



REPUBLIC OF BOTSWANA

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

RESEARCH GUIDELINES

2019

1. Introduction

1.1 Purpose

These guidelines outline the terms, conditions and procedures for institutions or individuals who wish to conduct research in the Republic of Botswana under the auspices of Ministry of Environment, Natural Resources Conservation and Tourism (MENT).

1.2 Scope

1.2.1 These guidelines apply to all applications for natural, archaeological, and social science research. The proposed research must, however, be consistent with the mandate of MENT.

1.2.2 The research envisaged under these guidelines may be short-term (<3 years) projects; long-term (3+ years) projects; or university-related Certificate/Diploma/Bachelors/MSc./PhD/ Post-Doc studies.

1.2.3 The proposed research activities may include any of the following:

- a. Hypothesis or question based research.
- b. Monitoring – projects aimed at monitoring trends which are often repetitive and considered over long periods.
- c. Inventory projects
- d. Experimental/Technology development projects

1.2.4 The following activities are subject to other regulatory arrangements and shall not be allowed under authority of a Research Permit issued in accordance with these guidelines:

- a. Scientific monitoring to support management and conservation in concession areas. For example, this would apply to individuals or companies contracted to do monitoring in concession areas.
- b. Field excursions by students/interns from local or international universities.
- c. Development/management projects including Environmental Impact Assessments; Strategic Environmental Assessments; and, formulation of management plans.

2. Research Permit

2.1 Application

2.1.1 Any individual may apply for a Research Permit if they can demonstrate qualifications and experience to conduct scientific studies and have the support of a reputable scientific or educational institution and/or a government department or Non-Governmental Organization.

2.1.2 The permitting process for MENT contains the following steps:

- a. An applicant fills out an application form, attaches a detailed research proposal and submits to the Ministry of Environment, Natural Resources Conservation and Tourism (MENT) at the following address:

Permanent Secretary
Ministry of Environment, Natural Resources Conservation and Tourism
Private Bag BO199
Gaborone
Botswana

Plot 13064
Government Enclave

OR

Electronically at: mentpermits@gov.bw

- b. MENT Coordinator of Research and Development registers the application and then distributes copies to the Research Review Committee (RRC).
- c. The RRC conducts a review of the application and may, where necessary, refer it to external reviewers for additional inputs (see Section 3 below).
- d. If the application is approved, a Memorandum of Agreement (MoA) will be sent to the prospective researcher for signing. Upon receipt of the signed MoA, the Research Permit will be issued and sent to the applicant or collected in person from MENT Headquarters.

2.1.3 An institution can apply for a Research Permit, but a designated person within that organization who will lead the project (Principal Investigator) should be the applicant and will be expected to meet the requirements of the Ministry.

2.1.4 An individual may submit a proposal as Principal Investigator for only one project at a time. However, he or she can be a team member or co-applicant on other research projects simultaneously.

2.1.5 A student may not apply in his/her advisor's name. The individual responsible for

carrying out the project should be the one to apply and write the proposal.

- 2.1.6 Any research proposal submitted by a student (undergraduate or graduate level) must have a research advisor's signature indicating that he/she has reviewed the student's proposal and agrees that the quality of the submission meets both MENT standards and their own college/university standards for quality and soundness of design.

2.2 Permit Extension

- 2.2.1 In the event that extension of validity period for a permit is required, submission is to be made to MENT, using a prescribed form and justifying the need for an extension.
- 2.2.2 Researchers must always quote the reference number of the permit to be extended.
- 2.2.3 Satisfactory progress report (s) is a prerequisite for an extension.

2.3 Additional Member(s)/Place(s)

- 2.3.1 In the event that additional personnel are required to participate in a proposed or ongoing study, a submission is to be made to MENT requesting for the endorsement of additional members using a prescribed form. The same applies to any requests for additional places/study sites.
- 2.3.2 The reference number must always be quoted in any correspondence pertaining to a research permit.

2.4 Transboundary research

- 2.4.1 Any transboundary research proposed to be conducted in a Transfrontier Conservation Area (TFCA) will be reviewed and endorsed by a Joint Management Board (or equivalent structure) in that TFCA before consideration by MENT.
- 2.4.2 Research for areas other than those designated as TFCAs will require the endorsement of relevant management authorities in the neighbouring country before it can be considered by MENT.

3. Procedure for reviewing applications

3.1 Research Review Committee

- 3.1.1 Every research proposal shall be subject to review by the Research Review Committee (RRC), made up of Heads of Research from each department within the ministry and chaired by one of the MENT Directors or Deputy Director appointed on a rotational basis by the Permanent Secretary. The Coordinator of Research and Development shall serve as Secretariat. Other persons may be engaged on an *ad hoc* basis by the RRC for reviewing specific proposals.
- 3.1.2 The RRC is mandated to ensure research excellence through the development and implementation of a fair and transparent evaluation process. As such, any issue(s) identified during the review process will be brought to the attention of the applicant, in a timely manner, through the Coordinator of Research and Development.
- 3.1.3 A research proposal will be distributed to the RRC for either full or expedited review, after initial evaluation by the Coordinator of Research and Development. Proposals may be rejected at this stage of initial evaluation due to poor quality or other reasons. Full review implies a detailed reading of the proposal by the RRC. Expedited review will be used primarily for proposals that are extensions of existing projects, proposals that have previously secured the support of MENT or in other cases where full review is not critical.
- 3.1.4 The RRC shall be convened, either formally through scheduled meetings or informally through distribution of submitted requests, on an as needed basis to review submitted research proposals. The committee is authorized to approve or disapprove any research proposal based on criteria outlined under Sections 3.4 and 3.5 below.

3.2 Content Expert Reviewers

- 3.2.1 In the course of conducting its review of research proposals, the RRC may need the assistance of expert reviewers who possess specific expertise relevant to the subject in question. These questions may concern the relevance of the proposed study to the field or other technical issues beyond the expertise of the committee members. The role of the expert reviewer would be to address specific questions posed by the RRC. The expert reviewer(s) will be asked to provide written comments.
- 3.2.2 When this need arises the Coordinator of Research and Development will, as the RRC Secretariat, initiate a process to identify and contact a willing and available expert. During that process, the Coordinator will ensure that the expert:
 - a. possesses the requisite expertise.
 - b. is not a research team member on the proposal under review.
 - c. is available to perform the review in a timely manner.
 - d. is willing to undertake the task.

3.2.3 The Coordinator will follow up on feedback from expert reviewers expeditiously to avoid undue delays and ensure that the review process is completed within schedule (see section 3.3 below).

3.3 Schedule

3.3.1 The RRC will review applications according to the schedule below. The applications must, therefore, be submitted during the appropriate time frame for the permit to be issued prior to the anticipated start of field work:

Research Permit Application Submission, Review and Issuance						
Permit Applications Received	January February	March April	May June	July August	September October	November December
Permits Reviewed	March	May	July	September	November	January
Permits issued no later than:	April 15 th	June 15 th	August 15 th	October 15 th	December 15 th	February 15 th

3.3.2 Applications for permit extensions or additional members/places will be subject to the same schedule above; except where an expedited review has been justified.

3.3.3 Turnaround time for processing applications is 40-45 days, which includes distribution, reviews, etc.

3.4 Criteria for approval of research proposals

3.4.1 In all cases, successful proposals must have scientific merit; be based on solid, current scientific context; offer clear research questions and plausible approaches to those questions; and, there must be a reasonable expectation of adding to scientific understanding.

3.4.2 The RRC's approval or disapproval of any research proposal will also be contingent upon the following:

a. **Alignment with the Ministry research agenda:** All researchers are required to demonstrate that their proposals are consistent with the research agenda of the Botswana Government in general and MENT in particular. The Ministry research agenda is currently guided by, among others, the National Biodiversity Strategy and Action Plan, Wildlife Conservation Research Strategic Plan, 2016-2022 and National Action Plans for various Multilateral Environmental Agreements. The checklist provided on Appendix 1 must be used to ensure a robust link between the submitted proposal and MENT research priorities.

b. **Pathways to impact:** There must be clear demonstration of how intended end

users will benefit from the research; what is to be done to ensure that research users have the opportunity to benefit from the research; methods of disseminating data, knowledge and skills in the most effective and appropriate manner; as well as how capacity building will take place.

