



## **PERMIT APPLICATION SYSTEM**

### **Step-By-Step Guide for Submitting a Research Protocol to UNCST for Permit approval to Conduct Research in Uganda**

## **BRIEF INTRODUCTION**

The **Permit Application System** within the **National Research Information Management System (NRIMS)** is a secure, web-based platform developed by the Uganda National Council for Science and Technology (UNCST) to facilitate the submission, review, and approval of research permits.

This system is designed to streamline the process by which Principal Investigators (PIs) and Co-Investigators submit their research protocols for regulatory approval after receiving ethical clearance from accredited Research Ethics Committees (RECs).

Through this system, applicants can complete their profiles, prepare and submit the official RS6 research permit application form, track the status of their permit applications in real time, and manage any subsequent post-approval requests such as amendments, renewals, or safety reporting.

This user manual provides a step-by-step guide to help you navigate the entire permit application process within NRIMS, from initiating your application to final submission and beyond.

### **Key Features of the User Manual**

- 1) Start your permit application by syncing an approved REC protocol or directly from the NRIMS dashboard.
- 2) Complete your bio data profile on first login to enable permit submission.
- 3) Track your protocol's progress from initial submission through RS6 Form completion to final approval.
- 4) Respond to completeness check comments promptly during review.
- 5) Manage post-approval requests including SAEs, amendments, renewals, and MTA updates.
- 6) Use and submit the official RS6 Form accurately to complete your permit application.
- 7) Download approval letters and handle revision requests efficiently if needed.

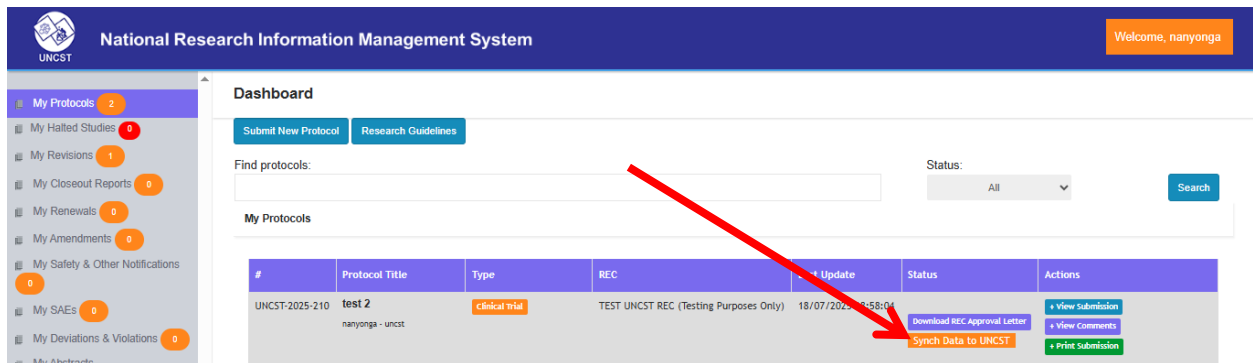
This manual ensures you are equipped to confidently navigate every stage of the permit application process using the NRIMS platform.

## STEP 1:

### Initiating the Research Permit Application

The system shall enable applicants to initiate the research permit application process through two navigation options:

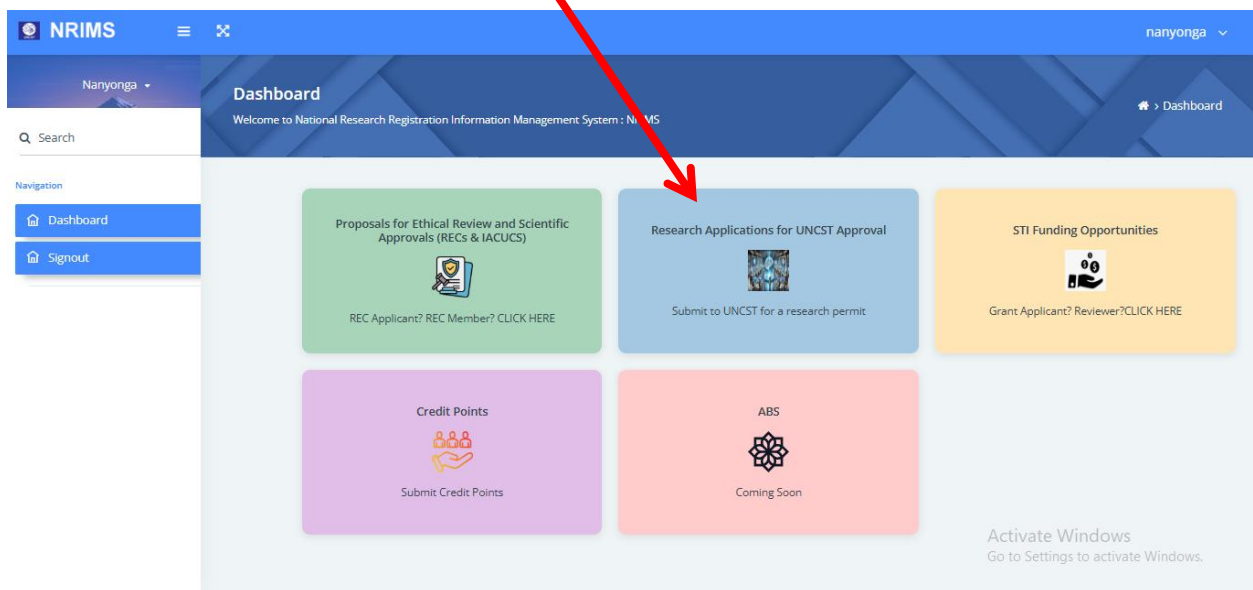
- a. By clicking, the "Sync Data to UNCST" button of that particular protocol under the status column on the NRIMS dash board



The screenshot shows the NRIMS dashboard for user 'nanyonga'. The dashboard includes a sidebar with navigation options like 'My Protocols', 'My Halted Studies', and 'My Revisions'. The main content area displays a table of protocols. The table has columns for '#', 'Protocol Title', 'Type', 'REC', 'Update', 'Status', and 'Actions'. A red arrow points to the 'Sync Data to UNCST' button in the Actions column of the first protocol row.

#	Protocol Title	Type	REC	Update	Status	Actions
UNCST-2025-210	test 2 nanyonga - uncst	clinical trial	TEST UNCST REC (Testing Purposes Only)	18/07/2025 09:58:04		<a href="#">View Submissions</a> <a href="#">Download REC Approval Letter</a> <a href="#">View Comments</a> <a href="#">Print Submission</a> <a href="#">Sync Data to UNCST</a>

- b. By accessing the UNCST Permit Application directly from the main dashboard.



The screenshot shows the NRIMS main dashboard for user 'nanyonga'. The dashboard features a grid of application tiles. A red arrow points to the 'Research Applications for UNCST Approval' tile, which includes the text 'Submit to UNCST for a research permit'.

Tile Title	Description
Proposals for Ethical Review and Scientific Approvals (RECs & IACUCS)	REC Applicant? REC Member? CLICK HERE
Research Applications for UNCST Approval	Submit to UNCST for a research permit
STI Funding Opportunities	Grant Applicant? Reviewer? CLICK HERE
Credit Points	Submit Credit Points
ABS	Coming Soon

## STEP 2:

### Completing Bio Data on First Login

**Note: When you log in to the UNCST Application Dashboard for the first time, you are required to complete your bio data before you can proceed to submit a research permit application.**

- 1) After logging in to the UNCST Permit Application System and accessing the Application Dashboard.
- 2) On the right-hand side of the screen, locate the “**Status**” section.
- 3) Identify the tabs labeled in **red**, which indicate incomplete sections:
  - a. User Account Details
  - b. Password & Photo
  - c. Personal Details
  - d. Education Background
  - e. Employment
  - f. Research Experience
- 4) Click on each red-labeled tab to open its corresponding form.
- 5) Fill in all required fields in each form.
- 6) Click the “**Save**” button after completing each section.
- 7) Once saved, the tab color will change from **red (Pending)** to **green (Completed)**. Repeat the process until **all tabs are marked green**.
- 8) After all sections are completed, you will be able to submit your research permit application.

The screenshot shows the UNCST Application Dashboard. The header includes the UNCST logo and the text "UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY - UNCST" and "Application for permission to conduct research in Uganda". The main content area is divided into two columns. The left column contains a "Welcome nanyonga" message with user details and a "Dear" message with instructions. The right column contains a "Status" section with a list of tabs: Home, User account details (Pending), Password & Photo (Pending), Personal details (Pending), Education background (Completed), Employment (Completed), and Research experience (Pending). There are also buttons for Logout, Apply for REC Approval, and Manage CABs. A "Let's talk" chat window is visible at the bottom right.

### STEP 3:

#### Accessing the Permit Application Interface for a Submitted Protocol

- 1) Scroll down on the **Home page** after logging in.
- 2) Locate the **protocol submission** for which you want to apply for a research permit.
- 3) Click the **“Update Submission”** button next to that protocol.
- 4) This will open the interface where you can begin entering the **permit application details**.

c. Note that the payee incurs the bank charges.  
d. A downloadable invoice will be generated in the payments Menu after completion of Research Details.  
2. Attach a copy of the pay slip from the Bank to this application portal – Under the Payments menu. Please quote YOUR

[Click to Make a new Submission](#) [Click here to update your Manual Submissions](#)

#### My Submissions


Project Title	Status	Remarks
test 2	Pending Final Submission	NULLNULL

[Important Dates](#)  
Submission Date:

[Update Submission](#)

[Delete Submission](#)

[Apply for MTA](#)



Activate Windows  
Go to Settings to activate Windows.

Online



## STEP 5:

### Filling in PI & Team Members' Details Tab

- 1) Click on the **PI & Team Members' Details** tab.
- 2) A table will appear on the left.
- 3) Click the **Edit** icon to open their investigator details form.

**Co-investigators' details:**

Team members on the study whose RS6 forms were previously added to the system will automatically be captured after adding their details. Make sure that you enter the correct details, especially the email address.

Person	Qualifications	Nationality	Status	Edit	Delete
<input type="checkbox"/>	nanyonga		<b>ERROR! Qualifications and Organisation of Affiliation missing, Click Edit to update</b> <b>RS6 Form Not Submitted</b> Copy the link provided below and paste it in a browser to complete the RS6 Form <code>https://research.uncst.go.ug/poffice.php?ps=636affe4ab5955f95f347e72b146dc2d</code> OR <a href="#">Click here to open in browser</a>		

[Click to Add New](#)

Co investigator includes co-principal investigators and any member of the core research team.

**Status**

- Home
- User account details **Completed**
- Password & Photo **Completed**
- Personal details **Completed**
- Education background **Completed**
- Employment **Completed**
- Research experience **Completed**
- Research details **Completed**
- Research attachments **Pending**
- Estimated cost **Completed**
- PI & Team Members' Details **Pending**
- Referees **Pending**
- Payroll **Online**

Logout

[Apply for REC Approval](#)

[Manage CABs](#)

## STEP 6:

### Filling in the RS6 Form

- 1) Click on the **RS6 Form** link to open it in a new browser tab.

**Co-investigators' details:**

Team members on the study whose RS6 forms were previously added to the system will automatically be captured after adding their details. Make sure that you enter the correct details, especially the email address.

Person	Qualifications	Nationality	Status	Edit	Delete
<input type="checkbox"/>	nanyonga		<b>ERROR! Qualifications and Organisation of Affiliation missing. Click Edit to update</b> <b>RS6 Form Not Submitted</b> Copy the link provided below and paste it in a browser to complete the RS6 Form <code>https://research.unest.go.ug/poffice.php?ps=636affe4ab595f95f347e72b146dc2</code> OR <a href="#">Click here to open in browser</a>	✓	✕

Click to Add New

Co investigator includes co-principal investigators and any member of the core research team.

**Status**

- Home
- User account details **Completed**
- Password & Photo **Completed**
- Personal details **Completed**
- Education background **Completed**
- Employment **Completed**
- Research experience **Completed**
- Research details **Completed**
- Research attachments **Pending**
- Estimated cost **Completed**
- PI & Team Members' Details **Pending**
- Referees **Pending**
- Payroll **Online**

Logout  
Apply for REC Approval  
Manage CABs

- 2) Once opened, you will see **several tabs on the right-hand side** of the form interface.
- 3) Click on **each red tab** to access the corresponding form section.
- 4) Fill in the required details within each section.
- 5) After completing a section, the tab color will automatically change from **red to green** to indicate completion.
- 6) Repeat this for all remaining red tabs until all sections are marked as completed.

