



HOW TO RUN A FIELD COURSE AT STRI

- 1. COMPLETE THE FIELD COURSE APPLICATION: COMPLETE THE STRI ON-LINE Field Course REGISTRATION.** The field course coordinator may proceed to submit the field course application at https://visitors.stri.si.edu/stri_new/. Once it is approved, the coordinator will be notified. All course participants including instructors and TA's are required to submit their visit requests joining the field course. Detailed registration instructions will be provided at https://visitors.stri.si.edu/stri_new/

Safety and security are important issues at STRI. We kindly request that you visit the following link: <http://www.stri.si.edu/ss/>

Once your course is approved, you can continue with the following steps:

- 2. SUBMIT COURSE SCHEDULE AND SYLLABUS.** This will allow us to draft a **preliminary budget**, provide logistical support and make suggestions about course content. It is very important to be as detailed as possible. Indicate not only the facilities/locations you plan to visit, but also what you will be doing at those sites.
- 3. SIGNATURE OF FACILITY USAGE AGREEMENT.** The Smithsonian requires a signed agreement for the usage of the facilities including insurance, standards of conduct and scheduling. The agreement will be sent 4 months before the course starts. Therefore, the course schedule and syllabus should be available at least 4 to 5 months in advance.
- 4. PROVIDE A LIST OF ALL PARTICIPANTS.** Include the name, date-of-birth, gender, passport number, nationality, academic level, and a 2x2 digital image of all participants (students, professors and TA's).
- 5. INDICATE ANY SPECIAL NEEDS OR REQUIREMENTS.** Let us know if you need any specialized equipment, require special transportation, have any dietary restrictions or have students with particular health issues.
- 7. BUDGET, FEE SCHEDULE AND FIRST PAYMENT.** Once **the preliminary budget** is finalized, we require an initial payment to reserve space. The remaining expenses are due within 30 days after the end of the course. **The final cost may vary.** STRI will charge a 15% logistic fee of the final cost of the course.
 - a. The fee for the Gamboa School House (Building 56) is \$55 per day per person which includes three meals, laundry, A/C facility and class room. The fee is fixed at \$660 per day when there are less than 12 participants. For more information on the Gamboa School House, visit: <http://www.stri.si.edu/english/research/facilities/terrestrial/gamboa/index.php>



- b. Please note that a late fee will be charged to your account if final payment is not received within 90 days.
- c. Types of payments:
 - i. Wire transfer (details will be provided upon request).
 - ii. On line payment

8. INTERNET ACCESS. There are selected places (Tupper complex) with public network access through Wi-Fi. In most other facilities including the Gamboa School House, individuals can link to the STRI public network with a password as a “guest”. We highly recommend all participants bring their own computers.

9. APPLY FOR A PERMIT. Courses are required to have research permits from the government of Panama which allow students to carry out field observations, catch and release, or simple field manipulations. All course-coordinators should read the following section on detailed instructions to obtain permits.

<http://www.stri.si.edu/english/research/applications/permits/index.php>

Any research that involves handling or alters behavior (including acoustic playbacks, visual models, habituation, etc.) requires STRI IACUC approval. If your study is purely observational, or if you are recording but not altering behavior, then no IACUC approval is required. **PLEASE NOTE:** Field courses are not exempt from STRI IACUC requirements. Please follow the instructions on the STRI IACUC webpage to submit IACUC protocol applications accordingly.

http://www.stri.si.edu/english/research/applications/animal_care_policies.php

IMPORTANT NOTE: ACQUIRING A PERMIT CAN TAKE UP TO 9 WEEKS TO PROCESS. **Field Courses can only apply for observation/catch & release permits, not for permanent collection. Export is NOT permitted for field courses.**

UNDER NO CIRCUMSTANCES, SAMPLES COLLECTED UNDER THE TERMS AND CONDITIONS OF THE PERMITS DESCRIBED ABOVE SHOULD BE USED IN RESEARCH THAT PURSUES FINANCIAL OR COMMERCIAL BENEFITS OF ANY KIND, OR FOR ANY OTHER GOAL OTHER THAN ACADEMIC AND ORIENTED TOWARDS THE INCREASE OF BASIC SCIENTIFIC KNOWLEDGE.

WHAT ELSE DO YOU NEED? VISIT

http://www.stri.si.edu/english/research/applications/coming_to_panama/required_documents.php TO FIND RELEVANT INFORMATION ABOUT IMMIGRATION, TOURIST CARDS, VISAS AND OTHER MATTERS.