



BRIN  
BADAN RISET  
DAN INOVASI NASIONAL

# Research Permit For Foreign Science & Technology Institutions and Foreigners in Indonesia

NATIONAL  
RESEARCH AND  
INNOVATION AGENCY

Directorate of Management  
for Research and Innovation  
Permit and Scientific  
Authorities



<p><b>Foreign Research Permit Guidelines For Foreign Science &amp; Technology Institutions and Foreigners in Indonesia</b></p> <p><b>Author :Sri Wahyono</b></p> <p><b>Cover : Citra D.S.</b></p> <p><b>Contributors: Tri Sundari, Syarip Hidayat, Nungki Indrianti, M. Riza Pakhlevy</b></p> <p><b>Publisher :Directorate of Management for Research and Innovation Permit and Scientific Authorities</b></p> <p><b>Deputy of Facilitation for Research and Innovation National Research and Innovation Agency (BRIN) Republic of Indonesia Gedung B.J. Habibie Lt. 8 Jln. M.H. Thamrin No. 8, Jakarta 10340</b></p>	
	<p><b>NATIONAL RESEARCH AND INNOVATION AGENCY</b></p>
	<p><b>Directorate of Management for Research and Innovation Permit and Scientific Authorities</b></p>





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## Preface

Law Number 11 of 2019 concerning the National System of Science and Technology has replaced the Law Number 18 of 2002 concerning the National System of Research, Development, and Application of Science and Technology has provided a legal basis for Research & Development actors in conducting international research collaborations.

Law Number 11 of 2019 views the importance and strategy of national science and technology development through international science and technology cooperation. The law also requires every element of Science and Technology Institution to conduct partnerships in the Implementation of Science and Technology in order to develop an international network which is also accompanied by the obligation to transfer technology based on a non-alignment and active foreign policy.

Law Number 11 of 2019 has mandated several obligations that must be carried out by foreign researchers who conduct research collaborations with national R&D actors, including:

- 1) produce outputs that benefit the Indonesian people;
- 2) involving Indonesian S&T human resources with equivalent scientific capacity as working partners;
- 3) include the names of human resources in S&T in each output produced in joint activities;
- 4) carry out technology transfer;
- 5) submit primary data resulted in R&D activities;
- 6) provide a proportional distribution of profits in accordance with the agreement of the interested parties; and
- 7) make a written material transfer agreement in the context of transferring material in physical and/or digital form

This policy is a very strategic national science and technology cooperation in order to encourage productivity of intellectual property, especially scientific publications and to realize equality in international research partnerships (equal partnership) with the principles of mutual respect, mutual trust, and sharing of profits and benefits fairly.

Based on article 75 of Law Number 11 of 2019 concerning the National System of Science and Technology, Research and Development can be carried out by foreign Science and Technology Institutions and/or foreigners. The implementation of Research & Development by foreign Science and Technology Institutions and/or foreigners must obtain a permit from the Central Government (National Research and Innovation Agency).

In the implementation of the granting for Research & Development, permits for foreign S&T Institutions and/or foreigners), the ethics committee shall conduct ethical feasibility. Research and Development shall be carried out according to ethical conduct based on the areas of science. An *Ad Hoc* ethics committee has been established to

enforce scientific ethical conduct. The membership of the ethics committee consists of various areas of expertise. The Commission shall review and establish ethical feasibility and evaluate and oversee the implementation of Research, Development, Assessment, and Application of ethical conduct based on the areas of science. In the case of a breach of Research & Development, ethical conduct, the committee has the authority to examine and to impose sanctions.

This leaflet of research permit for Foreign S&T Institutions and Foreigners in Indonesia is published as a simple guideline to assist researchers, academicians, and students from R&D institutes, universities, companies, and Non-Governmental Organizations (NGOs) who will conduct collaborative research with their Indonesian counterparts in order to understand the legal basis, requirements and business process for obtaining research permits at the National Research and Innovation Agency (NRIA/BRIN) and other related government organizations considering that foreign research permits are multisectoral and involve several Ministries/Agencies with their respective authorities.

Jakarta, June 2022



## A. Ethical Clearance in BRIN

According to National Research and Innovation Agency Regulation Number 22 of 2022, a Foreign Research Permit will be granted based on the assessment conducted by the ethics committee. To obtain an Ethical Clearance, the applicant submits an application for Research Ethics Clearance through the BRIN Research Ethics Clearance information system <https://klirensetik.brin.go.id/>

Based on the result of a self-assessment form filled by the applicant and documents verification, foreign research permit proposals will be classified into a) Socio Humanity; b) Health; c) Animal Experiment; d) Chemistry; e) Nuclear; and f) Others.

The Committee has a meeting within 14 days to review the research proposals.

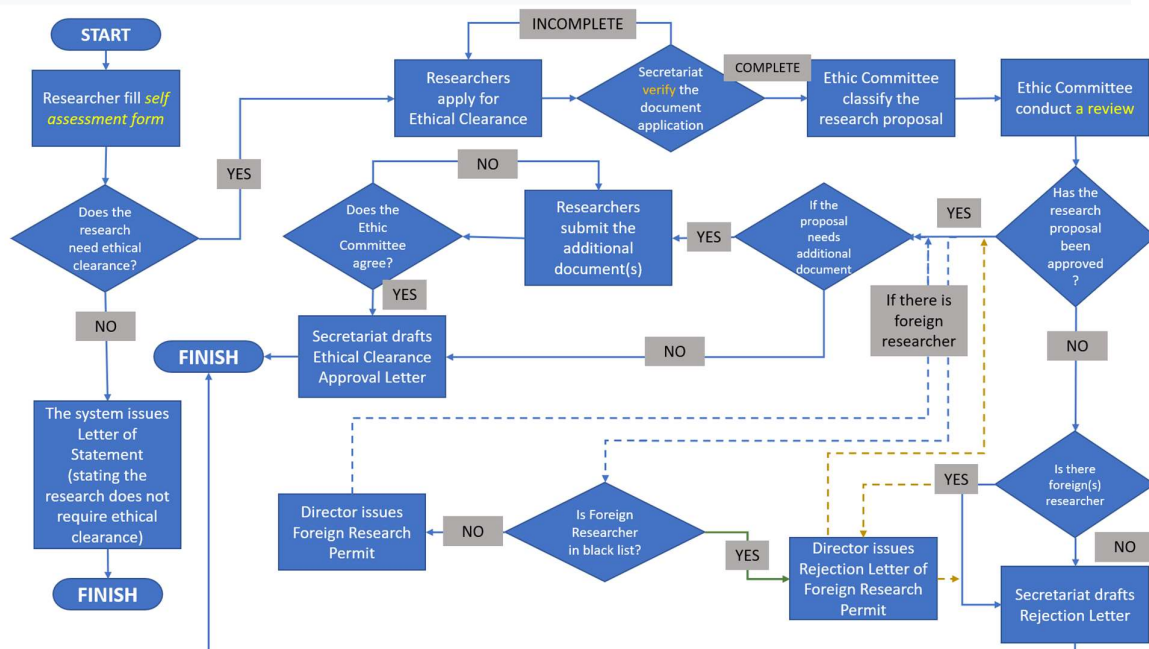


Fig 1. Ethical Clearance and Foreign Research Permit Flowchart

## B. Foreign Research Permit in BRIN

Research and Development activities can be carried out by Foreign S&T Institutions or Foreigners in collaboration with Indonesian counterpart Institutions.

The Foreign Research Permit business process starts after submitting research proposals through [www.klirensetik.brin.go.id](http://www.klirensetik.brin.go.id).

