



Form RPC/1A: APPLICATION FOR A WILDLIFE RESEARCH PERMIT

Read the following guidelines carefully

- Filling out this form is mandatory for applying for a permit to research wildlife (*e.g., plants, microorganisms, arthropods, insects, fish, large and small mammals*), their habitats (*e.g., landscape, marine, inland waters, soil, water*), and associated genetic derivatives etc.
- This form applies to all research designs, methods and approaches, including behavioural studies, Environmental Impact surveys, experimentation in *in-situ* or *ex-situ*, collection of parts or excreted materials or whole organisms.
- Principal Investigator and associated undergraduates and post-graduates MUST obtain independent Research Permits and/ Letters of Affiliations (where applicable).
- The Applicant to fill out the form and submit it to the office of the Director, Wildlife Research and Training Institute (WRTI) Hqs, Naivasha (permits@wrti.go.ke)
- Submit this form with the following documents: (***more documents/information may be requested depending on nature of research***)
 - a. A valid copy of a personal identification document (National ID/ Passport biodata page)
 - b. Support letter from your academic/work/ institution
 - c. Recommendation from your host/attached institution in Kenya (for foreigners)
 - d. A comprehensive research project proposal, approved and signed by the applicant institution/funding institution. *The proposal should include clear objectives, methods and methodology, sample size, sample analysis and location, expected project timeframe, budget, source of funds, names of supervisor(s), and envisaged application of the research results to wildlife conservation management.*
 - e. Grant Award Letter
 - f. Curriculum Vitae of the applicant
 - g. Ethical Review Compliance (IACUCs) report where applicable

- After the review of your application package, and it is deemed necessary, you will be guided to develop Prior Informed Consent (PIC), Mutually Agreed Terms (MAT), and Material Transfer Agreement (MTA)
- The permit is issued for a maximum of 12 months, with annual renewals (*Refer to Form RPC/1B*) subject to compliance requirements.
- Depending on the type of research/reason for access to wildlife resources and habitats, the permit may be subject to other licences/permits from other regulatory agencies (*e.g, NEMA access permit, NACOSTI licence, KWS capture permit, Immigration pass etc*).
- Provide a minimum of 60 days of processing time.
- The permit is subject to fees payable to WRTI upon approval of this application.
- ***Export of Wildlife resources*** will require a CITES/non- CITES permit. Application requirements include:
 - a). Approved Proposal
 - b). WRTI Research Permit
 - c). NACOSTI licence
 - d). NEMA access permit
 - e). Sample verification report from area scientist
 - f). Signed PIC
 - g). Signed MAT
 - h). Material Transfer Agreement
 - i). List of collected samples given WRTI codes
 - ❖ May require import permit from destination country
 - ❖ May require No Objection certificate from the Director of Veterinary Services
 - ❖ May require phytosanitation certificate from KEPHIS
 - ❖ Export permit from KWS

Carefully fill out the sections below with correct information

PART I - DETAILS OF APPLICANT

APPLICANTS PERSONAL INFORMATION *(To be filled by all applicants)*

NAME OF APPLICANT _____
(First) (Middle) (Surname)

SEX M F

AGE _____

NATIONALITY _____

PASSPORT NO/ID NO _____ DATE OF EXPIRY _____

TELEPHONE NO _____ EMAIL _____

INSTITUTIONAL ADDRESS (POSTAL & PHYSICAL) _____

ADDRESS WHILE STAYING IN KENYA (non-residence only) _____

NAME AND ADDRESS OF APPLICANT'S INSTITUTION _____

_____ IF NON-GORVERNMENTAL
ORGANIZATION (NGO)/PRIVATE/COMPANY *(Registration No. and Country)*

(attach a copy of the certificate of registration)

PREVIOUS PERMIT NO. _____ GRANTED (date) _____

(If applicable)

PART II- DETAILS OF PERMIT

TITLE OF RESEARCH/PROJECT _____

PURPOSE (Specify as below) _____

e.g., Academic: Dip., BSc., MSc., PhD., Post-Doctoral etc

e.g., Non-academic: Validations., Personal Development., Bioprospecting., ESIA., Commercial, Long term programme etc.)

