**LACAWAC SANCTUARY FOUNDATION**

**RESEARCH PROPOSAL APPLICATION**

**INSTRUCTIONS** (Please allow 2 weeks for review of application)**:**

1. Application should be submitted at least 30 days prior to expected start date for review.

2. For institutions, certification of insurance must be sent with the application.

3. Submit completed application via email or hard copy to:

Dr. Beth Norman, Director of Science and Research

Lacawac Sanctuary

94 Sanctuary Road, Lake Ariel, PA 18436

**E-mail:** beth.norman@lacawac.org

**Phone:** 570-689-9494

**APPLICANT INFORMATION**

***Name***:

***Institution***:

***Position***:

***Address***:

***Day-time Telephone***: ***Cell Phone***:

***E-mail***:

**RESEARCH INFORMATION** *(use as much space as you need)*

***1. Expected start date***:

***Expected end date***:

***2. Is housing at Lacawac Sanctuary needed? If so, please list the anticipated number of nights and number of individuals who require lodging.***

***3. Do you plan to use the Kilham Environmental Research Lab? If so, please list the anticipated number of days and number of individuals who will use the lab.***

***4. Does your project require only day use of Lacawac (i.e., no lodging)? If so, please list the anticipated number of days and number of individuals.***

***5. Research Proposal Title***:

***6. Funding Source***:

***7. Project Description***:

***8. Will your work require the use of chemicals at Lacawac Sanctuary***?

***9. Describe your plan for your safety needs and the items you will bring (chemical disposal plan, personal safety equipment, etc.)***

***10. List other research equipment that will be used at the Sanctuary***.

***11. Do you plan to collect any organisms or samples at the Sanctuary***?

***12. List the taxa you plan to collect and submit a copy of applicable state collecting permits***:

***13. List the names of any research assistants who will be working under this proposal.***

***14. If asked, would you be willing to provide a short article about your research topic at Lacawac that can be published in our newsletter “Forest Notes” (see samples online***)?

**AGREEMENT TO CONDUCT RESEARCH AT LACAWAC SANCTUARY**

1. I have read and agree to abide by the “*Research and Education Guidelines and Procedures for Lacawac*” provided with this application and if approved to conduct research on the preserve will also agree to any special ecological protective requirements or restrictions placed by the Lacawac Science Committee upon their review of this application.
2. I agree to provide the names of additional people who will assist me in the field at Lacawac before the start of my project and that they will sign the liability waiver and abide by the “*Research and Education Guidelines and Procedures for Lacawac*”.
3. I attest that I will provide Material Safety Data Sheets (MSDSs) for any chemicals in my possession while at Lacawac Sanctuary and to safely store them.
4. I understand that the Science Committee may terminate my stay and work at the Sanctuary if it is determined that I have acted unprofessionally and compromised the security of the Sanctuary.
5. I agree to submit an online form describing my project by December 31 each year. An email reminder with the link to the form will be sent by Lacawac’s Director of Research and Education.
6. I agree to acknowledge Lacawac Sanctuary Field Station in any resulting publications and also submit to Lacawac a copy of the publication or a web link of the thesis/dissertation.

Please list a contact in case of an emergency:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Research and Education Guidelines and Procedures for***

***Lacawac Sanctuary Field Station***

**General Guidelines**

1. All research and education users must sign an indemnification agreement.
2. Researchers must submit a Research Proposal Application at least 30 days prior to the expected start date (not required for class visitors)
3. Researchers should record their visits in the Researcher binder located on the Visitor Center porch. Indicate the date(s) of your visit including the number of nights and days.
4. Notify your supervisor and if appropriate, Lacawac staff, if you have a medical condition that may require precautionary measures in the field or lab.

**Field Guidelines**

1. Conduct yourself in a responsible manner at all times.
2. Lake Lacawac is a protected lake. Equipment that may harbor invasives and that cannot be properly cleaned should not be used.
3. Waders and other equipment must be cleaned with a solution of household bleach before being used in any water body at Lacawac. Soak or spray the equipment for at least five minutes with a 2% bleach solution (10% if whirling disease is suspected). Dry all equipment for at least 48 hours (7 days is recommended).
4. A Coast Guard approved personal flotation device must be worn when going out on the lake. These are provided for your use and are located in the Boat House.
5. If you remove a boat from the rack please return it to the same place. Launch boats with care to prevent damaging the vegetation and stone retaining wall.
6. Only tie up your boat to the silver barrel located in the center of the lake.
7. Return boats to storage racks or turn them upside down on the dock tie securely.
8. Return oars to the Boat House.
9. Boats are used at your own risk. If any helper or other person is in the boat at your invitation you are fully and legally responsible for that person.
10. Automobiles and trucks are not permitted off-road at Lacawac.

