Thank you for considering conducting research within Ontario's system of provincial parks and conservation reserves.

Please be aware that some projects may require additional evaluation time than others. If the Ministry of the Environment, Conservation and Parks requires additional time to review the proposed project, a Ministry representative will be in contact with you.

Under the Provincial Parks and Conservation Reserves Act, written authorization is required for any investigation, assessment, inventory, monitoring or studies of natural, cultural, archaeological, social, recreational, economic, management and/or other features and characteristics of provincial parks and conservation reserves that involve fieldwork, specimen collection and/or have the potential to disturb resources, visitors or staff. Ontario's policy on conducting research in provincial parks and conservation reserves can be found here.

Completing and submitting this form is how you seek authorization to conduct research under the Provincial Parks and Conservation Reserves Act. This approval does not represent approval under any other legislation or regulations that may apply. It is the applicant’s responsibility to ensure that all other permissions, approvals, and authorizations are acquired before proceeding with their research activities. Examples include Licence to Collect Fish under the Fish and Wildlife Conservation Act, permits under the Endangered Species Act, etc.

Personal information submitted on this form is collected under the authority of the Provincial Parks and Conservation Reserves Act and will be used for administrative purposes. Data and reports provided to the Ministry of the Environment, Conservation and Parks will not be published. The Ministry of the Environment, Conservation and Parks reserves the right to use data and reports resulting from the research project for internal inventory, monitoring and resource management purposes. If you have questions about the collection of personal information, data, or questions about doing research in provincial parks or conservation reserves before applying for authorization, please complete this contact form.

Please complete all sections of this application form with enough detail to allow for a complete review of your proposed project. A period of two months is generally required for review and approval of your application; if we need to request additional information, authorization for your proposed research activities may be delayed.

Check to see a list of standard conditions applied to approved research authorizations. Additional conditions may be applied through the application review process as a result of site-specific considerations. Ontario Parks reserves the right to restrict the scope of the project and limit access within provincial parks and conservation reserves.

**Section 1: Applicant Information**

\* Indicates a required field

**Principal Investigator**

**Note:**For student researchers, this field is for the name of the academic professor or supervisor of the project. The lead student’s name and contact information is to be included in the Student Researcher fields.

**\* Name**

|  |  |
| --- | --- |
| First Name | Last Name |

**\* Affiliation (Organization or University name)**

|  |
| --- |
| Click or tap here to enter text. |

**\* Title/Position**

|  |
| --- |
| Click or tap here to enter text. |

**Department**

|  |
| --- |
| Click or tap here to enter text. |

**\* E-mail Address**

|  |
| --- |
| Click or tap here to enter text. |

**\* Work Mailing Address**

|  |
| --- |
| Click or tap here to enter text. |

**\* Phone Number (Format: 000-000-0000)**

|  |
| --- |
| Click or tap here to enter text. |

**Website Link**

|  |
| --- |
| Click or tap here to enter text. |

**Student Researcher**

**Note:** In the case of student researchers this is the name of the lead student of the project. All assisting students or volunteers are to be listed in the “Additional Researchers” field.

**Student Name**

|  |  |
| --- | --- |
| First Name | Last Name |

**Student E-mail**

|  |
| --- |
| Click or tap here to enter text. |

**Student Phone (format: 000-000-0000)**

|  |
| --- |
| Click or tap here to enter text. |

**Additional Researchers**

**Note:** This includes all field assistants, volunteers, additional students, etc.

|  |
| --- |
| Click or tap here to enter text. |

**Section 2: Project Information**

\* Indicates a required field

**\* New Project or Extension to existing project?**

|  |
| --- |
| Choose an item. |

**\* Title of Project**

|  |
| --- |
| Click or tap here to enter text. |

**\* Research Categories (Select all that apply)**

|  |  |  |
| --- | --- | --- |
| Choose an item.Choose an item.Choose an item. | Choose an item.Choose an item.Choose an item. | Choose an item.Choose an item.Choose an item. |
| Other, please specify. |

**\* Provincial Parks (Select all that apply)**

|  |  |  |
| --- | --- | --- |
| Choose an item.Choose an item.Choose an item.Choose an item.Choose an item. | Choose an item.Choose an item.Choose an item.Choose an item.Choose an item. | Choose an item.Choose an item.Choose an item.Choose an item.Choose an item. |
| Other, please specify. |
| [ ]  Please check if none. |

**\* Conservation Reserves (Select all that apply)**

|  |  |  |
| --- | --- | --- |
| Choose an item.Choose an item.Choose an item.Choose an item.Choose an item. | Choose an item.Choose an item.Choose an item.Choose an item.Choose an item. | Choose an item.Choose an item.Choose an item.Choose an item.Choose an item. |
| Other, please specify. |
| [ ]  Please check if none. |

**\* Project Dates**

|  |  |
| --- | --- |
| Will this proposed project occur in a single calendar year, or over multiple years? | Choose an item. |
| Start Date (YYYY-MM-DD) | Click or tap to enter a date. |
| End Date (YYYY-MM-DD) | Click or tap to enter a date. |

**\* Reporting Requirements**

**Note**: All data, reports and publications from previous research must be submitted prior to submitting a research application. This includes applications for new graduate students/assistants working under the Principal Investigator. Reporting requirements are outlined in the Research Authorization Policy for Provincial Parks and Conservation Reserves. Generally, at minimum:

Researchers are required to submit an annual report following each field season. The annual report is to be submitted by December 31st of each year of the research authorization and must include:

• A copy of all field data collected

• A report on the activities conducted

• A maximum one-page plain language summary of the results

• Any methodological changes (if applicable)

• The expected field schedule for the coming field season (if applicable)

Researchers are required to submit copies of any final reports or publications arising from the research by the date stated in the authorization letter. March 31 of the year following the final year of authorization is the standard deadline for final reports. If you are unable to provide the final report by March 31 of the year following completion of the research, please provide an explanation.

Final Report Explanation

If circumstances change during the research project that prevent submission of the report by the date indicated on the authorization letter, please contact the Protected Areas Science Administrator at PAScience@ontario.ca.

|  |  |
| --- | --- |
| Do you have any outstanding reports (e.g., raw data, final report) from a previous Letter of Authorization to Conduct Research? | Choose an item. |

**\* General Project Description**

In simple terms, please describe the main goals and objectives of this project. What do you expect to accomplish through the research?

|  |
| --- |
| Click or tap here to enter text. |

**\* Methodology**

Provide a detailed outline of your proposed field methods, timing and equipment that will be used in the provincial park(s) or conservation reserve(s). Provide enough detail to allow for a complete review of potential ground disturbance or other impacts to natural and cultural resources. If the box below does not provide enough space, refer to section 5.

|  |
| --- |
| Click or tap here to enter text. |

**\* Training**

Describe any relevant training (e.g. health and safety, procedural, etc.) that the researchers under this application will receive or have received before beginning field activities.

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| Click or tap here to enter text. |

**\* Potential Adverse Effects**

Describe any potential for intentional or unintentional disturbance and adverse effects to the site, including soils, bedrock, aquatic / terrestrial vegetation, (e.g. removal or damage), water, spread of invasive species, fish and wildlife (e.g. injury, risk of disease transmission through handling or equipment), cultural values or visitors. Include any mitigating measures you will use to minimize these effects.

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| Click or tap here to enter text. |

**\* Location Rationale**

Describe the benefits of conducting the research within the requested provincial parks and/or conservation reserves.

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| --- |
| Click or tap here to enter text. |

**Contributors**

Provide the names and affiliations of any contributors to the project (i.e. through grants, advice, scholarships, equipment, and supplies)

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| Click or tap here to enter text. |

|  |  |
| --- | --- |
| Park Visitor Involvement (Y/N) | Choose an item. |
| If yes, please describe the extent of visitor involvement. | Click or tap here to enter text. |
| Assistance requested from Ontario Parks (Y/N) | Choose an item. |
| If yes, describe what support you require. Be advised this is at the discretion of the Park Superintendent(s).  | Click or tap here to enter text. |

**Section 3: Access within Provincial Parks and Conservation Reserves**

**Note:** Motorized travel in provincial parks and conservation reserves may be restricted or limited, and in some cases may not be permitted at all. Consult the management direction for the [provincial park](https://www.ontario.ca/page/provincial-park-management-direction) or [conservation reserve](https://www.ontario.ca/page/conservation-reserve-management-direction), or contact the Park Superintendent for more information and to obtain any necessary access permits (e.g. aircraft landing permit, vehicle permit, etc.)

