

Trent University Facilities & Grounds Committee
Application to conduct Research, Ecological Restoration or Biophysical Manipulation

Faculty, staff and students must use this form to apply for a permit to perform research, ecological restoration or biophysical manipulation on Trent University land including but not limited to on campus lands, Trent Nature Areas, Oliver Ecological Centre and Windy Pine.

The Facilities and Grounds Committee, as an advisory Committee to the Vice President, Administration, will review the application and make a recommendation to the Vice President regarding approval of any projects. The Vice President has the authority to approve or disapprove projects.

- Complete each section in detail according to the instructions on the form. Provide detailed information to reduce the likelihood that your application will be delayed in the review process.
- When completed, supervisors must submit the application by attaching it to an email to ashleyhorne@trentu.ca for distribution to the Facility & Grounds Committee members. The Facilities & Grounds Committee members will review your application and make a recommendation to the Vice President, Administration. The Vice President has the authority to approve or disapprove the project.
- Where Standard Operating Procedures (SOPs) exist for specific tasks, referencing the SOP title and number in the appropriate part of the application is all that is required. Variances from the SOP must be explained.
- Project applications are due at least one week in advance of the next scheduled Facility & Grounds meeting if they are to be approved at that meeting (for schedule of meetings contact ashleyhorne@trentu.ca)
- Confirmation of project receipt does not constitute approval by the Vice President for the proposed work. You will receive notification of the Vice President's decision as soon as possible after the project application review.

1. Title of Project (must be descriptive and unique)

2. Lay Summary of project. Give the aims and scientific significance of the work to be performed in terms understandable and meaningful to the general public.

3a. Principal Investigator (PI) (Faculty or Approved Research Personnel)

Name	Office	Dept	Phone	Email	Emergency no.

3b. Name of Person submitting this project (all applications must be submitted to and approved by the Principal Investigator prior to submission)

Name	Office	Dept	Phone	Email	Emergency no.

4. Other Investigators

Name	Office	Field Contact	Phone	Email	Emergency no.

5. What are the specific objectives of this work?

6. Proposed start date: (dd/mm/yy)

**Note: If the application is approved, a start date may be assigned that differs from the proposed start date.*

7. Proposed end date / duration of the project: (dd/mm/yy)

Notes (* Important, Please Read)

- No work shall be carried out before project approval by the Vice President, Administration.
- Projects that are longer than one calendar year require an annual summary to the Facilities and Grounds Committee, regardless of the start or approval date. If an annual summary is not supplied, the project will be assumed to be complete at the end of a year and no further work will be permitted on it.
- The maximum duration of a project is three (3) years. Projects that need to run beyond three (3) years must undergo a full project reassessment by the Facilities & Grounds Committee in the third year. Projects that are approved for one year but, as a result of circumstances, must run longer than a year may be extended through the submission of an Amendment.
- Post Project duties (eg. Clean up, removal of markers, filling of holes, etc.) **MUST** occur at end date of project.

8. Location: Where will the project work take place? Please attach a map indicating location(s).

9. If permits are required, list them below and indicate their status (obtained or pending).

Permits applied for: Permits Status: Permit number:

Attach copies of the permits to this form, or forward copies to the Facilities & Grounds Committee c/o ashleyhorne@trentu.ca

10a. If you wish to construct anything, install instruments, clear vegetation, collect soil, flora or fauna, control water flow, or undertake any other activities that have an impact on the environment, please describe below.

10b. Please list target species, and if the work might entail moving, sampling or disturbing species at risk.

11. Describe any anticipated negative environmental impacts from the project and the precautions to be taken to avoid these unintended impacts to the environment.

12. Provide a detailed description of the procedures that will be used:

13. List the potential hazards (biohazard, chemical, physical) to staff.

14. Declaration

As the Principal Investigator, I agree that no changes to the work as described above will be made without prior approval from the Vice President, Administration. I agree that no restoration work will be performed on this proposed project without receiving signed approval from the Vice President, Administration.

I agree

Date (dd/mm/yy)

Note: Submission of this form must be by the supervisor or designate only. Submission of protocol by others will not be reviewed by the committee.

Vice President, Administration:

Approved: Yes No
(circle one)

Signature

Date

Name