



Instructions to submit your Research Project Proposal

1. **Go to:** <https://visitors.stri.si.edu/en/home/registration/profile>
2. If you already have an account select already have a registration profile, log in using the same information you provided during registration.
3. If you do not remember your username and password, there is an option to reset your profile password. **DO NOT** create a new account.
4. If you are new to STRI, create your registration profile (login name and password):
 - Use as your login name your email. Please enter your primary email using email addresses like gmail, outlook, etc. to make sure important emails from STRIRegistration are received. Sometimes, universities' email server settings might inadvertently block certain external emails.
 - Enter your first, middle, and last name.
 - Create your password, which must have eight characters including at least one number and one special character and type it again to confirm it.
5. Go to '**New Project Proposal**'



6. You will now need to complete the following sections:
 - Research Project Information
 - Major Research Areas
 - Facilities
 - Resources
 - Project Details
- **Research Project Information**

Please indicate the following information:

 - Start date
 - Expiration date
Please make sure to provide a project expiration date that allows enough time to plan future visits.
 - Project title
 - Institutional affiliation
 - Source of Funding
 - U.S. Federal (e.g., NSF, NIH)

- STRI/SI Funding
- Panamanian Institution
- Personal Funds
- Other

- **Major Research Areas**

Please choose all the scientific areas that apply to your project.

- **Facilities**

- Facility is the place where you will be working in a Lab or an Office only.
- Please choose all facilities that apply to your project and select the facility where you expect to spend the most time working as your primary facility.
- For information about our facility fees, please visit <https://stri.si.edu/fees>

- **Resources**

Please indicate the resources (equipment, services, etc.) that you will need for your research project. Fees may apply.

- **Driver's license**

- Foreign driver's licenses are only valid in Panama for up to 90 days, regardless of the length of time you are approved to stay here as a visitor. You can apply for a regular Panamanian driver's license if you have a visa from the National Immigration Service; or if staying up to 180 days, it may work if you use the International Driver's License from your country of origin.

- **Import Equipment and/or Supplies**

- If you are planning to bring scientific equipment and/or supplies, please contact trafico@si.edu directly. Failure to do so may result in unexpected delays for the importation of your equipment and/or supplies into Panama.

- **Scuba Diving**

- The [Smithsonian Institution Scientific Diving Program](#) is a research support program from the Office of the Under Secretary for Science. The program promotes and supports the underwater research activities and diving safety of Smithsonian scientific divers. Smithsonian policy regarding diving activities conducted under its auspices is published by the Scientific Diving Control Board in SI Directive 120.
- Smithsonian Scientific Diver Information http://si.edu/dive/si_divers.htm
- Smithsonian Scientific Diving Reciprocity <http://si.edu/dive/reciprocity.htm>

- Temporary Diving
Authorization <http://si.edu/dive/temporary.htm>
- **Boat Driving in the Panama Canal**
 - For further information, please access <https://striresearch.si.edu/ss/research-or-study/work-policies/>
- **Overflights regulated by The Civil Aeronautics Authority (AAC)**
 - The Civil Aeronautics Authority of Panama (AAC) by Resolution No. 004-2021-NRA-AAC of May 3, 2021 regulates the operation of drones (unmanned, radio-controlled rockets and aircraft, UAV and UAS) in the Republic of Panama. All drones weighing more than 250 grams that will operate in the Republic of Panama require AAC registration prior to use.
- **Manned overflights in the Panama Canal and/or Manned overflights in the Republic of Panama**
 - Please contact the Scientific Permit Office at STRI-Permits@si.edu for further information.

