



# NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION

## SERVICE CHARTER

	Services	Customer Obligation	Charges			Duration	Responsibility	
1	Enquiries	Visit	Nil			Ten (10) Minutes	All Units	
2	Response to Correspondence	Correspondence	Nil			Five (5) Days	All Units	
3	Payment for Goods, Services and Works	Delivery Note Claim/Invoice	Nil			One (1) Month	Directorate of Corporate Services	
4	Advisory on Research, Science, Technology and Innovation	Verbal or Written Request	Nil			Five (5) Days	Directorate of Scheduled Sciences	
5	Establish Collaborations	Negotiations  Provision of Documents	Nil			Three (3) Months	All Directorates	
6	Licensing of Research	Online Application <ul style="list-style-type: none"><li>Passport Photo</li><li>Identity Card/Passport</li><li>Letter from Host Institution</li><li>Letter of Affiliation (where applicable)</li><li>Research Proposal</li><li>Ethical Approval (where applicable)</li><li>Evidence of payment</li></ul>	Service	Service Cost to:			Thirty (30) days	Directorate of Research Accreditation and Quality Assurance
				EAC Citizens (Kshs)	Rest of Africa (Kshs)	Non Africans (US\$)		
			(i) Research					
			Student Attachment/undergraduate/Diploma	100	200	150		
			Masters	1,000	2,000	350		
			PhD	2,000	4,000	400		
			Individual/Post Doctorate	5,000	10,000	500		
			Public Institutions	10,000	20,000	1,000		
Private Sector (Companies, PBOs)	20,000	40,000	10,000					
(ii) Extensions	Same as above	Same as above	Same as above					
7	Registration of Research Institutions	<ul style="list-style-type: none"><li>Application Form</li><li>Legal Status</li><li>Organogram</li><li>Audited Financial Statements</li><li>Fixed Assets</li><li>Mandate (max. 250 words)</li><li>Research Personnel</li><li>Directors/Trustees</li><li>Evidence of Payment</li><li>Collaborations (if any)</li></ul>	Kenya Shillings Two Hundred and Fifty Thousand only (250,000)			Three (3) Months	Directorate of Research Accreditation and Quality Assurance	

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