HREC Annual Request for Facility Use and Support

All users of the facility must complete a request for use and support agreement annually. This includes past traditional uses including collection maintenance.

PLEASE read the HREC use policies at: prior to completion of this document.

An HREC use review committee meets regularly to discuss use proposals and advise farm staff on plot allocation. Final decisions on project support and allocation will lie with HREC management and CALS Deans office. Users must submit a plan of work to HREC Director Terry Bradshaw ([tbradsha@uvm.edu](mailto:tbradsha@uvm.edu)) as soon as possible before work begins. ***For planned 2023 activities request forms must be submitted before February 17.*** All HREC users must submit an annual plan, even if there are no expected changes in HREC use from previous years. All projects must include a start and end date. Ongoing projects shall include a ‘sunset provision’ which describes efforts to be made to return plots back to the original condition at the investigator’s expense. Multi-year projects will be considered with a reasonable (3-5 year) timetable where renewal of support will be reevaluated.

Research and teaching support for the farms comes from General Fund, State, and Federal dollars that are allocated to further the missions of the University of Vermont and the College of Agriculture and Life Sciences. Research and teaching proposals must be received by CALS or other UVM faculty in accordance with their officially sponsored programs in their respective departments. Student, community, or affiliate directed efforts will be entertained only with direct support and final oversight by UVM faculty. It is the responsibility of the faculty sponsor to see that conditions for use of the farm are satisfactorily met. Projects sponsored by non-faculty parties may be evaluated on a case-by-case basis but will receive lower priority than officially sponsored projects.

Part A. Initial Request for Support:

1. Investigator’s name:
2. Telephone number:
3. E-mail:
4. Department:
5. Default Chartstring:
6. Project Title:
7. Course Number:
8. Expected start date:
9. Expected end date:
10. Plot space requested:

(from HREC plot map)

1. A short description of the research/teaching needs which would include a general flow plan/dates of activities with areas of requested support.

Part B. HREC Contract (completed after review by HREC board and CALS Deans Office)

1. Date Request received
2. Description/flow of the Protocol with general dates of major activities
3. Equipment needs
4. Irrigation needs
5. Chemicals to be used
6. Plot needs
7. Recording needs
8. Labor support/responsibilities
9. Drying rack needs
10. Root cellar use
11. Cooler needs
12. Other
13. Comments

Part C. Summary

1. Actual start date
2. Actual end date
3. Summary of the Protocol or Activity(to be completed after the conclusion of the project)

**Appendix B HREC Maps**

**For Planning Purposes Only**