- **Project Details**

Please provide the following information:

- **STRI Host**
 - Please select the STRI staff scientist who will serve as your STRI Advisor/Host
- **Hiring local resources**
 - Please indicate whether you will hire local resources to work on your project.
- **Special IT resources**
 - Please indicate if your project requires/uses special IT resources.
- **Summary**
 - Provide a brief description of 1) the importance of the study, 2) the specific questions or hypotheses, 3) the approach or methods (Maximum: 1000 words)
- **Project Overview**
 - Provide an introduction to your project stating the reasons for conducting the study and including background information, justification and expected results that help explain how the current proposal relates to another research in this field. (Maximum: 1000 words)

- **Objectives**
 - Describe what is hoped to be achieved. (Maximum 750 words)
- **Methodology**
 - Description of the study area**
 - List the areas where the study will be conducted and the proposed study sites (protected areas, national parks, natural monuments, biological reserves, privately owned land, etc.) or whether the work will be done with data or samples already collected by others.
 - **Protected Areas**
Please select all research areas that apply to your research.
 - **Other research areas**
 - If your research is in Level 4 areas (Darién and Golfo de Mosquitos), you will need special authorization. All other areas outside Barro Colorado Nature Monument will require research permits.
 - **Organisms to be observed and/or samples to be collected.**
 - A scientific permit is required in the Republic of Panama for Research / Education / Observation / Collecting / Tagging / Import / Export of biological and non-biological samples.
 - Please select all that apply to your research. The Scientific Permit Office will provide recommendations according to your selection.
 - For non biological samples (water/sediment/soil/air/others) to be collected, please provide name and quantity.
 - For biological samples to be observed, tagged, or collected, please provide scientific name, common name, quantity, and if it is Cites or No-Cites.
 - If your research involves vertebrates, please indicate if you will use dead or live vertebrates.
 - Dead vertebrates: Those not sacrificed during the project activities: museum and/or collection specimens, etc.
 - Live vertebrates: If your project involves handling live vertebrates or altering their behavior (including acoustic playbacks, visual models, etc.), an STRI ACUC (Animal care and use) protocol proposal or approved document will be required to complete your project request. If your study is purely observational, or if you are recording but not altering behavior, then no STRI ACUC approval is required.
 - **PLEASE NOTE:** Field courses also require a STRI ACUC. Please follow the instructions on the STRI

ACUC webpage to submit ACUC protocol applications accordingly.

- If you do not have an STRI ACUC protocol number, please visit the [Smithsonian Animal Care Polices](#) website
- *ACUC: **Institutional Animal Care and Use Committee - Protocol for human use of live vertebrates.**
- STRI will not process scientific permits until STRI ACUC protocols are approved. We ask that you **please submit your STRI ACUC protocol at least four months in advance of the start date of your research.** STRI requires approximately one month to complete an ACUC review.
- STRI processing of scientific permits from the Panamanian government requires three months.
- The STRI ACUC protocol approval document or proposal is required to proceed with the review of your research project proposal.
- Please indicate if you have an approved protocol or have submitted the protocol proposal to STRIIACUC@si.edu and upload the document accordingly.

- **Import/Export**

- Indicate if you will import and/or export samples
- For further information, please visit <https://stri.si.edu/plan-your-visit/scientific-research-permits>

- **Procedures or experimental design**

- Provide full methodological details for all phases of the research (planned observations or sampling, experiments, and analysis of your project) and include the necessary citations. (Maximum: 2000 words)

- **Cited references**

- List relevant references only. 15 references maximum

- **Notice of Consent:**

The information collected through this form will be used to evaluate the services requested by the applicant. By submitting the web form, you voluntarily consent to STRI's use of the information provided. STRI strives to clearly communicate

how the collected information will be used, allowing applicants to make an informed decision about whether to provide the information.

- **Proceed to 'Save and Continue'**
- **Important:**
Please take some time to review the information you provided before submitting it. Giving incorrect or incomplete information will **delay** or cause **rejection** of your request.
- Please proceed to certify that the information is true and correct.

I certify that the above information is true and correct.:

- Please make sure to click on the 'Submit' button indicated below to submit your visit request.

Submit

Please note that your research project proposal is not approved until you receive an email confirmation.

For additional information or assistance, please contact STRIRegistration@si.edu