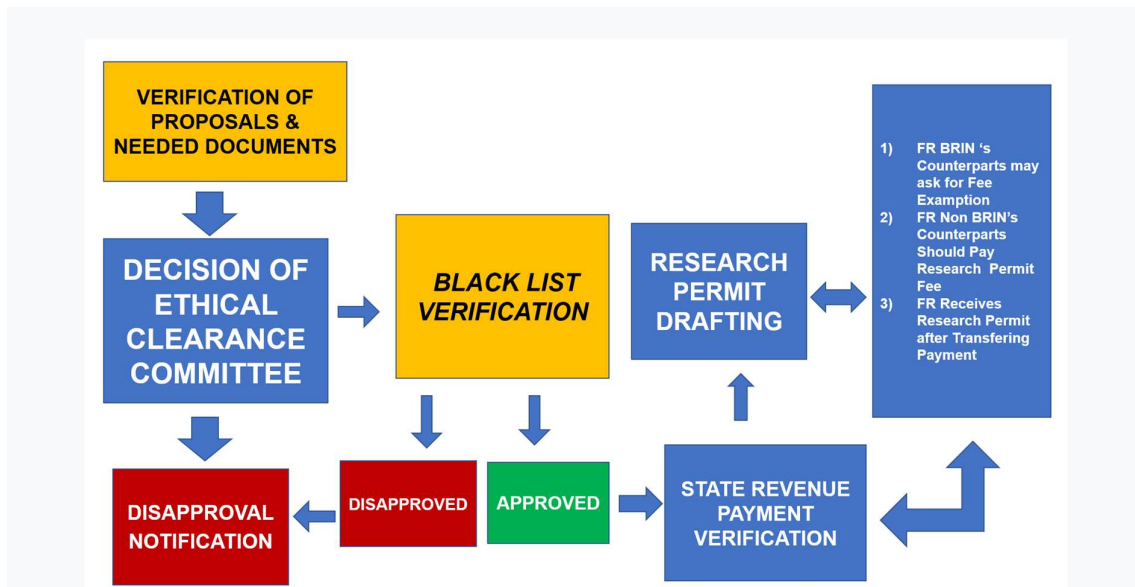


Fig 2. Foreign Research Permit Flow Chart after Ethical Clearance Process

Foreign research proposals were classified into two kinds of proposal, namely:

1. The needed ethical clearance proposals

- a. For the needed ethical clearance proposals, they will be assessed by Ethical Clearance Committee based on the field of study (Socio-Humanity, Chemistry, Animal Experiment, Health, and Nuclear);
- b. Having received the decision from the Committee, for disapproved proposal, a letter of notification will be sent through email by the Secretariat of Clearance Ethic;
- c. For the approved proposal, the foreign researchers' name(s) listed in the proposal will undergo a blacklist checking;
- d. If the foreign researchers' name(s) listed in the proposal passed in the blacklist checking, the Secretariat of Foreign Research Permit will verify the payment of the Research Permit Fee (PNBP) and Collaborative Research Agreement document;
- e. For proposals equipped by the Collaborative Research Agreement official(s) of the Research Center or other working units of BRIN will be received free of charge based on request;
- f. After verification of the Research Permit Fee, e-billing will be sent through email to Foreign Researchers and Indonesian counterpart;
- g. Having received the payment of the Research Permit fee, the Research Permit will be sent to Foreign Researcher and Indonesian counterpart through email;

2. The non-ethical clearance proposals

- a. Non-ethical clearance proposal will be categorized as *Others*;
- b. For *Others* proposal categories, the foreign researchers' name(s) listed in the proposal will undergo a blacklist checking;

- c. For the disapproved proposal, notification will be sent through email by the Secretariat of Foreign Research Permit;
- d. For the Approved proposal, the foreign researchers' name(s) listed in the proposal will undergo a blacklist checking;
- e. If the foreign researchers' name(s) listed in the proposal passed in the blacklist checking, the Secretariat of Foreign Research Permit will verify the payment of the Research Permit Fee (PNBP) and Collaborative Research Agreement document;
- f. For proposals equipped by the Collaborative Research Agreement official(s) of the Research Center or other working units of BRIN will be received free of charge based on request;
- g. After verification of the Research Permit Fee, e-billing will be sent through email to Foreign Researchers and Indonesian counterpart;
- h. Having received the payment of the Research Permit fee, the Research Permit will be sent to Foreign Researcher and Indonesian counterpart through email;

### **C. The Needed Documents**

1. Passport (Valid for at least 18 months from the date of Visa C315 issued);
2. Research Proposal; should contain at least the following information:
  - a) Title;
  - b) Background;
  - c) Methodology;
  - d) Research Outcomes;
  - e) List of Researchers including Indonesian Counterpart;
  - f) Funding Institution;
  - g) Research Sites;
  - h) Plan of Data Management; and
  - i) Commencement Date and Research Duration.
3. Additional Document(s) (if required by Ethics Committee);
4. Collaborative Research Agreement Documents;
5. Material Transfer Agreement (if there is some research sample or specimen that will be sent abroad);
6. Letter of Acceptance from Indonesian Counterpart;
7. Research Funding Statement from Funding Institutions.

### **D. Research Permit Fee**

Based on Regulation of the Minister of Finance of the Republic of Indonesia No. 210/PMK.02/2021 concerning Types and Tariffs of Non-Tax State Revenues for Urgent Needs in the National Research and Innovation Agency, the rate of Research Permit fee is as follows:

KATEGORI (Category)	Izin Baru (<1 bulan) (New Permit <1 month)	Izin Baru (<6 bulan) (New Permit <6 month)	Izin Baru (6-12 bulan) (New Permit 6-12 month)	Izin Perpanjangan (<1 bulan) (Renewal Permit <1 month)	Izin Perpanjangan (<6 bulan) (Renewal Permit <6 month)	Izin Perpanjangan (6-12 bulan) (Renewal Permit 6-12 month)
Biaya Pendaftaran (Registration Fee)	100.000	100.000	100.000	100.000	100.000	100.000
Perguruan Tinggi Asing (foreign College)	1.750.000	2.500.000	5.000.000	750.000	1.250.000	2.500.000
Lembaga Litbang Asing (foreign R&D Institute)	1.750.000	2.250.000	5.000.000	750.000	1.250.000	2.500.000
Badan Usaha Asing (Foreign Corporation)	3.000.000	5.000.000	10.000.000	1.750.000	2.500.000	5.000.000
Orang Asing (Foreigners)	750.000	1.300.000	1.500.000	500.000	650.000	750.000

BRIN provides free tariffs with the following criteria and requirements:

1. Provide research proposal
2. Provide a letter of recommendation/ letter of approval from the guarantee institute
3. Provide document of collaboration with BRIN working unit
4. Provide a letter to the Deputy Chairman of BRIN for Research and Innovation Facilitation, no later than 7 working days prior to the research implementation.

## E. Research Report

Foreign Researcher who has obtained a Research Permit is required to periodically report Research results through the Research Ethics Clearance information system. The report shall be carried out in:

1. The middle of the Research term; and
2. The end of the research activities before leaving the country

The writing of the midterm report must meet the following elements:

- (a) Research objectives.
- (b) A description of the study sites
- (c) Research materials or objects to be investigated
- (d) Research approach or methods.
- (e) Provisional results.
- (f) The problems encountered
- (g) Planned activities in the next three months.

The writing of the final report must meet the following elements:

1. **Introduction:**
  - a. **Background information (background information).**
  - b. **Scientific justification on the selection of subjects and sites to be investigated.**
  - c. **Review and comparison with other studies that have been done recently in the same research area and or research location with the same conditions (review and comparison with other studies that have been done previously on the same subject and or in the same region or elsewhere with similar conditions).**
  - d. **Hypotheses to be tested if any.**
2. **Goal (Objective):**

The purpose and scope of the research must be clearly stated in the implementation.

  - a. **Detailed description of the research location covering various physical aspects (geography, topography, climatology, etc.) biology, socio-economics, culture, and other aspects relevant to the scope of the research.**
  - b. **Detailed notes and reasons for choosing the approach and method used.**
3. **Results and Discussion**
  - a. **Detailed records of the results obtained during the study.**
  - b. **Discussion covering the meaning, interpretation, and significance of research results and directions or suggestions for future research.**
  - c. **Benefits for Indonesia's development programs.**
4. **Conclusion**
  - a. **State the important points that can be drawn from the research results**
  - b. **Indicates whether the research results can answer and solve problems and can support or reject the hypothesis stated in the research objectives.**

## **F. Research Permit Extension**

Every Foreign Researcher who has been granted a Research Permit from BRIN, may apply for an extension of his research permit if he wishes to continue his research in Indonesia. Application for extension of research permit or adding new research locations must be submitted to the Director of Research and Innovation Permit and Scientific Authorities of BRIN, no later than 30 (thirty) calendar days prior to the expiration of the previously granted research permit period, by attaching:

1. the application letter to extend the research permit accompanied by an explanation why the research activity needs to be extended. The application is addressed to the Director of Management for Research and Innovation Permit and Scientific Authorities, BRIN;

2. a letter of recommendation issued by the Indonesian counterpart who supports the concerned plan to extend his research permit;
3. midterm report

The application document for the extension of the research permit must be submitted no later than one month before the validity period of the permit expires.

