

# CHECKLIST FOR RESEARCHERS (RWANDANS OR NON-RWANDANS) SEEKING FOR AFFILIATION TO THE UNIVERSITY OF RWANDA

(To be submitted with the application. If one or more items is incomplete, please **DO NOT** submit the application)

## A. Rwandans (Resident or Non-Resident).

Directly submit the application to the identified **College** Director of Research and Innovation for affiliation, based on the subject of study to:

CASS : [d.uwizeye@ur.ac.rw](mailto:d.uwizeye@ur.ac.rw)/ [dri.cass.ur@gmail.com](mailto:dri.cass.ur@gmail.com); CAFF: [n.taremwa@ur.ac.rw](mailto:n.taremwa@ur.ac.rw)/ [nk.taremwa@gmail.com](mailto:nk.taremwa@gmail.com); CVAS: [j.p.mpatswenumugabo@ur.ac.rw](mailto:j.p.mpatswenumugabo@ur.ac.rw)/ [jean.pierre.mpatswenumugabo@gmail.com](mailto:jean.pierre.mpatswenumugabo@gmail.com); CBE: [i.kadhafi2026@ur.ac.rw](mailto:i.kadhafi2026@ur.ac.rw)/ [ikadhafi@gmail.com](mailto:ikadhafi@gmail.com); CE: [m.tusiime@ur.ac.rw](mailto:m.tusiime@ur.ac.rw)/ [krwibasira@yahoo.com](mailto:krwibasira@yahoo.com); CMHS: [s.jansen@ur.ac.rw](mailto:s.jansen@ur.ac.rw)/ [sjansen.ur@gmail.com](mailto:sjansen.ur@gmail.com); CST: [t.kabera@ur.ac.rw](mailto:t.kabera@ur.ac.rw)/ [kaberacriss@gmail.com](mailto:kaberacriss@gmail.com)

**Do Not** complete the National Council of Science and Technology affiliation forms, unless is required.

## B. Non-Rwandans.

Submit the application to UR-DRI at: Assoc. Prof. Samuel Mutarindwa: [s.mutarindwa@ur.ac.rw](mailto:s.mutarindwa@ur.ac.rw), copy to [j.n.musafiri@ur.ac.rw](mailto:j.n.musafiri@ur.ac.rw)

Name of PI/Researcher: ..... Email address: .....

| S/N | REQUIREMENTS                                                                                                                                                                                                                                                                                            | Check the boxes with ✓ before submission | FOR OFFICIAL USE ONLY |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------|
|     |                                                                                                                                                                                                                                                                                                         |                                          | Reception Date:       |
|     |                                                                                                                                                                                                                                                                                                         |                                          | Comments              |
| 1   | <b>An affiliation request letter</b> (If working on a group project one letter bearing names of <b>all</b> investigators and their signatures will suffice for <b>EACH</b> of them to get affiliation after payment of individual affiliation fees);                                                    |                                          |                       |
| 2   | <b>Form RCEXR</b> : Application for Research Clearance by External Researchers                                                                                                                                                                                                                          |                                          |                       |
| 3   | <b>Form RETHC</b> : Research Ethical Approval Form - (Ensure <b>SECTION C: Ethical Scrutiny by the University of Rwanda (UR) supervisor/Monitor</b> , is <b>also</b> completed and signed before submission)                                                                                            |                                          |                       |
| 4   | A comprehensive <b>full research proposal</b> (with names of all researchers);                                                                                                                                                                                                                          |                                          |                       |
| 5   | A copy of Guiding Questions (research or Data collection instruments);                                                                                                                                                                                                                                  |                                          |                       |
| 6   | A copy of <b>Consent Form</b> (if applicable);                                                                                                                                                                                                                                                          |                                          |                       |
| 7   | The <b>Application for Permission to Conduct Research in Rwanda</b> , from National Council for Science and Technology –(NCST) (Complete and submit to <b>UR</b> ), <a href="https://www.ncst.gov.rw/detail/research-permit-application">https://www.ncst.gov.rw/detail/research-permit-application</a> |                                          |                       |

