



**FORM B**

**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.....

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.....

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

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

.....  
.....

*(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.....

.....  
.....

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.....

.....  
.....

3. Name.....

4. Position.....

5. Official Stamp and Signature.....

Date.....

**PART IV**  
*(For official use only)*

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

.....  
.....  
.....

..... 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](http://www.kca.ac.ke)*

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

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

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

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

**IX. The Catholic University of East Africa**  
P.O. Box 62157-00200  
Nairobi  
*Website: [http:// www.cuea.edu/](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](http://www.kwust.ac.ke)*

**XI. Aga Khan University**  
P.O. Box 30270-00100  
Nairobi  
*Website: [http:// www.aku.edu](http://www.aku.edu)*

**XII. St. Paul’s University**  
Private Bag  
Limuru  
*Website: [http:// www.stpaulslimuru.ac.ke](http://www.stpaulslimuru.ac.ke)*

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

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

- XV. Gretsa University**  
P. O. Box 3-01000  
Thika  
*Website: [http:// www.gretsauniversity.ac.ke](http://www.gretsauniversity.ac.ke)*
- XVI. Pan African Christian University**  
P.O. Box 56875-00200  
Nairobi  
*Website: [http:// www.pacuniversity.ac.ke](http://www.pacuniversity.ac.ke)*
- XVII. The Presbyterian University of East Africa**  
P. O. Box 387 – 00902  
Kikuyu  
*Website: [http:// www.pceauni.org](http://www.pceauni.org)*
- XVIII. Adventist University of Africa**  
Private Bag  
Marathi 00503  
Nairobi  
*Website: [http:// aua.adventist.org](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](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)**