RESEARCH POLICY

2019

FOREWORD

Kampala International University in Tanzania (KIUT) serves the community through research, discovery and dissemination of knowledge and teaching. KIUT is committed to excellence in research based on the highest national and international standards, and to actively promote the role of research in teaching and development. The purpose of this policy is to commit the university staff and students and provide them with guidance on research related matters.

As part of its commitment to the creation and dissemination of knowledge, KIUT will foster an environment of open inquiry and academic freedom in which individuals can pursue scholarly activities. To this end, the University will:

i.   Ensure and promote the highest standards of scholarly practice and ethical conduct.

ii.   Ensure that human research participants are treated safely and with respect.

iii. Ensure that teaching and research activities involving animals are performed with full respect for animal welfare.

iv.   Ensure that principles of stewardship are applied to research records and protecting the integrity of the assets.

v.   Support and develop research and scholarship through prudent resource allocation and management including securing external funding for scientific research.

Prof. Jamidu H.Y. Katima

Vice Chancellor

Contents

List of acronyms and abbreviations

DPSR   - Directorate of Postgraduate Studies and Research

DRPC   - Departmental Research and Publications Committee

EAC   - East African Community

FTE   - Full-Time Equivalent

GNP   - Gross National Product

IP   - Intellectual Property

KIUT   - Kampala International University in Tanzania

NEPAD   - New Partnership for Africa's Development

RPC   - Research and Publications Committee

SDGs   - Sustainable Development Goals

TCU   - Tanzania Commission for Universities

USPSRC   - University Senate Postgraduate Studies and Research Committee

IPR   - Intellectual Property Right

HRM   - Human Resource Management

R&D   - Research and Development

FTE   - Full Time Employee

DVCAA   - Deputy Vice Chancellor Academic Affairs

FRPC   - Faculty Research and Publication Committee

USPSRC   - University Senate Postgraduate Studies and Research Committee

FCMSS   - Faculty of Computing, Management and Social Sciences

SS   - Social Sciences

SPGSR   - Senate Postgraduate Studies and Research

Interpretation

In this policy, unless the context otherwise requires:

"**Graduate**" means a student who has pursued and completed a course of study and is awarded a degree or diploma;

"**College/School/Faculty**" means an administrative sub-division of the University created by the University Council as provided for under the KIUT Charter, primarily for the organisation of teaching, learning, research and other engagement in a particular subject;

"**Senate**" means the University Senate as established under the KIUT Charter;

"**Staff**" means all members appointed either on contract basis or tenure for teaching, research, administration and ancillary;

"**Student**" means a person registered for the purpose of obtaining an academic qualification or any other person who may be determined by the Senate to be a student;

"**University**" means Kampala International University in Tanzania (KIUT);

"**Vice Chancellor**" means the Chief Executive Officer of the university appointed under the Kampala International University in Tanzania's Charter, to be responsible for the academic, administrative and financial affairs of the University;

1.0   INTRODUCTION

1.1   Background

1. Kampala International University in Tanzania (KIUT) is a private university established in July 2017 with approval from the Tanzania Commission for University (TCU) which allowed the Institution to transition from the Kampala International University in Dar es Salaam Constituent College (KIU-DCC) to a fully-fledged autonomous university. The University has applied to the Tanzania Commission for Universities (TCU) for the grant of a Charter in the manner prescribed under the Universities Act, 2005 as amended.

2. Currently, research at the University is still very low. This may be attributed to the low number of postgraduate students. As such, research output which is critical for advancing the frontiers of knowledge is still insignificant when compared to the vast wealth of expertise and other resources available in the University.

3. The Draft University Charter, 2018 requires the establishment of strategic organs, structures and processes that support the mission, goals and activities of the University. It is worth noting that research plays a crucial role in the socio-economic development of any society by way of creating, disseminating and sharing existing and new scientific knowledge including the use of pertinent products, processes and services. Sustainable development requires availability, access to and transfer of research results and scientific information from research institutions to industry and the general public.

4. To achieve this at the KIUT, a clear research policy has been established to guide the university staff and students in their effective and efficient use of available resources leading to the strengthening and improvement of research activities while continuously embracing quality and relevance relating to the problems and needs of the society. The policy shall assist in strengthening the University's research capability and capacity so as to bring about increased competitiveness in the globalised and interdependent market for soft services and hard products.

2.0 RESEARCH WITHIN THE CONTEXT OF THE KIUT STRATEGIC PLAN

Vision

5. To become a premier institution of international repute that prepares students for the world and an inclusive society.

Mission

6. To respond to societal and educational needs by designing and delivering education guided principles and values of respect for society, economy and to provide and develop a supportive research environment in which scholars at every stage of their career can flourish.

Objectives of the University

7. The long-term objectives, of KIUT are:

   a) To produce highly skilled and competent graduates capable of making independent and wise decisions which will enable them to become respected members of society and contribute to their professions, the nation and the global community.

   b) To become a premier International University in the Great Lakes Region, and beyond, providing needs-based, market-driven quality academic programmes.

   c) To supplement government's effort in the stimulation of higher education by providing university education to a larger section of society.

   d) To provide professional development and continued learning for practicing professionals.

   e) To undertake research projects in various fields that contributes to political, economic, social and technological development of society.

   f) To engage in partnerships with other institutions in order to enhance mutually beneficial objectives.

   g) To recruit experienced and well-trained academic and administrative staff with ability to sustain an intellectually challenging learning environment that prepares and equips students with skills for continued development.

2.1 Strategic issues in Research

8. The research-related strategic objectives enshrined in the KIUT Strategic Plan include:

   a)   To improve innovation, consultancy, research and publications;

   b)   To enhance national, regional and international research linkages and partnerships;

   c)   To enhance institutional capacities in research; and

   d)   To enhance institutional capacities to solve societal problems.

9. The main functions of the KIUT Research and Publications Policy are, therefore, to:

   a)   Engage in basic and applied research and use the results to improve teaching and learning;

   b)   Engage in resource mobilisation activities that will provide adequate funding for research at the University; and

   c)   Promote expanded production of high quality research-based l o c a l   and international publications.

2.2 Research objectives, strategies and targets

10. Bearing in mind that there is great demand for high quality research outputs, in the country especially in the area of education, it is planned that during the period of 2018/19 – 2022/23 the following strategic (and results-oriented) objective will be pursued by the KIUT:

Strategic objective: Research and publication improved

11. The following strategies and targets will guide research activities at KIUT:

2.2.1   Strategy 1: To Strengthen the Directorate of Postgraduate Studies and Research

12. Targets:

✓ Strengthen the Directorate of Postgraduate Studies and Research by establishing the position of Deputy Director responsible for Research and Publications, 2018

✓ Approve KIUT Research Policy and Operational Procedures by December 2018.

2.2.2 Strategy 2: To develop a mechanism for facilitating research

13. Target:

✓ Strengthen research and teaching laboratories

✓ Write proposals to solicit for research equipment by June 2019

✓ Impress junior academic staff members to register for PhD at KIUT (in areas where KIUT has adequate Senior Staff to supervise them)

2.2.3 Strategy 3: To find reliable sources of funds for research activities

14. Targets:

✓ Solicit for funding support from reliable sources

✓ Develop joint research proposals

2.2.4 Strategy 4: To establish links and partnership with other research centres

15. Targets:

✓ Activated MoUs with foreign Universities for research collaboration

✓ Initiate research collaboration with Sister Kampala International Universities and colleges

2.2.5 Strategy 5: To strengthen skills for writing fundable research proposals

16. Target:

    ✓   Regularly train all academic staff in research proposal writing skills

2.2.6   Strategy 6: To support research and dissemination efforts

17. Targets:

    ✓   Train on research management and administration

    ✓   Establish University Journals by December 2019

    ✓   Develop a strategy to support innovations by June 2019

    ✓   Establish an IPR Policy at KIUT by June 2019

3.0 RATIONALE, OBJECTIVES AND SCOPE OF THE RESEARCH POLICY

3.1 Rationale and Justification

18. The University was granted the status of a fully-fledged university in July 2017. The University had embarked on developing its draft charter much earlier in 2010. These two developments required that all processes that support the mission, goals and activities of the University including policies be established and approved by the KIUT University Council.

19. Currently there is a limited number of research outputs at the University. Research activities carried by faculties and departments, particularly by students, are uncoordinated and fragmented. Consequently, research results are only known to individuals. The University is yet to establish a mechanism for assessing research performance and consequently, publication profile of KIUT.

20. A comprehensive research policy and operational procedures are, therefore, necessary in order to effectively guide research activities at the University. In order to ensure research effectiveness, performance monitoring and quality assurance systems have to be put in place. There is a need to develop comprehensive research quality assurance systems that can guide individual researchers at the University. The policy needs to address issues of multi- disciplinary research, intellectual property rights and research database at the University level. It should also guide the dissemination of research outputs to potential end users under controlled conditions.

21. Funding is one of the critical components for successful and effective research activities in a country and in an institution. Some research undertakings require substantial capital investments for a sustained period of time before their impact is appreciated by the society. In order to be able to address issues of national priorities, allocation of adequate funds for research from internal sources is extremely important. Currently, there is limited budgetary allocation from the university's own funds to cater for research activities. The contribution from the private sector to research activities remains minimal. A holistic funding mechanism for research is, therefore, necessary for sustained research effort at the University.

22. To a large extent, industrial innovation depends on aligning the flow of knowledge to knowledge-supply chains aimed at enhancing customer services. It is therefore important that industry and the University form links in relevant chains. The practice should be to focus on demand-driven research and at the same time encourage researchers to embark on problem-solving researches. There is the

need to strengthen partnership between the government, the University and the private sector in the development of joint research and development programmes. The University Research Policy and Operational Procedures aim at addressing the above challenges and so effectively respond to societal expectations. Consequently, the University will be able to generate meaningful research results and be able to contribute towards the national socio-economic development.

3.2   Scope of the Research Policy and Operational Procedures

23. The Research Policy provides the framework for the development and execution of research activities at Kampala International University in Tanzania (KIUT) within which the academic and other staff carry out research and engage in innovation and in which graduate students can engage and be supported in their work as subsidiary beneficiaries of research.

24. This is a University wide policy that guides the development and execution of research and innovations, including the dissemination/uptake of research outputs for the KIUT community and beyond. In so doing, the policy helps to eliminate possible misunderstandings that may arise anywhere, anytime during research and innovation processes.

25. The policy embraces, and in particular, its interest and relevance applies to the following:

   a)   All faculties, academic and administrative departments;

   b)   All staff, temporary and permanent, who are active in teaching, research, administration or the provision of support to the core functions of the University;

   c)   All students registered with the University;

   d)   All infrastructures, learning resources, governance/institutional set up, information dissemination structures and social amenities belonging to the University.

3.3   Main Objectives

26. The main objective of the Research Policy is to facilitate enhanced research performance within a clear University framework and a well-articulated research policy.   The Policy provides guidance on University research management, research conduct and research performance evaluation. It also guides research capacity building for efficient exploitation of University and national resources for socio-economic advancement of society.

3.4   Specific Objectives of the Research Policy and Operational Procedures

27. The preparation of the KIUT Research Policy and Operational Procedures is mainly based on considerations made in the preceding sections. The considerations have attempted to cover the whole of the research process, from the need for prioritisation of research activities to evaluation of research effectiveness. The major research policy objectives are to:

   a) Provide a mechanism of ensuring that the research agenda addresses the basic University function of generating knowledge for advancement of mankind including national development objectives and priorities;

   b) Provide for modality of research coordination at all levels (institutional, national, regional, as well as international level);

   c) Introduce a research quality assurance mechanism;

   d) Ensure adequate funding for research;

   e) Strengthen institutional capacity for strategic, technical and operational planning, budgeting and control for research;

   f) Set up the mechanism to ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the University mission;

   g) Encourage internal, national, regional and international collaboration through research networking;

   h) Enhance marketing skills for the University and its staff so as to make full utilisation of the research expertise to address the needs of both public and private sectors;

   i) Minimise unfavourable environmental impact of research projects; and

j)   Ensure dissemination of research results through regular participation in relevant fora at national/regional and international levels.

28. The achievement of these objectives relies on the successful implementation of the University's other relevant policies.

4.0   THE RESEARCH POLICY

29. The University Research Policy and Operational Procedures have been drawn in line with the following key objectives:

4.1   Societal Needs and Priorities

30. In order to address national and regional development needs, it is necessary for the University to work closely with other stakeholders in order to contribute to both national and regional policies, priorities and societal needs. In this regard, the University shall:

   a)   Adopt a proactive approach in identifying the national/regional development aspirations, objectives and priorities and therefore the research agenda in relevant sectors in close collaboration with other stakeholders within and outside East Africa;

   b)   Define relevant research agenda for different faculties/departments and units in consultation with staff. These priorities have to be in line with the national / regional development aspirations, objectives and priorities, relevant international trends and available capacity at the University and collaborating partners;

   c)   Require the research agenda developed to be approved by the University organs;

   d)   Introduce University annual research workshop/colloquium that will receive and review progress made by each faculty/department or unit in the implementation of the research agenda;

   e)   Seek to participate in relevant national and international fora for the implementation of the research agenda;

   f)   Develop and review the research agenda every five years with the objective of ensuring relevance of the research thrust;

   g)   Ensure that basic research receives an appropriate priority in the development of the research agenda.

4.2   Sourcing of Research Funding

Funding remains the single most critical bottleneck in research performance. It is recognised that for sustainability and relevance, the main source of research funds ought to be the university's own funds generated from University activities. However, the University shall strive to access government funds. The guiding research funding

benchmark is 1% of GNP in line with the declaration and commitment of Council of Ministers of Science and Technology in the Framework of the New Partnership for Africa's Development (NEPAD) held from 6 - 7 November 2003 in Johannesburg, South Africa. In this regard, the University shall:

i.   Ensure that it builds its research agenda along the national research agenda;

ii.   Collaborate with other Universities, both private and public to build multidisciplinary research teams that address national/regional and societal needs.

iii.   Introduce a separate budget line for research funding for all academic units from departmental level coordinated and presented by the office responsible for research to higher organs within the University;

iv.   Continue to solicit research funds from sources other than public sources including international and local sources, both public and private. Solicitation of funding will be encouraged, facilitated at individual, unit, departmental, faculty or institute and University levels;

v.   Provide general information on possible sources and modes of research funding both within and from outside the University on a regular basis;

vi.   Strengthen the offices responsible for research;

vii.   Encourage and facilitate the establishment of professorial research chairs;

viii. Ensure that basic and innovative research is encouraged and receives an appropriate share of research funding.

4.3   Research Planning and Administrative Capacity Building

Research has to be performed within a clear framework with targets, responsibilities and indicators. A close coordination and monitoring of research activities is only possible if there are clear plans. The University shall therefore:

a) Strengthen and equip the Directorate of Postgraduate Studies and Research;

b) Develop clear relations and reporting structures from Departments, Faculties and Directorate of Postgraduate Studies regarding administration of research activities. The administrative infrastructure shall aim at facilitating the research process and

creating transparency in the whole research activity rather than act as bottleneck in the process;

c) Ensure that staff are not only fully involved in the research planning process but also are actively involved in doing research and maintain a good balance between teaching, research and consultancy;

d) Strengthening the capacity of research planning at all levels;

e) Create a mechanism by which academic staff members can be motivated to conduct research.

4.4   Internal Procedures for Approval, Control and Monitoring of Research Process

The University shall put in place operational mechanism of conducting research such that there is uniformity in the process. The University shall therefore:

a) Ensure that staff are well aware of the national research aspirations / development agenda and participate in translating into research agenda of their respective academic disciplines;

b) Give priority to projects within the main research agenda when approving research finding. Research proposals have to demonstrate that they are within the approved agenda.

c) Follow one general framework guiding the preparations of approval of research projects. The research projects approval process is included in **Annex I.** The framework addresses the following issues/processes:

   i.   Initiation of research projects;

   ii.   Formats of research proposals. A sample format is included in Annex II;

   iii. Scrutiny on approval process for research proposals shall focus on quality, relevance, need, soundness and resources requirements (including financial resources). This will clearly spell out the roles and powers of different units within the relevant University administrative hierarchy. A sample research proposal evaluation form is included in Annex III;

   iv.   Planning and budgeting guidelines, including applicable rates for cost estimates;

   v.   A budgeting format is included in Annex IV;

vi.   Financial regulation governing financing of research;

vii.   Procurement of equipment and consumables. These have to be within the relevant University procurement policies and procedures, and in principle all equipment procured will remain the property of KIUT;

viii.   Registration of research projects – whether internally or externally funded; a standard contract between the funding agency, the University and researcher (s) must be drawn an example of a research contract is included in Annex V; progress reporting requirements, control and monitoring. An example of research progress report format is included in Annex VI;

ix.   Regulations regarding employment within research projects. These have to be within the approved HRM policies;

x.   Formats of research reports. An example of such format is included in Annex VII;

d) Ensure that all research proposals are subjected to the University approval process before being accepted for funding;

e) Enter into a research contract with the researcher when the project has been approved irrespective of the source of funding. (A sample Contract Format presented in Annex V) where there is an interest of joint ownership as one party and joint financiers as the other party;

f) The University shall scrutinise all contractual requirements before a proposal is submitted to a prospective agency for funding. Hence, all funds obtained through own initiative must be declared to the University;

g) As far as practically possible, a financier's proposed contract format should only be signed where the University interests are safeguarded.

4.5   Collaborative Research

The University shall:

a) Promote collaborative research where there are potential benefits to the University;

b) Recognise two forms of collaboration; external collaboration involving a University academic unit and an entity or entities outside the University, and an internal collaboration involving two or more academic units within the University;

c) Promote external collaboration that will include but not limited to other universities in and outside Tanzania, research institutions, industrial partners and non-governmental institutions;

d) Require that a full-time employee of the University serve as the Principal Investigator. The University shall be the lead institution in the proposal. Full-time employees of the University who serve as Co- Investigators on collaborative grants led by other institutions shall design the proposal so that the University serves as a subcontractor. This policy applies even in cases in which the applicant does not receive compensation through the grant;

e) Insist on internal collaborative projects to be multidisciplinary in nature;

f) Require that if a research project involves more than one department, institute, bureau, centre or any other University academic unit that submits a proposal on behalf of University, the initial application will indicate that the project is multi-disciplinary and collaborative;

g) Ensure that multi-disciplinary research projects are hosted in the academic unit[1] where the Principal researcher belongs;

h) Require that the hosting department also be the department where the majority of the research activities will be conducted.

i) Require the respective components of the multi-disciplinary research project be approved by the relevant unit, which is a department, bureau, centre or institute;

j) Demand that if the implementing units are not in the same faculty, approval at faculty level shall only be necessary in the hosting faculty, but shall be reported to the relevant organs in the non-hosting faculty for noting;

k) Expect that a representative from a department participating in the multi-disciplinary project be invited to the meeting that makes the decision in the host faculty;

l) Insist that staff participating in any multi-disciplinary collaborative research project have an obligation to report progress to their own department and shall also have to report to the hosting department through the Principal researcher;

m) Ensure that the collaborating academic units agree on sharing administrative costs.

4.6   Research Training

Training represents one of the most significant areas of national investment in research and development. Research students are a major resource underpinning much of the leading edge research necessary for meaningful application in national development. This provides renewal of research and academic workforces and aids in the transmission of knowledge and skills within and between the research and wider communities. As a result of interpersonal networks, the University shall:

a) Strengthen and emphasise on research training both at undergraduate and postgraduate levels through ensuring that there is significant, relevant and quality research training component in the curricula;

b) Consider research training as one of the key criteria in the approval of research proposals;

c) Help/facilitate staff in writing fundable proposals. Hence, research methodology courses should be integrated into staff development programme courses;

d) Devise a mechanisms for allocating research training scholarships to different academic units on the basis of performance and demand;

e) Assign the responsibility for compiling and submission of such budgetary requirement to the directorate responsible for research.

4.7   Research Quality Assurance

Management of research has to ensure it is well planned and systematic so as to provide adequate confidence that the research output satisfies the specified requirements for quality. In this regard, the University shall:

a) Develop and disseminate research quality guidelines;

b) Ensure that all research applications are in line with the guidelines;

c) Ensure that approval of research applications takes into considerations research quality checklist;

d) Monitor and ensure the quality and number of publications resulting from research done by staff of various ranks;

e) Monitor the target group for dissemination of research results;

f) Conduct surveys to obtain feedback on quality and value of research results;

g) Develop and disseminate standard quality indicators for solicited research resources;

h) Conduct peer review of research performed at the University at interval of not more than five years.

4.8   Rewarding Research Excellence

The University shall:

a) Establish transparent criteria/indicators to measure research excellence;

b) Evaluate research performance of individuals, academic units and multidisciplinary research teams on an annual basis;

c) Reward research performance at individual, academic unit and research teams each year. Rewards shall encourage improved performance in research.

4.9   Contributions to Research Administrative Overheads

The University shall:

a) Require that research projects contribute at least 8% of the total project research costs to the institutional overheads.

b) Ensure that the research overhead contribution is shared amongst the research administrative units at the various administrative levels. Sharing of the administrative overheads shall ensure that priority is given where research activity is taking place. In this respect, 4% shall be contributed to the respective department (or academic unit), 2% to the respective Faculty and 2% to the directorate/office responsible for research at the University.

4.10   Sharing of Research Resources

The University shall:

a) Demand that Faculties and Departments have transparent and objective criteria for making research opportunities known to members of staff and for allocating such opportunities;

b) Encourage sharing of research project resources in order to utilise fully the research resources available;

c) Encourage and coordinate t h e sharing of information and information sources of academic value. Such sources shall include books, journals, electronic information, (e.g. CD-ROMs) and sources of such electronic information through the Internet (e.g. electronic databases);

d) Set up mechanisms/procedures for utilising and sharing resources and facilities across departments and faculties.

4.11   Staff Remuneration

The University shall:

a) Develop a transparent remuneration scheme for researchers so as to make research activity financially attractive;

b) Review the remuneration scheme on a regular basis. Preferably every five years to coincide with the review of research agenda;

c) The implementation of a research remuneration scheme shall be part of the Research Policy.

4.12   Research Support Environment

The University shall:

a) Encourage and facilitate regional and international collaboration.

b) Provide research support services that include the provision and continuous improvement of modern management information systems and facilitate access to international literature and databases;

c) Work towards the creation of a stable internal conducive research environment;

d) This shall include the provision of research management allowance and maintenance of equipment and accessories support for purchase of basic consumables;

e) Provide basic financial management support and training to research coordinators as well as personnel in key research administrative units.

4.13   Dissemination of Research Results

Subject to the Intellectual Property (IP) Policy, the University shall:

a) Encourage the incorporation of the dissemination of research results activities in the research proposals, e.g. departmental seminars and workshops;

b) Require that research projects include in their proposal, the organisation of at least a local seminar/workshop to ensure local 'ownership' of research findings. For large research projects, local conferences/symposia shall be organised;

c) Ensure that an international standard research report, (format, presentation and content) shall be prepared. An example of a format for a research report is included in Annex VII;

d) Subject all research reports to peer-review before being deposited. An example of review guidelines is included in Annex VIII;

e) Require that each faculty/department/unit conduct at least one research workshops / colloquium annually which will review research plans, progress and outputs. Annual research workshops shall also include presentations of academic papers. Key stakeholders shall also be invited to these workshops;

f) Prepare and submit to potential policy makers research abstracts/research reports for action;

g) Encourage and support dissemination of research results through regular local and international fora;

h) Encourage and support the inclusion of research findings/publications into accessible databases (electronic or otherwise);

i) Encourage the publication of research findings in the local media;

j) Popularise research findings in languages that people can understand;

k) Disseminate research findings through national/international exhibitions in line with National Research Ethics Policy.

4.14   Ethical Considerations

Subject to the Research Ethics Policy, the University reserves the right to take corrective measures for non-compliance.

4.15   Crosscutting Issues

In the conduct of research, it is necessary to clearly articulate KIUT research policy on crosscutting issues that include environment, gender and other factors of inequality. In this regard, the University shall ensure that:

a) Research conducted complies with environmental laws and regulations in the country;

b) There are no disparities on account of gender or other factors of inequality in accessing research resources and benefits from research results.

4.16   Proprietorship of Research Outputs - Intellectual Property Rights

Proprietorship of research outputs shall be governed by the provisions of Intellectual

Property Policy and Law.

4.17   Disposal/Redeployment of Research Project Resources

a) Except as otherwise expressly provided, all equipment purchased within a research project is the property of KIUT. Disposal of assets shall follow University Asset Disposal Policy.

b) The unit/researcher that had these resources should be given priority in reallocation of research resources when the project is completed.

4.18   Impact of Research

For research that has direct impact to the society, the University shall:

a) Establish a feedback mechanism to assess the research impact in solving societal problems;

b) Utilise the feedback mechanism to foster continued refinement of the research agenda and its priorities.

4.19   Research Culture

The University shall:

a) Instil a research culture through training of undergraduate and postgraduate students in research;

b) Contribute towards fostering and the enhancement of research culture both within and outside the University;

c) Promote and encourage research teamwork and networking;

d) Educate KIUT staff on the research policy and operational procedures.

4.20 Application and Review

a) The Research Policy shall apply to all University members of staff, graduate and undergraduate students who are involved in research.

b) The University Research Policy shall be subject to review every five years.

The policy statements are to guide the general conduct of research within the University. It is necessary for the specific policy intentions to be operationalised by relevant offices within the University. A general set of operational procedures is necessary in order to kick- start the streamlining of research management. The strategies and some of the core operational procedures are presented in Section 5.0.

5.0   STRATEGIES FOR IMPLEMENTING THE RESEARCH POLICY

5.1   Core Strategy

The key strategy in implementing the Research Policy lies in the strengthening of the offices responsible for research. The strengthening of the research administrative infrastructure from department to University level shall follow. The Terms of Reference (ToR) of the office have to reflect the role of the office in implementing this policy. The following actions are necessary for the successful implementation of the Research Policy:

a) Strengthen the capacity of the office to administer and coordinate research. This will require staff, establishment of administrative units, equipment and some seed funds. Once the directorate has started implementing the policy, a minimum of 2% contribution from research funds;

b) The office shall be responsible for coordinating internal and external linkages on all matters related to research;

c) Internally, the office shall coordinate the process of implementation of the policy through setting up of internal administrative links with: (a) other relevant offices at the same University level (horizontal linkages); (b) with researchers in faculties/institutes and departments (vertical linkages).

The office shall focus on the following specific actions with respect to establishing horizontal linkages:

i. Proactive influence of University-level policies to ensure that research interests are safeguarded.

ii. Work closely with other relevant offices to implement the KIUT Rolling Strategic Plan or any other similar plan.

iii. Define excellence in research and coordinate the identification and rewarding of excellence within the University guided by the HRM policy.

d) The office shall focus on the following specific actions with respect to establishing vertical linkages:

i. Standardise internal research administrative mechanisms;

ii. Ensure participation of KIUT researchers in evolving the research agenda;

iii. Facilitate securing research funds from public, private and external sources;

iv. Facilitate dialogue between researchers and research clients;

v. Facilitate and support dissemination and marketing of research results where appropriate;

vi. Keep, as custodian of research output on behalf of the University, a register of all R&D activities and acquisition of patents;

vii. Establish and publish a regular Research Bulletin and Research Annual Report or any other similar publication indicating the status of research activity within the University.

The office shall have the overall responsibility for coordination and implementation of the Research Policy including review of the same.

5.2 Strategy for Sourcing Funds and Quality Assurance

Funding and quality outputs remain the most critical issues that govern success in the conduct of research at a University. The key strategy to address this challenge is to aggressively seek for research funds. The Directorate of Postgraduate Studies and Research shall assist in identifying sources of funds and disseminate the same to departments, which shall also encourage formation of research teams to develop fundable research proposals.

5.3 Research Management

There is need for KIUT to strengthen research management at all levels in order to address the following issues.

5.3.1   Identification of Sources and Management of Research Resources

a) Identify possible resources of research resources (national and international) and strategies for mobilisation/accessing the same;

b) Ensure that pertinent information relating to specific research opportunities is passed on to relevant University unit(s);

c) Publicise general information on possible sources and modes of research funding on regular basis. This information shall be available in hard and web based e- format. The e-format shall only be accessible by KIUT staff;

d) Organise regular research resources mobilisation workshops in which new opportunities for research funding shall be presented and discussed;

e) Facilitate the liaison process with research donors where such donors have been identified through directorates;

f) Work closely with potential researchers in preparing research proposals for submission to potentials donors;

g) Compiling relevant reports of various research projects for onward transmission to donors by the office ;

h) Proposing specific operational modalities in line with KIUT Research Policy for the various research funding sources for approval of the KIUT Research and Publications Committee or similar organ;

i) Ensure that a research budget sufficient to carry out planned priority research is submitted to the government and other sources that adequate funds are actually allocated for such research activities and are effectively utilised for the purpose;

j) Where potential for multi-disciplinary research projects exists, initiate the formation of such teams which once formed shall be left to operate under the approved modalities of multi-disciplinary research teams; and

k) Compile the University Annual Research Report that shall summarise annual activities performed under all research grants in a standard format to be approved by the University Research and Publications Committee or a similar organ.

5.3.2   Research Database and Dissemination of Research Results

a) Maintain and continuously update KIUT research activity database. In this respect, selected information shall be published on regular basis onto a KIUT Research Web Page;

b) Set-up and maintain an accessible electronic research output database that shall contain at least full abstracts of the research reports and other related publications;

c) Compile and organise for the printing of a hard copy of a research bulletin containing abstracts of research projects on annual basis;

d) The office shall seek for and furnish information related to research funding to academic units on regular basis; and

e) Produce brochures to market the University research activities.

5.3.3   Research Quality Management

The office shall develop and institute a process of monitoring and reporting on the following research quality indicators at the University on regular basis:

a) Research planning;

b) Research training;

c) Research degree completion rates;

d) Research publications per FTE academic staff;

e) Peer reviewed research reports;

f) Facilities and access to information resources;

g) Research students assessment of supervision;

h) Proportion of staff having published research output in the last three years;

i) Proportion of staff directly doing research;

j) Time duration of research degrees;

k) Indicators that measure societal perceptions on the research that KIUT staff do;

l) Number of clients continuously using KIUT research services;

m) Number of local/international research assignments that KIUT wins in a competitive environment;

n) Collaboration with regional and international institutions - establishment of active research networks; and

o) Subsequent availability of funds for the research following completion and dissemination of a phase of the research activity.

The office responsible for research shall advise the Research and Publications Committee, or similar committee, on what the benchmarks should be for KIUT on these indicators.

5.4 Development of a Comprehensive Implementation Strategy

A comprehensive implementation strategy that has a wider University and external stakeholder participation shall be prepared. It is necessary to invite government officials, potential funding agencies and strategic users of research outputs.

5.5 Operational Procedures

In order to standardise and harmonise research processes within the University, the office shall provide clear guidelines in the form of Research Operational Procedures. The basic documents that would constitute the Operational Procedures are included in Annexes I - VIII of the Research Policy. These are:

Annex I: Guidelines for Approval of Research Proposals

Annex II: Format for Research Proposals

Annex III: Format for Evaluation of Research Proposals

Annex IV: Standard Research Budget Format

Annex V: Sample Research Contract Format for Researchers

Annex VI: Research Progress Reporting Form

Annex VII: Format for the Final Research Report

Annex VIII: Guidelines for Research Report Peer Review

5.6 Improvement and Revision of the Policy

The Policy operational guidelines and tools shall be reviewed on a regular/continuous basis to accommodate changes in the operating environment. Preferably, the policy should be reviewed after every five years. The office responsible for research within KIUT shall be the custodian of the Research Policy on behalf of the University, and shall therefore bear the responsibility of ensuring that it continuously meets both the internal and external stakeholders' requirements and expectations.

6.0 ADMINISTRATIVE STRUCTURE OF THE DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH

The Directorate of Postgraduate Studies and Research will be administered under the office of the Deputy Vice Chancellor (Academic Affairs). The head of the unit will be the Director of Postgraduate Studies and Research (DPSR) who shall be the overall in-charge of all matters related to research and publications. The DPSR shall also assume all University-wide responsibilities related to postgraduate studies. Under the DPSR office, there will be a Deputy Director to assist the Director. There will also be an Administrative Officer, Secretary and Office Attendant who will assist in day-to-day activities of the directorate.

6.1 Functions of the University Directorate of Postgraduate Studies and Research

The DPSR shall be a University level organ, responsible for the overall management of research, publications and postgraduate studies activities at KIUT. The DPSR shall perform the following functions:

a) Ensuring that set research standards of the University are appropriate and relevant;

b) Developing and periodically updating general operational manuals to guide University-level research;

c) Be responsible for University publications including the Almanac, Prospectus, policies and any other University publications;

d) Providing advice and guidance to faculties and departments on matters related to research and publications;

e) University-wide coordination of research, publication and postgraduate studies activities;

f) Processing all University-wide project/research proposals;

g) Advising the Deputy Vice Chancellor (Academic Affairs) on matters related to research, publication and postgraduate studies; and

h) Perform any other duties that may be assigned by the Deputy Vice Chancellor (Academic Affairs).

6.2   Roles of the Director

The DPSR shall perform the following duties:

a) Oversee the functions and responsibilities of the KIUT Research and Publication

b) Be accountable to the DVC AA

c) Maintain a working contact with the Deans of Faculties and Director of Quality Assurance;

d) Provide technical support on research, publication and postgraduate studies matters requiring tabling at the Senate Postgraduate Studies and Research Committee

e) Be ex-officio member of, and a technical advisor on research, publication and postgraduate studies matters deliberated on in the KIUT Senate Postgraduate Studies and Research; and

f) Constantly updating KIUT on new global developments in research and publications.

6.3 Linkage with other units

The University Research Unit shall work closely with the faculty and departmental research, publication and postgraduate committees. The Unit will also interact with other relevant bodies within and outside Tanzania.

7.0 CONCLUSION

The process of development and implementation of the Research Policy and Operational Procedures has to reflect and present a move towards more internal efficiency, effectiveness and external relevance of research output.

The Research Policy and Operational Procedures has therefore aimed at creating uniformity, transparency and internal efficiency in prioritising, planning, implementing and monitoring of the research process at the University thereby strengthening the university research capacity. This is in line with the objectives of KIUT Corporate Strategic Plan which places particular emphasis on standardisation of operations and procedures (i.e. clear policies and operational procedures) governing its inputs, processes and outputs. The University Research Policy maps the processes of identification of research needs and prioritisation; research project identification and initiation; preparations and approval procedures for proposals, funding sources and modes; project control and monitoring; dissemination of research results and research effectiveness evaluation.

The Research Policy has to serve both internal and external customers; it is to serve staff members of the University as researchers as well as meet internal administrative requirements. It has to be clear and acceptable to external partners, either as research collaborators, funding agencies or target stakeholders.

It is hoped that the Research Policy will enable the University to meet its broad research objectives in order to address the university mission both in the short and long run.

For and on behalf of the KIUT Council

Chairman of the Council

Date: 15th January 2019

ANNEX I: GUIDELINES FOR APPROVAL OF RESEARCH PROPOSALS

1.0   Initiation of a Research Project

A research proposal should be prepared by interested researchers in accordance with the format given in Annex II. The proposal should then be submitted to the Departmental Research and Publications Committee (DRPC).

To ensure maximum efficiency and to minimize administrative problems, a researcher is normally recommended to limit the number of research projects undertaken at any one time. The number and sizes of research projects will be dependent upon the DRPC's assessment of the individual researcher's ability to handle several research projects at a time. In any case, consideration shall be given to the guidelines presented in the HRM policy to ensure a reasonable balance between involvement in research, teaching and consultancy.

The approval of research proposals shall be based upon previous satisfactory performance. In general collaborative and group research work will be given preference over individual ones. The University encourages international collaborative research and where funding is available, these should be given special preference.

