



A. COURSE PROPOSAL FORM

The Course Proposal Form is your means of making a reservation with GRI and placing your group on our calendar. Submit your proposal early as reservations for space are on a "first come, first served" basis. Completed forms should be e-mailed to Troy Dexter (grcsansal@gmail.com). Even if you are a returning group, this form must be completed and submitted each year. Upon receipt, we will confirm the dates for your utilization of GRI and add you to our calendar.

Date of Submission: _____ Anticipated Arrival Date: _____
Leader Name: _____ E-Mail: _____
Telephone: (W) _____ (C) _____
Anticipated Number of Students: _____ Anticipated Number of Faculty/Staff: _____
Institution: _____
Institution Address: _____
Emergency Contact at Institution: Phone: _____ Email: _____

- 1. Title of Course or Project:
2. Brief Description of Course or Project:
3. Have you previously conducted this course or project on San Salvador at the GRI? Yes No
If not, please describe how you plan to carry out the course, procedures you will be using, the educational objectives you wish students to achieve, and previous experiences you have teaching or working in the field:
4. Proposed Schedule/Syllabus (Please provide a general outline for your proposed day to day activities. Note that schedules should be flexible due to factors such as weather conditions, transportation, tides, etc.):
5. GRI Supplies and Equipment Needed (Lab and field equipment, analytical supplies, audio/visual equipment, etc.):
6. Will faculty conduct any scientific research projects during your course? Yes No
(Note that all research conducted in The Bahamas requires a permit and registration in the Bahamas with the Department of Environmental Protection and Planning (DEPP). Please visit https://research.depp.gov.bs
7. Proposed Dates for your visit: _____
8. If your course cannot be offered in the time period of your choice, would you consider alternative dates?
No _____ Yes; and here are possible alternative dates: _____



B. HOUSING FORM

The Housing Form allows GRI to assign rooms to persons participating in your course. This form must be submitted at least one month prior to arrival at GRI. As circumstances may alter the numbers in your course, should a student withdraw or a new student sign up, please contact us as soon as possible so we can modify room assignments.

Lead Faculty Name _____

Department and Institution _____

Phone _____ E-Mail _____

Date **arriving** in San Salvador: _____ Date **departing** San Salvador: _____
Day / Month / Year Day / Month / Year

Number of **Undergraduate** Students to be housed in **Boy's** Dorm _____

Number of **Undergraduate** Students to be housed in **Girl's** Dorm _____

Number of **Graduate** Students to be housed in Graduate **Male** Rooms* _____

Number of **Graduate** Students to be housed in Graduate **Female** Rooms* _____

Names of Married **Students** Requiring Private Room*

Names of Single Male **Faculty**:

Names of Single Female **Faculty**:

Names of **Faculty** Couples:

Names and Ages of All **Children** of Faculty:

Air Conditioning is available for a fee in Faculty and Graduate rooms. If available, do you want to rent an Air Conditioning unit in your rooms: _____ Yes _____ No

***IF SPACE IS AVAILABLE. Graduate housing can also be requested for older "non-traditional students". Include a short note detailing this request, if applicable.**



C. TRAVEL INFORMATION FORM

The Travel Information Form is to be completed by the group’s lead faculty. This form allows GRI to plan for your arrival, collect your group from the San Salvador airport and track any changes or delays to flight schedules. Submit this form at least 4 weeks prior to arrival and inform GRI of any changes to your travel schedule after submission.

1. Name of Institution/Group _____

2. Lead Faculty/Person Responsible for Group _____

International Flight Information

3. Date of arrival in Nassau (if applicable) _____ Arrival time: _____

Airline: _____

Departure City and Time: _____

4. Contact information if your plans are to overnight before your arrival in Nassau/Miami/Ft. Lauderdale/etc.

Hotel: _____

Address: _____ City: _____

Phone Number: _____

Bahamas Domestic Flight Information

5. Date of arrival in San Salvador _____ Arrival time: _____

Airline (if different from Bahamas Air): _____

6. Date of departure from San Salvador _____ Departure time: _____

International Connecting Airline: _____

Note: If you have a connecting flight in Nassau on the same day, try to leave at least a **4-hour layover** to get through international check-in, security, customs, potential flight delays, etc.



