



BFREE

BFREE RESEARCH REQUEST FORM

In the pursuit of excellence in research, it is important for the US for Belize Foundation for Research and Environmental Education (“BFREE”) to supervise the research and education activities at BFREE in order to promote and maintain the biological integrity of the site. The goal of these activities forms two of the foundational cores within the mission of BFREE – “research” and “education” – within an overlying framework of conservation and stewardship. Detailed research and education activities guidelines and regulations are available in the BFREE Research and Education Management Policy document available on the BFREE website and/or from the BFREE Conservation and Science Director.

INSTRUCTIONS

- 1) The Primary Researcher needs to complete and submit this form. Send to:
rklinger@bfreebz.org Please refer to the BFREE fee schedule for conducting research and staying at BFREE to calculate costs. You can receive these from the Conservation & Science Director.

- 2) The Conservation & Science Director will review your submission. We will contact you within 5-10 business days to acknowledge receipt after receiving your form. Please understand that depending on the complexity of the proposal and any required environmental review, it may take up to 60 days to process and approve your request.

Thank you.

I. PERSONAL DETAILS OF PRINCIPAL RESEARCHER

- a) Name (and Title):**
- b) Address:**
- c) E-mail:**
- d) Institutional affiliation (university and department):**
- e) Passport number:**
- f) Passport origin country:**
- g) Passport expiration date:**
- h) Phone/cell phone:**
- i) Please attach CV**

II. PERSONAL DETAILS OF CO-PRINCIPAL RESEARCHERS and/or GRADUATE / UNDERGRADUATE STUDENTS and FIELD ASSISTANTS

(Please attach all that apply for each person wishing to participate in the proposed research project at BFREE and include the following information)

- a) Names:**
- b) Address's:**
- c) E-mails:**
- d) Institutional affiliation (university and department):**
- e) Passport numbers:**
- f) Passport origin countries:**
- g) Passport expiration dates:**

III. Proposal Type

Circle one of the following:

New Proposal Renewal of a previously proposal Modification of a previous proposal

IV. GENERAL DETAILS OF PROJECT

a) Project title:

b) Dates of your study: (Set up dates, length of time for actual study, day/s, weeks, months, seasons):

c) Will your research take place in additional locations besides BFREE (ex: Bladen Nature Reserve, etc.):

d) List the areas of BFREE where you propose to work.

In addition, please attach the **Map of the BFREE Field site**, clearly showing where project installations, collections, transects, surveys, equipment, data loggers, etc. will be located on the map.

e) PROJECT DEALS WITH: (choose all that apply):

Cacao
Turtles
Mammals
Avian
Geologic
Climate Change
Aquatic Species
Soil Science
River/Stream/Water
Social Science
Other Terrestrial Wildlife
Vegetation
Other (specify):

f) Total number of personnel: (include principal investigators, research assistants, and other staff

g) List financial sources and a detailed budget for staying and working at BFREE: (please attach separate sheet if needed)

V. RESEARCH METHODS:

Does your project involve:

a) Cacao *YES NO
If YES above, ALL personnel must sign this form and the BFREE Data Sharing agreement (see end of this form).

b) DNA *YES NO
If YES above, please specify English and scientific description of specimens to be handled or collected (include taxonomic group or name, or type of material); sample size, quantity, frequency, and location.

c) Erecting Structures (e.g., markers, fences, enclosures, cages) or deploying long-term equipment (e.g. Dataloggers etc.)? *YES NO
If YES above, please specify locations on separate sheet as in section IV above.

d) Handling, marking and/or collecting specimens *YES NO
IF YES above, provide English and scientific description of specimens to be handled or collected (include taxonomic group or name, or type of material); sample size, quantity, frequency, and location; and All PERMITS NECESSARY.

e) Damaging or destroying plants *YES NO
If YES above, please specify English and scientific description of specimens damaged or destroyed (include taxonomic group or name, or type of material); sample size, quantity)

f) Transferring of animals, plants, and/or microorganisms from outside BFREE to within BFREE, or between different parts of the BFREE. *YES NO

g) The removal of organisms or materials from the BFREE property. *YES NO

h) Euthanizing animals *YES NO
If YES above, please specify English and scientific description of specimens to be euthanized (include taxonomic group or name), and please specify All PERMITS NECESSARY

i) Exporting samples *YES NO
IF YES above, please specify All PERMITS NECESSARY

j) Study and/or manipulate non-native species *YES NO

k) Disturb Soil *YES NO
If YES above, please specify, and if you are removing soil out of the country of Belize, please specify All PERMITS NECESSARY.

