

## 2020 Kansas Industrial Hemp Research Program Distributor Application Submission Checklist

Primary Applicant Name:

Previous License #:

Yes	Commonly uncompleted fields and requirements for application submissions	Page(s) of App.
<input type="checkbox"/>	1) Primary applicant's information filled out legibly and completely <input type="checkbox"/> - Filled out as an individual, not a business	2
<input type="checkbox"/>	2) Primary licensee information filled out legibly and completely <input type="checkbox"/> - Filled out as an individual, not a business <input type="checkbox"/> - Primary licensee is a Kansas resident	2
<input type="checkbox"/>	3) At least one other individual listed and all relevant fields completed <input type="checkbox"/> - Complete and accurate description of each individual's information and responsibilities <input type="checkbox"/> - All landowners listed on the application (all owners of land trusts, LLC, or Corporation)	3
<input type="checkbox"/>	4) Licensed research section and research area information filled out legibly and completely <input type="checkbox"/> - All proposed research areas located within one research section (Section, Township, Range) <input type="checkbox"/> - Research areas not owned by or leased from person who is ineligible/terminated/denied from program <input type="checkbox"/> - All landowners of the proposed research areas listed as individuals <input type="checkbox"/> - Research areas not in or within 50 ft of residence or >1/4 mile from K-12 school or public recreation area <input type="checkbox"/> o <i>General Request for Permission</i> filled out legibly and completely and attached to the application	4, 5
<input type="checkbox"/>	5) Total land area to be used filled out legibly and completely	5
<input type="checkbox"/>	6) Variety of industrial hemp identified legibly and completely <input type="checkbox"/> - If multiple varieties listed for use within one research area complete <i>General Request for Permission</i> <input type="checkbox"/> - <i>Unapproved Variety Permission</i> filled out legibly and completely and attached to the application	5
<input type="checkbox"/>	7) Research proposal filled out legibly and completely	
<input type="checkbox"/>	8) Acknowledgments completed by each individual on the application; cannot reference another application's acknowledgments unless the referenced application was submitted by the same applicant/primary licensee	9-12
<input type="checkbox"/>	9) All additional acknowledgments checked by primary applicant	13, 14
<input type="checkbox"/>	10) Fingerprint card and background check waiver included for each individual indicated on the application; may reference another application submission or other mailing pertaining to the location of these documents	
<input type="checkbox"/>	11) Fees included with application submission <input type="checkbox"/> - \$200.00 application fee <input type="checkbox"/> - \$47.00 background check fee for each individual indicated on the application; you may reference another application submission pertaining to the location the background check fee for an individual as it only needs to be paid once	
<input type="checkbox"/>	12) Maps and all other required attachments present, legible and complete <input type="checkbox"/> - Map specifically indicating proposed areas for licensure	
<input type="checkbox"/>	13) Application submitted by deadline (November 30, 2019)	

**You may send the Distributor Application Submission Checklist with the Research License Application — including your research proposal, all required attachments, and applicable fees — postmarked no later than November 30, 2019, to:**

Kansas Department of Agriculture  
Industrial Hemp Research Program  
1320 Research Park Dr.  
Manhattan, KS 66502

Find more information on the KDA Industrial Hemp Research Program at [agriculture.ks.gov/industrialhemp](http://agriculture.ks.gov/industrialhemp).

**Please note that KDA can answer questions but will not provide direct assistance  
in completing the Research License Application or the Research Proposal.**