



Project Site Use Request Form

Project Title:	<input type="checkbox"/> New project request <input type="checkbox"/> Continuation of existing project
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I. Primary Contact Information

P.I. Name:	Title:
Date:	Department:
Institution:	Email:
Office Phone:	Cell Phone:
Address:	City:
State:	Zip Code:

II. Additional researchers associated with this request

<input type="checkbox"/> Co-P.I.'s	<input type="checkbox"/> Undergraduates
<input type="checkbox"/> Graduate Students	<input type="checkbox"/> Other Researchers
<input type="checkbox"/> Post Docs	

If any of the above boxes are checked, provide names, title, institution, and email contact information for each person in an attached document.

III. Duration of Requested Use

Start Date:	End Date:
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Note: It is the responsibility of the researcher to ensure that all elements of the project are taken-down and removed from KAEFS and site restoration completed in a timely manner following completion of the project. This should normally occur within 30 days (removal) or 60 days (restoration) of the end date given above. In the event that this does not occur, researchers will be responsible for costs incurred by KAEFS and OU for experiment removal and site restoration. An OU departmental account or account with the Office of the VPR may be required to cover any incurred site clean-up costs.

Account Number:

IV. Research Support

Is this request part of a research proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No	Funding Agency:
Is the proposal <input type="checkbox"/> Funded <input type="checkbox"/> In Review <input type="checkbox"/> In Preparation	Are site use fees or utility costs included in the budget? <input type="checkbox"/> Yes <input type="checkbox"/> No

Is this project associated with any department or program at the University of Oklahoma or in Norman?

Yes
 No

If yes, please specify:

V. Research Support

Please attach with your request:

1. A one-page summary description or abstract of the project that will be conducted at KAEFS. This summary should be suitable for review by the entire KAEFS Steering Committee.

2. A complete version of the proposal describing the project and the work that will be conducted at KAEFS. This document will be reviewed by KAEFS Steering Committee members with expertise in your field. Note: A draft version of the proposal may be submitted with the initial request, but a final version will be required to complete approval.

Will the project be monitored remotely?

- Yes
 No

Will the project be monitored on-site?

- Yes
 No

Research site will be visited by researchers

- Daily
 Weekly
 Monthly
 Yearly

VI. Project Infrastructure

Will the proposed project require:

Construction of permanent structures?

- Yes
 No

Construction of temporary structures?

- Yes
 No

Use of existing buildings or facilities?

- Yes
 No

Use of existing electrical access/service?

- Yes
 No

New electrical access/service?

- Yes
 No

Use of existing water access/service?

- Yes
 No

New water access/service?

- Yes
 No

If you have answered yes to any of the items above, provide a description of the specific infrastructure needs for this request in an attached document.

VII. Site Impact

Will the proposed project impact vegetation, soils, wetlands, or wildlife at KAEFS?

- Yes
 No

Will the proposed project involve the introduction of biological material from other locations onto the KAEFS site?

- Yes
 No

If you answered yes to either of the above questions, provide detailed information about the impact on vegetation, wetlands, wildlife or the introduction of organisms from off site. Thoroughly describe plans to restore the research site to its original condition following completion of the study. This should include descriptions of plans for experiment take-down and removal, waste management, site restoration, or other aspects of the project that may impact site quality.

Will biological specimens be collected?

- Yes
 No

Will soil or water samples be collected?

- Yes
 No

Describe types of specimens to be collected, whether voucher specimens will be deposited with natural history collections, and locations of those collections as a part of the project description.

What is the estimated spatial area that will be required for the proposed project?

Has a site at KAEFS been identified for placement of the proposed project?

- Yes
 No

If yes, where?

If no, briefly describe the desired site.

Using a map of KAEFS, please attach and indicate the desired placement of the experiment of experimental equipment and justification for use of the desired site.

VIII. Facilities, Equipment, and Support Staff

Will the proposed project require:

- | | |
|--|--|
| <input type="checkbox"/> Assistance from site manager | <input type="checkbox"/> Construction by outside contractors |
| <input type="checkbox"/> Use of the buildings at KAEFS | <input type="checkbox"/> Special permits |
| <input type="checkbox"/> Use of existing tools or equipment at KAEFS | <input type="checkbox"/> Transportation of equipment or materials by truck or other vehicles |
| <input type="checkbox"/> Construction or work by OU facilities | |

If you have checked any of the above items, provide detailed information about the specific needs in an attached document. Also provide copies of any permits. If outside contractors will be used, provide all contact information and scope of work to be performed.

Will the proposed project potentially impact other projects (e.g., generate electrical interference which could impact equipment or sensors) at KAEFS?

- Yes
 No

If you have answered yes to the above question, provide detailed information about the potential impacts (known or anticipated) on other research in an attached document.

IX. Safety

Are there any special safety concerns related to the proposed project?

- Yes
 No

If you have answered yes to the above question, provide detailed information about the safety concerns and safety protocols to be employed in an attached document.

X. Education & Outreach

Will the proposed project provide opportunities for

K-12 education

Undergraduate education

Public outreach

Under-represented groups

As part of our mission, we encourage all researchers to work with the KAEFS staff to develop appropriate educational and outreach modules based on their research. These activities are appropriate for broader impacts statements for many funding agencies.

XI. Other

Any aspects of the proposed project not addressed above that need to be shared with the KAEFS Steering Committee should be provided in an attached document.

Researchers at KAEFS must comply with research procedures and policies of the University of Oklahoma and KAEFS. Failure to comply will result in immediate termination of site use. Updates or modifications of procedures will be communicated to the KAEFS Director in writing. Researchers are responsible for conduct of their personnel or other individuals under their direction while at KAEFS. Researchers will provide annual and final reports to KAEFS summarizing their work, findings, and other aspects of their project to KAEFS.