NAMES OF ACADEMIC ADVISORS/SUPERVISORS (*if academic – title, institution, country*)

BENEFITS/JUSTIFICATIONS _____

STUDY LOCATIONS (NAME OF COUNTY(S)) _____

(If outside protected areas, indicate the name of site and County)

PART III – DETAILS OF SPECIES / SAMPLES

TARGET SPECIES/ SAMPLE: _____

SCIENTIFIC NAME _____

COMMON NAME (if any) _____

CONSERVATION STATUS _____

(e.g., Critically endangered, Endangered, Vulnerable, Least Concern)

PARTS/ MATERIAL FOR STUDY _____

(E.g. flowering stems, fruits (nuts), seeds, leaves, whole plants, cuttings, soil, animal dung or other categories).

STATE OF SAMPLE _____

(E.g mature or young parts of a plant, dry dung, fresh dung, water, mud or dry soil, animal carcass, blood, etc)

COLLECTION METHOD (Check all applicable methods)

Terrestrial samples:

- Collection by hand
- Live traps
- Foot-hold traps
- Mist nets
- Kill traps
- Others (specify)_____
- Hand nets
- Audio
- Visual encounter
- Lures

Aquatic samples:

- Hand nets
- Hook and line
- Scuba
- Seine nets
- Other methods (specify)_____
- Aquatic kick samples
- Nets-Trap
- Substrate grab sampler
- Scornel

APPROXIMATE NUMBER/QUANTITIES REQUIRED

TYPE OF BIOMONITORING STUDIES

- TAGGING (*type*)_____ Target No._____
- IMPLANTS (*type*)_____ Target No._____
- COLLARING (*type*)_____ Target No._____
- OTHERS (Specify type)_____
- PREVIOUS RESEARCH/PROJECT
 Biomonitoring equipment(Type)_____
- _____ (Specify number & species).

SAMPLE ANALYSIS & STORAGE

- INSTITUTION _____
- COUNTRY _____
- LOCATION DESCRIPTION _____

SUB-PERMITTEES/FIELD COLLECTORS (List all)

- Name _____ Institution _____
Role in the project _____
- Name _____ Institution _____
Role in the project _____

(Attach a separate sheet for all other accompanying collectors)

PART IV – STUDY METHODOLOGY/ FOCUS AREA

- | | |
|--|--|
| <input type="checkbox"/> Ethology/Observation | <input type="checkbox"/> Ecological surveys |
| <input type="checkbox"/> Movement/tracking Ecology | <input type="checkbox"/> Field experimentation |
| <input type="checkbox"/> Veterinary Science | <input type="checkbox"/> Human social surveys |
| <input type="checkbox"/> Species Monitoring | <input type="checkbox"/> Habitat/Environmental studies |
| <input type="checkbox"/> Population Monitoring | |
| <input type="checkbox"/> Others (specify) _____ | |

PART V - AFFILIATION *(Non-residence researchers MUST be affiliated with a local Institution before a Permit is Issued)*

NAME OF INSTITUTION _____

AFFILIATION VALIDITY _____

Applicant MAY seek research affiliation with WRTI (*refer to Form RPC/2A*) or a NACOSTI (www.nacosti.go.ke) approved Kenyan institutions.
*Affiliation is **not required for Kenyan students/researchers unless they are not affiliated with any local research or academic institution.***

PART VI- BUDGET

RESEARCH PROJECT BUDGET IN (KSH / USD) _____

SOURCE OF FUNDING _____
(Name of Grantor /Funder, and Country)

FOR ALL APPLICANTS

Have you ever been convicted of any criminal violation relating to wildlife in Kenya or any other jurisdiction? Yes No

If yes, please list and explain the type of violation and country in which the violation occurred:

Have you ever had a wildlife-related permit or license suspended or revoked?

Yes No

If yes, explain _____

DECLARATION

*I hereby apply for a permit and swear by signature that the information submitted in this application and supporting documents is complete and accurate to the best of my knowledge and belief. I understand that any false/inconsistent statement herein may **CAUSE APPLICATION REJECTION** and subject me to criminal penalties.*

I also commit myself to submit Bi-annual progress reports and a final copy of my research work to WRTI to contribute to Scientific information on wildlife.

I further state that I will abide by all applicable laws (National and International), those governing wildlife and the terms and conditions of this permit.

SIGNATURE OF APPLICANT _____ *DATE* _____

OFFICIAL USE ONLY

NAME OF REVIEWING OFFICER(S) _____

SIGNATURE _____

DATE _____

PERMIT APPROVED

DECLINED

If declined, reason(s) _____

