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**Research Proposal Form**

Developed by the AZA Research and Technology Committee

Updated August 2019

The Purpose of the AZA Standardized Research Application Form is to facilitate and expedite the proposal application and review process for single and multi-institutional research projects conducted in AZA accredited zoos and aquariums.

The form is designed to be as comprehensive as possible to allow for its use by as many AZA institutions as possible. Before submitting your application to a particular institution, please check in advance as to whether they accept the AZA standardized form or whether they need any supplemental information.

The form is comprised of seven sections, and is meant to contain the entire proposal without a need to submit a supplementary proposal. Not all sections will be applicable to every proposal. If a section does not apply to your proposal, please indicate “Not Applicable.”    You do not need to repeat the contents of one section in any other section.

*SECTION 1 - Basic Information & Approval Signatures*

*SECTION 2 - Abstract (limit 1500 characters with spaces)*

*SECTION 3 - Research Project (limit 5 pages)*

*SECTION 4 - Permits & Support*

*SECTION 5 - Impact on Hosting Institution*

*SECTION 6 - Biomaterials (complete only if biomaterials are requested)*

*SECTION 7 - Supplemental Materials/Attachments Checksheet*

Instructions: Before completing this form, please contact the institution(s) you plan to work with to confirm (A) that the project would even be possible there, (B) that the institution has adopted this form, and (C) which sections of the form are required by the institution for your project.

**SAINT LOUIS ZOO RESEARCH POLICY**

Research is part of the mission of the Saint Louis Zoo and is integral to its conservation efforts. The Zoo supports an active research program and encourages collaborations with other scientists and institutions. The Zoo’s research efforts adhere to the professional standards of the American Zoo and Aquarium Association, comply with the Animal Welfare Act as specified in the provisions of the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, and follow the IUCN Policy Statement on Research Involving Species at Risk of Extinction.

Proposals for invasive research will be considered by the Zoo’s Institutional Animal Care and Use Committee (IACUC) only so long as the protocols minimize stress, pain, and discomfort. Degree of discomfort will be weighed against the importance of the results to improvement of captive husbandry or to survival of the species in the wild. Opportunistic collection of samples during routine management or veterinary procedures is encouraged.

**PROPRIETARY RIGHTS TO DATA COLLECTED AT THE SAINT LOUIS ZOO**

Principal Investigator Not Employed by the Zoo:

Data resulting from a study carried out at the Zoo by a Principal Investigator (PI)\* not employed by the Zoo (e.g., visiting scientists, students supervised by outside scientists) belong to the PI. At the time of manuscript preparation, the PI should contact the Zoo to determine whether the Zoo wants formal acknowledgement in the manuscript. Regardless of whether formal acknowledgement is required, copies of the published manuscript should be submitted to the Zoo Library. Inquiries regarding acknowledgement of the Zoo and submission of published articles should be directed to Dr. David Powell ([dpowell@stlzoo.org](mailto:dpowell@stlzoo.org)).

Principal Investigator Employed by the Zoo or Supervised by Zoo Staff:

Data generated by a study carried out at the Zoo by a PI employed by the Zoo or by a student under the supervision of Zoo staff are the property of the Zoo. However, during the period of study and for two (2) years following completion of the study, the PI has primary right of access to the data and to publication of the data. If, after 2 years beyond completion of the study, the results have not been published or at least accepted for publication, primary rights of access and publication revert to the Zoo. At that time another qualified staff member may request permission for access to the data and publication rights. Such permission can be granted by the director of research. Even after publication, data must remain at the Zoo and be accessible to interested staff members. Copies of all publications must be submitted to the Zoo Library.

**Supplemental Items to be completed By Principal Investigators not employed by the Saint Louis Zoo:**

Data resulting from a study carried out at the Zoo, using Zoo records, or biomaterials provided by the Zoo by a Principal Investigator (PI) not employed by the Zoo (e.g., visiting scientists, students supervised by outside scientists) belong to the PI. At the time of manuscript preparation, the PI **must** contact the Zoo to determine whether the Zoo wants formal acknowledgement in the manuscript. Regardless of whether formal acknowledgement is required, copies of the published manuscript should be submitted to the Zoo Library. Inquiries regarding acknowledgement of the Zoo and submission of published articles should be directed to Dr. David Powell ([dpowell@stlzoo.org](mailto:dpowell@stlzoo.org)).

PI check this box to indicate agreement with this policy:

Please describe procedures the PI will take to ensure that data provided by the Zoo are maintained in confidentiality and are protected against unauthorized access. *Any animal or medical records obtained by the PI from the Zoo must be kept confidential and cannot be shared with any individuals not affiliated with this project or used for purposes other than described in this proposal.*

Does this project require collection of biomaterials **for use by non-Saint Louis Zoo staff** to conduct research?

Yes  No ***If Yes, a Biomaterials Request Form should be completed*. Contact Mary Duncan (duncan@stlzoo.org)**

Note: If your study involves human subjects, you must complete a separate proposal using the Saint Louis Zoo’s human subjects research forms available from Amy Niedbalski ([niedbalski@stlzoo.org](mailto:niedbalski@stlzoo.org)).

**SECTION 1** – COVER SHEET **Basic Information & Approval Signatures**

Project Title:

Start Date of Project       End Date of Project

Application Date:

Principal Investigator (attach CV):

Title:       Institutional Affiliation:

Address:

City:       State:       Zip:       Country:

Phone:       Fax:       Email:

Co-Investigators (if more than 3 Co-investigators, provide a list in the appendix) :

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Institution | Title | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Funding status:

Is this project fully funded:  Yes  No

Do you need a commitment from this institution for a grant proposal:  Yes  No

Is this a multi-institutional study:  Yes  No

Does the study involve human subjects?  Yes  No

If yes, what type of human subjects are involved? Check all that apply:

Visitors  Members  Staff  Volunteers  Youth under 18  Other:

Does the study involve animal subjects?  Yes  No (If yes, complete the following questions)

Animal subjects questions:

Please list the common name and full scientific name of each species:

What type of animal subjects are involved? Check all that apply:

zoo/aquarium collection animals

animals on zoo/aquarium grounds but not in the collection

animals off zoo/aquarium grounds and not in the collection

wild animals brought into captivity for this project

Does the study involve manipulation of live animals or modification of husbandry protocols?

Yes  No

Does the project request the collection and transfer of biological samples?  Yes  No

By signing below, I (the Principal Investigator) agree to distribute a full report of the results to all participating institutions at the completion of the study.

PI Signature [You may enter text/image]:

Date:

Authorizing Official of PI Institution Signature [You may enter text/image]:

Date:      Name:       Title:

**SECTION 2 - Abstract (limit one page)**

Please provide a brief summary of the project (limit to 1500 characters):

Please summarize how this project will contribute to the mission of zoos and/or aquariums   
(limit to 1500 characters):

**SECTION 3 - Research Project (limit 5 pages)**

(A) Provide a Brief Project Description (a brief literature review or background to explain the objectives, significance of the project and any unique contribution of this work to the field)   
[not to exceed one page, references should be included in attachments):

(B) Study Subjects (include sample size and justification for using these participants):

(C) Methodology (include experimental design/research methods) *Note that section 5 requests protocols for specific procedures that will be implemented at the hosting institution, and section 6 contains information related to biomaterials collection*:

(D**)** Health, Safety and Welfare considerations:

(i) Please describe the potential health/safety/psychological risks for animals or humans involved in the study:

(ii) Please describe your monitoring system for health/safety and psychological wellbeing for this study:

(iii) For human studies, under what conditions would a subject be able to choose to withdraw from participation in the study?

(iiv) For animal studies, under what conditions would a subject be removed from the study?

(v) For animal studies, describe the final disposition of subjects at the completion of the study (e.g. returned to the collection, released into the wild, euthanized, etc.):

(E)Dissemination of results (check any/all that apply):

Undergraduate thesis  Non-peer reviewed publication

Graduate thesis or dissertation  Peer reviewed publication

Scientific meeting presentation  Public presentation

Website  Other (describe:      )

**SECTION 4 - Permits & Support**

(A) Has this project been endorsed or supported by an AZA committee(s) or group(s)?

Yes  No  Currently in review

If yes or currently in review, please list the name(s) of those committees and/or groups and attach documentation of approval or acceptance for review:

Studies Involving Animals As Subjects

(B) Has this proposal been approved by an IACUC (Institutional Animal Care and Use Committee)?

Yes (attach letter and application)   
  No  Currently in review (attach notification of pending review and application)

If yes or currently in review, please list the name(s) of the IACUC institutions:

(C) Are any special permits required for this project?  Yes  No  Currently in review

If yes or currently in process, please list permit titles, permitting agency, date applied or received, and attach documentation of approval or acceptance for processing:

Studies Involving Humans As Subjects

(D) Is this project an evaluation of existing education programs?  Yes  No

(E) Has this proposal been approved by an Institutional Review Board (IRB)?

Yes (attach letter and application)

No

Currently in review (attach notification of pending review and application)

If yes or currently in review, please list the name of the primary institutional IRB reviewing the protocols and the IRB #:

If no, please explain why this project has not been approved by an IRB:

*Note: Some special categories of human participants checked in Section 1 (e.g. youth <18) require special approvals. Please refer to* [*http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html*](https://urldefense.proofpoint.com/v1/url?u=http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html&k=diZKtJPqj4jWksRIF4bjkw%3D%3D%0A&r=MCQv7d5gDdM%2ByEQ%2Bv5tzRg%3D%3D%0A&m=0iNR9WtF7BL5u3KOuWpkBJNrIRLADZrLEwR44SXG9fQ%3D%0A&s=d9bbe7858c52921e8ff2bfd070153a5cdd9a22e2f5a0432961a274c2cf990538) *for more details.*

*The United States Federal Policy for the Protection of Human Subjects or the “Common Rule” was published in 1991 as HHS regulation*[*45 CFR part 46*](https://urldefense.proofpoint.com/v1/url?u=http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html&k=diZKtJPqj4jWksRIF4bjkw%3D%3D%0A&r=MCQv7d5gDdM%2ByEQ%2Bv5tzRg%3D%3D%0A&m=0iNR9WtF7BL5u3KOuWpkBJNrIRLADZrLEwR44SXG9fQ%3D%0A&s=d9bbe7858c52921e8ff2bfd070153a5cdd9a22e2f5a0432961a274c2cf990538)*, include four subparts: subpart A, also known as the Federal Policy or the “Common Rule”; subpart B, additional protections for pregnant women, human fetuses, and neonates; subpart C, additional protections for prisoners; and subpart D, additional protections for children. Although the policy impacts only United States federal agencies sources and any organization whose funding may be traced back to US federal sources such as USAID, this policy is generally considered the minimum criteria by which an institutional review board will interpret whether protections are adequately addressed by any research proposer. Note, that most EU, UK & AU governments have similar regulations governing protection of human subjects within their jurisdiction and often extending to work by citizens of their countries in other jurisdictions]*

**SECTION 5 - Impact on Hosting Institution**

(A) Please describe the PI and/or Co-PIs prior experience working or conducting research in a zoo/aquarium setting and with the target study species [not to exceed 1500 characters]:

(B) Identify what zoo/aquarium time and effort is needed to assist with project completion:

(C) Role of zoo/aquarium staff in the project:

Is the project purely observational?  Yes  No

Can the study be conducted from public areas?  Yes  No

Can the study be conducted during operating hours?  Yes  No

Can the study be conducted without assistance from zoo/aquarium personnel?  Yes  No

If you answered no to any of the questions above, please describe what is requested of the hosting institution:

(D) Describe any records or archival materials that would be required from the institution to support the study:

(E) What are the benefits of participation for the hosting institution?

(F) How will the zoo/aquarium and staff be acknowledged in dissemination of results?

(G)Attach specific protocols for activities & procedures that will be implemented at the hosting institution in conjunction with this study not included in other sections of this application (include human and/or animal subject protocols, as applicable, biomaterials information is contained in Section 6).

(H) What are the anticipated costs and reimbursements (if any) to the institution for participation (ie: sample shipping costs, time and effort, room rental rates, overhead):

**SECTION 7 - Supplemental Materials (Attachments Checksheet)**

Principal Investigator CV - (section 1)

CO-Investigator list - (section 1)

CO-Investigator list - (section 1)

AZA endorsement/support letter(s) - (section 4)

List attachments:

IACUC approval letter(s) or notification(s) of pending review(s) - (section 4)

List attachments:

Proof of permit approval(s) or acceptance(s) for processing - (section 4)

List attachments:

IRB approval letter(s) or notification(s) of pending review(s)- (section 4)

List attachments:

Human subjects protocols - (section 5)

List attachments:

Animal subjects protocols - (section 5)

List attachments:

Other

List attachments: