

**Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)**

**Authority to Write a Conference Paper, Paper/Book for Publication Form**

**Introduction**

This form should be used by a minimum of two individuals who have identified a topic(s) to write an abstract of a conference paper or a paper/ book to seek for authority to use CEMASTEA's data/work to write. The form has four sections, Section A, B, C and D. Please complete sections A, B and C and submit a soft copy of the form to the Coordinator R&D KM at [rdcoordinator@cemastea.ac.ke](mailto:rdcoordinator@cemastea.ac.ke) for evaluation and approval to write. Write N/A in spacers where the information does not apply. It is important for you to read Annex V before filling this form.

**Section A: Background Information**

1. Name of individuals who have identified topic(s) to write about (indicate department if from CEMASTEA)
2. .................................................................... Department: ..................................
3. .................................................................... Department: ..................................
4. Name of institution: ................................................................................
5. Category of institution: Public [ ] Private [ ] Other [ ], Please specify.......................
6. If the institution is not CEMASTEA, please provide the following contact details

Address: P. O. Box..............................Postal Code: ................................

Town/City: ...................................Telephone No. of institution: ............................................

1. Cell phone of the individuals (to be listed in the order in which the names appear in (1) above) ...................................., ........................................, .......................................
2. Email address of the 1st author: .......................................................................

**Section B: Details of paper/book to be written and help needed from R&D**

1. Type of publication: Paper [ ], Book [ ]
2. If paper give the proposed title\* ......................................................................................
3. Give a brief description of the main ideas you which to communicate through the proposed paper. ...............................................................................................................
4. If book, give the proposed title\* and title\* of each of the chapters/topics of the book

Book title .........................................................................................................................

Chapters/topics .................................................................................................................

1. Give a brief description of the main ideas you which to communicate through the proposed book ................................................................................................................

**\*Note that the title proposed could be different from the one of the finished product as long as there isn't much deviation from the initial ideas of the paper/book (see 7 and 9 above)**

1. In the space below, list the materials/data you need from R&D to help you in writing your paper/book...............................................................................................................

**Section C: Declaration (to be filled by the first author)**

I.................................... declare that we will use the data/ information obtained from CEMASTEA solely for purposes of writing this abstract/paper/book (tick, (√) as appropriate). That, we will not give the data /information to a third party without the express permission of the Director, CEMASTEA. That, if we need to write a second paper/book using the same data/information we will seek fresh authority prior to doing so.

Date: ...............................

**Section D: Comments by the Coordinator, R&D KM**

1. Comments: ...................................................................................................................

Name: ......................................................................... Date: ..................................................