



INTRODUCTION

The University of Rwanda (UR) like other Universities and Research Institutes is delegated by Rwanda Regulations to affiliate the following types of researchers and facilitate Ethics Clearance and Research Clearance:

1. Researchers from outside Rwanda who are not Rwandan Nationals
2. Researchers who are Rwanda Nationals (either from outside or from within Rwanda) who are not employees of Higher Learning or Research Institutions

PROCEDURES FOR CLEARANCE

1. Applicants for affiliation to UR must first get a supervisor who is a UR academic staff in the discipline of their research. If they do not know one, they can write to the University Director, Research and Innovation (UR-DRI) or the relevant College DRI (CDRI) to get assistance in identifying a supervisor for them.
2. The applicant is required to fill **Form RCEXR: Application for Research Clearance by External Researchers** (URL: <http://research.ur.ac.rw/?q=node/77>) and **RETHC: Application for Ethics Clearance** (URL: <http://research.ur.ac.rw/?q=node/77>) and submit the documents **BY EMAIL** together with other required information to the UR Supervisor.
3. The UR supervisor will fill the relevant sections and forward them **BY EMAIL** for further processing to either the UR-DRI in case of non-Rwandan applicants from outside Rwanda or to the CDRI for others.
4. Once the application has been received at the office of the UR-DRI the process normally takes a maximum of 5 days if no Ethics Clearance Committee meeting is needed, however it can take a month or longer if the Full Ethics Clearance Committee has to meet. *Applicants are advised not to travel before they receive the letters.*
5. The applicant will be notified about the outcome and if successful, will be issued a signed Ethics Clearance form, and a letter of Research Clearance.
6. For Rwandan Nationals, they can start collecting data as soon as they get letters from the College Director of Research and Innovation.
7. For a non- Rwandan National applicant fill the National Council for Science and Technology

Authority to conduct Research in Rwanda all the sections, and submit them to the UR-DRI for completion, signing and stamping.

8. The applicant will then be issued the following signed and stamped letters:

- i. Letter of **affiliation** to UR.
- ii. Letter of recommendation to the Director General of Immigration and Emigration.
- iii. Letter to the NCST.

All these letters and NCST completed forms will be submitted to the NCST by the applicant or their supervisor.

9. The NCST will issue the Research Certificate and other letters which together with UR documents are needed by the Immigration office to issue a visa for conducting research in Rwanda.

10. In addition, if the applicant wishes, he or she can be given an invitation letter signed by the Deputy Vice Chancellor Academic Affairs and Research (DVC-AAR), which can be issued even before processing the application. Such a letter is to assist applicants to process their travel arrangements or permissions from their employers or for their funding agencies.

RESPONSIBILITIES

S/N	ACTION	RESPONSIBLE PERSON
1.	Identifying a UR Supervisor	Researcher can seek assistance from UR-DRI or CDRI)
2.	Submitting to UR Supervisor by email a filled Form RCEXR: Application for Research Clearance by Affiliated Researchers with the following enclosures: <ul style="list-style-type: none"> i) Cover letter addressed to the University of Rwanda Director of Research and Innovation requesting for research affiliation. ii) Full Research Proposal, iii) Data collection instruments iv) Signed informed consent (if applicable) v) Filled form RETHC: Application for Ethics Clearance 	Researcher
3.	Filling section C of the RETHC: Application for Ethics Clearance and submitting the application package to either UR-DRI for Non-Rwandans or CDRI for Rwandan Nationals	UR Supervisor
4.	Filling Sections C and D of the RETHC: Application for Ethics Clearance and either approving or submitting the Research Screening and Ethics Clearance Committee	<ol style="list-style-type: none"> 1. UR-DRI for Non-Rwandans 2. CDRI for Rwandan Nationals
5.	An Invitation letter to be a Research Associate at UR for non- Rwandans or the relevant UR College for Rwandan Nationals	<ol style="list-style-type: none"> 1. UR DVC-AAR for Non-Rwandans 2. College Principal for Rwandan Nationals
6.	Filling NCST Documents Affiliation Confirmation Form and Application for Authority to conduct Research in Rwanda and submitting them to the University Directorate of Research and Innovation for completion	Non-Rwandan researcher

7.	<p>Bringing</p> <ul style="list-style-type: none"> - Bank pay-in slip of 60,000RWF for administration purpose (Bank account to be provided by RPGS Unit) - Bank pay-in slip of 359, 694RWF if ethics clearance is deemed necessary and the committee meets, (Bank account to be provided by UR-DRI Unit) - A signed agreement between the Applicant and the UR Supervisor regarding the costs for monitoring the research to be incurred on the UR supervisor 	Researcher
8.	<p>Recommendation letter to the Director General Immigration and Emigration for research visa to be issued to the Researcher and signing NCST documents <i>Affiliation Confirmation Form</i> and <i>Application for Authority to conduct Research in Rwanda</i></p>	DVC-AAR
9.	<p>Providing names and addresses of people to be visited during data collection to the UR-DRI or College DRI (in case a researcher needs introduction letters)</p>	Researcher
10.	<p>Issuing Introduction letters to carry out research/data collection</p>	<ol style="list-style-type: none"> 1. UR DVC-AAR for Non-Rwandans 2. College Principal for Rwandan Nationals
11.	<p>Deposit 2 copies of the Research Report/ thesis/ dissertation with UR</p>	Researcher