

## **Applicant checklist: Document to be uploaded**

### **MANDATORY DOCUMENTS**

- 1) A valid copy of a personal identification document (National ID/ Passport biodata page)
- 2) Support letter from your academic/work/ institution
- 3) Recommendation from your host/attached institution in Kenya (for foreigners)
- 4) 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.*
- 5) Grant Award Letter
- 6) Curriculum Vitae of the applicant

### **OPTIONAL DOCUMENTS**

- 1) Prior Informed Consent(PIC)
- 2) Mutually Agreed Terms (MAT)
- 3) Material Transfer Agreements (MTA)
- 4) Ethical Review Compliance (IACUCs) report where applicable.
- 5) KCAA Permit
- 6) Kenya Film Board Licence
- 7) Ethical Approval Report

### **Required Documents For Permit Renewal**

- 1) A progress report on previous research

- 2) Letter of recommendation from Institution of Affiliation
- 3) Expired Research Permit
- 4) Expired NACOSTI licence
- 5) Compliance report with PIC/MAT (if it was developed/applicable)