**SECTION C**

Employment | Countries Visited | Recommendation

Employment since leaving school or college, with dates

Institution	Designation	Recruitment Date	
<input type="text"/>	<input type="text"/>	Year <input type="text"/>	<input type="button" value="Add Rows"/>

**Status**

- Home
- Passport Photo **Completed**
- Section A **Pending**
- Section B **Pending**
- Section C **Pending**
- Signature **Pending**

Print RS6 Form

## STEP 7:

### Submitting the RS6 Form

- 1) After filling in **all required tabs** (e.g., Section A, B, C, Signature, etc.), ensure that **each tab has turned from red to green** indicating completion.
- 2) Once all tabs are completed, The **"Submit RS6 Form"** button will become visible on the upper right side of the screen.
- 3) Click the **"Submit RS6 Form"** button to finalize and submit your RS6 form for processing.

The screenshot displays the UNCST application interface. At the top, the header includes the UNCST logo and the text "UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY - UNCST" and "Application for permission to conduct research in Uganda". A "Welcome" dropdown menu is visible in the top right corner.

The main content area is titled "SECTION A" and contains several tabs: "Personal Details", "Addresses", and "Particulars of Applicant". The "Particulars of Applicant" tab is active, showing a form with the following fields:

- Have you been sentenced or bound over by a civil court, or has a charge against you been dismissed by a civil court? \*  
 No  Yes
- Marital Status \*  
 Single  Married  Other
- Number of children: 22
- Ages of children: 22
- Details of father \*
  - Name \*: s m rrrrrrrrrrrrr
  - Nationality at birth: Uganda
  - Present Nationality: Uganda
- Details of mother \* (partially visible)

On the right side, a "Status" panel shows the completion status of various sections:

- Home
- Passport Photo: Completed
- Section A: Completed
- Section B: Completed
- Section C: Completed
- Signature: Completed

At the top right of the Status panel, there are two buttons: "Print RS6 Form" and "Submit RS6 Form". A red arrow points to the "Submit RS6 Form" button, which is highlighted in red, indicating it is now visible and clickable.

At the bottom of the page, there is a watermark for "Activate Windows" and a URL: <https://research.uncst.go.ug/poffice.php?poffice=sectionsign&tps=636affe4ab595...>

## STEP 8:

### Confirming RS6 Form Submission

- 1) After clicking "**Submit RS6 Form**", you will see an onscreen message confirming:  
**"Congratulations, you have completed all required processes."**
- 2) This message indicates that your RS6 form has been successfully submitted.
- 3) Click the "**Home**" button to return to the permit application dashboard.

The screenshot displays the UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY - UNCST application dashboard. The header includes the UNCST logo and the text "Application for permission to conduct research in Uganda". A "Welcome" dropdown menu is visible in the top right corner. The main content area is divided into two sections: "Submit Form" and "Status".

**Submit Form**

Congratulations, you have completed all required processes  
**Note:** Please note that you can no longer edit this application.  
Thank you

[Home](#)

**Status**

Home	
Passport Photo	Completed
Section A	Completed
Section B	Completed
Section C	Completed
Signature	Completed

Buttons for "Print RS6 Form" and "Submit RS6 Form" are located in the top right corner of the main content area.

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## STEP 9:

### RS6 Form Submission Confirmation on Home Screen

- 1) After submitting the RS6 form and clicking **Home**, you will be redirected to the dashboard.
- 2) The status of the RS6 form will now display **“RS6 FORM SUBMITTED”** under the Co-investigators' details section.
- 3) The **“PI & Team Members’ Details”** tab on the right will automatically change from **red** to **green**, indicating completion.
- 4) You can also view or edit the RS6 form using the **Edit/Update RS6 Form** link, or print it using the **Print RS6 Form** option.

UNCST UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY - UNCST  
Application for permission to conduct research in Uganda

Hello, Elizabeth

#### Co-investigators' details:

Team members on the study whose RS6 forms were previously added to the system will automatically be captured after adding their details. Make sure that you enter the correct details, especially the email address.

