

UGAMI VISITOR INFORMATION September 2025

This document is in two parts. **PART A** is the visitor request form to be filled out by all potential visitors, and **PART B** asks for specific information depending on the purpose of the visit (choose best fit). All visits are subject to approval by the UGAMI Director. Please return the completed form to Jonah Rigdon: Jonah.Rigdon@uga.edu.

PART A: Visitor Request

Date Submitted:

Primary contact for visit: Name:

Email:

Phone:

Name of Organization/Institution:

Dates/times of visit: Arrival Date:

Meridian Ferry Time:

Departure Date:

Marsh Landing Ferry Time:

Please consult the ferry schedule: <https://ugami.uga.edu/ferry/> and also let us know if these dates and times are flexible.

Number in party:

Transportation needs: *Please explain your transportation needs, in terms of bicycles, golf carts, and vehicles – keeping in mind that we are extremely limited.*

Purpose of visit:

Research

Education

Other

Is this the group's initial visit to UGAMI?

Yes

No

Comments:

Billing information:

billing info already on file

UGA SpeedType:

Billing contact:

Billing address:

City:

State:

Zip:

Billing phone:

Email:

For office use only:

UGA

USG

Other GA

Outside GA

Housing:

Vehicle:

of people nights:

Invoice Numbers:

Total number of people:

Conference

Atlas

Auditorium

Clean Space

Wet Lab

Dry Lab

Trawls

PART B: 1. Research Request

Professor/Lead PI of project:

Institution:

Department:

Name of project:

Is this funded?

Funding source:

Is this a new project?

List of personnel: *please list the names of all of the people who will be part of the visit to UGAMI (attach additional sheets as needed).*

Name	Position	Name	Position

Activities and locations while on Sapelo: *(Note that you may need to make arrangements for additional assistance, such as using a small boat to access sites or working with the GCE field crew. If you are conducting a field experiment you may need a research registration form: https://gce-lter.marsci.uga.edu/public/site/research_requests.htm.)*

Laboratory request: *Please let us know what type of lab spaces you will need to access (if any): (i.e. the wet lab; drying ovens; balances; hoods). If you already have a designated lab space or a preference please list that and we will try to accommodate you.*

Lab Safety: *Please contact the UGAMI Laboratory Manager, Laura Cassetty (laura.cassetty@uga.edu) with any questions about laboratory use and equipment availability. In particular, please notify her if your work involves any of the items below so that she can help you make sure you are following the appropriate procedures (and can issue a collection permit):*

- Collection of plants, invertebrates, or vertebrates; conducting experiments with vertebrates
- Radioactive or hazardous chemicals (including using equipment containing radioactive sources)
- Compressed gases
- Culturing microorganisms

Other considerations: *If you need any other type of support or have questions please include them here and/or contact Jonah Rigdon, Jonah.Rigdon@uga.edu*

PART B: 2. Education Request

Instructor:

Institution:

Department:

Course Number:

Course Name:

Class level: Undergraduate

Graduate

Number of credits:

Estimated number of contact hours while at UGAMI:

Number of students participating:

Number of staff:

Is this trip mandatory for the course?

If this trip was funded, name of project, funding source and PI:

Activities and locations while on Sapelo: *If you are conducting a field experiment you may need a research registration form: https://gce-lter.marsci.uga.edu/public/site/research_requests.htm*

Will you need laboratory space? *Please let us know what type of lab spaces you will need to access (if any): (i.e. the wet lab; drying ovens; balances; hoods). Laura Cassetty , will follow up with you regarding appropriate procedures. In particular, she can issue you a collection permit for plant and animal samples.*

Will you need classroom space? *Please let us know what type of classroom space would be appropriate. If you have a designated space in mind let us know and we will try to accommodate you.*

Are you interested in arranging a trawl? *If yes, please contact Jonah Rigdon for more details.*

Other considerations: *If you need any other type of support or have questions please include them here and/or contact Jonah Rigdon, Jonah.Rigdon@uga.edu*

PART B: 3. Other Purpose

Name of organization:

Department (if applicable):

Reason for visit: (please check applicable boxes and provide a brief explanation in the space below.

Workshop

Business-related

Volunteer

Public Outreach

Teacher

UGA

Contractor

Brief explanation of reason for visit:

List of personnel: *please list the names of all of the people who will be part of the visit to UGAMI.*

Name	Position	Name	Position

Activities and locations while on Sapelo:

Will you need laboratory space? *Please let us know what type of lab spaces you will need to access (if any): (i.e. the wet lab; drying ovens; balances; hoods). Laura Cassetty will follow up with you regarding appropriate procedures. In particular, she can issue you a collection permit for plant and animal samples.*

Will you need meeting space? *Please let us know what type of meeting space would be appropriate. If you have a designated space in mind let us know and we will try to accommodate you.*

Other considerations: *If you need any other type of support or have questions please contact Jonah Rigdon, Jonah.Rigdon@uga.edu*

UGAMI Confirmation

Date of Request:

Primary Contact for Visit:

Email:

Phone:

Type of Visit: Research Education Other

Request No.:

Arrival Date:

Meridian Ferry Time:

Departure Date:

Marsh Landing Ferry Time:

Plan for pick-up at Marsh Landing:

Housing Assignment:

Lab Assignment(s):

Transportation:

Office Assignment(s):

Other Notes:

Approved:

Date: