



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

DOCUMENT: PROCEDURES FOR DEVELOPING FUNDABLE RESEARCH PROPOSALS

DOC. NO. JOOUST/RIO/OP/47

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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i.	Master Copy	QMR
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2.0 DOCUMENT CHANGES

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ISSUE NO: 001	REVISION NO: 00	DATE OF ISSUE: 15TH JANUARY, 2018
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1.0 Purpose

To help empower staff and students to be successful in securing funds / resources for research projects that provide worthwhile social service.

A major theme that runs throughout the guide is a concern for the development of meaningful cooperative relationships with funding agencies, with community organizations and with the people we are serving as a basis for the development of strong fundable initiatives. The guide is built on the assumption that it is through collaboration and participation at all levels that long term change can be effected.

2.0 Scope

This procedure covers identification and development of meaningful cooperative relationships with funding agencies, with organizations and with the people we are serving as a basis for the development of strong fundable initiatives.

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. STISA 2024 Agenda
- vii. Big Four Agenda
- viii. Vision 2030
- ix. Africa Development Agenda 2063
- x. SDGs
- xi. Research and Development Policy 2013
- xii. Intellectual Property Rights Policy 2016
- xiii. Copyrights Policy, 2017

4.0 Abbreviations/Acronyms and Definitions

4.1 Abbreviations/Acronyms

- i. CP Copyrights Policy, 2017
- ii. CR Coordinator Research
- iii. CRIT Centre for Research Innovation and Technology
- iv. D (CRIT) Director, Centre for Research Innovation and Technology

ISSUE NO: 001	REVISION NO: 00	DATE OF ISSUE: 15TH JANUARY,2018
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- v. DVC (RIO) Deputy Vice-Chancellor (Research Innovation and Outreach)
- vi. IPR Intellectual Property Rights 2016
- vii. JOOUST- Jaramogi Oginga Odinga University of Science and Technology
- viii. R&D Research and Development
- ix. RFP Request for Proposals
- x. SDGs Sustainable Development Goals
- xi. STISA 2024 Science, Technology and Innovation Strategy for Africa 2024
- xii. VC Vice –Chancellor

4.2 Definitions

- i. **Citation:** is when one paper explicitly refers to another paper. Usually there is some kind of indication in the text of the paper, then the full reference is given in the bibliography.
- ii. **Copyrights:** A form of protection provided by laws to authors of "original works of authorship." This includes literary, dramatic, musical, artistic and certain other creative works.
- iii. **Discovery: discovery** is recognizing something that already exists for the first time that nobody has found before.
- iv. **Innovation:** The process of translating an idea or invention into a good or service that creates value or for which customers will pay. ... In business, *innovation* often results when ideas are applied by the company in order to further satisfy the needs and expectations of the customers.
- v. **Invention:** Creating something totally new with one's own ideas and development.
- vi. **Intellectual Property:** refers to creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce. **Intellectual property** is divided into two categories: Industrial **Property** includes patents for inventions, trademarks, industrial designs and geographical indications.
- vii. **Research** - A systematic inquiry to describe, explain, predict and control the observed phenomenon
- viii. **Research proposal** is a document proposing a **research** project, generally in the sciences or academia. It generally constitutes a request for sponsorship of that **research**.
- ix. **Proposal** evaluation: based on the cost and potential impact of the **proposed research**, and on the soundness of the **proposed** plan for carrying it out.

5.0 Responsibility

5.1 Principal Responsibility

ISSUE NO: 001	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY,2018
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The Deputy Vice-Chancellor, Research, Innovation and Outreach shall be responsible for the coordination of development of fundable Research Proposals.

5.2 Other Responsibilities

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

The Coordinator Research shall be responsible for Identification of staff and graduate students to be trained and formulation of training program.

6.0 Method

- 6.1.1 Calls for Research proposals may originate from either the Office of the VC, DVC (RIO), Director, CRIT or from a member of staff and students.
- 6.1.2 DVC, RIO shall consider the call for proposals and direct them to D (CRIT) for consolidation and further action.
- 6.1.3 D(CRIT) in liaison with CR shall identify staff or students to respond to the call for proposals.
- 6.1.4 The D(CRIT) shall monitor the process of proposal development.
- 6.1.5 D(CRIT) shall forward developed research proposals to DVC, RIO for consideration and further action or submit the proposal as appropriate.
- 6.1.6 The DVC, RIO shall update the VC on the status of research proposals

ISSUE NO: 001	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY,2018
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