

***Conservation and Science Project Proposal Form***

***Section 1: Project Overview***

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| **1.1 Project title** |
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| **1.2 Lay summary** (max. 200 words) |
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| **1.3 Principal Investigator name and institutional affiliation** | **Principal Investigator contact details** If you are a student, use the address of your institution or department and university email (do not enter personal phone numbers) |
|  | Address:Email:Telephone Number: |
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| **1.4 Core Project team** |
| **Name** | **Institutional affiliation** | **Role(s) in project** | **Institutional contact details (email/tel.)** |
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| **1.5 Project start date** | **Project end date** |
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| **If relevant and known, state the start and end dates of your proposed data collection at Chester Zoo** |
| Start (dd/mm/yy): | End (dd/mm/yy): |
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| **1.6 Project locations** (tick all that apply) |
| [ ]  Field-based | [ ]  Chester Zoo-based | [ ]  Other (please specify): |
| **Country** | **Site** | **Protection status (if applicable)** | **Latitude** **(decimal degrees)** | **Longitude (decimal degrees)** |
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| **1.7 Focal species** |
| **Scientific name** | **Common name** | **IUCN Red List and/or regional conservation status** |
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***Section 2: Project Justification***

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| **2.1 Project background** (max. 300 words) |
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| **2.2 List your project objectives/research questions** (max. 200 words) |
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| **2.3 Project impact and outcomes** (max. 200 words) |
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| **2.4 Is the project formally endorsed by any advisory groups or recognised within a conservation action plan (e.g. TAG, EEP, BIAZA, IUCN SSC, national/regional/government conservation strategy)?** Provide details and append a copy of the support letter if applicable. |
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***Section 3: Project Methods***

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| **3.1 Project methodology** (max. 500 words) |
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| **3.2 Will this project deliver opportunities for capacity building?** Provide details. (max. 200 words) |
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| **3.3 Is this project contributing to an academic qualification?** If yes, please provide details. |
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| **3.4 How and when will the results of this project be disseminated?** (max. 200 words) |
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***Section 4: Resource Requirements***

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| **4.1 Will the project require input from Curatorial or other Chester Zoo staff? (e.g. to access restricted areas, set up or manage equipment, run laboratory analysis).** Please describe below including the anticipated amount of time. |
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***Section 5: Ethics and Risks***

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| **5.1 Describe any potential adverse effects, risks or hazards of the project with regards to animal, plant and/or human wellbeing and explain any risk management procedures that will be put in place.** Attach risk assessments where appropriate. |
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| **5.2 Have the necessary licences, permits or government support or approvals been obtained for all project activities (where appropriate)?** Provide details. |
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| **5.3 Does this project involve gathering data from or about human participants?** |
| [ ]  No [ ]  Yes *If yes, please complete* ***Annex 1: Human Participant Ethics****.* |
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| **5.4 Will animals or their environment be manipulated during the course of the project (e.g. administering substances or taking biological samples, identification marking, adaptation of enclosure, provision of novel items/food, wild animal trapping etc)?** |
| [ ]  No [ ]  Yes *If yes, please complete* ***Annex 2: Animal Subject Ethics****.**If you are requesting biological samples from Chester Zoo’s living collection, please also complete a Biological Sample Request.* |

***Section 6: Supporting Information***

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| **6.1 Please use this space to provide any additional information you consider important for your application.** |
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| **6.2 Cited literature**e.g. Davies, T. E., Wilson, S., Hazarika, N., Chakrabarty, J., Das, D., Hodgson, D. J. and Zimmermann, A. (2011) Effectiveness of intervention methods against crop-raiding elephants. *Conservation Letters* 4: 346-354. |
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| **6.3 List of appendices** |
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| **7 Acceptance of terms and conditions in Chester Zoo’s Research Policy**Please add electronic signatures or print, sign and scan this page. Unsigned proposals will be returned and not processed. |
| **Print name** | **Signature** (do not type) | **Date** |
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***Annex 1: Human Participant Ethics***

