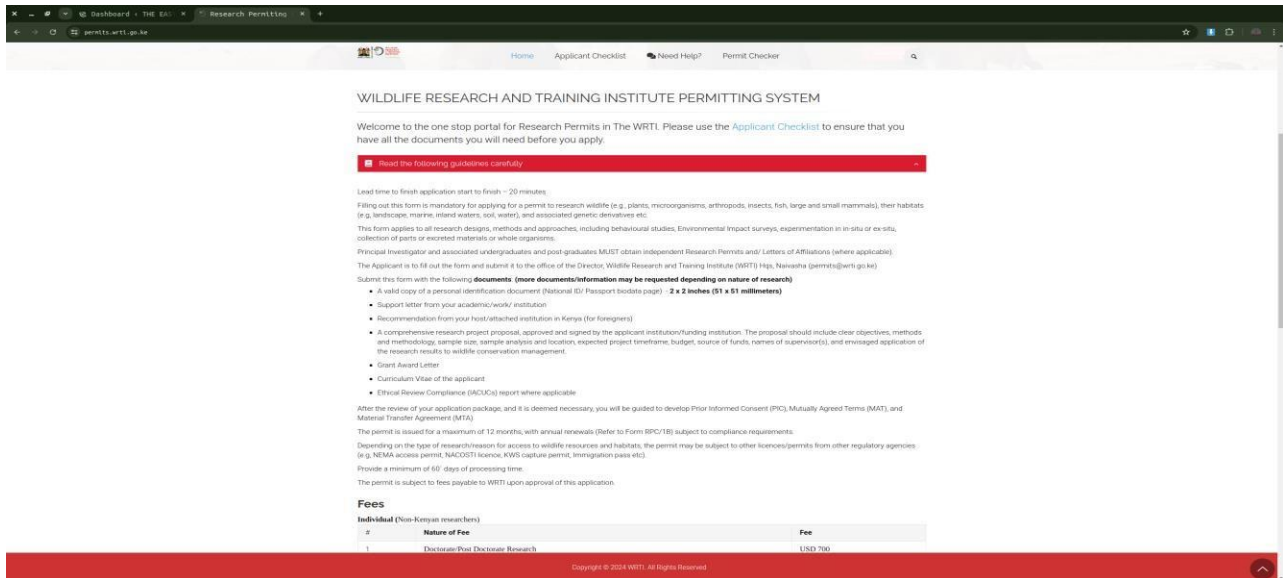


WILDLIFE RESEARCH AND TRAINING IN- STITUTE PERMITTING SYSTEM

USER MANUAL

Before You start your application Please Make sure you have read the guidelines on the landing page carefully. The guidelines state the requirements you will need for application to be successfully submitted.



Some type of research shall require a Prior Informed Consent from the Resource Providers. If your Research requires PIC, you shall prepare and ensure it is signed between you (Applicants legal head of Institution) and the identified resource providers in Kenya.

Prior Informed Consent (PIC)

Access to wildlife resources and research is subject to written PIC from the concerned right holders.

In order to obtain PIC, the user is required to provide a full explanation as prescribed of how the wildlife resources or research is to be acquired and used.

To obtain PIC from the concerned right holders a person or institution must;

- a. Comply with community protocols or customary practices, where such protocols or practices exist; and
- b. Comply with the advice given by WRTI.

PIC granted under these regulations does not entitle the applicant to access wildlife resources or research but only enables the applicant to proceed with the application for a wildlife research permit.

To access and fill in the Prior Informed Consent [click here](#).

In addition to PIC, you shall also prepare and submit a Mutually Agreed Terms (MAT). The signatories of the PIC shall be the same for MAT.

Mutually Agreed Terms (MAT)

If prior informed consent is granted in accordance, the right holders and the applicant must enter into an access and benefit sharing agreement known as Mutually Agreed Terms (MAT).

MAT must be negotiated and entered into between the applicant and the right holders or their duly authorised representatives (WRTI), and may be negotiated under the guidance of the WRTI permits office and recorded in writing on the MAT guidelines template;

In addition to the type of benefits, MAT may vary on a case by case basis, and may include -

- a. Socio-economic development of the local community or right holders;
- b. Collaboration and sharing of information with academia and research institutions;
- c. Participation of right holders, academia and research in the project of wildlife resources or and
- d. Joint ownership of relevant forms of intellectual property rights.

During compliance monitoring the WRTI permits office will ascertain if all benefits contained in the MAT have accrued or been paid to the right holders.

To access and fill in the MAT [click here](#).

If your research will entail exporting the wildlife resource from Kenya to another country you will require a Material Transfer Agreement (MTA). This document can be accessed from Kenya Wildlife Service (KWS) and you will need to sign it together with authorized signatory from KWS.

Material Transfer Agreements (MTA)

A researcher who intends to transfer wildlife resources or research must;

- a. Enter into a Material Transfer Agreement with the WRTI permits office

A researcher who is not a right holder may only transfer wildlife resources or research if the person;

- a. Is in possession of Prior Informed Consent;
- b. Is in possession of a Mutually Agreed Terms;
- c. Has paid Materials Transfer Agreement fees;
- d. Has entered into a Material Transfer Agreement with the Office;

A researcher may only transfer wildlife research and resources to a subsequent user if the subsequent user accepts to be bound by the terms and conditions of the Material Transfer Agreement and the Mutually Agreed Terms entered into by that person and the right holders.

To access and fill in the MTA [click here](#).

Before you login to the system make sure you have an eCitizen account.

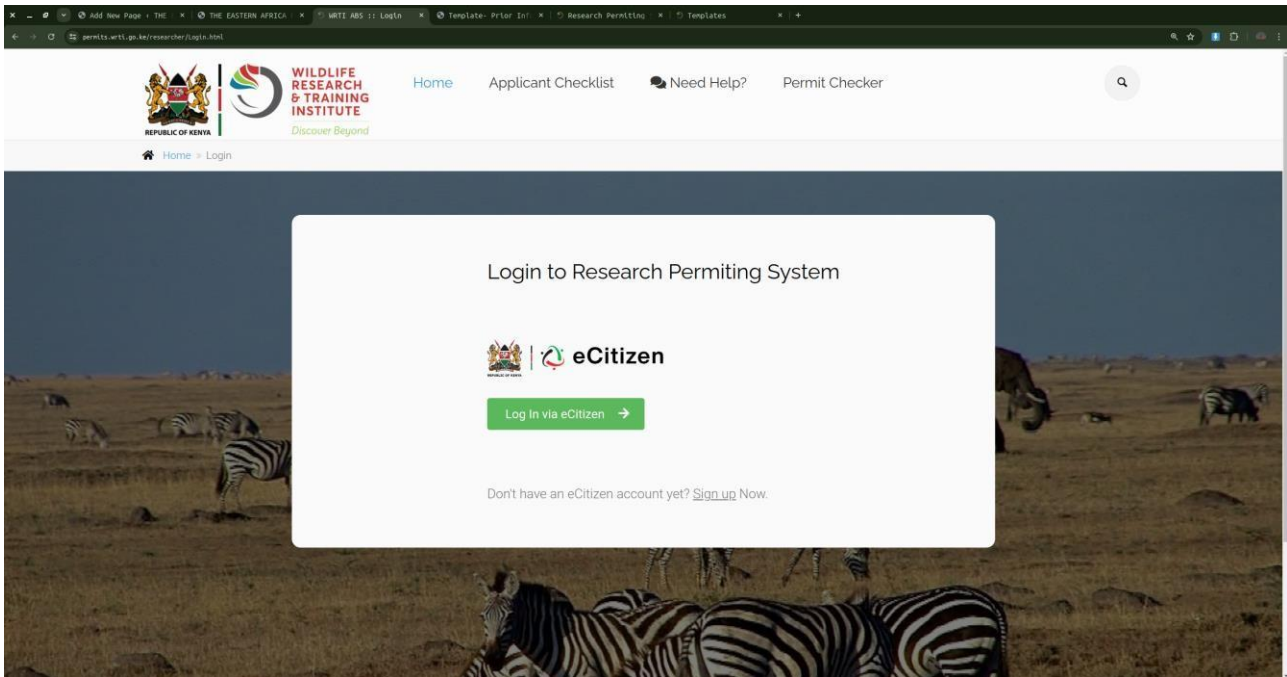
If you do not have an ecitizen account please register through this link <https://accounts.ecitizen.go.ke/en>

For foreigners please register using your email address and select the option for **FOREIGN RESIDENT** under registration.

