

# DANUM VALLEY MANAGEMENT COMMITTEE

P.O.Box 11622, 88817 Kota Kinabalu, Sabah, Malaysia  
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**DVRP PROJECT REF. NO.:**  
*(For official use only)*

## DANUM VALLEY RAINFOREST RESEARCH AND TRAINING PROGRAMME RESEARCH PROPOSAL FORM

Please specify the type of application (please tick one):

<b>NEW</b>	<input type="checkbox"/>
<b>RENEWAL</b>	<input type="checkbox"/>
<b>EXTENSION</b>	<input type="checkbox"/>

### CHECKLIST FOR A COMPLETE RESEARCH APPLICATION:

Please attach the following documents:-

- Complete Research Proposal Form
- Letter of Consent from Local Collaborator/Supervisor
- Letter of Consent from Financial Support/Grant/Fund Provider
- Letter of Consent from Research Partnership (if any)
- Photocopy of MyKad/Passport/Student Card
- Research Proposal (for new application only)
- Cover Letter (for request of renewal/Extension only)
- Progress Report (for renewal/extension only)
- Digital Copy of Passport Size Photo (for new application only)

## SECTION 1: APPLICANT DETAILS

### 1(a) APPLICANT/PRINCIPLE INVESTIGATOR

<b>Salutation &amp; Name of Principal Investigator:</b>	
<b>Occupation &amp; Position:</b>	
<b>Nationality:</b>	
<b>MyKad</b> (for Malaysian researcher only): <i>(Mandatory: Please provide a photocopy of your MyKad)</i>	
<b>Passport No.</b> (for Foreign researcher only): <i>(Mandatory: Please provide a photocopy of your passport)</i>	
<b>Name &amp; Address of Institution/Organisation:</b>	
<b>Correspondence Address:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Email Address:</b>	
<b>Emergency Contact Person &amp; Tel. No.:</b>	

**Note:** OTHER RESEARCHER (*researcher with same research topic, methodology, location(s), local collaborator(s), institution(s)*), you may need to submit individual application form

### 1(b) REASON FOR RENEWAL

Research/Study has not been completed	<input type="checkbox"/>
Additional research area/location*	<input type="checkbox"/>
Additional list of biological resources	<input type="checkbox"/>
Additional research design/methodology	<input type="checkbox"/>
Others: <i>(Please specify)</i>	<input type="checkbox"/>

**Note:** For Renewal/Extension of research, please provides Progress Report/Interim Report

## SECTION 2: RESEARCH INFORMATION

### 2 (a) RESEARCH PROJECT

Project Title:

Project Sub-Title (if any):

Field of Study (e.g., Botany, Hydrology etc.):

Propose Date to Commence Research:

Duration of Research Project:

Candidate for:  Degree  Master  PhD  Post-Doctorate  Others:

Research resulted in:  Thesis  Dissertation  Report  Publication  Others:

**Note:** Please note that you are required to fill in a new application if you change your Research Title/Methodology/Location/Local Collaborator/Institution

### 2 (b) USE OF UAV / DRONE

Drone Operator:

Drone specification:

Weight:

Flying altitudes:

Flying radius:

Propose date:

**Note:** Please refer the procedures and guidelines if you are planning to use UAV / Drone in your research. Please attach the details of Drone for this application.

### 2(c) RESEARCH PARTNERSHIP

Are you associated with the following partnership:-

SEARRP-RS  KYOTO PROJECT  Others:

SEARRP-SAFE PROJECT  NRRN (Nordic Rainforest Research Network)

SAFE-BALI PROJECT  ASM (Academic Sciences of Malaysia)

SAFE-LOMBOK Name of Lead Research Investigator (if any):

### 2(d) RESEARCH FUNDING/BUDGET

WHAT AGENCY IS SUPPORTING YOU AND YOUR RESEARCH?  
(Please attach Letter of Financial Support from your agency)

WHAT FORM OF CONTRIBUTION DO YOU HAVE FOR YOUR COLLABORATOR(S), OR DO YOU HAVE A BUDGET ALLOCATION FOR FUNDING YOUR LOCAL COLLABORATOR(S) FOR YOUR RESEARCH WORK? (Ringgit Malaysia)

HOW MUCH ADDITIONAL BUDGET ALLOCATION DO YOU HAVE FOR FUNDING A LOCAL COUNTERPART FOR POST-GRADUATE STUDY AT A LOCAL OR FOREIGN UNIVERSITY? (Applicable to researchers who are doing a PhD or Post-doctoral degree) (Ringgit Malaysia)

**2(e)** Please attach a **RESEARCH PROPOSAL** according to the format below.  
***(For NEW application)***

- i. Title of the Research Proposal/Project
- ii. Introduction to the Research Proposal/Project
- iii. Objectives of the Research Proposal/Project
- iv. Problem Statement (rationale of the entire study)
- v. Literature Review
- vi. Research Methodology/Design
- vii. Expected Work Schedule/Timeline
- viii. Expected Research/Project Outcome
- ix. References
- x. Overall Budget

### SECTION 3: COLLABORATOR(S)/SUPERVISOR(S) DETAILS

<b>3(a) [1] MALAYSIAN COLLABORATOR/SUPERVISOR</b>	
Name of Malaysian Collaborator/Supervisor:	
Occupation & Position:	
Nationality:	
Name & Address of Institution/Organization:	
Correspondence Address:	
Telephone Number:	Fax Number:
Email Address:	

<b>[2] MALAYSIAN COLLABORATOR/SUPERVISOR</b>	
Name of Malaysian Collaborator/Supervisor:	
Occupation & Position:	
Nationality:	
Name & Address of Institution/Organization:	
Correspondence Address:	
Telephone Number:	Fax Number:
Email Address:	

<b>3(b) [1] OVERSEAS COLLABORATOR</b>	
Name of Overseas Collaborator/Supervisor:	
Occupation & Position:	
Nationality:	
Name & Address of Institution/Organization:	
Correspondence Address:	
Telephone Number:	Fax Number:
Email Address:	

<b>[2] OVERSEAS COLLABORATOR</b>	
Name of Overseas Collaborator/Supervisor:	
Occupation & Position:	
Nationality:	
Name & Address of Institution/Organization:	
Correspondence Address:	
Telephone Number:	Fax Number:
Email Address:	

## **SECTION 4: RESEARCH IMPLICATIONS**

### **4(a) IMPLICATIONS OF RESEARCH FOR THE FOLLOWING:-**

**I. Sustainable Management of Malaysian Forests**

**II. Improved Awareness of Environmental Conservation in Malaysia**

**III. Technology or Skills Transfer**

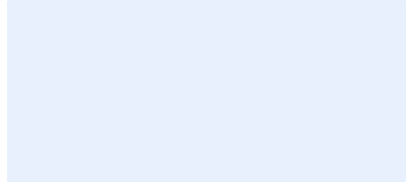
### **4(b) ASSISTANCE REQUIRED**

**What assistance will you need other than the approval?**

**APPLICANT SHOULD NOTE THAT AFTER ARRIVAL IN MALAYSIA, NO CHANGE OF RESEARCH PROPOSAL/PROJECT CAN BE MADE WITHOUT PRIOR APPROVAL OF THE DANUM VALLEY MANAGEMENT COMMITTEE (DVMC) AND THE ECONOMIC PLANNING UNIT OF THE PRIME MINISTER’S DEPARTMENT IN PUTRAJAYA**

- I have read the “Procedures and Guidelines for Conducting Research in DVCA” and agree to abide by the guidelines given, including the stipulation not to submit a manuscript for publication without the approval of the Danum Valley Management Committee.
- I also accept that I shall be living at the Danum Valley Studies Centre entirely at my own risk, and neither the Danum Valley Management Committee nor Yayasan Sabah shall be held responsible for any accident, thief or other misfortune suffered.
- I hereby agree to submit at no cost to the Danum Valley Management Committee the followings:
  - 7 (seven) hardcopies and 1 (one) in digital form (Microsoft word format or Acrobat pdf format) of summary of research findings before leaving Sabah;
  - 2 (two) copies of Thesis/Dissertation;
  - 7 (seven) copies of reports and publications based on the research finding.

