



REPUBLIC OF BOTSWANA

**MINISTRY OF ENVIRONMENT,
NATURAL RESOURCES CONSERVATION AND TOURISM**

Application for Research Permit

This form should be completed and signed by any applicant who wishes to obtain a permit for conducting research in the Republic of Botswana. The completed form can be submitted by E-mail to mentpermits@gov.bw or post to *Permanent Secretary, Ministry of Environment, Natural Resources Conservation and Tourism, Private Bag BO199, Gaborone, Botswana*. Applicants from foreign countries are advised not to leave for Botswana before obtaining a research permit. A copy of a research project proposal must accompany this application.

1. Title of Research:

2. Name and address of Applicant (include Tel/Fax and E-mail):

3. Name and address of home institutions (if any) to which you are affiliated:

4. Name and address of supervisor of research (in-home country) or responsible referee:

5. Research plan (attach a research proposal if available):

6. Budget for the costs in Botswana (give a detailed breakdown of research costs such as subsistence, travel/transport, local staff, secretarial services, seminar (s), printing, etc.)

7. Name and address of financial sponsor (s) of the research (if applicable)

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.

b) If no, what steps are being taken to ensure sufficient funding?

9. If you have previously done research in Botswana, please give details of the research:

10. Name and address of institution in Botswana to which the researcher is to be affiliated:

11. Details of Botswana-based personnel that will be involved (names, functions, qualifications):

12. Places in Botswana where the research is to be undertaken:

13. Proposed time-schedule for the research:

14. Plans for dissemination of research findings:

15. How are the research findings going to be used in the home country?

16. **Any other information:**

17. **Signature of the applicant:**

18. **Date:**

19. **FOR OFFICIAL USE ONLY:**

Action taken:

Action Officer: **Date:**

Permit: Approved/Deferred/Rejected

Notes:

- I. Please attach copies of national identity document or passports of proposed research personnel;
- II. Attach an up-to-date curriculum vitae;
- III. Submit a research proposal;
- IV. Applicants from foreign countries are advised not to leave for Botswana before obtaining a research permit from the Ministry.
- V. It is a statutory requirement that all resulting publications be deposited directly with the following institutions and any other departments as may be specified in the permit:
 - 1) Director
National Library Services
Private Bag 0036
Gaborone, Botswana
 - 2) Director
National Archives
P.O. Box 239
Gaborone, Botswana
 - 3) User Ministry and/or affiliating body
 - 4) Director
Research and Development Office
University of Botswana
Private Bag 0022
Gaborone, Botswana

- VI. For any correspondence pertaining to a research permit issued, always quote the permit reference number.
- VII. Fees payable for research conducted in a National Park or Game Reserve (in BWP):

A. Research activities	Citizen	Resident	Non-Resident
1. Research fee, per person, per month or part thereof. The research fee applies to each individual named on the permit and any support staff and includes park/reserve entry and camping.	250	500	1000
B. Motor Vehicles, aircraft and boats inside a National Park or Game Reserve	Botswana registered	Foreign registered	
2. Motor vehicles under 3500 kg, private, per day	10	50	
3. Motor vehicles under 3500 kg, commercial, per day	30	200	
4. Motor vehicles under 3500 kg, commercial, annual fee	1,500	N/A	
5. Motor vehicles between 3500 and 7000 kg, per day	500	1,000	
6. Motor vehicles between 3500 and 7000 kg, supply/utility, annual fee	3,000	N/A	
7. Motor vehicles more than 7000 kg, per day	800	1,500	
8. Aircraft, per day	50	250	
9. Aircraft, annual fee	1,500	3,000	
10. Boat, power, per day	10	N/A	
11. Boat, power, annual fee	1,500	N/A	

- These fees do not apply to the Gemsbok National Park or the educational reserves in Gaborone, Francistown and Maun.
- Further details or clarification on fees can be obtained from Parks and Reserves Reservations Office (PARRO) on Tel: +2673996543; E-mail: dwnp@gov.bw.