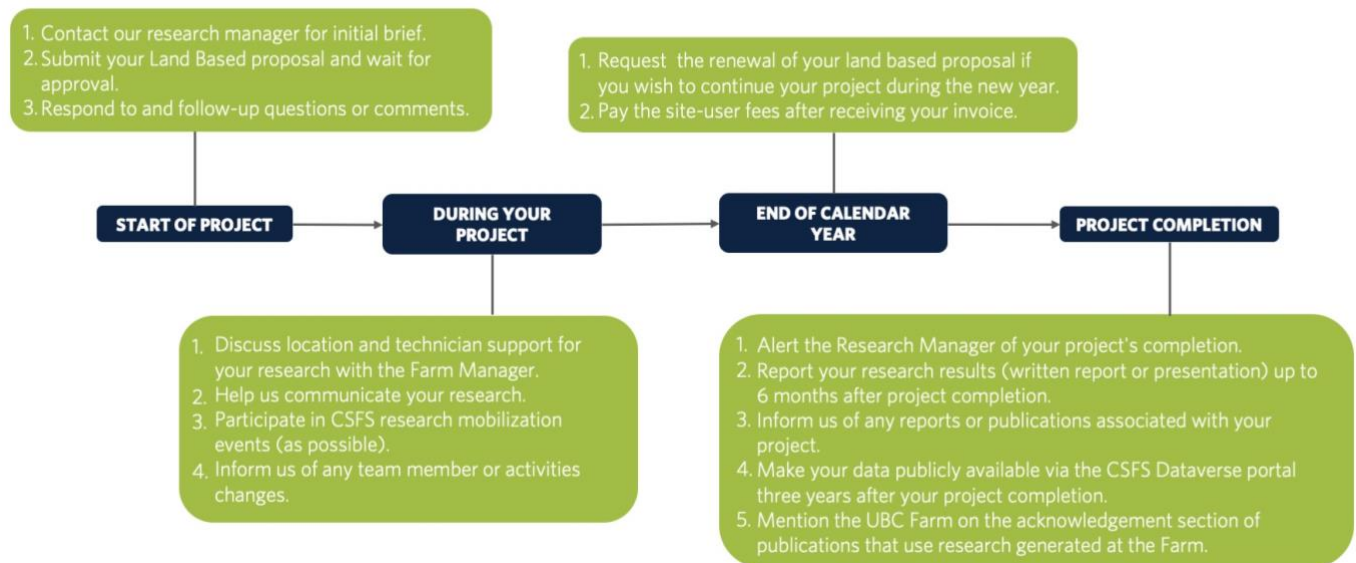


# Running your research at UBC Farm

Updated July 2021

The UBC Farm welcomes researchers from all fields of expertise to conduct research that can contribute to achieving more sustainable food systems at the UBC Farm. To help inform your decision to carry out research activities with us, we have summarized our research protocol below.



## Before your project

1. Contact our [Research Manager](#) to discuss your general research idea and determine its viability.
2. Consult our
  - a. [Covid-19 UBC Farm Research Resumption Plan](#)
  - b. [Principles guiding proposal's approval at the UBC Farm](#)
  - c. [UBC Farm User Fee Schedule](#)
3. Submit a [Land Based Proposal](#), with supporting documentation such as images of required equipment or infrastructure.
4. Once the proposal is received, the UBC Farm Land Committee will review it and aim to respond to you in two weeks. We may reach out with further questions or clarifications before the proposal is approved. Note that research activities are approved for one calendar year. See further details for multi-year projects below.

## During your project

1. Once your project has been approved, you will receive a formal approval email with detailed instructions on next steps. These may include:
  - a. Coordinating with the Farm Manager the specific locations and potential technician support for your research activities.
  - b. Submitting your Data Sharing Agreement [consent form](#).
  - c. Reviewing a brief project summary to be archived by the UBC Farm and any signage needed for your research plot.
2. UBC Farm will give you access to a live version of your project research fees invoice (for monitoring purposes) and will send you a final invoice at the end of the year.
3. You are expected to keep us informed of any relevant changes on your research activities.
4. You will be invited to present on CSFS and UBC Farm research mobilization events.
5. While COVID-19 UBC Farm Fieldwork Safety plans are required for research activities on campus, you will need to keep us informed of any changes on your safety plan and your research team (accessing the Farm).
6. If your project spans multiple calendar years, you will need to request the renewal of your land-based proposal (via the [Land Based Proposal](#) form) by January 31st of the new year.
7. You will need to request a Farm key to access the Farm outside of public access hours by contacting the [Research Manager](#).

## After your project at UBC Farm has concluded

1. Alert us of your completed activities by emailing our [Research Manager](#).
2. Submit any non-Indigenous research data collected at the Farm six months after project completion via the [CSFS metadata survey](#).\*
3. Report on your research results via a short report and/or a presentation as part of the UBC Farm Research Reveals series.
4. Tell us of any reports and/or publications associated with your UBC Farm research to be archived and posted on our [Publications browser](#).
5. Your data will be posted in [CSFS Dataverse](#) three years after your project has concluded.\*

\*As per our [Data Sharing Agreement](#)

## Main Contacts

- Project planning and protocols: Research Manager [ubcfarm.research@ubc.ca](mailto:ubcfarm.research@ubc.ca)
- Farm coordination and practical logistics: Tim Carter [tim.carter@ubc.ca](mailto:tim.carter@ubc.ca)
- Communication, outreach, and research signage: Melanie Kuxdorf [melanie.kuxdorf@ubc.ca](mailto:melanie.kuxdorf@ubc.ca)
- Invoices and fees: Elena Donskikh and Hailey Cai [hailey.cai@ubc.ca](mailto:hailey.cai@ubc.ca)
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