**KFS AS-IS SYSTEM: USE CASE SUMMARY**

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| **Sn** | **Use case name** | **Purpose** | **Input** | **Source of input** | **Output** | **Output recipient(s)** |
| 01 | Receive and forward application | Allows the User to submit an application for a research permit | Application letter and supporting documents | Applicant | Received application | Chief conservator of forests |
| 02 | Examine application | To ensure that the application is complete | Received application | Chief conservator of forests | Complete or incomplete application status | * Head of biodiversity * Applicant |
| 03 | Request additional details & payment | To notify the applicant that the application is not complete and request for additional details and/or request the applicant to pay application fee | * Application details and checklist of missing details | Head of Biodiversity | Additional Details &/or payment Request | Applicant |
| 04 | Process/ Verify Payment | To ensure that the correct fee has been paid by the applicant and acknowledge payment of application fee | * Payment details | Applicant | * Payment receipt | * Applicant |
| 05 | Review application & make decision | The review the proposed project and decide whether to grant or deny a research permit | Research proposal/ Application and payment receipt | Applicant | Grant or deny decision | Head of biodiversity |
| 06 | Process permit/decline letter | To process the research permit if a grant decision is arrived at, or a decline letter in case a decline decision is arrived at | Grant or deny decision | Head of Biodiversity | Printed permit/decline letter & request to sign | Chief Conservator of forests |
| 07 | Formalize/ sign permit or decline letter | To formalize the issued permit or decline letter | Printed permit/ decline letter & request to sign | Head of Biodiversity | Signed permit/decline letter | Head of Biodiversity |
| 08 | Request for Collection, issue permit/decline letter, & file copy | To send a request to the applicant to collect the permit or decline letter, and file a copy of the same. | Signed permit or decline letter | Chief conservator of forests | Request to collect permit, and filing copy. | * Applicant |
| 09 | Dispatch Copy of permit | To send a copy of the permit to ecosystem conservators at the counties | Copy of permit | Head of Biodiversity | Conservators’ copy of permit | Ecosystem conservators |
| 10 | Receive and file report | To Receive and file research report submitted by the researcher | Research report | Applicant (Researcher) | Filed Report | Head of Biodiversity |