



# Zoo Research Handbook

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## Introduction

The British and Irish Association of Zoos and Aquariums (BIAZA) highlights research as a major role of good zoos and is a requirement of the our zoo licence.

Research is one of the primary objectives of Dartmoor Zoo (DZP). DZP aims to continually increase their research potential and output in view of the growing need to increase our knowledge necessary for understanding and undertaking conservation tasks both in the zoo and out in the field.

## Mission Statement

To protect endangered species, promote biodiversity and educate about the need for conservation.

## The Research Officer

The Head of Research is responsible for overseeing all onsite research, and assessing its viability in terms of welfare, husbandry and captive breeding. He/she will be the student's first point of contact and is also responsible for acting as a liaison between researchers, keepers, curators and any other relevant staff.

## Priority Research

DZP will produce a list of priority research topics each year. This list includes areas that have been identified by the Head of Research, education and animal management staff. This list will be distributed to universities, listed on our website and to individuals on request. DZP will still welcome project proposals outside of the priority topic areas.

## Final Project and Presentation

All research carried out at the zoo needs to be written up and a full report to be given to the Head of Research. We aim to give all findings from the research to animal keepers and management staff.

## Application Procedure

1. Initial contact is to be made by the tutor/ project supervisor OR the student.
2. An application form must be completed providing information about you, your academic details and proposed project details.
3. The Head of Research is happy to discuss project ideas if necessary especially if the project is one from our priority list.
4. Once the application has been submitted it is subject to assessment by the Head of Research. The logistics of the project and the project design will be discussed with the curator and CEO/ethics board if necessary.
5. Research applications are assessed as soon as possible. Students should be aware that under some circumstances it may take up to one month to accept or decline a project, as it must reach the agreement of all staff. Therefore, the student should apply within plenty of time.
6. The applicant will be informed as soon as possible as to whether the application has been accepted or rejected. There may be some modifications or alterations suggested.
7. If the project is accepted, the researcher will be invited to attend an induction with the Head of Research.

8. Before data collection commences, the researcher will be issued with a research pass at a cost of £40 with a £20 deposit, which will be returned when the final report is submitted along with the research pass to the zoo. For short term studies of up to three days the fee is £20 plus a £10 deposit.
9. On completion of data collection, researchers must provide Dartmoor Zoo with an electronic copy of the raw data used for analysis (on a Microsoft package) and an interim report (within two weeks of completing data collection).
10. On completion of the study, students must provide an electronic copy of the final report within one month of the course submission deadline.

#### Assessment of Research Proposals

All research proposals will be assessed by the Head of Research and the Curator based on the project design and the logistics of carrying out the data collection. The guidelines for assessment are:

- Compatibility with Dartmoor Zoo's mission statement.
- The value of the research topic to our collection, the management of our collection and conservation.
- Subject to ethical review, to ensure that animal welfare is not compromised and legislation and on site policies are met. All research should involve non-invasive methods, to impose minimal stress to the animals.
- Impact of the proposed research on staff and visitors.
- Compatibility with management and husbandry routines.
- Proposals should have realistic aims and sound scientific method for data collection and analysis.

It may be the case that only some aspects of the proposal are not suitable, therefore, the Head of Research may accept the proposal on the provision that some aspects are altered.

Forms in this handbook:

- **Application form** – To be completed after initial contact has been made by the student.
- **Induction form** – To be completed by the Head of Research during the induction before data collection commences
- **Research Agreement** – To be signed by students and Head of Research before data collection commences
- **Researcher interim report** – To be completed by the researcher as soon as data collection has ended, to be sent to the Head of Research

### Research Application Form

Please complete this form if you wish to undertake research onsite at Dartmoor Zoo. The information you supply on this form will enable us to assess whether we can accommodate your research. In order to assess your application as fully as possible, please also provide a full research proposal if available.