To login to the permitting system kindly click on the login button at the top right of the screen.

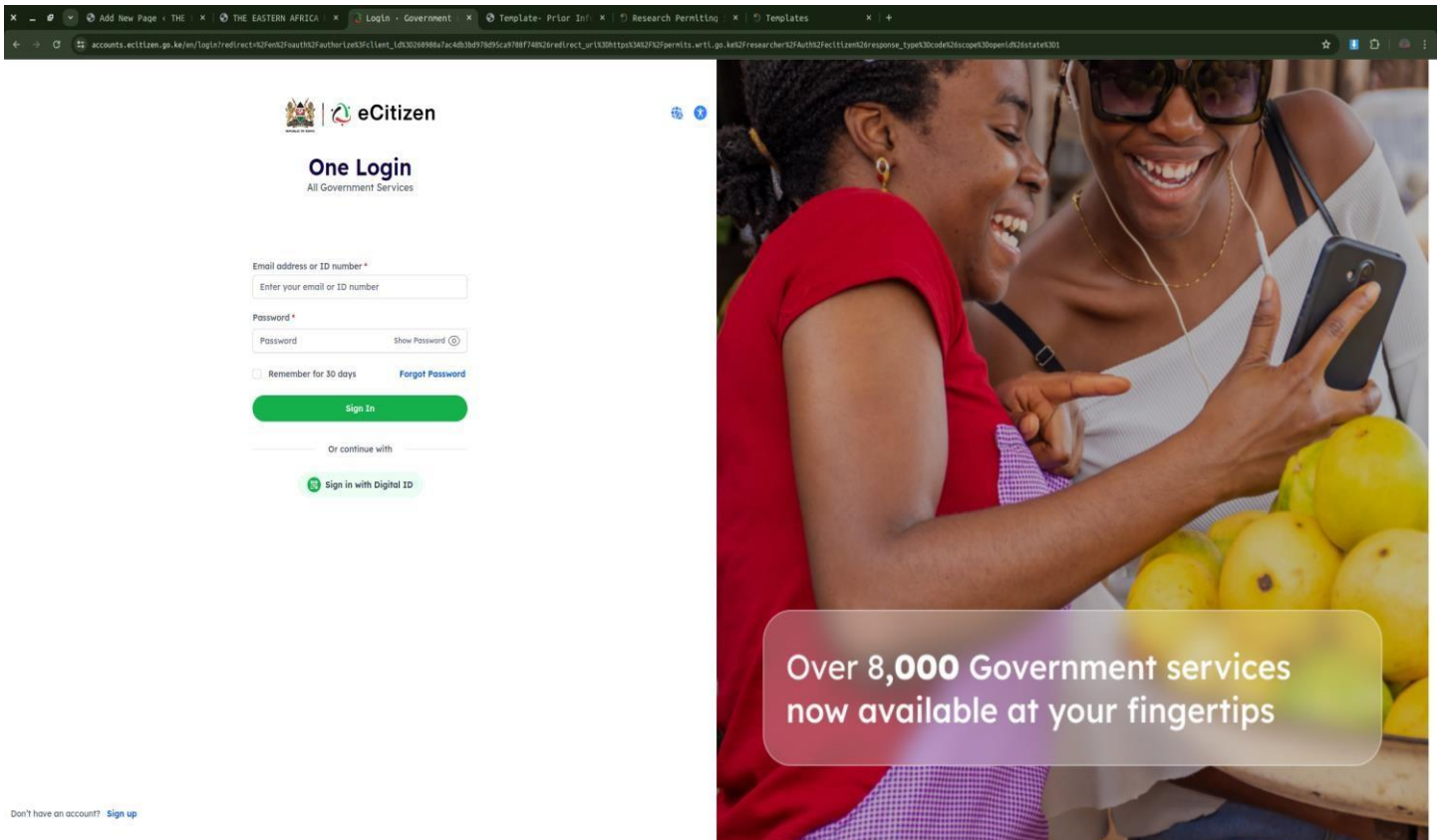


When you click on log in the below window will open up.
Click on the green tab that states “Log in via eCitizen”



You will then be redirected to the E-citizen portal for registration (Please enter the Credentials to login) i.e. email address or ID number and password.

For foreigners please login using your email and password.



When you click sign in the window below pops up and request where to send the OTP. We advise Kenyan applicants to select their **MOBILE NUMBERS** and not their emails as we have discovered there is usually delays in sending emails and the payment for the testing services will be tied to your mobile number.

We advise foreign applicants to select their email as they do not have Kenyan mobile numbers thus they cannot receive the **OTP** on their phones.



OTP Verification

All Government Services

Select where you would like to receive a verification code

 Send code to my email
n*****m@yahoo.com

 Send code to my phone
+254*****723

Back

An OTP Code will be sent to your Phone, as an sms. You then verify the OTP sent to your phone by keying it in, in the below textbox and then click next.



OTP Verification

All Government Services

Enter OTP sent to +254*****723

FH5NKK|

Back


Next


Didn't receive OTP? Resend in 00:28

Your Data will be retrieved from eCitizen automatically. E-citizen will then pull and display all your details in the window below from your personal details and ID numbers and all the companies one owns. You then select how you want to apply for the wildlife permit, whether as an individual or as an organization.

E-citizen then informs you that it wants to redirect you back to the WRTI Research Permitting System for you to apply for the wildlife permit. You give your consent by clicking “proceed”




 You are signing in with eCitizen



**You are about to sign in to
Wildlife Research and Training
Institute as:**

ACHIM OGAKE NYABUTO
Phone: +254*****723

Not you? [Change account](#)

Wildlife Research and Training Institute will access your basic eCitizen information to make your user experience seamless. 

Basic information

- National ID
- Full name
- Phone number
- Email Address

BackProceed

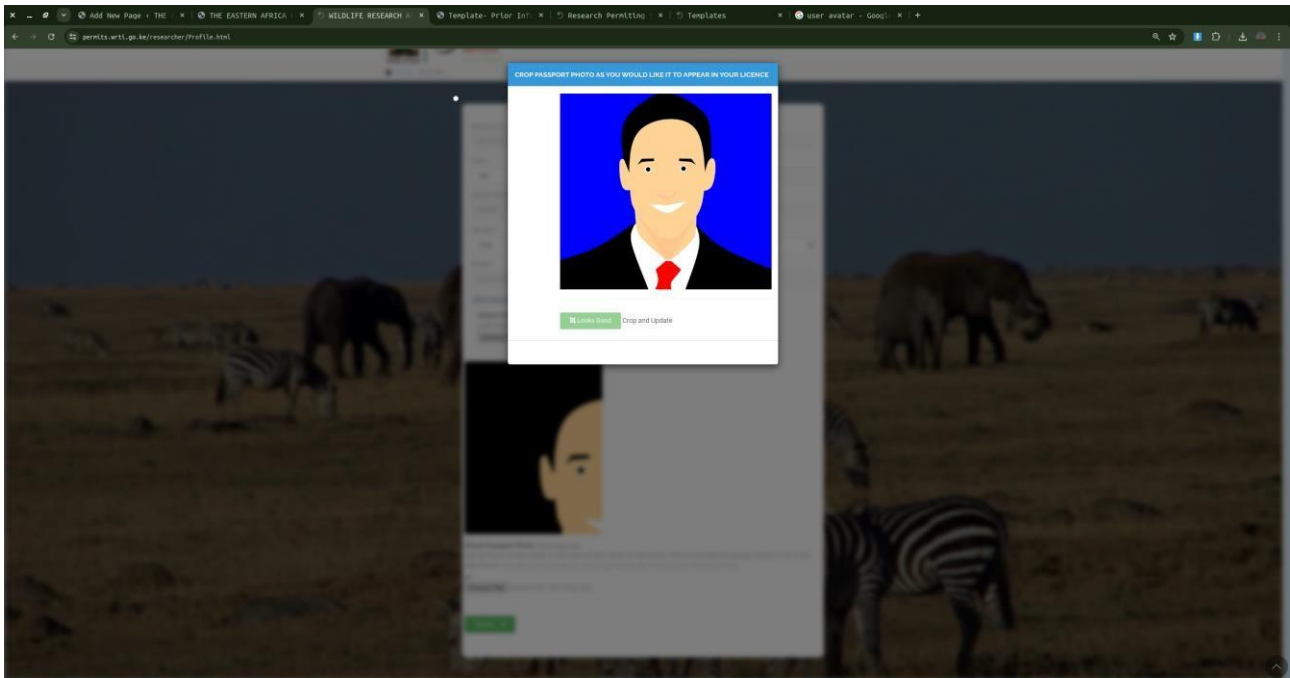
After clicking proceed, E-citizen redirects you to the Research permitting portal below for you to begin your application.

