

CSUCI Santa Rosa Island Research Station (SRIRS) - Scientific Research Application Procedures

We appreciate your interest in working in Channel Islands National Park (CHIS). Research conducted on Santa Rosa Island (SRI) is valuable to NPS managers, educators, and the larger scientific community. The scientific research permitting procedures help ensure research is conducted in a sensitive and safe manner that is mutually beneficial to all. To achieve proper approval for and completion of your proposed research please complete the following steps:

- 1) **Submit an [SRIRS Application Online](#):** The proposed research activities will be reviewed by the SRIRS Director. The SRIRS Director will determine in partnership with NPS staff if the proposed activities require a NPS Research Permit. Observation based activities will not require a NPS Research Permit if they don't disturb the natural and cultural resources and visitor experience. Whereas, most scientific research activities that involve fieldwork, collection of specimens or samples, or have the potential to disturb resources or visitors, will require a NPS Research Permit. Examples of activities that will require a permit include: species surveys involving capture or collection, environmental sampling that disturbs soil or water, fossil excavation, and placement of equipment or plot markers that may be noticed by visitors.

If the SRIRS Director determines your proposed research does not require an NPS Research Permit, please proceed to step 7. Otherwise, please proceed to step 2.

- 2) **Submit Permit Application On-Line Via the Research Permit and Reporting System (RPRS):** Research and collecting permits are issued on a calendar-year basis and must be renewed each year for an ongoing study. Each permit has a permit number and a study number. A study number may apply to several permits for the same study issued over multiple years. To apply for a permit, go to <https://irma.nps.gov/rprs/Home> and follow directions.
- 3) **NPS Review:** While CHIS supports research and monitoring activities for their benefit to resource management and science, it is critical to be intellectually honest and rigorous in analyzing impacts of research activities. To conduct research in CHIS, the benefits must outweigh impacts.

If the permit application is for a new study or a researcher would like to make changes to an existing study, CHIS requires a full review. All applications for Research Permits undergo a review process by park management. Researchers should allocate sufficient time for permit review prior to their intended work (**two months or more is advisable**). A renewal application may receive less review. Please be diligent, however, and report any changes to a renewal application. Even review of a renewal application may take a while due to the volume of applications received. Submit your application early.

If application materials do not contain adequate information to conduct the impact-benefit analysis, NPS will contact the researcher. In certain cases, NPS may recommend or require changes to site locations or methods. Researchers must have all other necessary permits prior to approval of the NPS permit.

- 4) **Permit Issued, Cancelled, or Denied:** NPS will transmit the decision to the researcher via email. If the application is approved, a permit and supplementary materials will be attached to the email. Please read the entire permit and other information and be aware of the conditions associated with the

permit. If an application is cancelled or denied, a researcher may start the process over by submitting a new (revised) application to RPRS. It is recommended that researchers discuss required changes with the primary CHIS contact (Kenneth_convery@nps.gov or laura_shaskey@nps.gov) and SRIRS Director (russell.bradley@csuci.edu) before submitting a new application.

- 5) **Sign Permit and Return Copy:** Please scan the signed document and email it as a PDF attachment (highly preferred), mail, or personally deliver to the primary CHIS contact Ken Convery (Email: Kenneth_convery@nps.gov; Address: 1901 Spinnaker Drive, Ventura, CA 93001). An approved permit is considered valid when copies containing all required signatures are received by the park.
- 6) **Conduct the Research:** Follow the conditions included with your permit. Some permits may require that the researcher meets with park staff prior to conducting the research. Researchers and their field teams must have a copy of the permit on hand while conducting research in the parks. A ranger may ask to see the permit.
- 7) **Submit an Investigator Annual Report (IAR) via RPRS and/or an Annual Report to the SRIRS Manager:** If the researcher obtained a NPS Research Permit they must submit their IAR before submitting a new application (even for a different study) or by March 31, whichever is earlier. The IAR is submitted directly via the RPRS website. Researchers receive an email from RPRS coordinator (currently Bill Commins) with instructions, usually in January.

For all approved SRIRS scientific research a copy of the IAR or an annual summary must also be emailed to the SRI Station Director (russell.bradley@csuci.edu). The annual summary must be submitted by June 30th of each year and include the following:

- a) A brief summary of your research accomplishments, including the title of the project, a list of all participants on the project with their affiliations.
 - b) A list of your current publications based on research done at the SRIRS (complete references).
 - c) Source of funding for your project, dates of funding, and the funding amount.
- 8) **Submit Spatial Data:** All research sites must be mapped with SRIRS GPS units and appropriate metadata must be submitted. This allows us to track where you work, prevent conflicts, and obtain proper permits for your research. Please contact the Research Station Director to set up a training session with the SRIRS GPS units. Researchers who fail to provide this information will not be approved for future permits or renewals. Name your file with the following information:
Lastname_year_InstallationType/CollectionType (e.g., Hanna_2014_Datalogger)

Installation Types: Animal tags/collar, camera, computer, datalogger, enclosure, exclosure, flagging, plot markers, probes, traps, telephone, tree tags, water samplers, weather station, well, etc.

Collection types: animal sign (tracks, hair, etc.), data, ground water, invertebrates, listed species, nonvascular plants, other biota, photographs, rocks/minerals, surface water, vascular plants-collected, vascular plants-tagged, vertebrates-collected, vertebrates-tagged, etc.

- 9) **Submission of Metadata:** Whenever you create a dataset from work you do at the SRI Research Station, you must fill out a [metadata form](#) that describes your dataset, including: your contact information (name, mailing address, and email address), an abstract (500 words maximum), keywords, temporal/spatial coverage of your data, and a description of each variable. Please email the completed metadata form to the SRIRS Director (russell.bradley@csuci.edu). If your work involves

ongoing, multiyear studies, please submit your metadata database entry at the end of the second year of your investigations and, once again, when you complete the study. Failure to deposit metadata information as requested may lead to automatic denial of future use applications.

10) Submission of Bibliographic Data: You must provide the SRI Research Station with the full bibliographic citation and a copy (PDF or hard copy) - whether you did a report, thesis, book, research paper, conference proceedings, or other publication. You must do this within six months of publication. Failure to deposit bibliographic information as requested may lead to automatic denial of future use applications.

11) Submit Final Report/Publication for Each Study: CHIS and the SRIRS want to know the results of your research. Please email an electronic version (PDF file) of all published materials and final reports to the primary CHIS contact (kenneth_convery@nps.gov or laura_shaskey@nps.gov) and the SRIRS Director (russell.bradley@csuci.edu).

Please acknowledge the CSUCI Santa Rosa Island Research Station and Channel Island National Park in any publication resulting from use of SRIRS. This step is critical to demonstrate the benefit of research to resource management and science. In certain cases, NPS will ask for detailed information about research results (i.e., raw and/or analyzed data) that pertain to an important management issue. Please provide these data in a timely fashion.

SUPPLEMENTAL INFORMATION

Favorable Permitting Factors

The proposed research:

- Contributes information useful to an increased understanding of park resources, and thereby contributes to effective management and/or interpretation of park resources.
- Addresses questions of importance to science or society.
- Minimizes disruption to the park's natural and cultural resources, to park operations, and to visitors.
- Is supported academically and financially, making it highly likely that all fieldwork, analyses, and reporting will be completed within a reasonable time frame.

Unfavorable Permitting Factors

The proposed research:

- Involves activities that adversely affect the experiences of park visitors.
- Shows potential for adverse impact on the park's natural, cultural, or scenic resources.
- Shows potential for creating a high risk of hazard to the researchers, other park visitors, or environments adjacent to the park.
- Requires extensive collecting of natural materials; requires substantial logistical, administrative, curatorial, or project monitoring support by park staff; or provides insufficient lead time to allow necessary review and consultation.
- Lacks adequate scientific detail and justification to support the study objectives and methods.

Installations and Field Equipment

All equipment left in the field must be specifically authorized in advance. A legible label including the researcher's name, study number, and date of installation is required. Labeling the actual installation with a paint pen or engraving is preferred over any form of removable label. Installations should be as unobtrusive as possible and should not interfere with visitor enjoyment of the park. CHIS staff have the authority to remove unlabeled/unreported installations as abandoned property.

CSUCI Santa Rosa Island Research Station – Metadata Form

1. Contact Information for PI

- a. Name:**
- b. Mailing Address:**
- c. Email Address:**

2. Research Abstract (500 words maximum):

3. Keywords:

4. Temporal/Spatial Coverage of Data:

5. Information about variables (provide the following information for each variable:

| | |
|---|--|
| Name of Variable | |
| Who Collection data (primary person) | |
| Units Used (meters, degrees, etc.) | |
| Brief Description of Variable | |
| Methodology Used | |