D. INSURANCE/COURSE PARTICIPANTS FORM

GRI has arranged an accident and sickness insurance policy with CIGNA Worldwide Insurance Company. Faculty must submit the completed form indicating the names of all persons insured and the number of days of coverage desired at least 4 weeks prior to travel. If additional coverage for travel days is desired, include the dates of those traveling days on the form and add them to the sum in the total days' column. **Should you choose to waive the GRI insurance (please see GRI Handbook Overview Section on Insurance), we still require a completed form as we need a record of individuals in your group.** Please type or print; use multiple sheets if necessary; denote faculty members on form (*); alphabetizing students by last name is appreciated.

Institution/Group Name: _____ Waiving Insurance: _____

	LAST	FIRST	INITIAL	M/F	DATE OF BIRTH	INSURED DATES		TOTAL DAYS
						FROM	TO	
1								
2								
3								
4								
5								
6								
7								
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E. HEALTH STATUS FORM

Every GRI visitor (faculty, student, researcher, family member) must complete a Health Status Form. All persons in your group should turn in a completed form at least 6 weeks prior to arrival at GRI to the group leader.

Name: _____ Age: _____ Gender: _____

Address: _____ City/State: _____ Phone: _____

Emergency Contact Name: _____ Relationship: _____ Phone: _____

Do you have special dietary requirements? Yes ___ No ___ Please check below (GRI cannot accommodate every diet): Vegetarian [] Vegan [] Gluten-Free [] Kosher/Halal [] Other: _____

Do you have any food allergies? Yes _____ No _____ If yes, please indicate them below: Peanut [] Tree Nut [] Milk [] Soy [] Wheat [] Fish/Shellfish [] Eggs [] Other: _____ Please inform your professors of any food allergies before your trip and speak to our cafeteria staff upon arrival

Do you have severe allergic reactions to the following? Bees/Wasps [] Medications [] Other _____ Students at risk of anaphylaxis from an allergic reaction are required to bring two (2) EpiPens with them (one for backup)

When was your last physical? Month: _____ Year: _____ When was your last tetanus shot? Month: _____ Year: _____ List any prescribed medications you are taking: _____ Always travel with an additional week's supply of medications in case of flight delays

Have you had any of the following medical diagnostic tests (please check all that apply)? Chest X-ray /CT [] Electrocardiogram (ECG) [] Electroencephalogram (EEG) [] Magnetic Resonance Imaging (MRI) [] Reason for and results of diagnostic testing: _____

Do you have any of the following? Pacemaker [] Coronary Stent [] Insulin Pump* [] Artificial Joints [] Ear Tubes [] *A backup pump is highly recommended in case of failure (or be prepared to fly home as supplies in the Bahamas are limited)

Are you receiving professional help regarding any neurological or emotional disorder? Yes _____ No _____ If yes, please explain: _____

Check the space provided if you have, or have ever had, any of the following:

Table with 3 columns of medical conditions and checkboxes: [] Alcoholism/narcotic habit, [] Asthma, [] Backache lasting more than a day, [] Broken/sprain bones, dislocated joint, [] Broken eardrum, mastoiditis, [] Chest pain, [] Diabetes, [] Dizzy spells, fainting, [] Hay fever or sinus, [] Head injury, concussion, [] Heartburn, indigestion, or ulcer, [] High/low blood pressure, [] Heart arrhythmia, [] Jaundice/hepatitis, [] Kidney/bladder disease, [] Rheumatism, arthritis, [] Sea/air sickness, [] Weight gain/loss

Describe any serious accident, injury or illness not mentioned above: _____

Any other issues or concerns of which GRI should be made aware? _____

I attest to the accuracy of the information provided, and understand that false, misleading, or omitted vital information is grounds for dismissal from the field station.

Name (printed): _____ Signature: _____ Date: _____



F. STUDENT CONTRACT

All students must read the *GRI Student Information Packet* and sign the Student Contract at least 6 weeks prior to arrival at GRI. Completed forms can be turned in during the GRI student orientation or into the GRI main office upon arrival. Any student refusing to sign the contract will not be allowed on the GRI campus. Any violation of GRI rules **can result in immediate dismissal from the GRI campus** and removal from the island of San Salvador at the student's own expense.

