

Research Application Form

Dear Researchers and Students

Thank you for your interest in conducting your research project with Twycross Zoo. Please read the following research policy and guidelines carefully before filling out the application form. The completed application form can be returned to research@twycrosszoo.org. Please note that you can submit applications at any time of the year. However, it can take about 2-4 weeks for us to process and approve them.

Research Policy and Guidelines

1. All research undertaken must be for the net benefit of the individual animals, species and/or their habitat, or for the benefit of Twycross Zoo and the East Midlands Zoological Society. Twycross Zoo only supports studies that do not compromise animal welfare or adversely affect animal management. You must demonstrate that you have clear research outcomes for your application.
2. All research to be undertaken in association with Twycross Zoo must be assessed and approved prior to commencement to ensure scientific and ethical validity, that animal welfare is not compromised and that the research complies with relevant UK and EU legal requirements. The student / researcher must supply risk assessments from their institution for the completion their work on site.
3. Any equipment to be used or questionnaires must be seen and agreed by the zoo in advance.
4. You must appreciate that animals may be moved or not available for study at short notice if there are emergencies, such as veterinary problems. We will do our best to sort out any problems that affect your study and keep you informed of any necessary changes.
5. All research carried out must be reported in full, **with a copy of that report being presented to the zoo within 12 months of data collection (for studies lasting longer than 12 months, a progress report is due every 12 months)**. The zoo has to be advised in advance of publication plans.
6. Any PR activities or communication with the media must be managed in consultation with Twycross Zoo.
7. All reports and publications resulting from research at or through Twycross Zoo (including samples) should acknowledge fully Twycross Zoo and the East Midlands Zoological Society, with copies lodged at Twycross Zoo. It is expected that individual zoo staff contributing to or supervising research projects must be acknowledged through co-authorship of any publications as well as by name in the relevant section of reports.
8. A copy of all raw data relating to Twycross Zoo, appropriately annotated to allow independent interpretation, must be provided on completion of a study. Twycross Zoo reserves the right to use all data collected at the zoo for its own publications if they have not been published (or submitted for publication) elsewhere within one year of the termination of the research project. In such cases, due acknowledgement of contribution and intellectual property will be given.
9. Your details will be held in our database for our use only and will not be passed to third parties without your consent.
10. Twycross Zoo will not be held responsible for any problems arising from research carried out at the zoo.
11. Any samples (including video footage) provided by Twycross Zoo and anything derived from them, remain the property of Twycross Zoo and will only be used for agreed research and education purposes. Any unused biological sample will be disposed of in accordance with standard procedures for the disposal of animal waste (Animal By-Products Regulations 2005 [amended 2009]).
12. Twycross Zoo will be informed prior to the transfer of any samples to a third party for research, and the third party will also be bound by this agreement.
13. You need to arrange accommodation before arrival at the zoo and you should arrange your daily travel to the zoo as the zoo is quite a distance from nearby towns.

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Registration Fees

All successful applicants will be charged research fees. The basic research fee is £65.00, to be paid before commencement of any research, at your induction day. There is a fee of £100.00 for more involved projects or those requiring more supervision by the Zoo.

NOTE: Fees may be waived where researchers are affiliated with specific partner institutes.

- **Survey for zoo staff (visitor surveys fall under the basic or supervision fees)**

Surveys must be supported by a BIAZA, or appropriate TAG for European studies, support letter. Such studies will not incur a research fee, unless additional data collection is required (see below).

- **Basic research fee: £65.00 (for 12 months from induction date)** provides you with:

- Access into the zoo to do your research (through supply of a badge, which you will receive on your first day, and will need to return at the end of your on-site research period). Including access to the zoo library and the staff cafeteria.
- Access to samples currently held within our bio-bank, if appropriate.
- Access to the visitor viewing areas, visitors for surveys, and consultations with the keepers and other staff, as outlined in the induction. **You will not be allowed access to the animal enclosures.**

- **Supervision research fee: £100.00 (for 12 months from induction date)**

This provides you with all the above and additional use of staff time for more involved projects such as enrichment devices, nutritional studies, etc.

