



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

**DOCUMENT:** PROCEDURE FOR CAPACITY BUILDING IN RESEARCH  
PROPOSAL DEVELOPMENT

**DOC. NO.** JOOUST/RIO/OP/46

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

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

**1.0 DOCUMENT DISTRIBUTION**

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iii.	Copy	D (CRIT)
iv.	Copy	FHs
v.	Soft Copy	JOOUST Website by Password

**2.0 DOCUMENT CHANGES**

DATE	CHANGES	AUTHORIZED BY
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## 1.0 Purpose

To improve researchers' knowledge, skills and attitudes as well as their access to research information and resources to undertake and disseminate high quality research efficiently and effectively.

## 2.0 Scope

This procedure covers identifying staff and graduate students for capacity building in research proposal development, formulating training program, delivering training and monitoring progress and assessing impact of training.

## 3.0 References

- i. ISO 9001: 2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. JOOUST Strategic Plan 2016/2017-2020/2021
- v. JOOUST Service Charter
- vi. JOOUST Training Manual
- vii. Big Four Agenda
- viii. Vision 2030
- ix. Africa Development Agenda 2063
- x. SDGs
- xi. Intellectual Property Policy 2016
- xii. Research and Development Policy 2013
- xiii. Staff training and Development Policy

## 4.0 Abbreviations/Acronyms/ Definitions

- i. Capacity building- A process of individual and institutional development which leads to higher levels of skills and greater ability to perform research, research administration, technology transfer and commercialization. Or is evidence driven process of strengthening the abilities of individuals, organizations, and systems to perform core functions sustainably, and to continue to improve and develop over time.
- ii. CTM: Coordinator Training and Mentorship
- iii. CR: Coordinator, Research
- iv. CBI: Coordinator, Business Incubation
- v. DVC (RIO): Deputy Vice-Chancellor (Research Innovation and Outreach)

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- vi. D (CRIT): Director (Centre for Research Innovation and Technology)
- vii. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- viii. Research: A systematic inquiry to describe, explain, predict and control the observed phenomenon
- ix. VC: Vice –Chancellor

**5.0 Responsibility**

**5.1 Principal Responsibility**

The Deputy Vice-Chancellor, Research, Innovation and Outreach shall be responsible for the coordination of Capacity Building in Research Proposal Development.

**5.2 Other Responsibilities**

The Director, Centre for Research, Innovation and Technology shall be responsible for monitoring progress and impact of training.

The Coordinator, Training and Mentorship shall be responsible for identification of staff and graduate students to be trained and formulation of training program.

**6.0 Method**

- 6.1.1 Individuals/ Departments/Schools/ Unit/Sections shall forward their research training requirements to D(CRIT) or D (CRIT) may in consultation with Head of Sections initiate research training requirements
- 6.1.2 D(CRIT) shall forward the research training requirements to DVC, RIO for consideration and action.
- 6.1.3 D(CRIT), CR, CBI and CTM shall review the research training requirements, identify priority and competencies required.
- 6.1.4 CR, CBI and CTM shall formulate training programme, identify facilitators highlighting their roles, develop training calendar and communicate training dates to interested parties.
- 6.1.5 The DVC, RIO shall facilitate the implementation of capacity building in research development.
- 6.1.6 The D(CRIT) shall facilitate the evaluation and analysis of training programme so as to identify achievements, strengths, weaknesses, lessons learned, unexpected challenges and share best practices and forward the report to DVC, RIO.

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6.1.7 The DVC, RIO shall update the VC on the progress of capacity building in research proposal development

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