



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

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

DOC. NO. JOOUST/RIO/OP 43

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
.....
.....
.....
.....
.....
.....

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
-------------------------	---------------------------	---

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:

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. JOOUST Strategic Plan 2016/17-2020/21
- v. JOOUST Service Charter
- vi. JOOUST Research and Development Policy 2013

4.0 Abbreviations/Acronyms and Definitions

- i. Abstract: Summary of Proposal
- ii. DRT (CRIT): Director (Centre for Research, Innovation and Technology)
- iii. DVC (AA): Deputy Vice-Chancellor (Academic Affairs)
- iv. DVC (RIO): Deputy Vice-Chancellor (Research, Innovation and Outreach)
- v. FHs: Functional Heads (DVC, Deans, Directors, Registrars, Heads of Schools/Departments and Directorates Sections/Units, Chairpersons of Departments)
- vi. Functions: Operative units within the University such as Divisions,
- vii. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- viii. QMR: Quality Management Representative
- ix. RPPC: Research, Publication and Press Committee
- x. VC: Vice-Chancellor

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY , 2018
-------------------------	---------------------------	--

5.0 Responsibility:

5.1: Principal Responsibility:

Deputy Vice-Chancellor Research, Innovation and Outreach shall oversee the administration of 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 RPPC shall evaluate the proposals based on the selection criteria

6.1.6 The DRT, CRIT shall communicate the outcome of the RPPC meeting to the researcher(s) and notify the DVC (RIO).

6.1.7 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.

6.1.8 The DRT, CRIT shall coordinate the implementation of research projects.

6.1.9 The researcher shall submit quarterly reports to RPPC through the DRT, CRIT as provided for in the Research and Development Policy.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY , 2018
-------------------------	---------------------------	--

- 6.1.10 The DRT (CRIT) shall collate the progress reports and present to DVC(RIO) for tabling in the to RPPC.
- 6.1.11 The researchers shall be required to disseminate research findings through internal and external scientific fora and submit reports to DRT (CRIT).
- 6.1.12 The DRT (CRIT) shall collate and submit research dissemination reports to DVC(RIO)
- 6.1.13 The DVC (RIO) shall update the VC on the internally funded research activities.

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.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY , 2018
-------------------------	---------------------------	--

- 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.

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: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY , 2018
-------------------------	---------------------------	--