WILDLIFE RESEARCH AND TRAINING INSTITUTE PERMITTING SYSTEM

USER MANUAL

To access the WRTI wildlife permit application system kindly go to the WRTI website.

The link to the WRTI website is as follows;

https://wrti.go.ke/

Click on the "**Research**" tab on the main menu.

A dropdown menu will appear, click on "**Research Permitting and Compliance**" sub-menu.

The website then redirects you to the research permitting and compliance page. Once in that page scroll to the bottom and click on the "**Apply**" button.

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.

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 Mterials 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.
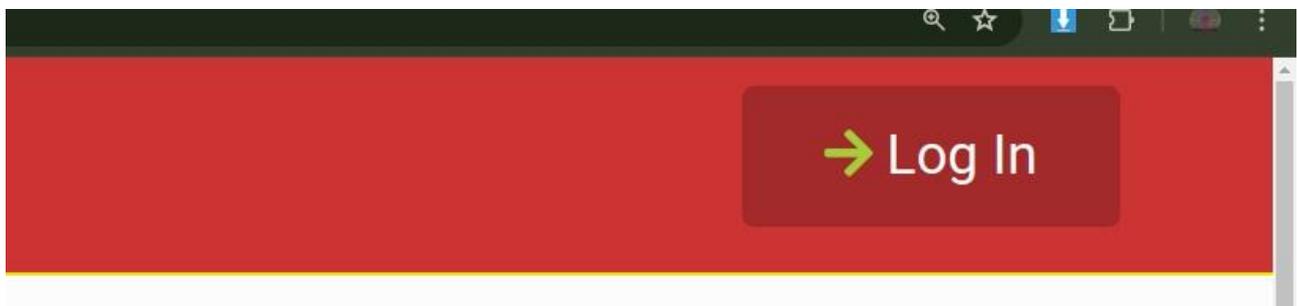
When you click on log in the below window will open up.
Click on the green tab that states "Log in via eCitizen"
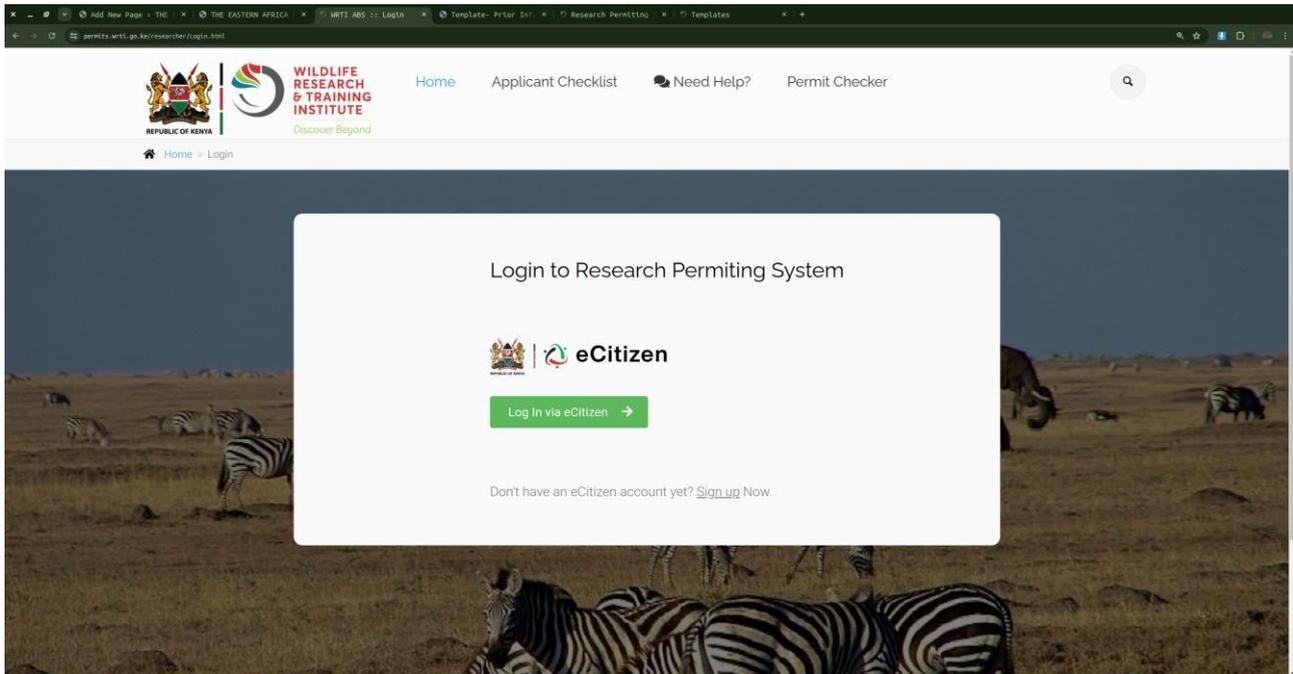
You will then be redirected to the E-citizen portal for registration (Please enter the Credentials to login) i.e. email address or ID number and password.

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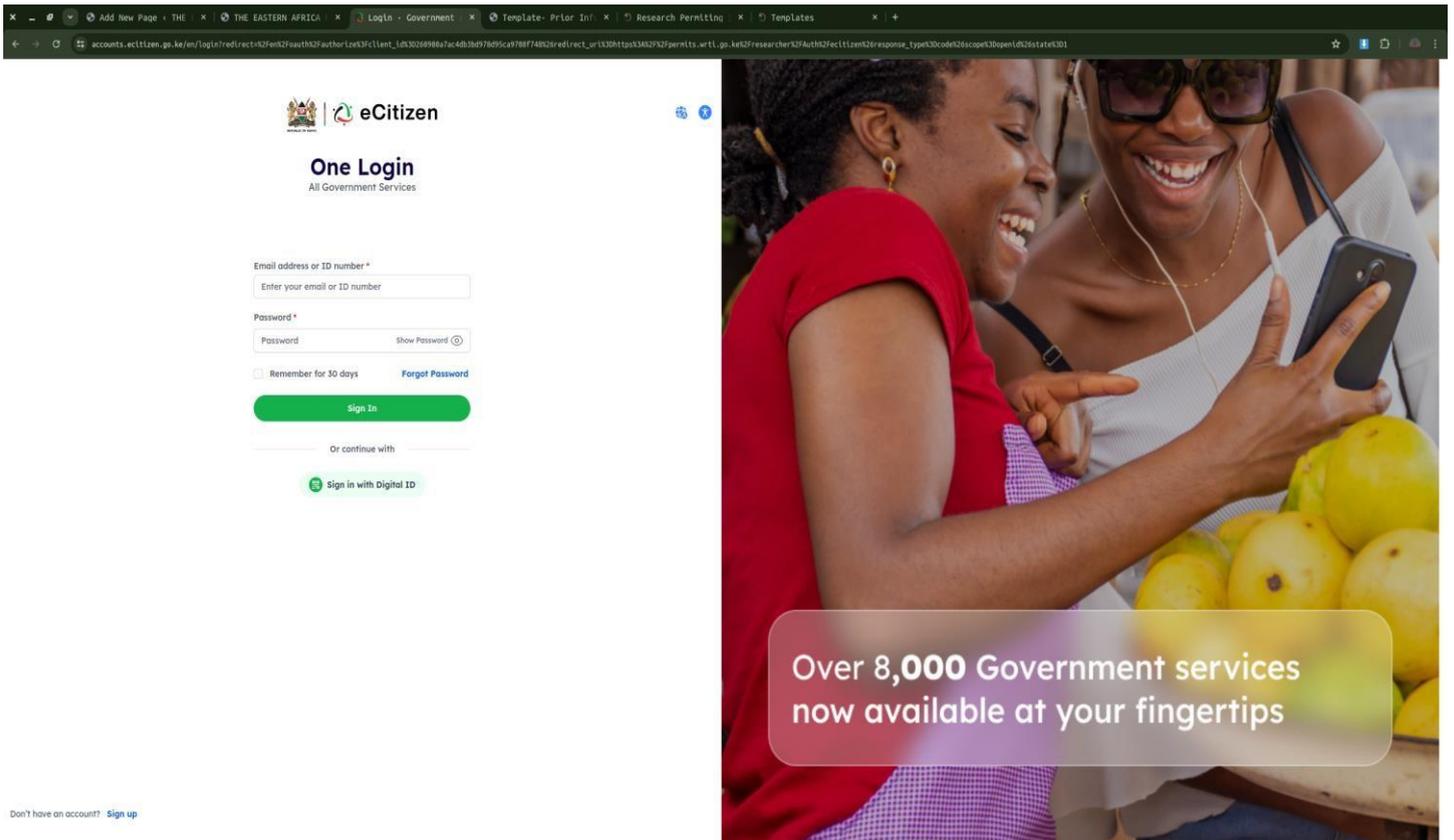
When you click sign in the window below pops up and request where to send the OTP.
We advise Kenyan applicants to select their MOBILE NUMBERS and not their emails as we have discovered there is usually delays in sending emails and the payment for the testing services will be tied to your mobile number.

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.

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"

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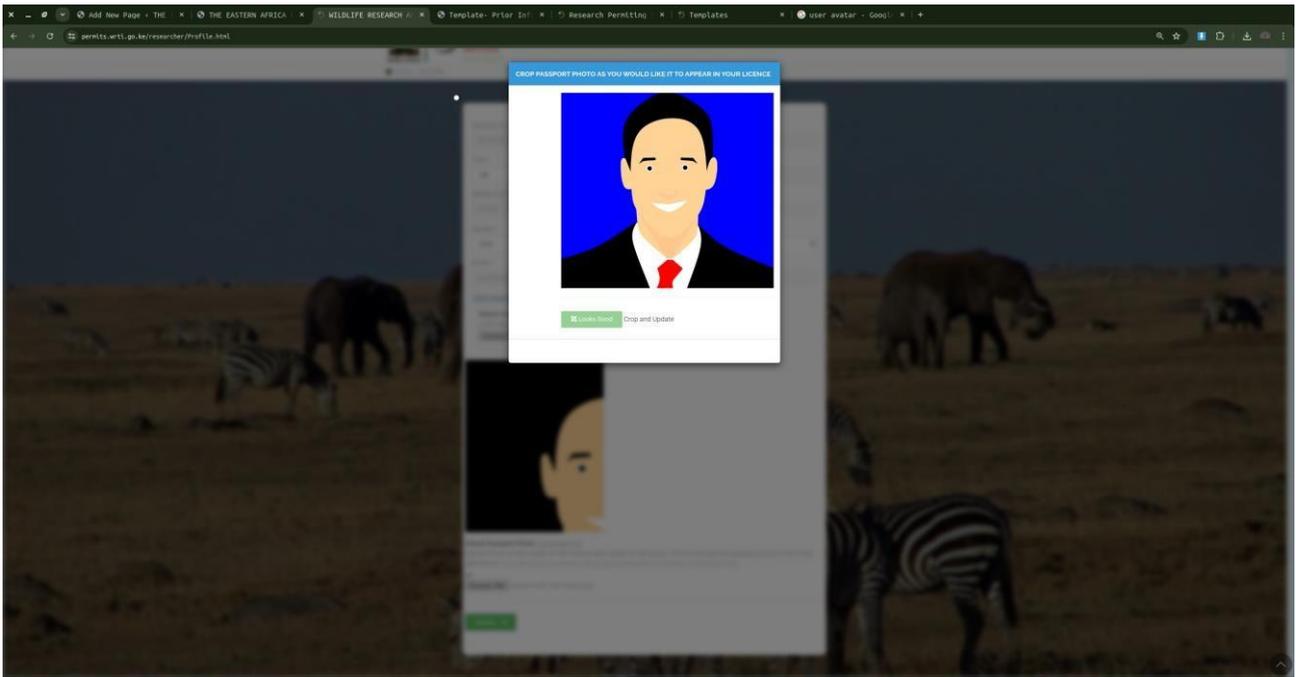
The system then automatically opens up the permit application questions for you to fill. The system has seven steps which must be all filled for you to successfully submit a permit application.

The page also displays four menus at the top;

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

1.Permit application
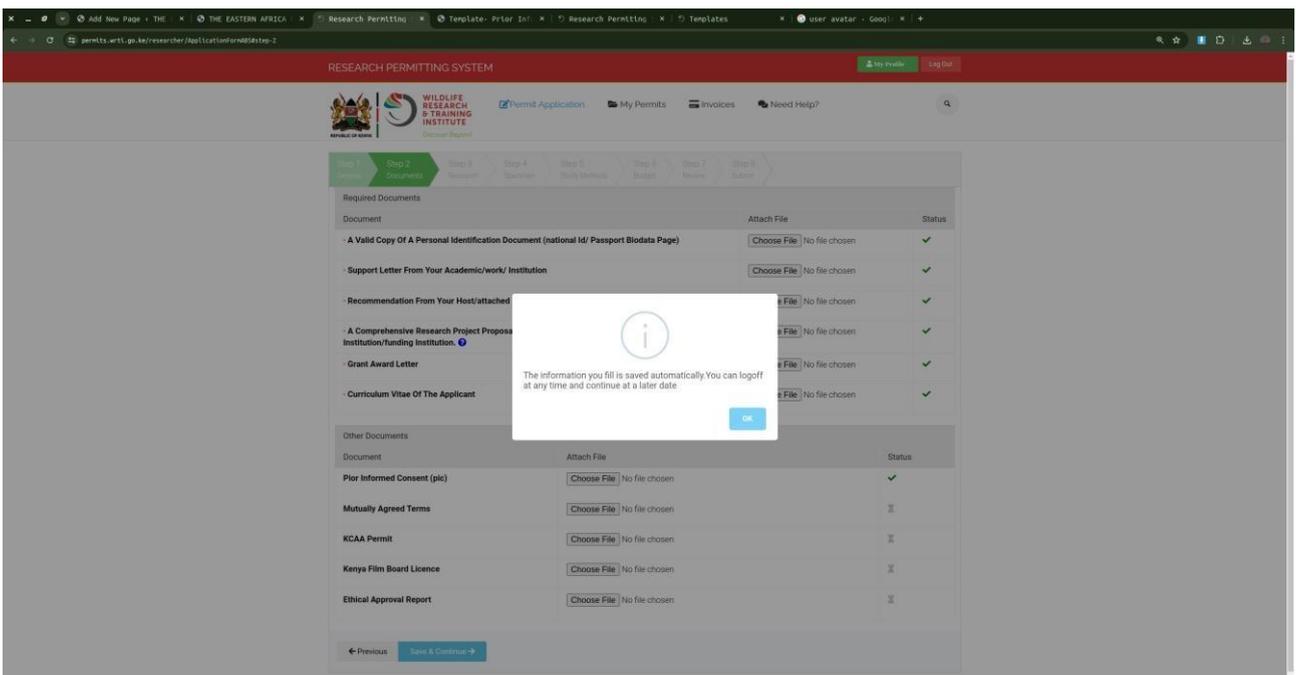
Step 1 – General

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

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.

Step 3- Research

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

Step 4 – Specimen

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

Step 5- Study Methods

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

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.
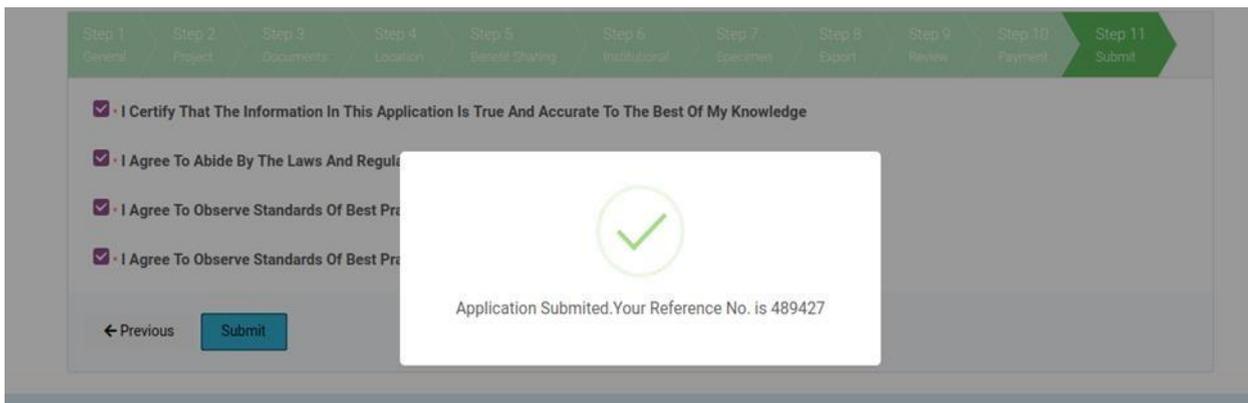

