

**REPUBLIC OF BOTSWANA**

**GUIDELINES FOR APPLICATION**

**FOR**

**RESEARCH PERMIT**

**GABORONE**

## CONTENTS

	<u>Page</u>
Preface	3
Introduction	4
Application procedures	5
Residence Permit	6
Requirement within Botswana	6
Special Guidelines	7
Appendix 1	8
Appendix 2	12

## **PREFACE**

This document provides information needed by any person who wishes to apply for a permit to conduct research in Botswana. Such persons are advised to read it carefully and to follow the various procedures outlined.

Applications for research should be directed to Government Ministries under whose portfolio the subject of the research proposal falls. For the various Government Ministries and other relevant institutions see Appendix 1.

In the case where the research proposal is relevant to more than one Ministry, the application(s) should be sent to the Ministry of Labour and Home Affairs for coordination purposes.

## **1. Introduction**

Botswana is a multi-party democratic state committed to freedom of speech and dialogue. The nation is founded on four principles of Democracy, Development, Self-reliance and Unity, which aim to achieve social harmony and give rise to four main development objectives:

Rapid Economic Growth, Social Justice, Economic Independence and Sustained Development

Botswana believes that Democracy can be expressed through an open approach to research. Such research is closely linked with development, and is manifested through cooperation between researchers and Government. Furthermore consistent with the principles of Self-reliance, the Government is anxious to build up a sound research capacity.

Research in Botswana is however, guided by the Anthropological and /or Monuments and Relics Act. While development oriented research is a priority, in the interest of expanding knowledge in various fields, research of a more academic and theoretical nature is permitted wherever possible.

Botswana has adopted an open research policy and encourages research. However, it is a small population which is sparsely distributed, and is open to dangers of being over-researched in certain areas. Hence, all applications for research will be subjected to careful evaluation. It is important that research proposals should take into consideration the respect of persons, beneficence and justice in accordance with international guidelines on ethical principles and for the protection of human subjects of research. Priority will be given to research by local institutions and to research which is of maximum benefit to the nation.

Particular encouragement is given to research relating to geographical areas and subjects not previously extensively studied, as well as to subjects of specific value for the country. At the same time the issue of research permit depends upon the qualifications, references, institutional and financial support of the researcher, and the clarity and soundness of the research proposal.

It should therefore be noted that not every application, however well substantiated, will meet with Government approval. Prospective researchers should understand the reasons for these precautions, and voluntarily comply with the spirit as well as the letter of these Guidelines for Application for a Research Permit.

## **GUIDELINES**

## **2. Application Procedures**

### **Development of a Research Proposal**

The relevant Government Ministry must be consulted in the process of developing a research proposal and before finalised funding proposals are submitted to the funding agency. See Appendix 1 for a list of Ministries.

The finalised research proposal should only be submitted together with an application for a research permit after funding has been secured. However in the case of studies undertaken as partial fulfilment of an academic requirement, the research proposal and application for a research permit may be submitted prior to securing the funds.

A research proposal should include tools that will be used to conduct the study. If the research project is a multi-centre site study, then consent forms and permission slips to conduct the study from other sites (countries) must also be attached.

It must be emphasised that even at the stage where funding has been secured and general agreement has been reached with the relevant body in Botswana, the issue of a research permit is not necessarily automatic.

### **Application for a Research Permit**

Two copies of a completed application form for a research permit must be submitted to the relevant ministry (see summary of ministerial portfolios appendix 1), at least two months before commencement of the study. Application forms may be collected from the following places:

- All Government Ministries
- The Botswana High Commissions and Embassies abroad
- The Office of Research and Development (University of Botswana)

A copy of the application form is annexed to this document (Appendix 2). It should be noted however that Ministries may have additional sector specific application forms and/or requirements.

