

Florida Institute of Oceanography (FIO)

Cruise Plan & Cruise Summary Form Documentation

Filling out the form

The FIO Cruise Plan captures data in 2 pages for cruises with up to 7 legs and 210 lat/long points before requiring a 2nd form. Page 3 is the Cruise Summary & also records changes from the initial plan. The form is divided in two by green and blue label fields. The green label fields are for members or Non-members fill out with the initial data/request. The blue label fields are completed by FIO.

Green Label Fields – Entered by Members/Non-Members

Page 1 – Cruise Plan

Cruise Title: Create a name for the cruise/expedition.

Total # Legs: Select from the drop down list the number of legs in this cruise. If more than 7 complete the form. Then save as and enter in the remaining leg information. Make a note in the space under that there are more than 7 legs and that this is form # of total # forms.

Proposed Start/End Date: Enter the preferred start/end dates desired. Actual dates will reflect the availability of vessels.

FIO Member/Non-Member: Fill out one or the other depending on if you are a FIO Member or Non-Member. FIO Members include affiliates (select from the drop down list), otherwise type in the name of your institution/organization.

Principle Investigator & Chief Scientist: This can be the same person but fill in both fields.

Objectives: Enter in the objectives of the cruise/expedition.

Grant funding by: If the cruise is funded by a grant enter in the grant funding source.

Grant/Course: Enter supporting grant fund(s), or course title using FIO vessel

Science Personnel: Enter in the name, gender, role, purpose and email and which legs of the cruise they are participating in. Also provide an emergency contact for each. Also, include the Principal Investigator and Chief Scientist's information/emergency contact.

Page 2 – Cruise Plan

Equipment: Select the R/V Weatherbird/Bellows/Other Equipment you based on the R/V vessel being used from the drop down lists. If the values you need are not available type them in the space provided below the lists.

Food/Diet Restrictions: Select from the drop down list any food or diet restrictions for all personnel as needed. If the values you need are not available type them in the space provided below the list.

Latitude/Longitude: Enter in the points where you plan to conduct research.

Blue Label Fields: Entered by FIO.

Page 1 (Page 2 header auto fills using Page 1 entries)

Cruise Plan ID: a concatenation of Year, Month, Day of the day the cruise plan request is received – 01 is for the first plan received that day. This is independent of the cruise ID and does not change when cruise start dates are changed.

Cruise ID: Assigned in the order the vessels actually go out.

Cruise Start/End Date & Time fields: enter proposed times the cruise summary on page 3 will record the actual times.

Hours & Min. are not required.

Crew: Select from drop down lists. Can have up to 4 different people in the same role over 7 legs in a single cruise before needing a second page.

Page 3 – Post Cruise Summary – Completed by the Captain (some header fields auto fill using page 1 entries).

Legs: Enter the actual # of legs.

Cruise Start/End Date & Time fields: enter actual dates & times for the cruise.

Hours & Min. are required.

Cruise Summary: fill in the report.

Ship's Log Summary: fill in the port/location date & time

The rest of page 3 include fields for recording changes. This could be changes in equipment, food, crew, and personnel (including role, leg participation changes). If there are no changes from the initial plan there is no need to enter anything here.