Step 8 – Submit

Make sure you read the Terms and Conditions before submitting. The applicant checks all the dialogue boxes and clicks on "submit".
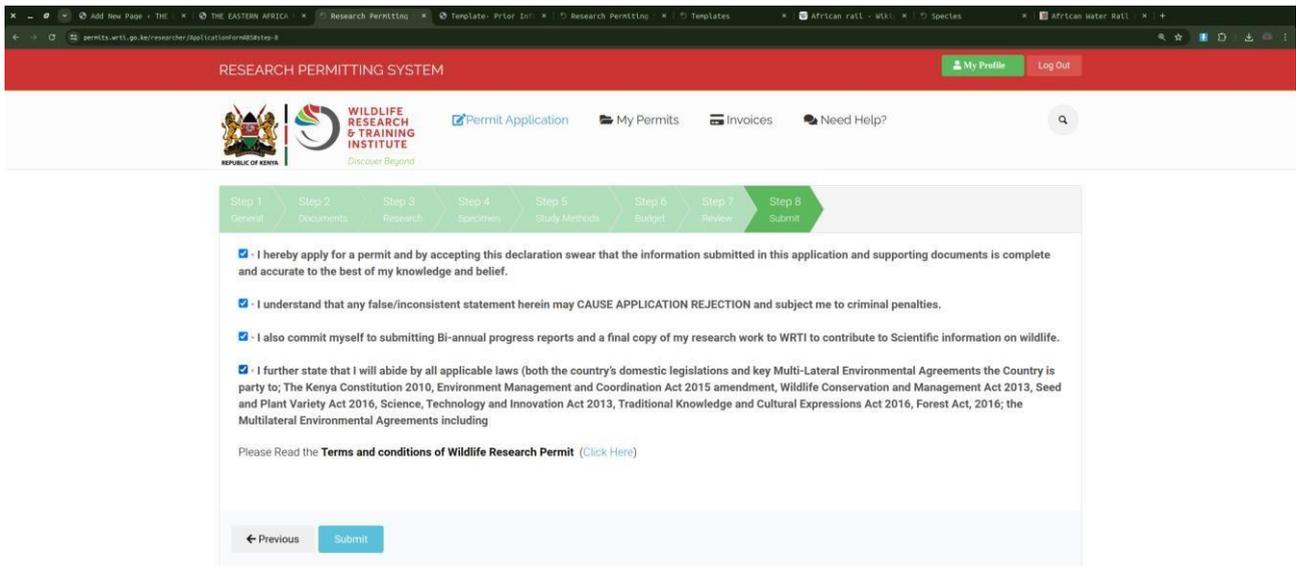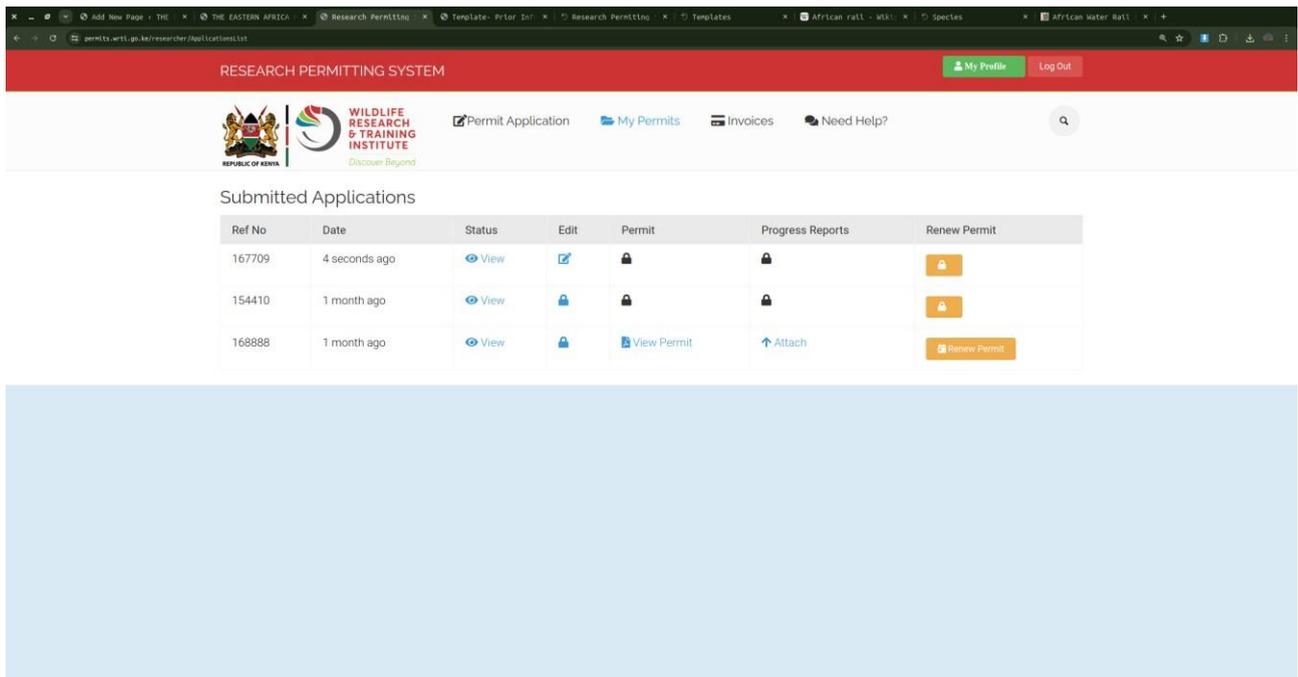
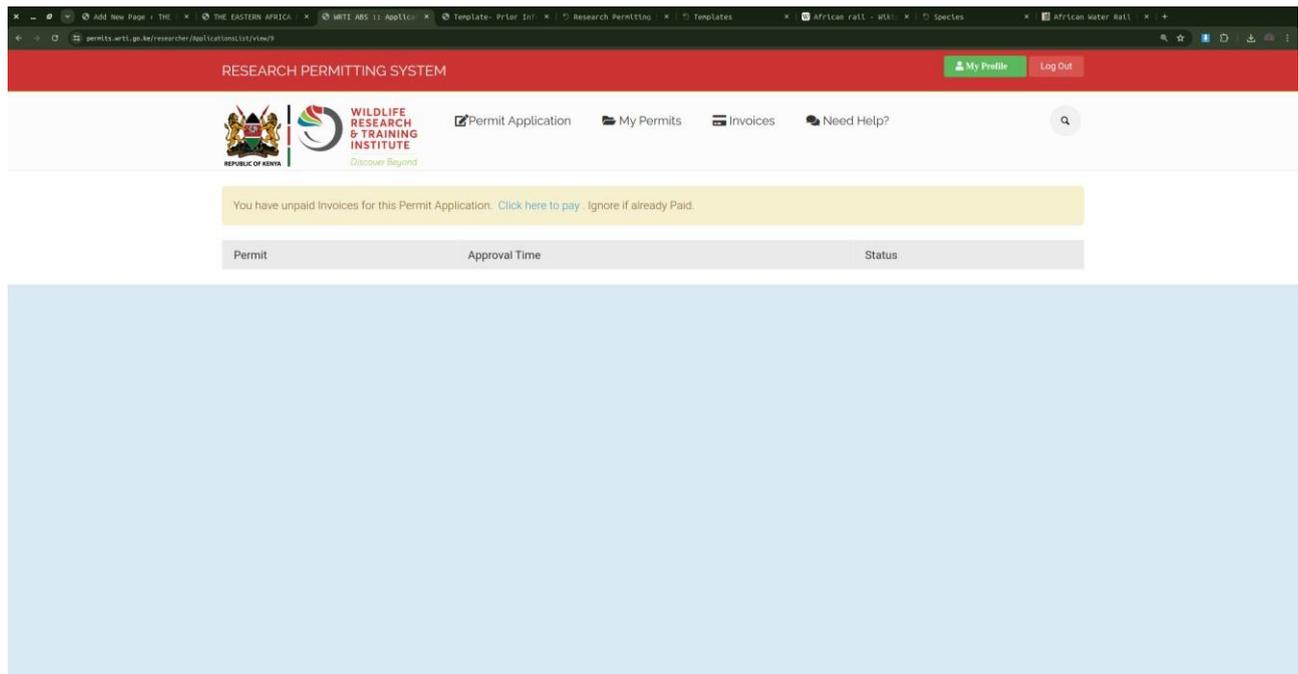If all Fields all conditions have been met, you will get application number and be redirected to My Permits Tab

