

To do list for projects at Zackenberg Research Station

Before you apply for money for your project:

1. Read ZERO Site Manual.
2. Check the price list for current prices on services provided by Zackenberg secretariat.
3. Contact the scientific leader in case you have any questions related to the science part of your planned Project.
4. Contact the logistics manager in case you have any questions related to the logistical part of your planned project.

When you have received funding for your project:

1. Contact the logistics manager in case you have any questions related to the logistical part of your planned project
2. Contact the scientific leader in case you have any questions related to the science part of your planned project
3. Fill out the Zackenberg access application form, print it out, sign it and send it to the Zackenberg Secretariat (zackenberg@au.dk). If you have any questions related to the application form etc. please contact the Zackenberg secretariat.

After you have sent the Zackenberg access application form:

1. Upon approval by the GEM coordination group, you will receive a permit to go to Zackenberg from the Zackenberg secretariat in mid-March.
2. You will receive your tickets, including a travel plan and relevant hotel vouchers no later than two weeks before your departure.
3. Contact the logistics manager in case you have any questions related your travel.

After you return from Zackenberg:

1. You will receive the invoice relating to your stay at Zackenberg before 1 December.
2. Contact the logistics manager in case you have any questions related to your invoice.
3. Remember to keep the Zackenberg secretariat (zackenberg@au.dk) informed about publications coming out of your research at Zackenberg.
5. Also remember to acknowledge Zackenberg Research Station in the publications coming out of your research at Zackenberg.