



## Research/Project Guidelines & Application

### Introduction

Research is vital to increasing the understanding of animals and animal behaviour both within a captive environment such as a sanctuary or zoo and also in the wild. To this end we encourage and support projects within our collection that progresses the knowledge of animal requirements, especially within captive environments.

We accept applications from students who wish to conduct a study or research project as part of a Further / Higher Education course from an accredited institution. Private study that is not part of an accredited course or conducted by a registered educational institution cannot be supported at this time.

By encouraging such projects and/or research at our facility we hope to participate in studies that not only furthers knowledge and understanding of animal behaviour, husbandry, welfare, and environment enrichment, but also supports our mission and develops ongoing links with other institutions.

### Application Procedure

Please read the Research and Project Guidelines carefully before completing the application section as you will be expected to abide by them if your application is accepted. The application procedure is as follows:

1. Complete the application with as much detail as possible. You will need to demonstrate that you have clear research outcomes within your application as well as sound methods for data collection and analysis if the proposal is to be acceptable.
2. Please submit the application (via email) as early as possible allowing at least 4 weeks for a decision. This timescale may be extended further should further information or alterations be required.
3. Once received the application will be assessed by the ethics committee for suitability.
4. After the review process the applicant will be issued with a decision via email.
5. If the application is accepted further details will be forwarded to the applicant outlining the next steps in the process.
6. If declined, this will be the organisations final decision on the application.
7. In some cases the organisation may wish to interview (either in person or via video link) the applicant or discuss the project with the proposed supervisor before making a decision. Further academic references or support materials may also be requested.
8. Before the project starts the student must attend an on site induction and health and safety meeting.

## Research & Project Guidelines

- All research undertaken must be for the net benefit of the individual subject(s), and/or the species that are the subject(s) of the research, and/or the ecosystem that the species are part of, and/or for the benefit of the organisation. Where no such benefit is demonstrated research projects may only be approved if clear learning outcomes can be demonstrated.
- Research carried out at Brockswood will be restricted to the use of non-invasive techniques that do not require a Home Office license for any of its components (including such components that are not directly carried out at Brockswood).
- Only applications from students on accredited courses can be considered.
- Proposals that are based on multi-organisational research cannot currently be supported.
- All research must be approved by the Brockswood ethics committee 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 reports should fully acknowledge Brockswood and any of its staff that contributed to the research in any way, unless anonymity is requested. Brockswood Animal Sanctuary reserves the right to anonymity with regard to the research or project if deemed appropriate.
- The organisation must be advised and agree in advance any publication plans for the research. All images, videos and raw data belong to Brockswood Animal Sanctuary and must not be used without prior permission.
- Brockswood Animal Sanctuary reserves the right to withdraw any or all research and access privileges if the organisation is dissatisfied with the student's conduct, for health and safety reasons, or if the policy and guidelines are not strictly adhered to.
- Any changes to the research project must be discussed and agreed to by the organisation prior to the changes being made.
- All approved proposals allow the student access to the Brockswood site at pre-arranged dates and times. Students will be issued with a Hi-Viz vest and a pass that should be worn at all times whilst on the premises.
- Your details will be held in our system for our use only and will not be passed to any third parties without your consent.
- A copy of all raw data, in a format that allows independent interpretation, must be lodged with Brockswood on completion of a study. Brockswood reserves the right to use all data collected at its facilities for its own publications. In such cases, due acknowledgement of contribution will be given.
- All research carried out must be reported in full, with a copy of that report being presented to the zoo at the appropriate time within the duration of the research or course.
- Brockswood Animal Sanctuary will not be held responsible for any problems arising from research carried out on its premises.
- Students will also be required to supply a summary report at the end of the project.

## Public Relations Information

- Any PR activities or communication with the press or other news media must be managed in consultation with the Brockswood management. Do not talk to any media reporters about the organisation without consent or by specific request from the organisation.
- Any behind the scenes photos, images, video or similar must have the organisation's consent before being published.
- Do not post any material relating to your study on any social media websites or any other online forum, unless requested and/or approved by Brockswood management.

# Application Form

**Name**

**Address**

**Email**

**Telephone / Mobile**

**College / institution details**

**Supervisors name & contact details** (telephone & email)

**Course details & level of study**

**Proposed start date**

**Proposed finish date**

**Number of days per week**

**Number of days in total**

**What is the latest possible date you will require a decision on this application by?**

**Title of the project**

**Area of research (e.g. nutrition, behaviour etc.)**

**Research animals (species / group)**

**Aims & Objectives of the Project**

e.g. what is the purpose of the project and its value to conservation and/or animal welfare

**Description of the Project (Please include methodology)**

**What information and/or assistance will you require from us?**

**How will the project benefit Brockswood and/or its resident animals?**

**Will the research / project findings be shared with wider zoo or animal welfare communities? If so, how? (e.g. journals, conferences etc.)**

**Student / Researcher Declaration**

I hereby declare that the above information is correct and that I will supply Brockswood Animal Sanctuary with a copy of all data and written work produced from experience/information gained during the project and when using either written or photographic material gained from the organisation will acknowledge this accordingly. I agree to comply with the organisation’s research procedure and for a copy of my work to be held on file by Brockswood Animal Sanctuary.

Student / Researcher Signature

Date

**Supervisors Declaration**

I understand that by signing below I have agreed to supervise the project outlined in the proposal.

Supervisors Signature

Date