Part of LPBO’s mandate is to undertake, facilitate and promote research. We strive to ensure that all LPBO cooperators enjoy a safe and productive experience. This document outlines the terms, conditions and expectations for researchers working at LPBO, in collaboration with LPBO, or on LPBO projects.

For research requiring existing data, please refer to Birds Canada’s Data Use Policy (attached), and visit [www.naturecounts.ca](http://www.naturecounts.ca) to query data and make your request.

Return this form to: Long Point Bird Observatory – Birds Canada

P.O. Box 160, Port Rowan, ON Canada N0E 1M0.

[lpbo@birdscanada.org](mailto:lpbo@birdscanada.org) |[birdscanada.org/lpbo](http://www.birdscanada.org/lpbo)

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| --- | --- | --- | --- | --- | --- | --- |
| **Title of Project:** | | | | | | |
| **Name of Researcher:** | | | | | | |
| **Affiliation:** | | | | | | |
| **Address:** | | | | | | |
| **City:** | | | | **Province/State:** | | |
| **Postal or Zip Code:** | | | | **Country:** | | |
| **Phone:** | **Fax:** | | | **Email:** | | |
| **Principal Investigator (if different from above):** | | | | | | |
| **Affiliation:** | | | | | | |
| **Address of PI (if different from above):** | | | | | | |
| **City:** | | | **Province/State:** | | | |
| **Postal or Zip Code:** | | | **Country:** | | | |
| **Phone:** | | **Fax:** | | | | **Email:** |
| **Please identify any other collaborators or team members (individuals or partner organizations):** | | | | | | |
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| **Brief Description of Project(s)**(please specify the location and duration of the research, the project objectives, and the staff, students or assistants involved. If there are specific research stations at LPBO that are of interest please specify the location and timeline of interest). | | | | | | |
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| **Permits and Approvals:**  Researchers must ensure that all necessary permits and approvals are obtained prior to conducting the proposed research, and all conditions are followed as described within. Note that special permits may be required for work on Long Point away from the research stations. Banding permits and related authorizations and permits for work on Long Point can be coordinated with LPBO. For reference, LPBO’s banding permit number is 10169. | | | | | | |
| **Please list all required permits and animal care approvals necessary to complete your research and append copies to this agreement, or provide copies once obtained.** | | | | | | |
| **Integrated Research Services:**  LPBO welcomes the integration of additional complimentary research into any of our existing research and monitoring activities. This often provides an excellent opportunity for researchers and volunteers to interact and gain additional training and experiences.  The associated fees help to support the maintenance of our shared research equipment and facilities. Additional fees may be determined depending on the nature and scope of the work.The definition and term of a project is negotiable depending on the extent that LPBO facilities, equipment, staff and volunteer support are needed. The expectations of the project, and its term, should be agreed upon between LPBO and the PI before a fee is determined.  **Integrated Research Service Fee (these terms can be discussed on a case by case basis):**  *Without Accommodation:* $150/week/project ($500/month) for the term of the project. Minimum project fee is $150.  *With Accommodation:* $75/week/project ($250/month) for the term of the project. Minimum project fee is $75. | | | | | | |
| **Number of Projects:** | | **Start and End Dates:** | | | | |
| **Accommodation:**  Standard accommodation at LPBO Research Stations includes a single bed, shared kitchen and bathroom, electricity (limited at the Tip and Breakwater), internet (Old Cut), and basic food during typical field seasons (e.g. staples, cereals, bread, some protein, vegetables and fruit, but no snack, junk or processed foods). All guests are required to participate in routine daily chores and station upkeep (e.g. cooking, cleaning, etc.). Rates: $50/night/person, $250/week/person, or $500/month/person. | | | | | | |
| Do you require accommodation? | | | | | | |
| If yes, for how many people, and for what duration? | | | | | | |
| Do anyone require a private room (limited availability)? | | | | | | |
| Name of Assistants: | | | | | | |
| *Note: Each individual will have to complete a Visiting Researcher Health and Safety Information Form* | | | | | | |
| **Laboratory or Private Work Space:**  LPBO can provide wet or dry laboratory space upon request. Availability and fees will be dependent on space and the scale of the requirements. | | | | | | |
| Will you require a wet or dry lab (specify which)? | | | | | | |
