

APPLICATION TO UNDERTAKE RESEARCH / COLLECT SPECIMENS (FAUNA AND / OR FLORA) ON PROVINCIAL PROTECTED AREAS UNDER CONTROL OF THE CAPENATURE OR ON PRIVATELY OWNED LAND IN THE WESTERN CAPE PROVINCE

In order to operate as efficiently as possible the CapeNature needs to have a record of all research / collection projects or inventory collections undertaken on its nature reserves, or on privately owned land in the Province and it would therefore be appreciated if this application form could be **FULLY** completed.

Should any of the requested information (i.e. species to be collected, area concerned etc.) not be forthcoming, **A CLEAR REASON / MOTIVATION FOR THIS OMISSION MUST BE PROVIDED.**

ON PROVINCIAL PROTECTED AREAS / NATURE RESERVES (INDICATE WITH X)	
ON PRIVATE PROPERTY (INDICATE WITH X)	

PLEASE NOTE

- (a) The Nature Conservation Ordinance, 1974 (Ordinance 19 of 1974) and all regulations in terms of the Ordinance and all other relevant legislation must be adhered to. It is the applicant's responsibility to adhere to any other relevant legislation.
- (b) The completed application form(s) must reach this office at least **60 DAYS BEFORE** the project / collecting work commences.
- (c) Should it be envisaged to export specimens across the boundaries of the Republic or out of this province, an export permit may be required in respect of certain species (question 2.6 on the application form) and a further application form will have to be completed.

OUR CONTACT DETAILS

PHYSICAL PGWC Shared Services Center, cnr Bosduif & Volstruis Streets, Bridgetown, 7764

POSTAL Private Bag x29, Gatesville, 7766

E-MAIL permits.fax@capenature.co.za

**STANDARD CONDITIONS APPLICABLE TO RESEARCHERS UNDERTAKING
RESEARCH OR COLLECTING WORK ON PROVINCIAL PROTECTED AREAS OR
PRIVATELY OWNED LAND IN THE WESTERN CAPE PROVINCE**

- (i) THE MANAGER OF THE RELEVANT NATURE RESERVE(S) / PROTECTED AREA(S) (IF ANY) **MUST** BE INFORMED **TIMEOUSLY** BEFORE ANY NATURE RESERVE / PROTECTED AREA IS ENTERED FOR COLLECTING OR RESEARCH PURPOSES AND THE MANAGER'S **WRITTEN** PERMISSION TO ENTER SUCH RESERVE MUST BE ACQUIRED **BEFOREHAND**. THIS PERMIT DOES **NOT** GRANT THE PERMIT HOLDER AUTOMATIC ACCESS TO ANY NATURE RESERVE, PROTECTED AREA, WILDERNESS AREA AND / OR STATE FOREST. ANY OTHER / FURTHER CONDITIONS OR RESTRICTIONS THAT THE MANAGER MAY STIPULATE AT HIS / HER DISCRETION MUST ALSO BE ADHERED TO. THIS PERMIT MUST BE AVAILABLE TO BE SHOWN ON DEMAND.
- (ii) Please note that for research projects within a National Park a permit is also required from South African National Parks Board. For a research project within the marine environment a research project is also required from the Department of Forestry, Fisheries and the Environment.
- (iii) The owner of any other land concerned (be it privately or publicly owned land) must give **WRITTEN** consent allowing the permit holder to enter said property to collect flora / fauna. This written permission must reflect the full name and address of the property owner (or of the person authorised to grant such permission), the full name and address of the person to whom the permission is granted and the number and species of the flora / fauna, the date or dates on which such flora / fauna may be picked / collected and the land in respect of which permission is granted. Copies of this written permission must be made available to CapeNature staff upon request.
- (iv) Type-specimens of any newly described / discovered species or other taxon collected must be lodged with a recognised South African scientific institution / museum / herbarium (preferably within the Western Cape Province) where such material will be available to other researchers. **For every flora specimen collected on a Western Cape Nature Conservation Board nature reserve, one additional (extra) herbarium specimen must be forwarded to the Western Cape Nature Conservation Board Herbarium at Jonkershoek (Scientific Services Herbarium, Private Bag X5014, Stellenbosch, 7599).**
- (v) **A list of all collected specimens / material (including mortalities and bycatch) must be provided in the SOB format required (Appendix 1) and must be submitted electronically within 14 days from the date of expiry of your permit to CapeNature's permit office (permits.fax@capenature.co.za).**
- (vi) The maximum number of specimens per species specified in the permit (if at all) may not be exceeded without the prior written permission of **The Chief Executive Officer: Western Cape Nature Conservation Board**.
- (viii) For projects of more than one year's duration a progress report must be submitted electronically to permits.fax@capenature.co.za before **31 December** of each year.
- (ix) One copy (hard and electronic) of **all** completed reports, publications, or articles (**including** books, digital media etc.) resulting from the project/collection must be submitted to **The Chief Executive Officer: Western Cape Nature Conservation Board** Private Bag x29, Gatesville, 7766 at no cost to CapeNature.
- (x) Should a report, publication, article or thesis arise from this project/collection, an acknowledgement to CapeNature must be included.
- (xi) Nature Conservation Ordinance, 1974 (Ordinance 19 of 1974) and all regulations in terms of the Ordinance must be adhered to. It is the applicant's responsibility to adhere to any other relevant legislation.
- (xii) **Should it be envisaged to export any material / specimens across the boundaries of the Western Cape Province, an export permit will be required in respect of certain species and a further application form will have to be completed. The permit holder must confirm with the Western Cape Nature Conservation Board whether an export permit is required BEFORE exporting any material / specimens from the Western Cape Province.**
- (xiii) No species listed as rare or threatened on the Red Data List or species listed as endangered in terms of the Nature Conservation Ordinance, 1974 (Ordinance 19 of 1974) may be collected, except for those specified on the permit.
- (xiv) Unless otherwise specifically indicated in writing, no material or specimens collected with this permit or material or specimens bred or propagated, from material or specimens collected with this permit, may be donated, sold or used for any commercial purpose by any party or released back into the wild.
- (xv) **Research applications must include a research proposal** in accordance with CapeNature guideline document titled "**Guidelines for short research proposals**" (**Appendix 2**).
- (xvi) Where applicable, ethics clearance must be acquired from your research institute prior to application and a copy of this ethics clearance must accompany your application.

1. PARTICULARS OF APPLICANT

1.1

Surname:	Postal Address of University/Institution:	
ID Number:		
Title:		
First names:		
Citizenship:	Residential Address of University/Institution:	
Cell No. (w):	Cell No. (h):	
Tel No. (w):	Tel No. (h):	
URL/Website:	E-mail:	
University / Institution / Department affiliated to:		
Current occupation:		
Highest relevant qualification:		
<u>Degree(s)</u>	<u>Field of Study</u>	<u>Period</u>

1.2 Relevant experience to date:

Name of employee / institution	Capacity and nature of work	Period

1.3 Details of **previous** research / collecting in the Western Cape Province*

Area(s)
Species collected
When (year/years)
Permit number(s) and date(s) of issue
* A list of ALL the material collected (including; the species name, the number collected, the collection date and the locality) with any previous permit MUST be submitted with this application, unless said list has already been submitted. Should a report or other publication of any kind have arisen from a previous permit then a copy thereof must also be included. <u>ANY APPLICATION THAT IS NOT ACCOMPANIED BY A COPY OF SAID LIST OR REPORT WILL NOT BE PROCESSED.</u>
<u>FOR OFFICIAL USE ONLY</u>
To what extent have permit conditions been complied with?:

2. DETAILS OF PROPOSED COLLECTING / RESEARCH PROJECTS

2.1 Title of project (Attach project proposal. Refer to guidelines at **Appendix 2**):

2.2 Objectives of research:

Ethics clearance: If live wild animals are to be handled, attach the ethics clearance application and approval.

If animals are to be removed from the wild, ethics approval must consider post-capture husbandry.

2.3 Institution that sponsors and controls project (who you belong to)

Name of institution: _____

Contact person: _____ Tel: _____

Email: _____

2.4 **South African** Scientific Institution that endorses your project

Name: _____

Contact Person: _____ Tel : _____

Email: _____

2.6 Particulars of collection

Place where kept		Export		
Institution	Contact	Species	Number	To what country

2.7 If the project encompasses collection(s) from any protected area / nature reserve (details of which are provided in paragraph 2.5) please provide reasons why the project must be undertaken in the protected area / nature reserve.

2.8 Duration of project

From:	To:
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2.9 Number of persons engaged in the research project

Name and surname	Status / Capacity / Role	Identity / passport number	Email

3. Any further details

4. DECLARATION

I declare that the information furnished in this application is correct and that I have read and understood the standard conditions contained in this application form. I undertake to comply with the standard conditions specified in this application form and / or any further or special conditions communicated to me in writing or on any permit issued to me.