- c. **Qualifications of research personnel:** All the proposed research personnel must have relevant or appropriate qualifications and skills.
- d. **Participation of citizens:** The composition of research personnel across all levels must show that the applicant has a commitment towards meaningful participation of Botswana citizens.
- e. **Feasibility:** The applicant must be explicit in the Methodology section of the proposal in order to demonstrate feasibility of the project and ensure timely processing of the permit. The applicant(s) must also show proof that they have adequate resources to conduct good and proper research; or otherwise have access to facilities through collaboration with other researchers or institutions.
- f. **Welfare and ethical considerations:** Any applicant whose proposed activities involve animal and/or human subjects shall submit proof of clearance by an Institutional Animal Care and Use Committee (IACUC) and/or Institutional Review Board (IRB).
- g. **Access and Benefit Sharing:** Botswana is party to the Nagoya Protocol on Access and Benefit Sharing (ABS), which provides a transparent legal framework for the fair and equitable sharing of benefits arising out of the utilization of genetic resources. Accordingly, research proposals will be tested against the obligations of the protocol.

3.5 Criteria for rejection of proposals

3.5.1 A research proposal may be rejected if:

- a. The applicant does not possess appropriate credentials (e.g. research qualification, institutional backing, etc.);
- b. The applicant failed to comply with all reporting conditions of previous permits;
- c. The applicant previously behaved in an irresponsible manner (not adhering to laws and rules, excessive off-road driving, non-removal of old radio collars, etc.);
- d. The research is likely to have negative impact on animal welfare (e.g. branding/marketing animals, excessive/unprofessional capture, inappropriate sampling techniques, etc.);
- e. The research is likely to have negative impact on habitats (e.g. excessive off road driving, burning, fencing, introduction of aliens, collection of rare specimens, etc.);
- f. The proposed research is likely to result in loss of genetic property rights (e.g.

where biopiracy is suspected);

- g. The proposed research is likely to have negative aesthetic impact (marking trees or animals, inappropriate activities in wilderness areas, etc.);
- h. The research conflicts with already proposed or ongoing research project(s);
- i. The proposed research conflicts with any current legislation;
- j. There is a negative impact on the economic or social well-being of people, including interruptions in harvesting practices;
- k. The affected communities have not been fully informed of the project and subsequently of its results.
- l. The research is likely to have a negative impact on the environment (e.g. pollution)

4. Supplementary Permits

4.1 Activities requiring a Supplementary Permit

- 4.1.1 Where the researcher's methodology necessitates more than one type of permit, it shall be the responsibility of the researcher to acquire such permits from the relevant technical department.
- 4.1.2 The following are some activities for which a separate permit is required:

Activity	Competent Authority/Department
Entering, camping and working inside a National Park or Game Reserve	Department of Wildlife and National Parks
Immobilization, collaring and physical handling of animals	
Keeping of study animals in confinement	
Call playback (calling stations)	
Collection of wildlife specimens	
Excavation of monument, artefact or relic	Department of National Museum and Monuments
Archaeological research	
Entering and working inside a Forest Reserve	Department of Forestry and Range Resources
Conducting prohibited acts in a Forest Reserve	

4.2 Procedure for acquiring a supplementary permit

- 4.2.1 Researchers are advised to contact the Coordinator of Research and Development at MENT about the procedure for acquiring any particular supplementary permit.
- 4.2.2 In general, a supplementary permit can be acquired by completing and submitting a prescribed form in accordance with applicable regulation or law.

5. Other Permits

5.1 Immigration

- 5.1.1 Botswana immigration law (Immigration Act, 2010) stipulates that a non-citizen shall not remain in the country unless the person is in possession of a valid visitor's permit or residence permit or has been exempted from such requirement by the Minister responsible for immigration.
- 5.1.2 A non-citizen who is issued with a visitor's permit shall not remain in Botswana for more than 90 days in aggregate in any one year unless he or she is authorized by the Director of Immigration in writing to do so.
- 5.1.3 The Immigration Act also stipulates that a non-citizen shall not engage in any occupation for reward or profit unless he or she is the holder of a work permit or certificate of exemption.
- 5.1.4 Anyone granted a MENT research permit is, therefore, required to proceed to the Department of Immigration and Citizenship to apply for an appropriate permit or exemption.

5.2 Aviation

- 5.2.1 Researchers flying their own air craft should follow Civil Aviation Authority of Botswana (CAAB) regulations. Foreign researchers must obtain a permit to enter the country by this means prior to applying for research clearance.
- 5.2.2 Some of CAAB requirements include:
 - Certificate of air worthiness
 - Certificate of aircraft registration
 - Insurance document of aircraft
 - Radio licence
 - Copy of pilot license
 - Letter from Contractor
 - Map or coordinates of the area to be filmed/photographed or researched.

