To submit the UNL Application for Unmanned Aircraft Systems, the following checklist includes the steps in UNL’s process, minimum requirements and required UNL signatures.

**Step #1**

1. **Read NU Policy**
   
2. **Minimum UNL Requirements:**
   - Pilot Certification as required by the FAA
   - FAA Certificate of Authorization (COA), 333 Exemption for Each Flight, Special Airworthiness Certificate (SAC), Authorization from requisite foreign civil aviation authority or Compliance with Part 107 - Small Unmanned Aircraft Systems (See FAA.gov for more info)
   - UAS operator must be on site; UAS not remotely operated
   - UAS - Less than 55 pounds
   - UAS must have Registration and Markings
   - Flight(s) clear of people, stadium, and outdoor sporting events
   - Visual Flight Rules (VFR) Operations
   - Visual line of sight
   - Less than 400’ vertical flight

3. **Complete UNL UAS Application Form and Obtain UNL Preliminary Approvals**
   - Project Leader
   - Department Head
   - Dean/Director
   - Office of Research and Economic Development
   - UNL Risk Manager
   - UNL Police Department
   - Vice Chancellor, Business and Finance

**Step #2**

1. **Unless operating the UAS under Part 107-Small Unmanned Aircraft systems, provide FAA 333 Exemption, FAA Certificates of Waiver or Authorization (COA), Special Airworthiness Certificate (SAC), or Authorization from requisite foreign civil aviation authority**

2. **Obtain UNL Final Approvals**
   - Project Leader
   - Department Head
   - Dean/Director
   - Office of Research and Economic Development
   - UNL Risk Manager
   - UNL Police Department
   - Vice Chancellor, Business and Finance

*Questions regarding the process may be directed to:*  
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