



Conservation and Science Research Proposal Form Terms and Conditions

General

- NEZS supports and encourages scientific research relevant to its mission of 'Preventing Extinction'.
- NEZS prioritises projects that link to our [Conservation Masterplan](#), Collection Plan, Strategic Objectives, and national or international zoo and aquaria community recommendations (e.g., WAZA, BIAZA and EAZA). <https://www.chesterzoo.org/what-we-do/>
- All general animal, plant and project enquiries during an approved project should be directed to your Chester Zoo collaborator/supervisor, or alternatively research@chesterzoo.org. Please do not contact other zoo staff with enquiries about your project.

Project review and approval

- All research projects conducted on the zoo premises, using NEZS data or conducting a NEZS commissioned/collaborative research study must be registered with, and approved by, NEZS before the project begins.
- NEZS reserves the right to reject a research project proposal. Reasons for rejection may include, but are not restricted to, conflict with NEZS Mission or priorities, the demand on staff input is too high, or too many researchers conducting studies on the same species or group of human participants at the same time. NEZS is under no obligation to accept a research proposal.
- If a researcher conducts several projects, each of them needs to be registered separately by completing a Research Proposal Form(s) for each project.
- Any changes made to the project after the research has been approved need to be reported to and approved by NEZS and, where relevant, the Ethical Review Committee (e.g., University Research Ethics Committee or CZ HREF) that provided the original ethical approval **before** the changes are put into practice (see below for information on ethics). Depending on the nature of the proposed changes, this may involve the submission of a Project Amendment Form which can be requested from Research@chesterzoo.org.
- Data acquired or provided from Chester Zoo premises or projects, or from its Living Collection (including data from the Species360 database), may not be used for any purpose other than those stated in the approved application documents and may also not be passed on to third parties without prior notification and approval by NEZS. Should this need arise, please contact research@chesterzoo.org at least one month in advance.
- Any raw data provided by NEZS to a study (e.g. camera trap images/footage, survey data from field projects, animal husbandry and/or morphometrics) remains the property of NEZS.
- For all external proposals, researchers are required to cover any costs generated by their approved projects such as the supply of materials (e.g., survey equipment or enrichment devices) and transport to and from Chester Zoo to carry out data collection.
- For NEZS employees, should your employment cease during your research project, you will need to inform NEZS. Depending on the nature of the project, this may involve the submission of an updated Research Proposal Form.

Ethics

- Research involving Chester Zoo's Living Collection¹ will be restricted to the use of techniques that do not require Home Office licencing (<http://www.homeoffice.gov.uk/science-research/animal-research/>). All

¹ Any animal housed on site at Chester Zoo or temporarily housed off-site at an approved establishment are classified as being part of the Living Collection

research projects must comply with the Animals (Scientific Procedures) Act 1986 and/or any other applicable legislation that is in force in the United Kingdom or elsewhere in the world where the research is carried out.

- In accordance with the Zoo Licensing Act 1981 (and any other applicable legislation in force from time to time), all research to be undertaken in association with NEZS must be assessed and approved prior to commencement to ensure scientific and ethical validity, that animal welfare is not compromised and that it complies with relevant UK and EU legal requirements.
- All research projects that involve human participants and/or physical manipulation of animals or their environment, must comply with NEZS Research Ethics Frameworks and be subject to our ethical review process. In cases where ethical review and approval has been obtained from an ethical board other than CZREF (e.g. a University Research Ethics Committee), NEZS may accept that in place of their own to avoid duplicating ethical review. However, this is subject to the other ethical review process being judged sufficiently robust by CZREF (a list of institutions with ethics review procedures that have already been judged to be sufficiently robust will be maintained and made available on request). If the procedure is deemed to be not sufficiently robust then CZREF ethics review procedure will need to be followed.
- Data from research involving human participants must be processed in accordance with the General Data Protection Regulations (GDPR) and any other applicable data protection legislation. Types of data collected by the researcher must be included in the research proposal. The researcher must provide clear and sufficient information (in accordance with the GDPR and any other applicable data protection legislation) regarding the processing of data on participants that are involved in a research project.
- Researchers recording or photographing animals as part of their project must take steps to avoid capturing NEZS staff and non-NEZS staff/persons unless prior permission is granted **before** the project commences and appropriate consent has been received. If NEZS staff and non-NEZS staff/person can be clearly identified (i.e. face is in clear view) then please contact research@chesterzoo.org for advice.

Supervision of projects

- Researchers are advised that NEZS employees have no academic supervisory duties, unless agreed otherwise as part of an official collaboration or commissioned project².
- Those students who are not eligible for supervision by NEZS staff are expected to develop their research proposal in agreement with their academic supervisor, and, if the project is approved, are reminded to seek academic advice from them throughout the project to ensure a useful outcome.
- For those students who are eligible for supervision from NEZS staff, the level of supervisory input will be agreed by all involved parties before the project starts.

Access to Chester Zoo

- External projects: If access to Chester Zoo premises is needed, there are two options – purchasing a Research Pass (currently £40) or purchasing an Annual Membership.
- Commissioned/collaborative projects: If access to Chester Zoo premises is needed, a complimentary Research Pass will be provided
- A Research Pass provides access to the on-show premises of Chester Zoo during the time of data collection and within the normal opening hours (see Chester Zoo website for details of these: www.chesterzoo.org). If access to off-show areas of the zoo is required, this will have been stated in the Research Proposal Form and needs prior approval from NEZS before access to those areas can be granted. A Research Pass is valid for the duration of the approved project or a maximum of 12 months, whichever is the shortest. If a project lasts longer than 12 months, we require a progress report at the end of each year (and, for external projects, payment for a new Research Pass).

² Commissioned/collaborative projects are conservation and science research studies where NEZS has contributed to the development of the aims and methods, involve supervisory duties by NEZS staff and/or where we have requested a student or an academic partner to answer a defined research question to support our Mission. All other projects will be classed as external.

- Rights of entry and continued access and use of the Chester Zoo premises by the researcher is subject to NEZS' standard terms and conditions available at www.chesterzoo.org and any researcher who breaches such conditions shall be liable to have their research project cancelled immediately upon notice.

Liability Agreement

- It is the responsibility of the researcher (and, for students, the supervisor as well) to ensure that appropriate Safe Working Practices and Risk Assessments are in place for the proposed work on Chester Zoo premises and other research sites, and for the journey to and from these premises.
- When in public areas of the zoo, external students and researchers are covered by NEZS public liability insurance and NEZS staff are covered by employer's liability insurance. External professional researchers should also make themselves aware of their employer's professional indemnity insurance.
- For some research activities, Risk Assessments need to be drawn up by NEZS. Researchers are advised to consult their supervisor or academic institution about any other health insurance or Risk Assessment requirements. If access to off-show areas is required (such as mess rooms and kitchens, or animal holding areas), this will have been stated in the Research Proposal Form and needs prior approval from NEZS before access to those areas can be granted and any Risk Assessments drawn up.
- On the premises of Chester Zoo, the researcher is to comply with all directives, such as safety rules and regulations. The researcher must follow the directions of relevant staff, the keepers and other NEZS employees at all times. Fire regulations and a note about situations that require first aid are displayed in all major buildings within the zoo and researchers are to make themselves familiar with the procedures before the start of their project.
- Any potentially contagious illness that the researcher carries is to be reported to Research@chesterzoo.org or keeping staff in order to avoid causing health risks for both people and animals. This includes colds or viral infections, which can be passed on to animals (especially primates) and pose a potential health risk.
- Researchers are not eligible to undertake any keeping duties or handle tools or machines in the zoo (unless these tasks form part of their employment by NEZS on the Chester Zoo site). This includes carrying heavy items such as buckets, chopping food and climbing ladders. If any such activities are necessary for the completion of a project, an appropriate Risk Assessment must be drawn up with NEZS and in conjunction with the academic institution if relevant.
- NEZS makes no representation or warranty that advice or information given by any of its employees or agents who work on a project, or the content or use of any materials, works or information provided in connection with such project, will not constitute or result in infringement of third-party rights, are fit for any particular purpose, or are viable, uncontaminated or safe.

Dissemination of results and reporting

- The researcher(s) agree to provide NEZS with an electronic copy of the final project report or, for projects lasting longer than 12 months, an annual progress report, upon its completion and/or by the date specified on the proposal. Submissions can be emailed to Research@chesterzoo.org. These reports may be in the form of a dissertation, published papers (please see below), or may be written specifically for NEZS.
- All forms of dissemination must contain a true and accurate account of the research. NEZS conforms to the principles set out in the Code of Practice for Research by the UK Research Integrity Office which promotes good practice in research and prevents misconduct. NEZS encourages researcher(s) to seek appropriate training to ensure good practice in dissemination of research. Researcher(s) carrying out an approved commissioned or collaborative project with, or on behalf of, NEZS may receive training from a suitable staff member.
- Publications presenting data derived from the Chester Zoo Living Collection, provided by NEZS or collected from the zoo premises should acknowledge NEZS as the provider as 'North of England Zoological Society (Chester Zoo)' and ensure all data is anonymised. The institutional name should also be anonymised in the text and figures if the study involves data collected from multiple institutions or locations.

- Regardless of whether NEZS employees are co-authors, manuscripts presenting data derived from animals, plants, or other types of research carried out on Chester Zoo premises and/or with NEZS support (e.g., data provider, survey completion) must be sent to NEZS *at least three weeks prior to expected journal submission* to allow for review.
- Any kind of media publicity, (e.g., press releases), or public statement of any form (e.g., blog posts, online discussion forums, social media platforms) relating to data collected at Chester Zoo should not be made by the researcher without first obtaining written permission from NEZS Chester Zoo PR Manager *at least three weeks in advance*. Please contact research@chesterzoo.org to arrange this.
- All data (including film footage, photographs or sound recordings) taken from the Chester Zoo Living Collection, provided by NEZS or from the zoo premises may not be used for any purpose other than those stated in approved proposal documents and should also be made available to NEZS where required for use, including media distribution or advertising. Film footage, photographs or sound recordings should not be used for publication, sold commercially or be used for onward transmission, without first obtaining permission from NEZS Chester Zoo PR Manager *at least three weeks in advance* (contact via: research@chesterzoo.org)

Termination of projects

- In cases of misconduct, NEZS reserves the right to postpone or terminate a research project and withdraw the Research Pass without refund, such as in cases of management issues (e.g., where NEZS are dissatisfied with researcher's conduct) or for health and safety reasons (e.g. Foot and Mouth Disease or Avian Influenza precautions).
- The researcher must inform NEZS immediately if it becomes clear that, for any reason, they are unable to complete the project by emailing Research@chesterzoo.org.

Data Ownership and authorship (for Commissioned/collaborative projects only)

- Unless otherwise agreed on the proposal form and before the project commences, Intellectual Property generated or developed by the University and/or the researcher and/or student jointly with NEZS, then it shall vest in and be jointly owned by both parties.
- All research projects involving collaboration with or supervision by NEZS employees will require submission of the raw dataset.
- The relevant person(s) from NEZS should be acknowledged through co-authorship of any publications as well as by name in the relevant section of reports. A co-author is expected to have contributed substantially to at least one of the following aspects (applies equally to both NEZS employees and any other parties involved):
 - **Conception of idea and design of study**, e.g., implementing detailed project ideas or hypotheses developed by NEZS employees; design of research methods or experimental setup; follow-up project of previous research designed by NEZS employees.
 - **Collection and/or analysis of the data**, e.g., including substantial laboratory work or sustained behavioural observations, determining the appropriate data analysis techniques, performing the analyses and interpreting the results.
 - **Writing a major/essential proportion of the paper or contributing substantially to its intellectual content.**
- In the case of doubt about authorship or acknowledgements NEZS are to be consulted for mutual agreement before starting the publication. Collaborators may need to reassess authorship if major changes are necessary in the course of the project (and its publication).