



## Appleton-Whittell Research Ranch of the National Audubon Society Conducting Research On Site

The following will help you to prepare a new research application on Appleton-Whittell Research Ranch of the National Audubon Society (AWRR); requirements vary slightly for renewal applications. Your application must be submitted to [researchranch@audubon.org](mailto:researchranch@audubon.org) at least one month prior to the commencement of proposed research.

Questions? Email [researchranch@audubon.org](mailto:researchranch@audubon.org) or call (520) 455-5522.

Mission of AWRR: To be a living laboratory to determine and demonstrate methods to safeguard and rehabilitate grasslands and related ecosystems, and to assist policy makers and other community members in the care and protection of our native ecosystems, natural resources, and quality of life.

### **NEW APPLICATIONS**

**Must** be approved prior to initiation of project at AWRR:

- A completed research application form
- A completed specimen collection/handling form (if applicable)
- Your current resume or CV
- A letter of recommendation from the Principal Investigator (if applicable)

If research is approved, you will be asked to:

- Provide a map and/or GPS coordinates of research sites
- Complete and submit a National Audubon Society (NAS) liability release form, AWRR conduct agreement, and a safety registration form **for all project personnel**

If applicable, you will be asked to provide:

- Copies of federal and/or state permits
- Written or verbal permission from private landowners associated with AWRR
- A specimen collecting form
- A housing application for all project personnel

### **APPLICATION RENEWALS**

**Must** be approved prior to return to AWRR:

- An updated proposed research summary (Include any changes to methodology that have been made since previous season; GPS coordinates, research site identification, specimen collection, etc.)
- A summary of the previous year's research
- An updated NAS Release liability release form, AWRR conduct agreement, and safety registration **for all project personnel**

If applicable, you will be asked to provide:

- Updated copies of federal and/or state permit
- Updated written or verbal permission from private landowners associated with AWRR
- A housing application for all personnel

## General Research Guidelines (Read completely!)

### GENERAL RESEARCH GUIDELINES

- AWRR designee must approve all projects before commencement of fieldwork. Designee may submit applications to collaborating entities (i.e. Bureau of Land Management, U.S. Forest Service, The Research Ranch Foundation, The Nature Conservancy) or others a part of the review process.
- Projects on AWRR will be, at most, minimally invasive, with no long-term negative impacts on natural communities or populations, and must be compatible with AWRR management activities.
- Researchers must abide by AWRR's guidelines and regulations while on the premises and conduct their projects in accordance with the approved proposal.
- Negative impacts on the AWRR must be minimized by proper use of vehicles and equipment and careful selection of study areas, schedules, personnel, and volunteers. AWRR staff may prohibit activities that might adversely affect any species, communities, or future research.
- Researchers must provide location of study area(s) to the designee. Depending on the project, this may be in the form of maps or GPS locations. AWRR may permanently mark locations of study areas.
- Alternations to proposal methodology must be submitted for approval to the designee in advance.
- The designee may halt an ongoing project if an emergency exists, if a research activity is having or will have an unanticipated negative impact, if the researcher(s) is/are not fulfilling obligations agreed to in the approved application, or if a research activity has deviated or is deviating significantly from the proposal.
- Researchers **must** provide AWRR copies of publications, reports, abstracts, etc. relating to the study.
- Audubon and other landowners must be acknowledged in all publications that result from work conducted on AWRR.
- AWRR requests copies of field data and notes from the study.
- Any studies that involve cross-fence comparisons with adjacent land requires written permission from the landowner with a copy to be provided to AWRR for file.
- A research permit is good for one calendar year. Renewals must be requested each year for multi-year projects.

### COLLECTING

- No collecting of soil, rocks, minerals, plants, animals, or parts thereof (living or dead) is permitted unless approved in advance (see specimen collecting form, below). Collections shall be used for scientific or educational purposes only, and shall not be used for commercial profit.
- In addition to the AWRR specimen collecting form, researchers must obtain any necessary state or federal permits prior to collection. Note: handling of any wildlife in the state of Arizona requires an Arizona scientific collecting license or hunting license.
- Researchers must keep all permits/licenses with them when collecting.
- Researchers should be prepared to educate others as to what, how, and why the collection is taking place with emphasis on conservation issues.
- If the population is small (<25 individuals), lethal collection methods are not allowed.
- When research requires collection of live specimen, techniques must be used that are least likely to damage the population or community.
- Standard specimen preservation and labeling methodologies must be followed. Specimens must be deposited in the AWRR herbarium (plants only) or, alternatively, in a permanent public museum, university, exhibit, or other publicly accessible location along with relevant data.
- No live study organisms are allowed in any of the housing facilities on AWRR. Arrangements for use of the laboratory or other facilities to hold live organisms must be made in advance.



- Specimens or cultural artifacts not related to your study and/or not approved in your research application **must not** be collected. The designee must be advised of interesting finds, along with photos (if possible), date, time, location (GPS), etc.

## **ENVIRONMENTAL MANIPULATIONS**

Any planned environmental manipulation on the Research Ranch must be described in your Research Application. Permission to conduct research will be revoked immediately if an unapproved manipulation is undertaken. Environmental manipulations will be evaluated on a case-by-case basis. Chemicals must not be brought onto AWRR unless arrangements have been approved by the designee for proper handling, mixing, and storage, as well as disposal elsewhere; chemical manipulations of the environment are rarely allowed.

## **PUBLIC RELATIONS**

Every researcher, assistant, or visitor is expected to act in a manner that fosters good public relations for AWRR, for native species, for science, and for the environment. Each Principal Investigator may be asked to write an article for submission to local newspapers, or for use in newsletters, station reports, or AWRR social media describing the research and its significance to the region.

## **PUBLICATIONS**

AWRR will receive copies of all publications, including thesis, dissertation, journal articles, and abstracts or posters or presentations that based all or in part on work conducted on AWRR. Please always include the general [researchranch@audubon.org](mailto:researchranch@audubon.org) email address when submitting if also sending directly to designee. This way no information is lost if staff changes.

## **TELECOMMUNICATIONS**

AWRR does not charge for or guarantee internet or cell coverage. Each housing unit has a landline that may be used for local emergency calls, brief incoming calls, or brief outgoing long-distance calls (calling card required). Limited internet access is available. Internet usage is limited to email/text-chat only due to bandwidth restrictions. More specific instructions will be posted in each facility. Failure to comply with internet instructions will result with immediate shut-down for all users and/or additional fees assessed to the Principal Investigator responsible.



## **RESEARCH APPLICATION**

(Incomplete or insufficient applications will be dismissed.)

### **Along with this form, you must include:**

- Your current Curriculum vitae and/or resume.
- Letters of recommendation (If work is being designed/planned/conducted by a student researcher (i.e. graduate student, undergraduate, intern, etc.), a letter of recommendation from the principle investigator/advisor/department head/mentor is required. This letter should vouch for the researcher as well as accept responsibility for any project or parts of a project that remain unfinished by the student researcher, including but not limited to field equipment clean-up, removal of traps, breakdown of lab set-up, etc.)

### **Please complete the following sections:**

#### **Abstract (2-3 sentences):**

#### **Research Proposal (2-4 pages): Please Attach**

Your proposal **must** include:

- **Objectives** and applications (the purpose of the study and how the results may be used)
- **Study area(s)** (areas in which you wish to conduct your study. Include map and/or GPS coordinates)
- **Methods** (describe in detail your field work, anticipated field lab work, and a brief review of post-field work)
- **Relevant permits** (Permits needed for sample collection or work conducted on private or federal land)

#### **Title of Study:**

#### **Contact Information:**

**Name of applicant:**

**Mailing address:**

**Phone number**

**Email address:**

#### **Affiliation:**

#### **Principal Investigator(s) (PI):**

#### **Funding source(s):**

#### **List of grant program(s) and/or institution(s):**

#### **Anticipated number of other field personnel:**

**Anticipated duration at AWRR:**

**Start date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

#### **Facilities needed (check box that applies)**

Overnight Housing:

Laboratory Space:

Collections Access:



**Audubon**

Appleton-Whittell  
Research Ranch

**Have you conducted previous research at the Research Ranch?** Yes No

**If Yes: Provide the subject of research, title of study, dates of previous work, and specific citations of any publications resulting from this work:**

**Permits/permission required for work conducted on federal land within AWRR boundaries.** Yes No  
(If yes; Attach copies of said permits)

**Specimens to be collected at AWRR:** Yes No  
(If Yes: Attach Specimen Collecting form and copies of federal/state collecting permits (note if not yet received))

**Chemicals, if any, that will be used at AWRR and anticipated purpose/disposal:**

**Justification for conducting any environmental manipulation on AWRR (i.e. Can it be done elsewhere?):**

**Potential long-term impacts on the AWRR, positive or negative, including on other research projects as well as how the manipulation may help restore and safeguard ecosystems in the bioregion:**



**SPECIMEN COLLECTION/HANDLING FORM**

(Submit with research application if appropriate)

**Title of Study:**

**Contact Information:**

**Name of applicant:**

**Mailing address:**

**Phone number**

**Email address:**

**Affiliation:**

**Principal Investigator(s) (PI):**

**Collection dates:**            **Start date:** \_\_\_\_\_            **End Date:** \_\_\_\_\_

**Specimens to be collected (species, taxa, description):**

**Estimated quantity:**

**Rational for collecting:**

**Collection area (indicate on map)**

**Please initial or write N/A if not applicable:**

I have enclosed copies of relevant state and/or federal collecting permits.

If collecting or handling vertebrates, I agree to abide by the relevant guidelines:

- Mammals: "Guidelines for the capture, handling, and care of mammals as approved by the American Society of Mammalogists." J. Mammalogy 79 (4): 1416-1431.
- Birds: "Report of committee on use of wild birds in research." Supplement to the Auk 105 (1); Jan. 1988.
- Amphibians and reptiles: "Guidelines for use of live amphibians and reptiles in field research." Published by the American Society of Ichthyologists and Herpetologists, the Herpetologist's League, and the Society for the Study of Amphibians and Reptiles. August 1987.

**I have read and agree to abide by the conditions referenced here.**

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of PI, if researcher is student

\_\_\_\_\_  
Date