This form should be returned to:

Lorna Jepson, Research Officer, Dartmoor Zoo, Sparkwell, PL7 5DG

[lorna.taylorjepson@dartmoorzoo.co.uk](mailto:lorna.taylorjepson@dartmoorzoo.co.uk)

#### Personal details

Title:	
First name:	
Surname:	
Term address:	Home (long term e.g. family) address:
Tel:	Tel:
Which is the easiest method to contact you about this request: Email/ post/ other	

#### Academic details

Course, including level (BSc/Msc/PhD):
Academic institution:
Academic supervisor:
Tel:
E-mail:

#### Project details

Project title:
Is this project from the list of priority topics produced by Dartmoor Zoo? Yes/No
Project aims:

Project Rational (e.g. why is this research important? What is the value of this research to captive breeding programmes/conservation)? Please continue on additional sheets if necessary:

## Methods

Type of study (please highlight):

Observational (no modifications)

Experimental (modification necessary)

Sample request (e.g. faecal) – Please fill in the 'Information Request' Form

Methodology, including pilot study, manipulations, sampling, data collection, statistics:

Support required for Dartmoor Zoo, including facilities, equipment and supervision:

Relevant reference material, e.g. books, journal articles:

1)

2)

3)

4)

5)

Will you be using any specialist equipment which may require certain operating conditions?

## Data Collection Period

Proposed data collection period (DD/MM/YY – DD/MM/YY):

What is the latest possible deadline that you require a decision on this application?

**Applicants signature:**

**Date:**

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**Supervisors' signature:**

**Date:**

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

<b>Date Application Received:</b>
<b>Copied to relevant staff:</b>
<b>Decision made: Accepted/Rejected</b>
<b>Applicant informed of decision:</b>
<b>Additional Comments:</b>

Name:	
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<b>University/College:</b>	
<b>Project topic:</b>	
<b>Dates at the Zoo:</b>	

- ☐ Project topic discussed and confirmed
- ☐ Relevant taxon reports and other information provided
- ☐ Dates at the Zoo, including start date, arranged
- ☐ Research agreement signed
- ☐ Fee paid
- ☐ Research pass provided
- ☐ Entrance procedure
- ☐ Introduced to relevant staff



Terms and Conditions – Please read carefully

### **The Visiting Researcher:**

1. Researchers must have the agreement of their course supervisor that the study is acceptable and that they will supervise the study, unless they are being supervised directly by the zoo.
2. On the induction day, the researcher will be issued with a research pass at a cost of £40 with a £20 deposit, which will be returned when the final report is submitted along with the research pass to the zoo. For short term studies of up to three days the fee is £20 plus a £10 deposit.
3. To produce their research pass at the entrance on each visit and to wear their badge the entire time that they are in the Zoo conducting research
4. To behave in a responsible and acceptable manner at all times and remain within the public access areas of the zoo, unless otherwise agreed by the Head of Research and accompanied by a member of staff.
5. Researchers must ensure that the study is completed, or inform Dartmoor Zoo as soon as possible if the project is not going to be completed.
6. Dartmoor Zoo must be informed if any changes are made to the study, especially to the aims or methodology.
7. Researchers must provide Dartmoor Zoo with an electronic copy of the raw or summarised data (on a Microsoft package) and an interim report, and return any equipment owned by Dartmoor Zoo within two weeks of completing data collection.
8. On completion of the study, researchers must provide an electronic copy of the final report within one month of the course submission deadline.
9. To gain the permission of Dartmoor Zoo before the submission of any papers or presentations of the research.
10. To guarantee the anonymity of Dartmoor Zoo in any papers or presentations if requested.
11. To acknowledge Dartmoor Zoo in any papers or presentations (unless anonymity is requested) and to include the Head of Research as co-author if requested (where the zoo has had significant involvement in the project).

### **Dartmoor Zoo**

1. To provide free entry to the researcher during their agreed data collection period for the purposes of the research project only.
2. We will not provide free entry to friends or family
3. If conditions change, e.g. enclosure design, group composition or husbandry which could potentially affect the research project, Dartmoor Zoo will ensure that the researcher is informed as soon as possible.
4. We will facilitate the practical requirements of the study
5. Provide basic information about the animals, their enclosure, diet and equipment (if in stock)
6. Will not provide supervision for independent projects, but may provide supervision for projects from the priority list, which will be agreed when the project is accepted.
7. Reserves the right to publish the data/project. In this case, the permission of the research will be sought and he/she will be named as a co-author.

