Ministry of Science, Technology, Energy and Mining

Application Form for Cannabis Research and Development Authorization

FOR OFFICIAL USE ONLY	
Date Request Received: _____	**Application ID Number**: _____
Organisation: _____	**Application Type:** _____
Application Fee: _____	**Licensing Fee: _____**
Reviewed by: NCST Chairman [ ] SRC-RDEM [ ]	**NCST Decision**: Approved [ ] Declined [ ]
Review date: NCST Chairman _____	SRC-RDEM: Recommended [ ] Declined [ ]

INSTRUCTIONS

a) **This application is reserved for institutions/organizations or entities seeking approval to undertake Research and Development involving *cannabis sativa;***

b) **All relevant sections must be completed for the application to be considered;**

c) **Please append all supporting documents requested at the end of the document.**

1.0 GENERAL INFORMATION

1.1 Name and position of Contact Person: ----------

1.2 Name of Organization (Applicant): ----------

1.3 Company Registration Number/Statute/ Act: ----------

1.4 Type of Organization: ----------

1.5 Registered address of Research Institute/Facility: ----------

1.6 Address of Research Laboratory/Facilities: ----------

1.7 Tel: ---------- 1.8 Fax: ----------

1.9 Email address of contact: ---------- 1.10 Website: ----------

2.0 APPLICATION SCOPE AND ORGANIZATIONAL CAPACITY

2.1 Scope of Application:
Please indicate the scope of your application (check where appropriate):

[] Product Testing [] Basic Research [] Applied Research [] Clinical Research [] Cultivation for R&D

2.2 Organizational Structure:
Provide details of the organizational structure of your company, including Board of Directors and Management team along with their reporting procedures:

_____
_____
_____
_____
_____
_____

2.3 Physical Resources
Provide details of the available physical resources, including equipment, designated laboratory space and security procedures that will enable your institution to undertake cannabis research and development in keeping with the laws of Jamaica (separate page may be used):

_____
_____
_____
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_____

2.4 Human Resources
Provide details of all personnel who will be engaged in the handling and execution of R&D activities involving *cannabis*. A summary should be provided for each personnel, including, but not limited to, experience in cannabis-related R&D, academic qualification, terms of engagement with the applicant, scope of work to be undertaken within the organization. The Principal Investigator where applicable should be clearly identified for each project identified:

_____
_____
_____
_____
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_____

3.0 RESEARCH ACTIVITIES

3.1 Statement of Research Scope of Works:
Identify the general area/scope of research activities to be undertaken. For Clinical studies, applicant must submit ethical approval or proof of submission from relevant Ethical Approval body[1]:

_____
_____
_____
_____

[1] If Ethical Review board request a Cannabis Research License prior to granting approval, and provided the applicant satisfies all requirements of MSTEM, a provisional authorization may be granted for submission to the Ethical Approval Body, and full license authorization upon receipt of ethical approval from the Ethical Approval Body.

_____
_____
_____

3.2 Importation/exportation of Planting material or its products for R &D[2]:

Do you intend to import planting materials or products derived from *cannabis* for research purposes? [ ] Yes [ ] No

If **yes** to the above**,** indicate the country of origin, quantity of material to be imported, reason for importation/exportation, expected benefits, method of shipping and how materials will be handled and monitored:

_____
_____
_____
_____
_____
_____

3.3Research Plan and Objectives

Briefly describe the main purpose, objectives and components of the research to be undertaken, its duration, and expected outcomes. This should be done on the organization's letterhead and signed by the Head of the Organization:

_____
_____
_____
_____
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_____
_____

3.4 Methodology: *(no more than one page)*

Briefly describe the approach or methodology to be used to conduct the scope of works:

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_____
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_____
_____

3.5 Research Management

Identify the primary and core research personnel that will be directly involved in the research and their substantive post in the organisation:

Primary Investigator (s): _____ Post: _____

Core Research Personnel: _____ Post: _____

[2] All planting materials and their derivatives must receive approval from the Plant Quarantine Division, Ministry of Agriculture or Ministry of Health before approval is granted. Provisional authorization may be granted for submission to the respective entity and full approval granted upon receipt of permit to import.

3.6 Traceability and Monitoring

Clearly indicate the traceability and monitoring measures/programme that will be implemented by your organization:

_____
_____
_____
_____
_____
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_____

3.7 Collaboration with other individuals/organisations: (use additional page if necessary)

Indicate the nature of proposed collaboration or interaction of the project with local (community, Parish) or national government agencies, NGOs, CBOs, the private sector or international partners. Include the name (individual/organisation), their address and principal personnel managing the collaboration. If the collaborator (including grower for research) information is not available at the time of application, the MSTEM must be given written notification with required information of the nature of the collaboration as soon as the relationship is established:

Name of Collaborator: ----------

Area/Scope of Collaboration: ----------

Location of Facilities: ----------

Organizations Name: ----------

Organizations legal address: ----------

Tel: ---------- Fax: ----------

Email: ----------

4.0 SECURITY PROCEDURES

Indicate how the samples will be stored and the procedures to be implemented to restrict illegal use of the materials. Please include a brief physical outlay of the area to be utilized for research, storage and cultivation (if applicable):

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_____
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5.0 MONITORING AND QUALITY CONTROL

Clearly outline your organization's monitoring plan and chain of custody regarding material handling, use, and storage and data management. Provide details of the personnel who will manage your monitoring programme and the format of record-keeping:

_____
_____
_____
_____
_____
_____

6.0 CULTIVATION FOR RESEARCH

Will you be cultivating cannabis for research purposes? [] Yes [] No

If **yes**, provide details of the quantity, type of cultivation (open ,protected or in vitro) detailed address of cultivation sites, personnel involved in the cultivation and management of cultivation sites, security procedures to prevent theft or loss of planting materials and details of the transportation and disposal (excess) procedures to be employed:

_____
_____
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