MICHAEL OKPARA UNIVERSITY OF AGRICULTURE, UMUDIKE (MOUAU)

RESEARCH POLICY AND PLAN

THIRD EDITION

APRIL, 2024

FOREWORD

Great Universities globally are known and ranked by their research output's quality, quantum, and applicability. As a practically–oriented and specialist University of Agriculture, there is a need to pay special attention to research and development, as contemporary higher education objectives are achieved by generating and transmitting new knowledge through research. Michael Okpara University of Agriculture, Umudike (MOUAU)'s research and development thrust is being reinvigorated. It shall embrace, among other things, a systematic effort to impart knowledge through the intensified habit of training and imparting contemporary skills on grantsmanship (preparing and writing research proposals and finding and pursuing funding) shall be given priority.

The Research Policy and Plan is an institutional research management and administration arrangement. It is the instrument for implementing research activities that would sustain the institution's dream of being uniquely and consistently relevant nationally and globally as a Centre of Excellence and resource base for ideas and innovations for national development. It seeks to define the University's Research Policy thrust in line with the objectives of the University as stated in its enabling law. The policy and plan outline procedures for handling research-related issues and provides mechanisms for enhancing research capacity, activities, and funding. The research administration in the University consists of the University Research Board (URB) at the apex, the Directorate of University Research Administration (DURA), Research Programmes (RP), and Research Teams (RT). Presently there are sixteen Research programmes available.

The second edition of the Research Policy and Plan, which has been used for over eleven years, needs to be revised. We are in a dynamic world. Revising some of the provisions in line with today's realities is necessary. A new structure has been included for the DURA, among other things: grants management, financial management, research and training, intellectual property rights and commercialization, and linkage and partnership.

I commend the Committee that thoughtfully added value to the existing Research Policy and Plan. With the innovative leadership being provided by the Directorate of University Research Administration and the entire stakeholders in the University, the ranking and status of our University will be improved through research.

Prof. Maduebibisi O. Iwe. CFS. FNIFST
Vice-Chancellor

PREFACE

The Research Policy and Plan have been used to implement research activities in the University since 2006. The policy provides a conceptual and practical framework to ensure proper organization and management of research on a sustainable basis. It also provides mechanisms for prioritizing, monitoring, evaluating, and reporting research efforts to solve societal needs.

The University Research Board (URB) articulates research policies, including research focus/thrust and agenda. Policies implementation and day-to-day management of research activities are vested in the Directorate of University Research Administration (DURA).

Many changes have occurred in the last edition's over eleven years of usage in a dynamic world. There is a need to revise the second edition according to current realities, having run the research management with the second edition since 2011.

The third edition has almost the same structures as the second edition. Significant changes are in the areas of the name change of the Directorate, the numbering style (Section 3.0), the composition of the URB (Section 3.1), and the management structure of DURA (Section 3.2.1). This new edition has improved in the programmes area as it entails sixteen (16) programmes (Section 3.3).

The new provisions in the third edition are designed to enhance research management and administration in the University, improve research activities, and will help to change the University's ranking and image positively. The new additions will also improve the funders' confidence in University research investment.

Engr. Prof. Kayode J. Simonyan.
Director, DURA

CONTENTS

5.0 ENHANCEMENT OF RESEARCH CAPACITY

6.0 ENHANCEMENT OF RESEARCH ACTIVITIES

7.0 FUNDING OF RESEARCH

APPENDICES

1.0 PREAMBLE

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

i. to promote and emphasize teaching, research, and extension of agricultural knowledge, including agriculture extension services and outreach programmes, in-service training, continuing education, on-farm adaptive research, and

ii. to establish institutional linkages to foster collaboration and integration of training, research, and extension activities.

Research is a process of guided learning to explore new knowledge or test existing ones. Research is crucial in institutional and national development. It helps promote the development of the student, teacher, and society. It encourages creativity and objectivity. Universities worldwide are looked upon as centres where new concepts and scientific ideas emanate, and great Universities are known for their research output's quality, quantum, and applicability.

For a specialized University, a straightforward research policy becomes imperative. Such a policy will provide a conceptual and practical framework to 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 to care for societal needs for increased food, fibre production, and technological breakthroughs.

2.0 MOUAU RESEARCH POLICY THRUST

MOUAU shall enthrone a functional, sustainable, excellence-driven, and productive research culture in consonance with its mandate. This can be achieved by establishing and maintaining an institutional arrangement that guarantees a conducive research environment with adequate physical infrastructures, facilities, and financial resources for promoting, organizing, coordinating, and executing high-quality research to solve societal problems.

2.1 Research Focus

The University shall prioritize research in the discipline she offers, notably Agriculture, Education, Science, Engineering, Veterinary Medicine, Management Sciences, and Humanities. Such research projects shall address global realities, priority national needs, and established needs of the University's catchment area. As much as possible,
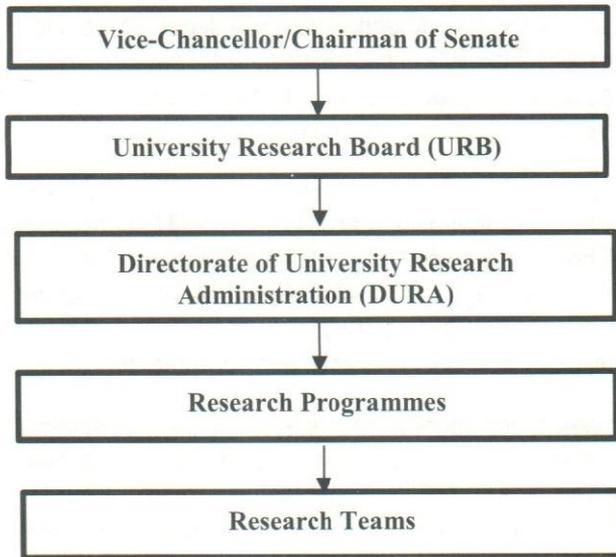
disciplines shall be problem-solving and people-oriented in scope and content so that the University can make a tangible impact on society. However, relevant basic research shall also be encouraged to provide basic information and a framework for applied research in the disbursement of research funds.

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 to broaden its focus and ensure sufficient input from various related professionals, thus guaranteeing its relevance and acceptability.

Efforts shall be made to incorporate mechanisms for the dissemination of results of research to relevant sectors to facilitate their adoption, commercialization (if possible), and utilization. In this regard, results of completed research projects funded by the University, Tertiary Education Trust Fund (TETFund), and other relevant Agencies shall be made available to the MOUAU Extension Centre to extract actionable issues for extension briefs. Institutional linkages shall also be sought to facilitate research efforts within the University.

3.0 ADMINISTRATION OF RESEARCH

Appropriate administrative machinery shall be put in place to ensure proper organization and management of research on a sustainable basis. The research administration organogram is shown in Fig. 1.

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│      Vice-Chancellor/Chairman of Senate       │
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                      │
                      ▼
┌─────────────────────────────────────────────┐
│        University Research Board (URB)         │
└─────────────────────────────────────────────┘
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                      ▼
┌─────────────────────────────────────────────┐
│     Directorate of University Research         │
│           Administration (DURA)                │
└─────────────────────────────────────────────┘
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┌─────────────────────────────────────────────┐
│            Research Programmes                 │
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┌─────────────────────────────────────────────┐
│              Research Teams                    │
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Figure 1: Research Management in the University

3.1 University Research Board (URB)

There shall be a University Research Board under the Chairmanship of the Vice-Chancellor/ Chairman of the Senate. 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 plan of the University.
iii.   Determine each research proposal's minimum and maximum grant amount from year to year.
iv.   Manage the University's Research Trust Fund (RTF).
v.   Approve research grant applications, and
vi.   Review the research thrust, focus, and content of research in the University periodically to reflect the University's overall objectives in a dynamic and ICT-driven society.

The composition of the Board shall be as follows:

i.   The Vice-Chancellor   Chairman
ii.   Deputy Vice-Chancellor (Academic)   Member

8

iii.	Deputy Vice-Chancellor (Administration)	Member
iv.	Registrar	Member
v.	Bursar	Member
vi.	University Librarian	Member
vii.	Director, Directorate of University Research Administration	Member
viii.	Executive Director, NRCRI or Representative	Member
ix.	Dean, Postgraduate School	Member
x.	Deans of Colleges	Member
xi.	Dean, Student Affairs	Member
xii.	Director, Directorate of Academic Planning	Member
xiii.	Director, MOUAU Extension Centre	Member
xiv.	Director, Continuing Education Centre	Member
xv.	Director, Directorate of Information and Communication Technology	Member
xvi.	Director, Directorate of University Advancement	Member
xvii.	Director, SIWES	Member
xviii.	Director, Veterinary Teaching Hospital	Member
xix.	Director, Centre for Gender and Child Development	Member
xx.	Director, MOUAU (Nig) Ltd	Member
xxi.	Director, School of General Studies	Member
xxii.	Director, Centre for Molecular Biosciences and Biotechnology	Member
xxiii.	Director, Centre of Excellence in Root Crops Research and Development	Member
xxiv.	Director, Centre for Entrepreneurship Development	Member
xxv.	TET Fund, MOUAU Desk Officer	Member
xxvi.	President, NACCIMA or Representative	Member
xxvii.	Director, Senate Affairs	Secretary

3.2 Directorate of University Research Administration (DURA)

a. There shall be a Directorate of University Research Administration (DURA) in the Office of the Vice-Chancellor. A senior academic, preferably a Professor committed to research excellence and demonstrated research administration and promotion capacity, shall head the Directorate. A Deputy Director shall oversee the Directorate in the absence of the Director and perform other duties the Director will assign to him/her. He/she shall also be a senior academic.

b. The Vice-Chancellor shall appoint both the Director and Deputy Director. The Director shall have a tenure of three years (for Professors) and two years (for other senior

9

academics). This may be renewed for three years and two years for Professor and other senior academics, respectively. The tenure of the Deputy Director shall be two years, renewable for another term of two years, subject to satisfactory performance.

c. The Director shall liaise with Research Programme Leaders in carrying out the function of the Directorate as they relate to the programmes. The Director shall have periodic meetings (at least quarterly) with Research Programme Leaders.

d. It shall be the duty of the Directorate (DURA) to:

i. disseminate information on the availability of research grants from all sources

ii. receive and process research grant applications and progress reports for consideration by the URB and other funding agencies;

iii. monitor the utilization of research grants approved by the URB;

iv. 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;

v. 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;

vi. maintain active cooperation with the Postgraduate School to ensure that research themes pursued by Postgraduate students are consistent with the University Research Plan;

vii. facilitate, through strategic support, the prospecting for external support for research by researchers from donors agencies;

viii. prospect for donors to the University's Research Trust Fund, which shall form a long-term source of support for strategic research;

ix. facilitate the forging of linkages between researchers in the University and external bodies;

x. serve as a liaison (in collaboration with MOUAU Extension Centre and Centre for Entrepreneurship Development) between researchers and potential end-users of the results in and outside the University;

xi. facilitate the obtainment of patents and intellectual property rights for research results, discoveries, designs, etc., generated through research in the University;

10

xii. monitor, evaluate, and report on the research projects;

xiii. organize research conferences, seminars, and workshops on behalf of the University, in collaboration with the relevant Colleges/Schools and Departments; and

xiv. undertake other functions assigned to it by Senate and/or the University Research Board.

3.2.1 Organization and Management Structure of DURA

The various divisions of the Directorate of University Research Administration (DURA) and their functions (Fig 2) are:

i. Research and Training: Maintains and constantly updates a University-wide inventory of equipment and other research facilities and liaises with researchers to identify their needs to be met from funds for capital development; Organizes research conferences, seminars, and workshops on behalf of the University, in collaboration with the relevant Colleges/Schools and Departments among other duties.

ii. Grant Management and Operation: Receives and processes research grant applications and progress reports for consideration by the URB; Monitors the utilization of research grants disbursed by the URB; keeps track of the number of grants, their worth, and the research projects being carried out. Monitors, evaluates, and reports on projects; when grant reporting and invoicing are dependent on time rather than milestones, the process is direct and straightforward. Processes and creates a system across the institution that communicates research expectations, progresses, and reports to funders. It is usually best to send the reports to the sponsor when submitting required invoices, among other duties.

iii. Grant Financial Management: keeps a record of grant accounting and showcases all information concerning grants in one place (vendor, grants, recipient, timeline, and financial data); shall use automated systems to analyze, budget, reconcile data, and link with payroll and purchasing systems of the University among other duties.

iv. Intellectual Property and Technology Transfer and Commercialization: Facilitates the obtainment of patents and intellectual property rights and commercialization for research results, discoveries, designs, etc., generated through research in the University, among other duties.

v. Linkage and Partnership: Facilitates through strategic support, the prospecting for external support for research by researchers from donors agencies; Prospects for donors to the University's Research Trust Fund, which shall form a long-term source of support for strategic research; Facilitates the forging of linkages between researchers in the University and external bodies; Serves as a liaison between researchers and potential end-users of the results in and outside the University among other duties.
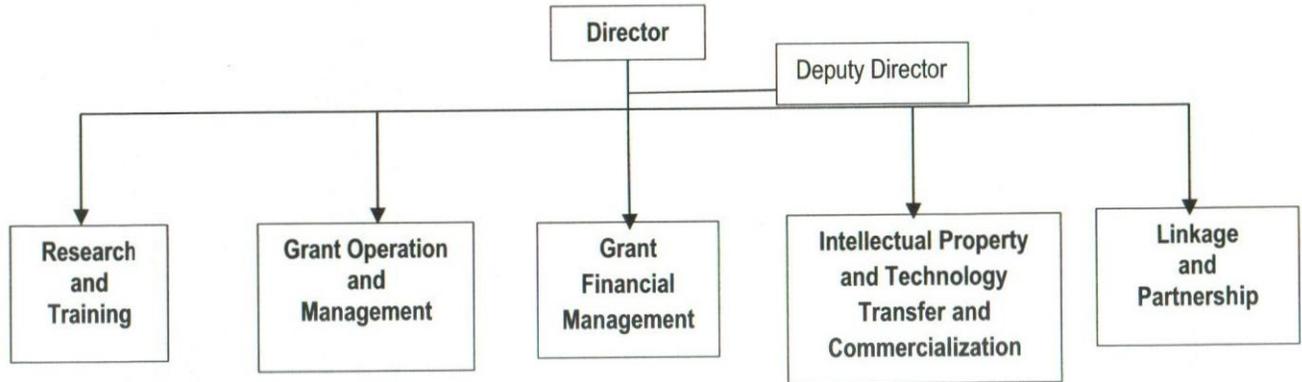
Directorate of University Research Administration

Figure 2: Organizational Structure of the Directorate of University Research Administration

3.3 Research Programmes

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

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 with the Deans of those Colleges to choose a Programme Leader. He/She shall have an initial tenure of two years, renewable for another term of two years only, subject to satisfactory performance in the first term.

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 DURA for further processing.

The following are the current Research Programmes at the University:

1. Agribusiness and Cooperatives (ABC)
2. Animal Production and Improvement (API)
3. Crop Production, Protection and Improvement(CPI)
4. Agricultural Economics and Resource Management(ERM)
5. Agricultural Extension and Gender Issues(AEG)
6. Biotechnology and Genetic Engineering (BGE)
7. Soils, Agro Meteorology and Climate Change (SAC)
8. Food Science, Nutrition, and Home Management (FNH)
9. Renewable Resources, Wildlife and Environmental Management (RWE)
10. Engineering and Information Communication Technology (EIT)
11. Biological and Physical Sciences (BPS)
12. Marketing and Entrepreneurship (MAE)
13. Communication, Social Issues, and Leadership (CSL)
14. Animal Health and Biomedical (AHB)
15. Governance, Reporting, and Sustainability (GRS)
16. Education and Sustainable Human Development (EHD)

3.4 Research Teams

It shall be the responsibility of members of a Programme to constitute themselves into Teams to research different conceived aspects of the broad Research Programme.

A Research Team Leader (RTL) shall head each Team. The Team shall select the RTL. The composition of each Team shall be such that it reflects the multi-disciplinary approach to the proposed research. There is no limit to the number of members of a Research Team. An individual can be a member of different Research Teams, and membership of Research Teams can cut across Programmes, provided the individual belongs to those Programmes. Research proposals from the 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 proposals 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 by Research Teams using the approved scoring guidelines (**Appendix III**). 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 submission date. After that, the RPL shall forward five (5) copies of a successful proposal to the Director of DURA. **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 the Department. The HOD shall arrange for the 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 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 the 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, DURA shall communicate with 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 project's scope, 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 request the first installment of the approved fund to the Director of DURA through the RPL.

iii. After certification, the Director of DURA 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 DURA that the fund for the first installment was utilized correctly and the Bursar is satisfied with its retirement.

v. Efforts shall be made to avoid unnecessary bottlenecks in the disbursement of research funds.

4.4 Monitoring of Approved Research Projects

i. All funded research projects shall be adequately and regularly monitored by DURA at least quarterly.

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 bought and are where they should be;

b. To ensure that the University Stores had formally received and issued out every piece of equipment/material before they were 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. Reports 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, and
d. Progress reports shall be used for monitoring the projects.

4.6 Completion/Termination of Research Projects
i. A project shall be deemed satisfactory after the Research Team submits an acceptable final report (including financial).

ii. Each research team must give end-of-project seminars to present the results of University-funded research projects. DURA, in liaison with Programme Leaders, shall be responsible for the organization.

iii. The DURA shall issue a certificate of successful project completion to the Team.

iv. The DURA may terminate an ongoing project 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 Acknowledgements
All publications 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
The following shall be entrenched on a sustainable basis to ensure that Michael Okpara University of Agriculture, Umudike has a crop of dedicated academic staff with an excellent capacity for research, in line with her research thrust:
i. Vigorous and directional staff development scheme by which promising young graduates are recruited to pursue their Ph.D. programmes in areas of need. The

research projects of these budding academics shall derive from the University Research Plan. Choice of areas of specialization shall be consistent with the University's academic and projected future research and development goals. The capacity-building scheme shall be funded by a staff Development Fund (SDF), which the URB will manage. The SDF shall receive an allocation of at least 1% of the total recurrent annual budget of the University.

ii. Upgrading staff and enabling them to broaden their experience and acquire new skills 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 among professional colleagues.

iv. Academic Departments/Colleges shall be required to organize regular (monthly) research seminars where research ideas are tested and new 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 endeavor to host conferences of professional societies of which staff are members.

6.0 ENHANCEMENT OF RESEARCH ACTIVITIES
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 to enhance research activities and to take advantage of the globalization of ICT. Such linkages will foster 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 the University, and joint research projects can be forged. This ultimately leads to a reduction in the Cost of research.

7.0 FUNDING OF RESEARCH
Adequate and sustained funding is essential for actualizing 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 smolders interest and further initiatives. In addition to research funding from the Tertiary Education Trust Fund (TETFund), STEP-B, and other government agencies, there is a need for the University

18

to put mechanisms in place to guarantee the 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 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 agree with the University's Research Plan.
iii.   Encourage DURA, Research Teams, and individuals to apply and compete for research support for 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.

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

<u>FORM: DURA 01</u>

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: (Kindly provide the phone number and email addresses of members)

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:

We have scrutinized this research proposal and accept that the research team is competent to investigate in accordance with the University's Research Plan.

Signed:**Research Programme Leader**:...

Director, Directorate of University Research Administration:...............

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, data collection methods, hypotheses, data analysis methods, 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 THE ENTIRE PROJECT PERIOD

	Budget Category	Year 1	Year 2	Year3
4.1	Equipment* (Itemize below)			
4.2	Consumables**(Itemize below)			
4.3	Literature***(Itemize below)			
4.4	Other Expenses****(Itemize below)			
	Sub-Total			

TOTAL FOR ENTIRE PROJECT PERIOD:_____

*4.1 Equipment (Itemized)

S/No.	Equipment	Cost (₦: K)

** 4.2 Consumables (Itemized)

S/No.	Equipment	Cost (₦: K)

*** 4.3 Literature (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 THE 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 THE NAME(S) OF THE AGENCY

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

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

FORM: DURA 02

FORWARDING OF RESEARCH PROPOSALS

1 **PROGRAMME:** _____

2. **PROJECT TITLE** _____

3. **RESEARCH TEAM:** _____

_____

_____

4. **DATE OF SUBMISSION OF THE PROPOSAL TO THE PROGRAMME LEADER:**

_____

5. **DATE(S) OF IN-HOUSE REVIEWS:**

_____

6. **DETAILS OF REVIEW (Extra sheets may be used):**
    Please, attach a 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.

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

<u>GUIDELINES FOR SCORING RESEARCH PROPOSALS</u>

	Scorable Item	Max. Score (%)	ActualScore (%)
1	Title of project (must be appropriate and capture the problem to be solved)	2	
2	Executive Summary	3	
3	Objectives (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 objectives)	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 (Composition and qualifications to reflect Expertise and multi-disciplinary approach)	5
	TOTAL	100

NOTE: A minimum total score of 60% is required for a proposal to be accepted
*A proposal shall score a 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)

RESEARCH TEAM LED BY--

For

RESEARCH ON (Research Topic):

RESEARCH GRANT AGREEMENT

This agreement made this ………….. Day of ………….. 20 ……………

Between ……………………………………………………………………………………

On behalf of the Michael Okpara University of Agriculture, Umudike (MOUAU) herein-after referred to as **"The Guarantor"** of the first part and

……………………………………………………………………………………………………

……………………………………………………………………………………………………

…………………………………………

For and on behalf of the Research Team jointly and severally, and here-all-after referred to as **"Grantees"** of the other part.

Whereas the Guarantor is desirous of awarding research grants for the execution of research projects, the Grantees have accepted to carry out the research project detailed hereinto in accordance with the terms and conditions hereinafter contained.

Now, this agreement is 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:
       ……………………………………………………………………………………
       ……………………………………………………………………………………

....

To achieve the following specific objectives:

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

and

ii.   To submit the finding of the research to DURA

ARTICLE TWO: RESEARCH TEAM

2. **The Research Team shall be made up of the following (kindly supply the phone number and email address of the Research Team:**

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 light of the project's objectives.

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 uses not connected with the actual projects for which DURA provides funds.

vi. All equipment and other materials (other than consumables) purchased for the project(s) shall bear the inscription **"MOUAU Research Grant Scheme."**

vii. All equipment and all other materials procured from MOUAU research grants shall remain the property of MOUAU and shall be deployed strictly to the research project.

viii. All projects funded by the Guarantor shall commence within three months of receiving the 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 an extension of time.

ix. In the event of the departure of the Team Leader benefiting from the grant within the first quarter of the research period, the total grant shall be refunded to MOUAU 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 N...
(in words)...
....
which shall be spent on the items/facilities required for the project as detailed in the Research Grant Application.

ii. The grant shall be disbursed to the Research Team in 60% and 40% installments.

iii. The second installment shall be given only if the first is appropriately utilized and retired, as certified by DURA and the Bursar.

iv. DURA will entertain no request for additional funds 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 MOUAU-sponsored projects shall bear an acknowledgment to MOUAU.

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 result/developed technologies.

3c. Progress Reports

Quarterly (or less, depending on the project duration) progress and financial reports shall be submitted to DURA. Each Research Team is expected to execute the project conclusively and provide DURA with (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 a 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 the 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 offended party has been informed of the lapse, it fails to effect the necessary rectification within one month.

5a.   The reason for the project's termination shall be written for record purposes.

....
Director, DURA
Date:....................

....
Research Team Leader
Date:.....................

....
Witness (Member of Research Team)
Date:...

MICHAEL OKPARA UNIVERSITY OF AGRICULTURE, UMUDIKE
DIRECTORATE OF UNIVERSITY RESEARCH ADMINISTRATION
FORM: DURA 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 Evident of Review Meetings by the Research Team?
8. List all Equipment/Materials Procured for the project

S/No	Equipment/Material	Location	Functional/Non-functional

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.   Competed
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.   The project is on a course
b.   Review Objectives
c.   Review Work Plan
d.   Provide Logistic and/or Resource Support
e.   Terminate Project

NAMES AND SIGNATURES OF THE MONITORING TEAM
1.   Team Leader
2.   Member
3.   Member
4.   Member
5.   Member

Date:...

APPENDIX VI
FORMAT FOR WORK PLAN

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