

VISITING SCIENTIST APPLICATION FOR ACCOMMODATION AND RESEARCH FACILITIES

BOX 1 – NAME AND CONTACT DETAILS	
Name:	
Title:	
E-Mail Address:	
Professional Affiliation	
Address (line 1)	
Address (line 2)	
Address (line 3)	
City/State/Province/Post Code	
Phone/Extension:	

BIOS or other Bermuda collaboration contact:

Please complete and return addressed to 'The reservation/housing manager' at the BIOS address above: or by e-mail - reservations@bios.asu.edu (Jane Burrows - Telephone: (441) 297 – 1880 x 102)

BOX 2: VISITATION DATES			
First dates:		Departure	
Second		Departure	
Airline		Departure	

BOX 3: RESEARCH PROJECT
Please provide a very short (2-3 sentence) description of the research project:
Source(s) of Funding:

BOX 4: CREDIT CARD DETAILS			
Name on card:		Expiration date	
Number:		Type of Card	

BIOS requires a confirming, non-refundable deposit of \$200 per person. Deposits will be retained for changes in arrival and departure dates, and all no-shows (e.g. 4 spaces reserved and only 3 arrive, \$200 is retained by the Institute). Personal check, money order, purchase order, or credit card (VISA or Master Card) are accepted. Credit Cards used as guarantee only (no charges placed). Please charge my VISA/Master Card \$ _____ as a non-refundable deposit to confirm my booking at BIOS.

Signature _____ Date: / /

BOX 5: ACCOMPANYING PERSONNEL

List accompanying personnel by name, relationship (i.e. Associates/Technicians or Graduate Students or Family Members/Friends or 'Other' (please specify)), and gender.

No.	Name	Relationship	Sex
			<input checked="" type="checkbox"/> M, <input type="checkbox"/> F
1			<input type="checkbox"/> M, <input type="checkbox"/> F
2			<input type="checkbox"/> M, <input type="checkbox"/> F
3			<input type="checkbox"/> M, <input type="checkbox"/> F
4			<input type="checkbox"/> M, <input type="checkbox"/> F
5			<input type="checkbox"/> M, <input type="checkbox"/> F
6			<input type="checkbox"/> M, <input type="checkbox"/> F
7			<input type="checkbox"/> M, <input type="checkbox"/> F

BOX 6: Preferred ACCOMODATION (indicate number of rooms/apartments required in the boxes)

	1 bedroom apartment (2 persons)	Rate: \$220 per day
	2 bedroom apartment (3persons)	Rate: \$285 per day
Room with a private bathroom:		
	Single	Twin / Double
	Triple	Rate: \$140 - \$235 per day
Room with a shared bathroom:		
	Single	Twin / Double
	Triple	Rate: \$92 - \$172 per day

BOX 7: LABORATORY or PROJECT STAGING AREA

Rate: \$100 - \$300 per day (depending on size). Please estimate the bench space/area required:

Please describe the research activity and type of laboratory or field requirements (this will help us in assessing which laboratory/staging area will be most suitable for your needs):

BOX 8: BIOS SEMINAR SERIES

Seminars are generally given on Tuesday and Friday afternoons. If you are willing to give a seminar, please provide a preferred date and a proposed title:

BOX 9: HAZARDOUS MATERIALS AND WASTE

Will you be using materials which will generate Hazardous waste?

Yes NO (please tick a box)

Visitors MUST make arrangements with BIOS personnel (either Bruce Williams or an associate BIOS scientist) to register the waste on our electronic waste site and bear any cost of waste removal.

NOTE: A Safety policy guide and waiver are required to be read and signed upon check-in at BIOS.

BOX 10: RADIOISOTOPES AND RADIOACTIVE TRACER LABS

Do you wish to use Radioisotopes while at BIOS Bermuda?

 Yes NO (please tick a box)

Note: The maximum quantities of ^3H , ^{14}C , ^{35}S and ^{45}Ca are 10 mCi per investigator. The BIOS Radiation Safety Officer must give approval to importation of radioactive material at least 30 days prior to shipping date. BIOS requires advanced notification of arrival date, airline and airway bill number.

