



UPDATE 21/03/2022

RESEARCH PROJECT APPLICATION GUIDELINES

A. INTRODUCTION

The Borneo Orangutan Survival (BOS) Foundation strives to provide the best care possible for rescued orangutans and to rehabilitate orangutans for their reintroduction into the wild, all the while safeguarding and improving orangutan habitat. The methods that support this process have grown from the application of ongoing research and the upholding of rigorous scientific standards. In the continuing development of sound practices and planning, the BOS Foundation highly values new and innovative research that can serve as a critical asset for orangutan conservation. In line with this view, we welcome appropriate research projects in all four of our programs in Central and East Kalimantan, and our headquarters in Bogor, West Java.

To date, the BOS Foundation has facilitated research on zoonotic disease (e.g., malaria, tuberculosis), genetics, biodiversity (e.g., orangutan seed dispersal, orangutan-rattan interactions), orangutan socioecology (e.g., habitat use, dietary behaviour, social behaviour, orangutan cognitive functioning), reintroduction biology (e.g., what factors determine orangutan reintroduction success), program evaluation, education, and eco-tourism. We have hosted both international and Indonesian research projects conducted by professional and student researchers at all levels of post-secondary education. The door is open to a wide range of researchers and research projects that serve our mission and vision for orangutan conservation. However, it must be understood that even valuable studies may not be possible for ethical and/or logistical reasons.

The BOS Foundation does not accommodate research that does not align with our goals of upholding the welfare of all individuals in our care while working to conserve the species as a whole. In particular, research projects must not breach our ethical standards, which are in line with international standards for non-human great ape research (please reference research topic appropriate guidelines, e.g., IUCN's Best Practice Guidelines for Surveys and Monitoring of Great Ape Populations, IUCN's Best Practice Guidelines for Health Monitoring and Disease Control in Great Ape Populations), or negatively impact the potential for any orangutan to be successfully reintroduced. Where possible and appropriate, research that requires daily observations of the orangutans under our care will be collected by staff or will utilise data already collected in previous studies (e.g., behavioral data, medical data). For studies that require biological samples, they will only be permitted opportunistically following our standard animal care routine.



This document gives an overview of the BOS Foundation's programs and highlights potential research opportunities within our organisation. It also provides an overview of our research project application procedures. Researchers who are interested in conducting research in collaboration with the BOS Foundation should read this document in full before completing our **RESEARCH PROJECT APPLICATION FORM** and submitting it to us for review. The BOS Foundation Scientific Advisory Board (SAB), which is composed of scientific experts in the field of orangutans and their conservation, not only guides our research directions, but also assesses the submitted research proposals and approves research projects in conjunction with the BOS Foundation teams in Indonesia.

B. ORGANISATION PROFILE

Established in 1991 as the Balikpapan Orangutan Society, becoming a legally recognised Indonesian charity in 1998, and being renamed as the Borneo Orangutan Survival (BOS) Foundation in 2003, the BOS Foundation is an Indonesian non-profit organisation dedicated to the conservation of the Bornean orangutan and its habitat, in cooperation with local communities, the Indonesian Ministry of Forestry, and international partner organisations.

Bornean orangutans are now listed as Critically Endangered on the IUCN Red List of Threatened Species (2016), due to habitat destruction caused by logging, conversion of forests to agricultural land, and forest fires. They are also hunted for the illegal wildlife trade and as pests on industrial agriculture plantations. To address the multitude of threats to Bornean orangutans, whose total population was estimated at just 57,350 individuals in 2016 (Utami-Atmoko et al., 2017), the BOS Foundation has established and operates several orangutan protection programs.

Over the 30 years since the BOS Foundation began its mission to rescue persecuted orangutans in East Kalimantan, it has grown to encompass four distinct programs in Central and East Kalimantan (see Figure 1)—the East Kalimantan Orangutan Reintroduction and Land Rehabilitation at Samboja Lestari, the Central Kalimantan Orangutan Reintroduction Program at Nyaru Menteng, the Restorasi Habitat Orangutan Program which manages the BOS Foundation's 86,450 ha Ecosystem Restoration Concession in East Kalimantan, and the Mawas Conservation Program where the BOS Foundation supports the conservation of 2,550 wild orangutans within a 309,000 ha peat swamp forest. All of the BOS Foundation programs are supported by a central headquarters office in Bogor. Collectively, these programs have rescued over 2,500 orangutans since 1991, and released over 450 orangutans back to the wild since 2012.

