



NEVIS HISTORICAL & CONSERVATION SOCIETY
P.O. Box 563, Charlestown, Nevis KN0802
St Kitts & Nevis

APPLICATION FOR AUTHORITY TO CONDUCT RESEARCH IN NEVIS
(To be completed by non-nationals)

PART I

(Notes to be read before completing the Forms)

1. An application for a research permit must be submitted to reach the Director, Nevis Historical & Conservation Society at director@nevisheritage.org (herein referred to as NHCS) at least **two months** before the date the Applicant intends to start conducting the research in Nevis.
2. The research clearance application forms must be accompanied by the following:
 - (a) Comprehensive curriculum vitae of all the applicants.
 - (b) A comprehensive project proposal, including details of objectives, hypothesis, literature review, methodology and envisaged application of the research results.
 - (c) A letter from the sponsor, if any (*Sponsor is the person or body providing primary financial and or material support towards the project*).
 - (d) A copy of Applicant's Passport.
 - (e) Non-refundable research application fees payable to the Nevis Historical & Conservation Society, by the applicant(s) in US Dollars (USD) cash or cheque, or equivalent in Eastern Caribbean Dollars (XCD). Or via Paypal:
<https://www.paypal.com/paypalme/nevisheritage>
 - i. Student Attachment/Undergraduate/Diploma.....US\$150
 - ii. Research (Academic) MSc.....US\$350
 - iii. Research (Academic) PhDUS\$400
 - iv. Research (Individual/Post-Doctoral).....US\$500
 - v. Research (Institution)US\$950
 - vi. Research (Private Companies)US\$10,000
 - vii. Extensions Half of the rate concerned
3. An Applicant who has been permitted to conduct research in Nevis must undertake to deposit **two (2) bound copies** of his/her research report/thesis with the NHCS on completion of the research. If the research is to be completed outside Nevis, the raw, unfinished material must be endorsed by the NHCS before such materials may be taken out of Nevis. The final research reports/thesis must be submitted within a year from the date indicated as the completion date on this application form, unless an extension has been approved in writing by the NHCS.
4. For projects which take longer than a year, **one (1) copy of a** yearly progress report must be submitted to the NHCS.
5. Any loss or damage to materials or documents made available to a researcher must be made good by him/her.

6. Materials, specimens, information or documents obtained in the course of the research work must not be used or be disposed of, in a manner prejudicial to the interests of the Federation of St Kitts & Nevis.
7. For short and medium-term projects, the research permit will be issued for a period **not exceeding three (3) years**, with a provision for renewal for a further one year. An application for renewal shall be submitted to the NHCS at least **three (3) months** before the expiry of the permit. A renewal fee of half the original shall be paid.
8. For long-term projects taking more than three years, applicants are advised to request for further information from the NHCS before submitting their application.
9. The Government of the Federation of St Kitts & Nevis will have access to Data and Research Premises of the Project.
10. Persons who have not submitted satisfactory final reports/thesis on previous research work done in Nevis may not be cleared for new projects.
11. Attention is drawn to sponsoring institutions and referees on the shared responsibility of making sure that researchers sponsored by them, observe the foregoing regulations. A breach of the regulations could result in refusal of permits for other researchers sponsored by the same Institutions or referees.
12. Applicants intending to do research in Nevis should **only** come to Nevis after a written approval has been issued on their applications by the authorizing officer i.e. the Director.

PART II

(To be completed by the applicant)

1. Personal Information

2.

- (a) Surname of Applicant.....
- (b) Other names.....
- (c) Passport No.....
 Issued at.....
 Date.....
- (d) Permanent Residence Address.....

- (e) Postal Address.....

- (f) Address while staying in Nevis.....

- (g) Contact in Nevis: Telephone.....Fax.....
 E-mail:
- (h) Age.....Sex.....
- (i) Nationality.....
- (j) Qualifications.....
(Please attach above details for other research staff and their curriculum vitae)

3. Personal References

(Give names, and full addresses of two Senior Academic/Professional Referees. These should be professionally qualified in the same field of research which the applicant wishes to undertake)

- (i) Name.....
 Address.....
 Occupation.....
 Contacts: Tel:..... Fax.....
 E-mail.....
 Date.....
 (Referee's Signature)

- (ii) Name.....
 Address.....
 Occupation.....
 Contacts: Tel:..... Fax.....
 E-mail.....
 Date.....
 (Referee's Signature)

4. (a) Have you applied for Permit to conduct research in Nevis before? Yes/No.

- (b) If yes, provide the title of the research previously applied for.....

(c) The application was approved/rejected *vide* the NHCS letter Ref. No.....
.....Dated.....

5. Name of University/ Organization under which the research project is being undertaken
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6. (a) Source(s) of Finance.....
(b) Amount.....

7. Title of Research project.....
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8. Purpose of the research (e.g. MSc., PhD., Post Doctoral, Others (*specify*).....
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9. Location of the Fieldwork: Location/Village.....
Parish.....

10. Estimated period of the project: fromto.....

11. I will need to access the following Public Records.....
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12. I will need to interview the following Government Officials.....
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13. I will need to interview members of the public who I will select as follows:

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(Please incorporate details of sampling procedures, if relevant, in the description of your project).

14. I intend to use the attached copies of questionnaire(s) *(if applicable)*

15. List major equipment to be brought to Nevis for research purposes.....

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16. I certify that I have read and understood the conditions given in parts **I** and **II**. I do agree to abide by them as required and that the information given by me in part **II** is correct to the best of my knowledge.

17. I,.....(Name) do agree to deposit **two (2)** **bound copies** of a final comprehensive report/thesis (written in English) on my research project with the NHCS within a year from the date indicated as the completion date of the project in **No. 10 in Part II** above.

Signature..... Date.....

PART III
(For official use by affiliating institution)

1. Name of Affiliating Institution.....

2. Recommendation by the Head of the Institution of Affiliation.....

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3. Name.....

4. Position.....

5. Official Stamp and Signature.....

Date.....

PART IV
(For official use only)

1. Comments by NHCS Specialist Sub-Committee.....

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..... Date.....
Chairman of the Sub-committee

2. NHCS Research Committee Recommendations.....

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3. Approved/Not approved.

..... Date.....