

## Robinson Forest Technical Committee

**Robinson Forest Project Submission Instructions and Form****Project Proposal Submission**

This project proposal form is required for all in-Forest projects. This form is not required for uses that only require the camp facilities and the associated Boardinghouse Trail and/or are educational or demonstration events held at Robinson Forest. Project is defined as an endeavor that is conducted to meet a research, teaching, extension or outreach/service objective(s) or is an academic or scholastic work and requires in-Forest manipulation or access. Proposals should be submitted to the Robinson Forest Technical Committee (Committee) at least two months prior to initiation date. Please read the **Information for Investigators and Users** section below. Submission of a proposal indicates an agreement to abide by all rules, regulations, policies, procedures provided in this form as well as all information included in the submitted proposal and stipulated in the final approval.

**Please follow the instructions and policies below.**

1. Use the Project Submission Form section of this Word document (below), filling in the information as appropriate and attach required documentation.
2. Submit the Word file using the following naming format: RF\_Proposal\_Form\_*last name*\_.doc / docx / rtf. Note: attachments can be file formats other than those listed above.
3. Submit via email this form and all appropriate documents to: [Robinson.Forest@uky.edu](mailto:Robinson.Forest@uky.edu).
4. All individuals that will be at Robinson Forest must sign the attached ASSUMPTION OF RISK, WAIVER AND GENERAL RELEASE OF ALL CLAIMS: University of Kentucky Robinson Forest. Ensure that all appropriate personnel sign their individual copy and submit the completed form to the Robinson Forest manager or appropriate personnel when arriving at Robinson Forest (see Check-In Kiosk). Note: the waivers are also available at the Check-In Kiosk.
5. Updates or changes in project timelines and methods must be submitted to the Committee via email for approval.
6. Acknowledgment of the University of Kentucky Robinson Forest (and Robinson Forest personnel as appropriate) must be included in all materials produced from the project.
7. Notification of project completion or cessation of activities at Robinson Forest must be made to the Committee in advance of or directly after activities have ceased.
8. A copy and reference of all final materials produced from the project (ex. articles, reports, books, and patents) is to be provided to the Committee as soon as possible after development, printing or publication. Send to Robinson Forest Technical Committee, Department of Forestry and Natural Resources, University of Kentucky, Lexington, KY 40546-0073 or email [Robinson.Forest@uky.edu](mailto:Robinson.Forest@uky.edu).

**Information for Investigators and Users**

The purpose of this proposal and approval process is to ensure effective, efficient, and safe in-Forest use of Robinson Forest. Proposals will be reviewed by the Committee and appropriate University of Kentucky personnel. If external review or further information is required the Corresponding Investigator will be contacted for approval. Proposals will be reviewed for the following:

1. Project thrust consistent with Robinson Forest Trust, Planning Guidelines and Management Plan, and Policies and Procedures. Note: Review of all the previously mentioned documents is not required for a submission. Internal review of the proposal will indicate if there is a problem relative to any policies or guidelines and you will be notified with possible suggestions to ensure compliance and/or the opportunity to adjust the proposal accordingly.
2. Interaction with other on-going or proposed studies.
3. Degree of manipulation and/or disturbance. Note: treatments that involve commercial timber harvesting or may require additional time for review and approval.
4. Use of Robinson Forest camp facilities (managed by RCARS), Forest infra-structure, and personnel.
5. Ability of authors and funding to accomplish proposed activities.

6. Note: Approved IACU ANIMAL CARE & USE PROTOCOL FORMS must be included with all proposals involving appropriate fauna.

The Committee will render one of the following decisions:

- Approve
- Contingent Approval (based upon the incorporation of Committee guidance for the sole purpose of ensuring compliance with rules/regulations, policies and procedures or safety or environmental concerns)
- Disapprove

Corresponding Investigators will be notified of the decision and asked to provide further information or changes in the project proposal and specific information from reviewers where applicable.

All approved projects are required to abide by all University of Kentucky rules and regulations as well as specific Robinson Forest policies and procedures including the signing of the ASSUMPTION OF RISK, WAIVER AND GENERAL RELEASE OF ALL CLAIMS: University of Kentucky Robinson Forest. Violation(s) will result in loss of access to the Facility.

**Robinson Forest Project Submission Instructions and Form**

<b>PROJECT SUBMISSION FORM</b>			
<b>Project Title:</b>			
<b>Submission Date:</b>			
<p><b>This section will be completed by the Robinson Forest Technical Committee. Please proceed to the Corresponding Investigator line below and complete the proposal.</b></p>			
<b>PROJECT NUMBER</b>			
<b>Final Approval (check one)</b>	<input type="checkbox"/> <b>Approve</b>	<input type="checkbox"/> <b>Contingent Approval</b>	<input type="checkbox"/> <b>Disapprove</b>
<b>Changes Requested by Committee</b>			
<b>Changes Submitted by Investigator (included in revised proposal)</b>			
<b>FINAL APPROVAL DATE</b>			
<b>Project Principal Investigator or User</b>			
Name			
Mailing Address			
Email			
Phone			
University/Agency/ Organization:			
<b>Corresponding Investigator or User</b> (if different from the Corresponding Investigator or User)			
Name			
Mailing Address			
Email			
Phone			
University/Agency/ Organization:			
<b>Project duration</b>			
<b>Start Date (projected)</b>			
<b>End Date</b>			
<b>Funding Source</b>			
<b>Provide information or comments on this submission.</b>			
<p><b>Provide the project proposal (provide project proposal in the space provided below or attach an existing project proposal (in Word format) is acceptable. Proposals must include the following elements:</b></p> <ul style="list-style-type: none"> <li>• Justification and scope for overall project use of Robinson Forest.</li> <li>• Methods, including but not limited to:               <ul style="list-style-type: none"> <li>▪ study location specific to watershed, sub-drainage, and or road</li> <li>▪ detailed sample collection procedures (numbers, size of plots, traps, etc.)</li> </ul> </li> </ul>			

- for non-invasive work provide a description of observation/measurements or information/data that will be collected
- detail manipulative treatments
- marking and/or tagging plan
- short or long-term monitoring plan and requirements
- remediation plans (where appropriate)
- On-site requirements, ex. on-forest transportation, lodging, assistance. This information will be reviewed and RCARS notified and contact information regarding lodging and other assistance will be provided to the Corresponding Investigator where appropriate.

**Approved IACU ANIMAL CARE & USE PROTOCOL FORMS must be included with all proposals involving appropriate fauna.**

<b>IACU attached YES</b>	<input type="checkbox"/> Yes or <input type="checkbox"/> No <b>Attached File Name:</b>
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<b>PROJECT PROPOSAL</b>	<input type="checkbox"/> <b>Proposal Attached - File Name:</b> <input type="checkbox"/> <b>Proposal Provided Below</b>
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After inserting proposal (see below) submit the Word file using the following naming format: **RF\_Proposal\_Form\_last name\_.doc / docx / rtf**. Note: attachments can be file formats other than those listed above.

**PASTE PROJECT PROPOSAL HERE**