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| **1. Will this project be or has it been submitted to a Research Ethics Committee for approval (e.g. university committee?** |
| [ ]  Yes *Please provide evidence if approval has already been obtained or give details of the status of the application here:*[ ]  No *The project will need to be approved by the Chester Zoo Human Research Ethics Framework. Please request an* ***ethics risk level checklist*** *from* *research@chesterzoo.org**, attach this and the relevant documents for review, and complete the questions in this annexe.* |
|  |
| **2. Please provide details of each of the proposed intervention(s) or procedure(s) and the groups of people involved.** If your research design includes a control or comparison group, include these in the table below. |
| **Procedure or Intervention** | **Participants** | **Number of participants** | **Number of procedures****per participant**  | **Time to complete** |
| *E.g. Survey* | *E.g. zoo visitors, local community members, school children*  | *100* | *1* | *20 minutes* |
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| **3. How was the number of participants decided?** Include details of any sample size calculations conducted. |
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| **4. How will potential participants be identified and recruited to take part in this project?** Describe the procedure for each group and activity mentioned in Annex 1 question 2 above |
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| **5. Will any participants be from any of the following groups?** |
| [ ]  Children under 16 years[ ]  Adults with learning disabilities[ ]  Adults with mental illnesses[ ]  Those with a dependant relationship with the investigator e.g. your employees or students[ ]  Other vulnerable groups (please specify): |
| **If yes, justify their inclusion.** |
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| **6. How will informed consent be obtained from the participants, parents/carers/guardians, and/or gatekeepers to the participants (e.g. community leader, school head teacher)?** Please attach additional documents such as project information sheets or consent forms where applicable. |
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| **7. Will any payments/rewards or out of pocket expenses be made to participants?** |
| [ ]  No [ ]  Yes *If yes, please explain what or how much and justify why this is necessary.* |
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| **8. Will participants be able to withhold consent (refuse to take part)?** |
| [ ]  No [ ]  Yes *If no, please explain why.* |
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| **9. Will participants be able to withdraw from the study whilst it is ongoing and/or after data collection has ended?** |
| [ ]  No [ ]  Yes *If no, please explain why.* |
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| **10. During the study or data collection procedures will participants reveal information or data about themselves that might be sensitive, embarrassing or upsetting or that they take part in illegal activity?** |
| [ ]  No [ ]  Yes *If yes, please provide details of procedures in place to minimise risk* *and/or deal with these issues.* |
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| **11. Explain any potential direct benefits for individual participants who take part in this study.** |
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| **12. Please provide details of any personal, identifiable or sensitive information that will be collected, processed and stored from participants.** Please note that signed consent forms constitute personal data. |
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| **13. What steps will be taken to ensure confidentiality and anonymity of participants and their data during all stages of the project (e.g. data collection and analysis, dissemination or sharing, and publication of the results)?** |
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***Annex 2: Animal Subject Ethics***

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| **1. Will this project be or has it been submitted to an Animal Ethical Review Committee for approval (e.g. university committee)?** |
| [ ]  Yes *Please provide evidence if approval has already been obtained or please give details of the status of the application here:*[ ]  No *The project will need to be approved by the Chester Zoo Animal Ethics Framework. Please request an* ***ethics risk level checklist*** *from* *research@chesterzoo.org**, attach this and the relevant documents for review, and complete the questions in this annexe.* |
|  |
| **2. What is the number of individuals (sample size) you require in each group?** If your project is not an experimental design requiring a control and subject animal group, complete the ‘subject animal’ column only. |
| **Species** | **Control animals** | **Subject animals** | **Any particular groups necessary (e.g. gender, age)** |
| *e.g. Chimpanzees* | *8* | *8* |  |
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| **3. What is the scientific basis for using the number of animals you have stipulated?** Please show sample size calculations or give justification as to why this is not needed. |
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| **4. Please read this statement that summarises Chester Zoo’s policy on the ethics and welfare of animals involved in research and then continue with the form.** |
| In the UK, research using animals is governed by the Animals (Scientific Procedures) Act 1986 (ASPA). A study that involves applying procedures on living vertebrates or cephalopods (protected animals) for scientific purposes which may have the effect of causing that animal pain, suffering, distress or lasting harm are required to hold Home Office Licences (unless it is performed for recognised veterinary, agricultural or animal husbandry practice). Chester Zoo do not hold a Home Office Licence, all research conducted on the zoo site is non-invasive. However, Chester Zoo do collaborate and support research in the UK and outside the UK that intend to use procedures on protected animals as long as the activities adhere to the Principles covered by ASPA. Please refer to ASPA and the Royal College of Veterinary Surgeons guidelines. |
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| **5. Does the project involve living vertebrates or cephalopods (protected animals)?** |
| [ ]  No [ ]  Yes |
|  |
| **6. Does the project involve applying procedures to the animals which may have the effect of causing that animal pain, suffering, distress or lasting harm?** |
| [ ]  No [ ]  Yes  |
| **If yes, provide details of what procedures will be performed and by who and explain the risks of these procedures.** |
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| **7. What measures will be put in place to monitor and minimise negative consequences?** |
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| **8. If, during the course of the research, the negative effects to the animals rose above that expected, please describe the point at which you would remove the animal from the research.** |
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***Conservation and Science Project Proposal***

