

Research/Permission Request Great Parks of Hamilton County

I. INTRODUCTION

Great Parks of Hamilton County (GPHC) accepts proposals for research and the collection of specimens for educational purposes from GPHC property year-round. No GPHC funding is associated with proposal approvals.

Proposals are reviewed by the Great Parks Research Committee and the Director of Natural Resources. Proposals will be evaluated based upon their consistency with park district goals and management needs. Projects unlikely to receive approval include those requiring habitat damage or unjustified removal of specimens from the parks. GPHC reserves the right to reject any and all proposals and to withdraw research permission if, once it has begun, the research is found to be detrimental to the park district.

II. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals should be sent to research@greatparks.org at least **6 weeks in advance of the expected start date**.

Submitted proposals must include:

1. Description of proposed research or specimen collection activity to include, when applicable: a title, a clear statement of purpose, the project timeline, a list of materials to be used, collection methods, the study design and analytical methods, and an overview of the specific benefits to GPHC;
2. GPS points for all study areas and clear maps delineating all study areas;
3. This document, completed, including the completed Indemnification Section (Section VII) and Contact Information Section (Section VIII);
4. Signed Natural Areas Guidelines;
5. If applicable, an explanation of where any collected specimens will be housed (for example, a recognized herbarium or natural history museum);
6. Certificate of Insurance listing Great Parks of Hamilton County as additional insured;
7. Resume/CV of project investigator(s);
8. Authorizing statement from advisor (if student); and
9. Copies of any required permits.

Applicants will be notified of the status of their application within **1 month of submission** and, if approved, will be assigned a project contact at Great Parks. If activities are approved, the researcher/collector will be sent a letter signed by the Director of Natural Resources, permitting activities to occur per an approved timeline. This signed letter must be carried by the researcher as proof to Park Rangers that necessary approval has been acquired. If live-trapping, collection of plants, animals, fossils or minerals is part of the proposal, the letter must specify approval of these activities.

III. FINAL REPORT REQUIREMENTS

1. All research projects and specimen collection activities require the submission of a final report (see #2 below), which should be **sent to research@greatparks.org within 3 months of the**

end of approved research window. If an extension is required, approval must be sought from Great Parks.

2. Final Report components:

- Final reports for **Research Projects** must include the researcher's name, the project title, year, affiliation, and total number of research hours. Final reports will include an introduction, clear maps of study areas, a description of the study design and analytical methods utilized, detailed results, and a conclusion/discussion. Final reports must be in digital PDF format. Spreadsheet data should be in Excel format, graphics should be in jpg or tiff format, and mapping data should be in ArcMap Shape files. The researcher may be asked to present the final report to Great Parks employees either virtually or in-person.
- Final reports for **Specimen Collection for educational purposes** must include the collector's name, the project title, year, affiliation, clear maps of study areas, a description of collection methods utilized, a summary of any specimens collected/identified, and where the specimens are housed. Spreadsheet data should be in Excel format, graphics should be in jpg or tiff format, and mapping data should be in ArcMap Shape files.

IV. RESPONSIBILITIES OF RESEARCHER/COLLECTOR

1. The researcher/collector must follow all GPHC by-laws.
2. The researcher/collector shall be completely knowledgeable in the methods and use of equipment for safe and efficient data collection and shall demonstrate this proficiency to the satisfaction of GPHC, if requested, by providing documented references and copies of previous projects of a similar nature.
3. The researcher/collector shall furnish all labor, materials, equipment, tools, expendable equipment, temporary services, supervision, and appurtenances necessary for a complete project or operational system as outlined in the plans.
4. All required state or federal animal and plant collecting permits are the responsibility of the research applicant. Copies of permits must be provided before field research begins. Note that specimens of species currently endangered or threatened species within Ohio cannot be collected without appropriate permits.
5. All work shall conform to applicable codes and authorities having jurisdiction. Each researcher/collector shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for his own work.
6. All excess material shall be hauled off-site and legally disposed.
7. The researcher/collector shall perform the required work with the least inconvenience to, and the maximum safety of GPHC staff, guests and the researcher/collector. The requirements for maintaining traffic shall be as indicated in the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways, current edition, the proposal, specifications and the plans.
8. Police and fire access shall be maintained at all times.
9. Access to neighboring properties shall be maintained at all times.

With respect to all Work performed, the Researcher/Collector shall:

1. Comply with the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Paragraph 1518, as published in the "Federal Register" Vol. 36. N.75 Saturday, April 17, 1971 and as amended from time to time.
2. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
3. Maintain at its office and in delivery vehicles all articles necessary for giving first aid to the injured and shall make standing arrangements for the immediate removal to a hospital or doctor's care of persons (including employees) who may be injured at the delivery site.

4. Comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
5. When use or storage of explosives or other hazardous material or equipment or unusual methods are necessary for execution of the Work, the researcher/collector shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
6. Promptly remedy damage and loss (other than damage or loss insured under property insurance required by the contract) to property caused in whole or in part by the researcher/collector or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the researcher/collector is, except damage or loss attributable to acts or omissions of the GPHC or anyone directly or indirectly employed by them, or anyone for whose acts may be liable, and not attributable to the fault or negligence of the researcher/collector. The foregoing obligations of the researcher/collector are in addition to the researcher/collector's obligations for Indemnification.
7. Designate a responsible member of the researcher/collector's organization at the site whose duty shall be the prevention of accidents. This person shall be the researcher/collector's superintendent unless otherwise designated by the researcher/collector in writing to GPHC.
8. Never, under any circumstances, leave a hazardous work site or situation unattended, un-barricaded or unresolved before ceasing work for the day.

V. INSURANCE REQUIREMENTS

Insurance coverage shall not be less than the following:

Comprehensive General Liability (including Completed Operations, Blanket Contractual, Independent Contractors, and Personal Injury):

- | | | |
|--------------------|------------------------------|-----------------------|
| a. Bodily Injury | \$1,000,000 Each Occurrence; | \$2,000,000 Aggregate |
| b. Property Damage | \$1,000,000 Each Occurrence; | \$1,000,000 Aggregate |

*Under all of the above mentioned forms of insurance, the Great Parks of Hamilton County shall be listed as **Additional Insured**.

*Students who perform research should be covered by a certificate of liability from their school.

Automobile Liability (including Owner, Non-owned and Hired):

- | | | |
|--------------------|------------------------------|-----------------------|
| a. Bodily Injury | \$1,000,000 Each Occurrence; | \$1,000,000 Aggregate |
| b. Property Damage | \$250,000 Each Occurrence; | \$250,000 Aggregate |

VI. INTELLECTUAL PROPOERTY

GPHC retains ownership of Intellectual Property created under this contract. Researcher/collectors are free to copy, distribute and publish data after obtaining prior consent from GPHC.

VII. INDEMNIFICATION

To the fullest extent permitted by law, the researcher/collector shall indemnify and hold harmless, GPHC, GPHC's consultants, agents, vendors and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the researcher/collector, a Subcontractor, anyone directly or indirectly employed by them or

anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

In claims against any person or entity indemnified under this section by an employee of the researcher/collector, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the researcher/collector or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Name & Company/Affiliation: _____

Address: _____

City, State, Zip: _____

Office Phone: _____

Mobile Phone: _____

Email: _____

Fax: _____

Authorized By: _____

Title: _____

VIII. CONTACT INFORMATION

Name(s) of Principle Investigator(s) _____

Name of secondary researcher/collector (if applicable) _____

Affiliation _____

Address _____

Phone number _____

Email address _____

Project title _____

Type of Research ☐ Continuing ☐ New

Check all of the following that are applicable to the researcher/collector(s):

Post Doc _____ Graduate _____ Undergraduate _____ Professor _____ Professional _____

Other (amateur, high school student, etc.) _____

Emergency Contact Name _____ Phone _____