## **G. Indonesian Counterpart's Obligations**

Based on article 76 of Law Number 11 of 2019 concerning the National System of Science and Technology, foreign researchers that will conduct research in Indonesia must involve Indonesian researchers as research partners.

The partner or counterpart must also be involved in every research output that is produced from the joint research project.

The Indonesian Counterpart will also act as Guarantor for foreign researchers. A guarantor is a person or corporation who will be responsible for the presence and activities of foreign researchers while they are in the Indonesian Territory (Ministry of Law and Human Rights Regulation Number 36, 2021).

As a guarantor, the Indonesian counterparts are obligated to report any changes in civil status, immigration status, and changes in the address of foreign researchers.

Also, they are responsible to provide all needed documents in order to apply for the following permits at related government agencies after obtaining foreign research permit from BRIN, such as:

1. Research Visa (Limited Stay Visa C315) issued by Immigration Directorate General;
2. Limited Stay Permit (ITAS) issued by Immigration Office;
3. Traveling Permit (Surat Keterangan Jalan) issued by National Police
4. Research Notification Letter (Surat Pemberitahuan Penelitian) issued by Ministry of Home Affairs;
5. Entering Permit for Conservation Area (Surat Izin Masuk Kawasan Konservasi) issued by Ministry of Environment and Forestry (special for Researcher who will conduct research in conservation area e.g. National Park);
6. Security Clearance and Security Officer (special for Researcher who will conduct research in Indonesian waters and Exclusive Economic Zone as well as Indonesian air territory.
7. Transporting Permit for Wild Plant and Animal (SATSDN & SATSLN) issued by Ministry of Environment and Forestry (special for Researcher who will collect and transfer wild plant and animal samples or specimens);

## H. Secretariat of Foreign Research Permit

For further information please contact:

Directorate of Management for Research and Innovation Permit and Scientific Authorities  
Deputy for Research and Innovation Facilitation  
National Research and Innovation Agency  
BJ Habibie Building 8<sup>th</sup> Floor  
Jl. M.H. Thamrin No. 8  
Central Jakarta 10340  
Email : [research.permit@brin.go.id](mailto:research.permit@brin.go.id)  
Homepage : <http://www.klirensetik.brin.go.id>


## I. Post Arrival Procedures

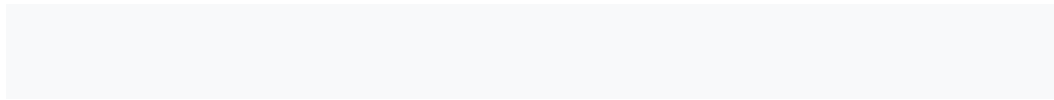
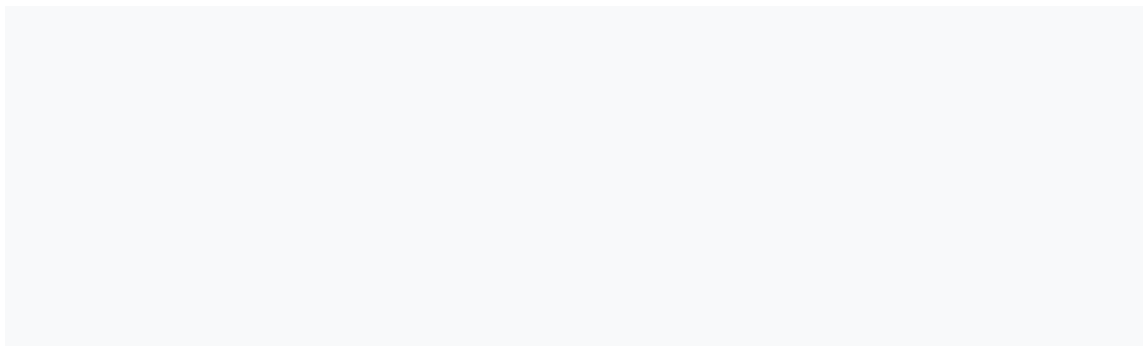
Stakeholders	Procedures	Outputs
	Having received a Research Permit from BRIN, the Indonesian Counterpart (Mitra Kerja) will be preparing some application letters addressed to related government agencies.	Research Permit (SIP)



	<p>Indonesian counterpart provides application letter addressed to local Immigration Office to apply Limited Stay Permit Includes Re-entry Permit</p>	<p>Limited Stay Permit (ITAS) Multiple Exit Reentry Permit (MERP)</p>
	<p>Having received Limited Stay Permit from Immigration Office, the Indonesian counterpart will provide an application letter addressed to National Police Head Quarters, to apply Travelling Permit Permit (Surat Keterangan Jalan)</p>	<p>Traveling Permit (SKJ)</p>
	<p>Having received Limited Stay and Travelling Permit, the Indonesian counterpart will provide application letter addressed to Ministry of Home Affairs to apply Research Notification Letter (Surat Pemberitahuan Penelitian)</p>	<p>Research Notification Letter (SPP)</p>
	<p>For Foreign Researcher(s) who will conduct research in conservation areas such as national parks, nature conservation, or sanctuary, his Indonesian counterpart shall provide application letter addressed to Ministry of Environment and Forestry, to apply Entering Permit for Conservation Areas (Surat Izin Masuk Kawasan Konservasi). For Collecting and transporting samples or specimens, a Collecting and Transporting Permit (SATSDN &amp; SATSLN) is still needed.</p> <p>For certain fish species, Collecting Permit and Transporting Permit should be</p>	<p>Entering Permit for Conservation Areas (SIMAKSI) Over Seas Transporting Permit for Wild Plant and Animal Samples/ Specimen (SATSLN) Domestic Transporting Permit for Wild Plant and Animal Samples/ Specimen (SATSDN)</p>



	<p><b>obtained from the Ministry of Marine and Fishery</b></p>	
	<p><b>For Foreign Researcher(s) who will conduct research in Indonesian waters including Economic Exclusive Zones (EEZ) as well as Indonesian airspace, his Indonesian counterpart shall provide an application letter addressed to the Ministry of Defense, to apply for Security Clearance and Security Officer.</b></p>	<p><b>Security Clearance (SC)</b> <b>Security Officer (SO)</b></p>



## J. Additional Information for Other Required Documents

After Obtaining Foreign Research Permit from BRIN, foreign researcher should request his Indonesian counterpart in order to provide all needed application letters as follows:

### J.1. Research Visa C315

The type of visa that is permitted to be used to carry out research activities in Indonesia is a Limited Stay Visa (VITAS Index C315) while family members who will participate in living in Indonesia can apply for a Limited Stay Visa with Index Visa C317 (VITAS Index C317). Foreign Researchers and their family members who obtain VITAS C315 and VITAS C317 are required to report to the Immigration Office nearest to the research site or in the city where the counterpart Institution is domiciled and apply for an ITAS (Limited Stay Permit) at the Immigration Office. Foreign researchers and their family members are given 30 (thirty) calendar days from the date of arrival in Indonesia. Late reporting will be subject to a fine by the Immigration Office per day of delay. Electronic Visa (eVisa) service is delivered through the link: <https://visa-online.imigrasi.go.id/>

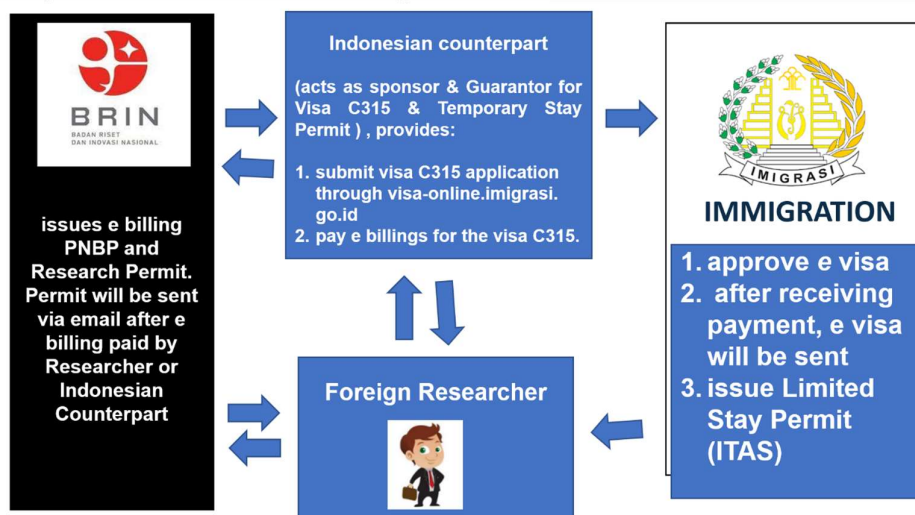


Fig 3

As of January 2022, applications for a Limited Stay visa index C315 (VITAS C315) have been made to Indonesian counterpart institutions that carry out international research collaborations with foreign researchers. This is in accordance with Law Number 6 of 2011 concerning Immigration and Regulation of the Minister of Law and Human Rights Number 36 of 2021 concerning Immigration Guarantor.