Contact: Tel: +267 391 3236/ +267 368 8200.

- 5.2.3 Requests to use Unmanned Aerial Vehicles (UAVs) will be considered on a case-by-case basis.
- 5.2.4 A UAV shall be operated in accordance with applicable CAAB regulations, and any UAV brought into the country needs to be registered and licensed by CAAB before use.

5.3 Imported Equipment

- 5.3.1 Where the methodology requires importing equipment to Botswana, the researchers

must make their own arrangement to import such and pay the necessary fees to the Botswana Unified Revenue Service (BURS). Applicants should note that this can only be done through a registered clearing agent. Applicants should also note that ATA Carnets are accepted in Botswana and can be used for temporary importation without paying any fees to BURS.

- 5.3.2 Applicants are advised that Botswana Communications Regulatory Authority (BOCRA) is mandated by Communications Regulatory Authority Act, 2012 to “Type Approve” communications equipment that may be connected, used or operated to provide broadcasting or telecommunications services in Botswana. Accordingly, researchers intending to use two-way radios or similar equipment need to register them with BOCRA and receive a licence that will be linked to serial numbers on the equipment.

6. Conditions

6.1 General

- 6.1.1 All permit holders must be in possession of a valid research permit before the fieldwork commences and at other periods as stated on the permit.
- 6.1.2 Permits are not transferrable and each member of the field work team must have a copy of the valid permit in their possession.
- 6.1.3 A research permit is issued on condition that the applicant has adequate financial and material support to carry out the intended study. Possession of a research permit does not entitle the bearer to engage in any commercial activities in Botswana.
- 6.1.4 Any decision regarding the application for a research permit is communicated to the initiator of the proposal.
- 6.1.5 Individuals submitted in the original research proposal will be endorsed on the same permit as the Principal Investigator. In the event that additional research personnel are required for the study, the Principal Investigator may make a fresh submission in a prescribed form.
- 6.1.6 Possession of a research permit does not give the bearer authority to enter any premises, private establishments or Protected Areas. Permission for such entry must be negotiated with the owner or leaseholder of the property or management authorities of the area concerned.
- 6.1.7 The permit is valid only for the geographic location, time period, activities, and under the terms and conditions described on the permit, unless amended and revalidated by MENT.
- 6.1.8 For research conducted outside Protected Areas, the researcher is responsible for arranging the necessary permission and authority from appropriate communities or other lease holders or area managers to enable him/her to undertake research in such areas.
- 6.1.9 Researchers shall abide by all relevant laws and any regulations in force at the time.
- 6.1.10 Researchers shall adhere to all Protected Area regulations not specifically waived by a valid research or supplementary permit. Any deviation from this condition is punishable by withdrawal of the permit and subsequent expulsion from the Protected Area. The researcher may also be liable for prosecution under the relevant Laws of the Republic of Botswana.

6.2 Criteria for continued endorsement

- 6.2.1 MENT's continued endorsement and support of research projects shall, in all cases, be conditional upon the following:

- a. Satisfactory response within a reasonable time to any specific request for information that the ministry or one of its departments may make;
- b. Regular submission of progress reports, which shall normally be on a quarterly basis. The progress reports are not required to meet the standard of scientific publications, but should describe progress towards the project objectives since the previous report;
- c. Submission of biannual reports which summarize findings to date. Such reports may, at the discretion of MENT, be included in a 'Report to the Nation' on research findings.
- d. The submission of a preliminary final report on activities and findings that is due at least one calendar month prior to completion. This report will contain a summary of the project's objectives and achievements as well as implications for management applications. Also included will be the date by which data analysis will be completed and a detailed report submitted.
- e. Wildlife researchers are required to report any diseased or dead animals, as well as incidents resulting in wildlife being killed for purposes other than those approved in the research permit.
- f. Submission of final report.

6.2.2 The Ministry acknowledges researchers intellectual property rights and undertakes not to challenge those rights; and will do all that is necessary to ensure that it will not make use of the researchers' intellectual property without their prior written consent. On issues of authorship, attribution and acknowledgements the Ministry will, among other internationally recognized publication standards, be guided by the Vancouver Protocol.