**SIGNATURE:**

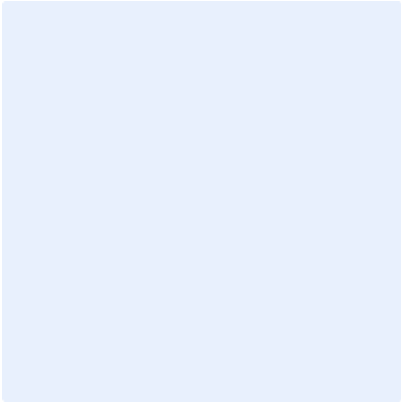


[ ..... ]

**NAME OF PRINCIPAL INVESTIGATOR**

.....

**Date**



**Photo of Principle Investigator**

# PROCEDURES & GUIDELINES IN CONDUCTING RESEARCH IN DANUM VALLEY CONSERVATION AREA

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## 1. PRE-REQUISITE FOR APPLICATION TO CONDUCT RESEARCH IN DANUM VALLEY CONSERVATION AREA (DVCA)

### 1.1 Approval from Sabah Government

All researchers (foreign or Malaysian nationals domicile overseas) intending to conduct biological/biodiversity research in Sabah, Malaysia must obtain prior written approval from the Government of Sabah (Sabah Biodiversity Council).

### 1.2 Access License

Researchers must have an Access License from the Sabah Biodiversity Council (SBC).

### 1.3 Export License

Researchers who wish to bring any biological resources out of the State of Sabah must inform and seek consent from the Danum Valley Management Committee (DVMC) before applying for Export License from SBC.

### 1.3 Local Collaborator

Researchers must secure a Local Collaborator. The Local Collaborator will be the key person responsible for overseeing the implementation of the research project and ensuring that all stipulated regulations/conditions are met (*See below for eligibility of local collaborator, their roles and responsibilities*).

## 2. APPLICATION PROCESS

2.1 Prospective researchers may contact the Secretary, DVMC for clarification on procedures and for guidance on the design and likely acceptability of the proposed research project.

2.2 Researchers must complete and return the **DANUM VALLEY RAINFOREST RESEARCH, TRAINING AND EDUCATION APPLICATION FORM** to the DVMC Secretary. (*Application form can be obtained from the DVMC Secretary. Refer address below*). All applications are received and processed by the DVMC Secretary, who is responsible to ensure that all requirements are met.

2.3 At the same time, researchers can apply for Access License from the Sabah Biodiversity Council. Application in writing must be made to the Sabah Biodiversity Council through **Sabah Biodiversity Centre (SaBC)**. Detailed information on the rules of application can be obtained from the Centre (*see address below*).

### 2.4 Look See Visit

Prospective researchers may visit **Danum Valley Conservation Area (DVCA)** for up to two weeks to conduct a look-see visit. The researcher can take this opportunity to develop personal contacts with prospective collaborative agencies. During this visit, the collection of specimen or subsequent publication is not allowed.

## 3. IMPORTANT REQUIREMENTS

3.1 The researcher must complete and return the **“DANUM VALLEY RAINFOREST RESEARCH AND TRAINING PROGRAMME APPLICATION FORM”** with the following documents:

- The research proposal outlining objective(s) of the research, scope, research design, general techniques, overall budget and research schedule.
- An official letter from the financial sponsor, stating amount of financial assistance obtained, terms of contract (if applicable) or bank guarantee for those who are self-funded.
- A letter of consent from the Malaysian collaborator who must be in Malaysia for the duration of the research project.
- A copy of Identity Card (Malaysians) or passport (foreigners).
- Two passport-size photographs.
- Prospective researchers must have a budget allocation for funding local collaborators for the duration of their research project.
- Only applications from researchers who have obtained Access License and secured a local collaborator will be considered. The research proposals must be fully supported by the collaborators concerned.

## 4. RESEARCH ASSISTANTS

4.1 Researchers who need research assistant(s) to assist in their research projects must liaise with their Local Collaborator to employ local research assistants.

4.2 The employment of foreign research assistants are not encouraged, but in the event that the research project requires research assistants with specialized skills not available in Sabah, Malaysia, the researcher may forward a formal application to DVMC to seek approval to bring in foreign research assistant(s).

4.3 Application to engage foreign Research Assistants must include the following information/documents:

- Personal particulars of research assistant(s) to be engaged (name, gender, country of origin, passport number, etc.)
- Educational background
- Research experience
- Justification on need for foreign research assistant(s)
- Period of attachment/employment as research assistant
- Letter of Recommendation from the Local Collaborator

## 5. PROCESSING OF APPLICATIONS BY DVMC

5.1 All research applications/proposals are processed by the DVMC Secretary who ensures that the necessary documents and information are in order.

5.2 The DVMC Secretary will then refer the applications/proposals to the relevant government departments/organizations/institutions for their comments/advice.

5.3 Research applicants will be informed of any changes/recommendations that may need to be made in relation to their research (if any).

5.4 For research applicants whose applications/proposals are deemed to be in order, DVMC Secretary will issue a Letter of Support.

- 5.5 The Sabah Biodiversity Council (SBC) requires the Letter of Support from DVMC in order to consider and decide on the application for Access and Export Licenses.
- 5.6 Only applicant who has obtained Access and Export Licenses from Sabah Biodiversity Council (SBC) will be allowed to commence their research at DVCA.
6. **BEFORE ARRIVING IN SABAH, MALAYSIA**  
Prospective researchers must:
- Obtain an Entry Visa from the nearest Malaysian Embassy/High Commission in country of origin.
  - Ensure that the Local Collaborator liaises with the Sabah Department of Immigration to ensure smooth immigration process.
7. **ON ARRIVAL IN SABAH**
- Researchers must go to the Sabah Department of Immigration in Kota Kinabalu to apply for a special/professional visit pass. To expedite this process, researchers need to seek assistance from their local collaborator(s) and also obtain a letter of support from the DVMC Secretary.
  - Researchers must report to the DVMC Secretary to collect their Research Identification Card before leaving for DVCA to commence their research.
8. **RESEARCHERS CODE OF CONDUCT**
- 8.1 **Before conducting research**  
On arrival in DVCA, researchers must report to the Manager of DVCA to discuss and sort out logistics requirements such as local zoning, field assistants, transportation and accommodation etc.
- 8.2 **Conducting research**  
Researchers are subject to the Code of Conduct and Guidelines in the collection and distribution of specimens (*see below*) when conducting research in DVCA. They must also abide by all conditions set by DVMC and related agencies.
- 8.3 **Responsibilities of Researchers**
- i. **General responsibilities**
- Researchers are not allowed to change their research without prior approval from DVMC and the relevant authorities.
  - Researchers must secure personal insurance coverage.
  - Researchers will be entirely responsible for any accidents, thefts or other misfortunes suffered.
  - Researchers shall fund local collaborator(s) where necessary.
  - Researchers shall conduct seminars/workshops on their research findings (if required)
  - Researchers must submit progress reports on a periodic basis.
  - Researchers shall provide training and funds relevant to the research carried out.
  - Researchers must not raise or touch on controversial issues in their findings/reports (progress/preliminary/final) and/or in papers published on the basis of findings of the research.
- ii. **Submission of Research Reports**
- Researchers are required to submit to DVMC a brief annual report during the field phase of the research project and an interim report at the end of each calendar year (for inclusion in the DVCA Annual Report).
  - On completion of their research project, researchers must submit a final report to DVMC before they leave the state/country. The final report/thesis is to be submitted in the form of hard copy (7 copies) and digital (1 copy).
- Researchers must also submit copy of all subsequent papers to DVMC.
- iii. **Publication**  
Researchers must obtain approval from DVMC before submitting manuscripts for publication in a named journal. This is to safeguard against avoidable factual error or unjustified general critical remarks, and to ensure that collaborators and the DVCA programmes are acknowledged.
- iv. **Media Interview**  
Researchers must not make press statements or release any information to the media, nor discuss policy matters with the media under any circumstances.
- v. **Research Equipment**  
Any equipment purchased through a specific grant/fund (tailored) provided under research involving DVCA is to be deposited in DVCA (Danum Valley Studies Centre), unless specified otherwise at the beginning of the project.
9. **EXTENSION OF DURATION OF RESEARCH**
- 9.1 Researchers who intend to extend the duration of their research must get written approval from DVMC and SaBC at least one month before the expiry date of their research permits.
- 9.2 A formal request must be made stating reasons for requiring the extension, and supported by the following documents:
- Progress report.
  - Schedule of work for the period extension sought.
  - Letter of support from the local collaborator(s)
10. **ON COMPLETION OF RESEARCH**
- 10.1 Researchers must submit to DVMC the following:
- A preliminary report of their findings at least two weeks prior to the expiry date of the duration of the research.
  - A final report before they leave the country on completion of their research project.
- 10.2 If deemed necessary, researchers will be required to present and discuss their findings at a workshop/seminar upon completion of their research project.
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- ELIGIBILITY, ROLES & RESPONSIBILITIES OF LOCAL COLLABORATORS**
1. A person who consents to be the local collaborator must be:
- Malaysian citizen attached to a recognized institution/agency based in Sabah
  - Individual with identified expertise.
2. The overall collaboration should be based on individual expertise.
3. The local collaborator is responsible for the following:
- Ensure he/she is fully briefed on the nature of the research proposal, and to make recommendations to the DVMC.

- Provide assistance to check status of research application with relevant organizations/departments.
  - Be able to assess and be committed to ensure that the objectives of the research are achieved.
  - To assist researchers to acquire suitably qualified research assistants.
  - To evaluate request by researchers who wish to bring in foreign research assistants, and to make recommendations to DVMC
  - Provide assistance to foreign researchers in applying for the Professional Visit Pass from the Sabah Immigration Department.
  - In the process of transferring research skills and technology, the local collaborator is expected to spend a minimum of two weeks in fieldwork with the researcher.
  - Monitor the research activities and to ensure that the researcher who he/she is responsible for abides by the "Researchers Code of Conduct".
  - Ensure that the researcher abide by the rules and regulations pertaining to the collection and distribution of specimens.
  - Be completely responsible for the research conducted by the researcher, and to ensure that the researcher does not deal with sensitive matters that can adversely affect the image of the nation.
  - Will not, under any circumstances, discuss or pass on information to the press about the research, unless with written approval from DVMC
  - To furnish information and feedback on the progress of the research to DVMC and/or SaBC and other agencies/institutions, if requested.
  - Ensure that the findings of the research are submitted to DVMC and/or other relevant organizations/departments.
  - Ensure that the findings of the research are not published without prior approval from DVMC
4. In the event the local collaborator switches job or is transferred elsewhere, he/she may choose to continue as local collaborator subject to approval by the respective institution involved or hand over the responsibility to his/her successor and seek endorsement from DVMC.

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#### GUIDELINES ON THE COLLECTION AND DISTRIBUTION OF SPECIMENS

1. Collection of specimens must adhere to prevailing rules and regulations, and guidelines.
2. In addition to the research approval from DVMC and Access License from SaBC, prior written approval for collecting specimens by foreign researchers or institutions must be obtained from the Sabah Wildlife Department (in the case of vertebrates) and from the Sabah Forestry Department, Sepilok Forest Research Centre (in the case of invertebrates).
3. **Herbarium Specimens**
  - 3.1 All researchers collecting plants/herbarium specimens for research must work in collaboration with the collaborative institution.
  - 3.2 In collecting plants for herbarium purposes, the reproductive material should not be collected within 20m of the existing trail system in DVCA. This is to protect readily visible flowering and fruiting specimens for the benefit of visitors.
  - 3.3 Duplicate specimens of all plants must be first taken to Sepilok Forest Research Centre from where the

herbarium will distribute numbered copies to all relevant institutions.

#### 4. Field Collecting Rules

4.1 Collection is permitted only for research purposes, and each project will be reviewed on its merits by the DVMC on a case-by-case basis.

4.2 No collecting of vertebrates will be permitted within the conservation area. Exceptions require explicit approval by the DVMC. Where the existence of a new form/specimen is suspected, DVMC may consider an exception. This restriction, however, does not apply to invertebrates or to vertebrates live-trapped and subsequently released.

4.3 Collection is permitted outside the conservation area and in the Imabk River, but vertebrate biologists wishing to collect more than 10 specimens of one species or 50 in total, are not allowed to do so within 2km of the Studies Centre.

#### 5. Specimen Deposits

5.1 The Sabah Forestry Department and Sabah Wildlife Department act as "lead agencies" and shall liaise with other interested parties in determining deposition requirements for other local institutions such as National University Malaysia (UKM), State and National Museums. Requests will normally be entertained only from reputable overseas museums or other institutions.

5.2 A reasonable share of material collected, preferably identified as far as possible, and must be deposited with the agreed institutions at an agreed future date after completion of the fieldwork. The usual basis for negotiation will be an even share of material between the collector's and Malaysian institution. All such agreements must be reached before the commencement of the fieldwork.

5.3 In each case, the nominated "lead agency" in Sabah (e.g. Forestry Department) reserves the right to insist on the return of unique and major share of small series (i.e insects). Holotype material may be deposited in a recognized international institution, provided that it is freely available on loan to all *bona fide* scientists, and paratypes are deposited with the "lead agency". Such holotypes shall be regarded as the property of the nominated agency on indefinite loan. The agency will in its turn give ample notice (at least a year) of its intention to demand return of such material and will likewise ensure that after return, the types are made available in a similar manner to the international scientific community.

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#### GUIDELINES FOR THE USE OF UAV/ DRONE IN CONSERVATION AREA

1. Drone weight must be 20 kg or less.
2. Drone must be registered with the management committee when the operator applies for authorization from the management committee to use drone in his / her project.
3. Drone or any related fee must be paid in prior;
  - 3.a Drone registration fee (50 / unit)
  - 3.b **Commercial (Overseas)**
    - Filming (RM12, 500 + RM2, 500 deposit)  
(Deposit is refundable upon receiving two copies

- of the edited film).
  - Photography (RM 500 / unit)
- 3.c **Commercial (Local)**
- Filming (RM 500 + RM250 deposit)  
(Deposit is refundable upon receiving two copies of the edited film).
  - Photography (RM100 / unit)
- 3.d **Non- commercial (Overseas)**
- Filming (RM100)
  - Photography (RM 50 / unit)
- 3.e **Non- commercial (Local)**
- Filming (RM50)
  - Photography (RM 25 / unit)
4. **Operating rules;**
- **MUST** keep drone in –lines of sight all times.
  - **MUST** remain under 400 ft or 150 M.
  - **MUST** fly at or below 100 KM/h.
  - **MUST** not fly over human or crowd.
  - **MUST** not fly under influence.
  - **MUST** not fly from a moving vehicle.
  - **MUST** yield right of way to manned aircraft all the time.

#### RELEVANT CONTACTS ADDRESSES

1. **Group Manager**  
**Conservation Area Management Division**  
**(Danum Valley/Silam/Taliwas) & Forest Rehabilitation**  
 Yayasan Sabah Group  
 Level 9, Menara Tun Mustapha  
 P.O.Box 11622  
 88817 Kota Kinabalu  
 Sabah, Malaysia  
**Telephone No.** +60-88-326314  
**Fax No.** +60-88-326315/316  
**Email:** yscafrd@gmail.com
  
2. **Secretary**  
**Danum Valley Management Committee**  
 C/o Conservation Area Management Division  
 (Danum Valley/Silam/Taliwas) & Forest Rehabilitation  
 Yayasan Sabah Group  
 Level 9, Menara Tun Mustapha, Likas Bay,  
 P.O.Box 11622  
 88817 KOTA KINABALU  
 Sabah, Malaysia  
**Telephone No.:** +60-88-326300 ext. 1482/326314  
**Fax No.:** +60-88-326315/326316  
**Email:** damai.secretariat@gmail.com
  
4. **Director**  
**Sabah Biodiversity Centre**  
 Natural Resources Office, Chief Minister's Department  
 19th Floor, Block A, Sabah State Administrative Building,  
 88400 Kota Kinabalu  
 Sabah, Malaysia  
 Telephone No. +60-88-369000/369099  
 Fax No. +60-88-250753  
 Email: sabc@sabah.gov.my  
 Website: <http://www.sabah.gov.my/sabc>