TERRA Lab Research Application Form

(NOTE: Students using the lab for classes should fill out the “Instructional Use” Form.)

Applicant Name: ___________________________ Date: __________________
Department: ___________________________ ID: __________________
E-Mail: ___________________________ Signature: __________________
Phone Number: ___________________________ Card Expiry: __________________

☐ B.A. ☐ B.Sc. ☐ M.A. ☐ M.Sc. ☐ Ph.D. ☐ Other (specify)

Research Project: ___________________________ Expected Completion Date: __________________

Title: ___________________________
Description: (or attach separate page)

Support:
The TERRA facility is mandated to be self-supporting. Sufficient funds must be set aside to pay for computer maintenance and software licensing. All users, particularly those supported by external grants, are expected to contribute to the support of this facility. A facility usage charge of $100/month has been established. Those users who are unable to contribute the full facility usage charge may be granted an in-kind contribution. Students should seek financial support from their supervisors.

Please indicate your contribution to TERRA support:

Amount: ___________________________ FOAPAL: ___________________________

Fees: These fees are not included in the above facility usage charges. They must be paid by all users.
1. A $10 key-card access fee must be paid to the Geography Secretary.
2. All consumables (e.g. printing and plotting) will be charged at actual cost-recovery rates.

For TERRA Use:

Approved by: ___________________________ Date: __________________
Lab Director’s Signature

Key-card fee received and VIN card issued to applicant by: ___________________________ Date: __________________
Department Secretary’s Signature

$10  Cash  Code #: ____________ (in case applicant misplaces)
$10  Cheque  ____

2018.06.14
TERRA Lab “Instructional Use” Application Form
(NOTE: This form is to be used for students using the lab for classes.)

Applicant Name: ___________________________ Date: ___________________________
Department: ___________________________ ID: ___________________________
E-Mail: ___________________________ Signature: ___________________________
Phone Number: ___________________________ Card Expiry: ___________________________
☐ B.A. ☐ B.Sc. ☐ M.A. ☐ M.Sc. ☐ Ph.D. ☐ Other (specify)

Course Information:

Name & Number: _____________________________________________________________
Semester: ___________________________ Winter (January - April) Year: ___________________________
                      Spring/Summer (May – August)
                      Fall (September – December)

Instructor:

Name: (print) ___________________________ Class Confirmed: ___________________________

Fees: These fees are not included in the above facility usage charges. They must be paid by all users.

1. A $10 key-card access fee must be paid to the Geography Secretary.
2. All consumables (e.g. printing and plotting) will be charged at actual cost-recovery rates.

For TERRA Use:

Approved by: ___________________________________________________________
               Lab Director’s Signature Date: ___________________________

Key-card fee received and VIN card issued to applicant by: ___________________________
               Date: ___________________________

               Department Secretary’s Signature

$10 Cash Code #: __________ (in case applicant misplaces)
$10 Cheque ____
TERRA Lab Use Policies

1. **Purpose**
The Environmental Research and Response Applications Lab (the "TERRA Lab") is used to support research and teaching activities primarily within the Department of Geography. The lab is available to researchers (faculty, staff, graduate students and undergraduate honours students) who are conducting research that requires the use of computing resources specific to this facility. Management of the TERRA Lab is under the authority Dr. Joe Piwowar, Director and Dr. Julia Siemer, Associate Director.

2. **Access**
Access to the TERRA Lab is gained by using a key-card obtained from the Geography Secretary upon completion and subsequent approval of the TERRA Lab Application Form. A $25 refundable key deposit is required. Access may be denied to anyone who has violated a TERRA Lab Use Policy or a University of Regina Policy.

3. **Fees**
The TERRA facility is mandated to be self-supporting. Sufficient funds must be set aside to pay for computer maintenance and software licensing. All users, particularly those supported by external grants, are expected to contribute to the support of this facility. A facility usage charge of $100/month has been established. Those users who are unable to contribute the full facility usage charge may be granted an in-kind contribution. Students should seek financial support from their supervisors. The maximum annual fee charged per supervisor will be $2500.

All consumables (e.g. printing and plotting) will be charged at actual cost-recovery rates.

4. **Security and Maintenance of User Files**
Each authorized user of the TERRA lab has access to all data and files on these systems. Thus, all files on a TERRA system may be viewed, modified, and/or deleted by someone other than the file's owner without prior warning. Users are responsible for maintaining their own file backups. The TERRA computers are equipped with CD/DVD-RW drives, USB ports, and internet connections for this purpose.

5. **Acceptable Use**
Since TERRA is a University of Regina resource, TERRA Lab users are subject to established University Policies and Guidelines. The following policies are particularly relevant: Campus Computing, Network and Other Information Resource Facilities Policy (150.10) and Harassment and Discrimination Prevention Policy (20.105.10).

The following additional policies apply to the TERRA Lab and its users:
- Computer users, whether internal or external to the campus network, must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected
- No software is to be installed on a TERRA system without prior approval of the Lab Director(s).
- Users must respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Users must refrain from using computing resources for personal commercial, financial or other gain.

6. **Use Priorities**
The following priority list has been established to facilitate effective functioning of the TERRA Lab. Higher priority uses will have precedence over lower priority uses: lower priority users will relinquish their system(s) when asked to do so by a higher priority user.

1. Externally funded contract work.
2. Teaching that requires the specialized software unique to the TERRA systems.
3. Research that requires the specialized software unique to the TERRA systems.
4. Other scholarly activity (e.g., report writing).
5. General computing (e.g., reading e-mail, surfing the internet).

7. **Acknowledgements in Reports and Publications**
The TERRA Lab has been made possible by grants received from the Western Economic Diversification Fund, NSERC, CFI, and the Faculty of Arts at the University of Regina. It would be very kind if you would acknowledge this assistance to your research in any papers or reports you produce. One example of an appropriate note in your Acknowledgements section could read: Support from the University of Regina’s TERRA Lab is gratefully appreciated.

Please send the full citation for any published or unpublished work in which you insert such an acknowledgement to Dr. Joe Piwowar (email: joe.piwowar@uregina.ca) in the Department of Geography.

2018.06.14