6.2.3 It is a statutory requirement that publications resulting from research conducted in Botswana be directly deposited with the following memory institutions and any other departments as may be specified on the permit:

- a. National Library Services
- b. National Archives and Records Services
- c. User Ministry (this is usually the one issuing the permit; in this context, MENT)
- d. University of Botswana Special Collections

6.2.4 The Ministry reserves the right to attach other conditions to a research permit to ensure that any deficiencies are addressed.

6.3 Fees

6.3.1 Permits shall only be issued when the required fees have been paid to the

Government.

6.4 Foreign students

- 6.4.1 Foreign students (Certificate, Diploma, Bachelors, MSc and PhD) wishing to conduct research under the auspices of MENT are required to affiliate with a local university or other tertiary institution. This is in keeping with the Ministry's deliberate effort towards strengthening local institutions.
- 6.4.2 It is up to the student concerned to establish contact and apply for affiliation with a local institution of their choice.
- 6.4.3 The Ministry may, if requested to do so, provide an introductory letter to facilitate the affiliation process.

6.5 Protocols for specified activities

- 6.5.1 The Ministry recognizes that research on some species must be done according to specific protocols. In that regard, there is an undertaking to develop protocols for specified research activities. Once such protocols are approved, researchers will be expected to apply them or show cause why a given protocol cannot be followed.
- 6.5.2 The following are examples, with respect to wildlife, of research activities for which specific protocols will be developed:
 - a. Chemical immobilization;
 - b. Fitting of collars and other tracking devices;
 - c. Invasive DNA collection;
 - d. Translocation;
 - e. Use of Wildlife Detection Dogs;
 - f. Conditioned Taste Aversion (or similar studies).
 - g. Call Playback.
- 6.5.3 Applicants must be explicit in the methodology section of the proposal in order to assist the RRC in determining whether a particular protocol should apply.

6.6 Research Assistants

- 6.6.1 Research Assistants shall be Citizens of Botswana. Application to add a Research Assistant to a research team will be done by the Principal Investigator (PI) with submission of a prescribed form and a covering letter.
- 6.6.2 In cases where a project needs foreign research assistants, a one to one ratio between Botswana Citizens and foreigners shall apply.

- 6.6.3 Research assistants may be included at the time of application by following the normal procedures (including filling the necessary forms and paying the fees).
- 6.6.4 Principal Investigators are expected to remunerate their research assistants fairly and in accordance with the laws of Botswana.

6.7 Field Assistants

- 6.7.1 Field assistants shall be Citizens of Botswana with relevant skills for the research project (for example, Trackers).
- 6.7.2 Application to add a Field Assistant to a research team should be done by the Principal Investigator (PI) with submission of a prescribed form and a covering letter.
- 6.7.3 Researchers venturing into community-managed areas are encouraged, where feasible, to employ local field assistants.
- 6.7.4 Principal Investigators are expected to remunerate their field assistants fairly and in accordance with the laws of Botswana.

6.8 Collaborative programmes and projects

- 6.8.1 All collaborative programmes and projects between MENT and other institutions (local or foreign) shall be subject to a Memorandum of Understanding, which clearly outlines forms of cooperation between the participants and modalities of implementation.
- 6.8.2 All joint reports and/or publications will be approved by all participants prior to their release.
- 6.8.3 Authorship of and credit for research findings and manuscripts will be jointly decided and will fairly reflect the investment of researchers and resources including scholarly resources, personnel and capacity.
- 6.8.4 Disposal of any equipment procured using collaborative project funds will be jointly decided, including standards and procedures to be followed.

6.9 Long term projects

- 6.9.1 Any project planned for at least three years will be considered a long-term project. Such projects should specify period, objectives and expected outputs in a time frame not exceeding five years.
- 6.9.2 Biannual progress reports should clearly show successes and constraints including mitigation measures.
- 6.9.3 Any project running for three years should make provision for participation of at least one Motswana student during field studies, and this may entail the pursuit of a higher

qualification; while any project running for five years should allow for the participation of at least two Botswana students. This requirement will not apply where the Principal Investigator is a student.

- 6.9.4 Every long-term project dealing with population dynamics is required to provide processed/analysed population data and findings to MENT.

6.10 Affiliations

- 6.10.1 MENT encourages affiliation between foreign and local institutions as a way of fostering the sharing of experiences and capacity building.
- 6.10.2 Applications by researchers from foreign institutions affiliated with local ones will, therefore, be accorded due priority.
- 6.10.3 A commitment letter or proof of affiliation from the local institution must accompany the project proposal during submission.

