

**REPUBLIC OF KENYA****MINISTRY OF SCIENCE AND TECHNOLOGY****APPLICATION FOR AUTHORITY TO CONDUCT RESEARCH IN KENYA BY
NON-KENYANS****PART I**

(Notes to be read before completing the forms)

1. An application for a research permit must be submitted in five (5) copies, to reach the Permanent Secretary, Ministry of Science and Technology, P.O. Box 30040, Nairobi, Kenya (herein referred to as the Ministry) at least two months before the date the Applicant intends to start conducting the research in Kenya.
2. The research clearance application forms must be accompanied by the following:
 - (a) Comprehensive curriculum vitae of all the applicants (5 copies);
 - (b) A comprehensive project proposal, including details of objectives, hypothesis, methodology, literature review and envisaged application of the research results (5 copies);
 - (c) A letter from the sponsor, if any (5 copies). Sponsor is the person or body providing primary financial and/or material support towards the project;
 - (d) Three current passport-size photographs (not “photo me” booth) of the Applicant(s), duly endorsed by the Sponsor or Referee.
3. The following non-refundable research application fees are payable to the Permanent Secretary, Ministry of Science and Technology, P.O. Box 30040, Nairobi, by the Applicant(s) in cash or local bankers cheque.

(a) Student Attachment	US\$ 100
(b) Research (Academic)	US\$ 300
(c) Research (Non-Academic)	US\$ 400
(d) Research Institutional	US\$ 500
(e) Extensions	Half of the rate concerned
4. An Applicant who has been permitted to conduct research in Kenya must undertake to deposit a minimum of four bound copies of his/her research findings, including notes and methodology, with the Ministry, on completion of the research. If the research is to be completed outside Kenya, the raw, unfinished material must be endorsed by the affiliating institution and the relevant Government office before such materials may be taken out of Kenya. The final research reports must be submitted within a year from the date indicated as the completion date on this application form, unless an extension has been approved in writing by the Ministry.
5. For projects which take longer than a year, two copies of yearly progress report, duly endorsed by the affiliating institution, must be submitted to the Ministry.
6. Any loss or damage to materials or documents made available to a researcher, must be made good by him/her.

7. Materials, specimens, information or documents obtained in the course of the research work must not be used or be disposed of, in a manner prejudicial to the interests of the Republic of Kenya.
8. Research association/affiliation with a relevant Kenyan public research institution intended or finalized, must be shown on this application form (*see* Part II, No. 4). It is the applicant's responsibility to negotiate for the affiliation and provide the necessary documentary evidence of this affiliation. No research permit will be issued until the affiliation is confirmed. A list of institutions approved for affiliation is appended.
9. For short and medium-term projects, the research permit will be issued for a period not exceeding three years, subject to renewal for a further one year. An application for renewal shall be submitted to the Ministry at least three months before the expiry of the permit. A renewal fee of half the original shall be paid.
10. For long-term projects taking more than three years, applicants are advised to request for further information from the Ministry before submitting their application.
11. The Government of Kenya will have access to data and research premises of the project.
12. Persons who have not submitted satisfactory final reports on previous research work done in Kenya may not be cleared for new projects.
13. Attention is drawn to sponsoring institutions and referees on the shared responsibility of making sure that researchers sponsored by them, observe the foregoing regulations. A breach of the regulations could result in refusal of permits for other researchers sponsored by the same institutions or referees.
14. Applicants intending to do research in Kenya should only come to Kenya after a written approval has been issued on their application by the authorizing officers, i.e. Ministry of Science and Technology. Any potential researcher that comes to Kenya on different visas, i.e. visitor's pass, tourist visa, business visa, etc. will automatically be disqualified from getting research status in the country. A research permit is not a certificate for citizenship.

PART II

(To be completed by the applicant)

- 1. (a) Surname of project leader
- (b) Other names
- (c) Passport No. Issued at Date
- (d) Permanent Residential Address
-
- (e) Postal Address
-
- (f) Address while staying in Kenya
-
- Contact Telephone in Kenya
- (g) Age (h) Sex
- (i) Nationality
- (j) Qualifications

(Please attach above details for other research staff and their curriculum vitae)

2. Personal references:

(Give names and full addresses of two Senior Academic/Professional Referees. These should be professionally qualified in the same field of research which the applicants wishes to undertake.)

Name

Address

Occupation

Date

(Referee's Signature)

3. (a) Have you applied for authority to conduct research in Kenya before? Yes/No.
- (b) Title of the research (if any) previously applied for
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- (c) The application was approved/rejected *vide* the Ministry's letter Ref. No.
- Dated
4. (a) Have you sought affiliation with a Kenyan institution approved for affiliation purposes?
- Yes/No. If yes, please give name of institution
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- (b) If No, you should seek research affiliation with a relevant approved Kenyan institution and provide name of institution. (A list of institutions approved for affiliation is appended.) Affiliation is mandatory before a permit can be issued. It is the responsibility of the researcher to look for such affiliation at own cost, if any.

Note - Affiliation is not required for researchers under approved bilateral or multilateral aid schemes.

5. University/foundation/organization, etc., under which the research project is being undertaken
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6. (a) Source(s) of finance
- (b) Amount
7. Title of the research project
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8. Purpose of the research (e.g. M.Sc., Ph.D. thesis, etc.)
9. Field and scope of the research
10. Theme/hypothesis of the research
11. Methodology of the research
12. List major equipment to be brought to Kenya by non-resident researchers
-
13. Location of the field work: Location/Division
- District Province

(Please note that the Government of Kenya may require alternative location.)

14. Estimated period of the project from to

15. I will need to access to the following Public Records

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16. I will need to interview the following Government Officials

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17. I will need to interview members of the public who I will select as follows:

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(Please incorporate details of sampling procedures, if relevant, in the description of your project)

18. I intend to use the attached copies of questionnaire(s)

19. I certify that I have read and understood the conditions given in parts I and II. I do agree to abide by them as required, and that the information given by me in Part II is correct to the best of my knowledge.

20. I, (Name) do agree to deposit at least four bound copies of a final comprehensive report (written in English) on my research project with the Government of Kenya within a year from the date indicated as the completion date of the project in item 14 in Part II above.

Date Signature

PART III

(For official use by affiliating institution)

1. Name of affiliating institution

2. Recommendation by the head of the institution of affiliation

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Name of official

Signature

Title Date

PART IV

(For use by N.C.S.T.)

1. Comments by the relevant Government Ministry/Department

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2. Sub-committee's recommendations

Date

Chairman of Sub-committee

3. Approved/Not approved

Date

Chairman, N.C.S.T. Research Committee

PART V

(For official use only)

1. Comments by the relevant Government Ministry/Department

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2. Sub-committee's recommendations

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Date

Chairman of Sub-committee

3. Approved/Not approved

Date

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Chairman, N.C.S.T. Research Committee

**LIST OF INSTITUTIONS APPROVED FOR RESEARCH AFFILIATION PURPOSES
IN KENYA**

I. University of Nairobi

Contact address: P.O. Box 30197, Nairobi, Kenya

1. Faculties and Departments

Agriculture

Crop Science
Soil Science
Agricultural Economics
Agricultural Engineering
Food Science and Technology

Architecture

Architecture
Land Development
Urban and Regional Planning
Design

Arts

History
Linguistics and African Languages
Economics
Governments
Sociology
Philosophy
Religious Studies
Geography
Literature
School of Journalism

Commerce

Accounting
Business Administration
Management Science

Engineering

Mechanical Engineering
Civil Engineering
Electrical Engineering
Surveying and Photogrammetry

Law

Commercial Law
Private Law
Public Law
Diplomacy Training

Human Medicine

Human Pathology and Microbiology
Biochemistry
Obstetrics and Gynaecology
Orthopaedic Surgery
Community Health
Medical Physiology
Medical Pharmacology and Therapeutics
Psychiatry
Pharmacy
Advanced Nursing
Medicine
Surgery
Medical Microbiology
Paediatrics
Human Anatomy
Diagnostic Radiology

Veterinary Medicine

Veterinary Pathology and Microbiology
Animal Production
Vet. Clinical Studies
Vet. Public Health
Pharmacology and Toxicology
Veterinary Anatomy
Animal Physiology

Science

Botany
Zoology
Chemistry
Physics
Mathematics
Geology
Meteorology

2. Institutes

Housing Research and Development Unit
Institute of African Studies
Institute for Development Studies
Population Studies and Research Institute
Industries Research and Consultancy Unit
Institute of Computer Sciences
Institute of Diplomacy and International Studies

II. Kenyatta University

Contact address: P.O. Box 43844, Nairobi, Kenya

Arts

Geography

History

Business Education

Literature

Language and Linguistics

Fine Art

Philosophy and Religious Studies

Music

Education

Bureau of Education Research

Education Foundation

Education Administration Planning and Curriculum Development

Education Communication and Technology

Education Psychology

Home Economics

Physical Education and Games

Science

Physics

Chemistry

Zoology

Mathematics

Botany

III. Egerton University

P.O. Box 536

Njoro

IV. Moi University

P.O. Box 3900

Eldoret

V. Jomo Kenyatta University of Agriculture and Technology

P.O. Box 62000

Nairobi

VI. Maseno University

P.O. Box 333

Maseno

VII. Government Public Institutions

1. Kenya Agricultural Research Institute

P.O. Box 30148

Nairobi

(Incorporating crop, animal production, veterinary and forestry research)

2. Kenya Trypanosomiasis Research Institute
P.O. Box 362
Kikuyu
3. Kenya Medical Research Institute
P.O. Box 54840
Nairobi
4. Kenya Marine and Freshwater Fisheries Research Institute
P.O. Box 81651
Mombasa
5. Kenya Industrial Research and Development Institute
P.O. Box 30650
Nairobi
6. National Museums of Kenya
P.O. Box 40658
Nairobi
(Mainly anthropology and palaeontology)
7. Institute of Primate Research
P.O. Box 24481
Nairobi
8. Kenya Wildlife Service
P.O. Box 40241
Nairobi
9. Kenya Rangeland Ecological Monitoring Unit
P.O. Box 47146
Nairobi
10. Kenya Polytechnic
P.O. Box 52428
Nairobi
11. Mombasa Polytechnic
P.O. Box 90420
Mombassa
12. Kenya Science Teachers College
P.O. Box 30596
Nairobi
13. Kenya Technical Teachers College
P.O. Box 44600
Nairobi
14. Kenya Institute of Education
P.O. Box 30231
Nairobi

15. Mpara Research Institute
P.O. Box 555
Nanyuki

VIII. Others

1. Harambee Institutes of Technology
2. Kenya voluntary organizations (considered on their own merits)
3. Any other approved research oriented organizations