NAME

SIGNATURE

DATE

5. RECOMMENDATION OF HEAD OF DEPARTMENT (FACULTY) OR INSTITUTION AS INDICATED AT PARAGRAPH 2.4

COMMENT _____

OCCUPATION / DESIGNATION

NAME

SIGNATURE

DATE

Import format for SOB data

All data (target and non-target species) collected during the research project should be stored and submitted in an Excel spreadsheet.

The spreadsheet should contain the following columns with the column headings in row 1: A blank copy of the Excel SOB datasheet can be obtained from the CapeNature.

Column	Description
Date	Enter full date e.g. 25/9/1994
LocalityName	Name of locality e.g. town name, reserve name, farm name etc.
DDN	DecimalDegreesNorth
DDS	DecimalDegreesSouth
DegreesSouth	Number of Degrees South of 0 degrees South
MinutesSouth	Number of minutes South
SecondsSouth	Number of seconds South
DegreesEast	Number of Degrees East of 0 degrees East
MinutesEast	Number of minutes East
SecondsEast	Number of seconds East
QuarterDegree	Enter if degrees, minutes, seconds are unknown
Species	Full scientific name eg. Panthera pardus or Cacoesternum nanum parvum
Record Type	Type of record: Specimen, Observation, Photograph, Audio, Literature, Scat
Collector	Name of the person that collected the record
LodgingCode	The unique number that each institution assigns each record eg. PEM-00348 (must have a dash before the number)
Contact	The name of the contact person at the Institution
Institution	The Institution where the record is lodged
Remarks	Any associated remarks or notes that you wish to include with the record

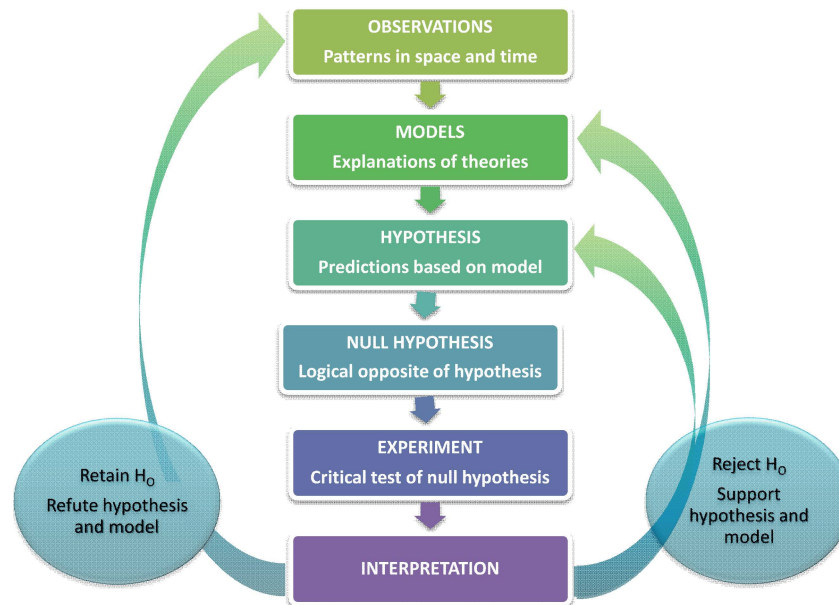
CAPENATURE RESEARCH PERMIT APPLICATIONS
GUIDELINES FOR SHORT RESEARCH PROPOSALS

The specified “species, method(s) of investigation and locality” in the research proposal inform the conditions under which a “permit to conduct research/collect specimens in the Province of the Western Cape” may or may not be issued. This guideline serves to assist with the compilation of short research proposals to support research permit applications.

It is recommended that paragraphs and pages are numbered to facilitate review and or commenting. Attempt to keep the short research proposal (excluding the reference list), to less than 10 pages.

1. **SHORT TITLE:** Select a title for the research proposal which will facilitate tracking and review. Keep the title as short as possible, include that taxon being researched and indicate the broad method(s) (collection of whole/part specimen, mark-recapture, observation, etc.) to be used.
2. **CLARIFICATION OF BASIC TERMS AND CONCEPTS/GLOSSARY:** List and define the main words and concepts that are used in the research proposal.
3. **STATEMENT OF RESEARCH PROBLEM:** Formulate a concise statement on what the proposed research entails (elaborate on the short title) and why this research should be supported or is necessary/important/required.
4. **BACKGROUND TO THE RESEARCH PROBLEM:** Provide background in support of the “Statement of the Research Problem”. Clarify the primary concerns or research needs. This section should **also** include a compact literature review of the most recent and relevant publications related to the research problem and provide a clearly defined study area:
 - a. **LITERATURE REVIEW:** The purposes of the literature review is to:
 - i. Provide evidence that one is acquainted with past and current research in the particular field of study;
 - ii. Provide evidence that the study will not duplicate past or current research;
 - iii. Indicate how the intended research fits in with/compliments/improves related and past research; and
 - iv. Assist in determining the potential impact of the proposed research on the research subject(s).

