

THE REPUBLIC OF UGANDA

UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY

APPLICATION FOR PERMISSION TO CONDUCT RESEARCH

(N.B. Read instructions and guide in Annexes I and II before completing this form)

FOR OFFICIAL USE

APPLICATION No.

FIELD OF RESEARCH

PROJECT No.

.....

.....

SECTION A: PARTICULARS OF APPLICANT

1. Full Name

(Underline Surname)

2. Male [] Female [] (Please tick (3))

3. Date and Place of Birth

4. Marital Status

5. Nationality

6. (i) Permanent Address

.....

Fax:Telephone:

E-mail:

(ii) Address of Institution of affiliation in Uganda

.....

Fax:.....Telephone:

E-mail:

7. Current Immigration Status:*

(if already in Uganda)

*Refers only to foreign applicants.

8. Present Occupation Status:

(i) Post
 (+Temporary/Contract/Permanent)

(ii) Institution:

(iii) If on contract, date of expiration:

9. Education

(i)

University	Qualification	Class	Year	Field of Specialization

(ii) Postgraduate research experience, with list of publications, if any (use additional paper if necessary).

.....

(iii) Names, qualifications and status of personnel involved in the research:-

Name	Qualifications	Status*

*STATUS with regard to the project

+Delete whichever is inapplicable.

SECTION B: MAIN FEATURES OF RESEARCH PROJECT

10. Title of research project:

.....

11. Main objective of research

.....

.....

.....

.....

12. Brief outline of research methodology.....

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13. Research type (Please tick (3)):

Degree Award

Non-degree Award

(If Degree Award, state type of degree e.g BA, MSc or Ph.D etc, and the institution awarding it).....

.....

14. Districts of Uganda in which research will be carried out.....

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15. (i) Estimated cost of research

(ii) Source of funds

(iii) Duration

16. BREAKDOWN OF EXPENDITURE:

(This table must be filled by all applicants)

	Year 1 (US\$)	Year 2 (US \$)	Year 3 (US\$)	Total (US\$)
Personnel				
Travel*				
Materials & Supplies				
Administration				
Results dissemination				
Other				
Contingency				

*Both local and international.

SECTION C

17. Names and addresses of two referees:

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

18. (a) I undertake to submit:

- (i) Six monthly progress reports of my project
- (ii) Final results on completion of the project
- (iii) Copies of any published paper/article arising from the project

(b) I hereby certify that to the best of my knowledge and belief, the particulars given in this form are true and complete in all respects.

Date **Signature of Applicant**

SECTION D

TO BE FILLED IN BY HEAD OF DEPARTMENT, INSTITUTION AND/OR SUPERVISOR

19. Comments by Head of Institution/Department/Supervisor
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.....
.....

Name

Signature Date

20. Ethical clearance (especially for health research involving human subjects).

.....
Chairman, Ethical Committee (Name, Signature & Stamp).

Date

21. Decision of the Uganda National Council for Science and Technology:-

21.1. Research project reviewed:

i) Internally []

ii) Externally by:

a) UNCST Specialized Technical Committee []

b) Peer review []

c) Task Force []

21.2. Research project:

a) Approved []

b) Not Approved []

Reason for not approving

.....

.....

Date

.....
Executive Secretary

UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY

ANNEX I

1. In the case of applicants in Government or academic institutions, applications must be submitted through their Heads of Department.
2. This form is to be submitted to the Executive Secretary, Uganda National Council for Science and Technology in duplicate together with two copies of the research proposal.

3. All research falling under any of the following categories shall require approval:
 - (i) Research financed from public funds;
 - (ii) Research to be carried out by non-Ugandans;
 - (iii) If it entails interviewing members of the public or officers;
 - (iv) Research involving access to Government archives or other Government documents;
 - (v) Research involving use of or access to plants, animals, human subjects or any natural resource of the country.

4. Research falling under any of the following categories shall require notification of the Council,
 - (i) If it does not fall within the categories in 3 above;
 - (ii) If it is to be carried out by undergraduates.

For undergraduate field research by students registered at an educational institution in Uganda, the Head of Department shall provide the following information to Executive Secretary - UNCST:

 - (i) Name(s) of student(s).
 - (ii) Subject of research assignments;
 - (iii) Area in which research is to be conducted;
 - (iv) Government documents required to be examined (if any);
 - (v) Estimated duration of research;
 - (vi) Sources of funds;
 - (viii) Name(s) of supervisor(s).

5. A researcher or any other person who wishes to export plant or animal specimen for investigations abroad, must obtain special export permits from the UNCST after obtaining approval from relevant stakeholders.

6. The Uganda National Council for Science and Technology reserves the right to reject any research proposal.

ANNEX II

Guide for the Documentation of Research Proposals:

By following this guide, applicants will greatly help in speeding up the processing and approving or otherwise of requests to carry out research in Uganda.

Documentation:

1. In the first instance, the person wishing to undertake a particular research should provide particular of him/herself on the official application form.

2. The proposed research project should have a title, review of literature on the subject, objectives, methodology, budget and the estimated duration.

3. In the review, take note of the following:
 - (i)References: Place all references alphabetically BY AUTHOR, IN A NUMBERED LIST AT THE END OF THE review in a section entitled "References" when you refer in the text to a publication in this list, insert its number in brackets including specific page number if necessary, e.g. (12p,126).

 - (ii) Footnotes: Number footnotes consecutively throughout the paper, and note page by page.
 - (iii) Tables: Tables should have clear headings and be numbered consecutively throughout the paper.
 - (iv)Identification of research project: At the end of the paper the applicant should identify areas which require research in order of priorities, and indicate clearly the reasons for selecting a particular area.

4. The proposed research methodology, estimated budget and length of time, should then be provided, indicating sources of finance whether from a grant from Government, or any other institution. A statement as to what progress has been made in securing finances, would be or great help in processing the application.