**Prohibited Field Activities**

**The following activities are prohibited unless prior approval has been obtained by the Science Committee:**

1. Swimming and fishing in Lake Lacawac, Heron Pond and Golden Pond, unless related to scientific research or an educational curriculum that has been approved by the Science Committee.
2. Use of your personal watercraft, oars, paddles or electric motor.
3. Collecting in general is not allowed except with prior permission.
4. Activities in the bog mat.
5. Cutting vegetation.
6. Use of sanctuary watercraft, oars, paddles, etc. in any water body other than Lake Lacawac.
7. Use of gasoline engines on Lake Lacawac, Heron Pond and Golden Pond.

**Lab Guidelines for Kilham Lab and Carriage House Lab**

1. Conduct yourself in a responsible manner at all times.
2. Do not eat, drink, or smoke in the lab.
3. Tie up long hair, do not wear dangling jewelry, and wear close-toed shoes.
4. Any chemicals you plan to bring must be pre-approved by the Science Committee and described in your research application including your plans for safety and disposal. You must put MSDS sheets in the MSDS binder supplied by Lacawac.
5. Lacawac provides a flammables cabinet and acids cabinet. You must properly store your chemicals.
6. Lacawac provides chemical labels and you must use them to properly label your chemicals.
7. Lacawac provides basic lab safety protection (goggles, lab coats) and can supply disposable gloves for a fee. You must properly use lab safety protection.
8. Waste disposal is a major concern at Lacawac. Lacawac has septic systems and most chemicals should not be disposed of down the drain. It the responsibility of the researcher to bring the appropriate waste containers, label them correctly, store waste appropriately while in-residence, and to remove the waste from Lacawac. Lacawac will not dispose of this waste for you. If any waste remains at Lacawac, you will be charged a fee of $100 plus the cost of disposal.
9. If a chemical spill occurs and is not life threatening, but you are not comfortable or properly trained to clean up the spill, please contact your supervisor or the Director of Research and Education (570-689-9494).
10. If a chemical spill occurs that is possibly life threatening, evacuate the spill site, warn others to stay out of the area, and proceed to a safe location nearby. Contact your supervisor or the Director of Research and Education (570-689-9494).
11. All spills and accidents should be reported to your supervisor and the Director of Research and Education immediately.
12. When working with chemicals, contact lenses should not be worn in the lab unless safety goggles are used at all times.
13. Only use equipment you are authorized to use and have been trained to use. All lab equipment has a protocol for use. Follow the protocol and if you need to modify the settings for your project, you must first consult with the Director of Research and Education.
14. Visiting researchers store their equipment and glassware in the lab (labeled as such). Unless you have prior permission, only use Lacawac equipment and glassware.
15. Keep your work area clean.
16. Discard glass in the appropriate container and never dispose of anything sharp in trash can.
17. Be aware of the location of the exits, fire extinguisher, and eye wash station.
18. If you are the last person to leave the lab, turn the lights off, and lock the doors.

**Other Items of Note**

1. The first floor of the Carriage House and main floor of the Lodge are used by the Sanctuary for programs and tours. Please try to keep these areas presentable. Please expect that there may be others using the facilities. If you are using the walk-in incubators on the first floor, these may need to be shut down for a few hours due to their noise.
2. All supplies and equipment must be disposed of, removed from the Sanctuary or donated formally to Lacawac upon the completion of your project. Discuss the disposal of large items with the Sanctuary Director.
3. When using Lacawac, please be courteous of other researchers working here. Mutual respect and cooperation are mandated.
4. Lacawac has about 400 members who support the preserve. They love to hear about current work being conducted at Lacawac. Consider writing an article for our newsletter or offering a program for our education series.

I have read and agree to abide by the Research and Education Guidelines and Procedures for Lacawac Sanctuary Field Station. I also attest that I am familiar with the locations of both lab and field safety equipment.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_