



NATIONAL SCIENCE AND TECHNOLOGY COUNCIL
(NSTC)

**Questionnaire for the Registration of Research Institutes and Centres
(To be completed by the Research Institute or Centre)**

Contact: The Executive Secretary
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Completion of Questionnaire:

Please complete the questionnaire to enable the National Science and Technology Council (NSTC) to establish "organisational profile" on infrastructure for research in Science and Technology in Zambia

I Would the person responsible for completion of this questionnaire please fill in the details below:

Name *Signature* *Date*

II If the Person responsible for completion is not the NSTC principal contact person, please provide the following details:

Contact Person:

Position:

Organisation:

Address:

Name of Head:

Telephone: **Fax:**

E-Mail:

III I, the undersigned, hereby certify that the information contained herein is true to the best of my knowledge,

Signature *Name of head* *Date*

1.0 Organisational Structure

1.1 What is the title of the Head of the research institute/centre?

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1.2 What are the priority areas of research and development of the institute or centre?

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1.3 What are the past and/or present research activities?

(a) Present

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(b) Past

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(If in excess, please use separate sheets and attach)

1.4 From the activities mentioned in 1.3 above, which ones have been adopted?

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1.5 From the activities mentioned in 1.3 above, please give detailed information on the organizations that would benefit from your research activities?

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(If in excess, please use separate sheets and attach)

1.6 What has been achieved in each activity?

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1.7 If no success has been recorded, please state the constraints:

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From question 1.8 to 1.13 below, please indicate on separate sheets of paper were ever necessary

1.8 What safety precautions are there to ensure that human life and the environment is not endangered by your research activities?

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1.9 What type of hazardous waste do you produce or dispose off when performing your research activities?

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1.10 Briefly describe the procedure involved in handling, storage and final disposal of the hazardous waste or environmental pollutants mentioned in 1.9 above?

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1.11 If you use hazardous chemicals in performing your research activities, please list down the hazardous chemicals?

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1.12 What are the expected output of your research in science and technology

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1.13 What is the area of your research? Applied research Or Pure research

1.14 Please provide additional information on the organisational structure/chart of the research institute or centre.

1.15 From the information provided in 1.14 above,
(a) What is the job title, minimum qualification and job description for professional and technical staff

Job Title	Min. qualification	Job Description
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(please indicate on separate sheets of paper)

(b) What is the number of professional and technical staff required for each job title?

Job Title	Number required
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(please indicate on separate sheets of paper)

(c) Is staffing adequate for each area of responsibility? YES NO If the answer is 'NO' please indicate the shortfall.

Job Title	Shortfall
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(please indicate on separate sheets of paper)

(d) What are the main reason(s) for inadequate staffing at the research institute or centre

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1.16 On a separate sheet, please give information on staff development programme for technicians, researchers and/or scientists.

1.17 Are there external research and development staff from other research institutions/centres within the country or outside the country currently working with your institute or centre?

YES NO

1.18 If the answer to 1.17 is 'YES' please indicate their areas of research/technical assistance and how many are within or outside the country?

(a) Within

Job Title	Number	Areas of research
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(If in excess, please use separate sheets and attach)

(b) External

<i>Job Title</i>	<i>Number</i>	<i>Areas of research</i>
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(If in excess, please use separate sheets and attach)

2.0 Institutional and Legal framework

2.1 Apart from being required to apply to the Council for registration to conduct research activities, which other regulatory bodies is the research institute or centre required to apply to?

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2.2 Are you familiar with the regulatory requirements of research and development institutes/centres in Zambia as stipulated in the Science and Technology Act No. 26 of 1997?

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2.3 Which government regulatory authority(s) regulates the importation, transportation, storage, usage and disposal of the hazardous substances that you use and/or produce?

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3.0 Equipment, Instruments and Other Facilities

3.1 Do you have the basic equipment/tools and personnel to perform research of your type?

YES NO

3.2 Do you have the basic built in environment (laboratory, office, accommodation, experimental field stations etc) to perform your research activities:

YES NO

3.3 Please list down the scientific publications that have been produced by the institute or centre?

1.
2.
3.
4.
5.

(If in excess, please use separate sheets and attach)

3.4 What publications (e.g. journals) does your institution/centre receive or subscribe to?

1.
2.
3.
4.
5.

(If in excess, please use separate sheets and attach)

3.5 Please list down the major science publications and the scientific bodies that have published your papers?

Scientific publication

Scientific Bodies

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(If in excess, please use separate sheets and attach)

4.0 Inventions and Patents

4.1 Have you ever come up with a new invention, technology, and innovation?

YES NO

4.2 Please list or state the invention, technology or innovation

1.
2.
3.
4.
5.

(If in excess, please use separate sheets and attach)

4.3 If answer is 'YES' to 4.1, did you apply for a patent to the Patents and Companies Registration Office?

YES NO

4.4 What is the validity of your patents?

4.5 If the Patents and Companies Registration Office approved your application, briefly describe what your invention was, **on a separate sheet of paper.**

4.6 If the answer to 4.3 is 'NO' would you like the Council to assist in patenting your invention?

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4.7 If a researcher or scientist makes an invention, innovation or develops a new technology in the course of his/her normal duties as an employee or any special assignment given to him/her, will the ownership of the invention belong to the employer or the employee?

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4.8 Whenever, you collaborate with scientists and/or researchers from other Institution(s), do you enter into a written agreement that the research institute/centre or scientist/researcher you collaborate with is entitled to a share in the ownership and should be mentioned in the application to patent the invention?

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