The registration page displays data fields to be filled by the applicant in-order for their profile to be registered by the system. The applicant will need to fill all fields and attach a PDF photocopy of their passport and a passport photo in jpeg/jpg and png formats ONLY.

The screenshot displays the 'RESEARCH PERMITTING SYSTEM' registration interface. The form includes the following fields and options:

- National ID/ Alien ID/ Diplomatic ID/ Passport Number *** (text input)
- Title *** (dropdown menu)
- First Name *** (text input)
- DR *** (dropdown menu)
- SCHEME *** (text input)
- Middle Name *** (text input)
- Last Name *** (text input)
- ORGAN *** (text input)
- Gender *** (dropdown menu)
- Country *** (dropdown menu)
- Male *** (dropdown menu)
- Choose option *** (dropdown menu)
- Email *** (text input)
- Mobile *** (text input)
- hydra@wri.go.ke** (text input)
- [Click View National ID/Passport](#) (link)
- Attach Your ID/Passport** (text input)
- Upload** (checkbox)
- Choose File** (button) / No file chosen
- Attach Passport Photo** (text input)
- Upload** (checkbox)
- Choose File** (button) / No file chosen

The photo crop functionality is used to remove unwanted outer areas from the image attached by the applicant. The image can be centered to capture the applicant's full face and remove of peripheral areas of an image to improve its framing. The aspect ratio can also be changed and the applicant can be accentuated or isolated from the background.

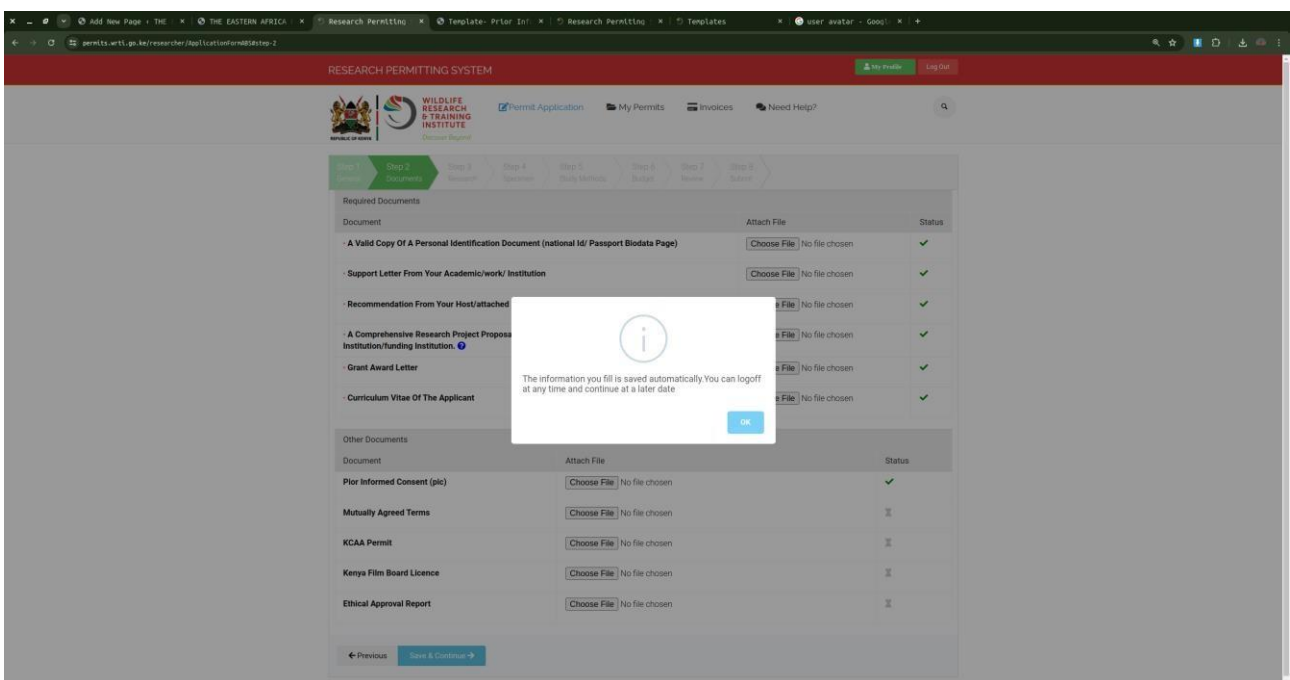


The system then automatically opens up the permit application questions for you to fill. The system has seven steps which must be all filled for you to successfully submit a permit application.

The page also displays four menus at the top;

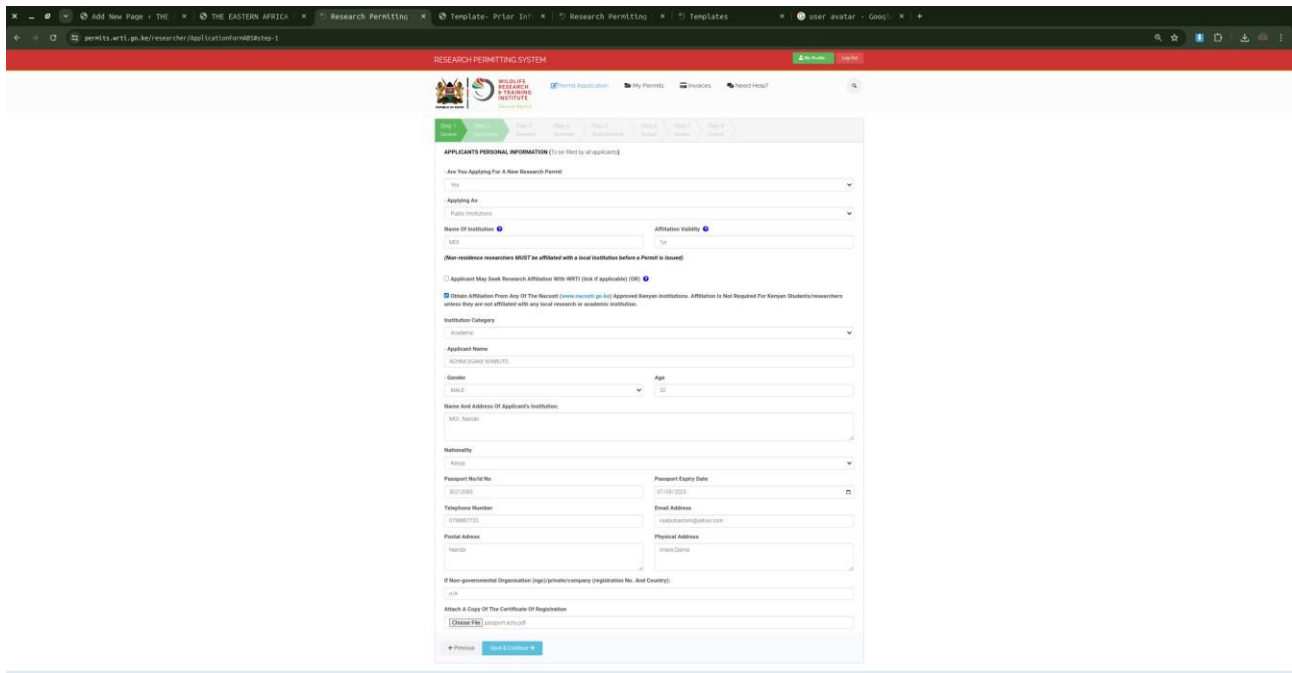
1. Home
2. My permits
3. Invoices
4. Need help

1. Permit application



Step 1 – General

Fill in the answers to the questions in this step and click “Save & Continue” to proceed to the next step



