

SNTC Protected Areas/ Wildlife

Application for Registration of a Research Project and/or for a Scientific Collection Permit

For all research activities within SNTC Protected Areas, for collection or other listed activities* in connection with indigenous species for scientific purposes throughout , and for collection or manipulation of cultural artefacts/sites within protected areas

Copies of the relevant sections of the SNTC Act of 1972 Subsection 16 and the Threatened or Protected Species regulations are available from www.sntc.org.sz

Important notes for completing this application:

1. Delete all explanatory grey text, including this explanatory text block, prior to submission.
2. All applicants need to complete Part 1 and Part 4.
3. Complete Part 2 if you wish to manipulate (capture, mark, collect) any biotic or abiotic elements inside a protected area, including collection of soil samples. If working outside of a protected area, you only need a collecting permit to work on species protected under the Swaziland Flora Protection Act (2002) and the Game Act (1953, 1990,1991).
4. Complete Part 3 if you are undertaking research/work in cultural sites in a protected area.
5. If your project is approved you will be required to complete a separate Data Request and Agreement Form or Flight Application Form to make application for use of GIS data sets/long term monitoring data, or for aircraft use over protected areas respectively.
6. Submission of this form in no way guarantees permission to undertake research in SNTC protected areas; you may start your research only after you have received a letter indicating that the project has been registered and you are in possession of a valid collection/sampling permit where applicable. The project registration letter and the permit(s) will specify the conditions under which you may proceed – please read the conditions carefully as they are legally binding and may require changes to your project design or methods.
7. Please note that if you wish to do capture (e.g. mist netting) and/or ringing of birds or bats, your proficiency needs to be confirmed. Please submit with this application (on a separate sheet) confirmation of your proficiency and experience in netting and/or marking of the group of interest. This will require additional review so please allow additional time for this.
8. Landowner permission is required to enter and collect on private property even if a collection permit has been obtained.
9. Your application must be submitted in MS Word format.
10. Incomplete applications will be rejected.
11. You need to provide proof of payment for the permit with this application; this is a non-refundable administrative fee and will not be refunded even if SNTC declines the permit. This payment must be directly into the SNTC Accounts Section – no cash or cheques are accepted. Proof of deposit can either be scanned and emailed with this application or faxed directly to your appointed SNTC Research coordinator.

Costs:

General species collection permit at E50.00 per annum

Threatened or Protected Species (ToPS) permit at E100.00 per annum

Banking Details:

Standard Bank, Mbabane, Swaziland

Branch Code: 663164

Account number: 0140037366601

Account is in the name of Swaziland National Trust Commission (SNTC).

Reference: For first time applicant use your surname as the reference; for permit renewals please use your current permit number as the reference

Forms are to be sent to the relevant SNTC Ecological Coordinator or Biodiversity Research Coordinator (director@sntc.org.sz)
Please allow at least one month for processing.

General permit and research enquiries: ecology@sntc.org.sz

Office use only (tick appropriate):

Research Project only		Permit only		Research Project and Permit		Research Focus Area		Research category	
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Application for Registration of a Research Project and/or for a Scientific Collection Permit

Part 1:

<u>PROJECT TITLE</u>	
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<u>RESEARCHER^A</u>	Title			
	Full Name			
	ID/Passport Number			
	Institution			
	Department			
	Postal address			
	Physical address			
	Tel	W:	Mobile:	Fax:
	e-mail			
<u>SUPERVISOR^B</u>	Title			
	Full Name			
	ID/Passport Number			
	Institution			
	Department			
	Postal address			
	Physical address			
	Tel	W:	Cell:	Fax:
	e-mail			
<u>CO- WORKERS^C</u>	Title			
	Full Name			
	ID/Passport Number			
	Institution			

A Private individuals must be affiliated with an academic institution for research projects

B Most research projects for degree purposes will have an academic **supervisor**; however, some research for non-degree purposes or citizen science projects may not have a supervisor, in which case it is not necessary to list a supervisor

C Co-workers are those who will assist with the analysis and write up of the research, and/or that may be involved with field work; all co-workers will be listed as 'nominees' on any collecting permits and can therefore collect and curate specimens/materials according to the permit conditions. Note: Co-workers will not be listed on bird or bat collecting permits if they do not meet the criteria for operation of mist nets. Up to three per row, add additional rows if necessary.

	Postal address			
	Physical address			
	Tel			
	e-mail			

COLLABORATORS:

*If you are based outside Swaziland, please give the contact details of the person in the Swaziland research- or collections-based institution with whom you are collaborating - N.B. this collaboration is **compulsory** for all foreign-based applicants.*

Title			
Full Name			
Swaziland ID Number			
Organisation			
Department			
Postal address			
Physical address			
Tel	W:	Cell:	Fax:
e-mail			

PROJECT LEVEL:

Undergraduate, Honours, MSc, PhD, Post Doctoral, Research for non-degree purposes e.g. group field trips, contract research, follow-up investigation^D, citizen science project, other (explain).