**Guidance Notes**

***Section 1: Project Overview***

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| **1.1 Project title** |  |
| **1.2 Lay summary** | Provide a brief abstract of the project to convey the important and complex points (e.g. ideas, technical and scientific terms) in language suitable for a general audience. Include a summary of: justification for study, aims and objectives, methods and expected project outcome. |
| **1.3 Principal Investigator/ applicant details** | In the case of studies contributing towards an academic qualification, this will be the student researcher. |
| **1.4 Project team** | List the core project team members and advisors (please include yourself). Include all supervisors if it is an academic study. This section should show that an appropriate team with the necessary expertise has been assembled.  |
| **1.5 Project start and end dates and Chester Zoo data collection dates** | Specify the overall start and end dates of your project and, if applicable, the dates you wish to access the zoo for data collection. If you do not know the dates, state your best estimate.  |
| **1.6 Project location** | Use Google maps to determine the latitude and longitude of your project site(s) where necessary (not applicable for Chester Zoo based projects). |
| **1.7 Focal species** |  |

***Section 2: Project Justification***

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| **2.1 Project background** | What is the conservation problem the project is trying to address? What are the drivers of species decline/loss that the project will attempt to address? Why are they relevant, and for whom? Describe what process you and your partner(s) went through to assess the need for this project. What is new or different about your project? Is it a repeat of a tried and tested successful approach from elsewhere? Briefly reflect upon successes, challenges or lessons learnt from any previous similar work and outline how these have influenced the design of this project. Provide abbreviated citations (e.g., Davies et al., 2011) as supporting evidence as available and appropriate (add the full reference in Section 6).  |
| **2.2 Project objectives/research questions** | Please provide a concise numbered list of your project objectives/research questions, ensuring they are specific, measurable, achievable, relevant and time-bound (SMART). |
| **2.3 Project impact and outcomes** | The impact is the overarching goal of the project. It is the ‘greater why’ and is generally not intended to be achieved solely by the project; it is a higher-level situation that the project will contribute towards achieving. These statements typically relate to changes in species and/or habitat status and may include links between people and nature. It should be general, visionary and brief. The outcome is the purpose of the project, the why question of what you are trying to achieve (essential motivation for undertaking the project and the intended effects improvements/changes), and who will benefit, that can be reasonably achieved within the time frame of the project and resources available. It should be clear, brief and specific (as appropriate).  |
| **2.4 Project endorsement** |  |

***Section 3: Project Methods***

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| **3.1 Project methodology** | Describe the main activities that you will use to achieve the outcome. Methods should be supported by best available knowledge and experience, and/or by peer-reviewed evidence as appropriate. Provide evidence for why this approach is appropriate and expected to succeed. How does this build on previous work by the zoo and partners (if applicable)? |
| **3.2 Capacity building** | Capacity building is the process of developing and strengthening the skills, knowledge and resources needed to deliver conservation impact. For example, this could involve identifying and training new conservation leaders or helping to build strong information-sharing networks between conservation practitioners working on similar problems. What capacity building activities, at individual, community and/or institutional levels, will take place? Who will benefit from this, and how will it be delivered? |
| **3.3 Academic qualifications** | Will this project form part of a dissertation or thesis for any of the researchers named on the project? Please state the academic level e.g. MRes, PhD etc. |
| **3.4 Dissemination of results** | If your project contains an element of communications, knowledge sharing and/or dissemination please provide a description of your intended audience, how you intend to engage them, what the expected products/materials will be and what you expect to achieve as a result. Shared learning not only includes dissemination of formal outputs but internal learning throughout the project cycle. It is critical that knowledge gained is captured and shared. How will the project capture and share (internally and/or externally) this learning? Please refer to our Research Policy regarding dissemination of results using data or biological samples from the zoo collection. In this section, state the date you estimate the final report/thesis to be provided to Chester Zoo.  |

***Section 4: Resource Requirements***

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| **4.1 Chester Zoo staff input** | Describe all procedures/activities that you are requesting Chester Zoo staff to be involved in. How many times and how long this will take? |

***Section 5: Ethics and Risks***

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| **5.1 Adverse effects, risks and hazards** | Consider the issues that may affect the health and safety of personnel involved and describe the risk management that will be put in place. If any of the work in this project requires a Risk Assessment to be carried out please attach a copy with your proposal (e.g. manual handling, hazardous substances, lone working, remote field work). |
| **5.2 Licenses, permits and government support** | List the relevant licences, permits and/or government support that will be needed for this project. If authorisations are required, have they been acquired? Which host country government ministries and agencies are most relevant to this project? (It is not necessary to include those that are already listed under the project team.) |
| **5.3 Human participants** | For example: observing, collecting information from or about participants, providing an intervention designed to study the changes in knowledge, attitudes or behaviour, or any other research activity. Includes observations, surveys and interviews. |
| **5.4 Animal subjects** | Any modification or change to the animal’s environment, diet or routine needs to be recorded here, whether the research is being conducted at Chester Zoo or another collection/site. If you are not sure if the method you have proposed will be different to the routine then still include it here for review. |

***Section 6: Supporting Information***

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| **6.2 Additional information** |  |
| **6.3 Cited literature** | Please provide full references for any in-text citations used in your application.e.g. Davies, T. E., Wilson, S., Hazarika, N., Chakrabarty, J., Das, D., Hodgson, D. J., Zimmermann, A. (2011) Effectiveness of intervention methods against crop-raiding elephants. *Conservation Letters* 4: 346-354. |
| **6.3 Appendices** | If you would like to provide additional supporting information, please provide a list (titles) of supplementary attachments. |

***Section 7: Acceptance of T&Cs***

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| **7 Signatures** | Please refer to Chester Zoo’s Research Policy. All people named in section 1.4 must electronically sign this form agreeing to the Terms and Conditions of the policy. The signature should be an accurate signature and not typed. |

***Annex 1: Human Participant Ethics***

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| **1. Research Ethics Committee approval** | All projects that involve gathering data from or about humans have potential to raise ethical issues. These issues require consideration and, in some cases, independent ethical review.  |
| **2. Interventions/ procedures** | Identify all activities that participants are asked to take part in and the number of times they will be asked to participate, indicate the number of potential participants for each activity. The details of what participants are being asked to do should be clearly explained in a participant information sheet.  |
| **3. Number of participants** |  |
| **4. Participant identification and recruitment** | Describe how you will select, approach and ask potential participants to take part. Participation must be voluntary and recruitment methods should not unfairly coerce participants. If you intend to use written documents to recruit participants (e.g. emails, flyers/posters), please attach these to your proposal. If you need permission from a gatekeeper (a person who will provide you access to potential participants, e.g. a school head teacher or community leader), consider how you will obtain and record their permission. |
| **5. Vulnerable groups** | For a definition of ‘vulnerable groups’, refer to page 7 of the Chester Zoo Human Research Ethics Framework. If UK based and the project is working with children or vulnerable adults, it is expected that you have a current, valid clearance from the UK Disclosure and Barring Service (DBS). The inclusion of vulnerable groups must be clearly justified, but should not be unfairly excluded from taking part.  |
| **6. Informed consent** | Refer to ‘Consent’ section of the Chester Zoo Human Research Ethics Framework (page 6). Participants and those whose permission is being sought (the gatekeepers) should be fully informed and consent should be freely given. If you do not intend to obtain informed consent, please clearly justify this giving reasons. It is best practice that all participants in research are provided with an information sheet detailing the nature, purpose, risks and benefits of the proposed study. It is best practice to obtain written consent where possible. Appendix F of the Chester Zoo Human Research Ethics Framework provides guidance on informed consent procedures. |
| **7. Payments/rewards** | Reimbursing participants for any expenditure to take part in the project (e.g. travel costs) can be considered; however, the type and value of the payment must not influence or coerce participants to take part in something they do not want to or be seen as being paid to take risks. Consider non-cash payments such as vouchers.  |
| **8. Withholding consent** | All participants have a right to not provide consent (refuse to take part). If the project includes a number of activities (e.g. a survey and an interview), it is best practice to obtain informed consent for each part. They are free to refuse consent for any activity or method (e.g. audio recording of interviews).  |
| **9. Withdrawal policy** | Participants have a right to withdraw from taking part (remove consent) at any time without any sanctions or adverse effects. They have a right to ask that their data is removed. The participant should be informed before they take part the point at which their data can be removed. For example, in procedures where data is collected anonymously, it might not be possible to remove the data after it has been stored and processed.  |
| **10. Sensitive information** | If participants are asked to make known or if information is obtained about them that has the potential to cause physical, physiological, psychological, economic, cultural or social harm, this should be explained and justified. Procedures for minimising the harm and protecting all those involved should be implemented.  |
| **11. Benefits to participants** | State any potential benefits for the participant through taking part, either now or in the future. Where there are no benefits to individual participants, provide brief details of the potential broader benefits of the study to similar end users/beneficiaries. Do not over emphasise the benefits; it is recognised that, in some cases, there are no direct benefits to the individual participants. |
| **12. Processing and storage of sensitive data** | All information and data collected from and about participants should be acquired, transported and stored so that it protects the identity, confidentiality and wellbeing of the person it relates to. Organisations from the European Union (EU) and projects intending to collect data from EU citizens will need to adhere to the principles of data protection and fair processing under the General Data Protection Regulation (GDPR). Data that is classed as sensitive according to this regulation requires additional protection and security [sensitive data includes racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life]. |
| **13. Confidentiality and anonymity** | If the project has any confidentiality and anonymity limits, please ensure the participants have fully consented to the information that is collected. Include here who will have access to the data, and how long the will data be stored. |

***Annex 2: Animal Subject Ethics***

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| **1. Animal Ethical Review Committee approval** | Using animals in research requires careful consideration in line with relevant legislation and guidance. Proposals may therefore require further review and approval based on the methodology proposed. |
| **2. Number of individuals** | Research involving animals should consider the 3Rs – replacement, reduction and refinement. Maximising the benefits of the research with adequate sample sizes whilst minimising the negative impacts or potential harm. |
| **3. Scientific basis for sample size** | Consider using statistical analysis techniques to justify the sample size. |
| **4. Chester Zoo Ethics & Welfare Policy** | For further information, please read Chester Zoo Animal Ethics Framework (to be developed). |
| **5. Involvement of living vertebrates or cephalopods** | As protected under the Animals (Scientific Procedures) Act 1986. |
| **6. Procedures that may cause pain, suffering, distress or lasting harm** | Any procedures that may cause an animal pain, suffering, distress or lasting harm. This includes anything that affects the animal‘s physical, mental and social wellbeing. It includes disease, injury and physiological or psychological discomfort (e.g. sampling, dosing, withholding food or water, restricting space). |
| **7. Description of procedures and ethical risks** | Fully describe what activities will be performed with animals. Provide evidence that these procedures are necessary and will be performed by persons with adequate training. Explain what the risks are to the animals involved. |
| **8. Monitoring and minimisation of negative consequences** | Explain how you will mitigate against potential risks that have been identified in Annex 2 question 7 above. |
| **9. Removal of animals from research** | It is good practice to remove an animal from the research if its discomfort rises above that described in Annex 2 questions 7 and 8 above. |