

**MINISTRY OF ENVIRONMENT AND TOURISM**

**Private Bag 13306, Windhoek, Namibia**

**APPLICATION TO CONDUCT RESEARCH AND/OR COLLECT BIOLOGICAL SPECIMENS**

***To be submitted to the Permit Office, Ministry of Environment and Tourism at least 3 months before date of commencement of project***.

***Late submissions will not be accepted.***

**1. PRINCIPAL INVESTIGATOR:** (name, address, contact numbers):

**2. TITLE OF PROPOSED PROJECT:**

 **FULL PROPOSAL** detailed protocol submitted at this time.

 **PILOT PROPOSAL** detailed protocol to be submitted after fieldwork begins.

**3. SPECIFIC DATES OF INVESTIGATION:**

**4. LOCALITY OF PROPOSED RESEARCH**

**5. PARTICULARS OF ALL CO‑WORKERS WHO WILL ASSIST YOU IN NAMIBIA**

|  |  |
| --- | --- |
| Name | Nationality |
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Attach list if necessary

I hereby certify that the information included in this application is correct. Moreover, I have read and understand the conditions and I agree to abide by them.

Signature of the Principal Investigator:

Place: Date:

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| **Recommendation by research committee, head of institution, or employer of principal investigator:**  I  Recommend the project proposed by the principal investigator in my  Capacity as    Signature: Date: |

**PLEASE APPEND TO THE APPLICATION:**

1) Curriculum vitae of principal investigator, including a list of publications for the past five years.

2) A detailed description of the proposed research. Please pay special attention to:

a) Objectives, motivation, key questions and hypotheses to be tested. Differentiate between short and long‑term studies.

b) Describe and discuss previous related research by yourself.

c) Discuss your approach to the study, and especially the methodology.

1. Motivate species and numbers of biological specimens to be collected.
2. Provide detail of assistance required from MET (keep this to a minimum).
3. State clearly when collected specimens will be deposited in which collection (see below).

**GENERAL CONDITIONS:**

1. Please liaise with local institutions/authorities in your same field of interest.
2. When appropriate, please supply a copy of your field catalogue of specimens collected to the Ministry of Environment and Tourism's Permit Office before leaving Namibia.
3. Plant specimens should be deposited with the National Botanical Research Institute, palaeontological specimens with Geological Survey, and animal, archaeological and anthropological specimens with the State Museum of Namibia. Alternative arrangements must be fully motivated for in advance. Type specimens of new species and at least 30% of all secondary types must be deposited with either the National Museum of Namibia or the National Herbarium irrespective of when these species are described.
4. Two copies of every publication resulting from your research in Namibia, should be sent to the Namibian organisation under whose auspices you worked and the Permit Office.
5. Please advise the Permit Office before any changes are made in the scope of research or persons involved.
6. Foreign citizens conducting research in Namibia need to obtain other necessary documents. A "work visa" is required to conduct research in Namibia for a period of 3 months or less, and if over 3 months, a "work permit" is required. Application must be made timeously to the Ministry of Home Affairs, Private Bag 13200, Windhoek, Namibia. It is the applicant's responsibility to make these arrangements.
7. Please forward your application together with all relevant documents to Mr Iita Matheus, Directorate Scientific Services, Ministry of Environment and Tourism, Private Bag 13306, Windhoek, Namibia, fax +264-61-259101, email [imatheus@met.na](mailto:imatheus@met.na) copied to [crlouw@mweb.com.na](mailto:crlouw@mweb.com.na)
8. **INDEMNITY**: Any person entering or being in any part of Namibia for the purpose of research does so at their own risk, and the Government accepts no responsibility for damage, injury or death resulting from the presence or activities of such a person, or of the persons under their care in Namibia.