

INFORMATION FOR HURON MOUNTAIN WILDLIFE FOUNDATION RESEARCHERS

K. Woods, June 2008

Important: All field researchers and assistants should be familiar with the 'operating guidelines' outlined on the final page of this document.

I. IMPORTANT PROCEDURAL INFORMATION

A. Funding:

HMWF research funds will be disbursed by the Foundation's treasurer, on instruction by the Director of Research. Payment schedules will be established for each project, but generally depend on the nature of arrangements with researchers.

Normally, HMWF funding, if it is to be disbursed through an accredited research institution will be in two annual payments, one (of about 60% of the total) at the beginning of the project and a second after a preliminary report indicates that planned work is substantially completed. *Researchers must provide the Director of Research* with information necessary for conveying funds to their institution's Office of Funded Research (or equivalent).

For researchers acting as independent contractors, approved funds will be paid upon receipt of documentation that the work has been completed (either a preliminary or final report); such researchers may request initial payments to cover expected costs of consumable supplies. Alternative arrangements may be made if warranted by the nature and requirements of the research. For payment of more than \$600 per year, researcher's Social Security number will be required for preparation of IRS Form 1099.

In any case, an accounting of expenditures should be submitted along with your final report.

B. Scheduling visits to the Hurons and stays at Ives Lake:

Wayne Thorpe, as Director of Operations for the Ives Lake facilities, is responsible for all arrangements for visits to the Field Station and for maintaining and supporting the operation of the facility. ***All visits to the Club, and all housing at Ives Lake MUST be arranged in advance through the Director of Operations.*** As soon as possible, provide Wayne with a desired schedule for visits to the Hurons and needs for housing at Ives Lake. Include dates and numbers of individuals, with names as soon as possible. Wayne may be contacted by email at: thorpewayn@aol.com. Copy information to Kerry Woods (kwoods@bennington.edu).

Stays at Ives Lake are scheduled on a first-come, first-served basis, and are contingent on availability of space. We have only 11 beds at the Stone House, and the facility is frequently filled. We will try to accommodate researcher needs, but cannot promise availability of housing. Flexibility may be called for. It is not possible for additional people to 'camp' at the site, either inside or outside. If all beds are claimed, you may arrange housing (or camping) in Big Bay and visit research sites on a day-trip basis. The Stone House will be available as early in the season as conditions permit, but generally not before the beginning of May.

Wayne will also prepare 'gate-lists' on a regular basis. ALL INDIVIDUALS visiting the Huron Mt. Club *MUST* be on the gate-list before they can be admitted. It is critical that you provide him with all names *AT LEAST several days in advance*, and preferably several weeks in advance. Researchers should not make independent arrangements with the Club gate-house.

We understand that schedules must sometimes be modified. If your plans must be changed, contact Wayne as soon as possible. If you are *not* going to be visiting when previously arranged, knowing this in advance may allow someone else needed time.

C. Research methods and permanent equipment/sensors:

Most Foundation-sponsored research uses the privately owned lands of the Huron Mt. Club. The Foundation's work is strongly supported by the Club, but it is important to recognize obligations to the Club and to Club members. Read the guidelines at the end of this document carefully. If you have any questions about any of these matters contact Kerry Woods or Wayne Thorpe.

If your work involves long-term placement of *equipment or sensors in the field* or experimental work that involves visible alterations, you should work to minimize visual and other impacts. You should also LABEL your equipment/experimental sites so that Club members or guests happening on them will know what they are. A small water-proof label (or card in plastic bag) with your name and project, noting that the research project is sponsored by the Huron Mt. Wildlife Foundation should be sufficient.

See separate document on guidelines for removal of samples and taking of organisms if these matters apply to your project.

D. Research reports:

All investigators are required to submit *annual progress reports* to the Director of Research by 1 February of the year following execution of the field-work (extensions will be considered case by case). Reports should be submitted digitally in a standard format. Images are welcome, and may be used in Foundation newsletters or website.