6.11 Dissemination of research findings

- 6.11.1 As already indicated under section **3.4.2b** above, researchers are required to include a plan for dissemination of research findings in their proposals. Such a plan must include submissions to a 'Report to the Nation' as and when calls for such contributions are made. The articles submitted must be management-oriented and written in a language suitable for dissemination to both conservation managers and the general public.
- 6.11.2 Researchers are also expected to positively respond to invitations to present at dissemination platforms organized by MENT, such as public lectures, symposia and research seminars.

6.12 Collection of Specimens/Samples

- 6.12.1 Any natural objects and/or biological specimens collected under authority of this permit remain the property of the Botswana Government and are considered on loan to the permit holder. Final disposition of natural objects and/or biological specimens must be as shown in the project proposal unless amended by MENT through the relevant department(s).
- 6.12.2 No material collected under a permit granted by MENT shall be transferred to a third party without written consent from the Director of a relevant government department.
- 6.12.3 The researcher shall, whenever required to do so, disclose the quantity, form or state of the material under their custody, its storage location and any transfers made within and outside the Republic of Botswana. Where applicable, photographs from three sides of the stored material must be submitted as part of the disclosure.
- 6.12.4 The transfer of any material for whatever purpose shall be done with notice to the Government and with clearly stated reasons for effecting such transfer.

- 6.12.5 Where the transfer is to a third party, a Material Transfer Agreement with the Government shall be required.
- 6.12.6 No plant specimen shall be collected for research or other purposes without consultation and agreement with the National Herbarium which falls under the Department of National Museum and Monuments. Any agreement shall state the number of specimens required and include a provision for deposits with the National Herbarium and other regional herbaria.
- 6.12.7 No protected plant species shall be collected without permission from the Department of Forestry and Range Resources.
- 6.12.8 Where specimen, parts or derivatives of animals and/or fish have been collected, a list thereof shall be communicated to the Director of the National Museum and Monuments and the Director of Wildlife and National Parks and, if requested, some of the specimens, photographs or samples shall also be submitted.
- 6.12.9 Samples collected for genetic or disease analysis shall be collected in duplicate and one sample shall be deposited with the Department of Wildlife and National Parks (Veterinary Unit) for the departmental biological sample bank.

6.13 Movement of Samples

- 6.13.1 No researcher shall move or cause to be moved between veterinary zones or out of the country any animal samples, specimens, collections or parts of collections without permission from the Department of Veterinary Services.
- 6.13.2 No researcher shall move or cause to be moved from the original location or out of the country any heritage materials without permission from the Department of National Museum and Monuments. An intention to export during or at the end of the research should be indicated at the permit application stage, and the actual processing of the materials to be exported done seven days before the export date.
- 6.13.3 No researcher shall move or cause to be moved out of the country, any plant samples without permission from the Division of Plant Protection.
- 6.13.4 No researcher shall move or cause to be moved out of the country any fish samples, specimen, collections or parts of collections without permission from the Department of Wildlife and National Parks.
- 6.13.5 Any samples or specimens for CITES listed species are subject to applicable CITES regulations; and a relevant permit for such shall be acquired from the CITES Management Authority in order to be approved for export.

6.14 Export of specimens/samples for analysis

- 6.14.1 All biological specimens/samples should be analysed/processed at diagnostic facilities in Botswana.
- 6.14.2 Researchers are encouraged to make use of local institutions and expertise for

analysis of wildlife specimens or samples. MENT will assist foreign researchers to identify local institutions with the capacity to do the analysis.

- 6.14.3 Where local diagnostic facilities are not adequately equipped to do any processing or analysis; the researchers are encouraged to assist the institutions with capacity to do so; for example, through provision of equipment, reagents and short-term training of staff.
- 6.14.4 Any 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 Botswana. If it is absolutely necessary that wildlife specimens/samples have to be exported for analysis, the relevant national and international regulations will be strictly adhered to.
- 6.14.5 Researchers are furthermore encouraged to use local institutions for identification of specimens. However, for unidentified specimens the maximum number to be exported is six (three males and three females). To export specimens above this number, the researcher will be required to pay fees for each additional specimen in accordance with applicable regulations.

