REPUBLIC OF KENYA

MINISTRY OF HIGHER EDUCATION, SCIENCE AND TECHNOLOGY

NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY
P.O. BOX 30623-00100
NAIROBI

APPLICATION FOR AUTHORITY TO CONDUCT RESEARCH IN KENYA
(*To be completed 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 Executive Secretary, National Council for Science and Technology, P.O. Box 30623-00100, Nairobi, Kenya (herein referred to as NCST) 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, literature review, methodology 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) A copy of Applicant's Passport.
    (e) Three current passport-size photographs of the Applicant(s) duly endorsed by the Sponsor or Referee.
    (f) Non-refundable research application fees payable to the Executive Secretary, National Council for Science and Technology, P.O. Box 30623-00100, Nairobi, by the applicant(s) in US Dollars (US$) cash or equivalent in Kenya Shillings (Kshs).

i.	Student Attachment/Undergraduate/Diploma……..	US$150
ii.	Research (Academic) MSc…....……………….….....	US$350
iii.	Research (Academic) PhD………………………....	US$400
iv.	Research (Individual/Post-Doctoral)………………..	US$500
v.	Research (Institution)…………………………....	US$1,000
vi.	Research (Private Companies)…………………….....	US$10,000
vii.	Extensions…………………………………Half of the rate concerned.	

3. An Applicant who has been permitted to conduct research in Kenya must undertake to deposit **four (4) bound copies** of his/her research report/thesis with the NCST 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/thesis 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 NCST.

4. For projects which take longer than a year, **two (2) copies** of yearly progress reports, duly endorsed by the affiliating institution, must be submitted to the NCST.

5. Any loss or damage to materials or documents made available to a researcher must be made good by him/her.

6. 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.

7. Research association/affiliation with a relevant Kenyan public research institutions 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 purposes is appended.

8. For short and medium-term projects, the research permit will be issued for a period **not exceeding three (3) years**, with a provision for renewal for a further one year. An application for renewal shall be submitted to the NCST at least **three (3) months** before the expiry of the permit. A renewal fee of half the original shall be paid.

9. For long-term projects taking more than three years, applicants are advised to request for further information from the NCST before submitting their application.

10. The Government of Kenya will have access to Data and Research Premises of the Project.

11. Persons who have not submitted satisfactory final reports/thesis on previous research work done in Kenya may not be cleared for new projects.

12. 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.

13. Applicants intending to do research in Kenya should **only** come to Kenya after a written approval has been issued on their applications by the authorizing officer i.e. The Executive Secretary, National Council for Science and Technology. Any potential researcher that comes to Kenya on different visas e.g. visitors pass, tourist visa, business visa, etc. will automatically be disqualified from getting research status in the country. A research permit is not a certificate of citizenship.

PART II
(*To be completed by the applicant*)

1. Personal Information
 (a) Surname of Applicant……………………………………………………………......

 (b) Other names………………………………………………………………………...

 (c) Passport No……..……………………..……………….……..………...............................

  Issued at……………………………………………………………………………..

  Date…………………………………………………………………………………

 (d) Permanent Residence Address…………………………...

  ………………………………………………………………………………………...

 (e) Postal Address…………………………………………………………………………

(f) Address while staying in Kenya…………………………………………………….........

    ……………………………………………………………………………………….........

(g) Contact in Kenya: Telephone………………………Fax………………………….......

                    E-mail: …………………………………………………….......

(h) Age……………………………………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 applicant wishes to undertake)

(i) Name……………………………………………………………………………………

  Address……………………………………………………….......................................

  Occupation……………………………………………………….................................

  Contacts: Tel:…………………………………. Fax……………………………………..

        E-mail……………………………………………………………………

  Date……………………………………..   …………………………………………
                                    (Referee's Signature)

(ii) Name…………………………………………………………………………………..

  Address……………………………………………………...

  Occupation…………………………………………………….....................................

  Contacts: Tel:………………………………… Fax……………………………………..

        E-mail……………………………………………………………………

  Date………………… ………..   …………………………………………..
                                    (Referee's Signature)

3. (a) Have you applied for Permit to conduct research in Kenya before? Yes/No.

  (b) If yes, provide the title of the research previously applied for…………………………….

    ………………………………………………………………………………………

    ..………………………………………………………………….........................

(c) The application was approved/rejected *vide* the NCST'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…………..

…………………………………………………………………………………………….

(b) If No, you should seek research affiliation with a relevant approved Kenyan institution and provide name of the 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. Name of University/ Organization under which the research project is being undertaken

…………………………………………..

6. (a) Source(s) of Finance………………………………………………………………….