8. Retains the right to revoke agreements or refuse admission to the zoo at any time.

#### Health and Safety Guidelines

During your data collection period you will be representing both Dartmoor Zoo's research department and your own institution. Therefore, you must act responsibly at all times.

You are responsible for your own health and safety when in the zoo and any aspect of your research is undertaken at your own risk. However, the following guidelines must be followed for your own safety, and the safety of other visitors, staff and animals.

1. Do no attempt to pet any animals (with the exception of our goat paddock and close encounters area).
2. Do not enter an enclosure with any animals and do not poke any object through the enclosure mesh or put items in enclosures. You must inform keepers or another member of staff if you see anyone attempting to do any of these things.
3. Do not cross any safety barriers or enter any enclosures or off-show areas of the zoo without the permission of the Head Keeper or Curator.
4. Wash hands after working with or around animals.
5. Do not take, use or move any tools or equipment without permission from a relevant member of staff and having received sufficient training.
6. Follow any instructions given by members of staff, e.g. in the event of an emergency, to ensure your own safety and the safety of other visitors, staff and animals.
7. If you are injured in the zoo please inform a member of staff immediately who will ensure that appropriate action is taken.
8. You will not be allowed in the zoo outside of opening hours, except with permission from the Head of Research/member of management.
9. Smoking is not permitted when working with or around the animals or in any off show areas.
10. You must inform keepers or another member of staff immediately if you see anything in an enclosure which might harm an animal or could be used by the animal to escape or if you think an animal is sick or injured.

#### Public Relations Information

1. Always have your research pass on you for the entire time that you are in the zoo conducting research. Research passes should be on display at all times.
2. If you are asked any questions by visitors or staff always be polite and provide assistance if you can, or direct them to a member of staff or volunteer.
3. Do not talk to any media reporters about the zoo, other than when requested.
4. Do not post any material relating to your study on any social media websites or any other online forum, unless requested or approved by the Head of Research or Executive Assistant.

### Interim Report for Visiting Researchers

Thank you for undertaking research at Dartmoor Zoo.

The information you supply on the form will act as an assessment of your research until a copy of your final report is received.

This form should be returned to:

Lorna Jepson, Research Officer, Dartmoor Zoo, Sparkwell, PL7 5DG

[lorna.taylorjepson@dartmoorzoo.co.uk](mailto:lorna.taylorjepson@dartmoorzoo.co.uk)

#### Personal details

Title:

First name:

Surname:

Please complete the contact details below if they have changed since your initial proposal application:

Term address:

Home (long-term, e.g. family) address:

Tel:

Email:

Tel:

E-mail:

#### Project details

Title of research:

Date collection period:

Please detail if your research aims and objectives have changed from your original proposal:

If aims and objectives have changed, please detail why:

Please detail if your research methodology has changed from your original proposal:

If aims and objective have changed, please detail why:

Please detail if your research methodology has changed from your original proposal (including pilot study, manipulations, sampling, data collection, statistics):

Preliminary findings: have you achieved your aims? Are there any clear trends/patterns in your results?

Did you encounter any significant difficulties during your research?

Are there any preliminary recommendations from your study, for example housing, husbandry, research set up?

When do you anticipate that your full report will be written?

DD/MM/YY

Do you required any assistant or further information from the Head of Research regarding this project?

Would you be willing to present your findings to animal management staff, and keepers at Dartmoor Zoo during our quarterly research presentation days?

**Notes:**

- If you would like to include any graphs or diagrams please provide them on a separate sheet, with clear reference to them in the report.

**Please remember that a copy of the final report MUST be provided once it has been completed.**

**Please email this to [lorna.taylorjepson@dartmoorzoo.co.uk](mailto:lorna.taylorjepson@dartmoorzoo.co.uk)**