The mechanisms for foreign researchers to obtain a research visa (VITAS C315) in Indonesia are as follows:

- 1) Entering the Territory of Indonesia with a Limited Stay Visa;
- 2) Every foreign researcher who will conduct scientific research in Indonesia is required to hold a Limited Stay Permit. To obtain a Limited Stay Permit, the

foreign researcher must have a Limited Stay Visa issued by the Directorate General of Immigration;

- 3) **Visa Conversion from Social Culture Visit Visa (VKSB B211) to Limited Stay Visa C315 at Immigration Office in Indonesia. Foreign Researchers who enter the Indonesian Territory with a Visit Visa may apply to convert into a Limited Stay Permit as long as they meet the requirements determined by the Regulation.**

Based on Government Regulation Number 48 of 2021, The application for a limited stay visa is submitted by a foreigner or guarantor to the Minister or a designated Immigration Officer by filling out the data application and attaching the following requirements:

- 1) application letter from Indonesian counterpart as Foreign Researcher's guarantor;
- 2) letter of guarantee from the guarantor (signed on revenue IDR 10,000.00 stamp);
- 3) a letter of recommendation or notification stating that the research proposal has been approved by BRIN or a scanned copy of Research Permit;
- 4) photocopy of valid Nationality Passport ( a minimum of 18 months for those who will conduct research for a maximum of one year; or a minimum of 12 months for those who will conduct research a maximum of 6 months);
- 5) letter of guaranteeing expenses for himself and/or his family while staying in the Indonesian territory of at least US\$ 2,000 (Two thousand United States dollars);
- 6) results of a health examination stating that they are free from infectious diseases that endanger public health;
- 7) applicant's colored recent photograph;
- 8) pay the visa fee of IDR 200.000,00 and US\$ 150.00.

Electronic Visa (eVisa) service is delivered through the link: <https://visa-online.imigrasi.go.id/>

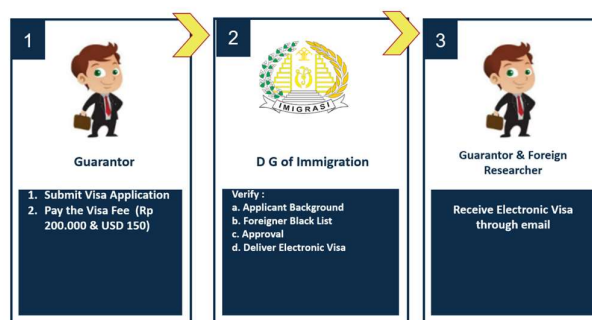


Figure 4: eVisa application by Indonesian counterpart as Guarantor

### J.2. Limited Stay Permit (ITAS)

Foreign Researcher reports to the local Immigration office to get a Limited Stay Permit (ITAS) and MERP (Multiple Exit Re-entry Permit) with the following requirements:

- a) photocopy of passport (identity page and the page of the C315 index visa and Arrival Stamp)
- b) recommendation letter from relevant agencies in charge of research and development;
- c) guarantee letter from guarantor

All application documents will be provided by the Indonesian counterpart. Before coming to report at the Immigration Office, Please register for KITAS Online through the link: <https://izintinggal-online.imigrasi.go.id/>

### J.3. Traveling Permit (SKJ)

Foreign Researcher reports to National Police Headquarters (Kabid Yanmas, BAINTELKAM, POLRI, Jalan Trunojoyo, Jakarta Selatan to obtain a Traveling Permit (Surat Keterangan Jalan) with the following requirements:

- a) photocopy of Research Permit (SIP) from BRIN
- b) photocopy of passport, the identity page and the page OF index visa C315)
- c) photocopy of Arrival Stamp on the passport from Immigration Checkpoint at International Airport
- d) two red background 4x6 size photos

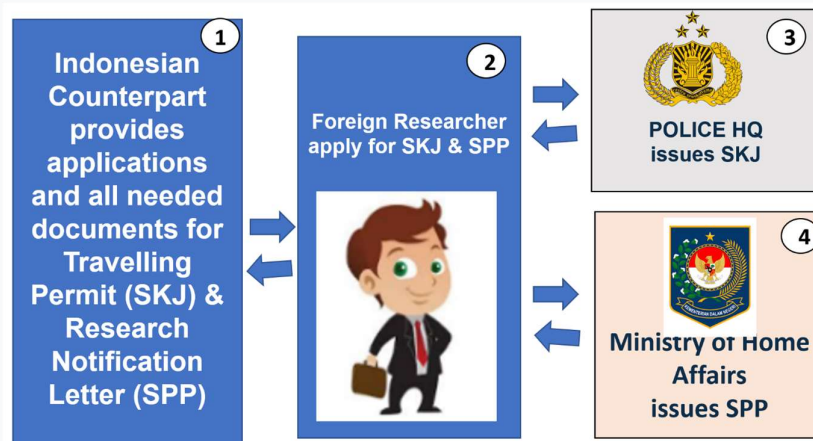


Fig 5

#### J.4. Research Notification Letter (SPP)

Foreign Researcher reports to the Directorate of National Vigilance, the Directorate General of Politics and Public Administration, Ministry of Home Affairs to obtain a Research Notification Letter (SPP) with the following requirements:

- a) photocopy of Traveling Permit from Police Headquarters;
- b) photocopy of Research Permit;
- c) photocopy of passport ( identity page and the page that lists the C315 index visa);
- d) two recent photos

All documents should be uploaded through the Ministry of Home Affairs administrative service information system (SIOLA) via the link: <https://ula.kemendagri.go.id> or <https://ula.kemendagri.go.id/loginpublik>

#### J.5. Entering Permit for Conservation Area

For the foreign researchers who will conduct research in conservation areas, such as National Parks or Nature Reserves, the (the Indonesian counterpart) is required to report to the Directorate General of Natural Resources and Ecosystem Conservation (KSDAE), National Park Office, or Natural Resources Conservation Office (BKSDA) of the Ministry of Environment and Forestry to obtain an Entering Permit for Conservation Area (SIMAKSI) with the following requirements:

- a) research proposal
- b) curriculum vitae
- c) photocopy of Traveling Permit (SKJ) issued by Police Headquarters
- d) photocopy of Research Permit issued by BRIN
- e) photocopy of Research Notification Letter (SPP) issued by Ministry of Home Affairs
- f) photocopy of passport and visa number C315
- g) revenue stamp (materai) IDR 10,000.00



Fig 6

## **J.6. Collecting & Transporting Sample**

For the purposes of protection, everyone is prohibited from transferring materials of biodiversity, local Indonesian specimens, social wealth, culture, and Indonesian local wisdom, both in physical and digital form, as long as the material test can be carried out in Indonesia. In the event that the material analysis can not be carried out in Indonesia, the transfer of material must be equipped with a material transfer agreement.

Every foreign researcher when bringing and/or sending research samples/specimens must obtain written permission from the competent government agency and must sign a Material Transfer Agreement (MTA) with the relevant parties. Some of the regulations related to MTA include the following:

For a foreign researcher or Indonesian counterpart who will take and send research samples that are or part of wild plants and or animals from or to other regions or abroad, they must submit an application to the Directorate General of Natural Resources and Ecosystem Conservation, Ministry of Environment and Forestry (Ditjen KSDA, KLHK) in order to obtain a SATSDN (Domestic Transporting Permit for Wild Plants and Animals) issued by BKSDA (Natural Resources Conservation Agency) and SATSLN (Overseas Transporting Permit for Wild Plants and Animals) issued by the Directorate General of KSDAE KLHK.

**Call center Direktorat Konservasi Keanekaragaman Hayati Spesies dan Genetik :**

**+62 813 1500 3113**

**Loket Lobby Utama Gedung Manggala Wanabakti, Jl. Jend. Gatot Subroto Jakarta**

For research samples or specimens of certain fish species, collecting and transporting permit should be obtained from the Directorate of Conservation and Marine Biological Diversity, Directorate General of Marine Space Management, Ministry of Marine and Fisheries (Direktorat Konservasi dan Keanekaragaman Hayati Laut, Direktorat Jenderal Pengelolaan Ruang Laut, Kementerian Kelautan dan Perikanan) Gedung Mina Bahari III Lantai 10 Jalan Medan Merdeka Timur No.16 Jakarta Pusat 10110

Both SATDN and SATLN for scientific purposes require scientific recommendations issued by the Secretariat of Scientific Authority for Biological Diversity (SKIKH) BRIN Cibinong Science Center, Jalan Raya Jakarta-Bogor, Cibinong, West Java.

The Permitting procedures for collecting and delivering research samples of wild plant and animal are as follows:

- 1) the applicant (Foreign Researcher or counterpart) after receiving a Research Permit (SIP) submits an application for Scientific Recommendations to the Executive Director of SKIKH (Secretariat of Scientific Authority for Biodiversity) BRIN;
- 2) SKIKH Secretariat will conduct an assessment based on the application and based on scientific considerations within 30 days;
- 3) The applicant will receive a Scientific Recommendation Letter for the collection and delivery of research samples with a copy to the Director of Biodiversity and Species Genetics Conservation, Directorate General of KSDAE, KLHK;

- 4) the applicant (Foreign Researcher or counterpart) submits an application for SATSDN (Domestic Transporting Permit for Wild Plants and Animals ) or SATSLN (Overseas Transporting Permit for Wild Plants and Animals) with the attachment of a Scientific Recommendation Letter from SKIKH BRIN;
- 5) Based on the request and Scientific Recommendation Letter from SKIKH BRIN, the Director of Biodiversity and Species Genetics Conservation, Directorate General of KSDAE, KLHK will grant or reject the permit application (full information can be found via the link <http://graccess.co.id/>)

Both SATDN and SATLN for scientific purposes such as sampling and transferring samples to other regions or abroad require a scientific recommendation from the SKIKH Secretariat with the following requirements:

- 1) Research proposal containing complete information, including:
  - a. Purpose of sampling
  - b. Sampling method and location
  - c. Sample preservation method
  - d. Place/location of storage and analysis of samples
  - e. Type and number of samples
  
- 1) Sampling related to the international research collaboration involving foreign researchers must be accompanied by:
  - a. Research and development cooperation agreement between R&D institutions or universities;
  - b. Material Transfer Agreement;
  - c. Research Permit issued by BRIN.

The service for scientific recommendation is only conducted through the email address [skikh@brin.go.id](mailto:skikh@brin.go.id) or postal delivery service. A confirmation note will be given in max 5 working days. The recommendation decision will be given within 30 working days after the delivery of the confirmation note.





Figure: The business process of wild plant and animal research samples

#### J.7. Security Clearance and Security Officer

Foreign Researchers who will conduct research by using Research Vessels, other floating vehicles/equipment in Indonesian waters or Exclusive Economic Zone (EEZ), or aerial survey aircraft including air balloons or drones, in addition, are also required to apply for Security Clearance (SC) and Security Officer (SO) from the Directorate of Regional Defence (Ditwilhan), Director General of Defense Strategy, Ministry of Defence, Jl. Medan Merdeka Barat No. 13-14 Central Jakarta. Research in the Indonesian territorial sea and the Exclusive Economic Zone (EEZ), applies Law No. 17/1985 concerning Ratification of the United Nations Convention on the Law of the Sea and Regulation of the Minister Number 20 of 2020 Regarding the Amendment to the Regulation of the Minister of Defense Number 26 of 2013 concerning Securing Surveys and Mapping of National Territories

The requirements for obtaining SC and SO are as follows:

- a. Operation plan and research proposal
- b. Map of the research area with the coordinates points
- c. Specifications of the research vessel, float, or aerial survey aircraft
- d. Technical data about the research vessel or aircraft
- e. List of research equipment and its specifications
- f. Curriculum vitae of researchers, technicians, and crew members
- g. Two of 4x6 cm size colored photographs
  - a) Foreign researchers and technicians using foreign Research Vessels may use an ITAS (Limited Stay Permit) for Indonesian Waters. The application should be submitted through the Director of Stay Permit and Immigration Status (Direktur ITASKIM) of the Directorate General of Immigration, Jl. H.R. Rasuna Said, South



Jakarta. The application for activities in Indonesian waters should be submitted by Indonesian counterpart institutions with a letter of recommendation issued by BRIN as soon as the research proposal is approved by the Ethics Commission;

The procedures for licensing research in Indonesian waters and the Exclusive Economic Zone, as well as air space, are as follows:

- The applicant (Foreign Researcher or Indonesian counterpart) after receiving the Research Permit (SIP) submits an SC (Security Clearance) application to the Director of the Defense Area, Directorate General of Defense Strategy, Ministry of Defense;
- The Directorate of Defense Area will conduct an assessment of the application based on security considerations. If the application is approved, the Directorate will issue an SC and will submit a request for SO (Security Officer) to the Indonesian National Army Headquarters (MABES TNI);
- If the application is approved, the applicant will receive an SC Letter and an Assignment Letter to an Indonesian Army as SO for securing research implementation;
- Applicants who will conduct research in Indonesian waters and the Exclusive Economic Zone submit an application for ITAS for foreign researchers and technicians to the Director of Stay Permit and Immigration Status (Director of ITASKIM) Directorate General of Immigration, Jl. H.R. Rasuna Said, South Jakarta. Applications for ITAS on Indonesian waters should be submitted by counterpart institutions with a letter of recommendation from BRIN after the research proposal has been approved by the Ethics Commission.

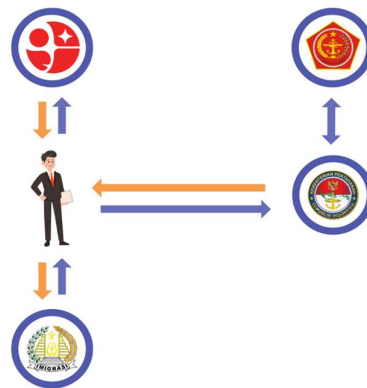


Figure 7: The business process of research permit in Indonesian waters and Airspace by using research vessel and aerial survey aircraft

For more information about Security Clearance and Security Officer contact:

082148220444 - Kol. Herry

### J.8. Research Equipment

Foreign researchers who will bring or import research equipment should apply for an exemption fee from Import Duty and import tax on Research Equipment to the Directorate General of Customs and Excise of the Ministry of Finance, Applications should be submitted by the Indonesian Counterpart. Please attach the following documents:

- 1) Application letter from the Indonesian counterpart accompanied by a notification of the equipment status when the research project has ended and whether the equipment will be granted or reexported.
- 2) list of research equipment accompanied by a complete description of:
  - quantity of goods
  - term specification
  - value of goods in USD
  - functions and uses of goods
  - period of use for temporary admission

Applications should be addressed to:

Kantor Pelayanan dan Pengawasan Bea dan Cukai (tempat pemasukan barang) list of Kantor Bea dan Cukai can be checked on:

<https://www.beacukai.go.id/kantorbc.html>

For more information please contact:

- <https://www.beacukai.go.id/tanyabravo.htm2>. Direktorat Teknis Kepabeanan, (021)4890308 ext.3152 [ditteknis@customs.go.id](mailto:ditteknis@customs.go.id);

Direktorat Fasilitas Kepabeanan (021)4890308 ext.3202 [ditfasilitas@customs.go.id](mailto:ditfasilitas@customs.go.id) ;  
instagram @kemendag , website [www.kemendag.go](http://www.kemendag.go).

### J.9. Temporary Absence and Research Completion

- a) For Foreign Researcher who obtained research visa number C315 (VITAS C315) and will stay in Indonesia for less than 30 (thirty) days to conduct research, the researcher will be exempted from the obligation to report and make an ITAS (limited stay permit) at Immigration Office but his Indonesian counterpart must report the researcher's arrival to the Immigration Office. The Vitas 315 should be used as a temporary ITAS and when leaving Indonesia, the researcher does not need to apply for an EPO (Exit Permit Only).
- b) For Foreign Researcher was granted VITAS C315 who had reported to the immigration office and obtained Limited Stay Permit (ITAS), will obtain a Multiple Exit Re-entry Permit (MERP) which is valid according to the validity period of the VITAS C315. The researcher may leave Indonesia at any time for various purposes and return to Indonesia to continue his research with the visa;
- c) Researchers who have completed all their research activities may submit a letter of application for EPO (Exit Permit Only) to return to his country. The EPO

application letter is addressed to the Head of the Immigration Office where the ITA is issued;

- d) Based on the request, the Immigration Office will issue an EPO to the Researcher for leaving Indonesia;
- e) To avoid the problem of delays when the Researcher will apply for a new visa, it is highly recommended to Researcher who have left Indonesia with a MERP and can not return to Indonesia to apply an EPO until the expiration date of the MERP, to apply for a Non-Return MERP (*MERP Tidak Kembali*) to have his immigration status changed into EPO. The application is addressed to the Head of the Immigration Office by attaching a scanned copy of the C315 Visa, ITAS, MERP, Arrival Stamp, and a photocopy of the passport. For this purpose, the Researcher should ask for an Indonesian counterpart to handle the application at the Immigration Office.

#### J.10. Foreign Funding Institution

Indonesian researchers and S&T institutions including universities and non-governmental organizations (NGO) who receive research funding from foreign institutions for conducting research in Indonesia and submit their output and outcome to the foreign institution shall not apply for a research permit. Although they do not need the research permit, they must apply for ethical clearance from the ethical clearance committee BRIN. Having received the ethical clearance or notification letter explaining that the research proposal basically does not need ethical clearance, the researcher should report to the Ministry of Home Affairs in order to obtain a research notification letter (*Surat Keterangan Penelitian*).

## Appendix I : Letter of Application for Free Tariff

### HEAD

Nomor :

Perihal : Permohonan Bebas Tarif Perizinan Peneliti Asing

Yth.

Deputi Bidang Fasilitas Riset dan Inovasi BRIN  
Direktorat Tata Kelola Perizinan Riset dan Inovasi  
dan Otoritas Ilmiah  
Gedung B.J. Habibie Lantai 8,  
Jln. M.H. Thamrin No. 8  
Jakarta Pusat

Sehubungan dengan Peraturan Menteri Keuangan Republik Indonesia Nomor 210/PMK.02/2021 tentang Jenis Dan Tarif Atas Jenis Penerimaan Negara Bukan Pajak Kebutuhan Mendesak Yang Berlaku Pada Badan Riset Dan Inovasi Nasional serta Surat Menteri Keuangan Nomor S-124/MK.2/2022 tentang Persetujuan atas Substansi Pengaturan Besaran, Persyaratan, dan Tata Cara Pengenaan Tarif Sampai Dengan Rp0,00 (Nol Rupiah) atau 0% (Nol Persen) atas Jenis Penerimaan Negara Bukan Pajak yang Berlaku pada Badan Riset dan Inovasi Nasional

Dengan ini saya sebagai Penjamin/ Penanggung Jawab pelaksanaan kegiatan Riset dengan judul (.....) yang dilakukan oleh orang asing atas nama:

Nama (Koordinator) :  
Kewarganegaraan : Nomor Paspor :  
Nomor Handphone :  
Alamat di Indonesia :  
Instansi :

Anggota tim\*: (if any)



## Appendix II : Frequently Asked Questions

1. **Q: What kind of activities should be requested for the research permit?**  
**A: All activities which are categorized as scientific research activities such as collecting data by using a scientific methodology and tool(s) or equipment conducted by foreign nationals in Indonesian jurisdiction including in EEZ (Exclusive Economic Zone).**
  
2. **Q: I am an Indonesian national funded by a foreign institution for conducting research in Indonesia, and will submit the research output and outcome to the foreign funding institution. Shall I obtain a research permit from BRIN to do so?**  
**A: No. A research permit is not needed. Indonesian researchers and S&T institutions including universities and non-governmental organization (NGO) who receive research funding from foreign institutions for conducting research in Indonesia and submit their output and outcome to the foreign institution shall not apply for a research permit. Although they do not need the research permit, they must apply for ethical clearance from the ethical clearance committee BRIN. Having received the ethical clearance or notification letter explaining that the research proposal basically does not need ethical clearance, the researcher should report to the Ministry of Home Affairs in order to obtain a research notification letter (Surat Keterangan Penelitian).**
  
3. **Q: Can an application based on a research proposal written in collaboration between foreign researchers and Indonesian researchers and investigators, and listing all the foreign and Indonesian researchers and investigators involved in the proposed research, be submitted by an Indonesian or foreign researcher for which BRIN will award ethical clearance/SKP/research permits as applicable to everyone named on the application, with no other individual applications needed?**
  - a. **If not, does each foreign researcher wanting a research permit need to apply individually, using the same proposal as their Indonesian counterparts?**
  - b. **Presumably, Indonesian researchers would not need to apply individually, but per proposal?****A: Yes It can. In principle, BRIN receives an Ethical Clearance and Research Permit application based on a research proposal written in collaboration between foreign and Indonesian researchers and investigators, and listed names in the research proposal. For a foreign researcher, after his proposal receives ethical clearance, a research permit will be issued after his name pass from the blacklist checking and pay research permit.**
  - a) **Each foreign researcher does not need to apply individually.**
  - b) **Yes. They do not need to apply individually, but per proposal.**

4. **Q: Can a collaborative research proposal cover all objectives and list all foreign researchers and investigators even if this combines social science, natural science, and research involving animals be granted one ethical clearance?**

**A: Just in case you have a multiyear research project involving many scientists and researchers as well as students, you should break down the research project into some sub-project based on the field of studies e.g. social science, natural science, health science as well as life science involving animal experiment so that the research proposals submitted followed by the field of studies. It is in line with the Ethical Clearance Commission who will review the research proposals based on the field of the study.**

5. **Do foreign researchers/investigators/advisors who will not conduct research in Indonesia but who will be involved in (i) research planning, (ii) supervision, (iii) remote analysis of data collected by Indonesian counterparts, and (iv) be the first author on joint publications, etc. need research permits? a. If not, will an institutional MOU + MTA(s) be sufficient permission to publish?**

**A: Yes. They need research permit because activities mentioned in (i), (ii), (iii), and (iv) are categorized as scientific research activities and foreign researchers receive research outcomes (intellectual property rights e.g. scientific publications, patents, etc.) as benefits sharing in international collaborative research. Here we refer to Convention on Biological Diversity and Nagoya Protocol ratified by the Indonesian Government. MoU and MTA are needed to apply for a research permit if the foreign researcher will transfer research samples or specimens abroad.**

6. **Q: Do foreign researchers need a research permit to visit research sites and/or attend workshops with Indonesian counterparts during a short trip to Indonesia as long as not involved in data collection? a. If yes, (i) is there a maximum length of stay, and (ii) which visa would be appropriate?**

**A: Each foreign national can attend a workshop or seminar in Indonesia by using Social Culture Visit Visa B211 with a maximum length of stay is 60 days and extendable for 3 times at the local immigration office in Indonesia.**

7. **Q: can Indonesian researchers apply for ethical clearance by naming foreign research counterparts on their application who have not yet applied for/obtained a research permit but intend to do so? This would mean the Indonesian researchers can start work as soon as the ethical clearance process is complete even if research permits have not been issued.**

**A: Yes. They can apply for ethical clearance by naming foreign counterparts on their application who have not yet applied for/obtained a research permit but intend to do so. This would mean the Indonesian researchers can start work as soon as the ethical clearance process is complete even if research permits have not been issued for foreign research partners. Just in case Indonesian counterparts receive research funding from foreign institution(s), they will be equipped recommendation letter issued by BRIN and should report to the Ministry of Home Affairs to obtain a Research Information Letter ( SKP, Surat Keterangan Penelitian).**

8. Q: Do applications for ethical clearance for aquaculture experiments involving fish need to be submitted separately for each experiment?

a. Should foreign counterparts (researchers who will analyze data/foreign investigators/supervisors etc.) be named even if they will not be physically involved in the experiments but will be involved in analysis and publications?

b. Will an MOU + MTA allow UK researchers to analyze and co-publish the resulting data without a research permit?

