MATTHAEI BOTANICAL GARDENS AND NICHOLS ARBORETUM
RESEARCH REQUEST FORM

A primary function of Matthaei Botanical Gardens & Nichols Arboretum is to provide sites, facilities and support for research by faculty and students. To help us meet your needs please review the following information.

1. Research Request Form
   Complete and forward request form to:
   Catriona Mortell-Windecker  catriona@umich.edu
   For questions call Catriona at 734-615-9474

2. Approval & Orientation
   Your request is reviewed by appropriate staff (Horticultural, Natural Areas, Curation, Administration).
   In the Research Request form we need:
   1. A detailed description of the aspect of your research that will take place at MBGNA sites (including greenhouse projects).
   2. An overall description summarizing your research project.
   3. Field research must provide GPS coordinates where the project will take place.

   Upon approval, a member of the staff will be assigned to be your MBGNA site contact. At this time you and the staff member will review the details of your project, assign or approve space, and order any greenhouse supplies if applicable.

3. Charges
   • There are no fees charged to University of Michigan Researchers. Benches include as requested watering, fertilizing and reasonable pest control. There are no fees for field research. A labor charge of $30.00/hour may apply if additional temporary staff labor or non-regular equipment is required. Materials are charged at cost. Please provide a UM shortcode for billing, and your department business manager’s name.
   • For Researchers from outside of the UM there is a fee of $40 per bench per week for greenhouse space that includes watering, fertilizing, and reasonable pest control. There are no fees for field research but a labor charge of $30.00/hour will apply if additional staff labor or operation of equipment is required. Materials are charged at cost. For researchers outside of the UM system, our business office will contact you with fees and charges.

4. Completion of Projects
   The researcher is responsible for disposing of his/her research and returning research and lab space to the condition in which it was found. Any known invasive species used as part of your research, must be destroyed and removed from the site. We will not be responsible for materials after three weeks following the termination date listed on your application. Hourly labor charges will apply for any clean-up necessary after this time.

5. We keep a public record of research that takes place on our sites. Please send a final report (electronically or in-print) so that we can add your research to our public files.
GENERAL INFORMATION FOR RESEARCHERS

1. Gardens staff members are available from 8:00 to 4:00pm. Monday through Friday. Please notify us if you need to be in the building or research areas after hours or on weekends.
2. Pets are not allowed on MBG property. Dogs/pets must be leashed at all times on other properties.
3. Rattlesnakes are fairly common on the MBG grounds. Be Careful. There is ongoing research about the rattlesnake population at MBG, please report any sightings.
4. Power equipment is only to be operated by authorized personnel.(MBGNA Staff)
5. If using greenhouse bench space. An orientation will be scheduled prior to your work to review standard greenhouse procedures.
6. The research greenhouse may be sprayed with insecticides “as needed” with re-entry time from 2 to 24 hours after spraying. Please check with the horticultural staff regarding the spray schedule for access to the greenhouse.
7. Pesticides are applied by certified applicators only. If you are not a certified applicator in the State of Michigan then you cannot apply pesticides at the MBGNA sites.
8. Please do not use MBGNA tools or supplies without checking with the appropriate MBGNA staff.
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RESEARCH REQUEST FORM

Investigator: ___________________________ Date: ______________________
Email: ___________________________ Position: ______________________
Campus Address: ___________________________ Phone: ______________________
Home Address: ___________________________ Phone: ______________________
Faculty Advisor/Asst(s)/Associate(s): ______________________________________
Project Title and Summary: _______________________________________________
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________________________________________________________________________
Shortcode: _______ Department Business Manager/Phone _________________
Space/Services Required (See Greenhouse or Natural Areas Suprs.) _______________
________________________________________________________________________
Field Research site GPS coordinates:

☐ Specific Photoperiods ☐ Restrictions on Pesticide/Fungicide Use
☐ Specific Temperature Regime ☐ Permission to Come After Hours
☐ Specific Fertilizer Schedule ☐ Outdoor Research Area

Does your research include the use or radioactive materials? YES NO
Does your research include the handling or taking of protected species? YES NO
If you answer yes to any of the above, you request must include copies of all the required
permits and approvals.
Project expected to begin: __________ Planned Completion Date: __________
Signature: __________________________________

MBGNA STAFF USE ONLY

DATE: ______________________ APPROVED: ______________________

MBGNA STAFF CONTACT: ______________________
ALL RESEARCHERS ARE REQUIRED TO FURNISH A SHORT ABSTRACT OF THEIR RESEARCH PROJECT

( ) PLEASE CHECK IF YOU DO NOT WANT THIS INFORMATION TO BE RELEASED FOR PUBLICITY PURPOSES

INVESTIGATOR:

PROJECT TITLE:

ABSTRACT: