

**W. J. BEAL BOTANICAL GARDEN AND CAMPUS ARBORETUM
207 OLDS HALL
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI 48824
517-884-8486**

Dear Plant Collections User:

The attached form is for requesting approval to use or collect plant samples (including wood, leaves, flowers, fruits, seeds or spores) in the W.J. Beal Botanical Garden or in the Campus Arboretum.

Removal of plant material from campus plantings can result in arrest by the Campus Police if you do not have a permit.

Activities that do not include collecting or sampling, such as a walking tour, do not require a collecting permit.

This form is not to be used to request a permit for access to plants in the Natural Areas/Woodlots, Horticultural Garden, 4H Children's' Garden, or Plant Biology Conservatory.

If you have any questions, please call W.J. Beal Botanical Garden. Help us help you.

Thank you.

Alan Prather, Ph.D.
Interim Director

November 2021

**REQUEST FOR ACADEMIC AND RESEARCH USE OF
W. J. BEAL BOTANICAL GARDEN AND CAMPUS ARBORETUM
MICHIGAN STATE UNIVERSITY**

Please Type or Print Clearly

INDIVIDUAL (PERMIT BEARER): _____

Status - check one: Faculty Staff Visiting Faculty Student Non-MSU Individual

IF YOU ARE NOT AN MSU FACULTY OR STAFF MEMBER, PLEASE STATE THE MSU FACULTY OR STAFF SUPERVISOR OF YOUR ACTIVITY:

DEPARTMENT/UNIT AFFILIATION: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

**Statement of Proposed Research or Collection
(use additional space/pages if necessary)**

As part of the request for a collection permit, we request that you supply a brief description (Abstract) of your research, instructional or collection activities. Include the species and locations you intend to work. This will be useful in evaluating the impact of your study on the plant collection and the approval of the permit.

Special Considerations
(use additional space/pages if necessary)

Does your research activity require any special consideration in terms of altering regular maintenance? For example: Will pruning, spraying, weeding, mulching, cutting or fertilizing adversely impact your study? Please remember that a routine schedule of maintenance is conducted on all parts of the plant collection. We cannot be responsible for any impact of routine maintenance on your project if we are not aware of your specific needs. We will make every attempt to honor special requests, however, beyond routine maintenance, you are responsible for monitoring, maintaining your study and removing any equipment or labels you installed as part of your research.

Check one of the following as it pertains to the proposed activity

Research Instruction Other specify _____

If for instruction, please supply course number, title, and approximate number of students.

DATES OF PROPOSED ACTIVITY: _____

Will there be any research or instructional materials (e.g., stakes, tags, labels, traps, equipment, etc.) installed on the site? If so, describe.

Describe the potential short term and long-term impact(s), if any, on the plant(s) to be studied or sampled.

The individual responsible (Permit Bearer) for the proposed activity agrees to

1. limit the activity and impact to the plants described in this request; if additional activity becomes necessary, an amended request must be filed;
2. remove all research or instructional materials and any other remnants of the activity upon termination of the project;
3. prepare a brief written report or summary of the activity, including any reports, manuscripts, publications, data summaries, results, or descriptions of instructional activity, and submit to the Director of the W. J. Beal Botanical Garden and Campus Arboretum, 207 Olds Hall, following completion of the activity; and
4. acknowledge the W. J. Beal Botanical Garden and Campus Arboretum, Michigan State University in any publications.

Signature of Researcher (Permit Bearer)

Date

Signature of MSU Faculty or staff person responsible for project (if needed)

Date

Title or position

NOTE: The Director assumes no liability for damages or injuries associated the use of this permit.

Submit request to: Alan Prather, Interim Director
W. J. Beal Botanical Garden
408 West Circle Dr, Room 207
207 Olds Hall
Phone: 517-884-8486
Fax: 517-432-1090
Email: alan@msu.edu

FOR OFFICE USE ONLY:

PROJECT # _____