

Please check the Field Station(s) that will be incorporated with your study area.

- Fortuna Mountain Research Reserve and Mission Trails Regional Park
(Additional application materials may be required – please contact Maria Swarts at 619-594-0580.)
- Santa Margarita Ecological Reserve
- Sky Oaks Field Station
- Tijuana River National Estuarine Research Reserve (an auxiliary site)
(Additional application materials may be required – please contact Maria Swarts at 619-594-0580.)

1. APPLICANT INFORMATION

APPLICANT: _____

APPLICANT'S TITLE OR ACADEMIC STATUS: _____

INSTITUTION (Do not abbreviate): _____

DEPARTMENT (Do not abbreviate): _____

OFFICE ADDRESS: _____

CITY/STATE/ZIP: _____ OFFICE PHONE: _____

FAX: _____ EMAIL: _____

EMERGENCY CONTACT (Name and Phone): _____

2. PROJECT DURATION DATES (Month/year to month/year): _____

3. REQUESTED ARRIVAL AND DEPARTURE DATES (Provide exact dates of proposed use. If this study involves multiple trips, give dates of first trip. Please sign-in at the reserve gates for each visit.)

Arrive (Day/Month/Year): _____ Estimated Time of Arrival:

Depart (Day/Month/Year): _____

4. FULL PROJECT/THESIS TITLE (Do not truncate):

IF FOR DEGREE: BS/BA MS/MA Ph.D.

ADVISOR'S NAME: _____

5. PROPOSED RESEARCH PROJECT DESCRIPTION. This description should include all experimental manipulations and allow a reviewer who is familiar with the general area of research to evaluate the significance of the research. The application will be evaluated based upon scientific merit, potential environmental impacts, impairment of reserve for other research activities, and availability of alternative sites. Please type or print clearly. (In many cases, detailed proposal abstracts will suffice and can be appended)

If known, list sampling parameters to be estimated during this project:

6. PROJECT PERSONNEL. Please list names of project collaborators and personnel who may need to access the reserve as part of this project:

NAME:	_____	POSITION/TITLE:	_____	INSTITUTION:	_____
NAME:	_____	POSITION/TITLE:	_____	INSTITUTION:	_____
NAME:	_____	POSITION/TITLE:	_____	INSTITUTION:	_____

7. FACILITY AND ACCESS NEEDS (Please check all facilities and access requested.)

Santa Margarita Ecological Reserve:

- DAY USE ONLY
- ON TRAIL USE ONLY
- OFF TRAIL USE
- DORMITORY AND KITCHEN
- LABORATORY/CLASS ROOM
- COMPUTER WORK STATION
- RESERVE FIELD SENSOR NETWORK

Sky Oaks Field Station

- DAY USE ONLY
- ON TRAIL USE ONLY
- OFF TRAIL USE
- DORMITORY AND KITCHEN
- LABORATORY/CLASS ROOM
- COMPUTER WORK STATION

Preferred Location at SMER if known:

- PHILIP MILLER NORTHSIDE FACILITIES
- SOUTHSIDE FACILITIES

Fortuna Mountain/Mission Trails Regional Park Facilities:

- DAY USE ONLY
- ON-TRAIL USE ONLY
- OFF TRAIL USE
- INTERPRETIVE GUIDE
- VISITOR CENTER/CLASS ROOM

Tijuana River National Estuary Research Reserve:

- DAY USE ONLY
- ON-TRAIL USE ONLY
- OFF TRAIL USE
- INTERPRETIVE GUIDE
- VISITOR CENTER/CLASS ROOM

OTHER:

- PLEASE DESCRIBE ANY OTHER SPECIAL NEEDS NOT LISTED ABOVE.

8. **CONTRACT/GRANT INFORMATION** (Please check all that apply to your project.)

- PROJECT IS SELF-FUNDED.
- A CONTRACT OR GRANT APPLICATION WILL BE SUBMITTED IN THE FUTURE.
- A CONTRACT OR GRANT APPLICATION HAS BEEN SUBMITTED BUT HAS NOT YET BEEN APPROVED.
- PROJECT IS CURRENTLY BEING SUPPORTED BY A CONTRACT(S) OR GRANT(S)

If this project is currently being supported by a contract(s) or grant(s), please complete the following for each award received (attach additional sheets, if needed). If you receive funding for your project in the future, please update the Reserve Director.

FUNDING AGENCY OR SPONSOR (Do not abbreviate): _____

AWARD AMOUNT: _____

CONTRACT OR GRANT DURATION (Month/year to month/year): _____

PRINCIPAL INVESTIGATOR(S): _____

PI'S AFFILIATION (Do not abbreviate): _____

FULL PROJECT TITLE (Do not truncate): _____

9. **PERMIT REQUIREMENTS.** Please read and answer the following items carefully. Researchers are responsible for obtaining the appropriate permit(s) and must provide permit number(s) and expiration date(s) to the reserve director before gaining access to the reserve.

A) Does your project involve vertebrate animals? Yes No

If "YES," provide the following information from your home institution's **Animal Care Committee** agreement (This is often the same committee that oversees the care of laboratory animals):

Indicate all that apply: Reptile Amphibian Fish Bird Mammal

Protocol (APF) #: _____ Expiration Date: _____

B) Does your project involve collecting (including banding and/or marking) vertebrate wild animals? Yes No

If "YES," provide the following information from your **California Department of Fish and Game** scientific collecting permit:

Permit #: _____ Expiration Date: _____

C) Does your project involve collecting, banding, and/or marking birds? Yes No

If "YES," provide the following information from your **U.S. Fish and Wildlife Service** permit:

Permit #: _____ Expiration Date: _____

D) Does your project involve working with plants or animals that are California state-listed species of special concern, threatened, or endangered species? Yes No

If "YES," provide the following information from your Memorandum of Understanding (MOU) with the **California Department of Fish and Game**:

MOU # _____ Expiration Date: _____

E) Does your project involve working with plants or animals that are Federally listed threatened or endangered species? Yes No

If "YES," provide the following information from your **U.S. Fish and Wildlife Service** permit:

Permit #: _____ Expiration Date: _____

PLEASE NOTE THAT STATE AND FEDERAL PERMITS CAN TAKE AT LEAST 30 DAYS TO BE APPROVED.

10. POTENTIAL EFFECTS OF PROJECT ON RESERVE. Does your project involve:

A) The removal of organisms or objects from the reserve? Yes No

B) The transfer of animals, plants, and/or microorganisms from outside the reserve to within the reserve, or between different parts of the reserve? Yes No

C) The use of radio-active isotopes or chemicals (e.g., pesticides, herbicides, insecticides, fertilizers)? Yes No

If "YES," list substances used:

D) Soil or habitat disturbance? Yes No

11. PAYMENT INFORMATION

For all visitors staying less than one week, use fees for reserve facilities are waived and considered a grant from the SDSU Field Station Programs to the applicant. If you are requesting an overnight visit longer than one week, please discuss payment options with the Reserve Director. Fees applied are \$6.00/night for SDSU affiliates and \$8.00/night for non-SDSU affiliates.

12. RESERVE REGULATIONS

- **All users, unless exempted (i.e., SDSU faculty and staff) must sign a RELEASE AND INDEMNIFICATION AGREEMENT before they will be allowed to enter the reserve.** It is the responsibility of the applicant to see that each member of the group has signed this agreement BEFORE visiting the reserve. For visitors under 18 years old, the minor's parent or guardian must sign this agreement. This agreement cannot be altered.
- Project applicants are solely responsible for enforcing reserve rules and regulations, including SDSU's policies on waiver agreements. Exceptions to reserve rules require written permission from the Reserve Director. Please notify us of any violations you observe on the reserve. Reserve regulations are as follows:

- Do not disturb research equipment (markers, wires, etc.), soils, plants, or animals.
- Stay on established roads and trails unless you are accessing remote areas for the primary purpose of conducting research.
- Campfires and smoking are allowed in designated fire pit areas only, and collection of firewood is prohibited.
- Recreational activities are prohibited.
- Firearms are forbidden at reserves.
- Do not bring animals (domestic or wild) to the reserve unless they are part of an approved research project or are necessary to help a disabled user. Please notify the reserve manager if you have a special need.
- Close and lock all gates behind you.
- Take trash and refuse with you when you leave.
- Please leave the land and facilities cleaner than you found them.

All publications resulting from use of reserve lands, facilities, or databases must acknowledge San Diego State University Field Station Programs. Please submit two copies of all publications (only one bound copy of a thesis or dissertation is required) to the Reserve Director or Programs office on the SDSU Campus.

All researchers are strongly encouraged to provide copies of mature data sets derived from work on the reserve, which will be archived at the Field Station Programs office. Minimum required metadata includes the title of each data set, the investigator's name, mailing address, e-mail address, and an abstract.

I have read and agree to abide by the SDSU Field Station Programs use regulations listed above and am aware that it is my responsibility to disseminate this information to all members of my party.

Applicant's Signature*

Date

Reserve Director's Approval

Date

- Receipt of application via email is comparable to applicant's signature.