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|  Zoos Victoria Social Science Research Application Form |
| Office Use Only |
| **ZV Project Reference No.**  |  | **Date Received:** |  **/ /** |
| **Approved by ZV Directors: [ ]**  | **ZV Project Liaison:** |  |
| **notes on the completion of this application form**1. Applications must be written in plain English. It should be assumed that assessors have either no scientific knowledge or no knowledge of your area of research. Where scientific language is unavoidable, it must be supported by a suitable lay description or a glossary of terms.
2. It is highly recommended that you ask a colleague and a person with a non-scientific background to read the application before it is submitted.
3. If this is an externally initiated research application, upon approval you will be allocated a Zoos Victoria project liaison for all communications

This application form has the following sections: |
| 1. Research Proposal Details
2. Methodology
3. Applicants Declarations
4. ZV Endorsement & Declaration
 |  ***[ ]***  ***[ ]***  ***[ ]*** (Office Use Only) |
|   |
| SECTION 1: RESEARCH PROPOSAL DETAILS – ALL APPLICANTS TO COMPLETE |
| 1. 1 Project Specifics
 |
| Project Title:  |  |
| Proposed project period:  |  / / - / / |
|  |
| 1.2 Personnel Details  |
| 1.2.1 *Principal Investigator (NB:* This should be the student’s supervisor if for an Honours or Masters projects) |
| Title & Name: |   |  |
| Qualifications: |  |
| Institution: |  |
| Department:  |  |
| Work address: |  |
| City/Suburb: |  |
| State: |  | Postcode: |  | Country: |  |
| Telephone: |  | Mobile: |  | Fax: |  |
| Email: |  |  |
|  |
| 1.2.2 *Associate Investigator(s)* Please list all personnel involved. Add further lines as required |
| Name  | Institution  | Qualifications/relevant experience | Telephone | Email |
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| 1.2.3 Which of the investigator(s) has responsible for the day-to-day running of the project? |
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| 1.2.4 Who is the Zoos Victoria contact for this project? |
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| 1.2.5 Provide details of each investigator’s relevant experience and the specific responsibilities that they will have  within this project, including any training required prior to the commencement of this research. |
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| 1.3 Project Description  |
| ***Avoid the use of jargon where possible. If use is unavoidable, provide brief explanations of the terms used.******If the research is a sub-part of a larger or ongoing project include or attach the relevant documents or resources to this application.*** |
| 1.3.1 Background (including key references)  |
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| 1.3.2 Aims and hypotheses |
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| **1.4 Describe why you believe this project will be of value to the zoo. What outcomes are you expecting this research will enable the zoo to achieve as a result of the research?**  |
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| **1.5 How will this project be reported? (e.g. report, thesis, publication)** |
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| **1.6 Does completion of this project contribute to course requirements?** |
| ***No***  | ***[ ]***  | Go to question 6. |
| *Yes* | ***[ ]***  | Please provide details of level of study below |
| *Undergraduate*  | *[ ]*  | *Masters* | *[ ]*  | *TAFE* | *[ ]*  |  |
| *Honours* | *[ ]*  | *PhD* | *[ ]*  | *Other* | *[ ]*  | *Please specify:* |
|  |
| **1.7 Please indicate which of Zoos Victoria’s key social science research priority themes this project addresses below:** |
| *[ ]*  |  People – audience profiling (understanding the audience, increasing reach and depth of influence) | *[ ]*  | Experience - onsite, offsite and online (satisfaction, critical points of influence, building staff/volunteer capacity)  |
| *[ ]*  | Care more (attitudes and values)  | *[ ]*  | Wildlife safer (impact of community conservation on wildlife populations)  |
| *[ ]*  | Know more (knowledge and awareness) | *[ ]*  | Zoos Victoria’s social licence  |
| *[ ]*  | Act (behaviour)  |  |  |
| 1.7.1 *INTERNAL STAFF ONLY -* Please expand on how this project addresses and aligns with Zoos Victoria’s Corporate Plan priority areas and actions: |
| (*Zoos Victoria staff to fill out before passing on to relevant Director/s (Bus Dev, MCD, WCS)*) |
|  |
| 1.8 Resourcing |
| ***Please note: any resource implications for Zoos Victoria should be discussed with relevant Zoos Victoria staff before completing this section.*** |
| Have adequate resources already been secured to undertake this project? ***[ ]  Yes [ ]  No*** - If no, how do you intent to secure the necessary resources? |
| Proposed sources of funding:  |
| Zoos Victoria (%) | External (%) | External Source |
|  |  |  |
| *If there are direct budgetary implications for Zoos Victoria, please provide budget details, such as salary, equipment, travel, stationary and laboratory costs. (Please add further lines as required)* |
| Account Code  | Item  | BudgetYear 1 | BudgetYear 2 | BudgetYear 3 |
|   |   |  |  |  |
|   |   |  |  |  |
| *Please provide estimates of in-kind support required from Zoos Victoria (e.g. out-of-hours access, visitor records, use of equipment, vehicles, zoo facilities and staff-time):* |
| Resource Required  | Time required (hrs) and/or estimated value ($)  |
|   |  |
|   |  |
|  *Please add further lines as required* |
| **SECTION 2: METHODOLOGY**  |
| * 1. **Project Methodology**
 |
| * + 1. Methodology