Annual progress reports, for multi-year projects, need not be extensive, but should address goals established for the year and, especially, any changes and departures from the original proposal. Progress reports for multi-year projects should be combined with a proposal outlining work for the upcoming year. *Continued or renewed funding, and approval of further research at the Hurons will be contingent on appropriate submission of reports.*

A more complete *Final Report* will be expected at the scheduled conclusion of the project.

In general, *researchers should plan to provide archival copies of field data*, with appropriate metadata, for the Foundation's archives; these may be submitted subsequent to the final research report on arrangement with the Director of Research. The Foundation will regard these data as the intellectual property of the researchers, making them available only with the original researcher's permission, for a standard period of four years following the end of the project (extensions of this exclusive use period may be requested). After that time, data may be made available on request. Original researchers will be notified of any distribution of data, and it is the Foundation's

expectation that original collectors will be credited in any use or publication using those data.

E. Publication of results:

The Foundation strongly encourages publication of research results in the peer-reviewed primary literature. Researchers should provide copies of publications to the Director of Research. Approval of subsequent proposals may be contingent on appropriate publication of results of previous research at the Hurons.

The Huron Mountain Club is private land with restricted access, and the Club places high priority on protection of its lands. Publication of research conducted on Club lands should explain that the research site is private and accessible only for research purposes and by arrangement with the Huron Mt. Wildlife Foundation. Precise locations of study sites, particularly where rare or endangered species are concerned, should be disclosed only as appropriate and necessary; any questions regarding appropriateness of site descriptions should be addressed to the Director of Research.

Publication of materials (including photographs) resulting from work on Huron Mountain Club lands under the auspices of the Huron Mountain Wildlife Foundation, *in any media other than peer-reviewed scientific journals*, requires prior approval by the Director of Research.

II. OTHER USEFUL INFORMATION

A. Getting to and around the Huron Mt. Club:

From Marquette, find your way to County Hwy 550, also called Big Bay Rd. There are signs for Big Bay on Business US 41, but if you head north from anywhere in downtown Marquette, you'll probably end up on 550. Proceed to Big Bay (about 25 mi). In village of Big Bay, continue past the front of the Thunder Bay Inn, and stay on the main street as it swings 90 degrees to the left. After two blocks, at a T-intersection, turn right (on County Rd. KK, but this isn't obvious). Follow this road (the few intersecting roads are clearly more minor and unpaved), about 5 miles to the Huron Mt. Club gatehouse. The road is winding and narrow, and there are some surprisingly sharp corners; proceed appropriately. Just before the Club gate comes into view, you will encounter a dead-end sign; slow down for the wooden bridge across the Salmon-Trout River.

Most of the lands used by Foundation-sponsored researchers are the property of the Huron Mt. Club, and access to the Foundation's field station at Ives Lake is through the Huron Mt. Club. Access to Huron Mt. Club property is strictly limited at the Club's gate on Hwy 550. During the summer, the gate is manned 24 hours/day and **entry must be pre-arranged for all members of your party** (see above).

On arrival, you must register with the Club gatekeeper. Tell the gatekeeper that you are researchers with the Wildlife Foundation. You will need to provide names of all members of the party (which must match the authorized list provided to the gatekeeper) and license-plate numbers for all vehicles. You will need to check in and out with the gatekeeper *whenever you leave and re-enter Club property*.

Several internal roads are gated (including the road to Ives Lake and the Stone House and roads to many of the lakes and streams within the Club). The gatekeeper

will issue you a key for the internal gates (if you have more than one vehicle that will be traveling independently, make sure you ask for appropriate number of keys). It is very important to return keys upon your final departure. You should also request a map of the Huron Mt. Club if you don't already have one. (If the supply at the Gate House is depleted, you can ask for one at the Club Office.)

