**INSTRUCTIONS**

This document describes the kind of information you will need to enter in the [Research Project Management Tool](http://www.ots.ac.cr/clients/contactos/researcher/login.php), to obtain Station approval for your project. You will also be required to sign an agreement to abide by OTS research policies (see in the list of attachments of the Permits guide website)

If you want to add other information that you consider important, include it in the Comments Section. Please see the Guide to Obtaining Research Permits in Costa Rica for more details.

**PROJECT DESCRIPTION**

1. Project Leader
2. Project Title
3. Project Start Date
4. Project End Date
5. Field station
6. Study locations other than OTS field stations.
7. Where at the station do you propose to conduct your study?
8. How do you plan to fund (or are funding) this project/?

6. Project summary (200 words).

7. Introduction:

8. Significance of proposed work:

9. Objectives:

10. Methods (in sufficient detail to determine if there will be an impact on the environment or on other projects)

11. What equipment or other resources will you require for your project?

12. What kinds and quantities of plant/animal/water/soil samples will you be taking?

12. Appendices:

13. Any additional comments:

**MINAE Research Permits**

Will you ask OTS to facilitate your application to MINAE? Yes/No

Do you plan to export biological samples Yes/No

Will you be working with DNA or molecular samples? Yes/No

Will you be manipulating or tagging plants or animals? Yes/No