

**KIRDI**

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| Institution Name | Kenya Industrial Research and Development Institute (KIRDI) | | |
| Ministry | Industrialization Trade and Enterprise Development | | |
| Economic Sector Alignment | General Economic and Commercial Affairs (GECA) | | |
| Big four Alignment | Manufacturing | | |
| Accounting Officer | Prof. David K. Rotich Tuigong | | |
| Period FY | 2021/2022-2022/2023 | Approval Date :19/8/2021 | |
| Process Documentation | | | |
| Service Name | Business Incubation | | |
| Document Purpose | It outlines the steps for obtaining Business Incubation services at KIRDI. | | |
| Document Control | KIRDI-CSC-7 REV 0 | | |
| Process owner | Assistant Director Technology Transfer and Extension Services | | |
| Process writer | Head of Centers | | |
| Process Reviewer | Deputy Director Technology Transfer and Extension Services | | |
| Process Flow | | | |
| Step | Activity | Time/No. of Days | Actor |
| 1 | The client request is received through email: directorkirdi@gmail.com or dir@kirdi.go.ke and forwarded to Deputy Director Technology Transfer and Extension Services. | Immediately | Principal office administrator |
| 2 | The Deputy Director Technology Transfer and Extension Services forwards the request to the Assistant Director Technology Transfer and Extension Services. | 1 working day | DDTTES. |
| 3 | The Assistant Director Technology Transfer and Extension Services provides a quotation for the service and the necessary requirements to Deputy Director Technology Transfer and Extension Services. | 1-5 working days | ADTTES |

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| 4 | The client gets feedback on the requirements and quotation for the incubation service. | 1-3 working days | DDTTES |
| 5 | The client signs incubation contract upon agreement with the terms of service and makes necessary payments. | 1-5 working days | ADTTES |
| 6 | The client commences the Incubation service. | 5 days after signing of the contract and payment of applicable fees. | Head of Center |

Revision status

| No | Date | Short description of previous changes |
|-------|-----------|---------------------------------------|
| Rev 0 | 19.8.2021 | Initial |
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Approved CEO