

APPLICATION FOR A NEW NACOSTI PERMIT

Target Group : All persons intending to undertake research in the country

Requirements: Application for a Research License is submitted online by visiting the link <https://research-portal.nacosti.go.ke/>

The application shall be accompanied by:

1. **Photograph** - The size of the passport photo is 2*2 inches (51*51 mm) head must be between 25-35 mm from the bottom of the chin to the top of the head. It should be coloured and in JPG or PNG format and below 450 pixels.
2. **Identification Document** - This entail national Identification Card (ID) for Kenyans and bio page for passport, alien ID for Non-Citizens. This should be in pdf format.
3. **Introductory Letter** - The applicant should submit a letter from relevant institution that is signed by an authorized officer. The letter should include name, title of research, research sites, duration of study and other relevant information.
4. **Affiliation** - Non-Kenyans who intend to undertake research in the country must be affiliated to a local relevant institution. The institution should have the capacity to host, monitor, evaluate and report on the research project. This should be demonstratable through their current human resource, facilities and mandate. The affiliation letter should be signed by an authorized officer and be valid for a period of one year.
5. **Grant Letter** - The applicants are expected to upload a grant letter from the funding agency to support the amount indicated for funding of the project. The letter should include name of recipient, title of the project, amount and other relevant information.
6. **Ethical Approval** - Ethical approval is desirable for all research however, it is mandatory for research involving human subjects and use of laboratory animals. Applicant must submit an approval from an Accredited Institutional Ethics Review Committee.
7. **Clinical Trials** - Applications seeking clearance to conduct clinical trials must submit approval from the Pharmacy and Poisons Board.
8. **Genetic Resources and Derivatives** - Applications to conduct research on genetic resources and derivatives must submit Prior Informed Consent (PIC), Mutually Agreed Terms (MAT); Material Transfer Agreement (MTA) where applicable.
9. **Research Proposal** - Applicants are required to submit/upload an approved research proposal in pdf format. This should include: Title, Abstract, Literature Review, Problem statement, Objectives, Justification, Methodology, Workplan, Budget, Expected output, Mode of dissemination of the Findings, References/bibliography Research Instruments and relevant Annexes.
10. **Payment** - Payments for research licensing, applicants should pay through Mobile money transfer or direct bank deposit. The amount payable should be as per the service charges - as a link to the table and is exclusive of transaction charges. All fees paid for this service is non-refundable.