Figure 1: Map of BOS Foundation's working area in Central and East Kalimantan



C. THE BOS FOUNDATION PROGRAMS

1. East Kalimantan Orangutan Reintroduction and Land Rehabilitation Program at Samboja Lestari

1.1. Program Overview

The first BOS program, which was established in the early 1990's, was focused on orangutan rescue, rehabilitation, and reintroduction in East Kalimantan. Initially based at Wanariset, a tropical forest research station near Balikpapan, the program was relocated in 2006 to land purchased at Samboja Lestari and expanded to include habitat restoration.

The BOS Foundation's East Kalimantan Orangutan Reintroduction and Land Rehabilitation Program at Samboja Lestari is based on 1,853 ha of the BOS Foundation-owned land—much of which was degraded forest and scrubland but has since been rehabilitated and reforested by the BOS Foundation. The facilities there include an orangutan rescue and rehabilitation centre, an ecotourism lodge, human-made islands for orangutan pre-release learning, the permanent sanctuary and special care unit, and several large sun bear enclosures. The program currently cares for more than 70 sun bears, over 100 orangutans and has reintroduced more than 115 orangutans to live freely in safe forest through the RHO program (see section 2 below).

1.2. Research Subjects under the Samboja Lestari Program

- a. Orangutan welfare and enrichment
- b. Pre-release factors that affect the success of orangutan rehabilitation programs (collaborative project with RHO, see section 2 below)



- c. Diseases and pathogens that affect orangutans
- d. Land and forest rehabilitation
- e. Fire management
- f. Agroforestry for orangutan food production and community development
- g. Community development surrounding our centre
- h. Human-orangutan conflict with surrounding communities
- i. Economic and sustainability issues within eco-tourism activities

2. Restorasi Habitat Orangutan (RHO) Program

2.1. Program Overview

The East Kalimantan Orangutan Reintroduction Program at Samboja Lestari interacts closely with the RHO Program. The RHO Program is implemented by the company PT Restorasi Habitat Orangutan Indonesia (RHOI). RHOI was established by the BOS Foundation in 2009 in order to buy an 86,450 ha-Ecosystem Restoration Concession (ERC) dedicated to providing habitat for reintroducing rehabilitant orangutans back to the wild. The ERC, named Kehje Sewen, has enabled the BOS Foundation and RHOI to release over 115 orangutans back to the wild since 2012. The BOS Foundation and RHOI also manage an 82-hectare natural forested pre-release island in East Kalimantan, named Juq Kehje Swen, which is utilised for the final learning stage of the rehabilitation process.

2.2. Research Subjects under the RHO Program

- a. Post-release factors that affect the success of orangutan reintroduction programs in the Kehje Sewen Forest (collaborative project with Samboja Lestari, see section 1 above)
- b. Land and forest rehabilitation
- c. Fire management in the Kehje Sewen Forest
- d. Energy and water systems for the Kehje Sewen Forest release site camps
- e. Community development with communities neighbouring the Kehje Sewen Forest
- f. Human-orangutan conflict with communities neighbouring Kehje Sewen Forest
- g. Biodiversity in the Kehje Sewen Forest



3. Central Kalimantan Orangutan Reintroduction Program at Nyaru Menteng

3.1. Program Overview

The Central Kalimantan Orangutan Reintroduction Program at Nyaru Menteng was established in 1999 and quickly grew to become the world's largest ape rescue and rehabilitation centre. Today the facilities not only include the forest school, socialisation cages, individual cages, and veterinary facilities, but also four native forested islands for pre-release activities, three of which are situated along the meanders of the Rungan River. The use of forested islands expanded even further when in 2015, the BOS Foundation, successfully purchased 650 ha of land on for the Salat Islands, which serve as both the pre-release-stage for rehabilitant orangutans and permanent sanctuary for orangutans that cannot be released to wild.