*This section should include a clear plan of the research or other activity, included the experimental/monitoring design, detailed methods, statistical methods to be used, equipment required, and timelines.* |
| *(Feel free to attach a proposal separately if this is easier to do.)* |
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| **2.1.3 Is this project similar to previous research or does the project duplicate work that has been carried out previously?** |
| ***[ ]  No*** | Please go to question 3.1 |
| ***[ ]  Yes*** | **Please explain below why it is necessary to duplicate the work or how the proposed project will differ from similar research.** |
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| **2.1.4 Does this research or activity require Human Ethics approval?**  |
| ***[ ]  Yes [ ]  No*** |
| If yes, please attach a copy of the Human Ethics letter of approval or explain why it is not attached. |
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| **SECTION 3: APPLICANT DECLARATIONS** |
| **3.1 Associate Investigator(s). To be signed by each Associate Investigator.** |
| I hereby declare that:1. I have read the research proposal and accept responsibility for implementing the procedures detailed previously, in accordance with any written conditions specified by Zoos Victoria.
2. I have read the Zoos Victoria Code of Conduct for Scientific Research Practice, and accept responsibility that this project will be conducted in accordance with the Code of Conduct.

Name:Signature: Date:*Please add further associate investigators as required.* |
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| **3.2 Principal Investigator(s). To be signed by each Principal Investigator.** |
| I hereby declare that:1. The qualifications and experience of all personnel conducting research are appropriate to the procedures described in this application.
2. I agree to discuss any proposed changes to the procedures and/or personnel described in this application with the nominated Zoos Victoria contact person for this project, and will inform the relevant Zoos Victoria Senior Property Managers/Director of Visitor & Community Development and gain approval before implementing these changes.
3. I have read the Zoos Victoria Code of Conduct for Scientific Research Practice, and accept responsibility that this project will be conducted in accordance with the Code of Conduct. I accept responsibility for implementing the procedures detailed previously, in accordance with the principles contained in the Code and any written conditions specified by Zoos Victoria and/or the HEC.
4. I acknowledge that Zoos Victoria reserves the right to make changes that may affect this research project and that, although Zoos Victoria will attempt to advise me of changes in advance, prior notice of these changes may not always be possible.
5. I agree to submit a final report within eight weeks of the approval date elapsing, and (for projects more than 12 months duration) to submit progress reports on an annual basis within one month of the anniversary of the approval period commencing .
6. I will provide copies of any reports, theses or publications arising out of the research; and will acknowledge Zoos Victoria’s assistance in any such reports and publications.
7. I will provide information on this research project for Zoos Victoria’s website on request.

Name:Signature: Date:  |
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| **SECTION 4: ZV ENDORSEMENT & DECLARATION**  |
| * 1. **Endorsement of relevant Director**

**(Wildlife Conservation & Science/Business Development/Marketing, Communications & Digital)** |
| This project has been discussed with me, and I am satisfied that it is consistent with the current research and visitor objectives of Zoos Victoria.  |
| **4.1.1 Are there any implications or third parties that require notification or consultation regarding this research?**  **Please provide comment below if required.**  |
|  |
| Name: Signature: Date: |
| **4.2 Endorsement of relevant General Manager**  |
| This project has been discussed with me, and I am satisfied that it is consistent with the learning and/or community conservation objectives; the relevant Zoos Victoria staff have been consulted; and that time and resources are available for the project to commence.Name & Position held: Signature: Date:*Please add further lines as required.* |
| **4.3 Endorsement of property based General Manager of Visitor Experience – if relevant** |
| This project has been discussed with me, and I am satisfied that the relevant Zoos Victoria staff have been consulted, and that time and resources are available for the project to commence.Name: Signature: Date: |
| **4.4 Endorsement of Zoos Victoria Property Director – if relevant** |
| I am satisfied that all aspects of this project have been discussed with the relevant Zoos Victoria staff; that the objectives of the project fall within the scope of Zoos Victoria’s Vision; and that time and resources are available to implement the project.Name: Signature: Date: |

All correspondence for research at Zoos Victoria should be directed

to research@zoo.org.au