Questions? Contact AZA’s Conservation and Science Department:

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A. The My AZA login page can be accessed from the link at the top of any page of the AZA website (https://www.aza.org/).

B. Log in to My AZA by using your email and password. If you do not know or have forgotten your password, click on the “Forgot Password?” link to have it reset.

- Click the Submit button to enter.
- Please note that My AZA will automatically log you out after 15 minutes of inactivity, but there will be no immediate change onscreen to indicate this. Be sure to save often, and if you step away it may be best to log out and log back in upon your return to ensure your session is active.
• The **My Information** page displays current information about you and provides an opportunity to edit general information such as address, email, phone number, etc.

A. To enter the conservation projects section, click on the **Conservation** button found in the menu options on the left side of the page.
A. You can search through research projects submitted by other AZA-accredited institutions by selecting “Research” in the **Project Category** field.

B. We ask that you provide annual updates about your facility’s research staff and the number of degrees conferred because of research done at your facility (for more details, see page 4).

C. Click the name of your institution at the bottom of the page to add a new project. After projects have been added, clicking on the name of your institution also allows you to edit any that have already been submitted.

   - This button is available on most pages of the conservation section of My AZA as long as you have the access privileges to add/edit projects. If you are unable to access this area, please contact Arslan Ahmad at the AZA (AAhmad@aza.org).

• Instructions on how to add and edit research projects begins on page 5.
This section can be accessed from the My AZA’s conservation homepage, where you should select “Add Annual Update” (see page 3).

A. Every year you should provide an update on research staff and advanced degrees conferred because of your facility. First, enter the year in the Year field. You can add individual updates for other years separately.

B. In the Research FTE field, enter the number of full-time equivalent (FTE) staff dedicated to research which are paid by your institution (or by grants to your institution) for that particular year. For example, if you have 1 full-time research coordinator and 3 curators who spent 1/4 of their time on research, then your response is 1.75 FTEs.

C. Indicate the number of number of advanced degrees conferred in conjunction with research at the institution for this particular year (i.e. where degree-seeking students that were affiliated with your institution as staff or were being mentored through their degree program by your staff). Note that this section is not asking about the advanced degrees of your staff.

Click Save when you are done.
Add a Project

- This section can be accessed from the My AZA’s conservation homepage (see page 3).

A. To add a new research project, click the **Add Research Project** link at the top of the page.
   - The **Add Research Project** link can only be accessed from your institution’s list of projects (see page 3, letter A).
   - If you do not have all of the information you want when you create a new project, you can go back and edit it at any time.

B. To edit or update existing projects, click on the title for the project you’d like to amend.
   - Projects submitted in 2013 should already be in the database and can be updated. The details for the project may seem incomplete, but these will be added soon, and the only content you need to add is the 2014 Annual Project Update.
Add information either by typing directly into the text box or selecting an option from the drop down menu.

- Click **Save** at the bottom right of screen when all data has been entered.
- Leave fields blank if they are not applicable to your project.
- If certain fields are not completed or have been entered incorrectly, the system will not let you save and a red message will appear indicating what needs to be addressed. The following are fields that require specific actions:

A. If the **Participation Status** is set to “Completed”, the **Participation Completion Year** field is required as well.

B. The **Participation Role** field is required. Please select whether your institution is a ‘Collaborator’ or the ‘Lead’ on the project from the drop down menu.

C. A required field unique to the Research data entry module is **Main Area of Focus**, which is the category that best fits the project.

D. If participation is ongoing, please leave **Participation Completion Year** blank.
After saving, you will arrive at a page that allows you to add additional information about the project.

One by one, click on the ‘Add…’ buttons on the right hand side and add information for each field.

See pages 8-14 for details about each field.

Leave fields blank if information is not available or applicable.
• Fill out all applicable fields.

A. If your facility worked on or supported the project at any time during a given year, indicate that the project was “Active” for that year in the Status field.

B. If your project was completed during this report year, make sure to include the Completed Year.

C. The Amount Spent field refers to the sum of cash and in-kind contributions your institution spent on this project during this particular report year. Check the AZA Definition of Mission-Focused Research for more details on what financial contributions can be included ([http://bit.ly/1KtM07K](http://bit.ly/1KtM07K)).

D. Certain fields have specific instructions explaining them. Please read the instructions and complete fields when appropriate.

• When all relevant fields have been filled, click Save at the bottom of the screen.
• Select the **Species** targeted by the project.

A. Species are selected by common name using the drop down menu.

B. If a species you are looking for is not found in the list, scroll down, select ‘Other’, and type the common name of the species into the box that appears.

• Please note that species are grouped together by type; for example, you should search for “Otter, River” instead of “River Otter”.

• Also note that some species are grouped to accommodate projects that may be more ecosystem-based rather than species-specific; for example “Bird (Various spp.) – Penguin, Temperate”.

• Click **Save** when you are done.

• More than one species can be added, but they need to be added one at a time.
A. Select a **Keyword Category** from the drop down menu.

B. Select a **Keyword** from that category that best describes the project by using the second drop down menu.

- After selecting a category and keyword, make sure to click **Save**.

- Up to three keywords may be selected for each project, but they need to be added one at a time.
RTC Definition

Select the Research & Technology Committee (RTC) definition division using the drop down menu that best aligns with your project.

- Refer to the complete RTC definition (available for download at: http://bit.ly/1bGV9h8) for a complete description of each division.

- Click Save after selecting a division.
A. Select the **Country** where the project takes place using the drop down menu.

B. Select the **Continent** where the country is found using the second drop down menu.

C. The **Other** box may be used in the following situations.
   1. The project takes place in a specific geographic region and the country is not specific enough.
   2. The location of the project is in a territory separate from the country’s mainland (For example, Guam is part of the United States).

D. If possible, input the coordinates of your project’s location in the Decimal Degrees format, preferably accurate to four decimal places (as shown in the example above).

• Click **Save** when you are done.
Projects often include multiple participating institutions.

Each project should have at least one lead institution, but may have multiple collaborators.

Each institution should be added one at a time.

Your institution will automatically be designated as the submitting institution regardless of whether you are the lead or a collaborator for the project.

A. Select the Role of the institution you are adding from the drop down menu.

B. Type the name of the organization into the box provided.
   – If you are using acronyms, please put the acronym in parentheses and provide the full name of the organization.

Click Save when you are done.
This area is used to identify publications (here defined as a peer-reviewed paper, technical report, book chapter, graduate thesis, or dissertation) that resulted from the project.

Complete all applicable fields (year, title, volume, etc.) by typing directly into the box.

A. When adding authors, follow the directions provided.

B. The **Publisher City, State** field is appropriate for books and should reflect the location of the publisher.

- Click **Save** when you are done.
- Multiple publications may be added, but they must be added one at a time.
Select a Project to View or Edit

- After a new project has been added, it can be accessed by clicking on your institution’s name at the bottom of the conservation homepage (see page 3).

A. To select a project to view/edit, click on the project title. You may edit any project submitted by your institution.
A. Click on **Edit Research Project** to change any information found at the top of the screen, including **Project Title** and **Project Description**.

B. Click on any of the “Add...” buttons on the right hand side to add an additional entry to that particular area. Refer to pages 7-13 for additional information about each field.

C. You can edit entries from the lower part of the screen by clicking on the pencil images to the left of the entry.
   - Once created, entries can be edited, but **not** deleted.
   - To delete an entry, email Arslan Ahmad at the AZA (**AAhmad@aza.org**).