

RESEARCH APPLICATION

Please complete the following information and submit the completed application and ALL relevant materials to: animaethics@cmnh.org

Questions can be directed to Roberta Muehlheim rmuehlheim@cmnh.org

SECTION A: Researcher Information

1. Principal Investigator: _____

Title: _____

Institution: _____

Department: _____

E-mail: _____ Phone: _____

Roles and responsibilities in this study:

Training received in animal care and use:

2. Co-Principal Investigator: _____

Title: _____

Institution: _____

Department: _____ Phone: _____

E-mail: _____

Roles and responsibilities in this study:

Training received in animal care and use:

**List additional investigators and/or personnel (i.e., graduate students, students, etc.) on the ADDITIONAL PERSONNEL form.

3. Name the personnel that will be in charge at the field site(s) supervising workers:

SECTION B: Principal Investigator Assurance and Acknowledgement

I certify that the information provided in this application is complete and accurate. As the principal investigator/manager, I have ultimate responsibility for the conduct of participants/workers on this study/project, the ethical performance of participants on the project, the protection and welfare of animals to be used, and I will strictly adhere to any stipulations designated by the Cleveland Museum of Natural History Institutional Animal Care and Use Committee (hereafter, "the Committee"). I accept and will conform to all federal, state, and institutional provisions concerning the care and use of animals in research, management, teaching, or testing. I will ensure all personnel involved in the research will have read and understand the protocol and that they will be appropriately trained for all procedures used in this project.

I agree to conduct the research involving animals as presented in this protocol application as approved by the Committee, and I am qualified to perform the procedures described herein. I will submit any proposed changes/modifications for review and approval. I agree to notify the Committee, of any changes or adverse events that may occur during the study.

I understand that Cleveland Museum of Natural History owns the research data. If I choose to transfer to another institution, I will need institutional approval to take the data with me.

NOTE: IT IS UNLAWFUL TO BEGIN WORK UNTIL ALL INTERNATIONAL, FEDERAL, STATE, REGIONAL, CITY AND LOCAL PERMITS REQUIRED FOR YOUR RESEARCH HAVE BEEN ISSUED. THE COMMITTEE WILL REQUEST THAT YOU PROVIDE THEM WITH THE APPROPRIATE PERMIT NUMBERS FOR YOUR PROTOCOL. IT IS THE RESPONSIBILITY OF THE PRINCIPAL INVESTIGATOR AS THE EXPERT OF THE RESEARCH TO KNOW WHICH PERMITS ARE REQUIRED FOR THE WORK THEY ARE COMPLETING AND TO MAINTAIN CURRENT AND VALID PERMITS.

I understand that data collection is not permitted until approval is granted by the Committee.

Principal Investigator (PRINT)

Signature

Date

Co-Principal Investigator (PRINT)

Signature

Date

ADDITIONAL PERSONNEL FORM

List all people working on this research proposal. Include each person's experience with the species and the techniques listed in the proposal. Note that all training and performance of the personnel are responsibility of the Principal Investigators.

Name: _____

Department: _____ Phone: _____

Institution: _____

E-mail: _____

Roles and responsibilities in this study:

Training received in animal care and use:

Name: _____

Department: _____ Phone: _____

Institution: _____

E-mail: _____

Roles and responsibilities in this study:

Training received in animal care and use:

Name: _____

Department: _____ Phone: _____

Institution: _____

E-mail: _____

Roles and responsibilities in this study:

Training received in animal care and use:

SECTION C: Funding

1. Funding Source:

Internal Funds

Grant Proposal Number: _____

External Funds

Name of external sponsor/agency/organization/company:

Grant Proposal Number: _____

Not Applicable

2. Additional Funding:

SECTION D: Permissions

1. Permit Type: _____

Permit Number: _____

Permit Valid From: _____ To: _____

Permit Type: _____

Permit Number: _____

Permit Valid From: _____ To: _____

2. Where will the study take place? _____

3. Has permission been obtained from all appropriate private landowners or public lands managers to conduct study on their lands?

YES By Whom: _____

NO Explain: _____

4. Field study location authorization and permits certification:

I certify that I will not begin work until all state, federal, and/or other required permits have been issued, and that the Committee will request copies of permits associated with this project.

SECTION E: Justification of the Use of Animals

Federal regulations require that all investigators provide a narrative describing the rationale for using animals, the appropriateness of the species and the methods and specific sources used to determine that alternatives (e.g., replacement, reduction, refinement) to the use of animals and to the procedures have been considered.

1. Explain why animals are required for these studies, and why non-animal model replacements, such as cell culture or computer modeling, cannot fully replace animals:

2. Explain why the proposed species are the most appropriate:

3. List references justifying your specific animal use:

SECTION F: Project Overview

Please attach a summary and description of your study/management project that addresses the topics listed below. Use non-technical language that the Committee members with varied research backgrounds, non-scientists and community members will understand.

- Photocopied portions of grant applications or annual reports are unacceptable in lieu of completing the application.
- Avoid scientific terminology, jargon or unexplained abbreviations; where use of such language is unavoidable, provide definitions of all terms.

1. **SUMMARY.** Summarize your proposed use of animals (the Committee suggests the use of a table(s) for timelines, etc.).
2. **SIGNIFICANCE.** Describe the significance of this project: Provide its potential value in obtaining or establishing significant information relevant to the understanding of humans or animals and/or improvement to human or animal health, or achievement of educational objectives.
3. **METHODS.** Describe observation methods (e.g. naked eye, binoculars, spotting scope), observer-animal distance, and stage of animal's life during which observations will be made (e.g. courting, nest-building, gestating/incubating, with dependent juveniles, etc.):
4. **FIELD TECHNIQUES.** Describe capture and handling techniques, including size and type of traps and cages, how long the animal will remain in captivity, and how negative effects on the animal will be minimized.
5. **PAIN CONSIDERATIONS.** If procedures involving animals may cause more than momentary or slight pain, consultation with the attending veterinarian or designee is required. Describe how the pain is minimized and provide a statement regarding the attending veterinarian's involvement in planning.
6. **SAMPLING.** Describe any tissue collection procedures (e.g., blood samples, scales, feathers, hair, fat or muscle tissue, etc.):
7. **RESTRAINTS.** Describe any restraint devices to be used, including duration of restraint and justifying their use.
8. **EUTHANASIA.** Describe the humane endpoint if appropriate/ Describe in detail the euthanasia process (method: drugs used, dose, route of administration, when, who).
9. **HABITAT IMPACTS.** Describe any alteration to the animal's environment (e.g., food or breeding/roosting sites manipulated, models of conspecifics presented, tape-recorded vocalizations broadcast, etc.).
10. **TRAP CONDITIONS.** How will the traps and/or cages be disinfected and at what frequency?
11. **NON-TARGET TRAPPING.** Will non-target species be caught or manipulated? Describe considerations and methods to reduce or eliminate manipulation of non-target species (bycatch, nekton catch, etc.). Confirm that all non-target species will be reported in the final report, with numbers caught. Identify likely non-target species below or attach a separate table.

12. Will animals be marked or tagged? If so, address the following considerations: Marker/tag and/or device description- size, weight, manufacturer, and why it was chosen; Methods and equipment for placement; Anatomical site of tag/device; Potential change in behavior, health, social status, or predator targeting; Removal procedures or potential consequence if device is not removed.

SECTION H: Animal Model

Complete questions 1-4 for each species being used. If using more than one species, please duplicate this Animal Model Form and submit one for each species.

1. Scientific name: _____

Common Name: _____

Sex: _____ Age: _____ Number: _____

Annually per Semester or Total for the life of the protocol

Source of Animals: _____

Final disposition of animals: _____

2. Justify the number of animals to be used; provide a power analysis or justification as to why a power analysis is not appropriate. Power analysis software can be found at:

<http://www.cs.uiowa.edu/~rlenth/Power/>

3. Is this species threatened or endangered? If YES, explain:

4. Is this species listed as a species of concern by any state or federal agency? If YES, explain:

If, in the course of your field work, you witness any behavior by other individuals that you deem questionable or unethical regarding the treatment of animals, please report this to the committee.

report@cmnh.org