The screenshot displays the 'RESEARCH PERMITTING SYSTEM' interface. The main heading is 'APPLICANTS PERSONAL INFORMATION (To be filled by all applicants)'. The form includes the following sections:

- Are You Applying For A New Research Permit?** (Yes/No dropdown)
- Applying As:** (Public Institutions dropdown)
- Name Of Institution:** (MCI dropdown)
- Affiliation Validity:** (For dropdown)
- Other residence researchers MUST be affiliated with a local institution before a Permit is Issued:** (checkbox)
- Obtain Affiliation From Any Of The Listed (Approved) Kenyan Institutions. Affiliation is Not Required For Kenyan Students/researchers unless they are not affiliated with any local research or academic institution:** (checkbox)
- Institution Category:** (Academic dropdown)
- Applicant Name:** (text input)
- Gender:** (Male/Female dropdown)
- Age:** (text input)
- Name And Address Of Applicant's Institution:** (text input)
- Nationality:** (Kenya dropdown)
- Passport Valid No:** (text input)
- Passport Expiry Date:** (date picker)
- Telephone Number:** (text input)
- Email Address:** (text input)
- Postal Address:** (text input)
- Physical Address:** (text input)
- If Non-governmental Organisation (Inq)/Institute/Company (Registration No. And Country):** (text input)
- Attach A Copy Of The Certificate Of Incorporation:** (Choose File button)
- Navigation:** Previous and Save & Continue buttons.

Step 2 – Documents

Upload all the Required documents in PDF and click “Save & Continue” to proceed to the next step . The other documents are not mandatory and may be uploaded at the request of WRTI.

RESEARCH PERMITTING SYSTEM

WILDLIFE RESEARCH & TRAINING INSTITUTE

Step 1 General Step 2 Documents Step 3 Research Step 4 Specimen Step 5 Study Methods Step 6 Budget Step 7 Review Step 8 Submit

Document	Attach File	Status
A Valid Copy Of A Personal Identification Document (national Id/ Passport Biodata Page)	Choose File passport achy.pdf	✓
Support Letter From Your Academic/work/ Institution	Choose File Template - M.D TERMS.pdf	✓
Recommendation From Your Host/attached Institution In Kenya (for Foreigners)	Choose File sample pdf.doc.pdf	✓
A Comprehensive Research Project Proposal, Approved And Signed By The Applicant Institution/funding Institution.	Choose File sample pdf.doc.pdf	✓
Grant Award Letter	Choose File sample pdf.doc.pdf	✓
Curriculum Vitae Of The Applicant	Choose File sample pdf.doc.pdf	✓

Document	Attach File	Status
Prior Informed Consent (pic)	Choose File sample pdf.doc.pdf	✓
Mutually Agreed Terms	Choose File Template - M. D TERMS.pdf	✓
KCAA Permit	Choose File No file chosen	✗
Kenya Film Board Licence	Choose File No file chosen	✗
Ethical Approval Report	Choose File No file chosen	✗

← Previous Save & Continue →

Step 3- Research

Fill in the Questions and click “Save & Continue” to proceed to the next step.

RESEARCH PERMITTING SYSTEM

WILDLIFE RESEARCH & TRAINING INSTITUTE

Step 1 General Step 2 Documents Step 3 Research Step 4 Specimen Step 5 Study Methods Step 6 Budget Step 7 Review Step 8 Submit

DETAILS OF RESEARCH

Title Of Research/project:
Research on African rail

Academic Purpose
BSc

Non Academic Purpose
—select—

Names Of Academic Advisors/supervisors (if Academic - Title, Institution, Country)

Academic Advisor/supervisor Title	Project Supervisor Name	Name Of Academic Institution	Country Where The Institution Is Located	Options
MR	peter	Jkuat	Kenya	✗

Name Of Supervisor/advisor To Be Contacted (for Emergency/compliance purposes) add 'if different from above'
N/A

Advisor/supervisor Email
N/A

Benefits/Justifications:
N/A

← Previous Save & Continue →

Step 4 – Specimen

Fill in the Specimen Questions and click “Save & Continue” to proceed to the next step.

RESEARCH PERMITTING SYSTEM

WILDLIFE RESEARCH & TRAINING INSTITUTE

Step 1 General | Step 2 Documents | Step 3 Research | **Step 4: Research** | Step 5 Study Methods | Step 6 Budget | Step 7 Review | Step 8 Submit

DETAILS OF SPECIES / SAMPLES / SPECIMENS

Target Species/ Sample	Scientific Name	Common Name (if Any)	Conservation Status	Quantity	Options
Bird	Rallus cae	African ta	Least Conc	12	[Edit] [Delete]

Aquatic Samples

Hand Nets	Hook And Line	Scuba	Seine Nets	Aquatic Kick Samples	Scorner	Nets trap	Substrate Grab Sampler	Options
No	No	No	No	No	No	No	No	[Edit] [Delete]

TYPE OF BIOMONITORING STUDIES

Tagging (type)	Target No.	Implants (type)	Target No.	Collaring (type)	Target No.	Options
n/a	0		0		0	[Edit] [Delete]

PREVIOUS RESEARCH/PROJECT

Biomonitoring Equipment (type): n/a
Number of individuals fitted: 0

SAMPLE ANALYSIS & STORAGE

Storage Institution(No Acronyms): Moi University Lab
Country: Kenya
Storage Location Description: Nairobi

← Previous | **Save & Continue** →

Step 5- Study Methods

Fill in the Study location and Focus Area and click on “Save & Continue” to proceed to the next step.

RESEARCH PERMITTING SYSTEM

WILDLIFE RESEARCH & TRAINING INSTITUTE

Step 1 General | Step 2 Documents | Step 3 Research | Step 4 Specimen | **Step 5: Study Methods** | Step 6 Budget | Step 7 Review | Step 8 Submit

Study Locations (name Of County(s):)

+ Add Record

Study Locations (name Of County(s):)	Options
Baringo	[Edit] [Delete]
Mombasa	[Edit] [Delete]

Focus Area / Area of Research

+ Add Record

Focus Area / Area Of Research	Options
Ethology/observation	[Edit] [Delete]
Species Monitoring	[Edit] [Delete]

← Previous | **Save & Continue** →

Step 6 – Budget

Key in your budget, upload the required documents and fill in all the other fields in this section, and click “Save & continue” to proceed to the next step.

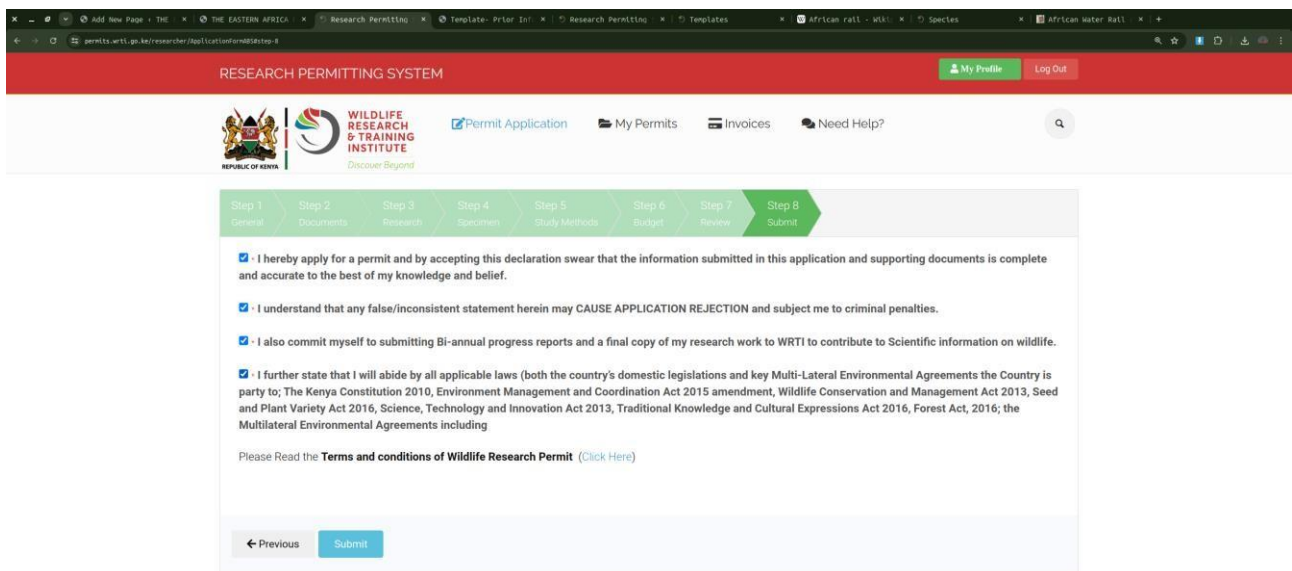
Step 7 – Review

The applicant reviews all the answers he/ she has completed in the application. Those answers that have been satisfactorily given are represented by a green tick while blank questions are shown by a red X. The applicant then clicks on “save and continue” to proceed to the next step.

