Matthaei Botanical Gardens and Nichols Arboretum
Research Request Short Form for Course Assigned Field Investigations

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.

3. **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.

4. 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 Short Form for Field Investigations

<table>
<thead>
<tr>
<th>Date:</th>
<th>Investigator:</th>
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<tbody>
<tr>
<td>Investigator Email:</td>
<td>Position:</td>
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<tr>
<td>Campus Department:</td>
<td>Department Phone:</td>
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<tr>
<td>Home Address:</td>
<td>Home Phone:</td>
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<tr>
<td>Faculty Advisor &amp; Email:</td>
<td>Additional Research Associates &amp; Email:</td>
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Project Title:

Brief description:

Begin Date:          End Date:

Details of research aspect that will take place on MBGNA properties:

Site GPS Coordinates:
### Field Research:

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<tbody>
<tr>
<td>1.</td>
<td>Please indicate on a map where research will take place.</td>
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<tr>
<td>2.</td>
<td>Do you plan to use flagging or other markers? Y/N If yes how long will these be up?</td>
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<td>3.</td>
<td>Will you disturb the soil and to what extent?</td>
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<td>4.</td>
<td>Does your research involve feeding or trapping insects or animals? Does your research need further permits? <a href="http://www.ucuca.umich.edu/policyanim.htm">http://www.ucuca.umich.edu/policyanim.htm</a></td>
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<td>5.</td>
<td>Do you plan to collect plant specimens? What plants and how much?</td>
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**Notes:**

At the end of your research please return the study site to original condition, (or better if you are studying invasive plants!) Remove all materials you placed there. Thanks!

**Return form:** via email to catriona@umich.edu or Catriona Mortell-Windecker, Room 138, Matthaei Botanical Gardens, 1800 N Dixboro Rd, Ann Arbor, MI 48105

*MBGNA to complete:*

Staff approval: ____________________________________________________________

Site approval: ____________________________________________________________

Page 2 of 2