The BOS Foundation acquired the rights to release orangutans to Bukit Batikap Protection Forest in 2012 and Bukit Baka Bukit Raya National Park in 2016. Between these two release sites, the BOS Foundation has released over 350 orangutans back to the wild in Central Kalimantan since 2012, leaving the centre to care for over 300 orangutans at present.

3.2. Research Subjects under the Nyaru Menteng Program

- a. Orangutan welfare and enrichment
- b. Pre-release and post-release factors that affect the success of rehabilitation and reintroduction programs
- c. Diseases and pathogens that affect orangutans
- d. Land and forest rehabilitation
- e. Fire management
- f. Energy and water systems for our release site camps
- g. Agroforestry for orangutan food production and community development
- h. Community development surrounding our centre and/or release sites
- i. Human-orangutan conflict with surrounding communities
- j. Economic and sustainability issues within our eco-tourism activities
- k. Biodiversity at the release sites



4. Mawas Conservation Program

4.1. Program Overview

In 2002, the BOS Foundation established the Mawas Conservation Program. The program is based on a cooperative agreement between the BOS Foundation and the Central Kalimantan provincial government and aims to conserve roughly 309,000 hectares of peat swamp forest—that contains an estimated 2,550 wild orangutans. The program includes reforestation and re-wetting peat by blocking canals, community development, community education, and community outreach initiatives with the approximately 29,000 households and 53 villages and hamlets surrounding the peat swamp forest.

The 309,000 hectares of Mawas peat swamp forest is divided into two legally recognised types of forest: Hutan Konservasi (Conservation Forest) and Hutan Lindung (Protection Forest). Prior to its designation as Conservation Forest and Protection Forest in 2013, the Mawas area designated was a Hutan Produksi (Production Forest) that was part of the national government-led Mega Rice Project (MRP). Much of the Mawas Conservation Program focuses on undoing the damage that the failed MRP caused in the 1990s to the land, forests, orangutans, and communities in Mawas area.

To promote the conservation of the forests and orangutans in the Mawas Conservation Program working area, the BOS Foundation signed an agreement with the University of Zurich and the National University of Jakarta (Universitas Nasional Jakarta; or UNAS) in 2003, to establish the Tuanan Biological Research Station, and implement the Tuanan Orangutan Research Project (TORP). Research undertaken here is focused on wild orangutan ecology with the overall site and project overseen collaboratively by BOSF Mawas and TORP, which at present is a collaboration between UNAS and Rutgers University. Researchers specifically interested in studying wild orangutans at the Tuanan site can contact erin.vogel@rutgers.edu.

Through the Mawas Conservation Program, the BOS Foundation has also participated in the Central Kalimantan Peatland Project (CKPP; 2005-2008) and the Kalimantan Forests and Climate Partnership (KFCP; 2010-2014). The CKPP was large-scale Dutch government-funded project that aimed to rehabilitate the peat lands degraded by the MRP. The KFCP was a large-scale AusAID-funded REDD+ demonstration project, aimed at reducing carbon emissions and trading carbon credits through reforestation and rehabilitation of degraded peatland in the MRP area. Most recently research has focused on the impacts of forest fires and carbon emissions through collaborative research projects.

4.2. Research Subjects under the Mawas Conservation Program

- a. Peatland and peat swamp forest rehabilitation/restoration
- b. Peatland fire management



- c. Climate change and peatlands
- d. Community development research with communities surrounding Mawas
- e. Human-orangutan conflict with communities neighbouring Mawas
- f. Wild orangutan socioecology, and non-invasive monitoring of orangutan health
- g. Peatland and peat swamp forest ecology and hydrology

5. The BOS Foundation Headquarters

5.1. Overview

Our headquarters is located in the city of Bogor in West Java. At our headquarters, we manage all high-level administrative tasks, finance, program monitoring and evaluation, fundraising, and communications activities.