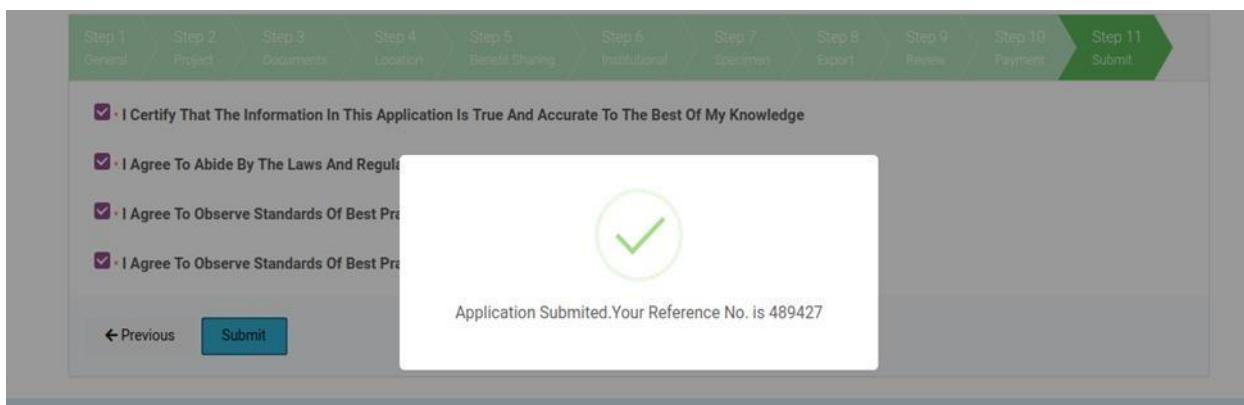
Field	Data	Status
Applying As	Public Institutions	✓
Are You Applying For A New Research Permit	Yes	✓
Name Of Institution	MOI	✓
Affiliation Validity	1yr	✓
Applicant May Seek Research Affiliation With WRTI (tick if applicable) (OR)		✗
Obtain Affiliation From Any Of The Nacosti (www.nacosti.go.ke) Approved Kenyan Institutions. Affiliation Is Not Required For Kenyan Students/researchers unless they are not affiliated with any local research or academic institution.	Yes	✓
Institution Category	Academic	✓
Applicant Name	ACHIM OGAKE NYABUTO	✓
Gender	MALE	✓
Age	32	✓

Step 8 – Submit

Make sure you read the Terms and Conditions before submitting. The applicant checks all the dialog boxes and clicks on “submit”.

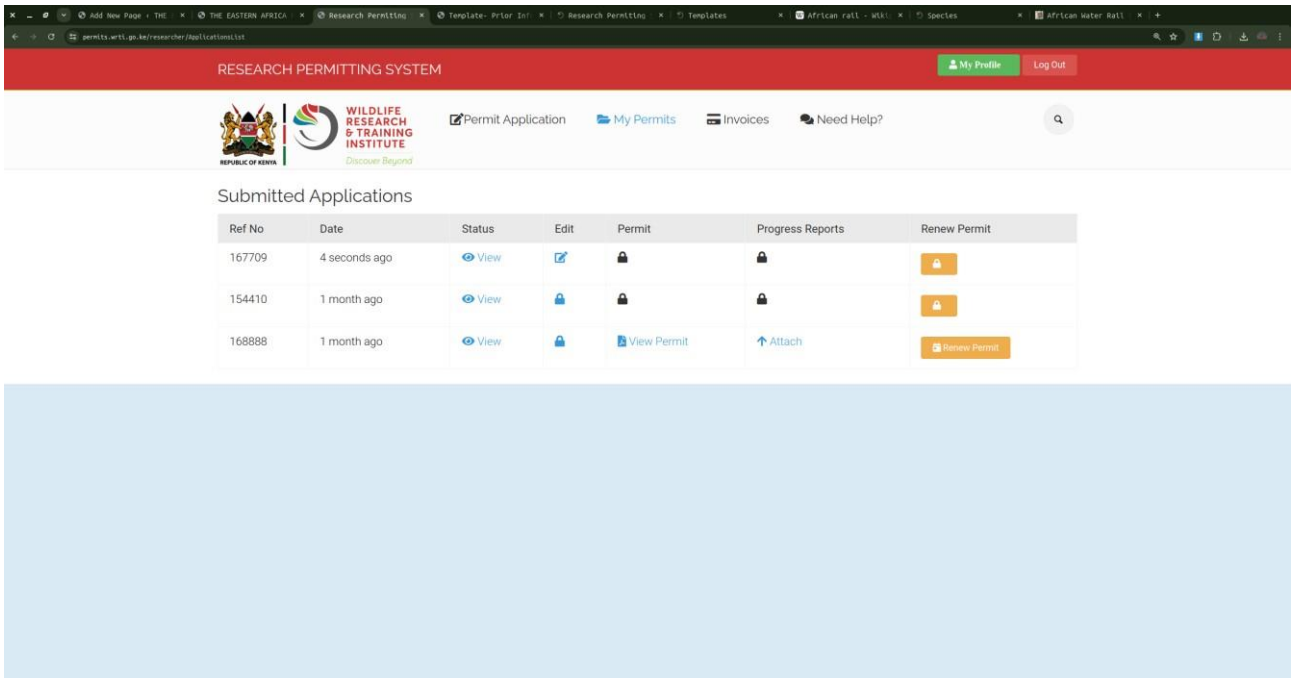


If all Fields all conditions have been met, you will get application number and be redirected to My Permits Tab

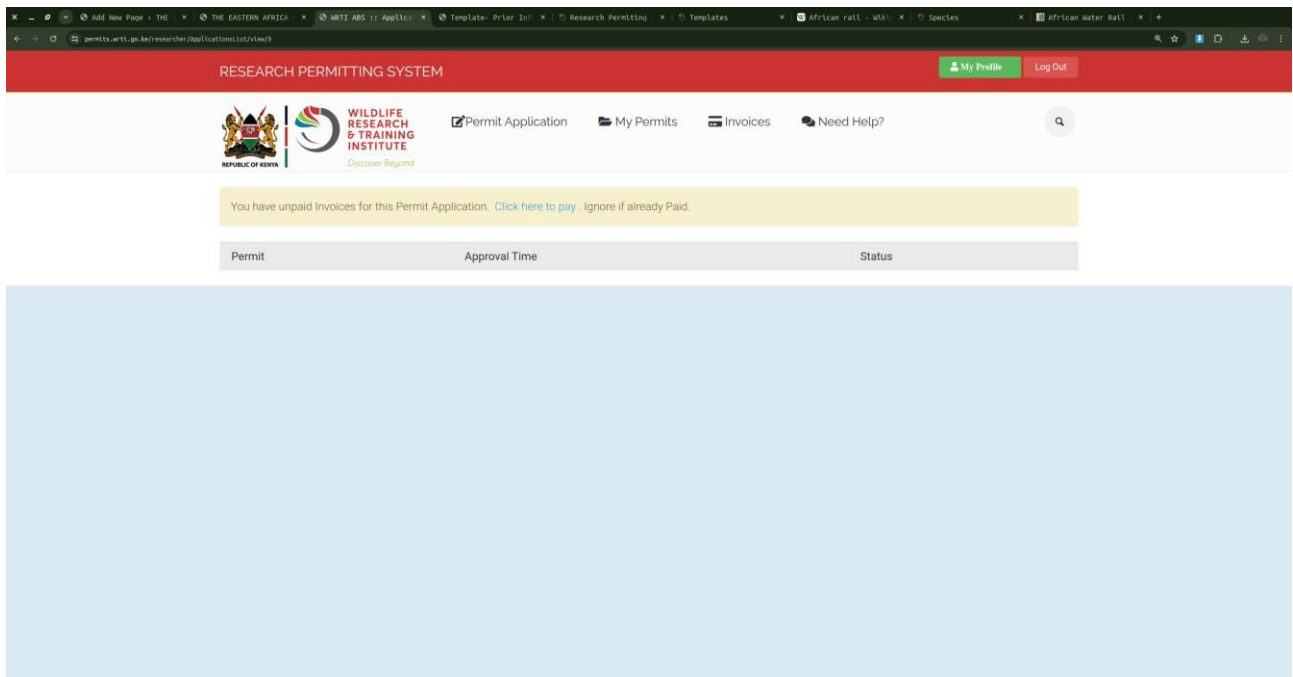


2. My Permits

This section displays the applicant's previously submitted applications. When the applicant selects 'view' the submitted application pops up in PDF format.



One clicks “view” to see the status of his/her application.



You click “Edit” to edit your applications

RESEARCH PERMITTING SYSTEM My Profile Log Out

WILDLIFE RESEARCH & TRAINING INSTITUTE
Discover Beyond

[Permit Application](#)
[My Permits](#)
[Invoices](#)
[Need Help?](#)

Step 1 General | Step 2 Documents | **Step 3 Research** | Step 4 Specimen | Step 5 Study Methods | Step 6 Budget | Step 7 Review | Step 8 Submit

APPLICANTS PERSONAL INFORMATION (To be filled by all applicants)

- Are You Applying For A New Research Permit

Yes

- Applying As

Public Institutions

Name Of Institution [?] Affiliation Validity [?]

MCI 1yr

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

Applicant May Seek Research Affiliation With WRTI (tick if applicable) (OR) [?]

Obtain Affiliation From Any Of The 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.

Institution Category

Academic

- Applicant Name

ACHIM OGAKE NYABUTO

3. Invoices.

Once your application has been processed, an invoice will be generated and sent to the “My invoices” tab, click “Payment” to pay for your permit fees.

RESEARCH PERMITTING SYSTEM My Profile Log Out

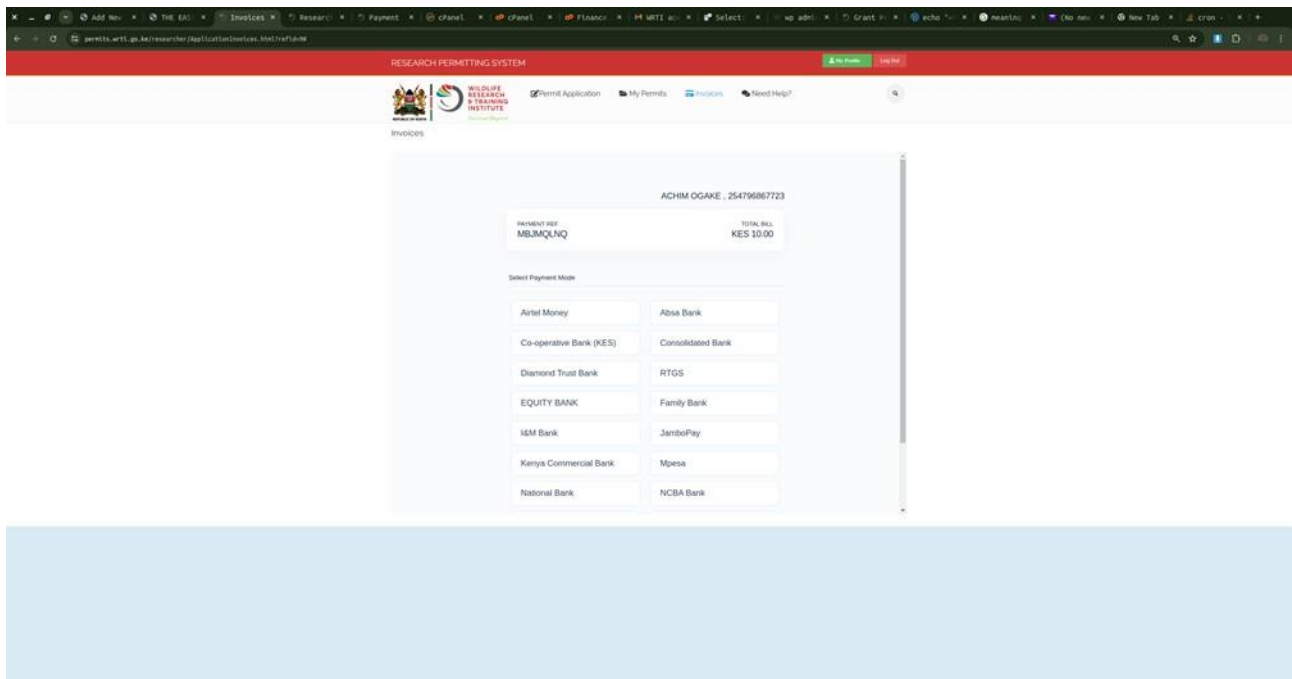
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Discover Beyond

[Permit Application](#)
[My Permits](#)
[Invoices](#)
[Need Help?](#)

Invoices

Invoice	Ref No	Date	Description	Amount	Paid	Actions
01061	9	02/Jul/24	WRTI New Research Permit Application Ref No #167709	KES 5.0	No	Payment
01059	7	27/May/24	WRTI New Research Permit Application Ref No #168888	KES 5.0	Yes	Receipt 00351

The system then redirects you to eCitizen payment options. We advise the applicant to choose the Mpesa option.



Once the client selects Mpesa as his/her payment option, E-citizen redirects him/her to the window below. The client can now pay for the wildlife permit under the first or second option.

The first option is STK push which is fast, efficient and error free as the applicant only has to key in his/her Mpesa PIN on his/her phone.

The second option is paybill where the client has to key in the paybill number, account number, amount and finally his/her Mpesa PIN number.

WRTI advises clients to select the STK push option as it is fast and free of errors by clicking on “here” link under 1.

