

Michael Okpara
University of
Agriculture, Umudike
(MOUAAU)



RESEARCH POLICY AND PLAN

2019

FOREWORD

The third Vice Chancellor of Michael Okpara University of Agriculture, Umudike (Prof. Ikenna Onyido) initiated an institutional arrangement for research management in the university. Research governance and administration ensures that the university consistently leads the frontiers of national and global research. This research policy and plan has been the instrument for implementing research in the university. Twelve years after this initial effort, I perceive an urgent need to modify this document and include an essential component which describes the grant management structure of the university. This component will complement other areas of research policy by demonstrating a simple and transparent system for implementing research through proper fund management and reporting. It will make funders confident that investing in research in this university is a worthwhile effort. It will make our institution more relevant as a global centre for sustainable research in food and nutrition security and a resource base for ideas and new science and technology for national development. By including a grant management structure to the existing research policy and plan a robust scheme for carrying out feasible research and interacting with funders has been established. It is expected that by making the grant management structure of the university visible to the whole world, more research activities will be undertaken by the university, for sustainable development in food and nutrition security.

The Research Policy and Plan document seeks to define the university's research policy thrust, which is in line with the objectives of the University as stated in its enabling law. It dwells elaborately on the administration of research with an organogram that consists of the University Research Board, a Directorate for University Research Administration, Research Programmes and Research Teams. Presently, twelve Research Programmes are available. It also outlines procedures for handling research-related issues and provides for mechanisms for enhancing research capacity and research activities and for the funding of research. The grant management structure has been incorporated into this Policy and Plan as a simple, transparent procedure for seeking for grants, managing grants and reporting.

I would like to commend the Committee that thoughtfully added this vital component to the already existing Research Policy and Plan. I thank all who made their inputs at the levels of the University-wide workshop, discussions in Senate, and the Governing Council for updating this document. The lofty ideas embedded in this document can only be translated into reality through proper implementation. The drive and innovative leadership skills of the Directorate of University Research Administration and the entire research community in the university will uplift the status of research in our dear university.

Francis O. Otunta (PhD)
Vice Chancellor

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PREAMBLE

Decree No. 48 Federal Universities of Agriculture Decree of 1992 states the objectives of Michael Okpara University of Agriculture, Umudike to include:

- To promote and emphasize teaching, research and extension of agricultural knowledge including agriculture extension services and outreach programmes, in-service training, continuing education and on-farm adaptive research, and
- To establish institutional linkages in order to foster collaboration and integration of training, research and extension activities.

Research is a process of guided learning aimed at exploring new knowledge or testing existing ones. Research is crucial in institutional and national development. It helps to promote the development of the student, the teacher and the society. It promotes creativity and objectivity. Universities all over the world are looked upon as centres where new concepts and scientific ideas emanate and great universities are known by the quality, quantum and applicability of their research output.

For a specialized university, the need for a clear research policy becomes imperative. Such a policy will provide a conceptual and practical framework that will ensure proper organization and management of research on a sustainable basis, instead of ad hoc arrangements that may be subject to abuse and failure. Such a policy will also provide mechanisms for prioritizing, monitoring, evaluating and reporting research efforts towards solving societal needs for increased food and fibre production and for technological breakthroughs.

2.0 MOUAU RESEARCH POLICY THRUST

In consonance with its mandate, MOUAU shall enthrone a functional, sustainable, excellence-driven and productive research culture. This can be achieved through the establishment and maintenance of an institutional arrangement, which will guarantee a conducive research environment in terms of adequate physical infrastructure,

facilities and financial resources for the promotion, organization, coordination and execution of high quality research, geared towards solving societal problems.

2.1 Research Focus

The university shall accord high priority to research in the disciplines she offers, notably Agriculture, Science, Engineering and Management. Such research projects shall address global realities, priority national needs and established needs of the university's catchment area. They shall, as much as possible, be problem-solving and people-oriented in scope and content, so that the university can make a solid impact on the society. However, relevant basic research shall also be encouraged to provide basic information and framework for applied research. Effort shall be made to accommodate both basic and applied research in the disbursement of research funds.

