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-GOVERNMENTAL 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

☐ Ethology/Observation
☐ Movement/tracking Ecology          ☐ Ecological surveys
☐ Veterinary Science                 ☐ Field experimentation
☐ Species Monitoring                ☐ Human social surveys
☐ Population Monitoring             ☐ Habitat/Environmental studies
☐ 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.