OBJECTIVE(S) & HYPOTHESIS:

List project objectives - be specific, concise (maximum 200 words) and provide in point form. Where a specific hypothesis is being tested then this should be stated. Projects addressing priority research areas/questions identified by the SNTC will receive priority attention and potentially more support.

RATIONALE:

Provide a background to and rationale for the project (maximum 1000 words). State the management/research problem or information deficit, and how the project will help solve the problem. Making reference to the literature indicate the extent to which the subject has already been researched.

METHODS:

Describe the data collection and analysis methods, with particular attention to, and justification for, (1) the type of sampling proposed (will there will be any destructive sampling?) and (2) to the requirement for the placement of short- or long term structures/traps/markers etc. in the field. Methods must conform to acceptable scientific standards.

Protected areas are sanctuaries for wildlife and a strong motivation for research that is

^D Supply previous permit and/or project registration numbers

manipulative or that in any way disturbs wildlife will need to be provided. All research should use the least invasive methods possible. Where research is not dependant on protected areas then you may be encouraged to work outside protected areas.

NOTE: Part 2 of this form must be completed if animals, plants or soils are to be captured/marked/collected/exported; Part 3 must be completed for work at cultural sites (e.g. rock art, graves etc.) where disturbance will be caused or samples/artefacts collected.

KEY WORDS:

Provide a comprehensive list of key words in terms of: 1. broad subject area; 2. specific subject area; 3. taxa [common names and scientific names]; and 4. locality/geographical scope.

STUDY AREA(S):

Indicate the geographical extent of the study area; specify all SNTC protected areas where research/collection will be conducted. SNTC may engage with you to identify alternative protected areas or sites to conduct the research.

STUDY SCHEDULE:

Initial starting date for the study:

Estimated date the entire study will be complete and when final report/thesis/publication will be provided:

FIELD SCHEDULE:

Proposed commencement date of field work:

Proposed completion date of field work:

REPORTING PROCESS:

Give brief details of the envisaged reporting process i.e. how will the project be reported (e.g. thesis, report, published paper or article)

ETHICS CLEARANCE (for projects involving animals):

Does your institution have an Ethics Committee?: Y / N

If yes, and if appropriate, has this research been supported by this committee? (Attach proof, explanation):

ASSISTANCE REQUESTED FROM SNTC DEPARTMENT OF NATURE CONSERVATION:

Please note that all projects will be categorised and those that address SNTC Protected Areas priority research areas/questions will receive more support. Please also note that your request(s) for assistance may not be granted or be only partially met – it is the responsibility of the applicant to check what has been approved in the final acceptance letter and/or permit.

Entry to protected area:

List the protected areas for which you would like to apply for free access.

Requested:

Accommodation:

If you are not making your own arrangements for accommodation when in protected areas you may request use of official accommodation or camp sites where these are available. See the Research section of the SNTC web site for possible accommodation options. Please note that even for priority projects a charge may be levied for use of accommodation.

Accommodation type required (specify):

Location of accommodation:

Requested dates:

Manpower:

Please note that you will generally be required to be accompanied by an armed field ranger or guide when working in protected areas with dangerous game. Availability of staff is severely limited and this may become a limiting factor in conducting the research/sampling.; where staff are available you are likely to be requested to pay for this service.

Field ranger/guide required?:

Requested dates:

Equipment use:

Requested:

Data:

Do you require data from SNTC DEPARTMENT OF NATURE CONSERVATION?: Y / N

If yes, indicate your needs:

*NOTE: This does not guarantee that the data requested will be provided. At a later date you will be required to complete a **Data Request Form** and sign a data agreement*

Part 2:

APPLICATION FOR SAMPLING AND COLLECTION OF BIOLOGICAL SPECIMENS FOR ACADEMIC AND SCIENTIFIC PURPOSES IN SNTC PROTECTED AREAS^E

NOTE: Please submit proof of payment with your application

*NOTE: If a permit is granted and, upon expiry, you wish to renew the permit, please send the renewal request with motivation, together with progress report, directly to the appointed SNTC Research coordinator (and **not** the Permits Office).*

REQUESTED TAXA, NUMBERS, ACTIVITIES & SITES:

What species/subspecies do you want to capture/sample/mark/collect, and approximately what number (and age and sex breakdown where appropriate) of each taxon are required to be captured/sampled/collected? Please complete table below, one row per taxon, add rows if necessary. In some cases only Genus, Family or Order can be listed; general bird ringers should list 'all species of birds excluding ToPs species'. List each protected area and/or describe each area where each taxon will be collected. Export of specimens or parts thereof from the province requires an export permit.

