

The following serves as a checklist to follow during the proposal stage for utilization of the NHERI Lehigh RTMD Experimental Facility:

- Review the NSF Proposal and Award Policies and Procedures Guide
- Attend a researcher training workshop at NHERI Lehigh EF to become familiar with resources and capabilities of NHERI Lehigh EF
- Review NHERI Lehigh DesignSafe website (<https://lehigh.designsafe-ci.org/resources/>) to become familiar with resources, capabilities, policies, etc. associated with NHERI Lehigh EF, including review of the following files:
  - ATLSS Usage Rates for NSF NHERI Projects
  - ATLSS Usage Rates for non-NHERI Projects
  - Responsibility of Costs
  - Data Management Plan
  - ATLSS Laboratory Safety Plan
  - NHERI Lehigh RTMD EF User's Guide
- On the NHERI Lehigh DesignSafe website, review the file entitled "Questions to Address at Pre-Proposal Stage" and develop answers for the identified questions/topics
- Communicate with NHERI Lehigh EF operational personnel to assess if facility accommodates researcher needs
  - Primary Contact: Dr. Chad Kusko, NHERI Lehigh Operations Manager, [chk205@lehigh.edu](mailto:chk205@lehigh.edu) or 610-758-5299