The Freeman Center for Research, Teaching and Other Activities

All plans for utilizing any of the premises of the Freeman Center (except the Lodge and Multi-Purpose Classroom) for educational purposes must be approved in a minimum of 7 days by the Research and Sponsored Programs (RSP). This applies to Texas State faculty, staff, and students as well as visiting scholars from other institutions.

_These procedures are completely separate from any potential animal care and use protocols necessary for research or academic activities involving the use of live vertebrate animals._ If you plan to use live vertebrate animals for your project, you also need to submit an IACUC protocol. See the Texas State IACUC website for protocol submission instructions. In addition, receiving IACUC approval for a project involving Freeman Center does not in any way constitute approval for access to Freeman Center.

Access Request Form

Anyone—faculty, staff, students, and visiting researchers—wishing to use the Freeman Center for educational purposes must complete the Access Request Form below. This provides the RSP with basic project information and facilitates allocation of resources provided by the Freeman Center. Requests will be cross-referenced against the inventory of currently active projects to determine the potential for conflicting demands on Freeman Center resources, as well as the potential for synergistic, collaborative activities. Please allow time for information gathering, assessment and final approval processes particularly for class-related projects.

Unfunded Research

Texas State University encourages the use of Freeman Center for unfunded research projects conducted by faculty, staff and students from all academic disciplines. Approvals may be granted for an entire class or individual students depending on the specific circumstances. If the research is related to classroom activities, the instructor of record should submit the request. If students are conducting independent research projects, complete contact information for a supervising faculty member or Center Director must be included on the form.

Visiting Researchers

Research conducted by visiting scholars at the Freeman Center must explicitly benefit Texas State University and a Texas State faculty member must serve as a co-investigator or liaison. It is the responsibility of the visiting researcher to ensure compliance with federal animal care and use policies and relevant permitting authorities and to present IACUC protocol approvals from their home institutions, state or federal permits, and other relevant documentation to the chair of the Texas State IACUC prior to conducting any research activity involving the use of live vertebrate animals on Texas State premises.

Contact:

If you need assistance or have questions about usage of Freeman Center, please contact Stacey Allbritton at 512.245.1516

Form Instructions

Fields with asterisks cannot be left empty. Use “N/A,” “see attached,” or the number “0” if necessary. Uploaded files must be in doc., txt., or .pdf format. Be sure to click the Submit Your Request button when finished. Upon completion, you should see a confirmation screen and receive an email copy of your form data. If you do not, re-submit the form.

Is this for Research, Teaching, or Other Activities? *
- Research
- Teaching
- Other Activities

Is this a new request? *
- Yes
- No

Date of Submission *

Requesting Department/Office *

Office Phone Number *

Faculty Name *

Faculty Email *

Faculty Phone Number *
Requested Date(s) of Use: (MM/DD/YYYY)

Date(s) From*          Date(s) To*

Requested Time(s) of Use: (ie: 5pm is 17:00)

Time(s) From*          Time(s) To*

Add Date   Delete Date

Course ID Number *  Number of Labs *  Number of Students per Lab *

IACUC approval *

☐ Yes    ☐ No

Lab Activity Objective: (Include potential +/- impact of lab/activity on ranch)

Faculty/Pasture Needs

Vehicle/Equipment Needs

Personnel Needs
Additional Resources: (e.g. second labs)

Miscellaneous Needs

Submitter's Email *

An email containing the information from this form will be sent to the email address specified in the "Submitter's Email" section above once the form has been submitted successfully.

Contact Name *  Contact Email *  Contact Phone Number *

Requests should be made one week in advance of date facility/animal/personnel will be needed.

* If you have students with physical disabilities in the labs, please contact the Ranch Manager ASAP so that accommodations can be made in advance of the lab.

NOTE: All uses must have the form completed, approved and on file with the Freeman Center or you will not be allowed access.