

**Project Application to Use
The INSTAP Study Center for East Crete**

1. Name of Project _____

DATE of Application Submission:

2. Director/s _____

3. Contact Information:

Address

Telephone/s

E-mail/s

4. What are the dates that your project would like to use the Center? Please be as specific as possible.

5. Please give the names of all Project Members. You may attach a sheet if necessary. If this list changes, please notify the Director of the INSTAP Study Center for East Crete as soon as possible. **All Project Members must have health insurance and completely fill out, sign and date an INSTAP Study Center Membership Form (www.instapstudycenter.net).** These forms are to be compiled by the Project Director and emailed to: eleanorhuffman@instapstudycenter.net and elizabethshank@hotmail.com at least two weeks before your project begins to use the Study Center.

6. In the space provided below, please write a brief description of your project or research and why you wish to use the facilities at the INSTAP Study Center for East Crete. Attach a separate sheet, if necessary.

7. What services, facilities, and equipment will you utilize? Please answer either "yes" or "no" below. If "yes", then supply the additional requested information.

A. Do you need exterior strewing space (including washing/drying space for objects)? _____

If so, please estimate the number of tables you will need (each table has a surface area of ca. 1.8 X 0.6 meter) _____

B. Will you need interior work space (for strewing, cataloguing, and/or artwork) _____

If so, will one table be sufficient? _____

C. Will you need shelves or lockers (for your work)? _____

D. Do you anticipate using the Computer Laboratory? _____

If so, will you use your own computer, or one at the Center? _____

Which software/applications will you need to run on the Center's machine?

***Please contact the Director of the INSTAP Study Center for East Crete to be sure that we have the software/application that you need. If not, it may be possible to get it and install it on a machine.

E. Do you know the dates (or approximate dates) that you might need a photographer?

If you plan to use the photographer at the Center, what types of materials will you need to photograph? _____

F. Will you need to use the services available through the Conservation Laboratory? _____

If yes, what dates will you need conservators available? (Please be as specific as possible)

What types of materials will you need the conservators to work on? _____

Do you know of any special supplies they will need or special techniques that they should be able to perform in order to accomplish the tasks you will set for them? (If necessary, attach extra sheet)

G. Will you use the Drafting Room? _____

Will your project or research require use of Autocad and/or the digitizing equipment?

If so, for what dates do you need this equipment? _____

Do you need flat drafting tables? _____ If so, how many? _____

Do you need to use the adjustable drawing tables? _____

Will you need flat storage space for your drawings? _____

H. Do you wish to use the Library? _____

If so, is there any bibliographic material that is essential to your research? If you need to know whether the library holdings include any specific works, please list them below. We will let you know if these works are available at the Center. If not, it may be possible to order it/them for you. Attach a separate sheet, if necessary.

8. Please indicate any lengthy periods of time that you anticipate being absent from the Center during the dates of your tenure. This information can possibly be used to help you avoid paying unnecessary fees. _____

9. Please indicate any permits that have been requested from the Archaeological Service for study of material stored in the Center or in regional apothekes. **The Center will need to have a copy of these permits before you can begin work.**

If you have any questions concerning this application form or the INSTAP Study Center for East Crete, contact the Director at the address below.

You will receive notification from the Director stating whether or not your request to use the INSTAP Study Center for East Crete is approved.

Please return your completed application form by mail, fax, or e-mail to:

Thomas Brogan, Director
INSTAP Study Center for East Crete
PO Box 364, Pacheia Ammos
Ierapetras 72200
Crete
GREECE

Telephone: 30-8420-93027, Fax: 30-8420-93017, tombrogan@instapstudycenter.net

Thank you for your application!