

VANCOUVER PARK BOARD



Research Request Form

Please complete this form and submit it alongside any supportive documents (e.g. wildlife permits, maps, ethics approval) as a single consolidated PDF to parkstewards@vancouver.ca.

User Information

Research Topic:

Organization/Institution:

Contact Name:

Email:

Primary phone #:

Have you read and agree to abide by the Board of Parks and Recreation Park Controls By-laws?

Yes No

The by-laws can be found here: <https://vancouver.ca/files/cov/parks-control-bylaw-July06-2010.pdf>

Do you have Commercial General Liability Insurance with a minimum of \$2,000,000/ occurrence?

Yes No

Expiration Date:

Are the Vancouver Park Board and City of Vancouver included as Additional Insureds?

Yes No

If answering "no" to any of the above, please describe your coverage:

*Note that insurance is a **requirement** for approval of this request. If you are a researcher with a university, your activities may be insured by your institution and you can request a Certificate of Insurance. Agencies of the Government of Canada are self-insured.*

Activities

Park(s): Please provide a map of the research area within the park(s) attached in PDF format.

Research start date:

Research end date:

Hours/times active in park (describe your work schedule, frequency, day/night, etc.)

Equipment set up in-park (e.g. boxes, cameras, holes dug, other installations)

Will you be involving volunteers or participants? If so, how many, and how will they be recruited?

<p>Will you be handling or collecting animals or animal parts, living or deceased?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If "yes", please attach your BC Wildlife Act Permit or evidence of exemption. If the application is still being processed, note this and send it to parkstewards@vancouver.ca as soon as it is received.</i></p>	
<p>Does your research involve human participants?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If "yes", please attach a confirmation of Research Ethics Board approval or an equivalent substitute confirming ethical practice.</i></p>	
<p>Research Description</p>	
<p>Research question or objective</p> <p><i>Please succinctly state the question or hypothesis you are trying to address with your research.</i></p>	
<p>Research methods and metrics</p> <p><i>Please succinctly explain your methods, i.e. what you will be doing step-by-step, in plain language. Please also explain what metrics and parameters you will analyse (e.g. turbidity, phylogenetic traits, soil acidity, etc.)</i></p>	
<p>Data communication</p>	
<p>Would you be willing/able to share your data and/or a summary of findings with us?</p> <p><i>We are interested in accessing and understanding scientific findings to help inform policy and planning.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe</p>
<p>Will there be publicly accessible outputs from your research?</p> <p><i>(e.g. a public research brief, data uploaded to an app such as iNaturalist, streamkeepers database, e-Bird, etc.)?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe</p>
<p>Format of data:</p> <p><i>If you are interested in sharing your data, please explain what type and/or format of data you will be collecting analyzing (e.g. field notes, shapefiles, excel spreadsheet, etc.) and any relevant features or metadata (e.g. geolocated, temporal, etc.)</i></p>	

I, the duly designated representative, certify that all information given in this application is true and correct. I confirm that the methods and timing of this research will align with recommendations and guidelines established by park staff following the review of this request.

Date: _____

Name (printed): _____

Signature(s): _____