

**TANZANIA WILDLIFE RESEARCH  
INSTITUTE  
(TAWIRI)**



**GUIDELINES FOR CONDUCTING  
WILDLIFE RESEARCH  
IN TANZANIA**

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## Guidelines for Conducting Wildlife Research in Tanzania

Second Edition

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Guidelines for conducting wildlife research in Tanzania, as approved by the TAWIRI Board at its 42<sup>nd</sup> Ordinary Meeting held in Dar es Salaam on 4<sup>th</sup> November 2011.

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## ABBREVIATIONS AND ACRONYMS

CAWM-Mweka	College for African Wildlife Management-Mweka
CITES	Convention for International Trade on Endangered Species
COSTECH	Commission for Science and Technology
CTA	Carrying Temporary Assignment
CV	Curriculum Vitae
FBD	Forest and Beekeeping Division
JMRC	Joint Management Research Committee
MA	Master of Arts
MNRT	Ministry of Natural Resources and Tourism
MSc	Master of Science
MTA	Material Transfer Agreement
NCAA	Ngorongoro Conservation Area Authority
NIMR	National Institute for Medical Research
PAs	Protected Areas
PI	Principle Investigator
RPC	Research Programme Committee of the TAWIRI Board
SUA	Sokoine University of Agriculture
SWRI	Serengeti Wildlife Research Institute
TAFIRI	Tanzania Fisheries Research Institute
TAFORI	Tanzania Forestry Research Institute
TANAPA	Tanzania National Parks
TAWIRI	Tanzania Wildlife Research Institute
UDSM	University of Dar es Salaam
URT	United Republic of Tanzania
VCT	Veterinary Council of Tanzania
VHF	Very High Frequency
WD	Wildlife Division
WMAs	Wildlife Management Areas

## DEFINITIONS

‘**Export**’ means to take or cause to be taken to any place outside the country.

‘**Protected area**’ means an area of land or sea specifically protected for maintenance of biological diversity, natural or associated cultural resources and managed through legal or other effective means.

‘**Specimen**’ means any animal or plant, whether dead or alive and any readily recognizable part or derivate thereof; including tissues and fluids.

‘**Wildlife Management Areas**’ means an area declared by the Minister under section 30 of the Wildlife Conservation Act of 2009.

‘**Wildlife Protected Areas**’ means national parks, game reserves, game controlled areas and Ngorongoro Conservation Area Authority.

‘**Wildlife**’ means any wild and indigenous animals and plants, and their constituent habitats and ecosystems found on and; or in land or water, as well as exotic species that have been introduced in Tanzania and established in the wild, and includes wild animals on transit, temporarily maintained in captivity or have become established in the wild (Wildlife Conservation Act No. 5 of 2009).

## CHAIRMAN'S WORD

The first wildlife research guidelines was developed a decade ago with an intension of providing a framework guiding wildlife researchers in the country on how to acquire a research permit. The Success on developing this framework for wildlife research was inevitable as absence of such guidelines had undoubtedly resulted into confusions among scientists doing or intending to do wildlife research in Tanzania. Being a document that was established more than ten years ago, within that period a number of developments has taken place which justified a review of the document.

The process of reviewing the wildlife research guidelines involved a number of wildlife stakeholders in a participatory way. I am delighted that TAWIRI has at last been able to capture all developments that have happened in the period of 10 years and incorporated them in the revised guidelines for conducting wildlife research.

I believe that this revised document will be a useful tool and guidance to all researchers and other stakeholders of wildlife research in the country. Therefore, I urge everyone to read and study these guidelines. I also expect that this document will not only help researchers with an intention of doing wildlife research in Tanzania, on-going wildlife researchers, but also the managers of protected areas.

*Prof. Gabriel Kihanda Mbassa*  
**Chairman, TAWIRI Board**



## PREFACE

This document contains revised guidelines for conducting wildlife research in Tanzania as approved by the 42<sup>nd</sup> Ordinary Meeting of the TAWIRI Board held on 4th November 2011 in Dar es Salaam. This document substitutes any previous documents of the Institute with regard to Guidelines for conducting wildlife research in Tanzania. Since the year 2001 when the first Guidelines were developed, a number of developments have taken place in the history of the institute and as well as other needs from researchers and stakeholders regarding wildlife research in the country, hence necessitating the revision of the guidelines. Among the developments include the TAWIRI Strategic Plan of 2006 and the Wildlife Conservation Act of 2009. These new developments or requirements by researchers and other stakeholders have been taken into consideration in the revision of the guidelines. The revised guidelines contain new sections including multi-structured research fees, fees for key/critical protected areas and key wildlife species, research fees for undergraduate students and visiting scientists, permit procedures for research assistants and field attendants/assistants, intellectual property rights (IPR) as well as detailed requirements for export of biological specimens and immobilization of wildlife, just to mention a few.

During preparation of this document, the following important documents were referred to:-

- TAWIRI Act no. 4 of 1980 (Cap. 260 R.E. 2002) that established the Institute
- Wildlife, Beekeeping and Forestry Policies; all of 2008
- New Wildlife Research Agenda in Tanzania of 1999
- Wildlife Conservation Act of 2009

The revision of guidelines for conducting wildlife research in Tanzania was done in a participatory manner involving TAWIRI stakeholders. These included the Wildlife Division (WD), Forestry and Beekeeping Division (FBD), Tanzania National Parks

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(TANAPA), Ngorongoro Conservation Area Authority (NCAA), Tanzania Commission for Science and Technology (COSTECH), Tanzania Forestry Research Institute (TAFORI), Tanzania Fisheries Research Institute (TAFIRI), University of Dar es Salaam (UDSM), Sokoine University of Agriculture (SUA) and the College of African Wildlife Management (CAWM-Mweka).

This document is meant to be a guide to all those who are interested in undertaking wildlife research and related works in Tanzania. We hope that this document is a valuable source of information and indeed a reference material wherever one wants to engage or to continue engaging in research on any aspect of wildlife in the country.

TAWIRI realises the need to meet current and future research challenges; in this case, the guidelines for conducting wildlife research will be subject to periodic review whenever deemed necessary. In this regard, any revision will be guided by TAWIRI's mission, which is "To conduct and oversees wildlife research in the country, provide quality data and information that will enable the management authorities and the Government to better manage and conserve wildlife, and to raise public awareness of the same".

TAWIRI acknowledges the inputs of various stakeholders during the consultative meetings to revise the guidelines. The revision exercise was facilitated by funding from the Ministry of Natural Resources and Tourism (MNRT); we highly appreciate for their support.

*Dr. Julius D. Keyyu*

**Director of Research Development and Coordination  
TAWIRI**

## 1.0 INTRODUCTION

Tanzania Wildlife Research Institute (TAWIRI) was established by Act of the Parliament of the United Republic of Tanzania (URT) No. 4 of 1980 (CAP 260 R.E 2002), under the name “Serengeti Wildlife Research Institute (SWRI)”, with the aim of conducting and overseeing wildlife research (including beekeeping research) in the country. The original name of the Institute was changed in 1999, under the Act of Parliament No. 10, to give its broader meaning and mandate on wildlife research throughout the United Republic. The overall purpose of TAWIRI is to collect and disseminate timely and quality scientific information that will enhance the management and utilisation of wildlife resources in the country. Therefore, TAWIRI has the mandatory role of advising the Government, management authorities and the general public on best ways of conserving the wildlife resources. Through research, TAWIRI has also the mandate to promote and facilitate the training of Tanzanians in wildlife science. In fact, the national mandate of the Institute with regard to research and monitoring of wildlife is reiterated in the Wildlife Policy 1998.

In accordance with its mandate, the main functions of TAWIRI include coordination/management of all wildlife research in the country. This obligation is contained in Sections 9-11 and Section 22 of the Act establishing the Institute. Thus, TAWIRI has to provide guidance towards research that is relevant to conservation of wildlife and ultimately development of the wildlife industry. It is in this context that TAWIRI has to draw up, and the revision thereof, guidelines for conducting wildlife research in the country.

In essence the guidelines are intended to facilitate the processing of applications by individuals proposing to conduct/engage in research on wildlife, on one hand. On the other hand, the guidelines indicate the obligations of wildlife researchers to the Institute. In this case, the guidelines are a way for TAWIRI to fulfil its mandate on

wildlife research. Therefore, the guidelines for conducting wildlife research should provide the following:

- The procedures for submission of proposals for carrying out wildlife research in any particular aspect of wildlife.
- The manner in which proposals for carrying out wildlife research shall be dealt with by TAWIRI.
- Obligations of persons prior to, during and after carrying out wildlife research.

In addition, it should be understood that research on wildlife is conducted in areas under the jurisdiction of the following management authorities:

- Forestry and Beekeeping Division, for all types of forest reserves stipulated in the Forestry Policy 1998.
- Ngorongoro Conservation Area Authority, for the Ngorongoro Conservation Area.
- Tanzania National Parks, for national parks; and
- Wildlife Division, for Game Reserves, Game Controlled Areas, open areas and WMAs.

TAWIRI, with its authority to conduct and oversee research in all these areas, will continue to facilitate the entry of researchers into such areas for the purpose of carrying out studies on wildlife and related issues.

It should also be understood that, as the custodian of all wildlife research, TAWIRI is responsible for making recommendations on proposed work for final approval by the Tanzania Commission for Science and Technology (COSTECH) from which permits for all research in the United Republic are issued.

The drawing up of guidelines for conducting wildlife research in Tanzania is a way to operationalise the Act establishing the Institute.

## **2.0 THE ROLE OF TAWIRI AND RESEARCH IN WILDLIFE CONSERVATION**

Tanzania is recognized as one of the four mega diversity Nations of the world, owing to her diverse fauna and flora that is supported by highly diversified habitats/plant communities and landscapes. Recognising the need to preserve or safeguard this unique and diverse wild fauna and flora, the Government has set aside nearly 43% of the total land area as protected areas, of which about 25% is devoted for wildlife conservation in form of National Parks, Game Reserves, Game Controlled Areas and Wildlife Management Areas (WMAs). Such wildlife also occurs in open areas as well as in other forms of protected areas including Forest Reserves, making Tanzania a country that has set a huge portion of its area for biodiversity conservation.

The role of wildlife research in wildlife conservation cannot be overemphasized, this is especially important for mega diversity Nations like Tanzania. To manage such huge wildlife resources, Tanzania needs sound scientific information for sustainable wildlife conservation. Realising the importance of research in wildlife conservation, the United Republic of Tanzania established the Tanzania Wildlife Research Institute (TAWIRI) in 1980. The overall purpose of TAWIRI is to provide scientific information and advice to the Government, Management Authorities and the general public for sustainable conservation of wildlife resources in the country. Scientific information is important for decision making e.g. setting of wildlife quota, understanding of population trends, status of wildlife diseases etc.

The role of wildlife research in wildlife conservation and decision making is even important nowadays than in previous years; this is because of increasing human population and land use changes leading to increased human-wildlife conflicts, poaching, encroachment, biodiversity loss, zoonotic diseases, pollution etc. Despite the country's rich endowment of wildlife and the long

history of scientific studies, the flora and fauna and related ecological functions and processes need further investigations. Also, currently there are geographical areas and taxa that have received little or have no any research in the country. In recognition of this need, TAWIRI has developed Wildlife Research Agenda which provides priority areas for wildlife research in the country. The aim of the agenda is to attract wildlife research that would contribute towards sustainable conservation and management of wildlife and better understanding of biodiversity in general. The research agenda is therefore a guiding tool for all wildlife research in the United Republic of Tanzania. Accordingly, prospective researchers are therefore expected to prepare and submit proposals for research work that are in line with the wildlife research agenda. The research agenda also stipulates the roles of research scientists with regard to enhancing the performance of the Institute, and from which the guidelines for conducting wildlife research have taken this into account.

### **3.0 APPLICATION PROCEDURES FOR ACQUIRING A PERMIT TO CONDUCT WILDLIFE RESEARCH IN TANZANIA**

#### **3.1 General Requirements for new research projects**

##### **3.1.1 Requirements for Foreign Researchers**

Any new applicant for conducting wildlife research in Tanzania has to submit an application letter to TAWIRI with the following:

- (i) A detailed research proposal with the following format:-
  - Introduction;
  - Statement of the Problem and justification;
  - Literature review;
  - Objectives and Significance of the Research;
  - Hypotheses;
  - Methodologies;
  - Expected outputs;
  - Bibliographies/References;
- (ii) Completed TAWIRI application form (Form I)
- (iii) Completed and signed declaration of compliance by the researcher to TAWIRI (Form II)
- (iv) Completed Commission for Science and Technology (COSTECH) application form (Form III)
- (v) An up to date Curriculum Vitae (CV)
- (vi) Three recent passport size photographs

#### **NOTE:**

- Applications for new research projects should be submitted six (6) months before the proposed date of commencement of research.
- The PI should include the personal particulars and CV(s) of other applicant(s) during submission of application documents.

### **3.1.1.1 Scrutinization of research project proposals**

- (i) Submitted research project proposals will be scrutinised for relevance, importance and alignment with the Tanzania Wildlife Research Agenda by TAWIRI. Proposals and recommendations from TAWIRI will be tabled to the Joint Research and Management Committee (JMRC) for scrutinization of scientific and conservation merits. The proposals and recommendations from the JMRC will be forwarded to the Research Programme Committee (RPC) of the TAWIRI Board for final scrutinization and approval.
- (ii) Proposals approved by the TAWIRI Board will be submitted to COSTECH for endorsement and issuance of research/COSTECH permit.

### **3.1.1.2 Research/ COSTECH permit**

- (i) Every foreign researcher requires a research permit from COSTECH before embarking on wildlife research in Tanzania.
- (ii) COSTECH endorses the proposals approved by TAWIRI for issuance of research/COSTECH permit. After endorsement, researchers will be notified by COSTECH to collect their research permits. Prospective researchers are strongly advised NOT to arrive in Tanzania before notification of permit is given from COSTECH. TAWIRI will not be responsible for researchers arriving in the country before being granted a research permit.
- (iii) After official notification from COSTECH on acceptance of the proposal and issuance of research permit, a foreign researcher can thereafter arrive in Tanzania to collect the research permit from COSTECH. The issuance of research permit is subject to approval of the proposal by the TAWIRI Board through its RPC (Section 9 (1) of the TAWIRI Act).



### **3.1.1.3 Residence Permit Class C**

- (i) Every foreign researcher must obtain a residence permit class C that allows one to conduct research in Tanzania.
- (ii) Anyone granted a COSTECH research permit is therefore required to proceed to the Immigration Department/Authority to apply for class C residence permit.
- (iii) A residence permit class C allows the foreign researcher to conduct the proposed research in the specified regions/areas.
- (iv) TAWIRI will write an introductory letter to the Immigration Department/Authority where requested.
- (v) Residence permit class C is *mandatory* before one engages in research work.
- (vi) All holders of class C residence permit must abide to the national laws and regulations during their stay in the country.
- (vii) A tourist visa does not allow the foreign scientist to conduct research in the country.

### **3.1.1.4 Referral Letter to the Management and Local Government Authorities**

- (i) Soon after obtaining relevant research/COSTECH and residence permits, a researcher should report to TAWIRI in person for submission of copies of the permits and for registration.
- (ii) TAWIRI will write an introductory/referral letter to the respective management and local government authorities where the study will be conducted for issuance of a free entry permit for the researcher into the respective PAs.
- (iii) A referral letter is issued upon signing the declaration of compliance with the terms and conditions of TAWIRI (see Form II). Signing of a declaration can be made at the time of application for research.

- (iv) Management Authorities will normally require researchers to prove possession of appropriate research/COSTECH and residence permits and registration by TAWIRI.
- (v) Only referral letters from TAWIRI are recognised by wildlife management authorities for request of free entry into PAs for research purposes.

### **3.1.1.5 Collection of a free entry permit from TAWIRI**

- (i) After an introductory/referral letter has been sent by TAWIRI to the respective management authority for issuance of a free entry permit, the respective management authority will send the free entry permit for the respective researcher to TAWIRI.
- (ii) The researcher will collect the free entry permit from TAWIRI for the respective Management authority to enter protected areas (i.e. Game Reserves, Game Controlled Areas, Forest Reserves, National Parks or Ngorongoro Conservation Area) or to work in Wildlife Management Areas (WMAs), Private Protected Areas/Game Ranches and Open areas for the purpose of wildlife research.

*\* Researchers anticipating to conduct wildlife research in forest reserves (Central, Local Government or Community Forest Reserve) or nature reserves will also have to pay access fees to the respective authorities to enter forest reserves (See section 3.3).*

### **3.1.1.6 Approved researchers should observe the following:**

- (i) All researchers should respect and not interfere with cultural, social and/or political norms in the study areas or elsewhere in the country.
- (ii) Any researcher that will involve human subjects should apply for ethical clearance from the National Institute for Medical Research (NIMR).

- (iii) TAWIRI can withdraw the research clearance upon notice without refund of fees paid to the Institute, in case a researcher interferes with functions and affairs of the Institute or the Government.
- (iv) To accord due consideration to the people of Tanzania and their established institutions and the Government.
- (v) Researchers who are veterinarians should register with the Veterinary Council of Tanzania (VCT) before embarking on wildlife veterinary research or practice.
- (vi) All approved researchers should come to process and collect their research permit within one year since approval of the proposal. After that period, the approval will be null and void; hence the researcher has to resubmit the application.

### **3.1.2 Requirements for Foreign Scientists Attached to Local Institutions of Higher Learning**

Foreign scientists/researchers collaborating with local Institutions of Higher Learning on wildlife research or research in protected areas, as Research Associates or Post Doctoral students are required in addition to the research Associateship at high learning institutes, to register their research with TAWIRI and COSTECH. The researchers themselves or the local institutions are required to forward the proposal to TAWIRI preferably at the time of application at the respective high learning institution to avoid delays in the registration process of the project at TAWIRI. Registration of the project at TAWIRI and issuance of a free entry permit from the respective management authority will be subject to submission of COSTECH and Residence permits to TAWIRI.

### **3.1.3 Requirements for Tanzanian Scientists/Researchers**

Tanzanian scientists/researchers who intend to carry out wildlife research or any research in protected areas in Tanzania are required to register their research projects with TAWIRI and COSTECH. Tanzanian researchers are required to register their research project

with TAWIRI by submitting an application letter with the following procedure:-

- (i) A detailed research proposal with the following format:-
  - Introduction;
  - Statement of the Problem and justification;
  - Literature review;
  - Objectives and Significance of the Research;
  - Hypotheses;
  - Methodologies;
  - Expected outputs;
  - Bibliographies/References.
- (ii) Completed TAWIRI application form (Form I).
- (iii) Completed and signed declaration of compliance by the researcher to TAWIRI (Form II).
- (iv) Completed COSTECH application form (Form III).
- (v) An up to date Curriculum Vitae (CV).
- (vi) Three recent passport size photographs.

Applications for new research projects should be submitted six (6) months before the proposed date of commencement of research.

- ❖ The research proposal will be scrutinised for conservation and scientific merits as for other research proposals by TAWIRI, JMRC and RPC.
- ❖ TAWIRI will provide a referral letter to the respective management authorities to secure free entry permit to enter protected areas after the proposal has been approved by the TAWIRI Board through its RPC.
- ❖ Get from TAWIRI, a letter on free entry permit from the respective management authority to enter protected areas for research activities.

\* Tanzanian researchers anticipating to conduct research in forest reserves (*Central, Local Government or Community Forest Reserve*) or nature reserves will also have to pay access fees to the respective authorities to enter forest reserves (See section 3.3).

### **3.1.4 Requirements for visiting foreign scientists**

A *Visiting Scientist* status is meant to cater for short term scientists who intend to come to Tanzania to offer a specialized technical assistance to an ongoing project or supervise a registered student. A visiting scientist status is NOT meant for conducting a short term research or independent study. Any project envisaging/involving a visiting scientist is encouraged to directly include him/her in the application proposal for research permit.

Application procedures for visiting foreign scientists are the same as for other foreign scientists (see 3.1.1.1, items a-f). However, instead of a research project proposal, visiting scientists might instead submit a detailed letter showing the reasons for the intended visit or a detailed justification of the visit. Where necessary, visiting research scientists can process a '*Carrying Temporary Assignment*' (CTA) residence permit after obtaining a COSTECH permit before proceeding to TAWIRI. After submission of COSTECH research permit and residence permit, TAWIRI will introduce the researcher to the respective management authority for free entry permit.

## **3.2 APPLICATION FOR EXTENSION/RENEWAL OF RESEARCH PERMITS**

All research permits are valid for a period of one year, thus need to be renewed annually if your research project needs to be extended. Approval of an on-going research project by TAWIRI and hence renewal of COSTECH research permit (and then residence permit) will be granted upon submission of an application letter for renewal of permit together with the following:

- (i) TAWIRI (form IV) and COSTECH (form V) application forms for extension/renewal of research permit.
- (ii) A detailed progress report to TAWIRI with the following format:
  - Project Title;
  - Executive Summary or Abstract (with a maximum of 150 words);
  - Introduction;
  - Objectives and Hypotheses;
  - Study Area;
  - Methodology;
  - Results;
  - Justification for extension of research;
  - Discussion including conservation implication of the results;
  - References.
- (iii) During renewal of research permit, management authorities will normally provide recommendations to TAWIRI on merits for continuation of a project in the respective areas.
- (iv) Research projects with weak progress reports will not be approved for renewal/extension of research permits.
- (v) Newcomers for on-going research projects must be reported in writing to TAWIRI by the PI, and should follow normal application procedures (as new applicants) but joining ongoing projects; they must obtain the relevant permits before engaging themselves in research work.
- (vi) Researchers who want to make changes to the original approved research proposal (e.g. changes in the title and methodology, addition or deletion of objectives or activities, extension of study sites, etc) should write to TAWIRI requesting for amendment of the project with justification.

### **3.3 RESEARCH CLEARANCE FEES**

#### **3.3.1 TAWIRI research fee**

Each applicant is required to pay to TAWIRI a research fee. The fees, which are meant to facilitate service delivery to researchers, are subject to periodic review. The research fee is Multi-structured and the amount to be paid depends on the category of the respective protected area. Where a research project is to be conducted in protected areas with different categories/status, the highest fee will apply. In addition to research fees, there are special fees for conducting research on key wildlife species, or key/critical protected areas; and additional fees for export of biological specimens/samples.

Applicants should pay fees directly to TAWIRI via bank transfer or cheque preferably at the time of application for research permit. Cash payments will not be accepted. Tanzanian researchers are NOT required to pay fees to TAWIRI.

Multi-structured TAWIRI research fees are shown in Table 1, special fees for research on key wildlife species are shown in Table 2, special fees for research in key or critical protected areas are shown in Table 3. Additional fees for export of biological specimens/samples are shown in Table 4. TAWIRI research fees are paid for a period of twelve months i.e. one year, even if the actual research period is less than a year. TAWIRI research fee excludes bank charges. TAWIRI research fee is refundable if the proposal is rejected; however, 100 US\$ will be deducted in-case the research proposal is rejected to carter for costs of reviewing the proposal and bank transfer charges.

**TABLE 1: TAWIRI MULTI-STRUCTURED RESEARCH FEES**

Status/ Category	Protected Area	Researchers, MSc. and PhD students (US\$ per year)	Visiting Scientist (US\$ per month)*
<b>A</b>	Serengeti	1800	200
	Gombe		
	Mahale		
	Ngorongoro Conservation Area (NCA)		
	Manyara		
	Kilimanjaro		
<b>B</b>	Tarangire	1600	150
	Mikumi		
	Arusha		
<b>C</b>	All other National Parks, Game Reserves, Wildlife Management Areas (WMAs), Forest Reserves, Nature Reserves, Open Areas, etc.	1200	120

\* TAWIRI research fees are paid for a period of twelve months i.e. one year, even if the actual research period is less than a year.

\*\* The TAWIRI research fees are subject to regular reviews and change without notice.



\*\* The maximum period allowed for a visiting scientist is THREE months, beyond that a full annual research fee has to be paid. A visiting scientist status is allowed only once a year.

**TABLE 2: SPECIAL RESEARCH FEES FOR KEY WILDLIFE SPECIES**

<b>Key Wildlife Species</b>	<b>Foreign Research Project</b>	<b>Foreign and Local Collaborative Research Project</b>	<b>Local Research Project</b>
Rhino, lion, cheetah, leopard and chimpanzees	2000 US\$ per project per year	1500 US\$ per project per year	100 US\$ per project per year

**TABLE 3: SPECIAL RESEARCH FEES FOR KEY OR CRITICAL PROTECTED AREAS**

<b>Key or Critical protected Area</b>	<b>Foreign Research Project</b>	<b>Foreign and Local Collaborative Research Project</b>	<b>Local Research Project</b>
Serengeti, Gombe, Manyara, Kilimanjaro National Park, Mahale National Park and Ngorongoro Conservation Area	2000 US\$ per project per year	1500 US\$ per project per year	100 US\$ per project per year

\*The special fees for key or critical protected areas are subject to regular reviews and change without notice.

**NB:** If a project will be conducted in more than one protected area/location or areas of different status, e.g. Mikumi and Serengeti; or will study multiple species (lions and buffalo) or that combining special species and special areas (e.g. lions in Serengeti); only one special fee (US\$ 2,000) will be paid per project per year. In other words, if a researcher is doing research work on a ‘*key wildlife specie*’ that is also in a ‘*key or critical protected area*’, only one special fee (e.g. US\$ 2,000) will be paid per project per year.

**TABLE 4: ADDITIONAL FEES FOR EXPORT OF BIOLOGICAL SPECIMENS/SAMPLES**

<b>Type of sample/specimen</b>	<b>Fee</b>
Whole blood, blood smear, plasma, serum, buffy coat, faeces, swabs, skin biopsy, hairs, worms, mites, ticks, fleas, lice, DNA and tissue samples	1 US\$ per sample/vial/tube, etc.
Whole specimens of fauna and flora, pasture/grasses, leaves, soil, feathers, bones and related materials	5 US\$ per piece/unit of the sample

\*The additional fees for export of biological specimens are subject to regular reviews and change without notice.

### **3.3.2 COSTECH APPLICATION AND CLEARANCE FEES**

Applicants should pay the Fees directly to COSTECH. Alternatively, applicants can pay both TAWIRI and COSTECH fees directly to TAWIRI, and TAWIRI will transfer the COSTECH fees to COSTECH. The fees should be paid preferably at the time of application. The fees, which are meant to facilitate service delivery to researchers, are subject to periodic reviews, and currently are as follows:-

- (i) *COSTECH application fee for foreign and local researchers*  
A non-refundable application fee of US\$ 50 per person is required for each new project. Local researchers may pay an equivalent amount in Tshs.
- (ii) *COSTECH clearance/permit fee for foreign researchers*  
Each foreign applicant granted a research permit is required to pay a research fee of US\$ 300 per person whether the research is done alone or in collaboration with others.
- (iii) *COSTECH undergraduate clearance/permit fees for foreign students*  
All foreign undergraduate research students are required to pay US\$ 100 per person to be granted a COSTECH clearance permit. COSTECH clearance fees are paid for a period of twelve months i.e. one year, even if the actual research period is less than a year.

### **3.3.3 ACCESS FEES FOR FOREST RESERVES**

For researchers who will conduct wildlife research in protected areas under the jurisdiction of the Forestry and Beekeeping Division (FBD), e.g. forest reserves and community forests; in addition to research fees they will be required to pay access fees to the respective forest management authority (FBD or Village Government). The access fees for Government Forests is 10US\$ per day for foreign researchers and 3,000 Tshs per day for local researchers, while the fees for Local Government Authorities forests will vary from one village to another. In this regard, researchers are requested to seek access fees information from the respective authority and are advised to include these additional fees in their budgets.

The access fees are subject to change or regular reviews without notice. The access fees into forest reserves or nature reserves are

payable to the respective Authorities. Alternatively, researchers can pay access fees to TAWIRI during payment of research fees and TAWIRI will then remit the money to respective forest reserves or nature reserve managers.

### **3.3.4 INSTITUTIONAL (OVERHEAD/ADMINISTRATION) FEES**

Collaborative projects are required to pay from the project budget institutional fees using the following categories:-

- (i) Fully foreign funded collaborative projects should pay 3% of the total project running cost.
- (ii) Foreign and locally funded collaborative projects should pay 3% of the total project running cost.
- (iii) Locally funded collaborative projects should pay 2% of the total project running cost.

Non-collaborative (individual) projects will be exempted from paying any institutional running cost. However, local researchers with a foreign funding above 20,000 US\$ should pay 2% of the total project running cost. If the research project is headed by a local and a co-researcher is a foreigner, then the local researcher pays half while the foreigner researcher pays full institutional fee and vice versa.

### **3.4 PERMITS/APPLICATIONS FOR RESEARCH ASSISTANTS**

- (i) Research assistants should be Tanzanians who are holders of at least a first degree in zoology, botany, biology, veterinary science, social or related natural sciences from a recognized University. Applications for entry permits should be done by the Principal Investigator (PI) in writing to TAWIRI.
- (ii) For the case where a project needs foreign research assistants, a one to one ratio between Tanzanians and foreigners shall

apply and any foreign research assistant should be a student enrolled for MSc/MA programme.

- (iii) Foreign research assistants should be included at the time of application for research permit and should follow the normal application procedures for conducting wildlife research (including filling the necessary forms and paying the fees). All foreign research assistants must be linked to the local contact person of the project.
- (iv) Where the project need only one research assistant, he/she should be a Tanzanian. The PI will identify the research assistant; where the PI cannot identify a Tanzanian research assistant, TAWIRI will assist. In this case, the position will be advertised through mass media and interviews shall be done under the TAWIRI system.
- (v) Foreign research students can be added at a later stage by notification from the PI and formal application by the students. Likewise, Tanzanian research assistants can be replaced by new ones through formal application to TAWIRI by the PI.
- (vi) TAWIRI will write an introductory letter to the respective management authority for issuance of free entry permit and stay in the protected area.
- (vii) TAWIRI understand that staff motivation is a factor of remuneration; therefore, PIs are encouraged to highly remunerate their assistants to motivate them to do their job well. Salaries for research assistants should not be below TAWIRI equivalent remuneration. For the case of training positions in the projects, priority should be given to Tanzanians.

### **3.5 PERMITS FOR FIELD ASSISTANTS/ATTENDANTS**

- (i) Field assistants/attendants should be Tanzanians who are holders of secondary education preferably with a certificate or diploma in wildlife management or related fields from a recognised institution.

- (ii) Applications of permits for field assistants/attendants should be submitted by the PI in writing to TAWIRI, including qualifications and other details of the field assistant/attendants.
- (iii) TAWIRI will write an introductory letter to the respective management authority for issuance of free entry permit and stay in the protected area.
- (iv) Researchers are NOT allowed to use volunteers in their projects.

### **3.6 PERMITS FOR HOUSE KEEPERS**

- (i) Housekeepers should be Tanzanians.
- (ii) The PI shall apply to TAWIRI in writing and TAWIRI will write an introductory letter to the relevant management authority for issuance of free entry permit.

### **4.0 OTHER TERMS AND CONDITIONS**

In addition to general and specific requirements, the following terms and conditions are necessary to be observed. These are meant to enhance implementation of the research agenda and to ensure basic research standards are adhered to.

#### **4.1 LOCAL CONTACT PERSON**

- (i) TAWIRI encourages partnership between foreign and local institutions in doing wildlife research.
- (ii) Each foreign researcher should have a local contact person, a Tanzanian, who is academically capable of understanding the proposed research.
- (iii) A commitment letter written from the local contact person must accompany the project proposal during submission.
- (iv) The budget of the project should include expenses for the local contact person to be able to visit the project study area

at least once a year.

- (v) Any renewal of such project(s) will be partly based on evidence that the local contact person participated in the project and the contact has been maintained.
- (vi) TAWIRI will assign a local contact person where the PI has failed to identify one.
- (vii) All semi-annual and annual reports to TAWIRI from the project have to be signed by the PI and the local contact person.

#### **4.2 IMMOBILIZATION, COLLARING AND PHYSICAL HANDLING OF ANIMALS**

- (i) TAWIRI is responsible for all immobilisation, physical handling and fitting of radio collars (telemetry devices) to animals for research purposes.
- (ii) Immobilisation of animals for research can be carried out by or supervised by TAWIRI in the presence or with assistance of the respective management authorities. Researchers should budget and pay for the expenses involved.
- (iii) Researchers are required to submit requests for assistance in immobilizations, physical handling or collaring of wild animals in writing to TAWIRI and attaching a letter of approval for the activity from the respective management authority. TAWIRI will then assign a veterinarian(s) for requested assistance.
- (iv) From the fact that the use of radio-telemetry (collaring) brings many unexpected frustrations and problems, it will be permitted only when the research commitment to time, expense and effort is justified in either (a) producing data that cannot be collected in a simpler way or (b) collecting data that otherwise could not be obtained.
- (v) For collaring activities, researchers should consult TAWIRI for radio frequency list to avoid frequency overlap. Moreover, researchers should specify in the proposal the type

of equipment as well as the name and contact details of the manufacturer of the equipment in the proposal.

- (vi) Researchers should specify what resources are available for tracking 'lost' animals after fitting radio-telemetry devices as well as available resources to remove radio-collars at the end of their field studies in case VHF collars will be used.
- (vii) Researchers are required to transfer funds for removal of telemetry devices (collars) before a collaring permit is given especially where VHF and/or collars without automatic drop off devices/units will be used.
- (viii) A separate permit or letter is required for collaring or immobilization activities from the respective management authority. Therefore, it is the responsibility of the researcher to seek the collaring or immobilization permit from the relevant management authority after approval of the proposal by the TAWIRI Board and issuance of COSTECH clearance before attempting any activity that will involve immobilization, collaring or physical handling of animals. Researchers should also submit a copy of the collaring permit to TAWIRI; otherwise, TAWIRI will not be responsible for any misconduct of researchers on this.
- (ix) For researchers with Veterinary background who want to immobilise animals themselves, TAWIRI will demand a certificate of registration with the Veterinary Council of Tanzania (VCT) and Certificate of Competence for handling dangerous drugs. Researchers who have been allowed to immobilise themselves will carry out immobilization under supervision from the respective management authority or TAWIRI staff.

### **4.3 Export of biological specimens**

- (i) All biological specimens/samples should be analysed/processed at local diagnostic facilities in Tanzania.
- (ii) Researchers are encouraged to make use of the local



institutions and expertise for analysis of wildlife specimens collected in the field. TAWIRI shall assist foreign researchers to identify local institutions with the capacity to do laboratory analysis or identification of specimens.

- (iii) For the case where the local diagnostic facilities are not well equipped to do such processing, analysis or identification; TAWIRI encourages the PI to assist the institution to be able to analyse the samples e.g. through provision of equipment, reagents and short training of staff.
- (iv) Export of wildlife specimens, either whole body or parts of it or samples, will be allowed only when there is sufficient evidence that the analysis cannot be done in Tanzania. When it is absolutely necessary that wildlife specimens/samples have to be exported abroad for analysis, National and International regulations will be strictly adhered to. TAWIRI is responsible for writing recommendation letters to relevant authorities (CITES and Zoosanitary offices) for issuance of permits for export of specimens/ samples for analysis abroad.
- (v) A Material Transfer Agreement (MTA) between TAWIRI and the PI or institution of the PI will apply for export of biological specimens, whole organism, part of organism or other related situations. The MTA should among others provide the number of each specimen to be exported as well as the number of specimens to be returned to TAWIRI upon completion of the analysis.
- (vi) Researchers who request to export biological specimens should submit an application letter to TAWIRI indicating the type of samples/specimen, the amount of samples, where and how the samples were collected, the storage media (if any), how will they be packaged and shipped and full address of the consignee including E-mail, telephone and fax numbers.

Also, the request should be accompanied by a copy of an import permit from where the samples will be exported.

- (vii) Researchers are encouraged to use local Institutions facilities for identification of whole specimens. However, for unidentified whole specimens, the maximum number of specimens to be exported is four individuals (two males and two females). For exporting whole specimens above four individuals, a researcher will be obliged to pay capture fee for each extra specimen/individual as stipulated by the Wildlife Division.
- (viii) After a request has been accepted, TAWIRI will write introductory letters to the CITES Management Authority (for CITES listed wildlife species), to the Zoosanitary Department (for wildlife samples/specimens) and the Phytosanitary section (for botanical/plant specimens) for issuance of CITES, Zoosanitary or Phytosanitary certificates/permits respectively.
- (ix) The introductory letter will be sent to the respective department/section after the researcher has physically paid presented the specimens to TAWIRI for inspection and after payment of fees for export of biological specimens (Table 4).
- (x) Before permission to export biological specimens, researchers will be required to present the specimens to TAWIRI for inspection and to deposit specimen back-ups or aliquots of each specimen to be exported at TAWIRI for future reference purposes, as well as to furnish the TAWIRI specimen and biological bank. Specimens deposited at TAWIRI by researchers become the property of TAWIRI on behalf of the United Republic of Tanzania.
- (xi) For samples requested from the TAWIRI biological specimens bank, researchers should make a formal request in

writing by showing the purpose and justification of sample request, the nature of analysis to be done, type of samples needed, the number of samples and a declaration that in case of any publication, people who were involved in collection of those samples will be co-authors (for samples collected by TAWIRI samples); or the Director of Research will be a co-author (for samples deposited by other researchers) and that TAWIRI should be acknowledged. Moreover, there should be a commitment that results from the analysis of samples will be availed to TAWIRI. For samples requested to be exported, samples will be availed after payment of fees for export of biological specimens.

- (xii) Results obtained from analysis of exported biological specimens should be reported to TAWIRI, even if the results are not from the original proposal. For the case where no such reporting is made, the responsible institution and scientists therein will not be allowed to associate in any research in Tanzania
- (xiii) CITES, Zoosanitary and Phytosanitary permits are issued from the respective departments after submission of an introductory letter from TAWIRI and payment of permit fees to the respective department.
- (xiv) For request of data from TAWIRI, e.g. wildlife population data from the Conservation Information and Monitoring Unit (CIMU), researchers should make a formal request in writing to TAWIRI by showing the purpose and justification of the request, the type of data requested, the nature of analysis to be done, the number or size of data requested, and a declaration that in case of any publication, people who were involved in collection of data will be co-authors (for TAWIRI samples) or the Director of Research will be a co-author (for samples deposited by other researchers). Moreover, there should be a commitment that results from the analysis of data

will be availed to TAWIRI. From the fact that population data is being collected using a lot of financial resources, provision of data will be subject to payment of ‘data fee’. Data fee will be charged per single or multiple species, and per single protected area or per ecosystem. Data fee can be changed by TAWIRI without notice.

- (xv) Researchers who have included collection of whole specimens of fauna and flora e.g. amphibians, reptiles, birds, arthropods and small mammals are required after approval of the research project to request in writing a permission to collect whole specimens, indicating among others the species, locations and number of each specie per location to be collected. They should also indicate the reasons for collection of whole specimens as apposed to collection of fluids, tissues or parts of the organism.

#### **4.4 Long term research projects**

- (i) Any project that will run for at least three years will be considered as a long-term project. Such projects should specify period, objectives and expected outputs in a time frame not exceeding ten years.
- (ii) Annual progress report should clearly show successes and constraints including mitigation measures.
- (iii) TAWIRI, COSTECH and the respective management authority will carry out periodic evaluation of the project and assess the outputs and relevance in a pre-determined period.
- (iv) Any project that will run for three years shall train at least one Tanzanian to a Masters level while any project that will last for at least five years shall train at least one Tanzanian to a PhD level. For any project intending to extend its duration for at least five years, there shall be one Tanzanian trained to a PhD level and any extension of up to 3 years shall train a Tanzanian to a Masters level. Where the PI is a student, this requirement will not apply.

- (v) Any new researcher intending to join a long-term research project should follow the normal application procedures (e.g. acquire research and residence permits) before entering the country for the purpose of research.
- (vi) Every long-term project dealing with population dynamics is required to provide processed/analysed population data and findings to TAWIRI and management authorities. Any secrecy or failure to do so will lead to withdraw of research permit.

#### **4.5 Wildlife research carried out under development/management projects**

- (i) All wildlife research carried out under development/management projects should also be reported to TAWIRI.
- (ii) Any foreign researcher/scientist engaged in wildlife research under development/management projects is also obliged to seek approval of COSTECH and TAWIRI with regard to intended research activities. The normal procedures pertaining to obtaining wildlife research permits will be adhered to.

#### **4.6 Dissemination of Research Findings**

- (i) Wildlife research scientists engaged in any aspect of research on or researches relating to wildlife in Tanzania are obliged, according to the TAWIRI Act, to furnish the Institute with research information including findings in the form of reports and scientific publications.
- (ii) All researchers are required to submit to TAWIRI and the respective Management Authority detailed semi-annual and annual progress reports of the research project. The progress

reports should show the management implications of the research project.

- (iii) In addition to progress reports, researchers are required to deposit at least four bound copies of their final reports to TAWIRI: (these include theses/dissertations and books) resulting from research work done in Tanzania. TAWIRI will distribute the copies to other relevant stakeholders.
- (iv) Wildlife researchers are required to prepare management-oriented articles in a simple language for dissemination to the management authorities of PAs and the general public.
- (v) All researchers are encouraged to participate to the TAWIRI Scientific Conference for dissemination of research findings.

#### **4.7 Involvement of researchers in activities other than those indicated in the approved research**

- (i) An immigration residence permit enables a foreign scientist to enjoy the privileges of residents, in order to carry out research and related activities specified in the COSTECH research permit. TAWIRI is not responsible for supervision of activities other than those indicated in the approved proposal for wildlife research.
- (ii) Researchers should adhere to approved activities; for any other business, permits should be sought *a priori* from the relevant authorities.
- (iii) When another permit for activities other than wildlife research has been acquired, TAWIRI should be informed.

#### **4.8 Intellectual property rights (IPR)**

- (i) Any patent or intellectual property and royalty emanating from any research that was approved by TAWIRI should be co-owned between the PI, TAWIRI and the local collaborator.
- (ii) As a process of getting TAWIRI to own the process, any publication emanating from the project that was registered by TAWIRI must have a prior consent of publication from TAWIRI. The ‘*Vancouver Code*’ will also apply to issues related to publication of wildlife research in Tanzania.

#### **4.9 Insurance**

- (i) TAWIRI encourages researchers to insure the research team in-case of any injury, sickness, or any other risks that may be encountered during the research process in the country.
- (ii) TAWIRI shall NOT be responsible for any of such risks in-case they occur during the process of the research.

#### **4.10 Equipment and other materials purchased from research funds**

Any equipment bought out of collaborative projects with TAWIRI for implementation of research Activities in Tanzania (vehicles, equipment and any supplies) shall be the property of TAWIRI and shall be entered in the institutes’ ledger books, and should be indicated in the MoU.

## **5.0 EXPECTATIONS OF WILDLIFE RESEARCHERS**

TAWIRI is the overall local contact institution and the gateway to all wildlife research and related work in the United Republic of Tanzania. All researchers carry out their approved research projects on behalf of TAWIRI and should thus expect the following:

- (i) Free access to TAWIRI's libraries as well as accessibility to available scientific/research information;
- (ii) Accessibility to PAs as TAWIRI registered researchers; and
- (iii) Invitations to TAWIRI Scientific Conferences.



## APPLICATION FORMS

### FORM No. I: TAWIRI APPLICATION FORM FOR CONDUCTING WILDLIFE RESEARCH IN TANZANIA



#### TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)

P.O. BOX 661, ARUSHA, TANZANIA

TEL. +255 27 254 9571; FAX: +255 27 254 8240

E-MAIL: [tawiri@habari.co.tz](mailto:tawiri@habari.co.tz)

(Please type or print)

1. Personal particulars of the applicant

Surname.....

First Name.....

Other names .....

Title (Mr./Mrs./Ms./Miss./Prof./Dr.) (delete the inapplicable)

Nationality.....

Date of birth.....

Highest academic qualification.....

Institutional Affiliation .....  
.....  
Mailing address.....  
Town/City/ Region/Province/State .....  
Country.....  
Email.....  
Permanent address.....  
.....  
.....

2. Title of the proposed research project .....  
.....  
.....

3. Study/protected area(s) where the study will be conducted  
National Park(s).....  
Game reserve(s).....  
Forest reserve(s).....  
Wildlife Management Area(s).....  
Game controlled areas(s).....  
Open areas (District, Ward, Village).....  
.....  
Other.....

4. Purpose of research: PhD/MSc/B.Sc/BA/other (specify)  
.....  
(delete the inapplicable)
5. Objective(s) of the research project .....  
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5. Data collection methods/tools (brief description)  
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6. Date of commencement of research.....
7. Estimated duration of the research project.....
8. Sponsor/Donor.....
9. Project budget.....
10. Contact address while in Tanzania .....  
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11. Names and addresses of two referees, one of whom should be a Tanzanian .....  
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.....
12. Name and address of local contact .....  
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.....
13. Names of other applicants (co-applicants).....  
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.....  
.....
14. Signature of the applicant .....  
Date.....