(b) Amount………………………………………………………………………………….

7. Title of Research project………………………………………………………………….

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8. Purpose of the research (e.g. MSc., PhD., Post Doctoral, Others (*specify*)……………………..

……………………………………………………………………………………………

9. Location of the Fieldwork: Location/Division……………………………………………...

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

10. Estimated period of the project: from …………………………….to………………...................

11. I will need to access the following Public Records…………………………………………..

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12. I will need to interview the following Government Officials………………………………..

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13. 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*).

14. I intend to use the attached copies of questionnaire(s) *(if applicable)* …………………………

15. List major equipment to be brought to Kenya for research purposes………………………...

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…………………………………………………………………………………………………

16. 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.

17. I, ………………………………………………………. (Name) do agree to deposit **four (4) bound copies** of a final comprehensive report/thesis (written in English) on my research project with the NCST within a year from the date indicated as the completion date of the project in **No. 10 in Part II** above.

Signature…………………………………………… Date…………………………………

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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…………………………………………………………………………………………………..

3. Name………………………………………………………………………………………………

4. Position……..……………………………………………………………………………………..

5. Official Stamp and Signature…………..…………………………………………………………

Date…………………………………………..

PART IV
(For official use only)

1. Comments by NCST Specialist Sub-Committee………………………………………............

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……………………………………… …   Date…………………………………..…
Chairman of the Sub-committee

2. NCST Research Committee Recommendations…………………………………………….........

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3. Approved/Not approved.

………………………………………   Date………………………………………..
Chairman, NCST Research Committee

APPENDIX

Below please find Public and Private Universities; and Public Research Institutions .Selected Faculties, Schools and Institutes for the Public universities are also provided. For further information, log on their websites.

1. PUBLIC UNIVERSITIES

I. **UNIVERSITY OF NAIROBI.**
   P.O. Box 30197-00100
   Nairobi
   Website: *http://www.uonbi.ac.ke*

   Faculty of Agriculture
   School of Business
   School of the Built Environment
   Faculty of Arts
   Faculty of Commerce
   School of Engineering
   School of Law
   School of Medicine
   School of Dental Sciences
   School of Pharmacy
   School of Nursing Sciences
   Faculty of Veterinary Medicine
   School of Physical
   School of Mathematics
   School of Biological Sciences
   School of Continuing and Distance Education
   School of education
   School of Arts and Design
   School of economics
   School of Journalism
   School of Computing and Informatics
   Institute of 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 Nuclear Science and Technology
   Institute of Tropical and Infectious Diseases
   Institute of Diplomacy and International Studies

II. **KENYATTA UNIVERSITY**
    P.O. Box 43844-00100
    Nairobi
    *Website: http://*www.ku.ac.ke

    School of Humanities and Social Sciences
    School of Visual and Performing Arts

School of Education
School of Pure and Applied Sciences
School of Engineering and Technology
School of Environmental Studies
School of Applied Human Sciences
School of Health Sciences
School of Business
School of Economics
School of Agriculture and Enterprise Development
School of Law

III. **EGERTON UNIVERSITY**
P.O. Box 536-20115
Egerton
Website: *http://www.egerton.ac.ke*

Faculty of Engineering and Technology
Faculty of Agriculture
Faculty of Environment and Resources Development
Faculty of Education and Community Studies
Faculty of Health Sciences
Faculty of Arts and Social Sciences
Faculty of Science

IV. **MOI UNIVERSITY**
P.O. Box 3900-30100
Eldoret
*Website: http://***www.mu.ac.ke**

School of Education
School of Arts and Social Sciences
School of Medicine
School of Public Health
School of Information Sciences
School of Business Management and Economics
School of Environmental Studies
School of Human Resource Development
School of engineering
School of Sciences
School of Agriculture and Biotechnology
School of Natural Resource Management
School of Law
School of Dentistry
Directorate of Open and Distance Learning
Centre for Refugee Studies
Institute for Gender Equity, Research and Development

V. **JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**
P.O. Box 6200-00200
Nairobi
Website: http:// www.jkuat.ac.ke

School for Human Resource development
School of Architecture and Buildt Environment

School of E-Learning
Faculty of agriculture
Faculty of Engineering
Faculty of Science
University Institutes
Institute of Biotechnology Research
Institute of Computer Science and Information Technology
Institute of Energy and Environmental Technology
Institute of Tropical Medicine and Infectious Diseases

VI. **MASENO UNIVERSITY**
P.O. Box 333-40105
Maseno
Website: http:// www.maseno.ac.ke

Faculty of Science
Faculty of Education
Faculty of Arts
School of Development and Strategic Studies
School of Environment and Earth Science
School of Public Health and Community Development