Proceeding from the Club gate, take the *first left* (a few hundred yards) towards Ives Lake. (The gate on this road has multiple padlocks; the Huron Mt. Club key fits only one of them; currently, it's in a black plastic casing. On relocking the gate, make sure the chain is connected as before so that the gate can be released using any of the locks.) Follow this road to its end (3-4 miles) at the Stone House (which will be apparent as the only Stone House in sight).

B. Personnel:

Spouses may accompany principal investigators when space permits, but accompanying younger children (i.e., not actively assisting with the work) are not normally appropriate. Undergraduate research assistants are welcomed, but should generally be accompanied by more senior project personnel – graduate students or P.I.s – during visits to the Huron Mt. Club and stays at Ives Lake.

C. Accommodations and facilities at the Stone House:

Again, ***it is essential that visits to Ives Lake be arranged well in advance.*** We will accommodate researcher needs as possible, but housing may not always be available on short notice.

Information for arriving researchers (room assignments and anything else) will usually be left in the kitchen at the Stone House (on the kitchen table or by the chalkboard). Wayne Thorpe, Manager of Operations, lives in the small cottage on your left as you turn into the Stone House parking loop.

At the Stone House, the Foundation provides bed linens and towels, a fully equipped kitchen, and laundry facilities. These facilities are shared; be mindful of needs of other investigators (do not monopolize refrigerator and cabinet space, and keep your dishes cleaned!). It is also well to know that sound carries readily in the building; be considerate.

Several large tables in two rooms provide work space. At times when several investigators are present simultaneously, it is particularly important to keep gear, equipment, samples, etc. organized and constrained to appropriate space. The Foundation maintains a caretaker at Ives Lake, but investigators are expected to maintain work spaces and clean up after themselves. We are in the process of installing additional work-space, with modest 'wet-lab' facilities, in the basement of the Stone House; whatever is there is available for your use.

Electricity is supplied by solar panels and, as necessary, by generator. Consequently, equipment with high power demands (drying ovens, for example) might present problems, and electric clocks and timers may sometimes not operate properly. Please help conserve power to minimize use of the generator.

Any unanswered questions about the Stone House, its use and facilities, should be addressed to Wayne Thorpe.

D. Communications:

Telephones are available only at the Gatehouse. Cell reception is spotty at best. **Emergency** incoming messages can be taken by the gatekeeper (phone 906-345-9323, FAX 906-345-9508), and usually can be relayed by radio to Ives Lake. Outgoing calls can be made from a pay telephone located just outside the Gate. Otherwise, the nearest options are in Big Bay. Investigators should anticipate and make appropriate arrangements for other communication needs.

Mail will reach you addressed c/o Ives Lake Research Center, Huron Mt. Club, Co. Rd. KK, Big Bay, MI 49808. If you're expecting something, you may wish to alert the Gate House and check with them when it should have arrived.

E. Regulations:

Several general rules must be observed by all Investigators:

- Motor vehicles must never be operated off established roads.
- Bicycles may be used only on established roads. Trail-riding is not allowed.

Safety helmets must be worn.

- Investigators are not permitted to use tents, campers, R.V.s, or trailers for housing.

- Club-owned boats may be made available on most Club lakes for research purposes, but prior arrangements for their use must be made at the Club Office. Outboard motors are prohibited (electric trolling motors may be used if necessary to research and approved in advance).

- Use of other water-craft by investigators must be approved in advance (the Club has regulations to minimize potential for introduction of invasive species to Club waters.).

- Fishing by investigators is prohibited.
- Pets are not permitted at the Stone House.
- Fire regulations must be strictly observed. Smoking in the field is prohibited when 'red flag' conditions prevail, and open fires should not be used by investigators at any time.
- Smoking is not permitted inside the Stone House.

F. Supplies:

The nearest commercial sources of gasoline, groceries, and general supplies is Big Bay; the small grocery store there is reasonably well-stocked. The Thunder Bay Inn includes a restaurant. Nearly all other standard supplies and a range of restaurants and other amenities are available in Marquette. The Huron Mt. Club operates a small store near the Club House with a limited selection of non-perishable groceries and supplies. Arrangements may be made to purchase gasoline at the Club if necessary, but this should be used as an emergency fall-back only. Ives Lake Research Center sweatshirts and T-shirts can be purchased at the Club store. All profits from sales of such items are used to maintain the Ives Lake facility and to support the Foundation's research programs.

G. Maps:

The relevant USGS topographic maps are the Huron Mountain quad in the 15' series (1:62,500), and the Howe Lake, Mountain Lake, Ives Hill, and Huron Mountain quads in the 7.5' series (1:24,000). These are available on-line at the Michigan Center for Geographic

Information (<http://www.michigan.gov/cgi> – click on ‘MI Map Gallery’, then ‘Travel and Recreation’). Digital orthophotoquads and some GIS layers for these rectangles are also available at the Michigan Center for Geographic Information (click on “geographic data library”). The Huron Mountain Club has prepared good trail and topographic maps of the Club, and these are available to researchers; ask at the Gate or at the Office. You can also download the recently completed Marquette Co. soil survey from *****.

H. Relationship between the Huron Mt. Wildlife Foundation and the Huron Mt. Club:

The Ives Lake Field Station and the programs of the Foundation are made possible by the hospitality and generosity of the Huron Mountain Club. You can expect to meet Club members and guests in the field and at the Stone House. Please take the time to introduce yourself and explain the nature of your investigation. You will usually find that your hosts are keenly interested in your work.

OPERATING GUIDELINES FOR HMWF RESEARCHERS

We've seen a large increase in the number of researchers working out of Ives Lake. This is a very positive trend, but it also means that we have to ask everyone to take some operating rules and constraints into consideration. These fall generally into two categories:

I. Rules for keeping the Stone House a functional and congenial living and working space:

A. *No smoking* in the Stone House, including the porch.

B. *Keep the kitchen neat.* You are sharing this space. Don't leave food or supplies on the work table or counters; store on shelves and in cupboards. Don't leave dirty dishes after your meal.

C. *Conserve electricity* to minimize use of generator. Unplug chargers, computers, coffeemakers, etc. when not in use. When possible, schedule heavy usage during the day to avoid drawing down batteries when the solar panels can't recharge.

D. *Avoid using laundry at night* (it draws a lot of current). Don't overload the washer. It's primarily for laundering linens and towels; you are welcome to use it, but take these guidelines into account.

E. *Parking* is limited near the Stone House; don't drive over the sidewalk and on the maintained lawn. At some times, it may be necessary for some vehicles to be parked beside the Barn.

II. Rules related to use of Huron Mt. Club lands. Most HMWF researchers work within Club boundaries. Remember that these are private lands and our access is by courtesy of the Club. It is essential that Foundation researchers respect Club rules and Club members' rights and privacy.

A. *Do not speed on Club roads*; Club speed limit is 20 mph, and slower speeds are appropriate on many secondary roads (including parts of the Ives Lake Road), particularly near the Club compound.

B. *Respect members' privacy* by avoiding the residential compound area unless you have specific reason to be there or must pass through the area to reach field sites.

C. *Do not litter.* Make sure that ALL trash or debris is thoroughly policed at field-sites, lunch stops, etc. This is a paramount principle for Club members and staff, and we must observe it as well.

D. *Other general regulations* (from 'Information for HMWF Researchers'):

- No use of motor vehicles off established roads.
- Bicycles may be used only on established roads. Bicyclists must wear safety helmets.
- Investigators may not use tents, campers, R.V.s, or trailers for housing.
- Any use of water-craft by investigators must be approved in advance; contact Director of Research if your research requires use of boats.
- Fishing by investigators on Club waters is prohibited.
- Pets are not permitted at the Stone House.
- Fire regulations must be strictly observed. Smoking in the field is prohibited under 'red flag' conditions, and investigators should not have open fires at any time.

If you have questions, check with Wayne Thorpe, or contact Kerry Woods, Director of Research (kwoods@bennington.edu)