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**INTRODUCTION**

According to the Rwanda Law, anyone who is not a resident of Rwanda or not a staff of a Higher Learning/ Research Institution in Rwanda is obliged to get a Research Clearance Certificate from the National Council for Science and Technology. Higher Learning/ Research Institutions and other approved organisations have been delegated to such affiliate researchers and assist them to get the Research and Ethics Clearances. The University of Rwanda (UR) is among the institutions delegated to affiliate researchers.

**APPLICATION FOR AFFILIATION WITH UR**

Application for affiliation with UR is made by the researcher who will carry out data collection in Rwanda by filling in this ***Form RCEXR: Application for Research Clearance by External Researchers***. Herein the researcher is called the Principal Investigator (PI)).

**Please note:** If the PI is non-resident and non-Rwandan National, he or she will apply to the University Director of Research and Innovation (UR-DRI). If the PI is a Rwandan National whether living in Rwanda or outside Rwanda, he or she will apply to the relevant College Director of Research and Innovation (CDRI).

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| **Research Topic:** | *Here put the Research Title in English* |
| **Research Team** | *Here list the names of all staff who will be involved in data collection. The first name is that of applicant (here known as the PI). The second name is that of UR-Supervisor followed by names of other collaborators who will be involved in data collection in Rwanda. It is mandatory to have a UR-Supervisor. He or she will monitor the research conduct to ensure UR norms are respected and the indicated data are the ones collected using the submitted data collection instrument.*   1. Name, Principal ***Investigator,*** Department, college or any other Unit, University or Institution, Country 2. Name, UR ***Supervisor***, Department, College or any other Unit, UR, Rwanda 3. Name, Researcher ***or Research Assistant or technical staff or support staff,*** Department, College or any other Unit, University or Institution, Country |
| **Research Objectives** | Put a short summary of the research objective |
| **Purpose of Research:** | Academic or policy or whatever |
| **Data Collection Location:** | Here put list all the data collection points |
| **Dates Research will commence** | Here put dates for commencement of data collection |
| **Estimated Period of Research** | Here put the number of days or weeks or months you expect to do the data collection |
| **Data Collection Target Group** | Here describe the group from which you will collect data |

**ENCLOSURES**

The following enclosures will accompany this ***Form RCEXR: Application for Research Clearance by External Researchers****:*

1. A cover letter addressed to the University Director of Research and Innovation (for non-Rwanda Nationals) or College Director of Research and Innovation (for Rwanda Nationals) requesting for research affiliation.
2. The Full Research Proposal,
3. Data collection instruments
4. Informed consent (if applicable)
5. Filled form ***RETHC: Application for Ethics Clearance***.

**SUBMISSION PROCESS**

1. The PI will fill and submit ***Form RCEXR: Application for Research Clearance by External Researchers*** to a UR Supervisor who will scrutinise the application and recommend to the University or relevant CDRI.
2. The proposal will be screened to see if it needs ethics clearance or not. If yes, the PI must get a signed consent from the human subjects before the application is processed. After which the PI will get an ethics clearance letter (if all is compliant), a research clearance letter and an introduction letter.
3. If after scrutinising the research methodology it is established that the Ethics clearance is not required for the kind of data collection, the PI will be given the ethics clearance letter, a research clearance letter and an introduction letter.

**RESEARCH CONDITIONS**

1. The supervisor (or representative) will make monitoring missions during data collection and costs for the UR supervisor missions will be included in the research budget.
2. The PI will submit two copies of the research report one to the UR-DRI and another to the unit from which the supervisor comes.
3. Any changes from the above shall be made only after consultations with the University (or College) DRI
4. Any deliberate departures from the above will result into revocation of the clearance
5. The PI will deposit a copy of publication or artefact resulting from the research with the UR Library

**FEES PAYMENT**

1. The PI will pay the following amounts:
2. RWF60,000 for administration costs.
3. The amount budgeted for supervision mission costs.
4. If the ethics clearance by a committee is needed, then the PI will pay an additional RWF 342,864.
5. Payments will be made at **Bank of Kigali** to one of the following UR College bank accounts, normally where your UR monitor (supervisor) is based. The bank pay-in-slip shall be presented to UR-DRI before the research clearance letter is issued:

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| **Payment Details at the BANK OF KIGALI:**  Payments will be made to a selected UR College bank account **(at Bank of Kigali)** 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. | | |
| **00094-0651928-43** | | **UR College of Arts and Social Sciences** |
| **00094-0651931-40** | | **UR College of Agriculture, Animal Sciences and Veterinary Medicine** |
| **00094-0651933-38** | | **UR College of Education** |
| **00094-0651932-39** | | **UR College of Business and Economics** |
| **00094-0651934-37** | | **UR College of Medicine and Health Sciences** | |
| **00094-0651935-36** | | **UR College of Science and Technology** | |

1. Also, a copy of a signed agreement between the UR Supervisor and PI indicating the costs to be covered by the project for monitoring missions shall be presented to the UR-DRI before the Research Clearance letter is issued.