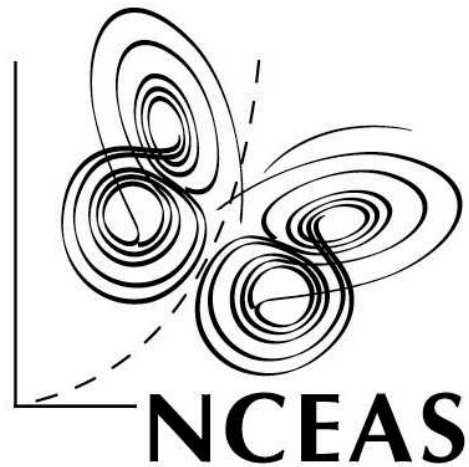


**NATIONAL CENTER FOR  
ECOLOGICAL ANALYSIS AND SYNTHESIS**

**POLICY FOR CENTER FELLOWS**



## **IMPORTANT INFORMATION FOR SABBATICAL FELLOWS AT NCEAS**

Welcome to the National Center for Ecological Analysis and Synthesis (NCEAS). This information is provided to introduce you to NCEAS. Please feel free to make suggestions and recommendations. Our goal is to provide a setting that stimulates interactions, creativity, and productivity. The staff provides services and technical resources to facilitate your time at NCEAS. Please do not hesitate to ask for services or resources that pertain to your work at the Center, or to your enjoyment of the local community. Our web site (<http://www.nceas.ucsb.edu>) contains information on the Center: its mission, funded projects, calendar of events, information about the area, etc. There are very few expectations of NCEAS resident scientists beyond those associated with conducting scholarly research. However, we do expect Sabbatical Fellows to spend the vast majority of their time in residence at the Center and to interact with the other scientists while here. NCEAS is based on the notion of interaction and collaboration, and in return for support from the Center, we anticipate that resident scientists will contribute their knowledge, interests, and enthusiasm to the intellectual atmosphere.

We typically host 6 fellows a year. Sabbatical fellows are appointed for 6-12 month periods (preferably 12 months). Sabbatical fellows are provided up to 50% salary support for every month in residence, depending on arrangements with their home institutions (i.e., if the home institution pays more than 50% of the sabbatical salary, NCEAS will provide proportionately less). Sabbatical Fellows also receive a housing allowance equivalent to the amount of their local rent, up to \$1,250 for singles or \$1,500 for families.

The primary responsibility of visitors is to fulfill their goals regarding the scholarly activities undertaken at the Center. To this end, sabbatical fellows are asked to produce a summary of their efforts within two weeks of departure (many visitors complete this before they leave). In addition, activities at the Center should be cited in publications, and copies of articles published should be sent to the Center. A suggested acknowledgment format is available on our web site.

We wish you a pleasant and rewarding stay at the Ecology Center. Please let us know when we can be of assistance to you.

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## **NON-U.S. RESIDENTS/CITIZENS**

You are responsible for maintaining and updating your visa status during your stay at the Center; be aware of this status before you plan any trip. You may wish to check with the Office of International Students and Scholars (893-2929) or Tanya Plant (893-2354) at the UCSB campus. If you are issued a visa through UCSB, it is your responsibility to inform the Office of International Students and Scholars each time you exit and enter the U.S. (<http://www.oiss.ucsb.edu>).

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## **OFFICE SPACE**

NCEAS occupies the entire 3rd floor of the Balboa Building and parts of the 2nd floor, with about 24 offices total. These are used for Staff, Postdocs, Graduate Interns and Sabbatical Fellows. Since there is limited space, it may be necessary for some Center Fellows to share an office.

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## **MANUSCRIPTS**

All published papers generated while you are at NCEAS should contain an appropriate acknowledgment of NCEAS (see web site under Project Results) and we ask that you include NCEAS in your address. This is important for our annual reports and those we send to NSF and other funding agencies.

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## **COPY REQUESTS**

We will be happy to xerox 100 or less copies for you at the Center. If more than 100 copies are needed, we will send the order out, possibly resulting in a few days delay. Therefore, please keep that in mind when you request copies that exceed 100 pages.

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## **TRAVEL**

Submit travel receipts to Marlene Sassaman for reimbursement of approved travel. All flights must be advance purchase, economy class on a US carrier.

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## **NON-U.S. RESIDENTS/CITIZENS**

Please be aware of your visa status before planning any trip. You may wish to check with the Office of International Students and Scholars at the UCSB campus. (893-7132) If you are issued a visa through UCSB, it is your responsibility to inform the Office of International Students and Scholars each time you exit and enter the U.S.