- As 'Basic research fees' above, you will not be allowed access to the animal enclosures except under specific agreements. All enrichment devices must be supplied to the keepers for them to include in the enclosures during their normal daily routines.
- Projects requiring the collection of opportunistic biological samples, e.g. faecal samples, also fall under this category.

1) General information

Please complete the following form so it is easily legible. All boxes must be completed for your application to be considered.

Your personal details will only be used to contact you in relation to your research project and will be stored only on our electronic internal systems. Please contact us if you have more questions.

Title (Miss/Mrs) First name

Surname (Family name)

E-mail address

Mobile phone

Researcher details

- A) Title of course or job title
- B) Name and address of institution

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| A) |
| B) |

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- A) Title, name and contact details of supervisor (if applicable)
- B) Position (and qualifications if not apparent from title)

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| A) B) |
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Level of study (Undergraduate Degree / MSC / PHD / POST DOCTORAL / other)

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2) Project information

Please give **details of your research questions** and **how you intend to answer these**. In particular, we need to know what you need from, and expect from, the zoo. You can append further information if you think it will help us to assess the project. If your project involves any intervention in the animal enclosures or with the zoo routine then you must provide full details. **If the research includes a questionnaire** then it must be included with this form.

Start date at the zoo

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Finish date

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Current state of the research: (e.g. not started/pilot/second year etc.)

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Project title

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Research Animals (species / group)

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Does your study involve more than one zoo? If so have you obtained the relevant BIAZA/EAZA research approval? Please attach a copy.

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| YES / NO |
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Does your study have ethical approval from your academic institution? If so, please provide your approval number for this project.

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| YES / NO |
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Approval number:

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Project aims and objectives

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| Aims: | Objectives: |
|-------|-------------|

Project Summary (max 120 words):

On-site methodology and requirements from the zoo (if samples – please list on page 5):

Off-site methodology:

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Samples

If your project includes a request for **animal samples** then please give full protocols for collection, storage and transport of the samples as appropriate (continue onto further sheets if necessary.) Otherwise, please put 'n/a'. Please note that we will need **you to supply containers etc. and pay for any shipment prior to samples being collected or sent**. We have very limited freezer capacity on site and cannot store samples for long periods.

If your research proposal is successful, we will ask your supervisor to sign a short sample agreement form specific to the project. You will also have to provide us with a risk assessment from your University for sample handling.

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| Animals: |
| Samples: |
| Protocols: |

How will this research be of benefit for the animals and/or to Twycross Zoo?

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How will this research be of benefit to conservation of the species?

Key references relating to project research

Where could this work be published or presented?

Provided with the Zoo’s agreement, we would expect this work to be published and/or presented and we would expect the zoo to be fully credited or acknowledged. Include student presentations and student-oriented publications (e.g. Biohorizons, OUP: BIAZA conferences, JZAR, etc.).

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I have read and understood the above guidelines and agree to abide by them. I will submit a copy of my research to the zoo by my institutional deadline.

Applicant signature Date

For completion by your supervisor (if appropriate):

We would welcome any comments on the proposed project. It is a condition of the zoo that the student provides a copy of their finished report at the end. The zoo is not prepared to sign off the work as complete until the project report is received and we hope that you will cooperate with us on this. In this way the work can be of real benefit to the zoo as well as to the student.

Charge level (please tick):
(see page 2 for details)

Please note this is for one year of access to resources only.

| | | | |
|----------|--------------------------|-------------|--------------------------|
| Basic | <input type="checkbox"/> | Supervision | <input type="checkbox"/> |
| (£65.00) | | (£100.00) | |

Please strikethrough this box if you would be interested in receiving updates from us about our new research ideas list and research forms updates.

Please note that we may contact you in relation to this specific project where required.

Supervisor' signature.....

Supervisor's comments:

Please return your completed application form to research@twycrosszoo.org