A: Providing the sequence of the experiments is clearly explained in the proposal, no need for individual application.

You may submit the multidisciplinary proposal as one proposal however in the experiments you may need to clearly explain each of the sequences in the Ethical Clearance form.

a) Yes. The foreign researcher should be named in the research proposal.

b) No. An MOU and MTA will not allow foreign researchers to analyze and co-publish the resulting data without a research permit. A research Permit is still needed.

9. Q: Do applications for ethical clearance for social science research need to be submitted for each community survey/questionnaire?

a. Do survey questions have to be submitted with the application?

b. Will an MOU + MTA allow foreign researchers and investigators to analyze and co-publish the resulting data if they are working remotely?

A: No. Applications for ethical clearance for social science research need to be submitted and attached with a list of the research questions or questionnaires for key informants or respondents.

a. Yes.

b. No. A research Permit is still needed.

10. Q: When a research proposal will be defined as *Other* and does not need an Ethical Clearance?

A: For natural sciences where no animals are involved there is a self-assessment form. Based on the self-assessment result if there are no animal experiments, no virus samples use, no harmful chemical material, no nuclear material, no human body or part(s) of human body experiments, and no involving humans as key informants and or respondents, the proposal will be categorized as *Other*. Once the proposal has been categorized as *Other*, Ethical Clearance is not needed. For foreign researchers who submitted the proposal(s) categorized *Other*, BRIN will check the blacklist for the name of foreign researchers. If the names pass from the blacklist checking, the research permit will be issued after BRIN receives Research Permit Fee from the foreign researcher or Indonesian counterpart.

11. Q: What about an Indonesian researcher employed by a UK university (Tezza at Leeds) who will (presumably) conduct fieldwork in Indonesia?



**A:** For an Indonesian researcher employed by a UK university who will conduct fieldwork in Indonesia should apply for a research permit through [www.klirensetik.brin.go.id](http://www.klirensetik.brin.go.id)

**12. Q:** When does BRIN expect to start issuing limited stay visas (C315)?

**A:** Since 2022 the limited stay visa (C315) has been handled by the Indonesian counterpart as visa sponsor (penjamin keimigrasian). Directorate General of Immigration will issue visa C315 for foreign researchers after receiving complete visa application C315 documents (including a scanned copy of the research permit)

**13. Q:** I am an Indonesian national who study as a Ph.D. student at a foreign university abroad. Do I need a Research Permit if I will conduct research in Indonesia for my research project as a part of my study, do I need a Research Permit?

**A:** **For Indonesian** nationals who study and receive scholarships from foreign institutions, Research Permit is not needed even though you will conduct research in Indonesia.

**14. Q:** **I am an Indonesian** national who is employed by a foreign university as a researcher, receiving a monthly salary and research funding from a foreign institution for doing a research project in Indonesia. Do I need Research Permit?

**A:** Yes. You should obtain a research permit because you are employed by a foreign university and conduct research on behalf foreign university.

**15. Q:** What kind of visa index should be used for conducting research?

**A:** The Temporary Stay Visa Index C315 (vitas C315) is the only one that is permitted for conducting research in Indonesia.

**16. Q:** Is there any similar visa for the researcher's spouse and dependents or family members?

**A:** The dependents and family members who will accompany the researcher will receive the Temporary Stay Visa Index C317 (vitas C317).

**17. Q:** How long is the maximum stay period for visa number 315 and 317 will be granted?

**A:** The maximum stay period either the visa index C315 or index C317 is 12 months. It is extendable for another 12 months 5 times.

**18. Q:** How many days the researcher and the family members must report to the local immigration office since their date of arrival in Indonesia?

**A:** They must report to the local immigration office to make an ITAS within 30 calendar days from their date of arrival.

**19. Q:** In which immigration office the researcher and his family members must report and make an ITAS (limited stay permit)?

- A: They should report to the nearest local immigration office in the region where their Indonesian counterpart institution residency. (e.g. The researcher who will conduct research in Sebangau National Park, Central Kalimantan Province with Palangkaraya University as the Indonesian counterpart, should report to a local immigration office in Palangkaraya).**
20. **Q: How much is the ITAS fee should be paid to the immigration office?**  
**A: It depends on the stay period of the ITAS.**
21. **Q: How many days the process of the ITAS at the immigration will finish?**  
**A: It takes approximately 5 working days**
22. **Q: Is visa number 315 and visa number 317 categorized as multiple entry visa?**  
**A: After receiving ITAS and a stamp of MERP (Multiple Exit Re-entry Permit) on his passport, the visa will automatically be valid as a multiple entry visa.**
23. **Q: After completion of the research project in Indonesia, do the researcher and the family members need to request an exit permit at the immigration office?**  
**A: Yes they need to apply for Exit Permit Only even though the researcher and his family member already have the MERP.**
24. **Q: How many days the researcher or his family member must leave the country after receiving the exit permit only?**  
**A: They must leave the country within 7 calendar days after receiving the Exit Permit Only (EPO) stamp on their passport**
25. **Q: What is the impact for the researcher or his family member if they leave the country without any exit permit only?**  
**A: Their immigration status will not be changed to be EPO and consequently if they request a new Temporary Stay Visa, the request will be postponed.**
26. **Q: How long is the maximum period of the research permit granted by BRIN?**  
**A: The maximum period of the Research Permit is 12 months. It is extendable maximally for another 12 months.**
27. **Q: Is the research permit applicable for entering the conservation areas (e.g. national parks), collecting research samples, and transferring the samples or specimens?**  
**A: No, it is not. The research permit is applicable for collecting data in general but It is not included for entering the conservation areas, collecting and transferring the samples and specimens.**
28. **Q: Is there any additional permit for entering the conservation areas?**  
**A: Yes There is. For entering the conservation areas, the researcher should apply the Permit for entering the conservation areas (SIMAKSI=Surat Izin Masuk Kawasan Konservasi).**
29. **Q: Are there any additional permits for collecting research samples or specimens and transporting them to other regions or shipping abroad?**

**A: Yes, there are. For collecting wildlife research samples, scientific recommendations issued by the Secretariat of Scientific Authority for Biodiversity, National Research and Innovation Agency (SKIKH BRIN) as the Scientific Authority for biodiversity and the collecting & transporting permits from the Secretary of Directorate General of Nature Resources and Ecosystem Conservation, Ministry of Environment and Forestry (Sekretaris Ditjen KSDAE, Kementerian Lingkungan Hidup dan Kehutanan) are still needed.**

**30. Q: When the researcher should request to extend the research permit?  
A: He should request the research permit extension at least one month prior to the permit expiration date.**

**31. Q: What kind of documents are needed to apply for the research permit?  
A: The following enlists required documents which should be prepared during the submission for the research permit application:**

- a) Passport (Valid for at least 18 Months from the date of Visa C315 issued);**
- b) Research Proposal should contain at least the following information:**

- Title;
- Background;
- Methodology;
- Research Outcomes;
- List of Researchers including Indonesian Counterpart;
- Funding Institution;
- Research Sites;
- Plan of Data Management; and
- Commencement Date and Research Duration.

- c) Additional Document(s) (if required by Ethical Clearance Committee);**
- d) Collaborative Research Agreement Documents; .**
- e) Material Transfer Agreement (if there is some research sample or specimen that will be sent abroad);**
- f) Letter of Acceptance from Indonesian Counterpart;**
- g) Research Funding Statement from Funding Institutions).**

**32. Q: Does the applicant need to send all the hard copies of the necessary documents?**

**A: No, it does not. The applicant should send the soft copy documents by uploading all needed documents through the online registration system homepage: <http://www.klirensetik.brin.go.id>**

**33. Q: How long the applicant should wait for the research permit/ethical clearance approval since the needed documents are received completely?**

**A: approximately 20 working days**

- 34. Q: What kind of documents are needed to apply for the extended research permit?**
- A: The researcher who holds a Letter of Foreign Research Permit from the Ministry of Research, Technology and Higher Education might apply for a research extension. The application should be addressed to the Director of Intellectual Property Management not later than 30 days before the expired research permit date, with the following attachment:**
- 1. letter of request for a research permit extension and including the scientific justification why the research activity should be extended;**
  - 2. recommendation letter from the Indonesian counterpart which support the extension request;**
  - 3. A copy of the tentative final report.**
- 35. Q: Are there any fees at the related government agencies?**
- A: No, there is no fee for the Research Notification Letter (Surat Pemberitahuan Penelitian= SPP) issued by The Ministry of Home Affairs (Kemdagri) and the Traveling Permit (Surat Keterangan Jalan=SKJ) issued by the National Police Head Quarters in Jakarta.**
- 36. Q: How many days are the process of obtaining a travel permit (Surat Keterangan Jalan) at the National Police Head?**
- A: It takes around 24 hours.**
- 37. Q: How many days is the process of the Research Notification Letter (Surat Pemberitahuan Penelitian at the Ministry of Home Affairs (Kementerian Dalam Negeri)?**
- A: It takes around 4 working days**
- 38. Q: How many days is the process of issuing an Entrance Permit Letter to Conservation Areas (Simaksi)?**
- A: It takes 5 working days**
- 39. Q: From which offices the SIMAKSI could be obtained?**
- A: For entering one conservation area only, the permit could be obtained directly from the Office of National Park and for entering Nature Reserve (Cagar Alam) or Wildlife sanctuary, the permit could be obtained from The Nature Conservation Institute (Balai Konservasi Sumber Daya Alam=BKSDA). For entering two or more conservation areas, the researcher should apply the permit to the Secretary of Directorate General of Nature Resources and Ecosystem Conservation, Ministry of Environment and Forestry (Sekretaris Ditjen KSDAE, Kementerian Lingkungan Hidup dan Kehutanan).**
- 40. Q: How much is the Simaksi fee?**
- A: It depends how long the SIMAKSI time period granted, e.g. For SIMAKSI less than 1 month= Rp 5,000,000.00; 1 - 6 months SIMAKSI = Rp 10,000,000.00, 12 months period = Rp 15,000,000.00.**

41. **Q: Is it possible for the researcher to go directly to the research site without any reporting to BRIN and other related government agencies?**  
**A: Reporting to BRIN is not a MUST but reporting at the related government agencies (National Police HQ and Ministry of Home Affairs) is a MUST. Only in special cases e.g. research projects using Research Vessel in Indonesian waters, the researchers do not need to report to BRIN and other agencies. In this case, all paperwork could be handled by a local counterpart.**
42. **Q: How long the passport expiration should be still valid to apply for the temporary stay visa?**  
**A: It should be valid for at least 18 months**
43. **Q: How much is the fine that must be paid by the researcher for belating the report at the immigration office after day 30?**  
**A: He should pay Rp 1.000,000.00 per belating day**
44. **Q: What is the Indonesian counterpart?**  
**A: It is an Indonesian legal entity (university and research institute) that will act as the Indonesian counterpart for foreign researchers. The competency of the institution should be relevant to the researcher's field of study. (e.g. Prof. Michael Myer, a Botanist from Kew Botanic Garden UK will conduct research in Indonesia. He should find the Indonesian Botanist from Research Organization for Biology, BRIN who will act as his local counterpart and conduct research collaboration with him.**
45. **Q: What are the obligations of the Indonesian counterpart?**  
**A: Indonesian counterpart institution should be responsible to provide all needed documents in order to obtain the following permits at related government agencies:**
- a) **Research Visa C315 issued by Immigration Directorate General;**
  - b) **Limited Stay Permit (ITAS) issued by Immigration Office;**
  - c) **Travelling Permit (Surat Keterangan Jalan) issued by National Police**
  - d) **Research Notification Letter (Surat Pemberitahuan Penelitian) issued by Ministry of Home Affairs;**
  - e) **Entering Permit for Conservation Area (Surat Izin Masuk Kawasan Konservasi) issued by Ministry of Environment and Forestry (special for Researcher who will conduct research in conservation area e.g. National Park;**
  - f) **Transporting Permit for Wild Plant and Animal (SATSDN & SATSLN) issued by Ministry of Environment and Forestry (special for Researcher who will collect and transfer wild plant and animal samples or specimen);**

**g) Security Clearance and Security Officer (special for Researcher who will conduct research in Indonesian waters and Exclusive Economic Zone as well as Indonesian air territory.**

46. **Q: What is the letter of acceptance?**  
**A: It is a commitment letter from an Indonesian university or research institute that will act as a local counterpart for a foreign researcher. The letter was issued by the Indonesian counterpart for the researcher who will conduct research collaboration. The letter should be signed by a Dean of Faculty or Director of Research Center.**
47. **Q: What kind of research activity should require Security Clearance?**  
**A: All research activities conducted by foreign nationals in Indonesian waters including EEZ (Exclusive Economic Zone) and the national air space either by using a research vessel or aeroplane.**
48. **Q: What does Research Vessel mean?**  
**A: All types of floating vehicles and research equipment utilized for collecting data and research sample in the waters.**
49. **Q: When will the researcher send his midterm report of the research findings to the BRIN?**  
**A: He should send it in the middle time after receiving the research permit.**
50. **Q: When will the researcher send the tentative final report to the BRIN?**  
**A: He should send it when he requests the EPO before leaving the country.**

## Appendix III: Abbreviations

<b>BRIN</b>	<b>Badan Riset dan Inovasi Nasional (National Research and Innovation Agency)</b>
<b>EPO</b>	<b>Exit Permit Only</b>
<b>ERP</b>	<b>Exit Permit Re-entry Permit</b>
<b>FRP</b>	<b>Foreign Research Permit</b>
<b>ITAS</b>	<b>Izin Tinggal Terbatas (Limited Stay Permit)</b>
<b>KEMDAGRI</b>	<b>Kementerian Dalam Negeri (Ministry of Home Affairs)</b>
<b>KEMHAN</b>	<b>Kementerian Pertahanan (Ministry of Defence )</b>
<b>KKP</b>	<b>Kementerian Kelautan dan Perikanan (Ministry of Marine and Fisheries)</b>
<b>KLHK</b>	<b>Kementerian Lingkungan Hidup dan Kehutanan (Ministry of Environment and Forestry)</b>
<b>MERP</b>	<b>Multiple Exit Re-entry Permit</b>

<b>MTA</b>	<b>Material Transfer Agreement</b>
<b>PNBP</b>	<b>Penerimaan Negara Bukan Pajak (Non Tax State Revenue)</b>
<b>POLRI</b>	<b>Kepolisian Negara Republik Indonesia (Indonesian National Police)</b>
<b>SATSDN</b>	<b>Surat Izin Angkut Tumbuhan dan Satwa Liar Dalam Negeri Domestic (Domestic Transporting Permit for Wild Plant and Animal)</b>
<b>SATSLN</b>	<b>Surat Izin Angkut Tumbuhan dan Satwa Liar Luar Negeri (Overseas Transporting Permit for Wild Plant and Animal)</b>
<b>SC</b>	<b>Security Clearance</b>
<b>SIP</b>	<b>Surat Izin Penelitian (Research Permit)</b>
<b>SIMAKSI</b>	<b>Surat Izin Masuk Kawasan Konservasi (Entering Permit for Conservation Area)</b>
<b>SKIKH</b>	<b>Sekretariat Kewenangan Ilmiah Keanekaragaman Hayati (Secretariat of Scientific Authority for Biological Diversity)</b>
<b>SO</b>	<b>Security Officer</b>
<b>SKJ</b>	<b>Surat Keterangan Jalan (Travelling Permit)</b>
<b>SPP</b>	<b>Surat Pemberitahuan Penelitian (Research Notification Letter)</b>



<b>VITAS</b>	<b>Visa Tinggal Terbatas (Limited Stay Visa)</b>
<b>ZEE</b>	<b>Zona Ekonomi Eksklusif (Exclusive Economic Zone)</b>