



**NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY**

Private bag 13253, Windhoek, Phone: 264 61 431 7000, E: [info@ncrst.na](mailto:info@ncrst.na)

**APPLICATION FOR AUTHORIZATION TO CONDUCT RESEARCH AND /OR COLLECT BIOLOGICAL SPECIMAN IN NAMIBIA**

---

**To be submitted to the National Commission on Research, Science and Technology at least four (4) months before date of commencement of research.**

**Late submission will not be considered**

---

***GENERAL NOTES ON COMPLETION OF FORM***

1. *Please note that where this form is completed by hand it should be completed in capital letters and legible handwriting – preferably black ink.*
2. *All documents requested are attached.*
3. *This form may be completed electronically and in such case the applicant is requested to clearly distinguish the applicant’s responses and use legible fonts.*
4. *In the event where this Form is completed by hand, applicant may attach clearly marked additional pages where there is not sufficient space to complete response on this form itself.*

**PART 1**

**INFORMATION ON APPLICANT**

**1. Full name of applicant\***.....  
.....

**2. Certificate number if applicant is a registered Namibian Based Research Institutes\***  
.....

*(\*A Namibian based Research Institute which is a legal entity and is not in possession of a research certificate at the time of application, must prior to commencing of any research, apply for a certificate with the Commission)*

**3. Is applicant a recognised legal entity?**                      YES                      NO

**4. If applicant is not a recognised legal entity, provide name of legal entity who will sign this Form on behalf of the applicant as well as the relationship between such legal entity and the applicant.....**

.....  
.....  
.....

**5. Postal address.....**

.....  
.....

**6. Physical address.....**

.....  
.....

**7. Telephone No. (including code).....**

**8. Facsimile No or Email (including code).....**

**9. Following information regarding the project leader/person in charge of the research must be provided:**

**Full name.....**

**Position.....**

**Nationality .....**

**Identification (ID) number, passport number, citizenship and permanent residence permit number, employment permit number, student's permit number or other authorisation reference) \* .....**

*(\*Delete whichever is not applicable.*

*Note: If this information is not available at the time of application, please state so together with explanation as to why it is not available and how and when applicant expects to obtain it.)*



**13. Name of research project and executive summary/synopsis/description .....**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*(Notes: if insufficient space in the event of hand-completed form, attached additional page(s) setting out details but may not be longer than 3 pages. This synopsis/summary/description must contain sufficient information in non -technical language, as far as possible, to allow Commission to make an informed decision.*

**14. Detailed research proposal/project description must be attached to the application form containing at least the following information:**

- .. Research title**
- .. Objective of research**
- .. Statement of research issue/problem/question**
- .. Scope of research**
- .. Methodology**
- .. Conceptual definitions**
- .. Monitoring methods**
- .. Geographical location(s) where research will be conducted**
- .. Detailed list of all scientific equipment and instruments to be used**
- .. Details of all vessels, vehicles, aircraft and the like to be used**
- .. Schedule of research**
- .. If research will or may reasonably expected to negatively impact on the environment an environmental impact assessment must be submitted including the manner in which such impact will be negated or mitigated**
- .. Technical institute, official agency or academic institute in Namibia involved in the research**
- .. Significance/benefits or expected benefits of research with specific reference to benefits/significance to Namibia and/or Namibians (if any)**
- .. Name, affiliated institution and/or country of applicant's collaborators on research**
- .. Anticipated output and format of output (i.e. report, product, etc) and expected date on which output will be available**
- .. Budget**
- .. Research funding and sources**
- .. Any other information the applicant considers relevant to submit to the Commission which is not covered by this Form**

**15. Period of research.....**

**16. Dates of fieldwork:** .....

**17. Indicate all areas /locations where research will be conducted in Namibia.**

.....  
.....  
.....  
.....

**18. Stipulate for what research data/results/outcome/etc will be used\*** .....

.....  
.....  
.....  
.....  
.....  
.....  
.....

*(Note: If insufficient space in event of hand-completed form, attached additional page(s) setting out details.)*

**19. Is the research a continuation of any previous research and if affirmative provide details of such previous research?**

.....  
.....  
.....

**20. Please indicate if research is self-funded or if there is a sponsor/funding agency and amount of funding in N\$**

.....  
.....

**PART 3**  
**INFORMATION ON SAMPLE COLLECTION**

**21. Are samples to be collected? (yes/no).....**

**22. If yes, state full details of type of samples to be collected (inclusive of common and scientific names if applicable) .....**

.....  
.....  
.....  
.....  
.....

**23. Motivate why it is necessary to collect samples.....**

.....  
.....  
.....  
.....  
.....  
.....

**24. Indicate where samples will be collected\* .....**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....









**PART 4**  
**GENERAL INFORMATION**

The Commission may require information from an applicant not provided for on this Form. In such case the Commission will inform the applicant of such additional information that it may require and the applicant must attach such additional information (clearly marked as “Additional”) to this application.

**DECLARATION**

I, ..... hereby declare that and that the information submitted by me in this application is true and correct.

I hereby undertake to –

- (a) Ensure compliance with the Research, Science and Technology Act,2004 (Act No.23 of 2004), and Research, Science and Technology Regulations, 2011;
- (b) To refrain from publishing any information prejudicial to the integrity and national interest of Namibia;
- (c) Not to surreptitiously remove any sample from Namibia without the prior written approval of the Commission as anticipated in the Science, Research and Technology Act and Regulations.

.....  
*Signature*

.....  
*Place*

.....  
*Date*