Additional Questions:

a) Will you need BFREE staff? *YES NO
If YES above, please specify on a separate sheet:
i. Brief description of staff duties
ii. How many staff
iii. Technical knowledge necessary – and/or level field experience for your project - so we can best accommodate you and your needs
iv. Number of workdays for each staff

Please note: there is a daily fee for BFREE staff. Please see fee schedule for details. BFREE staff availability is limited and is not guaranteed.

b) Will you need to store equipment or supplies? *YES NO
If YES above, how much space is needed in square feet. Please see fee schedule for storage space.

c) Will you need to dispose of hazardous waste including batteries? *YES NO
If YES above, please name/describe the waste including batteries, ethanol, and/or other additional chemicals. Please see fee schedule for waste disposal.

VI. PERMITS

Permits are required to conduct research at BFREE. Depending on the study, a research permit from the appropriate Government of Belize agency is needed. It is the responsibility of the Principal Investigator to obtain all necessary permits. BFREE will only assist researchers to acquire permits when BFREE staff are direct collaborators on a project. The type of permit application support that BFREE will provide and associated fees are:

- 1) Permit application support (\$100 USD)
 - a. BFREE will help direct the researcher to the correct department (i.e., Forest Department)
 - b. BFREE will provide a letter of support
 - c. BFREE will review the permit to make sure the application is correct including feedback and recommendations
- 2) Permit payment and acquisition (\$750 USD) not including the cost of the Government Permit which ranges from \$100-\$1,000 depending on permit type and number of researchers.
 - a. BFREE will submit required permit fees and collect permit from the appropriate government agency.
 - b. BFREE will send permit via email to researcher and provide paper copy upon arrival.

3) Additional FEE

- a. This may be necessary for additional permits (bringing drones into Belize, etc.).
Please be specific for what you may need.

VII. PROJECT DESCRIPTION (as an attachment in MS Word or PDF):

Please use the following headings for your project. Under “Significance of proposed work”, please include a justification for why the study is important. Under methodology, please include any proposed ground disturbing activities, images, and description of special equipment to be used (i.e. installations and the dimensions), and schedule/timeline of activities. Under “outcomes”, please include predicted outcomes and under “publications” please include locations of possible publications/reports.

- a) Summary**
- b) Introduction**
- c) Significance of proposed work**
- d) Goals and Objectives**
- e) Methods**
- f) Outcomes**
- g) Publications**

VIII. COMMITMENTS AS A RESEARCHER AT BFREE

BFREE requires all persons who conduct research and/or educational activities to comply with its Research and Education Management Policy. The following requirements must be agreed to and acknowledged by signing in writing or by electronic submission on this form before project approval can be made.

a) Project Data Sharing Agreement:

Please read, agree, and sign the Data Sharing Agreement as part of this research request. All requests for research carried out at BFREE must have this agreement included in your submission with this form.

b) Metadata Deposition:

As a condition of research approval, BFREE Database Management Policy establishes that researchers must submit metadata on their research to BFREE and update those metadata as necessary if datasets change over time. BFREE’s Data Management System is online, and access shall be granted once the Research Project has been approved.

c) Annual Reporting:

You must submit a brief report of your project to BFREE annually, or at the completion of your investigation, including results and conclusions.

d) Deposition of Data:

BFREE may request that researchers deposit datasets of interest and utility to BFREE and the broader research community. Deposit of these data will be determined by the BFREE Conservation and Science Director as part of the project approval process on a case-by-case basis. In general, these requests will be for projects where BFREE staff are direct collaborators (e.g. co-PI, field assistants). The project principal investigators may elect to restrict access to these data for a time limit agreed upon by separate agreement.

FOR PRINCIPAL RESEARCHER TO SIGN:

I AGREE WITH THE COMMITMENTS MENTIONED ABOVE

Name: _____ **Date:** _____

ADDITIONAL INSTRUCTIONS:

- After you send this form, please email the Conservation and Science Director to verify we have received your proposal. It is your responsibility to provide BFREE with all the information needed to review, evaluate, and decide on a submitted proposal.
- When the application is accepted, the BFREE Administration Office will review and prepare final cost estimates and send for signature any additional agreements required by BFREE before coming to do the research. These will include **proof of insurance** for each member of the research team.

APPROVED

Name: _____ **Date:** _____

BFREE Director of Conservation Science

Form: 07/2025