Completed application forms must be accompanied by:

- (a) A letter of endorsement from the applicant's sponsoring institution and/or funding agency. If the applicant is not affiliated to any institution, the endorsement should come from a person of professional standing in the field of the applicant's discipline, supporting the application and providing assurance that the research will conform to these guidelines.
- (b) Detailed curriculum vitae for the researcher and Botswana based personnel to be involved (including passport particulars)

### **3. Residence Permit**

All applicants, other than citizens of Botswana, are required under the Immigration Act to obtain a temporary residence permit **prior to arrival** in Botswana. It is against the regulations for visitors to change their visitors' permit into a temporary residence permit while visiting Botswana. Applicants outside Botswana should apply to the Botswana High Commission or Embassy (if there is one resident) in the country from which they are applying. In the case where there is no Botswana High Commission or Embassy in that country, then the application for a residence permit should be sent to:

The Chief Immigration Officer  
P O Box 942  
Gaborone  
Botswana  
Tel: + 267 3611 300  
Fax: + 267 3952 996

A copy of any agreement (by the Ministry responsible) on the research proposal should be attached to the application form for the residence permit.

### **4. Requirements within Botswana**

The relevant institution reserves the right to second/ attach local counterpart(s) to the research team for purposes of building local capacity. The costs for such seconded/ attached staff would be the responsibility of that institution.

Where the researcher wishes for his/ her own part to obtain assistance from local institutions such as the University of Botswana (UB), such applications of assistance should be directed to the relevant institution. Ordinarily, in this case costs related to such assistance would be agreed between the relevant institution and the researcher.

**Monitoring** - The relevant institution reserves the right to monitor the research project to ensure compliance with the terms and conditions of the research permit. Any contraventions of the conditions on the permit would result in the cancellation of the research permit and any costs resulting from such cancellation would be borne by the researcher.

**Progress reporting** – A progress report which shall include short descriptions of investigations and findings will be submitted to the relevant institution at intervals that shall be specified in the research permit.

**Submission of a Preliminary Report** - The researcher must submit a preliminary report (hard and soft copy) to the Ministry which issued the research application permit. If so required the researcher may also be asked to present his/her preliminary findings to a seminar and/ or a paper for local publication.

**Submission of a Final Report** – Researchers are required to deposit their Final Reports as follows: the Ministry which issued the research permit, the National Archives, the University of Botswana Research and Development Office, the Botswana National Library Services (1 copy each), and to the affiliating body in Botswana (2 copies) within two months after the completion of the Final Report.

## **5. Special Guidelines**

In addition to these generic guidelines, different Ministries might have additional specific guidelines specific to their sectors. It is therefore important that researchers obtain such prior to formulation of the research proposal.

## APPENDIX 1

### LIST OF MINISTRIES

<b>Ministry</b>	<b>Summary of Portfolio</b>	<b>Contact Address</b>
1. State President	Administration of justice; constitutional matters relating to judiciary, National Assembly, House of Chiefs, Public Service Commission and Auditor General; coordination of government affairs; coordination and management of HIV/AIDS, disaster and refugees; corruption and economic crime; elections; defence; human rights; internal security; intelligence services; Ombudsman; legal affairs; parliamentary affairs; Police; public service management; security guards services.	The Permanent Secretary to the President P/Bag 001 Gaborone Botswana.  Tel: + 267 3950 800  Fax : + 267 3950 858
2. Ministry of Agriculture	Agricultural education, training, information services, marketing, planning and statistics; Animal health and production, agricultural land use planning and utilisation, conservation and management; control of imports and export of agricultural products; crop production; fisheries.	The Permanent Secretary P/Bag 003 Gaborone Botswana  Tel: + 267 3950 500  Fax: + 267 3907 057/ 3975 805
3. Ministry of Infrastructure , Science and Technology	Communication, information, broadcasting and media services; information and technology infrastructure development and maintenance; telecommunication services; science and technology research development.	The Permanent Secretary P/Bag 00414 Gaborone Botswana.  Tel: + 267 3907 230  Fax: + 267 3907 236
Ministry of Education and Skills Development	Educational planning, statistics, broadcasting and research; curriculum development; non-formal, pre-school, primary, secondary and special education; teacher training and development; vocational training; student career services, loans and grants.	The Permanent Secretary P/Bag 005 Gaborone Botswana.  Tel: + 267 3655 400  Fax: + 267 3655 458
4. Ministry of Environment, Wildlife and Tourism	Environmental policy and management; tourism development; forestry; meteorological services, wildlife utilisation, management, conservation, education and extension services. Sanitation and waste management, pollution control, fisheries, veldt products, natural	The Permanent Secretary P/Bag B0199 Gaborone, Botswana.  Tel: + 267 3914 955  Fax: + 267 3191 346

	resources, weather and climate. Agro-forestry	
5. Ministry of Finance and Development Planning	Administration of public funds, debt management, revenues and procurement, custody and disposal of assets; application and negotiations for external funding; banking and other financial institutions; government development programmes; budget administration; taxation; customs and excise; securities and bonds; relationships with international financial and economic organisations.	The Permanent Secretary P/Bag 008 Gaborone Botswana.  Tel: + 267 3950 100  Fax: + 267 3956 086
6. Ministry of Foreign Affairs and International Cooperation	Bilateral and multilateral relations; Botswana missions abroad; consular affairs; diplomatic immunities and privileges; foreign policy and relations; governance and international community; state protocol and functions.	The Permanent Secretary P/Bag 00368 Gaborone Botswana.  Tel: + 267 3600 700  Fax: + 267 3913 366
7. Ministry of Health	Food quality control; health manpower development and training; hospital services; international health matters; primary health care policies; public health; supervision of public and private health services; technical support services.	The Permanent Secretary P/Bag 0038 Gaborone Botswana.  Tel: + 267 3952 000  Fax: + 267 3914 697
8. Ministry of Labour and Home Affairs	Anthropological research; cinematography; civil and vital registration; coordination of gender and youth affairs; custody and rehabilitation of prisoners; immigration, passports and citizenship; labour policy and legislation; marriage legislation and policy; national archives and records management; library services; occupational health and safety; art and culture; religious organisations; sports and recreation.	The Permanent Secretary P/Bag 002, Gaborone Botswana.  Tel: + 267 3611 100  Fax: + 267 3913 584
9. Ministry of Lands and Housing	Administration, allocation and leasing of tribal land, sale of state and freehold land; land and housing policies; government estate management; internal boundaries; land use and national physical planning; rent control and policy; surveying and mapping; town and regional planning. Settlement policy	The Permanent Secretary P/Bag 00434 Gaborone, Botswana.  Tel: + 267 3904 223  Fax: + 267 3911 591 /3974 901

10. Ministry of Local Government	Community development; customary courts and law; district and tribal administration and development; local authorities; drought relief and rehabilitation; local government finances; social welfare; old age pension, primary education; primary health care; rehabilitation services; remote area development programme; rural and urban roads; village infrastructure and land servicing.	The Permanent Secretary P/Bag 006 Gaborone, Botswana.  Tel: + 267 3658 400  Fax: + 267 3952 384
11. Ministry of Minerals, Energy and Water Resources	Assessment and development of water resources, and national energy requirements; allocation and recording of water rights; control of imports and export of minerals; minerals, energy and water policies; geo-science research, information management and dissemination; minerals investment promotion, prospecting and resource management; petroleum management and strategic reserves; citing and construction of dams.	The Permanent Secretary P/Bag 0018 Gaborone, Botswana.  Tel: + 267 3656 600  Fax: + 267 3909 368
12. Ministry of Trade and Industry	Administration and enforcement of trading laws; bilateral, regional and multilateral trading arrangements; business counselling, mentoring, consultancy and advisory services; consumer affairs, education and protection; domestic trade; import and export control, facilitation and promotion; industrial development policy and programmes; intellectual property issues.	The Permanent Secretary P/Bag 004 Gaborone Botswana.  Tel: + 267 3601 200  Fax: + 267 3971 539
13. Ministry of Works and Transport	Air services; architecture and building services; civil aviation; government transport; railways; road traffic, transport and safety; roads infrastructure development and maintenance; citing, construction and maintenance of government buildings and sewage schemes.	The Permanent Secretary P/Bag 007 Gaborone Botswana.  Tel: + 267 3958 500  Fax: + 267 3902 922

## OTHER RELEVANT INSTITUTIONS

<b>Institution</b>	<b>Summary of portfolio</b>	<b>Contact Address</b>
1. Office of Research and Development	Development of University of Botswana's research capabilities. Research policies covering research priorities, intellectual property protection, ethics and commercialisation of research output.	The Director, Private Bag UB 00708, Gaborone Botswana.  Tel: + 267 3552 900
2. National Archives and Records Services	National archives and record management	The Director, P O Box 239, Gaborone Botswana.  Tel: + 267 3911 820
3. National Museum and Art Gallery	Art and culture	The Director, Private Bag 0014, Gaborone Botswana.  Tel: + 267 3974 616
4. Botswana National Library Services	Library services	The Director, Private Bag 0036, Gaborone Botswana.  Tel: + 267 3952 288
5. National Assembly		Clerk of the National Assembly PO Box 240 Gaborone, Botswana  Tel: +267 361 6800

**APPENDIX 2**

**REPUBLIC OF BOTSWANA**

**Research Permit Application Form**

Two copies of this form should be completed and signed by the applicant who wishes to obtain a permit for conducting research in the Republic of Botswana, and sent to the Permanent Secretary of the relevant Ministry (see guidelines for addresses). These forms should not be submitted unless the **Guidelines for the Application for a Research Permit** has been carefully studied. A copy of any project proposal submitted to funding agencies must accompany this application. Please refer to Annexure I attached to this application form.

Description of the Proposal

**1. (a) Title of Research:**

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(b) Discipline involved:

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**2. Name and Address of Applicant:**

Title: Mr. / Mrs. / Miss/ Dr. / Prof:

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Telephone: .....

Fax: ..... E-mail: .....

**3.** Name and address of home institutions (if any) to which you are affiliated:

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**4.** Name and address of supervisor of research in home country or responsible referee

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Research plans

**5.** (a) Main aims (general)

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(b) Objectives: brief description of issues/ problems and/or topics to be investigated; relevance of the research; hypothesis; risks etc. (***attach a Research Proposal***)

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(c) Methods and techniques

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**6.** Budget for the costs in Botswana (give detailed breakdown of research costs such as subsistence, travelling, local staff, secretarial services, seminar, printing etc.). Please state amount in Pula.

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**7.** Name and address (including telephone and e-mail) of financial sponsor(s) of the research (if appropriate)

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**8.** Has funding already been obtained? (yes/ No)

(a) If yes, please state the total amount granted, and the name and address of the funding agency.

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(b) If no, what steps are being taken to ensure sufficient funding?

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**9.** If you have previously done research in Botswana please give details of the research.

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**10.** Name and address (including telephone and e-mail) of institution in Botswana to which the researcher is to be affiliated.

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**11.** Details of Botswana – based personnel that will be involved (names, functions, qualifications).

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**12.** Places in Botswana where the research is to be undertaken:

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**13.** Proposed time - schedule for the research:

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**14.** Plans for dissemination of research findings:

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**15.** How are the research findings going to be used in the home country?

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**16.** Any other information.

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**17.** Signature of applicant: .....

**18.** Date: .....

**19. For Official Use Only**

Action taken:

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Action Officer: ..... Date: .....

Permit: Granted/ Deferred/ Rejected .....

## **ANNEXURE 1**

(i) Submit the following identity (Omang)/ passport particulars

Name:  
Date of Birth:  
Nationality:  
Omang/ Passport Number:  
Place of Issue:  
Date of Issue:  
Date of Expiry:

(ii) Submit a Research Proposal

(iii) Attach an up to date curriculum vitae

(iv) Applicants from foreign countries are advised not to leave for Botswana before obtaining a research permit from the relevant Ministry.

(v) Statutory deposit of resulting publications:

Resulting publications should be directly deposited with the following institutions and any other departments as may be specified in the permit.

1. Director, Botswana National Library Service, Private Bag 0036, Gaborone, Botswana
2. Director, Botswana Archives and Records Services, P O Box 239, Gaborone, Botswana
3. User Ministry and/ or affiliating body
4. Director, Research and Development Office, University of Botswana  
Private Bag 0022, Gaborone Botswana

(vi) For any correspondence pertaining to a research permit issued, always quote the permit reference number.