

Calendar Year: \_\_\_\_\_  
The Ohio State University at Mansfield  
RESEARCH USE APPLICATION

**1. APPLICANT INFORMATION:**

APPLICANT: \_\_\_\_\_

APPLICANT'S TITLE / ACADEMIC STATUS: \_\_\_\_\_

ADVISOR (If applicable): \_\_\_\_\_

INSTITUTION (Do not abbreviate): \_\_\_\_\_

DEPARTMENT (Do not abbreviate): \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

OFFICE FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**2. LIST OTHER PARTICIPANTS WHO WILL REQUIRE ACCESS TO THE PROPERTY:**

\_\_\_\_\_

**3. WHEN WILL YOU BE ON CAMPUS (EXPECTED DATES OR TIME PERIOD)?**

\_\_\_\_\_

**4. PROJECT TITLE:**

\_\_\_\_\_

**5. ANSWER THE FOLLOWING QUESTIONS:**

Is this application to continue research on an on-going project?	YES	NO
Does your project intend to Mark or Tag any specimens?	YES*	NO
*Note: If “YES”, describe the method to be used and indicate the standards and procedures which are being adhered to (i.e. ODNR, USFWS) in the PROJECT DESCRIPTION section (next page).		
Does your project involve...		
non-native species?	YES <sup>A</sup>	NO
rare, threatened, endangered, fully-protected, or special concern species?	YES <sup>A,B</sup>	NO
taking, collecting, capturing, or salvaging any vertebrate animals?	YES <sup>A,B</sup>	NO
the removal of materials or organisms from the campus forest?	YES <sup>A</sup>	NO
the introduction of materials or organisms into the forest, or between sites within the forest?	YES <sup>A</sup>	NO
the use of radioactive isotopes or other chemicals (e.g. pesticides, fertilizers, chemical tracers, etc)?	YES <sup>A</sup>	NO
soil disturbance?	YES <sup>A</sup>	NO
erecting structures or deploying long-term equipment?	YES <sup>A</sup>	NO

<sup>A</sup>Note: If “YES”, then clearly identify the materials, organisms, or chemicals involved, and indicate the methods you will use to safeguard native organisms and land and water resources on the property in the PROJECT DESCRIPTION section (next page).

<sup>B</sup>Note: May require additional permits from state or federal agencies. See PERMIT REQUIREMENTS section (last page).

**6. PROJECT SUMMARY (100-150 word statement describing the project, to be used by OSU@M for public relations purposes):**

**7. PROJECT DESCRIPTION (Please provide a detailed description of the project, methodology, and research location(s), in addition to all information indicated by answering “YES” in question #5 on the previous page; attach additional pages if needed):**

## ADDITIONAL INFORMATION FOR APPLICANTS

### 8. PERMIT REQUIREMENTS (STATE AND FEDERAL):

Researchers will not be allowed to start their project until they obtain the appropriate permit(s), or the campus has been informed by the agency(ies) involved that no permits are required for the project described in this application. It is the user's responsibility to obtain the appropriate permit(s) and to provide the campus with a copy. Please discuss permit requirements with the Campus Advisory Committee.

- A) Project involving vertebrate animals: Prior to beginning a research project involving the use of vertebrate animals, you must receive approval from the animal care committee at your home institution. (This is often the same committee that oversees the care of laboratory animals.) Please append written approval to this application.
- B) Projects involving the collecting (including banding and/or color marking) of vertebrate wild animals, invertebrates, or plants: you will need to obtain a scientific collecting permit from the Ohio Department of Natural Resources. Please append permit to this application.
- C) Projects involving the collecting (including banding and/or color marking) of birds: you will need to obtain a federal permit from the U.S. Fish and Wildlife Service. Please append permit to this application.
- D) Projects involving work with plants or animals that are listed as species of special concern, threatened, or endangered species: you will need to obtain a memorandum of understanding (MOU) from the Ohio Department of Natural Resources and/or a federal permit from the U.S. Fish and Wildlife Service. Please append MOU to this application.

PERMITS CAN TAKE AT LEAST 30 DAYS TO BE APPROVED, SO CALL IMMEDIATELY FOR AN APPLICATION.

### 9. GENERAL GUIDELINES FOR RESEARCH USE OF CAMPUS NATURAL/BIOLOGICAL RESOURCES:

- Plan the trip in advance, including logistics, travel, food, emergencies, weather, and clothing needs.
- If working as a group, designate one person in your group to make arrangements and communicate them to the rest of the group.
- It is the responsibility of the group leader to be sure all participants are aware of restrictions particular to the campus.
- If working alone, make sure to sign in/out with campus security every time you visit the campus forest.
- Any disturbance to the ecosystem (sampling or removal of plant parts, collection of rocks, sand, soil, water, animals, etc.) must be approved in advance by the campus.
- Information on the recommended routes and trails can be obtained from the campus representative. Please be careful not to interfere with ongoing research projects. Travel through the campus forest as unobtrusively as possible.
- Please notify the campus representative of any special needs or concerns.

In case of Emergency:

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Campus Advisory Committee Approval:

\_\_\_\_\_  
Date: