

Guide for Visiting Scholars to the Committee on Fiscal Studies (CFS)

Introduction

Who is a visiting scholar?

CFS regards a visiting scholar as any individual who is invited or is hosted by the Committee in pursuance of collaborative academic projects. Persons eligible to be visiting scholars include, but are not limited to, Professors, researchers from various institutions, graduate and doctoral students in pursuance of their dissertation research amongst others.

The collaborative benefit to CFS can be made manifest in a variety of ways, for instance: Guest lecturing, observation and audit of some CFS processes, consultation on ongoing research, undertaking researcher/ peer training workshops, speaking at tax talks and any other activities agreed upon at the time of joining.

At the onset, it is pertinent to mention that the process of application to become a visiting scholar within CFS does NOT apply to Kenyan citizens or permanent Kenyan residents and CFS reserves the right of admission of these persons as visiting scholars.

How long can CFS host a visiting scholar?

CFS has not set strict timelines on how long a visiting scholar is expected to be hosted by the Committee. The period of time over which the institution will be able to host a particular scholar will depend on a variety of factors including, availability of space, computer access, library access, university policy amongst other considerations. The applying scholar shall be duly notified of how long CFS will be able to host them. The period can generally vary from a few weeks to up to a year.

What are the steps one should take to become a CFS visiting scholar?

- i) Application requesting affiliation to CFS (*through University of Nairobi*)

The first step for any prospective CFS visiting scholar involves an application to the University of Nairobi requesting to be hosted at CFS. At the University of Nairobi, the key contact is Professor Attiya Waris, Director Research and Enterprise, waris@uonbi.ac.ke.

The invitation letter is one of the key documents in the entire process and to this end it is very important that it clearly delineates the nature, aim and duration that such a person intends to be hosted as a visiting scholar.

ii) Ethics review (*through University of Nairobi*)

The visiting scholar is then required to send to the University of Nairobi scanned submissions for the research such person intends to pursue in order to facilitate ethical review. When preparing such submissions, a prospective visiting scholar can refer to the e-resources section <https://erc.uonbi.ac.ke/index.php/basic-page/e-resources> which contains templates and guidance notes that the scholar can refer to when preparing their submission for review. Previous successful visiting scholars have recommended using the template provided herein for the proposal and for the consent explanation form.

In this process, a hard copy submission with the requisite original signatures is expected. Towards this activity, visiting scholars are encouraged to send copies of their bound submissions to CFS by courier. Signed hard copies of revised submissions are also sent by courier.

During this process, a prospective visiting scholar is required to pay a USD 250 varying fee that needs to be transferred to the Committee prior to review of their submissions. Further, visiting scholars are encouraged to demonstrate as well as give evidence about the relationship with the University of Nairobi e.g. in some cases the Committee required a faculty member as a local supervisor. The prospective scholar is required to confirm such requirements well in advance as it has the potential to delay final approval of the submission.

iii) NACOSTI research license (*through NACOSTI – Ministry of Education*)

After receiving approval from the University of Nairobi on the affiliation and ethics steps, a visiting researcher is expected to apply for a research license from the National Commission for Science, Technology & Innovation (NACOSTI). This is a government institution under the Ministry of Education. The application process can be done online through the NACOSTI portal <https://research-portal.nacosti.go.ke/>. Applicants need to create an account with a separate NACOSTI login profile. It is also possible to log in with an ORCID ID (<https://orcid.org/>). In case of delays in the process, the Director Research and Enterprise at the University of Nairobi can provide follow-up support.

iv) Research Pass/Visa (*through Department of Immigration Services*)

Only after a NACOSTI permit is granted can one apply for a research pass through the Foreign Nationals Services (eFNS) portal at <https://fns.immigration.go.ke/>. One can download a useful checklist of the documentation required at <https://fns.immigration.go.ke/infopack/passes/studentpass/>.

If one is applying from outside the country, they may require a local contact to deliver a hard copy package of required documents that needs to be physically submitted to the Department

of Immigration – at Nyayo House, Posta Street, central Nairobi. In case finding a local to deliver the documents is difficult, one may opt to apply for a tourist visa and then apply for the research pass once they are in the country (of course after receiving the NACOSTI permit).

What are the funding requirements for a visiting scholar at CFS?

During the stay of a visiting scholar such an individual will be required to source for their own funding to cover all their expenses during their visitation period at CFS. They shall also be required to pay for their own health insurance as well as any visa and passport fees. CFS shall provide the visiting scholar with office space (which may be shared) as well as computer access and facilitate access to library resources.

Will CFS offer accommodation for a visiting scholar during the period of their stay?

The Committee shall not provide housing to a prospective visiting scholar during the pendency of their visitation. CFS could however suggest to any prospective scholar availability of campus housing or assist them to find off-campus housing during the period of their stay. CFS shall also not be responsible for arranging transport for the visiting scholars in the period of their research within the country for research purposes except where the research is in pursuance of an initiative by CFS.

Conclusion

In conclusion, the CFS encourages prospective visiting scholars to send their inquiries for visitation through <https://cfs.uonbi.ac.ke/node/11>. CFS endeavours to encourage fruitful collaborations and bi-directional research and technical exchange between the Committee and its visiting scholars. Its ultimate aim is to fortify collaborations and facilitate even stronger partnerships between the visiting scholars, CFS and the University through a range of activities such as creating networking opportunities, facilitating research exchange, capacity building of young researchers amongst others. We look forward to your engagement.