

NATURAL ENVIRONMENT RESEARCH COUNCIL FIELD SPECTROSCOPY FACILITY

LOAN APPLICATIONS – General Information

The Field Spectroscopy Facility instruments are owned by NERC and NERC fully funds the 2 FTE posts required to staff FSF. To justify this support the Facility is required annually produce evidence of the support it gives to the UK research community and the scientific benefit to the UK that is derived from that support. NERC regard publications as the prime indicator of science supported by FSF. Publications, therefore, are the primary means by which the value of the Facility to the scientific community is judged. Any investigators in receipt of a NERC FSF loan is required to supply bibliographic references and if possible copies of all publications (including PhD theses, non refereed publications including conference presentations and proceedings and any other publicity relating to their work) which discuss or describe results obtained through the use of Facility equipment. It is a NERC requirement and condition of the loan that support given by NERC and FSF be acknowledged in all such publication. In addition, when substantial and detailed advice is given by FSF staff, when FSF post processing templates and when FSF calibration services are used this assistance should also be acknowledged or cited as appropriate in any subsequent publications.

- 1) All applicants are required to submit an application form for the consideration of the Steering Committee. Joint applications in support of collaborative projects are welcome, but must nominate a lead investigator or principal point of contact. For those wishing to use FSF instruments for ground support during ARSF campaigns the joint ARSF/FSF application form should be used. The joint application form is available from ARSF.
- 2) Applications for use of the equipment in connection with post-graduate studentships should be from the supervisor as the Principal Investigator with the student identified as the User.
- 3) Applicants for equipment loans who are also seeking research grant support from the NERC should, separately, submit the NERC research grant application form (RGI) in the normal way (see Research Grants booklet). Failure to gain a research grant will not in itself preclude an equipment loan. Note that NERC require that the cost allocated for the use of NERC facility's must be included in research grant applications.
- 4) Applicants should note that submission of the completed application form indicates a willingness to comply with the Loan Conditions.
- 5) Each application will be reviewed on its own merit. If the application is for work which is a continuation of a project previously supported by the FSF this should be stated in section 8.b.
- 6) Potential commercial users and new users are advised to contact the Facility before applying.
- 7) Applicants are requested to provide adequate information under section 13 to enable the scientific merit of the application to be judged and the detailed methodology, in section 14, should include information on how Microtops and ground targets will be used,

if they are borrowed, and data analysed as well as the spectroradiometer use and data analysis. If advice is needed to develop the methodology please contact FSF. An example form, illustrating the sort of information about the project which is required, is provided on the FSF web site

8) Completed application forms should be returned to the FSF a MINIMUM of 12 weeks before the requested loan period. Applications are reviewed at, or as close as possible to, the following deadlines:

- 1st June for loans in the October to February period
- 1st November for loans in the March to September period

Late or urgent applications will only be considered in exceptional circumstances and should be accompanied by a letter of explanation addressed to the Chairman of the FSF Steering Committee.

9) Note. NERC FSF recommends, and in some cases requires, that FSF equipment be insured for 'all risks' for the duration of the loan. The duration of the loan is from receipt of equipment by the applicant until its return to FSF in Edinburgh, this includes during transportation. For further assistance please contact FSF.

10) Within 1 month of the completion of a loan a Loan Report should be returned to the Facility. This report should indicate the quantity of data collected, report on the performance of instruments and on any problems encountered during the period of the loan. Loan Report forms can be downloaded from http://fsf.nerc.ac.uk/loans/documents/loan_report_form.pdf

11) Within 1 year of the completion of a loan a Science Report should be returned to the Facility. In the event that insufficient analysis has been carried out an interim report can be submitted (a form can be downloaded from here http://fsf.nerc.ac.uk/loans/documents/Interim_Science_Report.doc, however, a full Science Report must be submitted within 2 years of completion of a loan. The Science Report should not exceed 6 pages and contain an abstract; summary of the scientific background; field methods used; data acquired; analysis and findings to date; conclusions; publications, current and proposed; and graphics where appropriate should be included. A Science Report form can be downloaded from here http://fsf.nerc.ac.uk/loans/documents/Science_Report.doc. Science Reports will be used to compile the Facility's annual report to NERC