- b. **STUDY AREA:** Provide a map and indicate the study site and scale of the proposed research. If the research will be conducted on protected areas, clearly list these by names.
5. **RESEARCH QUESTIONS AND HYPOTHESES:** Clearly state the fundamental research questions identified towards addressing the stated research problem and formulate the hypotheses to be tested in the proposed research. Where it may not be necessary to base the proposed research on experimental testing of hypotheses, a statement of predicted findings (based on the literature review) should be formulated.



When stating hypotheses, indicate whether they are statistical hypotheses or non-statistical hypotheses.

6. **AIMS AND OBJECTIVES OF THE PROPOSED RESEARCH:** State the aims and objectives of the proposed research. Briefly state what will be achieved through the proposed research and identify how or if research, the species, the ecological community, the conservation community, conservation management and or conservation policy may benefit.
7. **RESEARCH METHODS:**
Address these for each research hypothesis:
- Summarise research methodology (study of methods): which methods were reviewed and considered appropriate, i.e. questionnaires, personal interviews, focus groups, laboratory experiments, mathematical modelling, design techniques, etc.
 - State and justify the proposed methods of analyses: Indicate what statistical treatment and analyses of sampling, data and results will be undertaken. Address sample size, representation, benchmarks, experimental and control groups identified to prevent bias.

- c. Ethics clearance should (preferably) be obtained and submitted to CapeNature together with the research proposal. The methods assessed for obtaining ethics clearance must be consistent with the methods described in the research proposal, thus the ethics clearance documentation must specify which specific methods were cleared. Where ethics clearance is subject to obtaining a CapeNature permit, such must be submitted to CapeNature prior to commencement of investigations/field work.
- d. Indicate method(s) of investigation: when using animals and plants for research, the impacts of the proposed method(s) (on the organisms, the population and its ecological community) must be assessed. For species threatened with extinction, adopt the IUCN Policy Statement on Research Involving Species at Risk of Extinction.
 - i. Who will conduct/be involved in the sampling/processing/analyses?
 - ii. When will the sampling/processing/analyses be conducted?
 - iii. Where will the sampling/processing/analyses be conducted?
 - iv. Will specimens be transported?

The use of traps/snares/fykes/nets/cages, etc. should be supported with specification, use and operating diagrams.

8. **EXPECTED OUTCOMES, OUTPUTS AND CONTRIBUTION OF THE RESEARCH:** Indicate the expected outcomes and outputs from the proposed research, e.g. a new theory; a prototype; a new model; an artefact; a new taxon/clarification of taxonomy; a new/improved process or action; a solution to a problem; informed policy and or management, etc.?
Also indicate whether the proposed research will be published and whether data or results will be subject to publication before being made available to CapeNature.

REFERENCES CITED: Include all (and only) references used in the drafting of the research protocol and literature review (Harvard Science Referencing style). References must be in alphabetical order and the following elements must be included in a reference:

- a. Author's or editor's name/s
- b. Publication date
- c. Title of the item
- d. Publication information
 - i. for books, give the publisher's name and place of publication and if two or more publisher locations are given, give the location listed first in the book
 - ii. for journals, give volume, issue number and page numbers
 - iii. for websites, give the full Web address (URL)

9. **BIBLIOGRAPHY:** Sources consulted for the formulation of the research proposal but not necessarily cited in the text **may** be included (not a requisite) as a separate list. These may be relevant to guiding a research philosophy or ideology.

Sources consulted for this guideline:

Bedeker, L., de Roos, A. and van Rensburg, A. 2007. Language Service Style Guide. University of Stellenbosch.

Cape Peninsula University of Technology. Guidelines for Research Proposals.

De Jager, K. and Steele, D. 2015. Harvard UCT: Handbook on Citation. University of Cape Town Libraries.

Harvard Science referencing <https://usingources.fas.harvard.edu/>

Smit, R. 2017. Reference Techniques: Harvard Style. 4th Edition. The Library of the University of Johannesburg.

University of the Western Cape. Research Proposal Guide – Developing and submitting a research proposal.

Please indicate clearly on the map where you intend to conduct your research. Do not circle the entire province but give approximate indications of where you intend to work.

