

Lesser Slave Lake Bird Observatory (LSLBO)

Researcher request for LSLBO data or data collection

Policy approved by LSLBO Board of Directors, January 2015

The Lesser Slave Lake Bird Observatory (LSLBO) has a strong interest in participating in research, and encourages the use of its data in analyses and publications. This document describes the terms to be agreed ahead of time by the LSLBO and any researcher requesting station data or entering a partnership and/or collaboration in a research project.

Throughout, "LSLBO" refers to the current Board of Directors. On receipt of a researcher request, that Board will assign to one or more appropriate individuals the task of representing the Board in handling details of the request, obtaining approvals, and maintaining oversight of this agreement for the duration of the project.

By completing the application process described below, the applicant agrees to abide by the policies detailed here. Note, however, that items 1-3 are void for specific data when the researcher's proposal justifies primary ownership by the researcher and the LSLBO agrees by accepting that proposal.

- 1) Data collected by LSLBO personnel will not be used by the applicant for any purpose other than for the project described in the proposal, unless a new agreement has been negotiated and agreed to by all parties;
- 2) The applicant will not provide access to the data to any third party not covered by the final agreement;
- 3) Copyright on all data provided to researchers/authors belongs to LSLBO and/or partners or clients involved in its collection. The LSLBO will not release data collected for clients or with partners unless it has been given permission to do so.
- 4) The applicant agrees to pay any direct costs related to specialized field equipment or providing requested data, such as photocopying unless waived by the LSLBO as part of this agreement. Applicants will be notified of any fees when the proposal is accepted.
- 5) The principle researcher is responsible for ensuring all appropriate research and collection permits are in place prior to field work, all authorizations are granted, and for completing the report requirements for each permit.
- 6) If a request for data includes proposed research with significant LSLBO contribution beyond normal station operation, then agreement on the role of involved personnel, joint authorship (including order of authors) and/or appropriate acknowledgement must be reached **before** the data are collected/released. Determination of authors and sequence should be based on contributions to each of the five basic areas of the research investigation: *conception, design, data collection, data analysis, and manuscript preparation*. If it only becomes clear later on in the research that LSLBO personnel might appropriately be authors, the data-requester should come to an authorship agreement with appropriate personnel *as early in manuscript preparation as possible*, to help avoid misunderstandings and ensure that all involved are treated fairly.
- 7) If, after signing the agreement, it is discovered that additional data are desired for the same project, the applicant should submit a brief amended request, indicating what additional data are needed and how they will be used in the approved research. LSLBO reserves the right to deny such requests for any reason, but normally they will be fulfilled as promptly as feasible. If,

however, data are requested for a project other than described in the original agreement, an entirely new application must be submitted for approval.

- 8) LSLBO's contribution will be appropriately acknowledged in any presentations, theses or publications based in whole or in part on LSLBO data. For publications, please use the following as a basic guideline for acknowledgment: *'We would like to thank the Lesser Slave Lake Bird Observatory for supplying [describe the data set, e.g. "banding data"], and all the participants who gathered those data.'*
- 9) **Prior to submission** for thesis defence or publication, copies of any manuscripts (or relevant sections thereof) shall be provided to the project contact at LSLBO so we may check that the description of LSLBO data and its collection methods have been accurately described, and that the LSLBO has been appropriately acknowledged (including potential authorship). We will respond promptly and (except for LSLBO co-authors) will not comment on any other aspects of the manuscript unless requested to do so.
- 10) One copy of any thesis or scientific publication based in whole or in part on LSLBO data will be sent to LSLBO for our files. (Electronic versions are preferred.) Copies of less formal publications are also strongly encouraged.

To request data from the LSLBO or to propose LSLBO involvement in carrying out **new** research, follow the instructions below.

- 1) Send an email with attachment containing the information indicated below to the Lesser Slave Lake Bird Observatory contact: info@lslbo.org. Indicate in the body of the email that the request should be forwarded to the Executive Director of the LSLBO.
- 2) The LSLBO will return the document to the applicant indicating either acceptance in full or explaining any proposed changes.
- 3) Following agreement on any proposed changes, the applicant should send an email with the final document attached that specifically states that he/she understands and agrees to abide by the LSLBO data-use policies.

Information for applicant to submit:

- Name, institutional affiliation, contact information (E-mail, telephone and mailing address).
- Specify the categories that best describe the person(s) who will be using the data: Student working on an academic project or degree, academic professional, government professional, business professional or other (please explain).
- Indicate intended publication(s) to be based on LSLBO participation (e.g., thesis, scientific journal, internal report).
- Include a 1-2 page project proposal, including a brief description of the LSLBO participation being requested and how data collected by the LSLBO will be used to meet the objectives of the proposed work. Include justification if primary ownership of the data should reside with the researcher instead of with the LSLBO; if accepted, the final agreement will indicate that items 1-3 of the policy above do not apply.
- Include a statement that you agree to abide by the LSLBO data policy above.