



UNOLS Cruise Planning Checklist

A checklist to be used in conjunction with the information posted on our cruise planning webpage: <https://www.unols.org/ship-schedules/cruise-planning-information>

Date	Items	Notes
	<p>When You Are Writing Your Research Proposal <i>(18 - 24 months before cruise)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit a shiptime request form <input type="checkbox"/> Be sure to request funds for the following (if applicable): pre-cruise meeting travel, extra marine tech services, foreign collaborators, foreign observers, shipping, additional bandwidth <input type="checkbox"/> Review info on foreign Marine Science Research Clearances <input type="checkbox"/> Review info on using additional UNOLS Facilities/equipment, contact the facility operator (if applicable) 	
	<p>After You are Funded <i>(7 - 12 months before cruise)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply for foreign Marine Science Research Clearance (if applicable) <input type="checkbox"/> Apply for Environmental Permits (if applicable) <input type="checkbox"/> Request a pre-cruise meeting to be held by phone or in person, ideally to be held 6-9 months in advance of the cruise <input type="checkbox"/> Reserve portable equipment (if applicable) <input type="checkbox"/> Review UNOLS resources on working in foreign ports and/or using Unmanned Aerial Systems (UAS) (if applicable) 	
	<p>Before Your Pre-Cruise Meeting <i>(2- 6 months before cruise)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the vessel-specific cruise questionnaire <input type="checkbox"/> Familiarize yourself and your science party with the ship's policies and procedures <input type="checkbox"/> Contact the ship's tech group to discuss loading plans, special engineering needs, winch/wire needs, customs requirements for scientific equipment <input type="checkbox"/> Review shipping procedures <input type="checkbox"/> Review US export control restrictions <input type="checkbox"/> If using isotopes, request Isotope Laboratory Van and review policies, procedures, and awareness info <input type="checkbox"/> If using lithium batteries, discuss with ship operator and review lithium battery information in the UNOLS RVSS <input type="checkbox"/> If using scientific diving, review institutional policies and procedures <input type="checkbox"/> Develop a data management plan (see R2R website) <input type="checkbox"/> If using a portable winch, review UNOLS RVSS guidelines and discuss your equipment with the vessel's Marine Superintendent 	
	<p>One Month Prior to Sailing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow up on any Marine Science Research Clearances <input type="checkbox"/> Work with vessel operators to submit info for Notices to Mariners if deploying buoys, moorings, or any sort of fixed gear 	
	<p>Two Weeks Prior to Sailing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete any cruise participant information <input type="checkbox"/> Finalize Science Cargo Manifest and Berthing Plan <input type="checkbox"/> Complete Hazmat Forms as required 	
	<p>Immediately Following Your Cruise</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete a UNOLS Post Cruise Assessment Form <input type="checkbox"/> Complete a Marine Science Research Clearance Preliminary Cruise Report <input type="checkbox"/> Complete a NDSF Vehicle Debrief (if applicable) 	
	<p><i>Have a great cruise!</i></p>	