

**COLLEGE STUDENT RESEARCH GUIDELINES
KNOXVILLE ZOOLOGICAL GARDENS RESEARCH POLICY**

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The Knoxville Zoological Gardens encourages and appreciates the research efforts of students of all ages. Students gain valuable experience and improve research skills while adding to the body of information that the zoo can draw from to better understand and care for the animals within the collection.

In order to maintain a safe environment for the animals and researchers and to ensure a positive research experience for students and staff alike, student researchers should follow the following guidelines.

- **A research proposal must be completed by the student and approved by the Knoxville Zoo research committee.** The proposal should be submitted to the Research Coordinator, who will notify you (within approximately 2 weeks) when you can begin or if any changes to your proposal need to be made prior to approval. See below for proposal format
- **If your research requires you to be on-site frequently, you will need to notify the research coordinator in order to be added to a list at the ranger's station.** Depending on your research and the area you are working in, you may need to prearrange all of your visits with the research coordinator.
- **Do not contact zoo personnel on your own without first speaking directly with the Research Coordinator.** In most cases, the Research Coordinator will arrange meetings with other zoo personnel at your request with demonstrated need to complete the research. Knoxville Zoo staff is ready and willing to provide researchers with information that cannot be found within the easily accessible literature or the Internet. It is suggested that researchers perform a literature search on their subjects of research prior to attempting to arrange interviews with zoo staff.
- **Student researchers are allowed to be in areas available to the general visitor only** unless prior permission has been obtained directly from the Research Coordinator.
- **A copy of your completed report and data must be turned in to the Research Coordinator** upon completion of your project.
- **All student researchers must follow Zoo Rules at all times.** Any research project may be terminated at the discretion of zoo staff.

Proposal Format

All conservation and research proposals should conform to the following general outline:

- *Structure:*
 - Abstract or summary of no more than 500 words.
 - Introduction, with sufficient background for readers without knowledge of the discipline or topic. Information should be sufficiently referenced to permit additional research and review by interested parties.
 - Objectives/Hypotheses (where appropriate), outlining in short statements what the project hopes to accomplish or hypothesis to be tested.
 - Methods & Materials, with sufficient detail to permit rigorous evaluation of the project and possibly recommendations for improvement. If you are collecting any samples other than observational, be sure to include method of collection/storage. All materials are to be used for proposed research only; the research coordinator and curator of the department must approve further use. Methods should not simply be cited.
 - Results expected at project completion and how they meet or address the objectives or support or reject the hypotheses (if any). Also, state how the results will be disseminated.
 - Literature Cited or references.
 - Budget: For those projects which request financial support from KZG, a detailed budget table with appropriate explanations is required. This should also include those projects requiring shipping, supplies, or other materials to be purchased by the zoo and subsequently reimbursed by the researcher.
 - Timeline: A timetable or timeline for completion of the project is required.
 - C.V.s of principle investigators. Abbreviated C.V.s (2-3 pp.) are appreciated.
 - Supporting Documentation, if available and appropriate, including tables and figures, newspaper or other popular articles, publications (see below), pertinent literature, or any other items that will facilitate project review and promotional activities.
- *Length:* The main body of the proposal should be no more than five (5) typed pages on 8.5 X 11 inch with 1-inch margins and a 12-point font. The main body does not include the title page, abstract, literature cited, or C.V.s of principle investigators, but does include the budget and timeline. Additional information may be included in the form of appendices or Appendixes.
- *Copies:* Submit two (2) hard copies and one copy on disk or by email (preferred). Please indicate in the message or on the disk which word processing program was used. Please try to use a more widely available word processing package. Double-sided copies are acceptable and encouraged.

Please provide detailed proposal as described below.

I need help with (check all that apply):

- designing my study
- getting background /historical info on the animals in my study
- getting medical info on the animals in my study
- identifying individual animals in an exhibit
- getting an idea for a study
- finding out the animal care/feeding/training schedule for the animals in my study
- other (please specify) _____

Please read and sign the following:

I have read and agree to abide by the policies listed in the guidelines.

Student Signature

Date

Please feel free to contact the Research Coordinator at (865) 637-5331 at any time with questions or comments on the program. We will be happy to help you!

To be completed by Research Coordinator and Area Curator and returned to the student:

Comments:

____ Research proposal approved assuming incorporation of any comments above.

____ Research proposal rejected with reason outlined above.

Curator's signature

Research Coordinator's Signature