

Guidelines and Conditions for Anthropological, Sociological and Historical Research Permit in Belize

Institute for Social and Cultural Research
of the
National Institute of Culture and History



INSTITUTE FOR SOCIAL AND CULTURAL RESEARCH
NATIONAL INSTITUTE OF CULTURE AND HISTORY
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Under the NICH Act Chapter 331, the Institute of Social and Cultural Research (ISCR) of the National Institute of Culture and History (NICH) is required to review and approve all proposed research involving humans that is conducted in Belize. Approval is required regardless of funding status or sponsorship. Where such research is concerned, the following conditions and guidelines were formulated to inform investigators of ISCR-NICH policies in Belize.

The Principal Investigator (**PI**), assistants, members, agents, associates and organizations, hereafter referred to as the grantees shall strictly abide by all the provisions of the National Institute of Culture and History Act, Chapter 331 of 2000 and the Conditions for Historical, Anthropological, and Socio-economic Research Permits in Belize.

Upon the approval of a **Research Permit**, the Principal Investigator (PI) may be required to sign a **Memorandum of Understanding (MOU)**. This MOU shall outline the conditions under which the research will be undertaken or conducted for that given field season.

In the case of fieldwork for academic dissertation or thesis, the responsibility for all activities associated with the project will ultimately rest with the PI. For Co-Principal Investigators, the minimum requirement is Bachelor's Degree working on a Master or Doctoral Degree. In cases of **field schools**, ISCR will not grant Research Permits to Principal Investigators who will be away from the site for extended periods of time.

To **apply for an Anthropological, Sociological and Historical Research Permit** the following conditions must be fulfilled and received in our office **two (2) months** before a research request will be considered:

- a) **A formal letter requesting permission to conduct research.** This letter should be addressed to the director of ISCR-NICH, state the nature of the intended research, the site name or area where the intended research will be conducted, the length of the field season, including the beginning and end dates while in Belize.

Address Letter to:

Rolando Cocom
Director
Institute for Social and Cultural Research
National Institute of Culture and History
Belmopan, Belize.

- b) The applicant **must complete the “Institute for Social and Cultural Research - Application to Conduct Research with Human Subjects in Belize”** form. Please fill in the document where applicable. The applicant is encouraged to utilize the word document or insert responses in the PDF format. Applicants should ensure that their responses are accurate, concise, and clear.
- c) **The PI must have a PhD in the relevant field of study** and have a minimum of five years experience working in their field. Under no circumstance will graduate students be considered as a PI regardless of their status.
- d) First time Applicants must **provide Three References**; one of the letters should be from a University Department Chair or Professor.
- e) **A Detailed Research Proposal.** This proposal should outline all research questions that will be addressed and scope of activities and methodology to be utilized during field season.
- f) **A Research Budget** must be submitted.
- g) **A Consent Form** (applicants are encouraged to view the Elements and Model form available from ISCR)

- h) Written **Proof of all Funding Sources and Quantity of Funding**. All funding must be declared, including those derived from all graduate and undergraduate personnel on the project.
- i) **Names of All Project Members**, including PI, staff, specialists, students and volunteers, their status on the project as well as their curriculum vitae. Any related field school participants must be listed.

Conditions

1. The PI must pay a **Non-refundable Permit Application Fee of \$400.00 BZ dollars which can be paid via credit card or cash**. Payment must be forwarded to the ISCR along with all research application material. Consideration for a discounted fee of BZ \$200.00 will be given to first time individual Belizean applicants. Please note that this fee does not guarantee that a permit will be granted.
2. The grantee shall furnish the Director with **two (2) printed copies and one (1) digital copy on CD** of all the reports compiled during the research and the outcome thereof, as well as any article, thesis, exposition paper or presentation, unpublished or published, relating to the particular research conducted in Belize.
3. The grantee shall not give any press release for television, newspaper or popular magazine without prior approval from the Director. Such approval can only be given if we have a copy of the item to be published.
4. When it is deemed necessary that certain biological specimen should be exported for further analysis, no matter what the specimen is or the quantity of specimen, the **PI must apply for an Export License from the relevant Belize Authority at a minimum of two weeks prior to their departure date**.
 - A. A complete catalog of all specimens, including field numbers and provenance of those items to be exported, must be submitted to the Institute on the Export Forms provided. The ISCR also requires a digital copy of the export list. Materials will only be processed once they are received in the format requested.
 - B. A staff member from the Institute shall examine all Export Material before any container is sealed. All export material must be properly recorded by the project.
5. The grantee shall not conduct any type of research outside of the limits prescribed in the granted permit.

6. The field site/community explored by the grantee, shall be open to inspection at all times by the members of the Institute of Social and Cultural Research and the grantee shall afford every facility for such visits.
7. The grantee shall, under the conditions of the granted permit, convey in a responsible manner, at least once during the field seasons, the nature, ethics and morals of their anthropological research to the local community. The grantee shall also submit a paper on the result of the field season for publication by Institute of Social and Cultural Research.
8. An annual field-report of the research activities in pursuance of this permit must be handed to the Director within one year of dated permit. The annual report shall include a synopsis of the research findings, challenges, opportunities and a breakdown of all expenditures in Belize and the number of any persons employed by the project.
9. The grantee shall furnish to the Director a comprehensive set of annotated slides, photographs and/or any other recording medium detailing the research where this is applicable.
10. The grantee shall strictly abide by all other provisions of the Laws of Belize, Department of Customs, and Department of Immigration. The Institute of Social and Cultural Research is in no way accountable for any transgression of the Laws of Belize by the grantee. All requirements and regulations of customs and immigration in Belize requirement are subject to the process and authorization of the Belize Department of Customs and Department of Immigration.
11. The permit holder shall be liable to forfeiture in the event of any breach of the conditions herein stated or, of non-observance of the National Institute of Culture and History Act or if in the opinion of the Director anything whatsoever done, or omitted to be done, by the grantee is inconsistent with the purpose for which the permit has been granted. It is responsibility of the grantee to fulfill all the Conditions for Historical, Anthropological, and Socio-economic Research permits for the previous year. Projects which fail to follow these established guidelines will have permits rescinded and no new permits will be issued to the grantee until all obligations are fulfilled.
12. These conditions may be revised from time to time. A written notice of any revision shall be forwarded to the grantee.

Note: After the review process, you will receive an email or printed determination notice outlining the reviewers' decision or concerns. Once concerns have been satisfactorily addressed, a written approval notice will be sent to the researcher. Recognizing that your research may have unique characteristics, please do not hesitate to call ISCR if you have questions or concerns.