**Orangutan SSP Research Proposal Form**

*The Orangutan SSP reviews research proposals to determine their relevance to the SSP program. The Steering Committee’s determination will be: No Objection/Relevant to SSP; No Objection/Not Relevant to SSP; or SSP Objection.*

***The SSP’s determination******does not compel individual zoos to participate, nor does it preclude participation. Many zoos require reviews by their own internal research approval process regardless of the SSP’s stance.*** *You will be notified of the SSP Steering Committee’s majority decision within 6 weeks of submission of your completed application.* *The SSP’s determination is valid for three years from the date of notification.*

*This form intentionally mirrors the Standardized Research Proposal form developed by the AZA’s Research and Technology Committee.*

***All applicable sections must be completed; incomplete forms will not be reviewed.***

Return completed form to: Megan Elder

Orangutan SSP Coordinator

 Como Park Zoo and Conservatory

megan.elder@ci.stpaul.mn.us

**SECTION 1 - Basic Information & Approval Signatures**

Date of Application:

Principal Investigator (*attach CV*):

Title:

Institutional Affiliation:

Address:

City:      , State:       Zip Code:       Country:

Email:       Phone:       Fax:

Co-Investigators (*attach CV for each*):

Name Institution Title Email

**Project Title**:

Intended Start Date of Project       Intended End Date of Project

**Nature of study**:

[ ]  Non-manipulative (has no impact whatsoever on animal management or welfare; examples include population biology, records analyses, behavioral studies that do not alter routines or require special access, educational research, visitor research, collection of urine/feces or shed skin/teeth/nails during regular husbandry routines, etc.)

[ ]  Manipulative-MINOR (requires minor changes in routine that have little or no impact on animals; examples include collection of biological samples during regularly scheduled or emergency medical procedures, changes in animal shifting patterns to accommodate behavioral studies or biological sample collection, etc.)

[ ]  Manipulative-MODERATE (requires moderate but not substantial changes in routine; examples include implementation of existing operant conditioning protocols to facilitate research project, manipulation of environments [including for enrichment purposes], changes in diet or medical treatments, etc.)

[ ]  Manipulative-MAJOR (requires major changes in routine and/or invasive procedures; examples include non-opportunistic collection of biological samples, surgical procedures, radical drug or medical treatments, development of novel operant training protocols, etc.)

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 and to the Orangutan SSP at the completion of the study, including any published paper(s). I further agree to provide a brief (max. 500 words) project overview for the SSP web site, at both project approval *and* project completion.**

PI Signature:       Date:

If PI is a student, signature and title of faculty advisor:

Signature:       Title:       Date:

**SECTION 2 - Abstract (*limit one (1) page*)**

Please attach a brief summary of the project.

**SECTION 3 - Research Proposal (*limit five (5) pages*)**

**Please attach your research proposal, including the following information:**

(A) Brief Project Description (include a brief literature review, background and objectives, significance of project and any unique contribution of this work)

(B) Study Subjects (include sample size and justification)

(C) Methodology (include experimental design/research methods)

(D) Health, Safety and Welfare considerations (include potential health/safety/psychological risks for study subjects; means of monitoring health/safety and psychological wellbeing of subjects; conditions under which a subject would be removed from the study; 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 any other 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:*

(B) Has this proposal been approved by any IACUC (Institutional Animal Care and Use

 Committee) or similar review body?

[ ]  Yes (attach letter) [ ]  No [ ]  Currently in review (attach notification of pending

 review)

*If yes or currently in review, please list review bodies:*

(C) Are any special permits required for this project?

[ ]  Yes [ ]  No [ ]  Currently in review

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

(D) How is this project funded? (please indicate sources of existing funding as well as potential sources with pending grant applications in process):

**SECTION 5 - Impact on Participating Institutions**

(A) Please describe the PI’s and Co-PIs’ prior experience working or conducting research in a zoo/aquarium setting and with orangutans:

(B) Identify zoo staff needed to assist with project completion and describe the impact of the project on their time and resources:

(C) Role of zoo 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 personnel? [ ]  Yes [ ]  No

*If you answered no to any of the questions above, please describe what is requested of the participating institutions:*

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

(E) What are the benefits of participation for the zoos?

(F) How will the SSP and participating zoos and their staff be acknowledged in dissemination of results?

(G)Attach specific protocols for activities & procedures that will be implemented at the participating institutions in conjunction with this study

**SECTION 6 – Biomaterials**

(A) Does this project require collection of biomaterials?

[ ]  Yes *(complete remainder of section 6)* [ ]  No *(skip to section 7)*

(B) Detailed collection protocol (include method of collection, explanation of documentation required for sample collection, etc.):

(C) Methods for storage & shipment (specific details of packaging/delivery methods, logistical coordination of shipments, contacts required):

(D) How will payment be arranged for shipping and/or processing?

(E) Describe the plan for disposition of unexpended biomaterials or extracts/ derivatives after study

(F) Biomaterials agreement statement (*initial each statement and sign and date below*):

* **PI initial**:       The undersigned agrees that biomaterials provided will only be used for the purposes described in previous sections of this application or as described here:      .
* **PI initial**:       The undersigned ensures that materials will not be sold or developed for commercial purposes, nor will they be distributed to a third party.
* **PI initial**:       The undersigned accepts all risks and responsibility for the receipt, handling, use, storage and disposal of the materials and understands that there are potential unknown zoonotic hazards associated with the handling of the requested biomaterials.
* **PI initial**:       The undersigned agrees that this transmission of samples does not transfer ownership and that all use and disposition of the samples remains under the express control of the institution owning the animal.
	+ If an alternative ownership agreement is requested, provide justification:
* **PI initial**:       The undersigned is solely responsible for the costs associated with the processing, packing and shipping of samples requested and for obtaining all necessary permits pertaining to the receipt and use of the samples, or per the agreement described here:      .

PI signature:       Date:

If PI is a student, signature, email and title of faculty advisor:

Signature:       Email address:       Title:       Date:

**SECTION 7 - Supplemental Materials/Attachments Checklist**

[ ]  Principal Investigator CV - (section 1)

[ ]  Abstract (*limit one page*) (section 2)

[ ]  Research Proposal (*limit five pages*) (section 3)

[ ]  AZA endorsements; IACUC approval letter or notification of pending review; permits issued

 or notification of acceptance for processing - (section 4)

 List attachments:

[ ]  Study protocols - (section 5)

List attachments:

[ ]  Other addenda

 List attachments: