

**LOGICAL PRESENTATION OF REQUIREMENTS FOR APPLICATION OF
RESEARCH CLEARANCE AND PERMIT AT COSTECH**

The objective of the analysis that led to this presentation was to find a much more easier to understand presentation of the requirements to the prospective applicants.

GENERAL REQUIREMENTS: These apply to all applications

	Item	Foreigners Affiliated to Local Research and Higher Learning Institutions	Others (Tanzanian, Non Tanzanians, affiliated in a foreign country, affiliated locally, etc)
1	Detailed curriculum vitae	Required for all involved researchers	Required for all involved researchers
2	Full research proposal	Required	Required
3	Sponsor cover letter	Required	Required
4	Support letter from local collaborating institution / contact person	Required	Required
5	Recommendation letter for endorsement of the proposed research within the institution	Required	Not applicable
6	Front-page of passport	Required	Required
7	Proof of payment non-refundable application fees	50 USD	50 USD
8	Application form	Required	Required

REQUIREMENTS FOR SPECIFIC SCENARIOS

- a) Research related to medical, public health, drugs, clinical trials, and wildlife issues require special clearance from relevant authorities i.e National Institute of Medical Research (NIMR) for the study that involves medical, public health and / or human subject (health); Tanzania Food and Drug Authority for Clinical Trials; and Tanzania Wildlife Research Institute (TAWIRI) for the study that involves wildlife and natural resources conservation.

- b) In case of joining a new researcher to an on-going research which has already been granted a research permit, a Principal Investigator shall submit a request of research permit for a new member to COSTECH at least 2 months prior to his/her joining the research team with detailed curriculum vitae, clear justification and roles for an additional staff / researcher to the on-going project.

- c) It is anticipated that the PI will remain responsible for the entire lifetime of the project, unless circumstances necessitate a change of PI. In such rare situation the head of hosting research institution shall write to notify COSTECH within 6 months since termination of outgoing PI. This will be done in writing explaining the reason for the changes and suitability of a newly identified PI. The letter requesting for amendment, accompanied by an up to date progress report shall be subjected to approval process before continuing with the research. It is the responsibility of the hosting institution to submit the request for change of PI within specified time.

POST CLEARANCE

- a) After the research has been cleared, the PI will be notified by email. All FOREIGNERS who then wishes to undertake research activities in the country under the cleared research project will be required to apply for permit by presenting a proof of payment of research permit fees (300 USD) and three passport size photos.

- b) All researchers granted research permit that involve collecting human, plant or animal materials / data that will be exported outside Tanzania must submit a signed Material Transfer Agreement (MTA) / Data Transfer Agreement (DTA) between Tanzania host institution and the foreign counterpart. The MTA/DTA will indicate terms for collecting, storing/managing, transporting, disposal or returning of the materials/DATA to Tanzania after the closure of the research project.
- c) An Applicant who has been permitted to conduct research in Tanzania is obliged to submit soft and **two (2) hard copies** (printed) and soft copy of his/her research report /thesis with COSTECH on completion of research.
- d) COSTECH will have an access to data and research premises of the permitted research projects.
- e) A Principal Investigator (PI) permitted to conduct research in Tanzania is obliged to submit a quarterly/annually report.
- f) Persons who have not submitted satisfactory final reports / thesis on previous research work in Tanzania may not be cleared for new projects. Attention will be drawn to the sponsoring institutions and referees on shared responsibility of making sure that researchers sponsored by them observe the foregoing regulations. A breach of the regulations could result in refusal of permits for other researchers sponsored by same institutions or referees.
- g) Any patent or intellectual property and royalty emanating from any research approved by the National Research Registration Committee (NRRC) should be owned by the respective research institutions involved.