



KBS LTER Site Use Request Form (SURF)

Please fill out and email as an attachment to the [KBS LTER Project Manager](#).

Today's date:

Contact Information:

Name:

Job Title:

Affiliation: Institution

Department

Email:

Phone:

Mailing Address:

Proposed Project Information:

Title of proposed project:

Is this project a renewal? Yes No

If a graduate student or postdoc, your academic advisor:

Other primary investigators (include name, title, affiliation, and email address):

Date of first sampling:

Description of research (Project rationale and objectives; pasted proposal abstract is acceptable)

Source of Funding: This information is used for annual reports to NSF.

No funding at this time

Funding is pending

Funded by:

For funded projects, please paste a complete proposal citation in the title box below or fill out individual boxes.

Name of funding agency and program (e.g., NSF Ecosystems or USDA NIFA):

Amount of award (all years):

Duration of award (e.g., 3/2022 - 2/2024):

Name of Principal Investigator:

Name(s) of Co-Investigator(s):

Title:

Proposed Sampling Plan:

Please consult with the [KBS LTER Project Manager](#) to make this description as specific as possible and to discuss plans that may need special handling. We recognize that plans can change based on weather and discovery, and can be appropriately flexible provided modifications are discussed with the Project Manager.

In the box below please address each of the following questions:

1. what type of samples are needed (including amounts);
2. where samples will be taken (experiment name - [see listing](#), treatment or site, replicate, sample station);
3. when sampling is expected to occur (including frequency, beginning date, end date);
4. how samples will be collected (e.g. traps, sweeps, soil cores, etc.); and
5. who is expected to do the sampling.

If sampling requires the deployment of special equipment (e.g., flux boxes, vertebrate traps, UAV-drone) please note the size of equipment and duration of its deployment, as well as any special requirements such as power or data loggers. Note: 1) No metal flags can be deployed in any of the plots: use fiberglass or plastic flags instead and 2) [UAV operation over KBS sites](#) requires prior proof of MSU approval and submission of flight plans to the Project Manager.

If you are proposing any microplot experiments (disturbance of any kind including the application of any chemicals or water) or the addition of organisms (plants, insects, microbes, etc.) or biologics (vaccines, etc.), please describe well.

Data Access:

It is NSF policy that data generated at LTER Sites will be made available to the scientific community in a timely fashion following publication. A condition of using the KBS LTER Site (and samples from the site) is that you agree to this policy and agree to make data collected at KBS LTER accessible via the [KBS LTER web site](#) or another data repository (e.g., Dryad).

The KBS LTER web site provides access to baseline data collected by the project on a continuing basis (see the [KBS LTER Data Catalog](#) and [Terms of Use](#)). KBS LTER will work with investigators to archive properly formatted data and to make it available on our web site. [Guidelines](#) for submitting data are available. You are encouraged to contact the [KBS LTER Information Manager](#) to discuss your data prior to submission.

KBS LTER will also work with investigators to archive physical samples (e.g., plant, soil), whenever possible.

Please indicate your agreement to the following data access terms:

I agree to acknowledge support from NSF in all publications arising from work done on site or with samples from the site; use the suggested language available at lter.kbs.msu.edu/research/conducting-research/acknowledgements; report all publications to the Information Manager; and provide an accepted manuscript for submission to NSF's Public Access Repository (PAR) as required.

Yes No

I agree to make data used in papers publicly available soon after publication via the KBS LTER Data Catalog (lter.kbs.msu.edu/data/) or a data repository such as Dryad (datadryad.org).

Yes No

Review Process:

Please email your completed form to the [KBS LTER Project Manager](#). Your request will be reviewed by the Project Manager and the Information Manager, as needed, prior to final approval by the Project Director (contact information below). In some cases approval will also be needed from the Project's Executive Committee.

Approval normally takes 2-3 weeks. Please indicate in a cover note if you need accelerated approval.

Contact Information:

Project Manager
Stacey VanderWulp
vanderws@msu.edu
Phone: (269) 671-2339

Information Manager
Sven Bohm
lter.data.manager@kbs.msu.edu

Project Director
Nick Haddad
haddadn3@msu.edu

For Office Use Only

Date received:

Date approved:

Data submission level: