**Forschungszentrum Küste (FZK) - Procedure for using the Large Wave Channel (GWK)**

<table>
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<tr>
<th>Time Frame</th>
<th>Description</th>
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| Abt. 2 years prior to the start of the research project | Application to Framework Schedule (Proposal to Managing Director (MD) of the FZK)  
⇒ Project outline (abl. 1 page)  
⇒ Date and duration of use |
| Abt. 1.5 - 2 years prior to the start of the research project | Admission to Framework Schedule (APPLICABLE: normally for projects with usage periods of 5 weeks or more)  
⇒ Extended project outline and assessment of feasibility of study in the GWK  
⇒ Date and duration of use  
⇒ Use of measuring devices of the GWK  
⇒ Budget plan according to offer of the operating personnel of the GWK (becomes part of offer) |
| Abt. 1 year prior to the start of the research project | Project proposal and preliminary or final approval by research funder |
| 6 month prior to the start of the research project | Written notice on the (preliminary) planned date of use by the GM to the user |
| 4 month prior to the start of the research project | Admission to Framework Schedule (Application of General Manager (GM) to the Board of Directors of the FZK.)  
⇒ Copy of project proposal  
⇒ Confirmation of date and duration of use  
⇒ Confirmation of deployment of measuring devices of the GWK  
⇒ Modification of offer / budget plan in accordance with the GM, in case the granted financing differs from the original budget plan |
| 8 weeks prior to the (planned) start of the research project | ⇒ Handing in of detailed planning for experimental set-up, modifications, calibration and realisation by the user  
(detailed planning will be fully in agreement with the GM of the GWK):  
- Measuring device configurations inclusive of their realisation  
- Date configurations (recording / storage)  
- Time schedule inclusive of installation time, experiment duration, time for modifications and calibrations  
- Experiment plan (wave height, wave periods, wave spectra, water depth)  
⇒ i.a. Modification of offer / budget plans according to necessary changes based on detailed planning |
| 4 weeks prior to the start of the research project | ⇒ Handing in of reviewed detailed planning including budget plan by user  
⇒ Notice on (preliminary) planned use and duration by the GM of the GWK to the Board of Directors of the FZK |
| Experiments in the GWK (handing over of all raw data (copies) inclusive of calibration datasets and descriptions of proprietary data formats) | Written confirmation of planned use and duration by the GM of the GWK to the user |
| Prompt after completion of experiments | Billing of realised experiments according to offer / budget plan by the GM of the FZK |
| 6 month after completion of | Summary report of the trial periods (duty of documentation)  
⇒ Motivation, introduction and aims of the research project (~2 pages)  
⇒ Description, sketches, photos (~4 pages)  
⇒ Short presentation of achieved results (no scientific report, ~2 pages)  
⇒ Copies of associated publications |