2.0   Action by the Departmental Research and Publications Committee (DRPC)

The proposal should be discussed by the DRPC. Once the DRPC is satisfied with the relevance, the need, soundness and the financial estimates of the submitted research proposal, the latter will be forwarded through proper channels to the Faculty Research and Publications Committee (FRPC) and the University Research office with appropriate recommendations. However, if the DRPC is not satisfied with the research proposal, there are three possible courses of action that it can take:

a) To return the proposal to the researcher(s) for review and subsequent resubmission.

b) To interview the research(s) and then either subject the proposal to the action above or approve it subject to minor revision. Another outcome of the interview could be approval of the proposal as it is.

c) To reject it outright if the committee is sufficiently convinced that the proposal is of sub-standard nature in both the content and presentation.

In case a research proposal is rejected and the applicant is not entirely satisfied with the decision one can appeal to the Head of Department who may choose either to return it to the DRPC with recommendations or endorse the rejection. However, if the proposal is rejected by the DRPC for the second time, no further appeals should be entertained. As a guideline, the DRPC should limit its evaluation to a maximum of three months.

3.0   Action by the Faculty/Departmental/Unit Research and Publications Committee (RPC)

The FRPC will scrutinise the research proposal, especially the research objectives, research methodology, time schedule, phasing, etc. The RPC shall particularly scrutinize the cost estimates and can make other specific recommendations on the areas coverage and resources required although academic responsibility and evaluation lies with the departments.

If the RPC is not satisfied with the research proposal, it is advised that the courses of action to be taken shall be similar to those taken by the DRPC. The only exception is that, in the case of an appeal after the first rejection by the RPC, the proposal is forwarded to the Dean or Director of the faculty/institute who shall make recommendations to the RPC. As a guideline, the maximum evaluation period of a research proposal at Faculty/Institute level should not exceed three months. For projects funded at Faculty/Institute levels the RPC have the final say on the approval of project (with room for appealing to the Dean/Director.

The projects shall be registered appropriately and both a copy of approved research proposal and the registration number forwarded to the directorate for research. For the University funded research applications the RPC shall make recommendations for funding to the appropriate University level committee.

4.0   Action by University Senate Postgraduate Studies and Research Committee (USPSRC)

The University Senate Postgraduate Studies and Research Committee shall receive and consider any proposal for funding after being satisfied of the relevance, need soundness and financial estimates. The USPSRC shall have the following options:
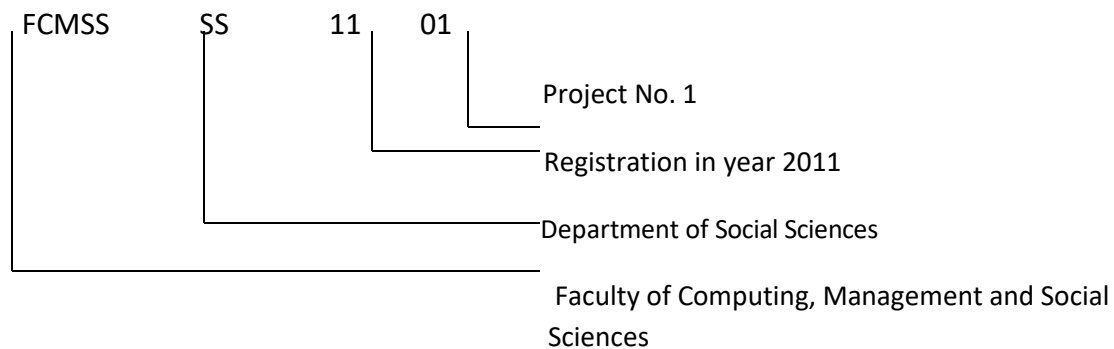
a) To accept the proposal for funding when the committee is satisfied

b) To return the proposal to the FRPC for review and subsequent resubmission if the guidelines are not followed or if the procedures have not been adhered to.

c) To approve it subject to minor revisions to be made by the applicant(s)

d) To reject it outright if the committee is sufficiently convinced that the proposal is of sub-standard nature in both the content and also the presentation.

In case a research is rejected and the applicant is not entirely satisfied with the decision, one can appeal to the Deputy Vice Chancellor (Academic) who might choose to return it to the University RPC with recommendations.

5.0   Approval and Registration

All research projects shall be registered with the office responsible for research whether they are funded at Department/Faculty/Institute or University level. A Research proposal shall be numbered serially preceded by Faculty/Institute and Department and year codes as follows:

FCMSS   SS   11   01

             Project No. 1

          Registration in year 2011

       Department of Social Sciences

     Faculty of Computing, Management and Social Sciences

The Directorate shall coordinate project registration. The office shall also maintain an up-to-date database of all research projects within the University.

6.0   Research Contract and Funding

An approved research proposal shall only be funded once the researcher has signed a contract with appropriate offices. These shall be at Faculty/Institute/Department or University level depending on where funding is sourced. In any case, the contracts signed at Faculty/Institute level shall be deemed to be contracts with the University. Format for research contracts are included in Annex V.

7.0   Interim Progress Reports

At the end of each phase, the researchers are required to produce interim progress reports giving the up-to-date research findings through the DRPC. A format for such progress reports is given as Annex VI of these guidelines.

If as a result of the progress report there is a need to modify the contract (or schedule of payments), this request should be formally made through and recommended to the RPC by the Faculty Research Coordinator.

In some cases, the DRPC might wish to send the interim report(s) to an independent reviewer before approving the next phase. Such cases will involve research projects handling massive data that is not easy to interpret or research projects involved in very recent technological developments not well established in the department concerned. However, in any case, the funds for the next phase can only be released after the approval of the progress report by the RPC for Faculty funding funded research projects and by the SPGSR for KIUT level funded projects.

8.0   Final Research Report

At the concluding of the research, a final research report should be submitted in the format contained in Annex VII. This should include all the data, results and findings obtained during the execution of the research project. The interim progress reports will normally form the basis for the financial consolidation research report. The draft final research report should be sent to the DRPC which shall appoint an independent reviewer and then submit the review report to the DRPC together with their comments within one month after receipt of the researcher's report. The guidelines for reviewers are given in Annex VIII.

The researcher(s) will be required to modify the draft report as much as possible according to the reviewer's recommendations if there are no major differences in their opinions. In the case of serious differences in the opinions, the DRPC will have to appoint a second independent reviewer who will have to finish the review exercise within two weeks. In such a case, the DRPC will have a final say on the required modifications to the draft report after receiving the second reviewer's report.   No appeals will be encouraged at this stage.

These final research reports should have a standard front cover (see Annex VII) and a unified printing format similar to the one demanded by international journals. All final research reports will have a unified code number.

At least 6 (six) copies of the final research report should be submitted to the FRPC for final approval. After the approval, these copies will be distributed as follows; University Directorate of Postgraduate Studies and Research, FRPC, Head of Department, Coordinator DRPC, KIUT main library and the section library where this exists. The abstracts of the final reviewed research reports should be published periodically in the respective Faculty/institute Research Abstracts.

9.0   Research Seminars

The researchers should be required to conduct a seminar/conference at the conclusion of their research work and should also be encouraged to give periodic seminars during the research work. The seminar/conference presentation will in principle be the last item to be handled by the researcher(s) after completion of the exercise of reviewing the final draft report. This shall be a pre-condition for the release of the final payment to the researcher(s).

ANNEX II: FORMAT FOR RESEARCH PROPOSALS

1.0   Title of the Project

The title should be scientifically valid and sufficiently descriptive to reflect the nature of the proposed work. The title of the project once approved cannot be changed or modified without the written consent of the respective FRPC.

2.0   Summary of the Project

A summary of the proposed project should be submitted taking into account the objectives, methodologies and the budget. Considerable attention should be given to the preparation of this item. It is suggested that you write this item last.

3.0   Objectives of the Project

A clear statement of the general problem(s) or issue(s) at hand should be given. Strategic goal(s) to which the solution of the stated problem(s) will contribute should be explicitly stated. Specific objectives and targets must be clearly stated in order to facilitate monitoring and evaluation of the project.

4.0   Literature Review and Contribution of Project

The research applicant must show the interrelationship of what has been done by others in the field and what he/she intends to do. It should reflect a thorough survey of the existing state of knowledge and how and in which way the intended work is going to contribute to the advancement of knowledge in the context of the problem to be solved or bring about socioeconomic development.

5.0   Methodology

The researcher should clearly and thoroughly spell out the research plan for the project. The plans should identity and describe the different phases of the project. It should also indicate that the proposed methods and analytical techniques are feasible. This section should also describe the facilities and major items or equipment to be used. The researcher should also show the relationship of his/her project to other on-going projects in as far as sharing of physical facilities, equipment and data it concerned.

6.0   Project Duration

The anticipated duration of a project must be given to enable the appropriate KIUT organs set aside the funds approved for that duration. It will also assist in drawing up monitoring schedules.

7.0   Organizational and Management Plan

The details and rationale for human power needs, budget requested, work schedules and organizational structure of the project should be given here. Bar charts and key decision points should be used to illustrate the research plan, including contingency plans.

8.0   Anticipated Outputs and Utilization Plan

Specific solutions to the specific problem(s) or issue(s) that were addressed in the research projects constitute the anticipated output of the project. These outputs must tally with the objectives spelt out. In this section, discussions on the steps already taken or planned to be taken to utilise the research results must be given. It should clearly list direct and indirect beneficiaries of the research output.

9.0   Education and Training Components

Specific educational and training requirements and programs geared at improving the professional capability of the staff involved in the project should be discussed in this section.

10.0   Facilities and Funding

The applicant should show the breakdown of all the funds being requested under the following: equipment (type of equipment and costs); travel (fares and places to be visited); others (specify). Where the applicant has applied for funds from some other sources he/she should specify the name of the organisation, the date of application, the amount requested and its planned use.

11.0   Rationale

This section should clearly show the importance of the project by stating that the anticipated benefits of the project exceed the expected expenditure. The proposal should also show how the results of the research will be able to reach the end users and bring about socioeconomic development. The researcher should discuss the following issues as they relate to his/her project:

    a)   Technical feasibility

    b)   Research costs

    c)   Relevance

    d)   Researchability

    e)   Contribution to long-term capability building

f)   Probability of research success

g)   Availability of outside scientific inputs.

12.0   Publication

Indicate where and in which form the results of the work may be disseminated/published.

13.0   Work Plan

The proposal should indicate the roles of the key researchers and timing of their involvement. The plan should clearly show the role of the Vice Chancellor.

14.0   Budget

The estimated budget for the research proposal should be itemized and presented in a clear format as shown in Annex VI.

15.0   Curriculum Vitae

Where deemed necessary, CVs of the key researchers shall be attached to the proposal.

ANNEX III: FORMAT FOR EVALUATION OF RESEARCH PROPOSALS

		YES	NO	
1.	SUMMARY	[ ]	[ ]	Is clear and concise.

Comments: _____

| 2. | LITERATURE REVIEW | [ ] | [ ] | Comprehensive, relevant and up to date |

Comments: _____

| 3. | GOALS & OBJECTIVES | [ ] | [ ] | Clearly stated, priority clear and objectives achievable. |

Comments: _____

| 4. | STATEME NT OF PROBLEM AND RATIONALE | [ ] | [ ] | Clearly stated and proposal is well reasoned out. |

Comments: _____

| 5. | METHODOLOGY | [ ] | [ ] | Proper, well designed, and related to all objectives stated. |

Comments: _____

| 6. | PERSONNEL (CVs) | [ ] | [ ] | The applicant(s) is scientifically and technically capable. |

Comments: _____

| 7. | BUDGET (AND JUSTIFICATION) | [ ] | [ ] | Realistic |

Comments: _____

8. CONCLUSION: Do you recommend approval of this proposal?

		YES	NO	
		[ ]	[ ]	Yes as presented
		[ ]	[ ]	Yes, subject to minor revisions shown under "Comments"
		[ ]	[ ]	No, see detailed comments under item 9.

Comments: _____

| 9. | ANY OTHER COMMENTS: | [ ] | [ ] | No, do not recommend it. |

Note: You may use a separate sheet of paper for detailed comments on each of the above sections

ANNEX IV: STANDARD RESEARCH BUDGET FORMAT

1.0   Cost Estimate

Cost estimates for research project proposals should be given under various subheadings such as

   a) Equipment, books, tools costs (if any)

   b) Payments to supporting staff

   c) Labour costs

   d) Consumables/materials

   e) Travel and accommodation costs

   f) Report writing costs

   g) Honoraria; mention names of recipients, applicable rates and duration

   h) Contingencies; usually 10 - 15% should be allowed for.

   i) Research administrative costs - at least 8% of all costs.

The cost estimates should conform to approved rates.

   a) Indicate which cadre of supporting staff, for how long and state the basis of payment i.e. either a fixed rate per hour or lumpsum payment(s).

   b) For consumables/materials, indicate the local/foreign cost component.

   c) Here state the applicable perdiem or the estimated ticket cost, duration of stay, accommodation charges per night, food cost/allowance, if traveling by road in a faculty/personal vehicle indicate the total distance to be travelled and the applicable rates. Include allowance for the driver's expenses.

2.0 Budget Format and Payment Schedule (see the next page**).**

Kampala International University in Tanzania

SUMMARY OF RESEARCH PROJECT BUDGET

Faculty/Institute: _____   **Department:** _____

Research Title: _____   **Principal Researcher**: _____

COST CODES	Total	Proposed Payment Schedule				Final	Comments
		1st Instal.	2nd Instal.	3rd Instal.	4th Instal.		
1.0 DIRECT COSTS 1.1 Equipment, books, tools costs (if any) 1.2 Literature 1.3 Payments to supporting staff 1.4 Labour costs 1.5 Consumables/materials 1.6 Report writing costs 1.7 Dissemination workshop/seminar/conference							
2.0 TRAVEL AND TRANSPORT 2.1 Travel to/from outside DSM 2.2 Local transport 2.3 Special requirements							
3.0 ACCOMODATION COSTS 3.1 External assignments per diem 3.2 Other costs							
4.0 HONORARIA (payable to researchers)							
5.0 RESEARCH ADMINISTRATIVE COSTS (at least 8% of all costs)							
6.0 CONTINGENCIES; allow for 10-15%*							
GRAND TOTAL							

Payment Conditions: 1st Instalment………………..Signed…………………..Main Researcher

2nd Instalment……………….. Signed…………….......Dept. Coordinator

3rd Instalment…………....……Signed…………….…....Head of Department

4th Instalment…………...……Signed……………........Assoc. Dean/Director, R+P Final

Payment…………….........……Signed……………..…...Director, R+P Directorate

* To be released upon application

ANNEX V: **Kampala International University in Tanzania**

OFFICE OF THE DIRECTOR OF POSTGRADUATE STUDIES AND RESEARCH

RESEARCH CONTRACT FORMAT FOR RESEARCHERS

CONTRACT FOR RESEARCH

1.   Name of Researcher(s)   1. _____
                                                              (Principal Researcher)
                                                  2. _____

                                                  3. _____

                                                  4. _____

2.   I, the Principal Researcher mentioned above, undertake to carry out the research project, titled……………………………………………………………………...… the details of which are contained in the attached approved proposal.