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--|--------------------------------------------------------|
| 8  | The <b>Affiliation Confirmation Form</b> from National Council for Science and Technology –(NCST) ( <i>Complete and submit to UR</i> ), <a href="https://www.ncst.gov.rw/detail/research-permit-application">https://www.ncst.gov.rw/detail/research-permit-application</a>                                                                                             |                                                                           |  |                                                        |
| 9  | A <u>signed</u> <b>Commitment letter of the local (UR, Rwanda) supervisor (one per project)</b> and terms under which he/she will do that to be met by the Principal Investigator                                                                                                                                                                                       |                                                                           |  |                                                        |
| 10 | <b>Curriculum vitae</b> of the principal investigator or sole researcher.                                                                                                                                                                                                                                                                                               |                                                                           |  |                                                        |
| 11 | A copy of National Identification Card ( <b>NID</b> ) for Rwandan and <b>Passport</b> for non-Rwandan applicant,                                                                                                                                                                                                                                                        |                                                                           |  |                                                        |
| 12 | A signed Local Supervision Form                                                                                                                                                                                                                                                                                                                                         |                                                                           |  |                                                        |
| 13 | A copy of signed <b>agreement between the Applicant and the UR Supervisor regarding the costs for monitoring</b> the research to be incurred by him/her (Supervisor from UR)                                                                                                                                                                                            |                                                                           |  |                                                        |
| 14 | Non-refundable administration fee of <b>RWF 60,000 for new application and RWF 100,000 for extension application</b> (for each individual applicant in case there is more than one researcher on the project)                                                                                                                                                           |                                                                           |  |                                                        |
| 15 | Non-Refundable Ethical Review fee <b>RWF 342,864</b> payable by the Principal Investigator (PI) <i>if the study involves human beings as subjects of the research. To be paid after initial review upon receipt of the application and <u>only on request by UR.</u></i>                                                                                                |                                                                           |  |                                                        |
| 16 | <b>Payment Details at the <u>BANK OF KIGALI</u>:</b><br>Payments will be made to a selected UR College bank account ( <b>at Bank of Kigali</b> ) depending on which College your study will be conducted from, and your UR monitor (Supervisor) is based. The bank pay-in-slip shall be presented to the University DRI before the research clearance letter is issued. |                                                                           |  |                                                        |
|    | <b>00094-0651928-43</b>                                                                                                                                                                                                                                                                                                                                                 | <b>UR College of Arts and Social Sciences</b>                             |  | Choose only <b>one</b> relevant College account number |
|    | <b>00094-0651931-40</b>                                                                                                                                                                                                                                                                                                                                                 | <b>UR College of Agriculture, Animal Sciences and Veterinary Medicine</b> |  |                                                        |
|    | <b>00094-0651933-38</b>                                                                                                                                                                                                                                                                                                                                                 | <b>UR College of Education</b>                                            |  |                                                        |
|    | <b>00094-0651932-39</b>                                                                                                                                                                                                                                                                                                                                                 | <b>UR College of Business and Economics</b>                               |  |                                                        |
|    | <b>00094-0651934-37</b>                                                                                                                                                                                                                                                                                                                                                 | <b>UR College of Medicine and Health Sciences</b>                         |  |                                                        |

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|--|----------------------|--------------------------------------|--|--|
|  | 00094-<br>0651935-36 | UR College of Science and Technology |  |  |
|--|----------------------|--------------------------------------|--|--|

**NB:**

1. Starting date of research should be at least 2.5 months (Masters and PhD), or 3.5 months for other research from the date of submission of application to UR.
2. For the UR-DRI to process the affiliation request, the submission needs to be **complete**.
3. With complete submission, *it takes a **maximum of 10 working days** to grant the affiliation at UR. **Missing documents can delay the process considerably.***
4. *UR-DRI or C-DRI will send approved documents via online channel, in case you need to collect the **ORIGINAL** documents, you may come directly to UR-DRI or C-DRI Office or request your UR supervisor to collect them on your behalf.*