

# **IUCN SSC Primate Specialist Group**

## **A.P.E.S. Database**

### **Data Request Form**

#### **I. Introduction**

The Ape Populations, Environments and Surveys (A.P.E.S.) database of the IUCN SSC Primate Specialist Group (PSG) aims to provide an accurate and objective global picture on the distribution and status of apes worldwide, and thus inform long-term management and conservation strategies for these taxa.

The following guidelines are for individuals or institutions requesting access to digital data extracts from the A.P.E.S. database. This request is submitted to the Data Review Working Group (DRWG) of the A.P.E.S. database, whose responsibilities include processing requests for data, reviewing the merit of data requests, and ensuring compliance with all restrictions associated with any particular data set by the Data Provider. If necessary, the original Data Provider will be contacted to review the proposal toward the aim of granting permission and specifying any stipulations to release the data to the party submitting the request.

#### **II. Terms of Use**

It is important that users of digital data extracts from the A.P.E.S. database agree to all the following terms upon approval of their request:

- a. Data will be used by the person requesting a digital data extract solely for the purposes described in the Data Request and Proposal that has been approved by the Data Review Working Group and Data Provider of the A.P.E.S. database.
- b. Data provided by the A.P.E.S. database will not be redistributed or sold to other individuals, institutions, or organizations under any circumstances.
- c. Any alteration to digital data supplied by the A.P.E.S. database and intended for publication, dissemination or placement in the public domain, must be accompanied by a statement by the author(s), clearly describing the nature of any alterations effected on data extracted from the A.P.E.S. database. The author(s) is obligated to submit the altered dataset in its entirety to the DRWG for review and integration into the A.P.E.S. database.
- d. Any party who has received a digital data extract from the A.P.E.S. database must submit a final draft of all documents which include these to the DRWG for review and comments prior to submission, publication, or dissemination.
- e. The person requesting the data must comply with all parameters associated with an approved data request, specified in Section 3.
- f. The person submitting an approved request must provide citations and electronic/paper copies of all reports, book sections, articles, conference papers, theses, dissertations, or other publications that employ data provided by the A.P.E.S. database.
- g. The person receiving the data acknowledges that that the Data Provider and associated parties, and the relevant funding agencies bear no responsibility for interpretations or inferences based upon these data by the person receiving data from the A.P.E.S. database.

#### **III. Data Request Form**

Respond to the following inquiries as completely and accurately as possible. Inquiries with asterisks are required fields. Incomplete forms will be returned without review. If you have any questions, please contact the manager of the A.P.E.S. database, Dr. Tenekwetche Sop, at [apes@iucnapesportal.org](mailto:apes@iucnapesportal.org)

***Section 1. Contact Information for Person Requesting Digital Data Extract***

- 1.1 Last Name\*:
- 1.2 First Name\*:
- 1.3 Middle initial:
- 1.4 Institutional affiliation\*:
- 1.5 Department:
- 1.6 Mailing address (Line 1):
- 1.7 Mailing address (Line 2):
- 1.8 City:
- 1.9 Country:
- 1.10 Postal Code:
- 1.11 Telephone\*:
- 1.12 Email (Primary)\*:
- 1.13 Email (Secondary)\*:

## ***Section 2. Data Requested***

Please complete the following form for each data set being requested. All data available for request are listed online in the A.P.E.S. database. To ensure the timely processing of your request, please provide information from this online index, which will help identify the specific dataset that you are requesting.

- 2.1 Title of survey data requested\*:
- 2.2 Survey index number in A.P.E.S. database\*:
- 2.3 Last name of principal investigator\*:
- 2.4 Last name of data provider\*:
- 2.5 Year of survey\*:
- 2.6 Request for entire dataset or subset (please specify)\*:

## ***Section 3. Data Request Proposal***

Please submit a typed data request proposal which totals **no more than ten single-space pages** and includes the following sections:

- I. Summary of research involving data requested from A.P.E.S. database (limit of 250 words)
- II. List of hypotheses
- III. Review of relevant literature
- IV. Proposed methods of data analysis
- V. Importance of including requested dataset from the A.P.E.S. database
- VI. List of reports, publications, or conferences where requested A.P.E.S. data will be presented
- VII. References cited
- VIII. Curriculum Vitae of person requesting data from A.P.E.S. database (limit of two pages)

Proposals should be uploaded online in either WORD or PDF format. If access to the internet is limited, please contact the Chair of the DRWG for alternative means of request submission.

## **III. Review of Requests for Data**

You will receive an email confirming the receipt of your request of data from the A.P.E.S. database. Please be aware that it may require several weeks to review your request. If you have any questions about the submission or review of your request, please contact the manager of the A.P.E.S. database at [apes@iucnapesportal.org](mailto:apes@iucnapesportal.org).