I agree to the following statements and assume the following responsibilities while at Gerace Research Institute:

1. To read the Student Group Information Packet and complete the Health Status Form and this Student Contract.
2. To follow the rules and regulations of Gerace Research Institute as outlined in the orientation and to avoid all forms of personal conduct that may jeopardize the Gerace Research Institute or my personal safety, fully understanding that if the Executive Director believes my conduct has put the Gerace Research Institute at risk **I will be expelled from the island at my own expense and will forfeit all fees paid.**
3. To turn over my passport to the GRI during orientation. Passports are locked in the Main Office safe and are returned prior to departure from the island.
4. To discuss with my faculty leads any potential health concerns that would hinder my ability to fully participate in a field course and to discuss the accident insurance for my stay on San Salvador, understanding that I am required to purchase this policy through Gerace Research Institute for a fee of \$2.00 per day unless waived and covered by my home institution.
5. I agree to the following Hold Harmless Clause:
I fully understand that Gerace Research Institute, along with its administrators, faculty and staff, will not be held responsible, financially or otherwise, for any injury, accident, or sickness, including those resulting from any water activities. By signing this release, I certify that I am cognizant of the basic risks of a field course and working in a tropical marine environment; including but not limited to dangers in *swimming and snorkeling in the near shore and open ocean*, residing on an isolated island with *constrained medical resources*, being exposed to *sunlight and high temperatures*, living in *rustic accommodations with limited modern amenities*, and traversing areas with *stinging insects, poisonous plants and venomous marine life*.

In the event of my physical or mental incapacitation for any reason, I hereby authorize Gerace Research Institute to take such actions and engage such services on my behalf as they deem necessary for my health and safety, and I agree to promptly reimburse them for all costs incurred on my behalf including medical assistance and transportation to medical facilities.

Name (printed): _____

Signature: _____ Date: _____

School: _____

City: _____ State: _____ Country: _____



G. VEHICLE USE AGREEMENT

Any faculty member wishing to drive a GRI vehicle must read and sign the Vehicle Use Agreement. Any violation of the vehicle use rules can result in the permanent banning of a faculty member from driving GRI vehicles. Generally, only faculty are allowed to drive GRI vehicles; however, exceptions can be made for graduate students under certain conditions and with express permission from the GRI Executive Director. The Vehicle Use Agreement can be signed upon arrival at GRI.

Regulations Concerning Use of Gerace Research Institute Vehicles

1. GRI vehicles are to be used for educational or research purposes only and are not insured for night driving. All vehicles are to be back at GRI by 5:15 PM.
2. Faculty only are allowed to drive GRI vehicles and must sign the Vehicle Use Agreement *before* they are allowed to drive.
3. Faculty must provide a weekly schedule of travel locations to the Executive Director so GRI can plan vehicle use for each day (scheduling calendar available in the faculty lounge). The Executive Director must be notified of changes in plans.
4. Vehicles will be assigned daily. Classes may not always get the same vehicle every day.
5. It is the faculty's responsibility to ensure all passengers are seated before departure and remain seated at all times with legs and arms inside the vehicle.
6. Vehicles are to be driven on the left hand side of the road in The Bahamas at the legal maximum speed of 25 mph and 15 mph by the airport, schools and through settlements.
7. Faculty are not to drive through nor back up over bushes, trees, etc. including where the vegetation is growing into the road. This can damage the vehicle, scratch off the paint, cause dents in the body, gouge the radiator, break glass, tear off mirrors, and tear out electric wires and brake lines which run along the underside of the vehicles. The cost of repair of any damage done to a vehicle as a result of misuse will be paid by the faculty who was driving at the time.
8. Vehicles are to be parked along main highways or roads; participants are to walk to field sites. Faculty are not allowed to drive vehicles up to Dixon's Lighthouse or down to Grotto Beach.
9. Faculty who find or notice something wrong with the vehicle while driving it (overheating, strange noise, loss of brakes, etc.), are to stop for their safety and the safety of others and to prevent irreparable damage to the vehicle. Faculty are required to call or get a message to GRI so a mechanic may come and provide assistance.
10. It is the faculty's responsibility to ensure someone in the group sweeps out/off the vehicle at the end of the day.
11. Absolutely no GRI vehicles are to stop at any night clubs or bars before, during, or after any field trips, for any reason whatsoever.
12. Absolutely no alcohol is allowed in or on any GRI vehicles at any time.
13. Any faculty member caught drinking alcohol and driving will be permanently banned from driving GRI vehicles. Any faculty member caught drinking alcohol and driving with students in the vehicles will be permanently banned from GRI.

I have read and agree to abide by the above regulations:

Signature _____ Date _____

Name (Printed) _____ Institution _____