

## **Research Clearance process**

1. Submission is made to a local Research Ethics Committee (REC)/Uganda Wildlife Authority (UWA)/National Forestry Authority (NFA)/National Biosafety Committee (NBC) or other relevant organization for approval.

2. Once approval is obtained. Submission is made to UNCST for final clearance and registration. The requirements are as follows:

2.1. The Principal Investigator (PI) makes an online research application by following the link, <https://research.uncst.go.ug/>. The PI should have soft copies of the documents below ready before making a submission;

a. A copy of the stamped research proposal approved by either of the organizations in 1 above. **Please note that the stamp applies to those studies which go through a REC.**

b. A copy of stamped data collection instruments.

c. A copy of stamped informed consent documents, **where applicable.**

d. Approval letter from either organization in 1 above.

e. Letter of introduction/recommendation from the organization of affiliation in Uganda (**for foreign investigators only**). The letter should mention the names of the foreign investigators and it should be addressed to the Executive Secretary, UNCST.

f. An administrative clearance letter from the head of the organization where the research is going to be conducted addressed to the PI and/or Executive Secretary, UNCST.

g. Admission letter for academic research (applies to only East African students)

h. CVs for each investigator on the study team. The CVs should be signed and/or initialed on each page as well as dated.

i. Proof of payment of research administration and clearance fees for the study. The fees are as follows;

**Amount:** 300 US Dollars or 50 US Dollars for East African students **except those pursuing post doc studies and fellowships (or an equivalent in Ugandan Shillings).**

**Bank:** Any Branch of Standard Chartered Bank

**Account title:** Uganda National Council for Science and Technology (UNCST)

**Account numbers:** 8705611811400 (**US Dollars**) and 0105610632101 (**Uganda shillings**)

**Swift code:** SCBLUGKA

### **2.2 Additional information**

a) The proposed research project should at minimum have a title, introduction, objectives, study design and methods, version, date, budget and the estimated duration.

b) A researcher or any other person, who wishes to export and import plant or animal specimen for further investigations abroad, must obtain special export and import permits from the UNCST.

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

d) UNCST makes submission of RS 6 forms to president's office for security clearance to study districts.

e) Submission to NDA is made where applicable.