**FORM No. II: DECLARATION OF COMPLIANCE BY THE  
RESEARCHER TO THE TANZANIA WILDLIFE  
RESEARCH INSTITUTE**



**TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)**  
P.O. BOX 661, ARUSHA, TANZANIA.  
TEL: + 255 27 2509871/2548240  
FAX: +255 27 2548240. E-MAIL: [tawiri@habari.co.tz](mailto:tawiri@habari.co.tz)

In return for being allowed to work in Tanzania and to use the facilities provided by TAWIRI,

I hereby undertake:-

1. To adhere to research activities those have been approved by TAWIRI subject to such subsequent amendments as may be agreed.
2. To submit copies of my research and residence permits to TAWIRI and any other places as the case may be; immediately on arrival.
3. To follow and abide by the instructions of the Director General of TAWIRI in all matters concerned with the administration and discipline of the Institute.
4. To prepare such periodic reports on my work as the Director General of TAWIRI may require.

5. To provide TAWIRI duplicate records and copies of photographs of observations made by me for retention in the Institute. The copyright of any films on the experiments shall remain the property of TAWIRI.
6. To submit the results of my work to a suitable journal or publisher and to present such papers or articles first to the Director General of TAWIRI who shall give or withhold his assent to the Institute being associated therewith.
7. To assist to the best of my abilities the authorities of the Institute particularly supporting local scientist as the case may be and have included budget for such a commitment.
8. To adhere to any agreement regarding donation of research equipment and/or vehicles after a specified period of time as indicated in my budget and application forms.
9. To inform the Director General, or any other person as the case may be, in charge of a Wildlife Research Station of my absence from my working station in writing and particularly when I am away from that research station.
10. To attend and give seminars as may be required within the Institute, or any other place as may be required by TAWIRI.
11. To abide to the rules laid down by the Director General of Tanzania Commission for Science and Technology for conducting scientific work in Tanzania, as per the laws of the land.
12. In the event that any of the above is violated, my contract will be revoked and/or my research clearance will be withdrawn.

13. Responsibility of paying the local contacts for field work when visiting my research sites.
14. Responsibility to pay costs of immobilization, radio collaring and collar removal.

Date.....

Full Name.....

Signature.....

**FORM No. III: COSTECH APPLICATION FORM FOR  
RESEARCH CLEARANCE**



**TANZANIA COMMISSION FOR SCIENCE AND  
TECHNOLOGY (COSTECH)**

P.O. BOX 4302

TEL. +255 22 75311/2/3/4, 75315: FAX: +255 22 75313

TELEX: 41177 UTAFITI : E-MAIL: [rclearance@costech.or.tz](mailto:rclearance@costech.or.tz)

(Please type or print)

1. Applicant Personal Particulars

Surname.....

First Name.....

Title (Mr./Mrs./Ms./Miss./Prof./Dr.) (delete the inapplicable)

Nationality.....

Date of birth.....

Highest academic qualification.....

Institutional Affiliation .....

.....

Mailing Address.....

Town/City.....

Region/Province/State.....

Country.....



- Permanent address.....  
.....
2. Title of proposed research project .....  
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  3. Purpose of research: PhD/MSc/B.Sc/BA/other (specify)  
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(delete the inapplicable)
  4. Research methodology (brief description)  
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  5. Research objectives .....  
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  6. Regions in Tanzania where research will be conducted  
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  7. Date research will commence.....
  8. Estimated period of research .....  
months
  9. Sponsor.....
  10. Contact address while in Tanzania .....
  11. References (provide names and addresses of two referees,  
preferably one of whom should be based in Tanzania)  
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.....  
.....  
.....

13. Names of other applicants .....

.....

14. Signature of applicant .....

**FORM No. IV: TAWIRI APPLICATION FORM FOR  
EXTENSION/RENEWAL OF RESEARCH CLEARANCE**



**TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)**

**P.O. BOX 661, ARUSHA, TANZANIA.**

**TEL: +255 27 2549571/2548240**

**FAX: +255 27 2548240. E-MAIL: [tawiri@habari.co.tz](mailto:tawiri@habari.co.tz)**

1. Personal particulars of the researcher
  - (a) Name: .....
  - (b) Nationality:.....
  - (c) Institute of Affiliation:.....
  - (d) Contact addresses ( e-mail, telephone, fax etc):.....  
.....
  - (e) Highest qualification:.....
  
2. Title of the research project:.....  
.....  
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3. Study/protected area(s) of the study National Park(s).....  
Game reserve(s).....  
Forest reserve(s).....  
Wildlife Management Area(s).....  
Game controlled areas(s).....  
Open areas (District, Ward, Village).....  
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Other.....

4. Objectives of the research

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5. Data collection methods/ tools

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6. Summary of the progress report

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7. Extension period requested.....

8. Justification for extension of research.....

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9. Name and address of local contact:

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.....

10. Name (s) of other applicant (s).....

.....  
.....

11. Signature of applicant.....

Date.....

**NOTES:**

This application form for renewal of research permit must be submitted together with the following:

- a) A full progress report of the research project (both hard and soft/electronic copy)
- b) Recommendation letter from the local contact person
- c) Three passport-size photographs (4x5cm) of applicants

**FORM No. V: COSTECH APPLICATION FORM FOR  
EXTENSION OF RESEARCH CLEARANCE**



**TANZANIA COMMISSION FOR SCIENCE AND  
TECHNOLOGY (COSTECH)**

P.O. BOX 4302

TEL. +255 22 75311/2/3/4, 75315 - FAX: +255 22 75313

TELEX: 41177 UTAFITI : E-MAIL: [rclearance@costech.or.tz](mailto:rclearance@costech.or.tz)

1. Name: .....
2. Nationality: .....
3. Title of research project:  
.....  
.....  
.....  
.....
4. Mailing address:  
.....  
.....  
.....
5. Previous clearance: file no.: .....  
Permit no.....

Date issued:..... Date expired:.....

6. Extension period from:.....

7. Original location of research:.....

8. Extension research location:.....

9. Reasons for extension:.....

10. Name and address of local contact:

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

Applicant signature: .....

**NOTES**

1. This application form must be submitted together with the following:
  - a) A progress report on previous research.
  - b) Letter of recommendation of local contact.
  - c) Three passport-size photographs (4x5cm) of application.