



Arecibo Observatory
Office of the Director

SUBJECT: Rate for Observations Fees	Effective Date: 04-30-2020	Policy Number: AOPOFM06
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	Responsible Authority: Director of Arecibo Observatory	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to all Arecibo Observatory administrative employees and to outside requestors of paid observations.

GENERAL POLICY

This policy will provide guidance to Arecibo Observatory employees on the procurement of the paid observation process. This policy will provide Requestors with specific instructions on who to request Paid observation time through our website.

DEFINITIONS

1. Administrative Employees – Arecibo observatory employees that are assigned administrative tasks, this include but are not limited to; Directors, Managers, Scientists, Business Operation Personnel and others.

2. Requestors (Outside requestor) – this refer to people, companies or academic organizations (included but not limited to; public universities, private universities, other educational facilities, etc.), that will request paid observation time to the AO site.

POLICY STATEMENT

The purpose of this policy is to provide step by step instructions on how to submit the necessary documentation and forms to complete the paid observation procurement process. Also, this policy will provide step by step instructions to outside requestors on how to navigate the Outreach web page for Paid observation request, accordingly.

PROCEDURES

1. SOP 001

- a. Title: Outreach Web Page navigation

- b. Document:

Paid Observation
Web Page

2. SOP 002

- a. Title: Paid Observation Procurement Process

- b. Document:

Paid Observation
Procurement

CONTACTS

Eddie I. Nieves – Business Operations Specialist / Eddie.nieves@ucf.edu

INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL

(For use by the Office of the Director)

Policy Number:

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____