**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 Directorate of Science, Technology and Research in the Ministry of Education. 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 Postgraduate Studies. 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 Postgraduate Studies.

|  |  |
| --- | --- |
| **Research Topic:** | *HERE PUT THE RESEARCH TITLE IN ENGLISH* |
| **Research Team** | *HERE LIST THE NAMES OF ALL STAFF WHO WILL BE INVLOVED 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 LIST ALL THE DATA COLLECTION POINTS |
| **Dates Research will commence** | HERE PUT DATES FOR COMEMENCEMENT 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 covering letter addressed to the University of Rwanda Director of Research and Postgraduate Studies (for non-Rwanda Nationals) or College Director of Research and Postgraduate Studies (for Rwanda Nationals) requesting for research affiliation.
2. The Full Research Proposal,
3. Data collection instruments
4. Signed informed consent (if applicable)
5. Filled form ***RETHC: Application for Ethics Clearance***.

**SUBMISSION PROCESS**

1. The PI will submit this fill ***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 College Director of RPGS.
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-RPGS Unit 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) Director of RPGS
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 to one of the following bank accounts and the bank pay-in-slip shall be presented to University RPGS Unit before the research clearance letter is issued:
6. Account Number: 1000025921; Account name: UR - INTERNAL REVENUES; Bank: National Bank of Rwanda (BNR), Swift code: BNRWRWRW; Bank Address: KN6 Avenue  4, P.O Box 531 Kigali, Rwanda.
7. Account Number: 00010-5044380-01-82; Account Name: UR  INTERNAL REVENUES; Bank: I&M Bank; Swiftcode: BCRWRWR; Bank address: KN 3AV/9, P.0 Box 354, Kigali, Rwanda
8. Account Number: 00094- 0637830-21; Account Name: UR INTERNAL REVENUES; Bank: BANK OF KIGALI; Swiftcode: BKIGRWRW; Bank address:Avenue de la Paix, P.O. Box 175, Kigali, Rwanda.
9. 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 University RPGS Unit before the Research Clearance letter is issued.