Invoices

Pay Using M-PESA KES 10

1. Click [here](#) to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

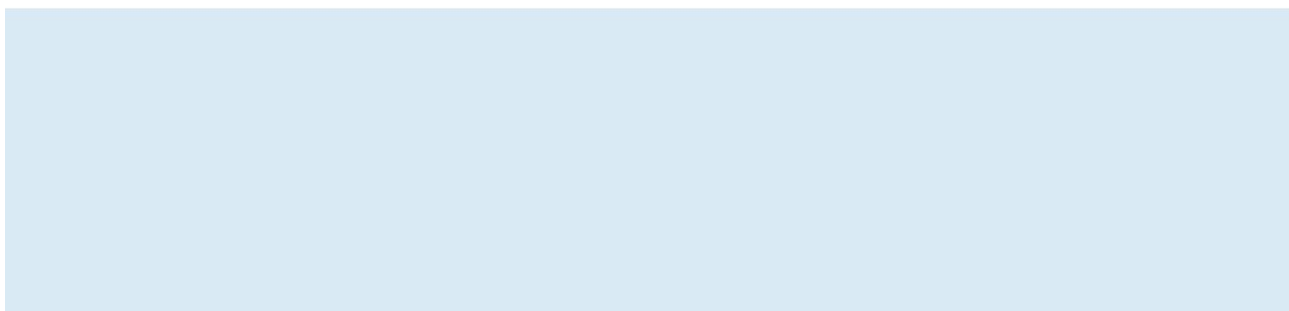
Or follow instructions below

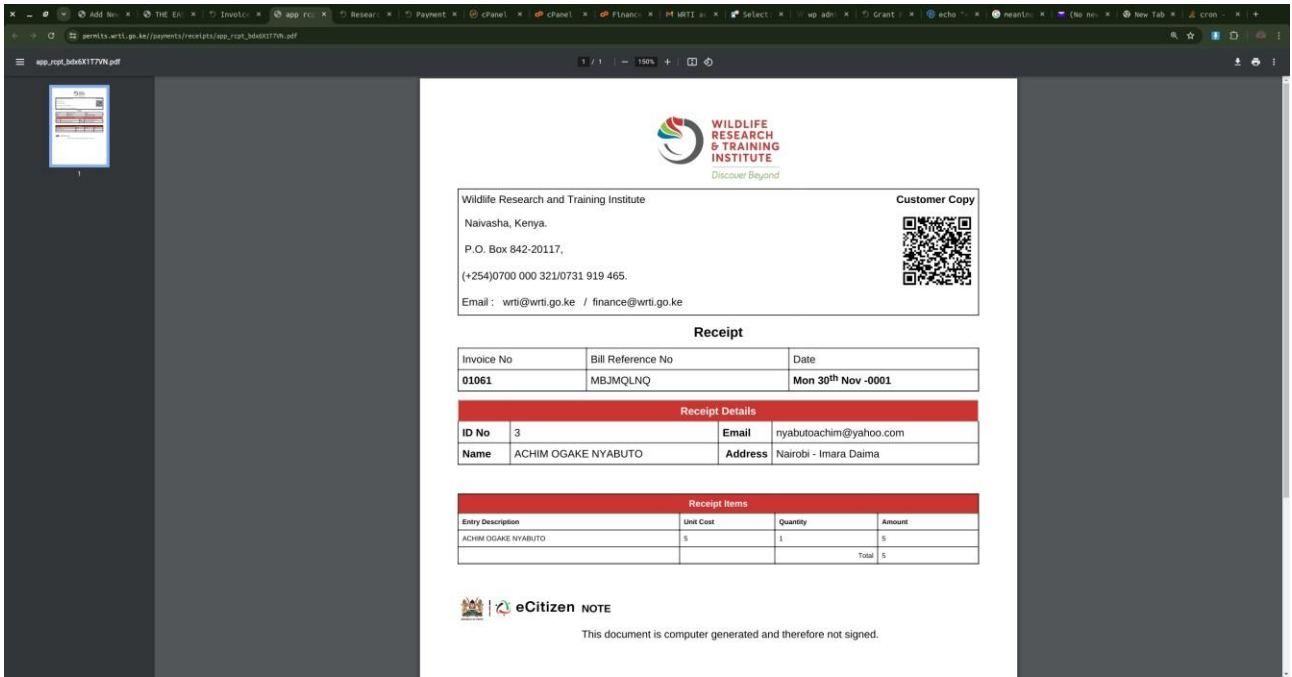
1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number 222222
4. Enter Account Number MBJMQLNQ
5. Enter the amount 10.00
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Once Payment is Confirmed you will be redirected back to invoice and you can be able to download your receipt

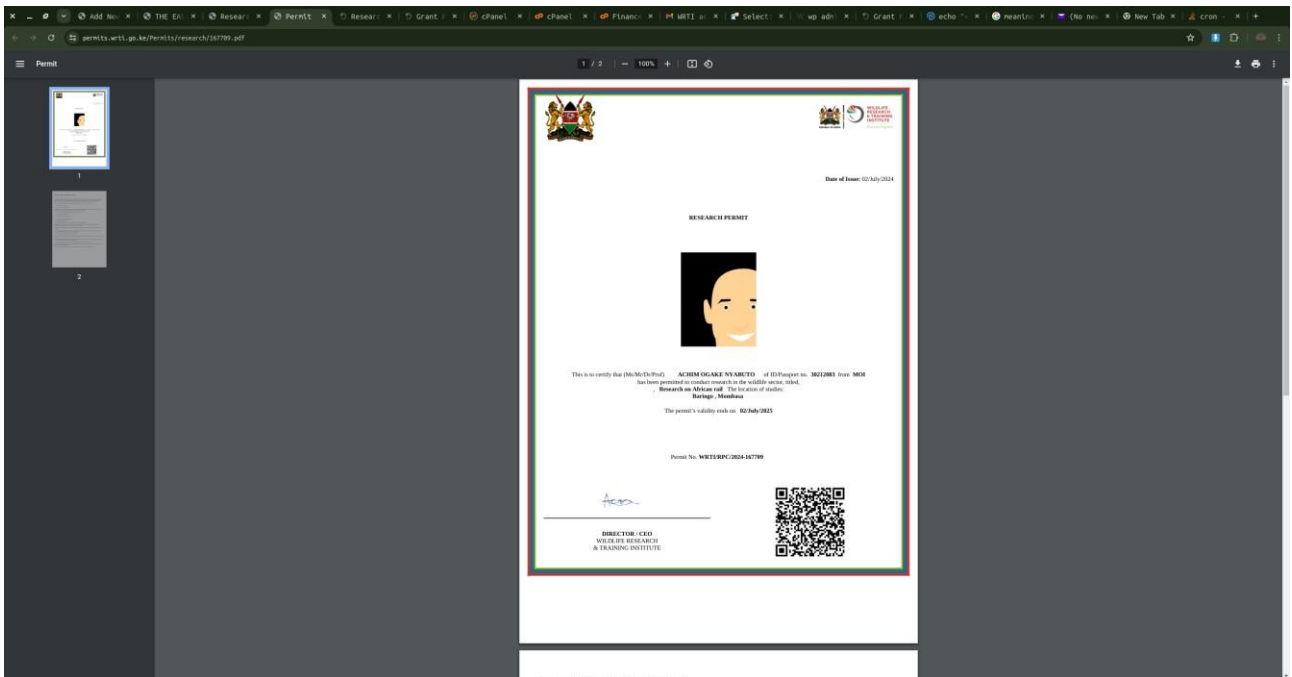
Invoices

Invoice	Ref No	Date	Description	Amount	Paid	Actions
01061	9	02/Jul/24	WRTI New Research Permit Application Ref No #167709	KES 5.0	Yes	Receipt 00352
01059	7	27/May/24	WRTI New Research Permit Application Ref No #168888	KES 5.0	Yes	Receipt 00351

