

## RESEARCH APPLICATION PROCEDURE

To promote institutional learning and knowledge recovery, Scientific Services has a registration process that must be followed before a project may be conducted in a national park. The following steps are followed in the registration of a research project:

A SANParks **Research Project Application Form** is to be completed by all researchers wishing to visit a national park for the purpose of conducting research. This must be submitted by email to [research@sanparks.org](mailto:research@sanparks.org)

1. Once your application has been received, a **SANParks Scientist** responsible for the subject of your interest will contact you.
2. The application will be **circulated within** SANParks to appropriate Scientific, Management and People and Conservation Personnel. In the case of projects with a Social Science component, the application will undergo an additional (confidential) review by the SANParks Social Science Research Committee.
3. The **researcher will be contacted** in connection with any issues or points of clarity that may arise during the above process.
4. The project application will then be presented at a **project meeting** (held bi-monthly) to a Scientific Services Committee and then to a Science and Management Committee for final review.
5. The application will be screened for its feasibility and it's relevance to the Park objectives (see [www.sanparks.org](http://www.sanparks.org)) and will be **rated accordingly**.
6. If the application is approved, a SANParks representative will enter into an agreement with the Researcher by the **signing of a research agreement** which stipulates the terms of the agreement. Signing of the agreement by the SANParks representative marks the beginning of the project.

7. If a project involves working within communities adjacent to a national park, the researcher will be requested to present appropriate aspects of the proposal to representatives of the **relevant communities for approval**, before they begin working in these communities.
8. Should the project involve handling of vertebrates, it has to comply with the **SANParks Animal Use and Care Committee** guidelines.
9. Once formally registered with SANParks, all researchers are required to submit an **Annual Progress Report**. Upon completion of the project, researchers are requested to submit a **Final Research Report**.
10. Upon completion of projects that have involved neighbouring communities, the researchers are required to provide the respective communities with appropriate feedback outlining the main outcomes from the research.
11. The **Statement of Ethical Practice** is mainly relevant to Social Science Researchers.