| Will you require a private work space? | | | | | | |
| Will you require fridge or freezer space? | | | | | | |
| Will you require additional storage space (please specify approximate amount)? | | | | | | |
| Will you be using any hazardous materials?  If yes, are there any specific storage requirements? | | | | | | |
| Will you require any additional amenities (excess power, water, chemicals, etc.)? Please describe. | | | | | | |
| **Transportation:**  LPBO may be able to meet your local transportation needs by vehicle on the mainland, by water in areas surrounding Long Point, or by ATV from Breakwater or the Tip. Users of Birds Canada vehicles are required to be registered on Birds Canada’s insurance policy. Discounted rates may be negotiated for longer term boats or ATV rental to highly qualified personnel, under special circumstances. Please describe any transportation needs.  **Transportation Fees:**  Boat ($500 per round trip to and from the Tip if not scheduled with other station activities):  ATV ($10/hr if not scheduled with other station activities):  Vehicle ($0.45/km if not scheduled with other station activities) –please specify truck or car:  Canoe ($5/day): | | | | | | |
| **Office Space:**  Office space may be available upon request at OCRS or Birds Canada HQ. Please describe any requirements (space, computers, photocopying, fax, etc.). Availability and fees will be dependent on space and the scale of the requirements. | | | | | | |
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| **Equipment:**  Please list any additional equipment that you may wish to borrow from LPBO (e.g. Generator, Mist Nets, Traps, Poles, Banding Equipment, Dissection Equipment, Insect Nets, Existing or Additional Motus Towers, Computers, etc.). Additional fees will be determined based on the nature of the request. | | | | | | |
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| **Memorandum of Understanding:**  **I, the Researcher and Principal Investigator agree to:**   * The terms and conditions of the agreement as outlined above. * The terms and conditions outlined in the Birds Canada data use policy (attached). * Pay all fees associated with the work detailed in this document. * Acknowledge LPBO and Birds Canada in any publications and presentations that make use of any Birds Canada/LPBO data and/or data collected with support provided by any Birds Canada/LPBO staff or volunteers (e.g. assistance, facilities, equipment, logistics, and consultation). * Provide a brief summary (1-200 words) of each project by December 31 of the year the field work is conducted. * Provide updates to LPBO/Birds Canada staff on the progress of publications resulting from their research involving LPBO/Birds Canada support as outlined above. * Ensure that all necessary permits and approvals are obtained prior to conducting the proposed research, and all conditions are followed as described in the permit/approval. * Organized, submit, and report on the use of LPBO (10169) bands if we (as a collaborator) are listed as a subpermit. | | | | | | |
| **LPBO and Birds Canada agree to:**   * Provide the support outlined above to all investigators and assistants. * Provide consultation and any additional data required for the project as governed by Birds Canada’s data use policy. * Complete all necessary data scheduling and reporting to Environment Canada, Canadian Wildlife Service, and Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry if banding permits, related authorizations, permits to conduct work on Long Point, and scientific collectors’ permits are coordinated with LPBO. * Provide any necessary assistance for the project including staff and volunteer time, when applicable. * Provide a safe, equitable, and productive living and work environment for researchers and assistants. * Acknowledge the contributions of the investigators in all reports, presentations, and related correspondence with the media. * Provide exposure in Birds Canada’s BirdWatch Canada magazine, LPBO Social Media, and Birds Canada E-News as appropriate. | | | | | | |
| **Co-Authorship Agreement –** Prior to commencing any research activities the primary researcher and a representative of LPBO (i.e. Director of Strategic Assets and/or Manager of Observatory Operations) should discuss whether the contributions of any Birds Canada/LPBO staff or volunteers may warrant co-authorship on any papers resulting from the research. A summary of this discussion should be written below: | | | | | | |
| **Signature of Researcher:** | | | | | **Date:** | |
| **Signature of Principal Investigator:** | | | | | **Date:** | |
| **Signature of LPBO/BC Staff:** | | | | | **Date:** | |

**Birds Canada Data Use Policy**

Long Point Bird Observatory data is governed by BSC’s data use policy as a member of the Canadian Migration Monitoring Network.