Taxon		Number (and age & sex where appropriate)	Type of Activity	Protected area (s) / Area
Scientific name	Common name			

Types of activity: Collect; capture; capture & release; mark; mark & release; keep in captivity; export; transport; possess

Note: In the case of 'collect' indicate whether complete organisms, or samples/parts thereof, will be taken; in the case of the latter indicate which part(s) e.g. blood, leaf, toe clipping etc.

JUSTIFICATION FOR COLLECTION:

Justify the number of samples required. Will this have any detrimental effect on the populations from which the specimens are taken? Please give evidence (e.g. references, data on population sizes and sustainable yields) in support of your statements wherever possible. Will the collection of specimens be biased towards any sex or age group?

If you propose to collect or capture and release animals, what methods and types of trap will you use and what measures will you take to prevent habitat destruction, death or injury, introduction of disease into wild populations, and/or any other undesirable effects?

BY-CATCH:

Will there be any by-catch? If so, what measures will be put in place to minimise and/or make maximum use of this by-catch? What taxa will the by-catch likely consist, and give an indication of the numbers of non-target organisms that may be involved.

^E Your full and comprehensive reply to all the sections/questions will greatly expedite the review of your application

CURATION:

*Biological specimens collected as part of a research project may not be traded or kept in private collections, and must be lodged within a registered collection/established institution, including at least one representative specimen of each species from each sampling locality in a national repository (Swaziland National Herbarium/ Swaziland National Museum. All Holotypes and half the number of Paratypes of each new species must be returned to the Swaziland National Museum within one year of completion of the registered research project. Please indicate where the specimens will be deposited, and **attach letter from relevant curator(s) confirming that they will accept specimens that will be submitted.***

Part 3:

APPLICATION TO UNDERTAKE ACTIVITIES THAT REQUIRE REMOVAL OF CULTURAL MATERIALS AND/OR THAT MAY DAMAGE SENSITIVE CULTURAL SITES WITHIN SNTC PROTECTED AREAS.
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STORAGE OF DATA OR MATERIALS COLLECTED:

State where the data or information collected will be housed and in which repository within SNTC PAs materials, if collected, will be housed.

PROPOSED SITES: (Repeat for each site)

Site Name:
Protected Area:

Site Name:
Protected Area:

POSSIBLE SENSITIVITIES:

Are you aware of any social/cultural sensitivities or living heritage issues that need to be considered? Briefly discuss these and describe how they are going to be addressed during the project.

Part 4:

DECLARATION:

By submitting this document I (*name*)_____ declare that this application is accurate and complete; I understand that any proposed changes to the objectives, methods or timing of this study will require written approval from the Director of Nature Conservation/ SNTC Senior Ecologist; I understand that SNTC DEPARTMENT OF NATURE may seek peer review of this proposal should this be deemed necessary; in the case of Research Projects I understand that the project will be bound by the conditions stipulated by SNTC (in the approval letter sent to me by the SNTC project coordinator), including the provision of two copies of all reports/publications, the provision of a digital copy of the raw data collected, and copies of any GIS data layers created; in the case of Permits I understand that I will be bound by the conditions stipulated on the Permit.

Office Use Only:

SAMPLING & COLLECTION PERMIT:

Comments/recommendations on sampling and collection permit:

Comments/conditions & reasons	Signature & date
Director of Nature Conservation:	
Senior Ecologist:	
Protected Area Ecologist/ Senior Warden:	
Other:	

ASSISTANCE:

Assistance requested from SNTC DEPARTMENT OF NATURE CONSERVATION:

	Requested	Approved	Conditions
Accommodation ^F			
Manpower			
Equipment			

^F The SNTC Senior Ecologist/ project coordinator must attempt to find accommodation in research facilities /caravans prior to asking Commercial Operations for use of public accommodation; requests for free accommodation in tourist units or campsites require to be approved by the Business Development Manager Commercial Operations; requests for a discounted rate must be made in writing to the relevant Protected Area Ecotourism Coordinator. It is important to discuss the rate with the researcher prior to registration, but it is accepted that it may be necessary to register the project prior to receiving BDM discounted rate authorization.

RESEARCH PROJECT:

Staff support and conditions for research projects^G:

Post	Support	Conditions & reasons	Signature & Date
	Supported/Not supported		

Research category (allocated by Ecological Advice/Biodiversity Research Coordinator):

Category A - Essential Research

Needed for the management of protected areas or to address a significant threat to biodiversity at large

Category B - Necessary Research

Provides important information that will drive our conservation efforts in the province

Category C – Non-essential Research

Work that contributes to science, but does not readily translate into conservation action



Approvals:

The project may now commence/permit(s) issued with the above conditions.

Ecological Advice/Senior Ecologist/ Biodiversity Research Coordinator:

Approved:..... Date:.....

Biodiversity Conservation Coordinator/Senior Ecologist:

Approved:..... Date:.....

^G The Senior Ecologist / Project coordinator must keep hard copies of all correspondence from all staff on the project file.