that OU Risk Mgt provides:***
- ***Vehicle name and manufacturer (if turnkey)***
- ***number of engines***
- ***fixed wing or copter***
- ***total weight***
- ***max forward airspeed capable***
- ***lights on vehicle ?***
- ***Additionally,***
- ***Each PIC will need to fill out an insurance operator form (to insure the pilot employee).***
- ***Each PIC will need to scan and send their FAA Part 107 license to OVPRP POC***
kencarson@ou.edu

Item 4: For Operations at KAEFS - A continuous burn ban plan is in place (POC signoff Meghan Bomgaars) or official responsible for other OU COA operational locations being proposed. Have hand held fire extinguishers with PIC during operations; know location and have on hand phone of nearest fire station – never hesitate to call 911/fire station if you think there could be a grass fire!

Item 5: Plan in place for notifying all local landowners in the over-flight radius of planned operations each time the UAS is flown (KAEFS Director signoff (Meghan Bomgaars) or their designee) or official responsible for any other OU COA location being proposed .

For operations within 5 miles of any airport – OVPRP POC (Ken Carson or Dr. Tyler Bell) will coordinate/communicate with airport manager and if Class D, C, or B – the FAA Air Traffic Control tower manager.

Item 6: Flight plan to ensure that no trespass of private property will occur and that flights do not create a nuisance (noise, hazard or concern) for any properties in place (KAEFS Director signoff (Meghan Bomgaars) or their designee) or official responsible for any other OU COA location being proposed – **Any issues during operations the PIC must contact OVPRP POC (Ken Carson) via cell phone 405 306 7687**

Item 7: Plan in place to notify and provide OU Marketing & Communications (MARCOMM) with contact information upon approval of FAA COA and agreement that **any public communications** in regards to such OU research activity will be coordinated with OU Marketing & Communications office (MARCOMM's signoff, TBD)

Item 8: Plan in place for integrating COA activity so that it does not disrupt non-sUAS research performed at COA site (typically this is KAEFS, KAEFS Director signoff (Meghan Bomgaars or official responsible for any other OU COA location being proposed).

Item 9: Plan in place for coordinating COA/ sUAS activities with local fire and police agencies (KAEFS Director signoff, Meghan Bomgaars or their designee) or official responsible for any other OU COA location being proposed.

Item 10: Written affirmation from responsible faculty representative in place that the COA will be used only for noncommercial, research purposes (Send written (email) confirmation to VPR POC signoff, Ken Carson) (signing of this checklist form is concurrence and the affirmative)

Item 11: Export Control review and approval of application completed (Export Control signoff, Andrew Reader or their designee)

Item 12: Affirmation in place that any complaint against the COA activity will immediately be reported to OVPRP POC Ken Carson via cell phone – who will in turn inform OU sUAS Advisory Committee and OVPRP POC (Communication facilitation between Faculty Rep and OVPRF rep Ken Carson POC)

Item 13: Affirmation acknowledged by faculty lead -that any sUAS flight incidents, accidents or damage related to sUAS flight in COA activity will be reported immediately following the Incident Reporting Procedure (<http://www.ou.edu/content/risk/insurance/liability-insurance.html>). (OVPRP signoff, Ken Carson POC at 405 306 7687)

Item 14: Faculty Applicant represents, warrants, and certifies that at all times, all applicable laws shall be complied with ((Faculty Rep email to sUAS Committee OU Legal POC) Legal Counsel signoff) (this checklist sign off signifies compliance and oversight by Dept)

Item 15: To the extent that any camera or ease dropping surveillance is to be deployed pursuant to a COA or flight provision, a special notification will be sent and reviewed by the OVPRP and the Office of Legal Counsel before a COA application or application can proceed (coord via Ken Carson OVPRP rep)

Item 16: Prior to beginning operations (-assuming the COA is approved) the pilot in command and research project director must complete Environmental Health and Safety Office Hazard Communication/General Safety training (<http://www.ou.edu/ehso/>) (Chris Snider, University Environmental Health & Safety Officer)

Item 17: Approval by the Office of the Vice President for Research and Partnerships (OVPRP) that all required items on this checklist have been satisfied with appropriate signoff – Dr. Mark Yeary.

Faculty Research Representative: _____

Dept/School and College: _____

Date: _____

OVPRP sUAS POC: Ken Carson : _____

Date: _____

OVPRP coordination with OU sUAS Committee & Committee Approval: _____

Date: _____

NOTE: The Research provisions for faculty are facilitated by this checklist. Ultimately all OU sUAS operations, procedures, and violations are overseen and evaluated by the OU sUAS Oversight Committee – per OU Unmanned Aircraft Systems policy. Ken Carson serves on this committee and facilitates faculty research / faculty class education approvals to the committee for awareness and review.

Questions: Contact Ken Carson; OU School of Aviation kencarson@ou.edu 405 306 7687 or Dr. Tyler Bell in Ken Carson's absence.

OPR of this checklist: School of Aviation rep on OU sUAS Oversight Committee and OVPRP POC on the committee

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This checklist document is posted on the Office of Vice President of Research and Partnerships website.