Person	Qualifications	Nationality	Status	Edit	Delete
<input type="checkbox"/> LIZZY nyonga nanyonga	doctor	Uganda	<b>RS6 Form Submitted</b> <a href="#">Edit/Update RS6 Form</a> <a href="https://research.uncst.go.ug/poffice.php?ps=636affe4ab5955f95f347e72b146dc2d">https://research.uncst.go.ug/poffice.php?ps=636affe4ab5955f95f347e72b146dc2d</a> <a href="#">Edit/Update RS6 Form</a> <a href="#">Print RS6 Form</a>	<input checked="" type="checkbox"/>	

[Click to Add New](#)

Co investigator includes co-principal investigators and any member of the core research team.

#### Status

- Home
- User account details **Completed**
- Password & Photo **Completed**
- Personal details **Completed**
- Education background **Completed**
- Employment **Completed**
- Research experience **Completed**
- Research details **Completed**
- Research attachments **Pending**
- Estimated cost **Completed**
- PI & Team Members **Online**

Logout  
[Apply for REC Approval](#)  
[Manage CABs](#)

## STEP 10:

### Making the Final Submission

- 1) Once **all the tabs** on the right have turned **green** and show **"Completed"**, the system will display the **"Make Final Submission"** button in **red**.
- 2) Click the **Make Final Submission** button to officially submit your research permit application to UNCST.

The screenshot displays the UNCST application interface. On the left, a table lists project entries with columns for 'Project title', 'Attachment', 'Study tools', 'Edit', and 'Delete'. The first entry is 'test 2' with attachments 'Project Proposal (3.59 mbs)' and 'Data collection tools (3.59 mbs)'. On the right, a sidebar shows a list of application sections, each with a 'Completed' status indicator in a green box. The sections are: Home, User account details, Password & Photo, Personal details, Education background, Employment, Research experience, Research details, Research attachments, Estimated cost, PI & Team Members' Details, Referees, and Payment. Below these, there are buttons for 'Logout', 'View submission', 'Apply for REC Approval', 'Manage CABs', and 'Make final submission'. A red arrow points to the 'Make final submission' button, which is highlighted in red. At the bottom, there is a footer with contact information and a watermark for Windows activation.

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## STEP 11:

### Confirmation of Final Submission

- 1) After clicking the "**Make Final Submission**" button, you will receive an **on-screen confirmation message** indicating that all required processes have been completed.
- 2) A **notification email** will also be sent to confirm that your permit application has been successfully submitted.
- 3) You will no longer be able to edit the submission at this stage.
- 4) To proceed with another application or amendment, click the **Home** button.

UNCST

UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY - UNCST

Application for permission to conduct research in Uganda

Make final submission

Hi, Elizabeth

Logout

View submission

Apply for REC Approval

Manage CABS

Print submission

Home

Logout

Home

Logout

Status

Home

User account details **Completed**

Password & Photo **Completed**

Personal details **Completed**

Education background **Completed**

Employment **Completed**

Research experience **Completed**

Research details **Completed**

Research attachments **Completed**

Estimated cost **Completed**

Online

Activate Windows  
Go to Settings to activate Windows.

## STEP 12:

### Submitting Post-Approval Requests

- 1) Once your protocol has been **approved**, any **post-approval actions** (e.g., MTA updates, team amendments, renewals) will appear in a list under the corresponding submission.
- 2) Click the specific **post-approval option** (e.g., *Update MTA, Amendment of Team Members*) to open and fill its associated form.
- 3) The **approval letter** for the protocol can always be downloaded from the **Status column** using the "**Download Approval Letter**" button.
- 4) If any **revisions or amendments** are rejected, a "**Revise Amendments**" button will appear along with a remark under the **Remarks column** explaining the decision.

Project Title	Status	Remarks
srd, SIR516ES	<a href="#">Download Approval Letter</a> <a href="#">View Submission</a>	NULL COMMENTS FOR DECISION REJECT AND REC APPROVAL YES

Amendments/Revisions have been Rejected  
[Revise Amendments](#)

MTA Uploaded - pending  
[Update MTA](#)

Employment Completed  
Research experience Completed

Activate Windows  
Go to Settings to activate Windows.  
Online