



Smithsonian
Instituto de Investigaciones Tropicales

Instructions to submit your Visit Request

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. If you do not remember your username and password, there is an option to reset your profile password. DO NOT create a new account.
3. 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.
4. Go to '**New Visit Request**'



Before proceeding to submit your visit request, ensure you have obtained all required information in the Visit Details section from the project's principal investigator.

Visit Details

Project PI

Project Title

Project Role during your visit (if you will be working on somebody else's project)

Arrival/Departure

Funding source during your visit

Housing locations

STRI Facilities and dates at each facility

NOTE: Please take a moment to read the Visit Registration Process Overview before proceeding to the next screen.

5. You will now need to complete the next steps:

- Step 1. Personal Information
- Step 2. Visit Details
- Step 3. Policies
- Step 4. Finish

Step 1. Personal Information

Please enter the following information:

- **Personal Information**
 - Please make sure to provide updated personal information.
- **Academic Information**
 - If you are a student, make sure to indicate it.
 - If you are a SI or STRI fellow not currently affiliated with another institution, please indicate 'Smithsonian Institution' or 'STRI' here. If you are not currently a SI or STRI fellow and are not affiliated to another institution, please indicate N/A.
- **Emergency Contact Information**
 - It is important to indicate accurate information in case it is needed. Please add the country code and area code to the phone information.
- **Insurance Information**
 - All STRI Scientific Visitors must have International Health Medical Insurance to get an approved visit.
 - Company: Indicate your insurance company name.
 - Insurance Number: Indicate your insurance policy number.
 - Expiration Date: Indicate the insurance policy expiration date. For indefinite insurance coverage, please indicate your visit departure date.
 - Please ensure you have enough money (cash or credit card) to cover out-of-pocket expenses. You will need to submit your medical claims to your insurance carriers.
 - If you do not have International Health Insurance, please contact STRI-VSO@si.edu to request temporary accident insurance recommended by STRI.

NOTE: Review all the information you filled out and click on 'Save and Continue'

Step 2. Visit Details

Ensure you have obtained all required information in the Visit Details section from the project's principal investigator.

Please enter the following information:

- **Project Information**
 - Project title (search for the Principal Investigator's last name and choose the project title).
 - Role: Select your role in the project.
 - Co-Principal Investigator: applies to STRI Research Associates, STRI Fellows, STRI Collaborators
 - Research Assistant: applies to STRI Fellows, STRI Interns, STRI Volunteers, paid assistants*
 - Media: applies to film crews, press, photographers
 - Other: applies to exploratory visitors, none of the other choices
- **Visit Information**
 - Arrival date / Departure date.
Note: Your departure date will be limited to the project expiration date.
 - **Visit description:**
 - Briefly describe the work you will be doing during your visit.
 - For example: collecting samples, doing field work, doing lab work.
 - **Work type** (fieldwork and/or lab work):
 - Please indicate if you will be doing fieldwork or/and lab work.
 - If your research is within the Barro Colorado Nature Monument, you will not need research permits. If your research is in Level 4 areas (Darien and Golfo de Mosquitos), you will need a special authorization. All other areas outside Barro Colorado Nature Monument will require research permits.
 - Note: If research permits are required by the government of Panama, please submit your visit request three months prior to arriving at STRI.
 - **Field Expeditions**
 - If you are planning to conduct fieldwork, please read Field Expedition Procedures
 - **Resources**
 - Please select the equipment, services, or other resources that you will require during your visit. This is just to help us coordinate. It is not a reservation.
 - If you will handle live vertebrates, or alter live vertebrates' behavior, the PI will need to include your name in the project's IACUC protocol.
 - If you are going to use chemicals, you will need to provide the chemical name and the approx. weight or volume.

- **Billing Information**
 - Indicate the name of the person who will be in charge of paying your expenses at STRI. If you will cover your expenses, please choose 'I will pay for my expenses'. This means that all fees will be billed to your STRI account.
 - The information submitted here will be used to bill all the expenses (housing, facility fees, vehicles, boats, etc.) that you might incur during your visit.
 - If someone else will be paying your expenses please make sure to inform the responsible person that an email from STRIRegistration@si.edu will be sent for the required online approval confirmation.
 - Your visit request will only be approved once the contact person listed here approves to pay for your expenses.
- **Local (Panama) Emergency Contact**
 - Name, email, phone.
- **Housing Information:**
 - Indicate if you require STRI housing reservations and select the preferred location. This is just to help us coordinate. It's not a reservation.
 - A staff from STRI Housing Program will contact you for availability information.
- **Facility Information**
 - Indicate which facilities you will use during your stay at STRI. Facilities refer to where you will work, not where you will live.
 - Specifying the use of a particular facility is not necessary for check-in or check-out procedures.
 - Facility Fee charges during your visit will apply according to the primary facility selected.

NOTE: Review all the information you filled out and click on 'Save and Continue'

Step 3. Policies

Review Policies

- You must read all STRI policies and research requirements.
- Click on all policies and be sure to read them thoroughly.
- Check each box indicating that you have read them all.
- Proceed to download the Waiver of Liability, sign it and upload it.

NOTE: Review all the information you filled out and click on 'Save and Continue'

Step 4. Finish

- Please take some time to review your visit registration information and correct any changes you deem necessary. Make sure all the information is complete and correct.
- You can go back if you need to edit it. Then click 'Save and continue'.
- Providing incorrect information will only delay the time it takes to process and approve your visit 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 'Finish' button indicated below to submit your visit request.**

Finish

- You have now successfully submitted your visit request to STRI.
- You will receive an email from STRIRegistration@si.edu indicating that your visit has been registered correctly.
- You will receive a reply to your request within 20 working days (28 calendar days).
- Please be aware that until the Panamanian authorities grant your research permits, you will not be able to start field work.
- The approval of the visit is contingent on permit and IACUC approvals, facility availability, and any other additional requirements.
- If changes need to be made to the visit request, please contact STRIRegistration@si.edu

Please note that your visit is not approved until you receive an email confirmation.

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