

APPENDIX 4

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 Research have 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. **Fill this form in full.**

Description of the Proposal

1. Title of Research

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2. Name and Address of Applicant

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

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Telephone:Mobile

Fax:

E-mail

3. Name and address of home institutions (if any) 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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Objective: detailed description of issues/problems and/or topics to be investigated, relevance of the research; hypothesis etc. (attach a separate sheet if necessary).

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c) Methods or techniques

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

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7. Name and address 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 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

ANNEXURE 1

i) Submit the following passport particulars:

Name :

Date of Birth :

Nationality :

Passport Number :

Place of Issue :

Date of Issue :

Date of Expiry :

ii) Submit of 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. Permanent Secretary Ministry of Basic Education Private Bag 005 Gaborone, Botswana
2. Director, Botswana National Library Services, Private Bag 0036 Gaborone, Botswana
3. Director, Botswana Archives and Records Services, P O Box 239 Gaborone, Botswana
4. User Ministry and/or affiliating body.
5. Director, Research and Development Office, Private Bag 0022, Gaborone, Botswana

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

