

**Project Proposal**

**Guidance Notes**

***Section 1: Project Overview***

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| **1.1 Project title** |  |
| **1.2 Project 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 Name, affiliation and contact 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. 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 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 and course title if applicable. |
| **1.6 Project 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. |
| **1.7 Project locations** | If you are conducting a multi-zoo study, list them all here. If more than five zoos are included in the study, use 5.1 to provide a description (e.g. all UK collections housing species in 1.7).  For field-based studies only: Use Google maps to determine the latitude and longitude of your project site(s). |
| **1.8 Focal species** |  |

***Section 2: Project Justification***

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| **2.1 Project background** | Provide a broad introduction to your project and a summary of the current literature, setting your proposal into context of the key issues in the relevant field or discipline.  Provide abbreviated citations (e.g., Davies et al., 2011) as supporting evidence as available and appropriate (add the full reference in Section 5). |
| **2.2 Project aim and research questions/hypotheses** | What aims and questions are guiding your project? What are the testable hypotheses, if any? |
| **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.  The outcome is the purpose of the project, the intended effects, improvements and/or changes, and who will benefit. This includes potential benefits to captive husbandry/breeding, conservation, animal welfare. Outcomes 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** |  |
| **2.5 Conservation Evidence** | If your project involves implementing a conservation action or intervention, please describe the evidence-base to justify that your project will work to achieve the outcomes and impact. We suggest using [www.conservationevidence.com](http://www.conservationevidence.com) - a free information resource designed to support decisions about how to maintain and restore global biodiversity. It summarises evidence from the scientific literature about the effects of conservation interventions, such as methods of habitat or species management. |

***Section 3: Project Methods***

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| **3.1 Project methodology** | Describe the main activities that you will use to achieve the outcomes. 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 Dissemination of results** | How and when will the results of this project be shared? In this section, state the date you estimate the final report/thesis to be provided to Chester Zoo. Please refer to our Terms and Conditions regarding dissemination of results using data from the zoo collection. |
| **3.3 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 4: Ethics and Risks***

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| **4.1 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). |
| **4.2 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.) |
| **4.3 Human participants** | For example: observing, surveys about attitudes or knowledge, providing an intervention designed to study the changes in knowledge, attitudes or behaviour, or any other research activity. Includes observations, surveys and interviews. |
| **4.4 Animal subjects** | Any modification or change to the animal’s environment, diet or routine for research purposes 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. |
| **4.4.1 Protected animals** | We treat all species as equal as possible when conducting or supporting projects with methods involving manipulations, including invertebrates. |

***Section 5: Supporting Information***

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| **5.1 Additional information** |  |
| **5.2 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. |
| **5.3 Appendices** | If you would like to provide additional supporting information, please provide a list (titles) of supplementary attachments. |

***Section 6: Acceptance of T&Cs***

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| **6 Signatures** | Please refer to the Terms and Conditions document. The person named in section 1.3 must sign this form agreeing to the terms. If this person is a student, please also obtain signatures from your supervisors. |

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

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| **1. Research Ethics Committee approval** | All projects that involve gathering data 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** | Vulnerable groups include those aged 17 and under (children) and adults at risk. The definition of an adult at risk of being vulnerable is “being in an abusive relationship, 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). 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** | Gaining explicit and informed consent is an essential condition in research to maintain respect for the rights and dignity of individuals, and to avoid harm. Describe how you intend to obtain consent from participants to take part in your study. 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. |
| **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 share information, or if information is obtained about them, and 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]. Describe how the data will be protected. |
| **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. Manipulations, activities, methods** | Describe the details of what manipulations or methods will be performed that involve animals. Who is carrying out what and what experience do they have? |
| **5. Potential risks** | Explain what the risks are to the animals and people involved. Describe the potential risks of the manipulations and methods to the animals. Do any of these have the potential to cause an animal pain, suffering, distress or lasting harm? This includes anything that affects physical, mental and social wellbeing. It includes disease, injury and physiological or psychological discomfort (e.g. sampling, dosing, withholding food or water, restricting space). |
| **6. Monitoring and minimisation of negative consequences** | Explain how you will mitigate against potential risks that have been identified above. |
| **7. Removal of animals from research** | It is good practice to remove an animal from the research if its discomfort rises above that described in the previous two Ethics Annex questions. |