PI-02: Guide for the description of research projects requesting authorization by SINAC

Unofficial translation provided by OTS. Please see official document in case of questions.

The research projects presented to SINAC to be considered for its eventual authorization through respective research permits and the corresponding license to collect scientific or academic material (where appropriate), should be signed by the author, written in Spanish, printed, with no less than 4 pages, and following the basic structure contained in the following guide.

1. Cover Material
	1. Title of the research project
	2. Location (if not noted in the title)
	3. Author(s)
	4. Date
2. Background
3. Justification
4. Objectives
5. Methodology
	1. Description and location (if possible, expressed in degrees and minutes, latitude-longitude) of the site(s) where you propose to collect material (where appropriate)
	2. Description of the methodology, tools, and equipment to be used during the field work and, particularly, for collecting material (where appropriate); indicate the type of information (data, information, images, etc) you propose to collect.
	3. Detailed description of the biological or other natural material you propose to collect (where appropriate)
		1. Type(s) of sample(s) involved: biological, biochemical, paleontological, geological, geochemical, edaphic, hydrological, archeological, or other type (specify).
		2. Specie(s) involved (where appropriate)
		3. Quantities in the case of biological samples; specify if you propose to capture individuals briefly with immediate liberation at the same site at which they are collected, or if you propose to completely remove the biological material; in the latter case, indicate clearly if the samples consist of complete organisms, or, if parts of organisms, state which: organs, tissue, etc..or whether products or derivatives, for example secretions and bodily fluids, feces, feathers, hair, scales, etc.
	4. Use(s) planned for the material that you propose to collect, including a general description of processing and analysis that you propose to use.
	5. Planned destination(s) for the material you propose to collect; indicate clearly if this is a temporary or final destination (within or outside of the country); in the case of temporary destinations, state the planned final destinations, indicating those cases in which the samples will be destroyed as a result of processing and analysis.
	6. Other methodological aspects of interest, according to the investigator.
6. Timeline. Indicate the estimated duration for each of the following phases of the investigation*, with its respective activities*.
	1. Field work phase (collection of data and material)
	2. Laboratory or office phase (analysis of samples, analysis of data and preparation of the publication or final report).
7. Expected results. Emphasize the applications and the practical value expected for the study (when complete), such as its potential impacts for scientific development and for conservation (including protection, rehabilitation, and sustainable use) that SINAC carries out.
8. Bibliography. It is considered necessary to include scientific references which support the research project, whose number will depend on the research theme in question, but in general terms a minimum of 5 bibliographic citations are required.
9. Communication Strategy and follow-up on the results.
	1. Who will communicate the results
	2. Objectives of the communication
	3. Clearly identify the audiences
	4. What communication media will be used
	5. Prepare key messages, especially if the results of the investigation have implications for decision making and formulation of institutional policies, including for the development of environmental norms.
	6. Actions foreseen following application of the results
10. Other desirable factors (to find them easily in the document), at the decision of the investigator.
	1. Statement of the problem
	2. Hypothesis to be evaluated
	3. Description of novel or specialized technology
	4. Others

Note:

In the case of investigations or collections to be carried out in indigenous territories, evidence should be presented of the prior consent, free and informed, that authorizes the same.

In the case of solicitations of licenses or permits submitted after the expiration of a previous permit or license and which deals with the same investigation, it will be necessary to present only the solicitation form duly completed and the payment of the corresponding fees.

When dealing with a single investigation which will take place in more than one Conservation Area, the solicitation will be resolved in office of the Executive Secretary of SINAC; nevertheless, a complete copy will be sent to all appropriate Conservation Areas, by the person responsible at the level of the Executive Secretary of the System.