The forms provided in this folder are to be completed in addition to the Test Plan, which should be finalized and submitted at least 6 weeks prior to the test date. Use this document and the figure below as a guide for each form’s function and submission details. For more information about our facilities, please review the [Test Planning page](https://www.nasa.gov/centers/ames/thermophysics-facilities/test-planning-information).

1. **Request for Facility Use Form**: pertinent information to the test (e.g., number of test days, Principal Investigator (PI), purpose, and general test model data). Please submit this form at least 3 months prior to testing date.
2. **Sample Test Plan**: provided for your convenience. This format is not required, and you are welcome to use whatever format works for you as long as it covers the details specified in section 2.3.1 of the test planning guide and our sample document. Please note that the sample document contains both instructional text as well as sample text; for example, you are not required to use a 4-in iso-q calorimeter – that is included simply as example text.
3. **Optical Instrumentation Request Form:** allows you to make optical instrumentation selections, specify targets, and the type of data you desire from the thermal imaging process.
4. **Photo Request Form:** allows you to make selections for the video-recorded views you’d like to see during the test and for the media package. Also allows you to specify the photography views of the test model pre- and post-test, as well as any additional photos.
5. **Traveler for Model:** important information about each model’s instrumentation (e.g. thermocouple wire length, polar sensitivity, resistance, etc.). This form must accompany each test model so that we may have sufficient time for setup.
6. **TRR Agenda:** provided as a reference for the Test Readiness Review (TRR), as we will be following that order. The TRR will take place via teleconference or in person (whichever is most convenient for you) no later than 2 weeks prior to the test date.

Please send the following forms back to us before the TRR to ensure an efficient meeting:

* **Optical Instrumentation Request**
* **Photo Request**

The figure below lists the key milestones in the test development sequence relative to the test date: testing begins at week 0.

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**Key milestones in the test development process**