3.   The duration of doing the research will be………………………………………. months.

4.   The University undertakes to provide funding for the proposed project for the total amount of TShs……………………………… subject to the availability of funds.

5.   The payment will be in accordance with the approval schedule that is attached to this contract.

6.   All supporting staff, e.g. secretarial, technical and auxiliary will be from among the KIUT staff/students. Permission to employ staff outside KIUT, if for an extended period of time and/or on regular basis should be obtained from the DPGSR before it is effected.

7.   KIUT reserves the right to withhold payment partially or fully, if it is not satisfied with the progress of the project.

8.   The researcher(s) shall be required to refund the KIUT payments received fully or in part in case of non-performance.

9.   KIUT will have copyrights on the research.

10.   The research project has been assigned a unified KIUT Code No: **…………………**
          We the undersigned accept the above- mentioned terms and conditions.

_____   _____
Principal Researcher   Witness

Dean, Faculty of……………………………………………………………….

Date ………………………………..

_____

Copy: DVC AA

ANNEX VI: RESEARCH PROGRESS REPORT FORMAT

1.0   PROJECT DESCRIPTION

SECTION A: SUMMARY OF ADMINISTRATIVE INFORMATION

1.1   Project Number & Title: _____

1.2   Principal Researcher
       Name: _____   Department: _____

1.3   Period (month/year) covered by this
report   to _____
       From to _____

1.4   Period (month/year) covered by previous progress report:
       From to _____   to _____

1.5   Starting date of Project: _____

1.6   Estimate duration of Project Date of estimated completion
       Initial: _____
       Latest: _____

1.7   Estimated cost of Project (in Tshs): _____

1.8   Funds allocated to project (in Tshs): _____

Phase 1	Phase 2	Phase 3	Phase 4	TOTAL
___	___	___	___	___

2.0   PROJECT OBJECTIVES

Briefly state the project objectives, indicate which (if any) are changed or new, and give the reason for any revision (1) since the start of the project, and (2) since the latest progress report.

3.0   PROGRESS SINCE LAST REPORT A:

SCIENTIFIC PROGRESS

Include sufficiently detailed summaries of work carried out and results obtained to permit an informed critical scientific assessment of the work by the respective committees and per reviewers. As much as possible, results should be presented in tabular or graphic form. Summaries should be complete in themselves and as brief as possible, consistent with clarity in a maximum of two pages..

SECTION B: PROGRESS TOWARDS ACHIEVING PROJECT OBJECTIVES

Describe advances and/or problems encountered in the course of completion of the Plan of Work for this reporting period. Interpret new findings (both positive and negative) in terms of the objectives of the project and state if they are expected to increase (or decrease) the duration, total cost, and/or likelihood of success of the project. If findings indicate potentially fruitful alternative and/or additional lines of research, indicate so with sufficient explanatory information to ensure understanding by reviewers.

4.0   FINANCIAL STATEMENT OF INCOME AND EXPENDITURE DURING THE PERIOD COVERED BY THE REPORT*

PERIOD COVERED (DATE) _____ TO _____					
		Amount[1] Brought Forward	Fund[2] Received	Funds[3] Expended	Balance[4]
1.	Direct Expenditures				
2.	Travel and Transport				
3.	Per Diem				
4.	Honoraria				
	GRAND TOTAL				

1.   Amount should be shown in Tshs.
2.   The breakdown should be as shown in the budget approved for the reporting period.
3.   Include as funds expended those for which commitments have been made.
4.   This amount is the sum of amounts in the first two columns, less the amount in the third.
5.   The balance should be reconciled with approved budget indicated in Annex IV.

ANNEX VII: FORMAT FOR THE FINAL RESEARCH REPORT

1.0   Research Report Content

A research report should include the following headings:
- Abstract
- Acknowledgments
- Table of contents
  - Abbreviations

- List of figures
- List of symbols
- Introduction
- Objectives
- Literature review
- Methodology
- Experimental details
- Results
- Analysis and Discussion of the results
- Conclusions and Recommendations
- References/Bibliography
- Tables
- Plates
- Figures
- Appendices

2.0   Report Format

- All headings should be left justified.
- Line spacing should be single and fonts should be 12 cpi.
- Left margin should be 1.5 inches and 1 inch on all other sides.
- Typing should be on both sides of A4, 18 gram paper.
- Format for quoting reference numbers in the text and references should be standard. British
    Citation Standard BS 5605:1990 is recommended.
- Any other standard that is recommended for certain professions could also be used.
- Report cover shall be as shown in the attached format.

- References/Bibliography should be cited as follows:
Examples:
i) Technical Articles
Lembu, T. R., 2005. "Informal Construction Sector Performance in Tanzania."
Tanzania Engineer, IET, 10(3), pp.37 - 43.

ii) Books
Masatu, C. K., 2004. Implementing Total Quality Management in Higher Education.
Dar es Salaam Higher Education Press, Dar es Salaam, 156pp.

iii) Reports
Construction Industry Development Board, 2004. "Construction Industry
Sector Development Strategy - A Summary of Needs". CIDB, Dar es Salaam. 142pp.

- Tables, Plates and Figures should either be included in the text at the appropriate places or they should be at the end of the text, after references.

3.0   Electronic Format

For purposes of inclusion in the KIUT electronic database, an electronic format of the report based on commonly used software shall also be submitted.

KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA

(Name of Department, Faculty, Institute or Bureau)

FINAL RESEARCH REPORT

(TITLE OF THE RESEARCH PROJECT)

Research Report No: _____

Authors:

1. _____
2. _____
3. _____
4. _____

(Date, Month, Year)

ANNEX VIII: GUIDELINES FOR RESEARCH REPORT PEER REVIEW

1. General Evaluation

   Editorial quality

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

   Layout

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

   Length

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

   Quality of References

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

   Adherence to general requirements (fonts, line spacing, margins etc).

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

2. **Detailed Evaluation**

   Abstract: Does the abstract adequately summarise the report?

       Yes

       No

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

   Introduction: Does the introduction sufficiently detailed for this form of research?

       Yes

       No

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

   Objectives: Are the research objectives clear and do they reflect what has been achieved in the research?

       Yes

       No

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

   Literature review: Is the literature review relevant, sufficient and up to date?

       Yes

       No

   Comments:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

   Research methodology: Is the research methodology sufficiently described?

Yes

No

Comments:_____

Experimental details: Are the experimental details well described and can they be repeated?

Yes

No

Comments:_____

Results: Are the results accurate and well presented?

Yes

No

Comments:_____

Analysis and discussion of the results: Is the analysis relevant and exhaustive?

Yes

No

Comments:_____

Is the discussion of the results exhaustive and conclusive?

Yes

No

Comments:_____

Conclusions and recommendations: Are the conclusions and recommendations relevant and consistent with analysis?

Yes

No

Comments:_____

Do the conclusions and recommendations match the research objectives?

Yes

No

Comments:_____

Are the references/bibliography relevant, exhaustive and up-to- date?

Yes

No

Comments:_____

Recommendations

Would you recommend that the report be

published: Without changes

With minor changes

With major revisions

Not to be published due to poor quality

Reasons: 1.

2.

3.

4.

Reviewer's Name:

Reviewer's Signature: Date: