

**Project Proposal Form**

***Section 1: Project Overview***

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| **1.1 Project title** |
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| **1.2 Project summary** (max. 200 words) |
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| **1.3 Name and institutional affiliation** | **Institutional contact details** If you are a student, 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 (address/email)** |
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| **Chester Zoo team (administrative)** *For internal use.* |
| **Role** | **Name** |
| Project Lead |  |
| *Add other key roles as required* |  |
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| **1.5 Is this project contributing to an academic qualification?** If yes, please provide details. |
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| **1.6 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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| **1.7 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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| **1.8 Focal species** |
| **Scientific name** | **Common name** | **IUCN Red List and/or regional conservation status** |
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| **Conservation Masterplan Targets** *For internal use.* |
| [ ]  **Preserve** options for future conservation through conservation breeding & propagation[ ]  **Reverse** **declines** of threatened populations in the wild[ ]  **Empower** people to live more sustainably [ ]  **Train** conservationists[ ]  Improve **landscapes** for wildlife[ ]  Influence **policy** areas for wildlife |

***Section 2: Project Justification***

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| **2.1 Project background** (max. 300 words) |
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| **2.2 Project aims and research questions and/or hypotheses** (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 (e.g. TAG, EEP, BIAZA) or recognised within a conservation action plan?** Provide details and append a copy of the support letter if applicable. |
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| **2.5 Conservation Evidence.** If you are undertaking a conservation action/intervention, what is the evidence that suggests that it will work as desired (if applicable) (suggested resource [www.conservationevidence.com](http://www.conservationevidence.com)) [max. 300 words] |
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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 How and when will the results of this project be disseminated?** (max. 200 words) |
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| **3.3 If you are requesting input from Chester Zoo staff, specify what activities they will be involved in and the time you anticipate this will take (e.g. complete a survey, set up or manage equipment, run laboratory analysis).**  |
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***Section 4: Ethics and Risks***

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| **4.1 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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| **4.2 Have the necessary licences, permits or government support or approvals been obtained for all project activities (where appropriate)?** Provide details. |
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| **4.3 Does this project involve gathering data about human participants?** |
| [ ]  No [ ]  Yes ***If yes****, please complete* ***Annex 1: Human Participant Ethics****.* |
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| **4.4\* Will animals of any taxa and/or their environment be manipulated during the course of the project that is not primarily for a recognised veterinary, agricultural or animal husbandry practice?** (e.g. administering substances, taking invasive biological samples for scientific research, identification marking, adaptation of enclosure, provision of novel items/food, wild animal trapping, negative impact of human presence or disturbance of the environment etc) |
| [ ]  No [ ]  Yes *If yes, please complete* ***Annex 2: Animal Subject Ethics****.**If you are requesting any biological samples from Chester Zoo’s living collection, please also complete a Biological Sample Request.* |
| **4.4.1 Do these manipulations involve any vertebrate, any cephalopod mollusc, and/or any decapod crustacean?**  |
| ☐ No ☐ Yes  |

**\*In the UK, research using animals is governed by the Animals (Scientific Procedures) Act 1986 (ASPA). Under this Act, a study that involves applying procedures on living vertebrates or cephalopods (regulated animals under ASPA) for scientific purposes are required to be covered by Home Office Licences (unless it is performed for recognised veterinary, agricultural or animal husbandry practice). A procedure is regulated “if it is carried out on a 'protected animal' for a scientific or educational purpose and may cause that animal a level of pain, suffering, distress or lasting harm equivalent to, or higher than, that caused by inserting a hypodermic needle according to good veterinary practice”. Chester Zoo do not hold a Home Office Licence, all research conducted on the zoo site is non-invasive. Chester Zoo do, however, collaborate with, and support, projects in the UK and outside the UK that intend to use procedures on protected animals as long as the activities adhere to the Principles or guidelines covered by ASPA. Our policy is to ethically review all projects that involve manipulation of animals or their environment for conservation and/or scientific purposes unless it is being performed primarily for recognised veterinary, agricultural or animal husbandry practice (refer to ASPA and the Royal College of Veterinary Surgeons guidelines).**

**Animal husbandry is understood as the processes and activities during the caring, rearing and setting free or re-homing of animals with the aim of improving and maintaining the health and welfare of animals i.e. carried out for the benefit of animals and/or animal welfare.**

**If there is a conflict between applying the guidelines or principles of ASPA and local, regional or national legislation operating in that country, it may be referred to Ethical Review Committee for consideration.**

**We also treat all species as equal as possible when conducting or supporting projects with methods involving manipulations, although we adopt a pragmatic approach when considering the proposals. Hence, we have developed an addendum for projects involving invertebrates whereby we will assess these as ‘medium’ risk unless the subjects are:**

* **Invertebrate species is classified as ‘protected’ in the Animal Welfare (Sentience) Bill 2021**
* **Any invertebrate species housed and managed at Chester Zoo and involves methodology which may cause pain, suffering, distress or lasting harm.**

***Section 5: Supporting Information***

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| **5.1 Please use this space to provide any additional information you consider important for your application.** |
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| **5.2 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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| **5.3 List of appendices** |
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| **Please ensure you submit relevant annexes and any listed appendices with your completed application form if applicable.** |

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| **6 Acceptance of Terms and Conditions.** **Forms must be signed by the person in section 1.3** (if this person is a student, a signature must also be obtained from the first academic and/or organisational supervisor as proof they have read and agreed to the contents of the form) **By signing this form, you are agreeing that the information presented is accurate to the best of your knowledge. Additionally, unless another formal contract or agreement exists for your project, you agree to the Terms and Conditions for Conservation and Science Research and to provide an electronic copy of the final report and/or thesis (and progress updates if the project last for more than 12 months).***North of England Zoological Society (Chester Zoo) stores data and reports in its research database in accordance with its* [*Privacy Policy*](https://www.chesterzoo.org/corporate-information/privacy-policy/)*.* |
| **Print name** | **Signature** | **Date** |
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**ONLY COMPLETE THIS ANNEX IF YOU HAVE ANSWERED ‘YES’ TO QUESTION 4.3**



***Annex 1:***

***Human Participant Ethics***

**Project risk level checklist**

All questions on the checklist should be answered by selecting a ‘Yes’ or ‘No’, unless they are clearly not applicable. This determines the risk level (low, medium or high) category and the type of ethical review the project will receive by Chester Zoo.

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| **Section A. UK projects only. Research that may need to be reviewed by a Research Ethics Committee under the Health Research Authority (HRA) or another external ethics committee** |
| **Does the project** (select the correct response cell): | **Yes** | **No** |
| Involve recruiting participants that have been identified from, or because of, their past or present use of NHS services or will the research take place on NHS premises or access to NHS patient data? |[ ] [ ]
| Include adults (aged 16 or over) who lack capacity to consent as research participants? (see Mental Capacity Act 2005 and NHS Safeguarding Adults document) |[ ] [ ]
| Involve the collection and/or use of human tissue as defined by the Human Tissue Act 2004? |[ ] [ ]

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| **Section B. Research that may need to receive a full review by two people from the Chester Zoo internal ethical review panel** |
| **Does the project** (select the correct response cell): | **Yes** | **No** |
| Involve taking observations/data from participants without their knowledge of the research and/or where consent[[1]](#footnote-1) is not obtained? *Please note that for survey-based studies a consent form is generally not request as consent is implied by the completion of the questionnaire. If you are conducting questionnaire‐only studies with adults you should answer NO* |[ ] [ ]
| Have the potential to cause harm or negative consequences beyond the risks experienced in normal, everyday life? (These risks may be psychological, physical, social, and economic. It includes legal harm or devaluating a person’s self‐worth and causing pain or discomfort, stress, anxiety, or economic loss) |[ ] [ ]
| Involve developing, implementing and studying the effects of an intervention that is designed to change participants in some way? (Including knowledge, awareness and behaviour) |[ ] [ ]
| Include participants from potentially vulnerable groups? (e.g. participants in an abusive relationship, or have vulnerability due to age, potential marginalisation, disability, and due to disadvantageous power relationships within personal and professional roles. Participants may not be conventionally ‘vulnerable’, but may be in a dependent relationship that means they can feel coerced or pressured into taking part. ESRC, 2018). *Answer YES if any participants are aged 17 or younger* |[ ] [ ]
| Require the support or permission of a gatekeeper or community leader for initial access to the groups or individuals to be recruited? (e.g. employees, students at school, members of self-help or community group) |[ ] [ ]
| Use surveys, interviews, or focus groups which focus on sensitive areas? (includes, but not limited to, the disclosure and analysis of findings based on sensitive personal information as defined by General Data Protection Regulation (GDPR) such as racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life) |[ ] [ ]
| Access and analyse existing datasets that will include information which would allow the identification of individual participants? |[ ] [ ]
| Involve deliberately misleading participants in any way? |[ ] [ ]
| Involve longitudinal, follow-up or repeated measures/testing? (e.g. pre and post surveys) |[ ] [ ]
| Involve administrative or secure data that requires permission from the appropriate authorities before use? (e.g. NHS or social care data, biobank data) |[ ] [ ]
| Involve members of the public or inexperience people conducting research (e.g. citizen science, volunteers carrying out surveys etc) |[ ] [ ]
| Involve internet participants or other visual/vocal methods where participants may be identified? |[ ] [ ]

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| **Section C. Research that may need to receive a full review by two people from the Chester Zoo internal ethics review panel AND Ethical Review Committee (ERC).** |
| **Does the project** (select the correct response cell): | **Yes** | **No** |
| Involve high levels of risks to the researcher? (e.g. lone working at night or in remote locations, interviewing in your own or participants’ homes, observation in potentially volatile or sensitive situations, or involves topics that could potentially result in retaliation or intimidating behaviour towards the researcher during or after the study) |[ ] [ ]
| Involve studying topics that include illegal or criminal activity? |[ ] [ ]
| Involve project staff taking part in activities that have the potential to cause damage to or threaten Chester Zoo’s credibility or reputation?  |[ ] [ ]
| Involve invasive methods? (e.g. collecting biological samples such as tissue, hair, skin, blood or saliva from participants or surgical insertion of a device) |[ ] [ ]
| Involve the administration of drugs, medicines or nutritional supplements as part of the research design? |[ ] [ ]

**Risk level decision**

* If you have answered ‘yes’ to ANY questions in section A you will need to apply for ethical review using the HRA Integrated Research Application System (IRAS). Please ensure you have this approval before submitting your proposal form to Chester Zoo.
* If you have answered ‘yes’ to ANY questions in section B your project is deemed at least ‘medium risk’.
* If you have answered ‘yes’ to ANY of the questions in section C your project is deemed ‘high risk’.
* If you have answered ‘no’ to ALL questions in sections A, B and C your project is deemed ‘low risk’.

**I believe that this project is** (please delete as appropriate):

|  |
| --- |
| **Low risk / Medium risk / High risk**  |

**Project ethical information**

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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 of approval that 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.*  |
|  |
| **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. Please append any survey, focus group or interview questions with your project proposal submission. |
| **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.* |
|  |
| **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 protect and secure data, and to ensure confidentiality and anonymity of participants during all stages of the project (e.g. data collection, storage and analysis, dissemination or sharing, and publication of the results)?**  |
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**ONLY COMPLETE THIS ANNEX IF YOU HAVE ANSWERED ‘YES’ TO QUESTION 4.4**

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***Annex 2:***

***Animal Subject Ethics***

**Project risk level checklist**

All questions on the checklist should be answered by selecting a ‘Yes’ or ‘No’), unless they are clearly not applicable. This determines the risk level (low, medium or high) category and the type of ethical review the project will receive by Chester Zoo.

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| **Section A. Research that requires a full review by two people from the Chester Zoo internal ethical review panel** |
| **Does the project** (select the correct response cell): | **Yes** | **No** |
| Involve taking moderately invasive samples such as saliva and/or hair/fur *For research purposes only, not utilising existing samples which may be stored (subject to availability and based on opportunistic sample collection).*If samples are to be taken primarily for population management purposes please indicate here1*:* [ ]  |[ ] [ ]
| Involve manipulation by physical movement of animals within or between holding areas, outside of standard husbandry practice or their natural environmental condition (with the exception of translocation or emergency relocation purposes) |[ ] [ ]
| Require the animal to be restrained or movement restricted outside of standard husbandry practice or their natural environmental condition (with the exception of translocation or emergency relocation purposes) |[ ] [ ]
| Involve manipulation of the environment through modification of existing furniture, enrichment or introduction of a novel object that is not part of standard husbandry practice or natural environmental condition |[ ] [ ]
| Have the potential to restrict or alter range of behaviours typically shown by the animal(s) |[ ] [ ]
| Involve the use of non-invasive wearable tracking devices (such as tracking collars, bracelets etc)  |[ ] [ ]
| Involve the use of audio and/or visual playback to monitor responses (whether research or for enrichment purposes) |[ ] [ ]
| Involve external researcher access to off-show animal areas |[ ] [ ]
| Involve external researcher access to the zoo outside of normal visitor hours |[ ] [ ]
| Involve members of the public in a research capacity (citizen science etc) |[ ] [ ]

1In line with advice from the Animals (Scientific Procedures) Act 1986 (ASPA) and the Royal College of Veterinary Surgeons biological samples may be taken for population management purposes following a review of the proposed methodology.

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| **Section B. Research that requires a full review by two people from the Chester Zoo internal ethics review panel and may also require review by the Ethical Review Committee (ERC).** |
| **Does the project** (select the correct response cell): | **Yes** | **No** |
| Involve taking invasive samples such as blood and/or tissue etc *For research purposes only, not utilising existing samples which may be stored (subject to availability and based on opportunistic sample collection).*--If samples are to be taken primarily for population management purposes please indicate here1*:* [ ]  |[ ] [ ]
| Involve euthanasia, culling or relocation of animals specifically for the study and/or deviate from the organisational standard euthanasia, culling or relocation procedures --If the species are non-native and invasive please indicate here: ☐ (*Reviewers to refer to the invasive species control addendum*) |[ ] [ ]
| Require the use of anaesthesia for the study animal(s) |[ ] [ ]
| Involve manipulations/activities/methods that may have the effect of causing that animal pain, suffering, distress or lasting harm, which is equivalent to, or higher than, that caused by the introduction of a needle in accordance with good veterinary practice |[ ] [ ]
| Involved the movement of Chester Zoo managed animals off-site for research purposes  |[ ] [ ]
| Have the potential to reduce the quality of living conditions typically shown by Chester Zoo managed animal(s) |[ ] [ ]
| Involve the use of deterrent strategies for mitigation purposes (e.g. fences, audible and/or scent deterrents) |[ ] [ ]
| Involve the use of invasive tracking devices (surgical insertion under the skin, swallowed by the animal etc) |[ ] [ ]
| Involve the administration of drugs, medicines or nutritional supplements as part of the research design |[ ] [ ]
| Have the potential to cause delayed adverse effects on the study animal(s) which may only be apparent after the study has finished |[ ] [ ]
| May result in rescue or confiscation of animals *in-situ* as a result of research findings |[ ] [ ]

1In line with advice from the Animals (Scientific Procedures) Act 1986 (ASPA) and the Royal College of Veterinary Surgeons biological samples may be taken for population management purposes following a review of the proposed methodology

**Risk level decision**

* If you have answered ‘yes’ to ANY questions in section A your project is deemed at least ‘medium risk’.
* If you have answered ‘yes’ to ANY of the questions in section B your project is deemed ‘high risk’.
* If you have answered ‘no’ to ALL questions in sections A and B your project is deemed ‘low risk’.

**I believe that this project is** (please delete as appropriate):

|  |
| --- |
| **Low risk / Medium risk / High risk**  |

**Project ethical information**

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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* |
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| **2. What is the number of individuals (sample size) you require in each group, intervention, and/or separate manipulation/method/activity?** 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 in question 2 above?** Please show sample size calculations or give justification as to why this is not needed.  |
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| **4. Provide details of how the manipulations/activities/methods will be performed on the animals and by who? Explain what experience the person performing these has** (cite any references to any published methods you are following) |
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|  **5.What are the potential risks of the manipulations/activities/methods?**  |
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| **6. What measures will be put in place to monitor and minimise negative consequences?** (in particular for the methods which may cause pain, suffering, distress or lasting harm) |
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| **7. If, during the course of the project, 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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1. Here, and throughout the approval process, consent refers to the agreement to participate in research. [↑](#footnote-ref-1)