5.2. Research Opportunities at the BOS Foundation Headquarters

- a. Analysis of our fundraising strategies and their effectiveness
- b. Analysis of our communications strategies and their impact
- c. Analysis of our human resources and how to improve organisational efficiency

D. APPLICATION PROCEDURE

The requirements for conducting research at the BOS Foundation are determined partly by the BOS Foundation and partly by the Indonesian government.

The areas in which we conduct our reintroductions fall under the jurisdiction of the Ministry of Forestry and Environment, meaning that we require their formal written permission for access to these sites. Foreign researchers must also obtain a research permit from RISTEK (the Indonesian Department of Research and Technology) to conduct any research in Indonesia (see Appendix I for more details).

Interested research project applicants must also meet requirements set by the BOS Foundation and its Scientific Advisory Board (SAB):

1. **STUDENT RESEARCHERS** must be at least in their final year of study working a S1 (BA or BSc) degree. However, we prefer students at the S2 (MA or MSc) or S3 (PhD) degree level, and professional researchers.
2. **PROFESSIONAL AND STUDENT RESEARCHERS** must submit all the required documents listed in Section E (many of which are also required for the RISTEK research permit application process) to the Secretary of the SAB, Prof Anne Russon, at the following email address: arusson@gl.yorku.ca.



E. APPLICATION DOCUMENT CHECKLIST

1. **COVER LETTER:** The cover letter should briefly introduce the applicant (e.g., reasons for interest, qualifications, relevant experience) and the nature of the proposed project (e.g., topic, type of work involved, location, proposed dates of visit).
2. **CURRICULUM VITAE:** Include an up-to-date curriculum vitae, including a list of publications (if any).
3. A completed **RESEARCH PROJECT APPLICATION FORM:** Containing details on the applicant(s) and more detailed project proposal.
4. **BUDGET AND PROOF OF FUNDS:** Include a budget for all costs associated with the project (i.e., research, travel/living, Indonesian counterpart(s)) plus document(s) guaranteeing sufficient funds to cover these costs. Indonesian regulations require foreign researchers to fund an Indonesian counterpart during their study, i.e., a partner Indonesian researcher or student, to help develop Indonesia's own research potential. The budget should include counterpart costs (e.g., stipend, transportation, lodging, food, supplies). The BOS Foundation can assist with estimating local costs.
5. **ETHICS:** Include proof of ethics approval from your institution's ethics review board. Projects should conform to the BOS Foundation's ethical standards (see our **ETHICS GUIDELINES AND CODE OF CONDUCT**) for working with orangutans and to CITES regulations for research with endangered species. For studies at orangutan rehabilitation and reintroduction projects, proposals should also address the special circumstances of ex-captives under rehabilitation resuming free forest life.
6. **SAMPLING INFORMATION:** See Appendix I If you are collecting samples as botanical and other samples require RISTEK and international permits. Orangutans are a Critically Endangered species, so samples of orangutan blood, tissue, hair, and bone require CITES permits, but faeces and urine do not. Please include proof that the required permits have been or are being obtained. Proposals submitted without permits may be approved provisionally. Final approval will not be granted until all permits have been obtained.
7. **LETTERS OF RECOMMENDATION:** Professional researchers should provide two letters of recommendation, one from a professor or equivalent senior researcher in the researcher's discipline and one from an official of the researcher's home institute or university. Students should include two letters of recommendation to support their application, one from their primary supervisor at their institution and one from another professional familiar with their work. Letters should comment on how well the referee knows the student and the student's work, the student's qualifications (academic, practical, personal, previous field experience), and the merits of the project proposed. The supervisor should explicitly state his/her willingness to supervise the project through to completion, including the field work.



F. REVIEW AND APPROVAL PROCESS

All proposals are reviewed and approved by the BOS Foundation's Scientific Advisory Board (SAB). The SAB will review proposals only once application materials are complete. It will grant approval only after reviewing proposals, on the basis of scientific merit, feasibility, priority relative to our needs, ethics, and compatibility with other ongoing BOS Foundation activities. A further practical consideration is the number of students/researchers that the host program can accommodate. The SAB assesses proposals in consultation with appropriate BOS Research Director(s) and Project Manager(s). For professional and senior student projects, outside reviewers will be consulted as needed.

Normally, the SAB will notify applicants of its assessment within one to two months of receiving a complete application. If the SAB approves a proposal, it will send a formal letter of approval to the applicant and to the BOS programs involved and advise applicants on what other agencies must be contacted for approval (e.g., RISTEK, relevant Indonesian counterpart institutions, etc.).

The BOS Foundation approval is the first stage, not the last, of the approval process. The BOS Foundation approval is often necessary for higher-level government approvals, but it does not guarantee them. RISTEK approval may take six months, or more, after the BOS approval and may involve unexpected complications. It is applicants' responsibility to accommodate to this timeframe in their planning and scheduling. Applicants are strongly advised not to make travel arrangements until they have received both (a) the BOS Foundation-SAB formal letter of approval and (b) RISTEK notification concerning completion of the approval process and visa authorisation from Indonesian Immigration.



APPENDIX I: REQUIREMENTS AND PRACTICALITIES FOR UNDERTAKING RESEARCH

1. **RESEARCH PERMITS AND RESEARCH VISAS:** Foreign researchers (professional and student) must hold research permits ([apply here](#)) as an Indonesian Temporary Stay Visa Index 315 (vitas 315) is the only visa permitted for conducting research in Indonesia.

The Index 315 visa is obtained from your nearest Indonesian embassy or consulate abroad, before traveling to Indonesia. Contact your nearest Indonesia embassy or consulate and/or check their website to learn more about the requirements for an Index 315 visa. In addition, Indonesian embassies/consulates usually require a formal invitation letter from the BOS Foundation and/or other sponsoring Indonesian agencies. Ahead of their arrival at their host the BOS Foundation program, researchers must send proof of holding proper visas and permits. Anyone arriving without appropriate documents will not be allowed to begin work.

2. **SAMPLING PERMITS:** For any sample collection, include proof that permits to collect, transport, and process the required samples has been or is being obtained. Please be informed that the only samples that can be exported are those which cannot be processed by laboratories in Indonesia (permission to export samples requires a formal statement/permit from LIPI). Orangutans are a protected species listed in the IUCN Red List and the National Regulation on Protected Species, so samples including blood, tissue, hair, and bone require CITES permits. Proposals submitted without permits may be approved provisionally. Final approval will not be granted until all permits have been obtained.
3. **PROJECT FLEXIBILITY:** When a research proposal is approved by the BOS Foundation, all parties involved with the research project must sign a formal agreement. As per the agreement, any changes to the project as formally approved should be discussed with the SAB and program manager(s) before proceeding. Researchers are responsible for conducting their projects as proposed.
4. **HEALTH STATUS:** All researchers involved in orangutan rehabilitation and reintroduction projects must provide current proof that they are free from a range of diseases that are transmissible to orangutans (see table below). Researchers must also complete a quarantine period before coming into close proximity with orangutans. The quarantine period is set at 10 days in Indonesia, the latter 5 of which must be spent in Kalimantan.



INFECTION	APPLICABLE TO	TESTS/RESULTS REQUIRED
TUBERCULOSIS (TB)	Visitors from non-TB-endemic countries* with proof of BCG vaccination	Negative results from a IGRA (Quantiferon) test OR a chest x-ray
	Visitors from non-TB-endemic countries* who are unvaccinated, or if vaccine record cannot be found	Negative results from a IGRA (Quantiferon) test OR Negative results from a Mantoux skin test AND a chest x-ray
	Visitors from TB-endemic countries	Negative result from a IGRA test AND a chest x-ray OR Three sputum samples tested by acid-fast staining for mycobacteria AND a chest x-ray
HEPATITIS B	All visitors	Blood results for HbsAg, anti Hbs, and Anti-HBc
HEPATITIS C	All visitors	Blood result for Anti-HCV
HIV	All visitors	Blood result for Anti-HIV
COVID-19	Visitors from countries with COVID-19 vaccination available	Evidence of COVID-19 vaccination AND negative COVID-19 PCR test from 3 days before arrival AND a negative antigen rapid test on day 3 of quarantine AND a negative COVID-19 PCR test on day 8 of quarantine
	Visitors from countries with no COVID-19 vaccination available	Negative COVID-19 PCR test from 3 days before arrival AND negative antigen rapid test on day 3 of quarantine AND a negative COVID-19 PCR test on day 8 of quarantine
YELLOW FEVER	Visitors who are from or have visited a Yellow Fever endemic country	Evidence of Yellow Fever vaccination
HERPES SIMPLEX I & II	All visitors	Visitors infected with Herpes must remove themselves from proximity to orangutans when they feel a Herpes/fever blister/cold sore outbreak coming on

