Curation Department

125 Arborway

Boston, MA 02130-3500

tel: 617.384.5454

fax: 617.524.1418

[www.arboretum.harvard.edu](http://www.arboretum.harvard.edu)



**Proposal to access the Arnold Arboretum Living Collections for scholarly purposes**

The collections and natural areas of the Arnold Arboretum support scholarship in a wide array of disciplines; scholarship includes all forms of research projects, teaching activities, and artistic endeavors. These may involve the formal, accessioned plants in the collection, the unaccessioned or spontaneous vegetation in natural areas, as well as the environments within the 281-acre urban ecosystem. Prior to beginning, however, all activities must be approved, and upon completion must be documented.

Applicants must complete and submit this proposal for review *at least* five business days before the initial access date. Submitting proposals well in advance of the five-day deadline is appreciated, particularly for complex projects or those which involve many accessions. E-mail proposals, ***as a* Microsoft Word file**, to the appropriate contacts listed below.

All attempts will be made to support projects as they are initially proposed, however modifications may be required. All applicants will be made aware of their proposal status within five business days of receipt of a completed proposal. Successful applicants will be provided with a collections-access letter as well as a signed research/collecting permit, if appropriate. Scholars are not allowed to collect from the collections or conduct their study until approval is provided.

Please submit proposals to both Michael Dosmann and Kathryn Richardson:

Michael Dosmann Kathryn Richardson

Keeper of the Living Collections Curatorial Assistant

[michael\_dosmann@harvard.edu](mailto:michael_dosmann@harvard.edu) [kathryn\_richardson@harvard.edu](mailto:kathryn_richardson@harvard.edu)

***Contact Information:***

**1. Primary Contact Name:**

**2. Primary Contact Email Address:**

**3. Name of Principle Investigator (if different from above):**

**4. Names and affiliation of other researchers working on project:**

**5. Institutional Address and phone number:** If this request pertains to the shipment of materials, include a building shipping address, and not a PO Box number.

**6. Are Arboretum staff members formally collaborating with this project?** If so, please list names and describe in what capacity:

***Project Details:***

**7. Project title:**

**8. Initial access date:**

**9. Full date range if for extended periods, with intended frequency of visits/shipments:**

**10. Briefly describe the project (1 paragraph is sufficient):**

**11. Briefly describe the necessity/importance of using the Arboretum collections for the project:**

**12. Is this project currently supported through external funding (e.g., grants)? If so, please list:**

***Collections Use and Request Details:***

**13. List the Arboretum resources to be monitored or collected.** Consult the Arboretum’s online inventory of living collections (<https://arboretum.harvard.edu/plant-search/>), or Arboretum Explorer (<http://arboretum.harvard.edu/explorer/>) for information about the Arnold Arboretum’s accessioned holdings, Herbarium of Cultivated Plants, and to use the download function to create your lists and maps. **Please select all access types that apply to your project**.

Plants within the Living Collections

Please provide a list of taxa and/or specific accession numbers and send as a separate .csv file.

Environmental Access

Select all that apply:

spontaneous flora (non-accessioned plants); please describe:

other (describe):

Herbarium of Cultivated Plants

Select all that apply:

in-person visit to the herbarium

destructive sampling (attach file with barcode numbers located on your download list via Plant Search to this proposal), please describe:

request for scanning services (attach file with barcode numbers located on your download list via Plant Search to this proposal)

other (describe):

**14. Does this project require the removal of tissue, propagules, or other plant material from the Arboretum?** Describe, as necessary. Please specify the intended use for the material you receive (molecular, propagation, herbarium, other (please describe)).

Yes, check all that apply:

fresh material; please describe:

silica dried; please describe:

vouchers of your plant collections; please describe:

propagule type; please describe:

other (describe):

**15**. **Does this project require arboretum staff to collect and ship tissue for molecular analyses or require you to voucher your plant collections?**

Yes

**When shipping, the Arboretum prefers to use FedEx, UPS, and USPS as couriers whenever possible. \*Please note that all international shipments are sent via USPS.** Please confirm that the shipping address and contact telephone number are correct in question 5 above.

**Do you have an account number?**

Yes, please provide:

No

**\*If making a request for shipments, please list any import requirements below.** It is the responsibility of all scholars requesting material to first investigate their own specific import requirements and supply the Arboretum with instructions and documents as needed well in advance of the request date.

**16.. Will you conduct environmental sampling or monitoring?**

Yes, please describe:

Please attach a full schematic of device(s), if any, which you would like to deploy in the landscape to this proposal:

**17. Will you require landscape areas/plants to be managed in a particular way?** Please know that horticultural and landscape needs and requirements determine whether a request is fulfilled.

Yes, please describe:

**18. Will you require specialized assistance from Arboretum staff or access to equipment?**

Yes, please describe:

**19. Can any products of this proposed project result in commercialization? Are there any intentions to do so? Please describe.**