**Data Access Policy**

**Canadian Migration Monitoring Network**

The Canadian Migration Monitoring Network (CMMN) policy is to encourage staff from members stations, volunteers, partners and others outside the network to publish important findings, based in whole or in part on CMMN data, in appropriate publications.  It is also CMMN policy that appropriate credit is given to the organization for its contribution(s) to the publication of such findings.

All publication(s) or product(s) using any CMMN data are required to adhere to the present policy.

Multiple uses of CMMN data.

Unless otherwise arranged, any CMMN data are provided to researchers/authors with the clear understanding that it will be used for one specific purpose only (e.g. proposed publication, graduate thesis). If the researchers/authors wish to use the same data for a purpose different from that of the original request, the researchers/authors must re-apply for permission.

Redistribution of the data

Without specific approval, no data provided by a CMMN station can be distributed beyond the researchers/authors requesting the data. Raw data should not be made available for download through the Internet, but derived data (maps, tables) are usually acceptable. If you plan to present data on the Internet, the nature of the visualization(s) must be specified in your data request.

Approval Process

Requests for data at AKN level 3 or 4 must be accompanied by a 1-2 page written proposal outlining the nature and topic of the research, submitted with the data request through the data access portal on NatureCounts. If the proposal is acceptable, CMMN station personel will approve the data release and inform the researchers/authors. In some cases, the CMMN station will have to consult with partners or clients before data can be released. Release of precise geographic locations of species at risk in particular will generally be restricted and only provided when the need has been clearly demonstrated.

Fee for Data

Data accessed through the NatureCounts web site do not normally entail any data processing fees. Requests that require additional manual data extractions or analyses will typically be charged a fee of CA$75 per hour, CA$500 per day or CA$1500 per week to extract and assemble data. CMMN stations will consider waiving this fee, in part or in full, for project partners and not-for-profit researchers/authors.

Authorship and Acknowledgements

If a request for data includes proposed research with significant CMMN personel contributions, then agreement on the role of involved staff, joint authorship, and order of authors on publications must be reached before the data are released.

The researchers/authors agree to acknowledge the respective CMMN stations who contributed data (as well as the clients or partners when applicable) in all relevant publications using the statement provided below. Review of manuscripts (or parts thereof) before submission to journals is requested as a courtesy, especially in cases where a CMMN station or client policy or operating practice is a subject of discussion or conclusions.

We recommend that CMMN data accessed from NatureCounts be cited as follow:

For DET data:  **<<Station name>> 2008. Canadian Migration Monitoring Network - Daily Estimated Total. Data accessed from NatureCounts, a node of the Avian Knowledge Network, Birds Canada. Available: http://www.naturecounts.ca/. Accessed: <<date>>.**

For banding data:  **<<Station name>> 2008. Canadian Migration Monitoring Network - Banding. Data accessed from NatureCounts, a node of the Avian Knowledge Network, Birds Canada. Available: http://www.naturecounts.ca/. Accessed: <<date>>.**

In addition, we require that the following statement be included in the acknowledgement section of any publication:

**We thank <<Station name>> for supplying Canadian Migration Monitoring Network data, and all of the volunteer participants who gathered data for the project.**

If data retrieved from NatureCounts are to be used for web-based products (maps, summaries, etc.), you must contact us ([naturecounts@bsc-eoc.org](mailto:naturecounts@bsc-eoc.org)) for instructions on applicable contributor/partner logo(s) and website link(s). The CMMN logo should be used when data from multiple stations are presented. Logo from individual stations should also be used if they contribute to more than 25% of the data from CMMN.

Copyright

Inidvidual CMMN stations retain the copyright on all data provided to researchers/authors, unless the copyright has been legally transferred to a client.

Revocation of Privileges

Any researcher/author not abiding by this policy or the terms of the Data Request and Release Form and Publication Agreement may forfeit any future access to CMMN data