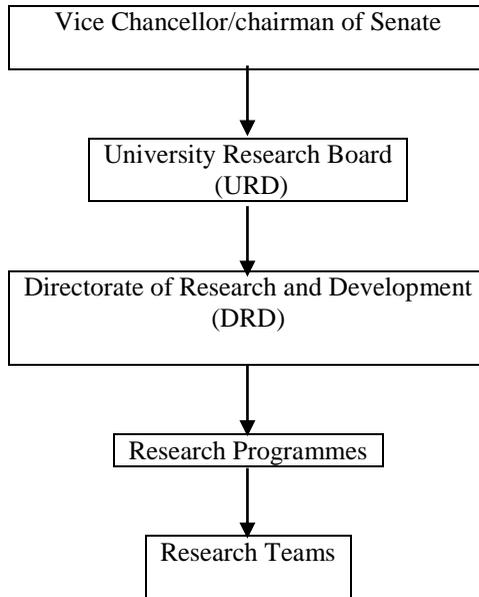
Research objectives may be short – (less than one year in duration), medium- (one to two years) or long-term (more than two years). Commodity/Utility/Action-based research programmes shall be identified within which different research teams will emerge. The University shall encourage multi-disciplinary/inter-disciplinary/trans-disciplinary research, as a means of broadening the focus of research and ensuring sufficient input from various related professionals, thus guaranteeing its relevance and acceptability.

Efforts shall be made to incorporate mechanisms for dissemination of results of research to relevant sectors in order to facilitate their adoption, commercialization (if possible) and utilization. Institutional linkages shall also be sought to facilitate research efforts within the University.

3.0 ADMINISTRATION OF RESEARCH

To ensure proper organization and management of research on a sustainable basis, appropriate administrative machinery shall be put in place.

3.1 Administrative Organogram



3.1.1 University Research Board (URB)

There shall be a University Research Board under the chairmanship of the Vice Chancellor. This body shall be a Board of the Senate. Its functions shall be to:

- i. Articulate the policy for research for the university
- ii. Determine research priorities in line with the research focus and agenda of the University
- iii. Determine the minimum and maximum amount of grant for each research proposal from year to year
- iv. Manage the University's Research Trust Fund (RTF)
- v. Approve research grant applications
- vi. Review the research thrust, focus and content of research in the University periodically to reflect the overall objectives of the University in a dynamic society.

The composition of the Board shall be as follows:

i.	Vice Chancellor	-	Chairman
ii.	Deputy Vice Chancellors	-	Member
iii.	Registrar	-	Member
iv.	Bursar	-	Member
v.	University Librarian	-	Member
vi.	Director, Directorate of University Research Administration.	-	Member
vii.	Deans of Colleges	-	Member
viii.	Director of Academic Unit	-	Member
ix.	Director of Consultancy Services	-	Member
x.	Dean, Postgraduate School	-	Member
xi.	Executive Director (NRCRI) or Representative	-	Member
xii.	Deputy Registrar (Senate)	-	Secretary

3.1.2 Directorate of University Research Administration (DURA)

There shall be a Directorate of University Research Administration (DURA) located in the Office of the Vice Chancellor. A senior academic, preferably a Professor, who is committed to excellence in research and has demonstrated capacity for research administration and promotion, shall head the Directorate.

The Vice Chancellor shall appoint the Director. He/She shall have tenure of three years (for Professor) and two years (for other senior academics). This may be renewed for another period of three year and two years, for Professor and other senior academics, respectively. The Director shall liaise with Research Programme Leaders in carrying out the function of the Directorate as they relate to the programmes. In essence, the Director shall have periodic meetings, (as least quarterly) with Research Programme Leaders.

It shall be the duty of the Directorate to:

- i. Receive and process research grant applications and progress reports for consideration by the URB;
- ii. Monitor the utilization of research grants disbursed by the URB;

- iii. Maintain and constantly update a university-wide inventory of equipment and other facilities for research and liaise with researchers to identify their needs to be met from funds for capital development;
- iv. Facilitate the sharing of facilities by researchers and research teams for optimal, cost-effective utilization and to promote an atmosphere for cooperation and collaboration in research;
- v. Maintain an active cooperation with the Postgraduate School in order to ensure that research themes pursued by postgraduate students are consistent with the University Research Plan;
- vi. Facilitate, through strategic support, the prospecting for external support for research by researchers from donor agencies;
- vii. Prospect for donors to the University's Research Trust Fund, which shall form a long-term source of support for strategic research;
- viii. Facilitate the forging of linkages between researchers in the university and external bodies;
- ix. Serve as a liaison between researchers and potential end-users of the results in and outside the university;
- x. Facilitate the obtainment of patents and intellectual property rights for research results, discoveries, designs, etc generated through research in the University;
- xi. Monitor, evaluate and report on the projects
- xii. Organize research conferences, seminars and workshops on behalf of the University, in collaboration with the relevant Colleges/Schools and Departments; and
- xiii. Undertake other functions as may be assigned to it by Senate and/or the University Research Board.

3.1.3 GRANT MANAGEMENT STRUCTURE FOR MICHAEL OKPARA UNIVERSITY OF AGRICULTURE, UMUDIKE

Grant management is expedient to the university as a tool to keep track of her number of grants, their worth, and the research projects being carried out. The personnel involved as well as the output and impacts of university research

activities are also important variables. When grant reporting & invoicing is dependent on time rather than milestones, the process is direct and simple.

We need a process and a system across the institution that communicates research expectations, research progress and reports to funders.

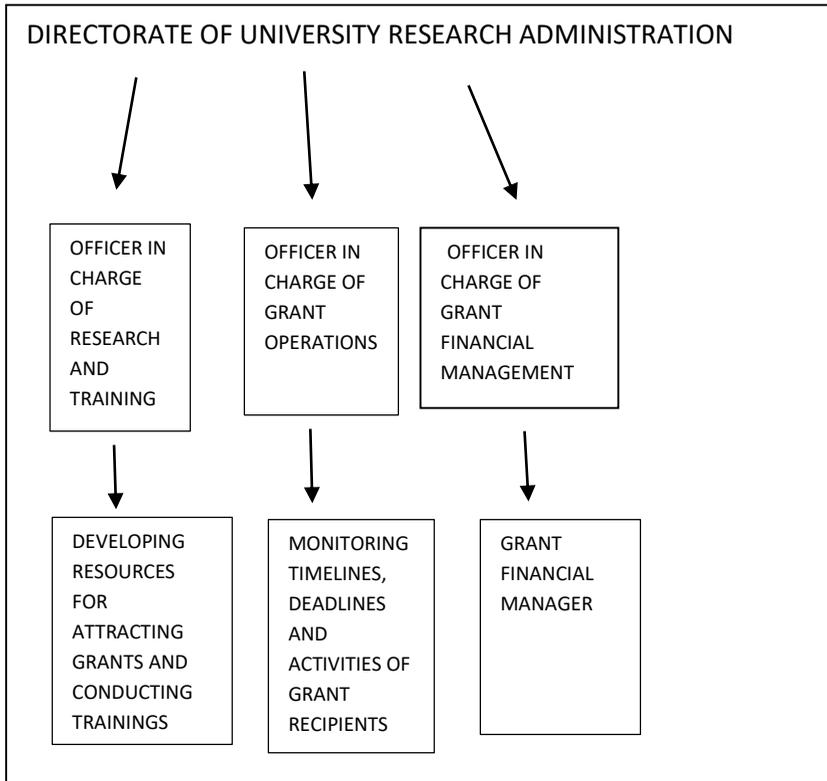
It is usually a best practice to send the reports to the sponsor when submitting required invoices

We are proposing a grant management structure that is:

Simple: Simple record keeping in grant accounting. We hope to use web based automated grant accounting systems in future.

Transparent: We shall showcase all information concerning each grant in one place (vendor, grant, recipient, timeline, and financial data) compliance with funders'

We shall update to use automated systems to analyse, budgets, reconcile data, link with payroll and purchasing systems of the university.



3.1.4 Programme

Commodity/Utility/Action-based Research Programmes shall be identified in all the Colleges/Schools in the university. A Research Programme Leader (RPL) will head each programme. The RPL shall be a senior academic, who is committed to excellence in research and shall be a specialist in the programme.

The Academic Board of the College in which the Programme is housed shall select the RPL. In the case of a Programme that cuts across Colleges, there shall be a meeting of the Deans of those Colleges to select a Programme Leader; He/She shall have an initial tenure of two years, renewable for another term of two years only.

Members of staff who indicate interest in any programme shall become members of that programme. An individual can belong to more than one programme.

It shall be the duty of each programme to raise research teams on any aspects of the programme, receive and review proposals of its members and forward approved ones to the DRD for further processing.

The following are the current Research Programmes in the University:

1. Agribusiness and Cooperatives
2. Animal Production and Improvement
3. Crop Production and Improvement
4. Agricultural Economics and Resources Management
5. Agricultural Extension, Education and Gender Issues
6. Biotechnology and Genetic Engineering
7. Soils, Agro-climatology and Environmental Management
8. Food Science, Nutrition and Home Management
9. Renewable Resources and Wildlife Management
10. Engineering and Information Technology
11. Biological and Physical
12. Marketing and entrepreneurship

3.1.5 Research Teams

It shall be the responsibility of members of a programme to constitute themselves into teams to carry our research on different conceived aspects of the broad research programme.

A Research Team Leader (RTL) shall head each team. The RTL shall be selected by the team. The composition of each Team shall be such that reflects the multi-disciplinary approach to the research being proposed. There is no limit to the number of members of a research team. An individual can be member of different research

teams and membership of research teams can cut across programmes, provided the individual belongs to those Programmes. Research proposals from research team are submitted to the appropriate programme Leader, through the RTL, for further processing.

4.0 PROCEDURES

4.1 Processing of Research Grant Applications

i) Research proposal originating from research teams within each programme shall be in the appropriate format (See Appendix I) and shall be forwarded to the RPL by the RTL in five (5) copies. Research teams should ensure that their proposals meet the stipulated guidelines (available from the DURA).

ii) Each programme, chaired by the RTL, shall organize an in-house review of each proposal submitted to it by Research Teams, using the approved scoring guidelines (Appendix II). Processing, at this stage, may involve revision by the Research Team, further review, rejection or acceptance. The RPL shall call a meeting to review proposals submitted to him/her within two weeks of the date of submission. Thereafter, the RPL shall forward five (5) copies of a successful proposal to the Director of DRD. Appendix II is the format for forwarding research proposals recommended by Programmes to DURA.

iii) For a postgraduate research proposal, the student's (staff) supervisory committee shall forward copies of the proposal to the Head of Department. The HOD shall arrange for presentation of the proposal in a seminar. After review, the HOD shall forward the revised proposal to the appropriate Research Programme Leader for further processing.

iv) The Director of URA shall, in liaison with RPLs, arrange for a review (internal or external) of proposals received from RPLs and HODs (for postgraduate proposals) within two weeks of receipt. The approved scoring guidelines shall be used.

v) On completion of the review process, DURA shall forward successful proposal to the URB, with definite recommendations, for approval and funding.

4.2 Communication of Approved Research Grants

- i. After approval of a research proposal for funding by URB, the DURA shall communicate the Research Team whose proposal is approved, through the appropriate RPL.
- ii. The Research Team shall be required to enter into an agreement with DURA to execute the approved project. Both parties shall endorse the Memorandum of Agreement (MOA), which shall specify the scope of the project, obligations of the Research Team and other conditions of the grant. A sample MOA is in Appendix IV.

4.3 Disbursement of Funds for Approved Projects

- i. Approved research funds shall be disbursed according to the terms in the MOA. Funds shall be disbursed in two installments of 60% and 40% of the approved fund.
- ii. The Research Team shall make a request for the first installment of the approved fund to the Director of URA, through the RPL.
- iii. After certification, the Director of URA shall forward the request to the Bursar for payment.
- iv. On the request of the Team, the second installment shall be paid only on the recommendation of the Director of URA that fund for the first installment was properly utilized and the Bursar is satisfied with its retirement.
- v. Efforts shall be made to avoid unnecessary bottlenecks in disbursement of research funds.

4.4 Monitoring of Approved Research Projects

- i. All funded research projects shall be adequately and regularly monitored, at least quarterly, by DURA.
- ii. The DURA shall constitute an *ad hoc* monitoring team for each research project being monitored.
- iii. Membership of each monitoring team shall include the Internal Auditor or representative and the Stores Officer or representative.
- iv. The functions of the Monitoring Team shall be:

- a. To inspect all equipment/materials claimed to have been purchased by a Research Team and certify that they are actually purchased and are where they should be;
- b. To ensure that the university stores had formally received and issued out every equipment/materials before they are put to use;
- c. To ensure that all equipment/materials purchased for the project have university inscription and the research grant number on them (where possible); and
- v. Report of the monitoring team shall be in the appropriate format (Appendix V).

4.5 Review Meetings and Progress Reports

- a. Every active Research Team shall have Monthly Review Meetings (MRMs)
- b. Reports of these meetings shall be sent to the RPL, whose programme shall have Quarterly Review Meetings (QRMs) or less, depending on the duration of a particular project
- c. The RPL shall forward progress reports, including financial, of all active research teams within the programme to the DURA quarterly or less, depending on the duration of a particular project.
- d. Progress reports shall be used for monitoring the projects.

4.6 Completion/Termination of Research Projects

- i. A project shall be deemed to have been satisfactorily completed following submission of an acceptable final report (including financial) by the Research Team.
- ii. It is mandatory that each research team shall give seminars to present results of university-funded research projects. Programme Leaders shall be responsible for the organization.
- iii. The DURA shall issue a certificate of successful project completion to the Team
- iv. An on-going project may be terminated by the DURA, following adverse reports by monitoring teams regarding misuse of funds, improper retirement of disbursed funds, unauthorized deviation from the approved work plan and shoddy execution of the project.

4.7 Acknowledgment

All publications emanating from research funded under this scheme shall duly acknowledge the University and donor agencies for support. Researchers and the University or donor agencies shall be joint owners of any patent or commercializable research results/developed technologies.

5.0 ENHANCEMENT OF RESEARCH CAPACITY

In order to ensure that Michael Okpara University of Agriculture, Umudike has a crop of dedicated academic staff with great capacity for research, in line with her research thrust, the following shall be entrenched on a sustainable basis:

- i. Vigorous and directional staff development scheme by which young promising graduates are recruited to pursue their PhD programmes in areas of need. The research projects of these budding academics shall derive from the overall University Research Plan. Choice of areas of specialization shall be consistent with the academic and projected future research and development goals of the university. The capacity-building scheme shall be funded from a Staff Development Fund (SDF), which will be managed by the URB. The SDF shall receive an allocation of at least 1% of the total recurrent annual budget of the university.
- ii. Upgrading of staff and enabling them to broaden their experience and acquire new skills needed to drive research in the university, through sponsorship for short courses, collaborative research visits, research exchanges, etc.
- iii. Encouragement and sponsorship of staff to conferences, workshops and seminars to enable them to benefit from peer interaction and build confidence in the midst of professional colleagues.
- iv. Academic Departments/Colleges shall be required to organize regular (monthly) research seminars where research ideas are tested and fresh research results are subjected to peer scrutiny and debate before

- dissemination through external conference attendance and publication, which shall be funded by the university.
- v. There shall be periodic university-wide conferences and workshops on topical issues, through the relevant Colleges and Departments
 - vi. The University shall endeavour to host conferences of professional societies of which staff are members.

6.0 ENHANCEMENT OF RESEARCH ACTIVITIES

In order to enhance research activities and take advantage of globalization of ICT, it shall be a deliberate policy of MOUAU to engage in academic/research linkages with other universities, Research Institutes and other public and private organizations within and outside Nigeria. Such linkages will foster mutual cooperation, which will help to advance the university's academic programmes and expose the staff to beneficial comparative experience. Through linkages, facilities and resources for research in these establishments shall be accessible to staff of the university and joint research projects can be forged. This ultimately leads to reduction in the cost of research.

7.0 FUNDING OF RESEARCH

Adequate and sustained funding is essential for the actualization of the university's research agenda. Meaningful problem-solving research is expensive. Moreover, premature termination of a research project due to lack of funds and other material support adversely affects the quality and quantum of research and indeed smolders interest and further initiatives. There is need, therefore, for the University to put mechanisms in place to guarantee availability of adequate research funds at all times. To achieve this, the University shall:

- i. Allocate at least 5% of its annual recurrent budget for funding of research
- ii. Establish a Research Trust Fund (RTF), which shall form a long-term source of support for strategic research articulated in the University's research plan or identified by benefactors but which shall be in consonance with the University's Research Plan

- iii. Encourage DURA, Research Teams and individuals to apply and compete for research support from external agencies and the donor community, for example UNICEF, UNESCO, FAO, UNIDO, WHO, IFS, TWAS, etc.
- iv. Canvass for the endowment of Professorial chairs by benefactors.

APPENDIX I
MICHAEL OKPARA UNIVERSITY OF AGRICULTURE, UMUDIKE
DIRECTORATE OF UNIVERSITY RESEARCH ADMINISTRATION

FORM: DRD 001

RESEARCH PROJECT APPLICATION FORM: Fresh Research Grants
(Personnel names and signature page)

Type all entries and follow instructions carefully

PROGRAMME:

TITLE OF PROJECT:

Names of Members of Research Team:

- 1.
- 2.
- 3.
- 4.
- 5.

PLEDGE:

In making this application for a research grant, we agree to abide by the conditions of the Research Grant Scheme.

Signed: Team Leader:

Team Members:

1.
2.
3.
4.
5.

We have scrutinized this research proposal and accept that the research team is competent to carry out the investigation and that it is in consonance with the University's Research Plan.

Signed: Research Programme Leader:
Director, Directorate of Research and Development:

1.0 THE PROJECT

1.1 EXECUTIVE SUMMARY

1.2 INTRODUCTION AND BACKGROUND

(Include current status of knowledge in the subject and recent references)

1.3 OBJECTIVES AND SCOPE OF WORK

1.4 JUSTIFICATION

2.0 RESEARCH PLAN

2.1 METHODOLOGY

(Include detailed information on location, methods of data collection, hypotheses, methods of data analysis, etc)

2.2 WORK PLAN (See Appendix VI)

(Indicate periods allotted to different component activities and possible deliverables)

Use separate sheets.

3.0 EXPERTISE AND FACILITIES

3.1 RESEARCH TEAM

Name	Qualification(s)	Area of Specialization	Specific Role in Project

3.2 FACILITIES AVAILABLE FOR THE PROJECT (LIST) AND THEIR LOCATION(S)

4.0 BUDGET FOR ENTIRE PROJECT PERIOD

<u>Budget Category</u>	Year 1	Year 2	Year 3
4.1 Equipment (Itemize below)			
4.2 Consumables			
4.3 Literature			
4.4 Other Expenses (Itemize below)			
Sub-Total			

Total for Entire project period: _____

*4.1 Equipment (Itemized)

S/No.	Equipment	Cost (₦ : K

** 4.4 Other Expenses

(Included traveling, printing, technical and support staff, etc)

5.0 WHAT IS THE POSSIBLE APPLICABILITY OF THE END RESULTS OF THE PROPOSED RESEARCH?

6.0 IS THIS PROJECT OR SOME ASPECT OF IT BEING FUNDED BY ANY OTHER AGENCY? IF SO, PLEASE SPECIFY.

7.0 HAS THE PROPOSAL BEEN SUBMITTED TO ANY OTHER FUNDING AGENCY? IF SO, PLEASE STATE NAME(S) OF THE AGENCY

8.0 IS THERE ANY PROJECT (COMPLETED OR ON-GOING) BY TEAM MEMBERS(S) RELATED TO THIS PROPOSAL? IF SO, PLEASE BRIEFLY DESCRIBE

APPENDIX II

MICHAEL OKPARA UNIVERSITY OF AGRICULTURE, UMUDIKE
DIRECTORATE OF UNIVERSITY RESEARCH ADMINISTRATION

FORWARDING OF RESEARCH PROPOSALS

FORM: DRD 02

1 PROGRAMME: _____

.

2 PROJECT TITLE: _____

.

3 RESEARCH TEAM: _____

.

4 Date of submission of proposal to programme leader: _____

.

5 Date(s) of in-house reviews: _____

.

6 Details of review (Extra sheets may be used):

. Please, attach copy of the score sheet

7 Recommendation

.

a. Duration _____

b. Total Cost _____

Name of Research Programme Leader: _____

Signature: _____ Date: _____

NOTE:

Five (5) copies of the proposal shall be forwarded to the Directorate of University Research Administration.

APPENDIX III

**MICHAEL OKPARA UNIVERSITY OF AGRICULTURE, UMUDIKE
DIRECTORATE OF UNIVERSITY RESEARCH ADMINISTRATION**

GUIDELINE FOR SCORING RESEARCH PROPOSALS

Scorable Item	Max. Score (%)	Actual Score (%)
1. Title of Project (Must be appropriate and capture the problem to be solved)	2	
2. Executive Summary	3	
3. Objective (Must be clearly stated and address the research theme)	10	
4. Literature Review (Must be adequate, relevant to the study and current)	15	
5. Methodology (Must be sufficient, current, clear and address the Objective)	40*	
6. Work Plan (Detailed, well-articulated, clear and feasible)	10	
7. Budget (Detailed and realistic)	10	
8. Applicability of end results	5	

9. Research Team	5
(Composition and qualifications to reflect Expertise and multi-disciplinary approach)	

TOTAL	100
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NOTE: A minimum total score of 60% is required for a proposal to be accepted

***A proposal shall score a minimum of 30% out of the maximum of 40% in methodology to be accepted**

APPENDIX IV

**MICHAEL OKPARA UNIVERSITY OF AGRICULTURE,
UMUDIKE
DIRECTORATE OF UNIVERSITY RESEARCH
ADMINISTRATION**

AGREEMENT NO: RG/

MEMORANDUM OF AGREEMENT (MOA)

For

RESEARCH PROJECT FUNDING

Between

**THE DIRECTORATE OF UNIVERSITY RESEARCH
ADMINISTRATION
(DURA)**

And

(RESEARCH TEAM)

For

Research on *(Research Topic):*

RESEARCH GRANT AGREEMENT

This agreement made this Day of 20 between on behalf of Michael Okpara University of Agriculture, Umudike (MOUUAU) here-in-after referred to as “**The Guarantor**” of the first part and for and on behalf of the Research Team jointly and severally, and here-in-after referred to as “**Grantees**” of the other part.

Whereas the Guarantor is desirous of awarding research grants for the execution of research projects and whereas the Grantees have accepted to carry out the research project detailed hereunto in accordance with terms and conditions here-in-after contained,

Now this agreement witnessed as follows:

ARTICLE ONE

1. Scope of Work for the Research Project

The scope of the research project under this agreement shall be:

- i. To undertake research on:

.....
.....
.....
With a view to achieving the following specific objectives:

.....
.....
.....
and

- ii. To submit the finding of the research to DRD

ARTICLE TWO
RESEARCH TEAM

2. The Research Team shall be made up of the following:

- i. _____ Team Leader
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____
- vii. _____
- viii. _____
- ix. _____
- x. _____

ARTICLE THREE

3. Obligations of the Research Team

3a. Research

- i. The Research Team shall undertake to carry out the research project(s) to a conclusive end in the light of the objectives of the project(s)
- ii. The project(s) shall not be subcontracted, as that would negate the principles of selection by DURA
- iii. The approved Work Plan for the project shall be adhered to. No changes shall be made without the approval of DURA
- iv. Maximum interaction among collaborating scientists in the Team shall exist in the interest of successful execution and completion of the project(s). The team Leader shall ensure and foster such collaboration.
- v. Grants for research projects shall not be diverted to other projects or other uses not connected with the actual projects for which funds are provided by DURA.

- vi. All equipment and other materials (other than consumables purchased for the project(s)) shall bear the inscription “**MOUUAU Research Grant Scheme**”
 - vii. All equipment and all other materials procured from MOUUAU research grants shall remain the property of MOUUAU and shall be deployed strictly to the research project.
 - viii. All projects funded by the Guarantor shall commence within three months of the receipt of grant. Otherwise the grant may be withdrawn. If there is any difficulty in starting a project, DURA shall be notified and specific authorization obtained in writing for any extension of time.
 - ix. In the event of the departure of the Leader of the Team benefitting from the grant within the first quarter of the period of the research, the total grant shall be refunded to MOUUAU, unless a satisfactory report and acceptable alternative arrangements have been made and approved by DURA in writing.
- 3b. Research Funds
- i. The total fund granted for the Research Project shall be
.....
.....
which shall be spent on the items/facilities required for the project as detailed in the Research Grant Application
 - ii. Grants shall be given to the Research Team in two installments of 60% and 40%.
 - iii. The second installment shall be given only if the first is properly utilized and retired, as certified by DURA and the Bursar.
 - iv. No request for additional funds will be entertained by DURA, except in truly exceptional cases.
- 3c. Data from the Research Project
- i. No data or result emanating from the project(s) can be published or otherwise made use of outside the requirements of this agreement without the specific authorization of DURA in writing. The University shall fund authorized publications.
 - ii. Any publication resulting from MOUUAU – sponsored projects shall bear an acknowledgement to MOUUAU.

- iii. Five (5) copies of the reports/reprints of each published article resulting from a project wholly or partly funded by MOUAU shall be submitted to DURA, which shall forward two (2) copies to the University Library.
- 3d. Discoveries and Patents
Should any discovery leading to a patent emerge, MOUAU shall take out the patent and necessary action for further development shall be considered by MOUAU. The researchers shall be joint owners with MOUAU or the donor agency of any patent or commercializable research results/developed technologies.
- 3e. Progress Reports
Quarterly (or less, depending on the duration of the Project) progress and financial reports on the project shall be submitted to DURA. Each Research Team is expected to execute the project conclusively and provide DURA with ten (10) copies of the final report.

ARTICLE FOUR

4. Monitoring and Periodic Review of the Research Project

For the duration of the project, DURA shall:

- i. Monitor the progress being made in its execution, and
- ii. Carry out periodic review of the project, visit the project location(s) and inspect accounts, equipment, materials, etc

ARTICLE FIVE

5. Termination of the Project

Any funded research project shall be deemed terminated:

- i. At the conclusion of the project within the specified period or any time before the date, if DURA assessment of the project indicates that the performance of the Research Team is unsatisfactory,

- ii. If the Research Team contravenes any of the conditions embodied in this agreement, and
- iii. If either party fails to meet its obligations as stated in this agreement and if the offending party, having been informed of the lapse, fails to affect the necessary rectification within one month.
- 5a. The reason for the termination of the project shall be put in writing for record purposes.

.....
Director, DURA

.....
Research Team Leader

Date:

Date: -----

Witness (Member of Research Team)

Date: -----

APPENDIX V

**MICHAEL OKPARA UNIVERSITY OF AGRICULTURE,
UMUDIKE**

**DIRECTORATE OF UNIVERSITY RESEARCH
ADMINISTRATION**

FORM: DRD 03

FORMAT FOR MONITORING RESEARCH PROJECTS

1. PROGRAMME:
2. Project Title:
3. Research Team:
4. Location(s) of the Project:
5. Date of commencement:
6. Possible Date of Completion:
7. Any Evidence of Review Meeting by the Research Team?

8 List All Equipment/Materials procured for the project

S/No	Equipment/Material	Location	Functional/Non-functional
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9. What percentage of the disbursed funds has been utilized?
10. To what extent has the approved Work Plan been adhered?
 - a. Largely
 - b. Fairly
 - c. Poorly
11. Assessment of the quality of Research Output (Deliverable) so far:
 - a. Outstanding
 - b. High
 - c. Moderate
 - d. Low
12. Overall Progress of the Project:
 - a. Completed
 - b. Ahead of Schedule
 - c. On Schedule
 - d. Somewhat Behind
 - e. Badly Behind/Non-operational
13. Overall Recommendation (more than one option may be ticked):
 - a. Project is on course
 - b. Review Objectives
 - c. Review Work Plan
 - d. Review Budget
 - e. Provide Logistic and/or Resource Support
 - f. Terminate Project

NAMES AND SIGNATURES OF MONITORING TEAM

- | | |
|----|-------------|
| 1. | Team Leader |
| 2. | Member |
| 3. | Member |
| 4. | Member |
| 5. | Member |

Date:

APPENDIX VU

FORMAT FOR WORK PLAN

Activity	Year 1*	Year 2	Year 3	Deliverable
	J F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N D	

-
- J – D = January - December