



**JARAMOGI OGINGA ODIGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT: PROCEDURE FOR ADMINISTRATION OF RESEARCH
PROJECTS AND GRANTS**

DOC. NO. JOOUST/RIO/OP 46

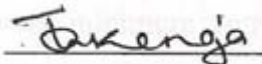
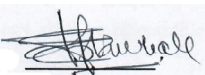
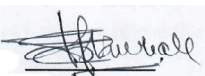
**AUTHORIZED BY: DEPUTY VICE-CHANCELLOR SIGN: 
RESEARCH, INNOVATION AND OUTREACH**

**ISSUED BY: DIRECTOR, SIGN: 
CENTRE FOR RESEARCH, INNOVATION AND
TECHNOLOGY**

1.0 DOCUMENT DISTRIBUTION

S/NO	TYPE	OFFICE
i.	Master Copy	QMR
ii.	Copy	DVC,RIO
iii.	Copy	DRT,CRIT
iv.	Copy	FHs
v.	Soft Copy	JOOUST Website by Password

2.0 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/4/2012	Timelines introduced in items 6.1.2 to 6.1.11	
29/4/2013	Procedure reviewed to reflect change	
26/9/2013	of status from BUC to JOOUST Procedure renamed to Administration of Research Projects and Grants. Inserted Method 6.1-6.8 and Removed method on Conferences and Workshops	

ISSUE NO: 001	REVISION NO: 04	DATE OF ISSUE: 15 TH OCTOBER, 2011
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30/4/2015 Restructured 6.1, 6.2 and 6.3
 Removed 6.4.2 to 6.4.4 Re-structured 6.4.3,
 6.5.1 to 6.5.2. Removed 6.5.3 to 6.5.6

1.0 **Purpose** : To ensure the efficient administration of research projects
 and research grants.

2.0 **Scope** : This procedure covers the management of internally and externally
 funded research projects and grants

- 3.0 **References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3 JOOUST Statutes
 - 3.4 JOOUST Strategic Plan
 - 3.5 JOOUST Service Charter

4.0 **Terms and Definition**

- 4.1 **QMR:** Quality Management Representative
- 4.2 **VC:** Vice-Chancellor
- 4.3 **DVC, RIO:** Deputy Vice-Chancellor, Research, Innovation and Outreach
- 4.4 **DVC, AA:** Deputy Vice-Chancellor, Academic Affairs
- 4.5 **Abstract:** Summary of Proposal
- 4.6 **BUC:** Bondo University College
- 4.7 **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- 4.8 **FHs:** Functional Heads (DVC, Deans, Directors, Registrars,
 Heads of Sections/Units, Chairpersons of Departments)
- 4.9 **Functions:** Operative units within the University such as
 Divisions, Schools/Departments and Directorates

ISSUE NO: 001	REVISION NO: 04	DATE OF ISSUE: 15 TH OCTOBER, 2011
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5.0 Responsibility:

5.1: Principal Responsibility:

Deputy Vice-Chancellor Research, Innovation and Outreach shall administer all research projects and research grants within the University.

5.2: Other Responsibilities

The Director, Centre for Research, Innovation and Technology shall be responsible for the implementation and effective supervision of this procedure.

6.0 Method

6.1 Internally Funded Research Projects

- 6.1.1 DRT, CRIT shall announce the calls for proposals for internal research grants within one month of approval by RPPC.
- 6.1.2 DRT, CRIT shall receive proposals from researchers
- 6.1.3 The DRT, CRIT shall forward the proposals to DVC, RIO for tabling at the RPPC meeting for consideration.
- 6.1.4 The DVC, RIO shall convene the RPPC meeting within 2 weeks after the closing date of the announcement to consider the proposals for funding.
- 6.1.5 The DRT, CRIT shall communicate the outcome of the RPPC meeting to the researcher(s) through the DVC, RIO.
- 6.1.6 The researchers(s) obtaining funds from the University shall sign a contract with the DVC, RIO and the original copy shall be retained by the office of the DVC, RIO.
- 6.1.7 The DRT, CRIT shall coordinate the implementation of research projects.
- 6.1.8 The researcher shall submit reports to the DVC, RIO through the DRT, CRIT as provided for in the Research and Development Policy.
- 6.1.9 The DVC, RIO shall update the VC on the internally funded research activities.

ISSUE NO: 001	REVISION NO: 04	DATE OF ISSUE: 15 TH OCTOBER, 2011
-------------------------	---------------------------	---

6.2 Externally Funded Research Project

- 6.2.1 Researcher(s) shall, if so required, submit proposals for external funding through the office of the DVC, RIO.
- 6.2.2 The DVC, RIO shall administer funds received by researchers through the University.
- 6.2.3 The DRT, CRIT shall coordinate the implementation of research projects and report to the DVC, RIO.
- 6.2.4 Researchers shall submit half-year and final technical and financial reports to the DRT, CRIT through the Coordinator, Research.
- 6.2.5 The DRT, CRIT shall submit progress reports to the DVC, RIO
- 6.2.6 The DVC, RIO shall have custody of all copies of signed research contracts in the University.
- 6.2.7 The DVC, RIO shall update the VC on research activities.

6.3 Accessing Research Grants

- 6.3.1 The Researcher shall submit a written request to the office of the DVC, RIO to access the grant with relevant attachments on disbursement details.
- 6.3.2 The DVC, RIO shall forward the request to the DVC, PAF for approval and authority to access the grant.
- 6.3.3 The DVC, RIO shall inform the Researcher of the approval and authority as applicable
- 6.3.4 The Researcher shall apply for the amount approved attaching the relevant documents of approval and submit to the office of the DVC, RIO.
- 6.3.5 The DVC, RIO shall upon his assessment of the attached documents grant authority for expenditure.
- 6.3.6 The Researcher shall account for the funds through the DVC, RIO.
- 6.3.7 The DVC, RIO shall upon his assessment approve the accounting documents for onward submission to finance department.

ISSUE NO: 001	REVISION NO: 04	DATE OF ISSUE: 15 TH OCTOBER, 2011
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6.4 Records of Research Activities

6.4.1 Researcher(s) shall submit copies of research records to the office of the DVC, RIO.

6.4.2 The office of the DVC, RIO shall establish and maintain an up-to-date electronic and hard copy database of all research activities.

6.4.3 The office of the DVC, RIO shall forward copies of the research findings/reports to the University Library.

6.5 Monitoring and Evaluation

6.5.1 The researcher shall submit periodic reports of their research activities on the basis of agreed criteria to the DVC, RIO.

6.5.2 The office of the DVC, RIO shall collate and compile all information and data related to research.

ISSUE NO: 001	REVISION NO: 04	DATE OF ISSUE: 15 TH OCTOBER, 2011
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