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

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.

The system then redirects you to eCitizen payment options. We advise the applicant to choose the Mpesa option.
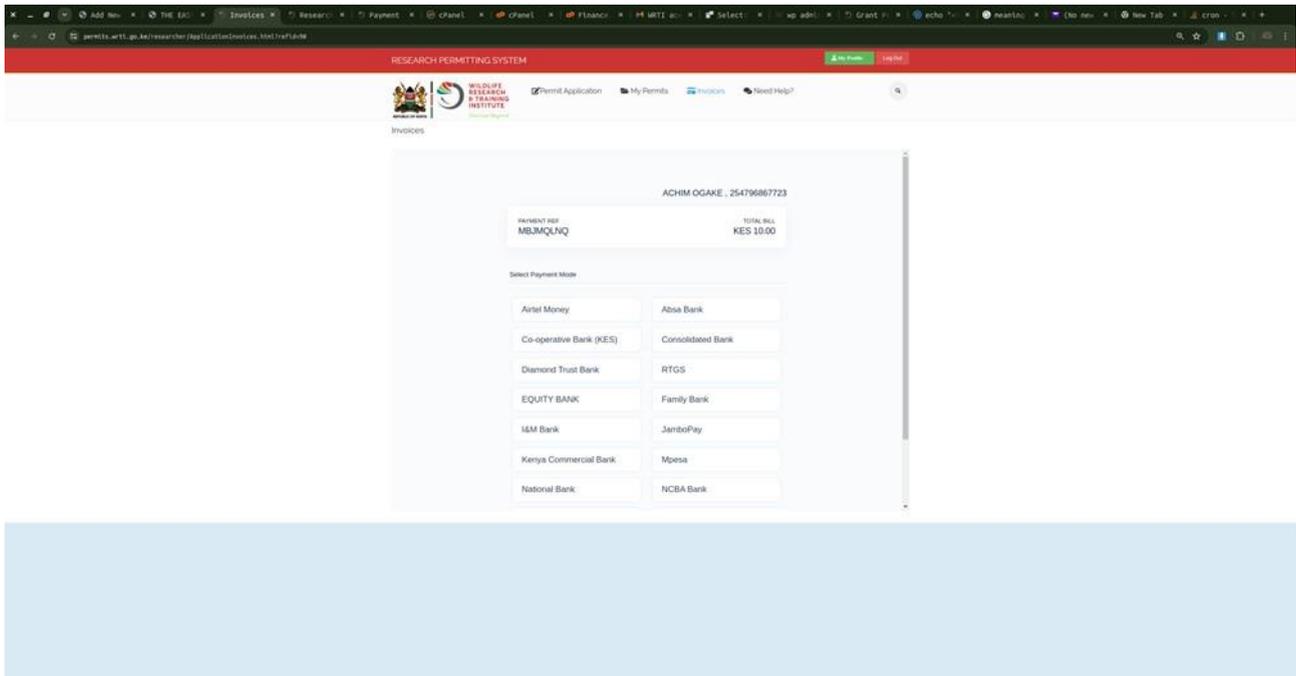
Once the client selects Mpesa as his/her payment option, E-citizen redirects him/her to the window below. The client can now pay for the wildlife permit under the first or second option.

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.

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

Invoices

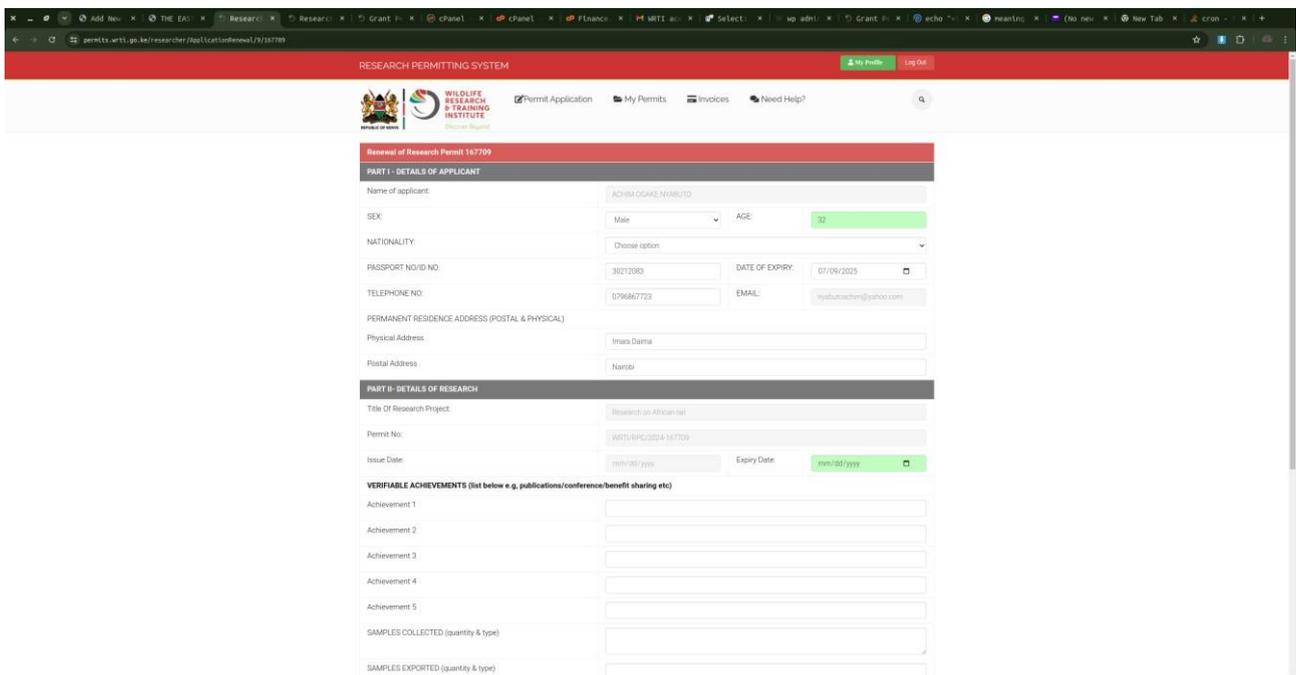| Invoice	Ref No	Date	Description	Amount	Paid	Actions
01061	9	02/Jul/24	WRTI New Research Permit Application Ref No #167709	KES 5.0	Yes	Receipt 00352
01059	7	27/May/24	WRTI New Research Permit Application Ref No #168888	KES 5.0	Yes	Receipt 00351
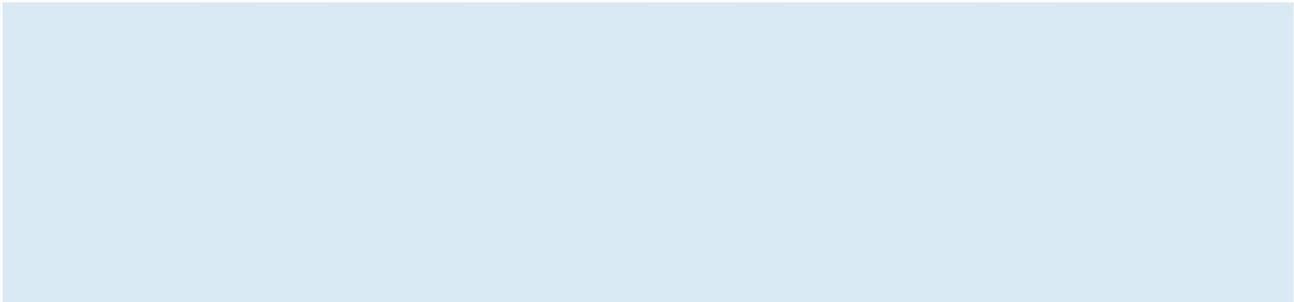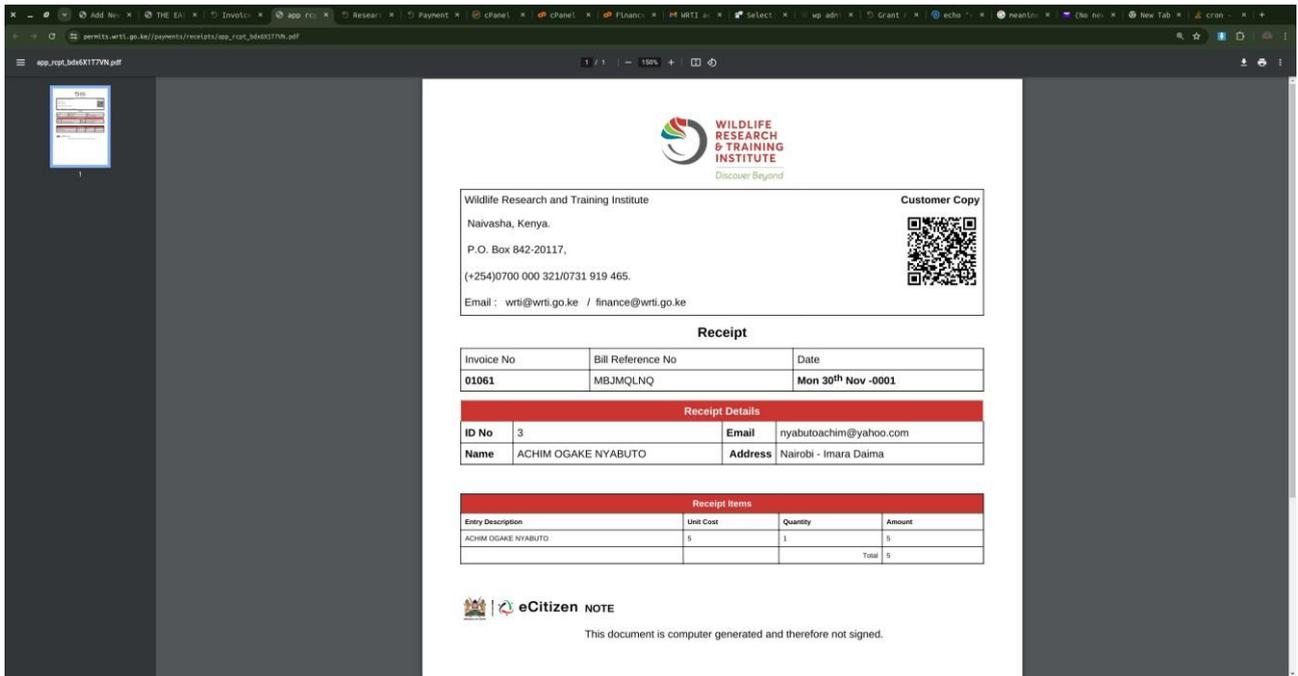
