



REPUBLIC OF KENYA

---

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

---

**APPLICATION FOR AUTHORITY TO CONDUCT RESEARCH IN KENYA BY  
NON-KENYANS**

*(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 Education, 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 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) 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 Education, Science and Technology, P.O. Box 30040, Nairobi, by the Applicant(s) in cash or local bankers cheque.
 

(a) Student Attachment .....	<b>US\$100.</b>
(b) Research (Academic).....	<b>US\$300.</b>
(c) Research (Non-Academic)...	<b>US\$400.</b>
(d) Research Institutional.....	<b>US\$500.</b>
(e) Research (Academic).....	<b>Half of the rate concerned.</b>
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 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 purposes 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 institution.**
- 14. 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. Ministry of Education, Science and Technology. Any potential researcher that comes to Kenya on different visas i.e. 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 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 applicant 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 .....

(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

(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 under taken.....

6. (a) Source(s) of finance .....

(b) Amount .....

7. Title of the research project .....

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** .....  
.....
16. **I will need to interview the following Government Officials** .....  
.....  
.....
17. **I will need to interview members of the public who will select as follows:**  
.....  
.....  
*(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 the affiliating institution)*

- 1. Name of affiliating institution .....
  - 2. Recommendation by the head of the institution of affiliation .....  
.....  
.....  
.....  
Name of official .....
- Signature* .....
- Title ..... Date .....

**PART IV**

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

- 1. Comments by the relevant Government Ministry/Department .....  
.....  
.....
- 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 .....**

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

**2. Sub-committee's recommendations .....**

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

Date .....  
*Chairman of sub-committee*

**3. Approved/Not approved.**

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

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

1. Faculties, Departments and Institutes of the University of Nairobi, Contact address: P.O Box 30197, Nairobi, Kenya.

**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 Gynecology.  
Orthopedic Surgery.  
Community Health.  
Medical Physiology.  
Medical Pharmacology and Therapeutics.  
Psychiatry.  
Pharmacy.  
Advanced Nursing.  
Medicine.  
Surgery.  
Medical Microbiology.  
Pediatrics.  
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.

### **I. 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 for Development 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.**

**VI.** Maseno University,  
P.O. Box 333  
Masemo,

**VII.** Government Public Institution

- 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,  
Mombasa.**
- 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 Centre  
P.O. Box 555,  
Nanyuki**
- 16. All other Kenyan Public and approved Research Institutions.**

## **VIII. Others**

- 1. Harambee Institutes of Technology.**
- 2. Kenya Voluntary organizations: (Considered on their own merit).**
- 3. Any other approved research oriented organizations.**