Please specify isotope and estimated amount/activity:

NOTE: A safety policy guide and waiver are required to be read and signed upon check-in at BIOS.**BOX 11: COLLECTING AND EXPERIMENTAL ACTIVITY**

All collecting activity and experimental activities at BIOS are overseen by the *BIOS Collection and Experimental Ethics Committee*. The committee is responsible for the *Collection and Experimental Ethics Policy (CEEP)* and the Committee has the responsibility to evaluate and inspect the facilities of all scientists using animals for research or teaching, and to assure the humane handling, care, treatment, and transportation of the animal species.

If you wish to collect any biological specimens or conduct manipulative experiments in the field, you will have to fill in a 'Planned Collection and Experimental Manipulation Form' **at least 1 month before your arrival** and to turn the 'Planned Collection and Experimental Manipulation Form' into a 'Realized Collection and Experimental Manipulation Form' at the end of your stay. An electronic 'Read only' version of this form is available on the BIOS website or can be requested from the BIOS Lab Operations Officer (Terence.Martinez@bios.asu.edu).

If you wish to take any samples out of Bermuda (including extracted genetic material, biological fluids, mucus etc) you will require an Export Permit issued from the Bermuda Government Department of Environmental Protection (Ministry of the Environment). To get this you will need to fill out a 'BIOS Internal Request for an Export Permit Form'. An electronic 'Read only' version of this form is available on the BIOS website, or can be requested from the BIOS Lab Operations Officer (Terence.Martinez@bios.asu.edu). You need to apply for this **at least 1 month before the items are to be shipped out of Bermuda**.

Some organisms i.e. corals, may also require a CITES permit. For details on how to obtain a CITES permit please read the *Collection and Experimental Ethics Policy (CEEP)* which is available on the BIOS website or contact the BIOS Lab Operations Officer (Terence.Martinez@bios.asu.edu).

Do you wish to collect any biological material or conduct manipulative experiments in the field?

 Yes No (please tick a box)

Do you wish to Export any biological material?

 Yes No (please tick a box)**NOTE: If "NO" has been ticked in both fields, in lieu of the above documentation, you will be required to sign a statement verifying "no collecting/no exporting" upon check-in at BIOS.**

BOX 12: EQUIPMENT LIST

The following equipment, if available, may be used if requested with advance notice. Please use this list as a reference when you fill out the facilities and equipment schedule (see below) and/or tick the items on this sheet. Visitors are responsible for any damages or loss incurred while equipment is signed out to them.

<i>Tick</i>	<i>Equipment</i>
<input type="checkbox"/>	Liquid scintillation counter (Packard U1600-405195)
<input type="checkbox"/>	Compound microscope; dissecting microscope; video microscope
<input type="checkbox"/>	High speed centrifuge; Bench top centrifuge
<input type="checkbox"/>	Freezer (0°C), Freezer (-70°C)
<input type="checkbox"/>	Plankton net (specify mesh and size)
<input type="checkbox"/>	Milli-Q Water (charges are levied for amounts used)
<input type="checkbox"/>	Aquaria with running sea water
<input type="checkbox"/>	Autoclave
<input type="checkbox"/>	SCUBA (tanks, belts and weights only available)
<input type="checkbox"/>	Technical or other staff assistance (please specify)
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

A limited supply of commonly used supplies i.e.(float-buckets, writing tablets, transects, etc), glassware and chemicals are available for purchase and/or use

Please list your needs below and we will advise you on the availability and cost as requested:

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BOX 13: FACILITIES & EQUIPMENT SCHEDULE

Please provide specific dates and times required for boat, truck or equipment. If due to conflicts with other BIOS users we cannot reserve your required time slot, minor changes will be made to your schedule to accommodate your needs and you will be notified for your approval

Date	Activity/Destination	Transport Needs	Start Time	Finish Time	Equipment and Supplies Needs
23/10/2007	Whalebone Bay	Small truck with driver	8:00 am	1:00 pm	microscopes, dissecting dishes, float buckets, writing tablets etc.

BOX 14: SCUBA DIVING

Do you wish to SCUBA dive or use boats?

SCUBA: Yes NO (please tick a box)Boat Hire: Yes NO (please tick a box)

If the answer is 'Yes' to either of these questions you will need to contact the BIOS Dive Safety Officer Kyla.Flook@bios.asu.edu or the Small Boats Manager Chris.Flook@bios.edu for information, forms, and qualifications required.

BOX 15: ADDITIONAL INFORMATION

Please use this are to detail any additional information, needs, or requests