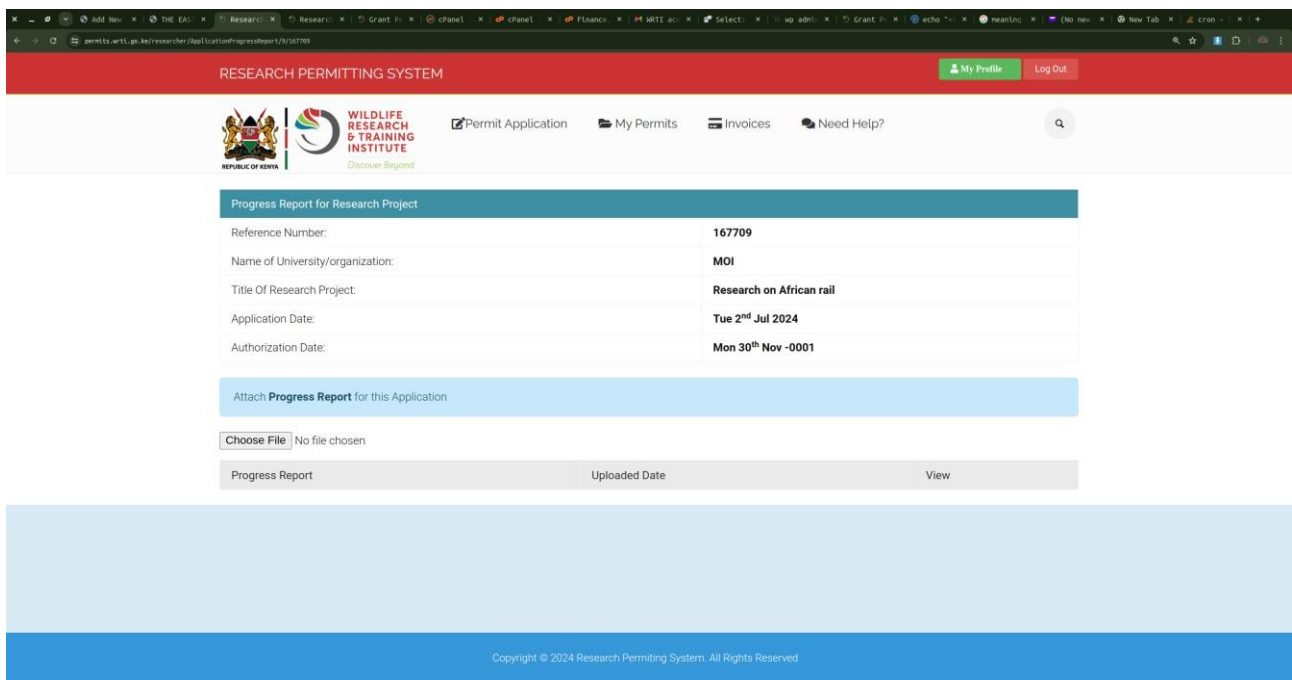




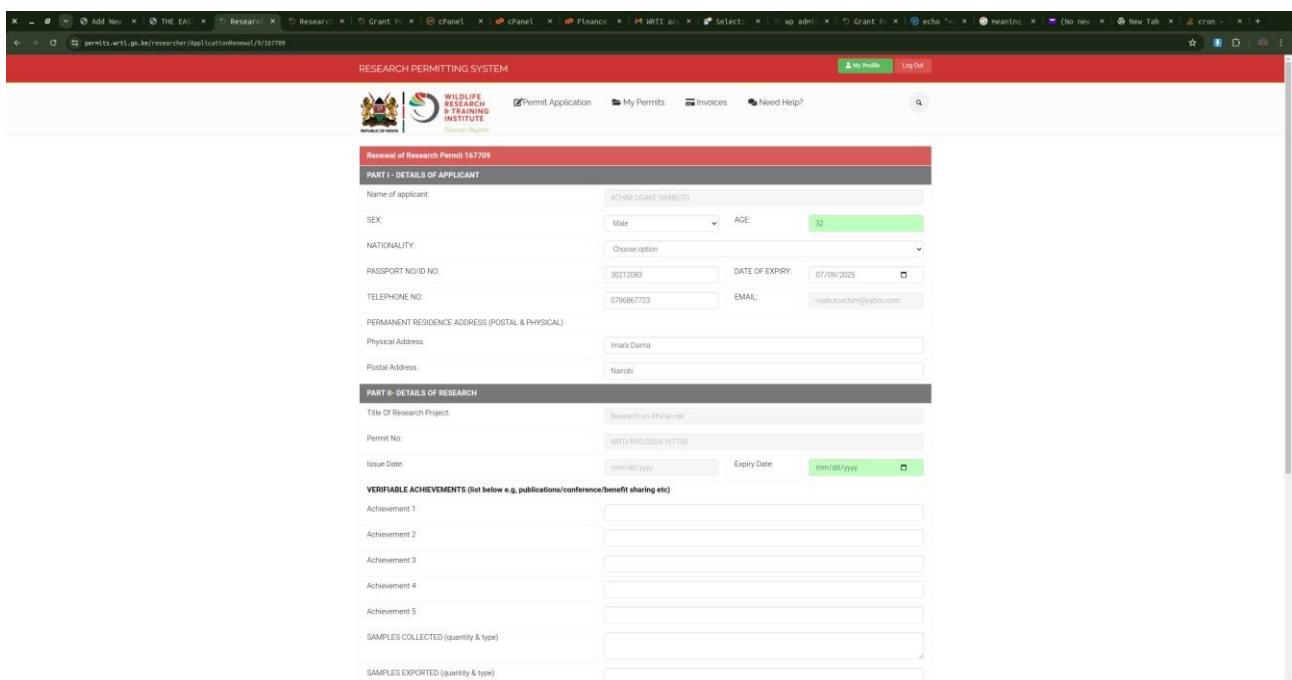
Once your permit has been approved and granted, you will be able to find it under “My permits” tab you can View permit, upload progress report or Renew an expiring permit.



Click on “Choose file” to upload your progress report.



Click on “Renew” to renew an expiring Permit. All the questions will be prefilled by the system and the applicant will only key in the expiry date of the permit he/she is applying for.



The applicant will also be required to upload the documents required for a permit renewal.

The screenshot shows a web browser window displaying a permit application form. The browser's address bar shows the URL: `permits.west.ac.uk/researcher/Apply/submitForm/2622793`. The page title is "Permit Application". The form includes the following sections:

- Title Of Research Project:** Research on Atlantic
- Permit No.:** WBT/PP/CDDA/02700
- Issue Date:** 19/01/2020
- Expiry Date:** 19/01/2021
- VENUEABLE ACHIEVEMENTS (list below e.g. publications/conference/benefits sharing etc):** Five empty text input fields labeled Achievement 1 through Achievement 5.
- SAMPLES COLLECTED (quantity & type):** Empty text input field.
- SAMPLES EXPORTED (quantity & type):** Empty text input field.
- SAMPLES REPOSITORY (institution):** Empty text input field.
- ALTERATIONS (note SIGNIFICANT changes, including research design, objectives, study area, institutional affiliations, partners, contacts):** Three empty text input fields labeled Alteration 1 through Alteration 3.
- This application form must be submitted together with the following:** A list of required documents, each with a "Choose File" button and the text "No file chosen":
 - A progress report on previous research
 - Letter of recommendation from institution of Affiliation
 - Expired Research Permit
 - Expired NACOSTI license
 - Compliance report with PIC/MAT (if it was developed/applicable)

At the bottom of the form are two buttons: a green "Submit" button and a blue "Cancel" button.

Need Help

This is an email functionality the applicant can use to contact the system administrator for any help regarding the system.

The screenshot shows a modal dialog box titled "Submit Technical Support Request" with a close button (X) in the top right corner. The dialog contains the following elements:

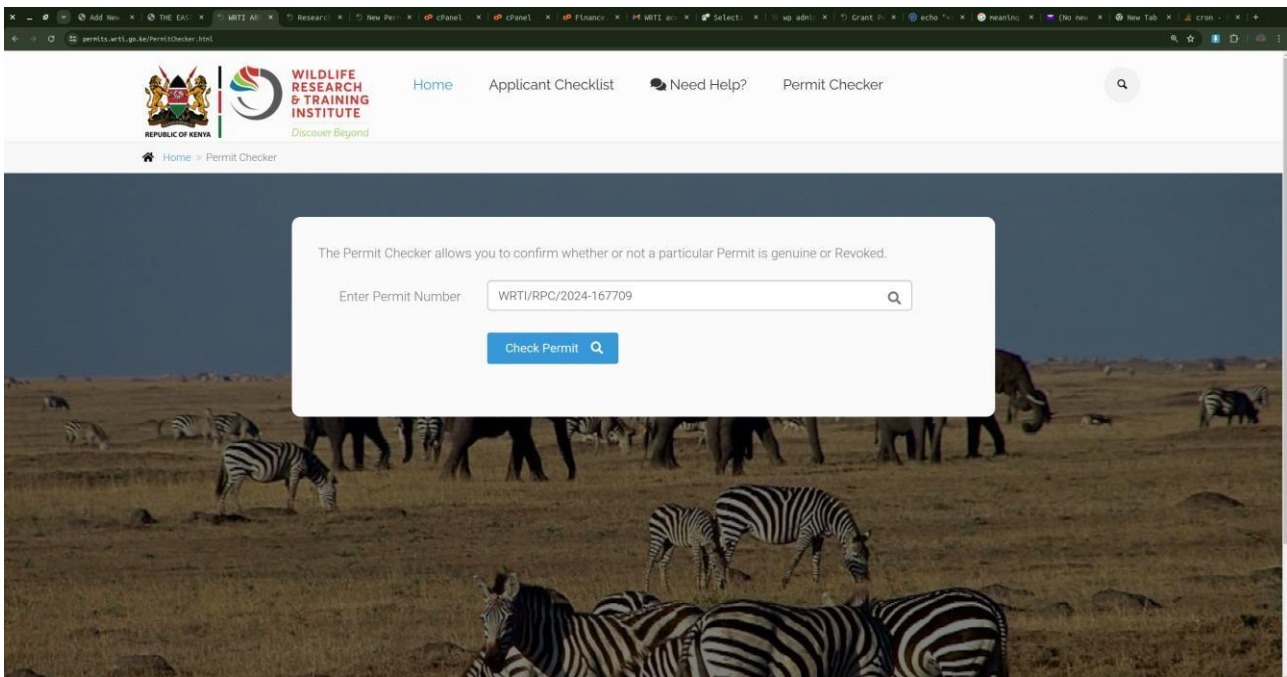
- Subject:** A text input field.
- Message:** A large text area with the placeholder text "Type something...".
- Submit:** A green button.
- Close:** An orange button with an "X" icon.

Permit checker.

To check if a Permit is Valid or Revoked, click the Permit Checker tab



Type your permit Number



If the Permit is Valid, you will get a result as below.