6.15 Proof of funding

- 6.15.1 All research applicants are required to have sufficient funding to undertake the proposed research in Botswana.
- 6.15.2 Researchers will be required to provide proof of funding at the time of application for a research permit.
- 6.15.3 MENT will not assist any researcher with fund raising and no letters of support for funding proposals will be provided, except for collaborative programmes and projects as provided for under section 6.8 above.

6.16 Insurance

- 6.16.1 Researchers are advised to arrange insurance for team members to cater for any injuries, sickness or any other emergency situations.
- 6.16.2 Proof of insurance must be submitted at the time of application for a research permit.

6.17 Financial Guarantee

- 6.17.1 Researchers will in due course be required to post a financial guarantee with MENT prior to commencement of any research activity.
- 6.17.2 The financial guarantee is intended to ensure compliance; and will be refunded to the researcher after all permit conditions have been met, including payment of fees, removal of collars, and statutory deposit of final reports or publications.
- 6.17.3 Where appropriate, the requirement to post a financial guarantee may be waived.

Appendix 1

Checklist for aligning proposal with MENT research priorities (not exhaustive)			
No.	Checklist Questions	Yes	No
1)	Does the research proposal address one or more themes in the National Biodiversity Strategy and Action Plan or Wildlife Conservation Research Strategic Plan or other existing management instruments?	<input type="checkbox"/>	<input type="checkbox"/>
2)	Is the proposed study species involved in conflict with humans?	<input type="checkbox"/>	<input type="checkbox"/>
3)	Is the study species important for non-consumptive tourism or other commercial purposes?	<input type="checkbox"/>	<input type="checkbox"/>
4)	Is the species involved in issues associated with livestock (other than conflict with humans)?	<input type="checkbox"/>	<input type="checkbox"/>
5)	Global status of the species: Is it classified as <i>critical</i> , <i>endangered</i> , <i>threatened</i> or <i>vulnerable</i> ?		
6)	National status of the species: Is it designated as <i>endemic</i> , <i>unique</i> , <i>rare</i> , <i>declining</i> , <i>unknown status</i> , <i>uncommon</i> or <i>stable</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
7)	Have there been previous studies on this subject/species?	<input type="checkbox"/>	<input type="checkbox"/>
8)	If studies already exist, is the proposed research a necessary test of a previous finding or an essential part of a long-term study?	<input type="checkbox"/>	<input type="checkbox"/>
9)	Is the research a comparable & necessary repeat of a previous finding (or part of continued monitoring)?	<input type="checkbox"/>	<input type="checkbox"/>
10)	Is the proposed research relevant to management activities or planned management?	<input type="checkbox"/>	<input type="checkbox"/>
11)	Will results of the proposed research be providing a direct answer about outcome of management activity or planned management?	<input type="checkbox"/>	<input type="checkbox"/>
12)	Will the results be providing background information that might be of some use to management activities or planned management?	<input type="checkbox"/>	<input type="checkbox"/>
13)	Is the scale of the proposed research countrywide?	<input type="checkbox"/>	<input type="checkbox"/>
14)	Is the research likely to contribute to issues/areas of international importance?	<input type="checkbox"/>	<input type="checkbox"/>
15)	Are the results of the research likely to have direct commercial spin off?	<input type="checkbox"/>	<input type="checkbox"/>
16)	Will the cost (financial/other) to the Government of Botswana be significant?	<input type="checkbox"/>	<input type="checkbox"/>
17)	Is the proposed research intended to produce an inventory?	<input type="checkbox"/>	<input type="checkbox"/>
18)	Will it be a study of habitat changes, an ecosystem, trends or population dynamics?	<input type="checkbox"/>	<input type="checkbox"/>

19)	Will the proposed study produce baseline information?	<input type="checkbox"/>	<input type="checkbox"/>
20)	Is the subject for study negatively impacted by human activity/construction?	<input type="checkbox"/>	<input type="checkbox"/>
21)	Will the proposed study involve use of unusual features of an area? – i.e., could not easily be performed elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
22)	ADDITIONALLY: Is the research intended to exploit the ‘reference ecosystem’ properties of the research area or make use of historical data-sets from the area?	<input type="checkbox"/>	<input type="checkbox"/>
23)	Will the study address the consequences of climate change or other large-scale environmental change?	<input type="checkbox"/>	<input type="checkbox"/>
24)	Does the research proposal entail a component on skills transfer / capacity building or capacity development for local researchers?	<input type="checkbox"/>	<input type="checkbox"/>