**Areas considered non-endemic for TB: Europe (members of CEE), North America, Australia, New Zealand*



5. **THE BOS FOUNDATION DOCUMENTATION:** Before arrival in Indonesia, all researchers must read, abide by, fill, sign, and send the following additional documents:
 - a. Ethical Guidelines & Codes of Conduct
 - b. Orangutan Proximity Agreement
 - c. Visitor Medical Health Test and Quarantine Requirements
 - d. Waiver of Liability and Hold Harmless Agreement
 - e. Visitor Compliance Statement
 - f. Data Usage Agreement
 - g. Proof of valid health insurance
 - h. A scanned copy of your passport, including the main identification page and the page containing your visa
6. **USE OF FACILITIES:** Use of some facilities (e.g., veterinary laboratories and equipment) is possible but must be negotiated with the relevant the BOS Foundation authorities in advance.
7. **ASSISTANTS:** Research assistants can be hired locally; hiring should be coordinated with the BOS Foundation to ensure fairness, standards, contracts, etc. For activities involving direct contact with orangutans or in areas with free-ranging orangutans, research assistants must also meet host program requirements (e.g., proof of disease-free status, appropriate experience or training in working with orangutans, appropriate supervision while undertaking research activities). The host program can provide current estimates for local rates for salaries, transport, accommodation, etc. Permits may be obtained for a researcher's students to assist, but this must be arranged in advance.
8. **RISK ASSESSMENT:** Please see Appendix II.
9. **CONDUCT:** Researchers must conform to the BOS Foundation standards on appropriate behaviour with orangutans, the environment, the BOS Foundation project staff, and local people (please see our **ETHICAL GUIDELINES AND CODE OF CONDUCT** for more details). Researchers who disregard these standards may be asked to leave.
10. **LANGUAGE REQUIREMENTS:** The working language at the BOS Foundation is Indonesian (Bahasa Indonesia). Researchers should acquire functional Indonesian communication skills, preferably before arrival. Some English is spoken. All researchers must have functional English skills.
11. **ACCOMMODATION:** Accommodation at the BOS Foundation programs is limited and must be arranged in advance. Private rooms cannot be guaranteed, and



researchers should be prepared to accommodate others as needed. Accommodation rates are set by the program and arrangements for payment should be settled in advance or, at latest, on arrival.

APPENDIX II: THE ETHICAL CONCEPT OF «MINIMAL RISK» RESEARCH

Applicants are responsible for assessing the level of risk associated with their project, using the best available information and careful research design. The notion of «minimal risk» may be useful in making this assessment. Broadly, «minimal risk» research is research whose foreseeable outcomes do not involve significant levels of harm in any of factors below, meaning that the probability of a harmful outcome is not more than what subjects would reasonably experience as «normal» in their everyday lives. Applicants should consider how all five factors would act and interact to produce an over-all risk level.

1. Types of risk, danger, or harm involved in the research including:
 - (i) biomedical/physical
 - (ii) psychological/emotional/social
 - (iii) economic/career
 - (iv) legal
 - (v) social/political
2. There is an unavoidable level of harm or damage to subjects that may follow from simply participating in the research. These factors may include effects on health, psychology, or social relations with humans. For ex-captive orangutans, excessive interaction with researchers or research activities can cause problems for adaptation to free forest life. Researchers have a responsibility to assess the levels of such harm or damage, to alert the SAB of research circumstances that may result in significant levels of harm, and to indicate how these risks should and will be handled. Applicants should assess levels objectively, in terms of the severity of possible negative outcomes that may be an unintended by-product of the research.
3. The probability that a negative outcome will result from the research should be objectively assessed in terms of the chance of it occurring as a possible by-product of the research (e.g., is the risk of a specific harm one-in-a-thousand or one-in-ten?).
4. The severity and probability of harmful effects from the research impacting people directly involved, the orangutan project, and local people must be assessed as the perceptions of these may differ. Researchers have the responsibility to inform the SAB of the anticipated levels of harm and the probability that these can occur without prior notice. This is in line with the notion of «informed consent».



It is applicants' responsibility is to approximate the likelihood and magnitude of harm to their intended subjects. There is also the obligation to consider the potential for harm to umbrella institutions, associated communities (e.g., research, conservation, local), and the greater society.

APPENDIX III. RESEARCHER RESPONSIBILITIES

Researchers and students are visitors to the BOS Foundation programs, through official sponsorship by the BOS Foundation and other agencies (e.g., RISTEK, Forestry Research Institute, LIPI), with privileges determined by project needs. Responsibilities come with accepting the sponsorship, as outlined below.

1. **APPROVED ACTIVITIES:** Visitors must obtain permission from the relevant Program Manager and the headquarters representative for any activities they wish to undertake beyond those that have been approved before proceeding with the visit.
2. **SITE/FACILITY RESTRICTIONS:** All the BOS Foundation facilities and sites are restricted access. Access is granted only to facilities and sites involved with the approved project, not all facilities and sites. Visitors are responsible for respecting these restrictions and for obtaining permission from project management to visit other facilities or sites.
3. **SAMPLES:** All samples from orangutans will be collected by qualified orangutan care staff. Researchers will assume the costs of the staff assigned to the job. With project permission, qualified researchers may accompany project staff. The BOS Foundation programs retain the right to collect and retain a duplicate set of samples. Any orangutan sample-taking that requires handling or anaesthesia must be scheduled during routine check-ups. Orangutans will not be removed from their normal routines for the purpose of taking research samples; work should be scheduled accordingly.
4. **BEHAVIOUR:** Visitors are expected to behave in culturally and professionally acceptable fashion while under the BOS sponsorship (see our **ETHICAL GUIDELINES AND CODE OF CONDUCT**). Those working in forested areas are requested to restrict the use of machetes to a minimum and should not cut new trails without prior project approval.
5. **PROJECT COSTS:** Visitors are responsible for covering all costs to the BOS Foundation programs resulting from their research project. Costs to be budgeted for include research, technical, or administrative assistance, use of facilities and space, transportation, lodging and meals, visa related fees, Indonesian counterparts, etc.
6. **HEALTH:** Visitors are responsible for ensuring they are healthy before coming to the BOS Foundation and free from transmissible diseases (see Appendix I). They are also responsible for avoiding proximity to orangutans and leaving the BOS Foundation



programs and facilities if their health becomes compromised with transmissible diseases.

7. **VISAS:** Foreign visitors are responsible for ensuring valid visa status. As sponsors, the BOS Foundation projects assist foreign visitors to obtain visa extensions for the approved duration of their official visit. Researchers and students should inform their host program that a visa extension is required a minimum of 2 weeks before the visa expires. Visitors must cover all costs associated with the extension (e.g., extension fee, administration, etc.).
8. **REPORTING:** Visitors are responsible for submitting written research reports to their host program(s), the BOS Foundation CEO, the SAB, and other sponsoring agencies (e.g., RISTEK, funding agencies). BOS requires the same progress and final reports as RISTEK. The final report on fieldwork is to be submitted just prior to leaving. The final project report should be submitted within the time frame promised and not more than one year after completing fieldwork. If the final report will be delayed, students and researchers should notify all sponsors and specify as to when the report will be ready.
9. **ACKNOWLEDGEMENTS:** Students and researchers must acknowledge the BOS Foundation and their host program's support in all resulting reports or publications. Students and researchers should forward copies of final publications to all sponsoring agencies.
10. **PUBLICATIONS:** Researchers must submit any drafts for publications and presentations resulting from their research to all sponsoring agencies. Researchers should be mindful that publications and presentations reflect publicly on sponsors.