

IBSL Research Application Questionnaire

Listed below are the questions found in the IBSL research application. Responses can be typed elsewhere and copy/pasted into the Google Form if desired.

Section 1

1. Provide contact email

Section 2 – General Applicant Information

1. First name
2. Last name
3. Phone number
4. Institution/affiliation
5. Department
6. Full address
7. Please choose one of the following
 - a. Faculty member
 - b. Scientist at academic or non-academic lab
 - c. Postdoctoral scientist
 - d. Graduate student
 - e. Undergraduate student
 - f. Other
8. Please name additional project personnel, provide their affiliations, career state, and email addresses

Section 3 – Research Project Information

1. Title of research project
2. Brief overview or abstract of project (limit 300 words)
3. Preferred dates or date range of project (estimate if needed)
4. Study locations
 - a. Note: if lat/long are not provided here, you must also provide a map of research sites to the Station Scientist at ibsl@umn.edu before your application will be approved. Lat/long are preferred and can easily be obtained from Google Maps.
5. Describe the study design.
6. Where will data and samples be archived?
7. Will this project involve the establishment and/or use of long-term plots?
8. Describe/list any materials that will be unattended and left on site (e.g., flagging, data loggers, traps, etc.)
9. Potential environmental impact
10. Does your project require lab space?
11. List any station equipment requested (e.g., boats, field equipment, lab equipment)
 - a. Please contact the Station Scientist at ibsl@umn.edu if you want more information on the types of equipment available and if any fees are associated with them.

12. Do you require lodging at IBSL?
 - a. Following acceptance of your application, contact ibsl@umn.edu for assistance with lodging requests. Lodging fees can be found here: <https://cbs.umn.edu/itasca/facilities/lodging>. Please allow ~2 weeks for review before receiving notification of your application's acceptance status.
13. Source(s) of funding (e.g., NSF, NIH, University, self, etc.)
 - a. Research fees for sponsored projects should be discussed with the Station Scientist at ibsl@umn.edu.

Section 4 – Field Safety

1. Will accessing your sample sites pose any risks? What preparations will you do to mitigate these hazards (e.g., off-trail hiking in a remote place, carrying heavy equipment long distances, water travel in cold temperatures, etc.)?
2. What environmental hazards may you encounter? What preparations will you do to mitigate these hazards (e.g., wildlife, insects, plants, hot/cold temperatures, etc.)?
3. Will you be using any tools or equipment that may pose a hazard (e.g., sharp objects, power tools, boats, etc.)? What personal protective equipment will you be using to mitigate potential equipment hazards (e.g., gloves, pants, ear/eye protection, life jackets, etc.)?
4. Optional: if you wish to share additional information or concerns related to field hazards or safety, please use this space.

Section 5 – Permits and Other Approvals

1. Will this project require state or local permits?
 - a. If you answer yes, you must provide copies of permits to the Station Scientist at ibsl@umn.edu. **ALL projects conducted in Itasca State Park should select “yes” and will need to obtain a Minnesota State Park and Trails permit.**
2. Will this project require federal permits?
 - a. If you answer yes, you must provide copies of permits to the Station Scientist at ibsl@umn.edu.
3. Will this project require institutional approvals (e.g., IACUC, IBC, biohazards)?
 - a. If you answer yes, you must provide copies of approvals to the Station Scientist at ibsl@umn.edu.
4. Will this project require night field work within Itasca State Park?
 - a. If yes, a night permit is required and the Station Scientist will provide this to you upon approval of your application.
5. Will this project involve any of the following (check all that apply)?
 - a. Vertebrates
 - b. Chemicals
 - c. Radioactive materials
 - d. Biohazards
 - e. Human subjects
 - f. Biotechnology
 - g. None of the above
6. Will this project generate hazardous waste?

- a. It is the responsibility of each researcher to ensure that hazardous waste materials are properly labeled and contained in approved secondary containers. In addition, you must communicate with Itasca staff BEFORE YOU LEAVE THE STATION about your hazardous waste materials so they can be properly disposed of in a safe and timely manner. Failure to do so may result in cancellation of future trips to IBSL.
7. By checking all the boxes below, you confirm that you will:
 - a. Obtain the correct permits and institutional approvals prior to arrival AND provide copies to the Station Scientist via email
 - b. Complete any required safety and ethics trainings AND make sure all project personnel have as well
 - c. Review Station policies and lab safety policies including location of safety equipment (Station policies found in cabins, lab policies found in labs)
 - d. Train all project personnel who work in an IBSL lab space with lab specific training using the following document: <https://dehs.umn.edu/node/129236/attachment>
 - e. Inform IBSL of publications, completed thesis/dissertation, and published datasets for work conducted at Itasca. This is an important part of our records and will contribute to the 100+ year tradition of biological research at Itasca
 - f. Send interim and end of project reports (DNR permit requirement) to ibsl@umn.edu
 - g. Inform IBSL of any changes to your study area(s) or project scope

Section 6 – Signature and Submit