**Proposed Access (by land, air, and/or water)**

**Note:** For projects that require access to many provincial parks and/or conservation reserves, additional information may be provided to the administrator through section 5.

Describe known roads, trails and waterbodies within the provincial park(s) or conservation reserve(s) that you propose to use to conduct your research.

|  |
| --- |
| Click or tap here to enter text. |

**Transportation**

**Note:** Permissible methods of transportation vary between each provincial park or conservation reserve. Refer to [www.ontarioparks.ca](http://www.ontarioparks.ca) for more information.

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| --- |
| Click or tap here to enter text. |

**Section 4: Collections, Other Permits, Licences, or Protocols**

**Note:** All specimens, artifacts, materials, and information collected remain property of his Majesty the King in Right of Ontario as represented by the provincial park or conservation reserve in which they are collected (unless assigned to an appropriate repository) and are subject to the requirements under federal and provincial legislation.

**Collections**

|  |  |
| --- | --- |
| Are collections a component of this research? This includes the collection of whole organisms (plants or animals), parts of organisms (e.g., feathers, tissue samples), rocks, fossils or other natural or cultural objects found in the park. If so, please ensure that the rationale is demonstrated in section 2, including amount to be collected. Some types of collections must have additional authorizations or licences from other agencies.  | Choose an item. |
| If yes, please describe where collections will reside post-research? | Click or tap here to enter text. |

**Other Permits, Licences, or Protocols**

|  |  |
| --- | --- |
| Does your project require additional licences or authorizations outside of the Provincial Parks and Conservation Reserves Act (e.g. [Wildlife Scientific Collectors Application](https://www.ontario.ca/page/ministry-natural-resources-and-forestry-regional-and-district-offices), [Licence to Collect Fish](https://www.ontario.ca/page/fish-research-licence), [Endangered Species Act permit](https://www.ontario.ca/page/how-get-endangered-species-act-permit-or-authorization), MNR Wildlife Animal Care Protocol, archaeology licence, etc.)?  | Choose an item. |
| If yes, can you provide proof of permit or confirmation letter? | Choose an item. |
| Provide details regarding any other permits, licenses, or protocols you require, have applied for, or have been granted. Indicate status of the permits, licences, or protocols (e.g. Wildlife Scientific Collectors Application, Licence to Collect Fish, Endangered Species Act permit, Animal Care Protocol, etc.). | Click or tap here to enter text. |
| Please include attachments for additional permits or application confirmations you have received for this project (See Section 6). |

**Section 5: Supporting Documents and Promotion**

**Supplementary Materials**

|  |  |
| --- | --- |
| Do you have specific supporting documents or additional information that you need to provide to us? (E.g., ethics committee approval, insurance, survey protocols, etc.) | Choose an item. |
| Have you conducted any consultation with Indigenous communities regarding your project? If so, please describe. | Click or tap here to enter text. |
| Please include attachments for supplementary materials you have for this project (See Section 6). |

**Social Media**

|  |  |
| --- | --- |
| Are you interested in having your research highlighted by Ontario Parks social media accounts? | Choose an item. |

**Section 6: Project Submission**

\* **Please submit the completed application form to** **PAScience@ontario.ca** **with the subject line: “Application to Conduct Research – FIRSTNAME LASTNAME”.**

If this form is not fully completed, the review of your project may be delayed. Please include all relevant permits, licences, and protocols as attachments with your application form.

As part of providing [accessible customer service](https://www.ontario.ca/page/accessible-customer-service-policy), please let us know if you have any accommodation needs or require communication supports or alternate formats. If you have any questions or difficulties submitting this form, please contact the Protected Areas Science Administrator PAScience@ontario.ca.

Thank you for your interest in conducting research in Ontario's protected area system.