

Florida State University
Unmanned Aircraft Systems (UAS) Evaluation Board

The UAS Evaluation Board is responsible for the oversight of FSU's unmanned aircraft systems (UAS) operations in cases where a Certificate of Authorization (COA) is required by the Federal Aviation Administration (FAA). This oversight provides a minimum level of assurance that all University UAS operators are aware of the permitting requirements (i.e., FAA), cognizant of safety and privacy considerations, and prepared and capable of operating the UAS safely and responsibly.

The UAS Evaluation Board will consider requests from FSU employees and students to use FSU's Public COA for multiple flight operations planned for one-time special events or during a specific fiscal-year period (July 1 – June 30). This process applies to all University faculty, staff, and students who propose to use a UAS, either within or outside the United States, as a part of their official University activities, when those activities are not allowed under Part 107. Requests must be submitted via the [FSU Flight Approval Request Form](https://www.faa.gov/uas/). The Evaluation Board's approval is required before any flight operations take place.

Prior to submitting a request to FSU's UAS Evaluation Board, it is strongly recommended that the applicant review the FAA's most recent UAS FAQ and information online at: <https://www.faa.gov/uas/>. It is the responsibility of the individual faculty, staff, or student seeking approval to provide all the pertinent information required to complete the request. Inaccurate or missing information may cause the request to be delayed or rejected. The Director of the Office of Research Compliance Programs is the point of contact for questions related to this process.

The applicant shall ensure that proposed UAS operations:

- Comply with applicable laws, government regulations, and University policies,
- Do not pose a threat to health, safety, privacy, or the environment,
- Include appropriate steps to manage and mitigate associated risks, and
- Serve the mission of the University and interests of the public at large.

In situations where approval is being sought for flight operations in airspace over land not owned or managed by the University, the applicant shall ensure that appropriate landowner approval is obtained and documented.

Careful consideration should also be given to providing information about other issues such as airworthiness, training, access to requisite personnel (e.g., qualified visual observers and pilot/operators), and compliance with regulations related to human and animal subjects.

The UAS Evaluation Board membership ensures that the interests of the various stakeholders are represented and is comprised of the following:

- Director of Research Compliance Programs
- Assistant Vice President for Safety, or designee
- Director of Environmental Health & Safety, or designee
- Director of Emergency Management & Homeland Security Program, or designee

Deliberations and recommendations by the Evaluation Board should consider and conform with all other applicable University policies and review procedures including, but not necessarily limited to, the Institutional Review Board (e.g., protection of human subjects), Animal Care and Use Committee (ACUC), and the Office of Research Compliance Programs (for export controls and trade sanctions).