

To do list for projects at Zackenberg 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 Station
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. Check if you need an exemption from the National Park rules to carry out your project, and if you do apply the Greenland Home Rule Authority with a copy of your letter to The Zackenberg Secretariat
4. Fill out the Zackenberg access application form, print it out, sign it and send it to The Zackenberg Secretariat

After you have sent the Zackenberg access application form:

1. You will receive a permit to go to Zackenberg from Danish Polar Center at least two months before your departure
2. You will receive your tickets, incl. a travel plan and relevant hotel vouchers at least three 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. You are obliged to send us a small report (< 1 page) about your research at Zackenberg before 15 February in the year after your stay at Zackenberg
4. Remember to keep us 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