This checklist is intended to be a helpful resource as you collaborate with Cornell University
Agricultural Experiment Station (Cornell AES) staff to begin a project at the Willsboro Research Farm in
Willsboro, NY, one of nine farms managed by Cornell AES. It is highly recommended that you sit down
with the farm supervisor at this location well in advance of beginning a new project to review each
topic below.

**Contact Information:**

- List contact information for all project participants (PI, technicians, graduate students...):

- Do the members of your program have the required training and certifications (WPS, SPCC, pesticide license, tractor safety certification, DOT approval, ...)

**Project Overview and Requirements: Topics for Discussion:**

- Briefly summarize your project and project goals:
Define project parameters:
  - Start date/end date (duration)
  - Size/layout/plot dimensions
  - Crop(s) grown
  - Site history/requirements/location
  - Isolation requirements (Y/N)
  - Organic or conventional
  - Level of farm acumen (e.g. experience with equipment, weather, crop, insects...)

Define needs/expectations for:
  - Labor/service assistance from Cornell AES staff
  - Specific equipment (site prep., planting, harvest)
- Pesticide applications/ other pest management/ WPS
- Fertilizer (type, quantity)
- Mulch/cover/companion crops/compost
- Irrigation (Y/N, type)
- Facility space: workroom, drying ovens, pesticide storage, equipment storage, high tunnels, lysimeter plots

- Outline of class needs (course #, students, lunch, safety)