VII. **MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY**
P.O. Box 190-50100
Kakamega
Website: http:// www.wust.ac.ke

Faculty of Education
Faculty of Science
Faculty of Engineering
School of Open Learning and Continuing Education
Center for Disaster Management and Humanitarian Assistance (CDMHA)

2. PRIVATE UNIVERSITIES

I. **University of Eastern Africa – Baraton**
P.O. Box 2500-30200,
Eldoret
Website: http:// www.ueab.ac.ke

II. **Kabarak University**
P.O. Box 3270-200100
Nakuru
Website: http:// www.kabarak.ac.ke

III. **United States International University**
P.O. Box 14634-00800
Nairobi
Website: http:// www.usiu.ac.ke

IV. **Kenya College of Accountancy University**
P.O. Box 56808 – 00200

Nairobi
Website: http:// www.kca.ac.ke

V. **Daystar University**
Nairobi Campus
P.O. Box 44400 -00100
Nairobi
Website: http:// www.daystar.ac.ke

VI. **Great Lakes university of Kisumu**
P.O. Box 60827 – 00200
Nairobi
Website: http:// www.gluk.ac.ke

VII. **Africa Nazarene University**
P.O. Box 53067-00200
Nairobi
Website: http:// www.anu.ac.ke

VIII. **Kenya Methodist University**
P.O. Box 267 -60200
Meru
Website: http:// www.kemu.ac.ke

IX. **The Catholic University of East Africa**
P.O. Box 62157-00200
Nairobi
Website: http:// www.cuea.edu/

X. **Kiriri Women's University of Science and Technology**
P. O. Box 49274-00100
Nairobi
Website: http:// www.kwust.ac.ke

XI. **Aga Khan University**
P.O. Box 30270-00100
Nairobi
Website: http:// ww.aku.edu

XII. **St. Paul's University**
Private Bag
Limuru
Website: http:// www.stpaulslimuru.ac.ke

XIII. **Mt. Kenya University**
P.O. BOX 342 – 01000
Thika
Website: http:// www.mku.ac.ke

XIV. **Strathmore University**
P. O. Box 59857-00200
Nairobi
Website: http:// www.strathmore.edu

XV. **Gretsa University**
P. O. Box 3-01000
Thika
Website: http:// www.gretsauniversity.ac.ke

XVI. **Pan African Christian University**
P.O. Box 56875-00200
Nairobi
Website: http:/ www.pacuniversity.ac.ke

XVII. **The Presbyterian University of East Africa**
P. O. Box 387 – 00902
Kikuyu
Website: http:// www.pceauni.org

XVIII. **Adventist University of Africa**
Private Bag
Marathi 00503
Nairobi
Website: http:// aua.adventist.org

3. GOVERNMENT PUBLIC INSTITUTIONS

I. **Kenya Agricultural Research Institute (KARI)**
P.O. Box 57811-00200
Nairobi.
Website: http://www.kari.org

II. **Kenya Medical Research Institute (KEMRI)**
P.O. Box 4840-00200
Nairobi
Website: http://www.kemri.org

III. **Kenya Marine and Fisheries Research Institute (KEMFRI)**
P.O. Box 81651-080100
Mombasa
Website: http://www.kmfri.co.ke

IV. **Kenya Industrial Research and Development Institute (KIRDI)**
P.O. Box 30650-00100
Nairobi
Website: http://www.kirdi.go.ke

V. **Kenya Trypanosomiasis Research Institute (KETRI)**
P.O. Box 57811-00200
Nairobi
Website: http:// www.kari.org

VI. **National Museums of Kenya (NMK)**
P.O. Box 40658-00100
Nairobi
Website: http://www.museums.or.ke

VII. Institute of Primate Research (IPR)
P.O. Box 24481-00502
Nairobi.
Website: http://www.museums.or.ke

VIII. Kenya Wildlife Service (KWS)
P.O. Box 40241-00100
Nairobi
Website: http://www.kws.org

IX. Kenya Forestry Research Institute (KEFRI)
P.O. Box 20412-00200
Nairobi
Website: http://www.kefri.org

X. Kenya Technical Teachers College
P.O. Box 44600-00100
Nairobi
Website: http:// www.kttc.ac.ke

XI. Kenya Institute of Education
P.O. Box 30231-00100
Nairobi
Website: http:// www.kie.ac.ke

All Government Ministries/Departments

4. OTHERS

I. Non-Governmental Organizations (considered on their own merits)

II. International Research oriented Organizations (considered on their own merits)