Once your permit has been approved and granted, you will be able to find it under "My permits" tab you can View permit, upload progress report or Renew an expiring permit.
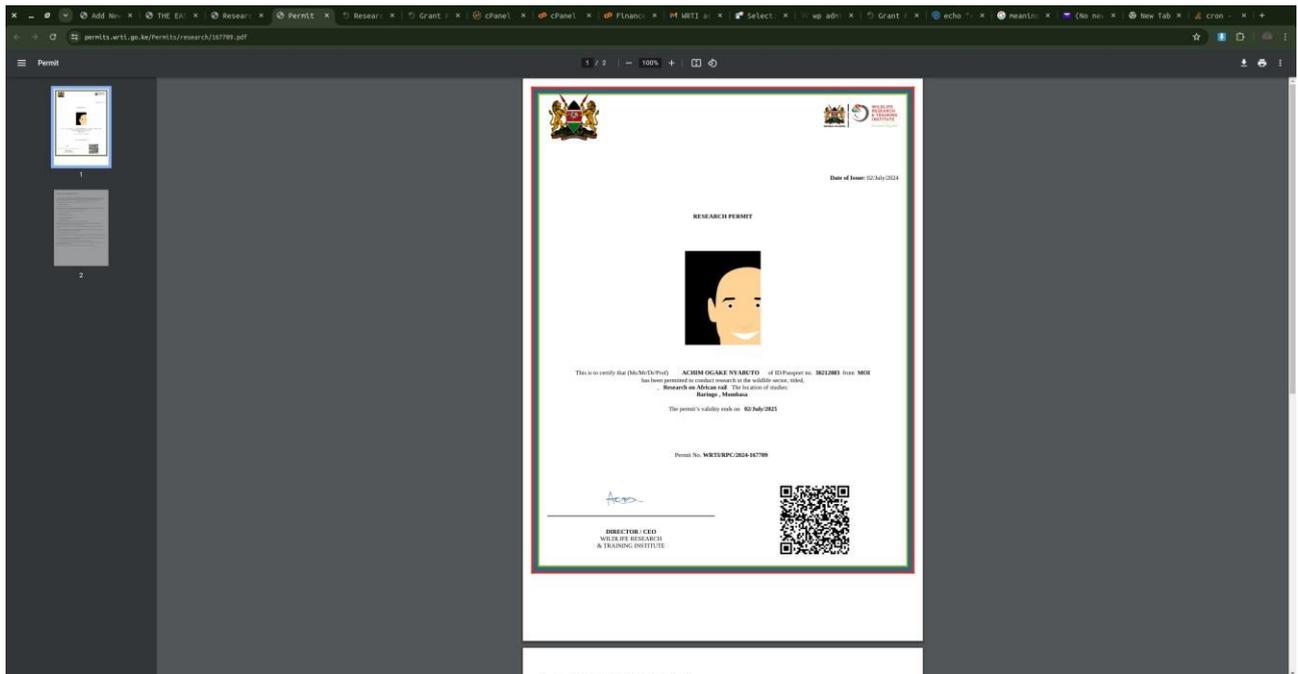
Click on "Choose file" to upload your progress report.
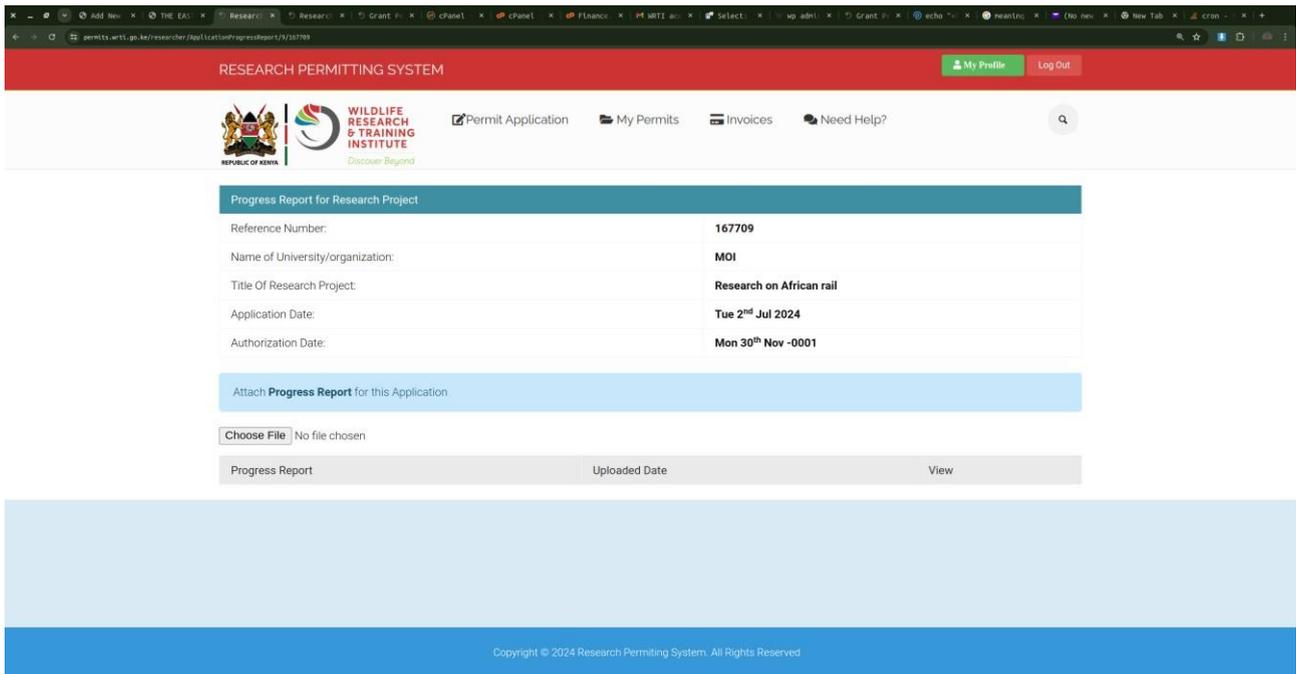
Click on "Renew" to renew an expiring Permit. All the questions will be prefilled by the system and the applicant will only key in the expiry date of the permit he/she is applying for.

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

Need Help

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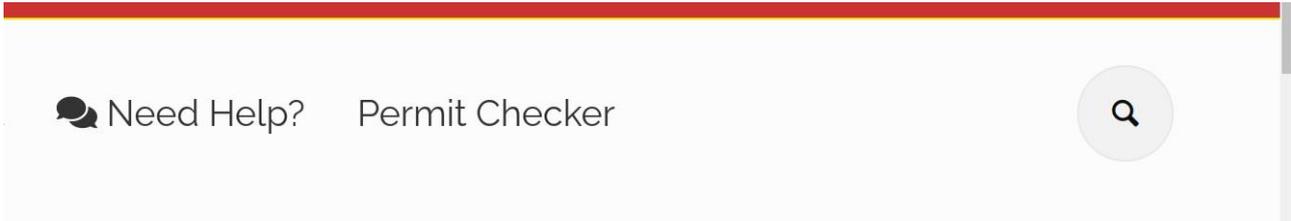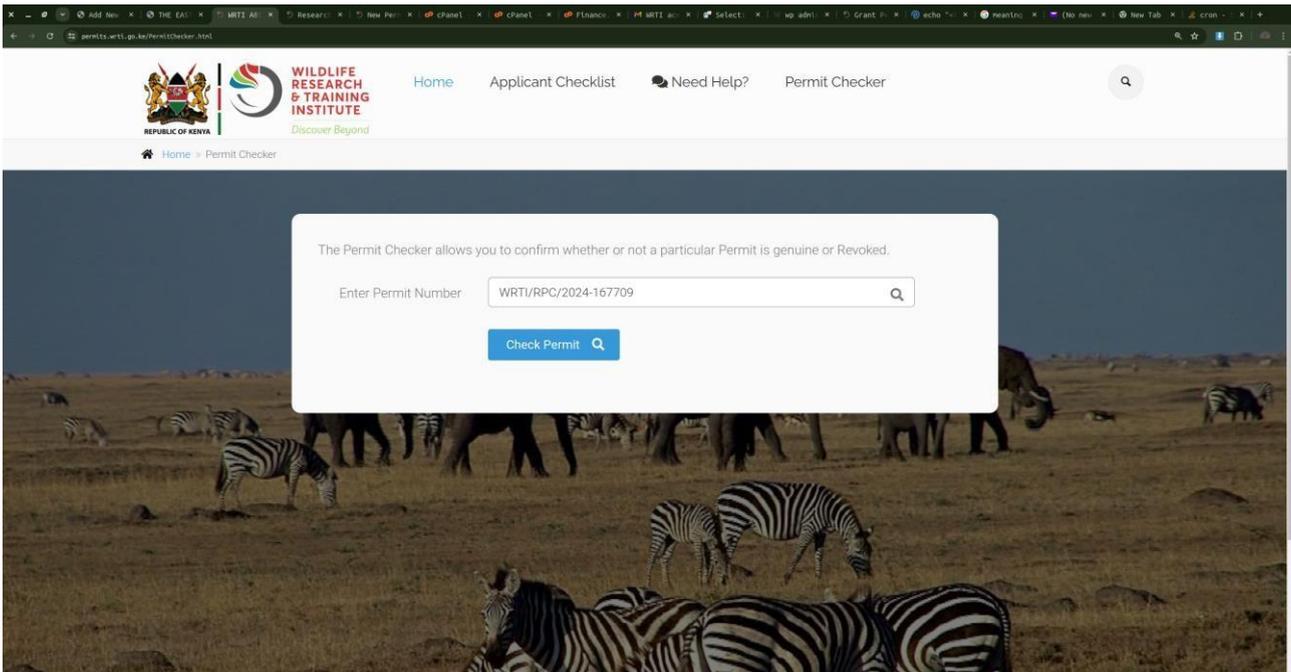
Permit checker.

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

Type your permit Number

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