

**MOI UNIVERSITY RESEARCH
POLICY**

**BY
MOI UNIVERSITY RESEARCH
COMMITTEE OF SENATE**

NOVEMBER, 2004

PREFACE

This document is a result of a series of meetings and consultations that the Moi University Research Committee has made within and outside the University. Certain areas of Research Policy outlined herein ought to be read as evolving in relation to policy formulation in other committees of the University (E.g. University Industrial Link, University Internationalization Office) and the Moi University Holdings.

TABLE OF CONTENTS

PREFACE.....	i
TABLE OF CONTENTS.....	iii
1.0 BACKGROUND.....	1
1.1 Moi University Vision.....	1
1.2 Moi University Mission.....	1
1.3 Moi University Research Mandate.....	1
1.4 The Need for University Research Policy.....	1
1.5 RESEARCH AND TEACHING RELATIONSHIP.....	2
2.0 THE UNIVERSITY RESEARCH FUND (URF).....	2
2.1 Broad Principles of University Research Fund.....	2
2.2 Sources, Allocation and Distribution of Research Funds from URF.....	3
2.2.1 Apportionment of Annual Research Grant (ARG).....	3
2.2.1.a Training of Junior Research to be able to participate in competitive Research.....	3
2.2.1.b Funding Competitive Research and/or Project Proposals.....	3
2.2.1.c Awards.....	4
2.2.1.d Moi University Annual Research Conference.....	5
2.2.1.e University Refereed Journals.....	5
2.2.2 Expensive Capital Equipment.....	5
2.2.3 Research Extension Funds.....	5
2.3 Attraction of External Funds.....	5
2.4 Matching Funds.....	5
2.5 The University Research Administration Costs.....	5
2.6 Funding Balance Between Applied and Basic Research.....	6
2.7 Developing Centres of Research Excellence.....	6
3.0 CO-ORDINATION OF RESEARCH.....	6
3.1 Research Committees.....	7
3.1.1 The University Research Committee.....	7
3.1.2 The School Research Committee.....	8
3.2 Administration of Research Grants.....	8
3.3 Declaration by the Researcher.....	9
3.4 Research and Extension Resource Center.....	9
4.0 RESEARCH FINDINGS AND INTELLECTUAL PROPERTY RIGHTS.....	9
4.1 Records of Research Findings.....	9

4.2	Retention of Documents	9
4.3	Access and Use of Research Findings.....	10
4.4	Intellectual Property Rights.....	10
5.0	MISCONDUCT IN RESEARCH	10
5.1	Establishing Misconduct	10
5.2	Penalty	11
5.3	Notification to Funding Organization	11
5.4	Records on Misconduct	11
6.0	UNIVERSITY – PRIVATE SECTOR FUNDING RESEARCH.....	11
6.1	Acceptance of a Research Project	11
6.2	Limits on the Sponsors Power.....	11
6.3	Publications.....	12
6.4	Graduate Student Involvement in Private Sector Research.....	12
6.5	Conflict of Interest.....	12
6.6	Ownership of Inventions	12
6.7	Sharing Incomes from Inventions	13
7.0	EQUIPMENT PURCHASED USING EXTERNAL RESEARCH FUNDS.....	13
7.1	Purchasing of Equipment	13
7.2	Ownership of Equipment.....	13
7.3	Repairs.....	13
8.0	FORCE MAJEURE/ACT OF GOD	13
Appendix 1	15
Appendix II	16

1.0 BACKGROUND

1.1 Moi University Vision

The University wants to be recognized nationally and internationally as the University of choice in nurturing innovation and talent in science, technology and development.

Moi University Mission

The University wants to preserve, create and disseminate knowledge and conserve and develop scientific, technological and cultural heritage through quality and relevant teaching and research; to create a conducive working and learning environment; and work with government and private sector for the betterment of society.

1.3 Moi University Research Mandate

Article 4c of the Moi University act (1984) specifies that one of the major functions of the University is the “development and transmission of knowledge and skills through research”. Pursuant to this provision, statute 12e of Moi University empowers the Council to “promote” and to make financial provisions to create facilities for a global centre of research excellence within the university.

In order to achieve its mandate in research and extension, Moi University through this Research Policy will enable its staff and students to make full use of its vast resources to create a “research culture” consistent with National development.

1.4 The Need for University Research Policy

This document summarizes the Moi University Research Policy, arising from the need to have a policy document to help spearhead research at the University. The need for a dynamic University Research Policy arises from a number of factors: the diminishing resources for research at the University and national level, lack of University Research Policy at present, significant changes in the policies of major funding agencies both in government and private sector, stiff competition for staff seeking research funds and lack of guidance and clear-cut policy on research and consultancy. Together, these factors have retarded the overall research productivity at the University and, therefore, the need to have a consistent policy with the desire to motivate staff, sustain and improve research productivity and competitiveness at national and international levels.

The policy will achieve this through entrenching research culture at the University by:

- a) Ensuring a significant annual allocation of funds to the University Research Budget
- b) Deliberate moves to motivate researchers at the University to seek additional external funding
- c) Deliberate efforts to attract substantial external funds from donors (private sectors and donor agencies) to the University.
- d) Promote conducive environment for collaboration in research for both national and international research partnerships.

1.5 RESEARCH AND TEACHING RELATIONSHIP

The University shall emphasize a strong relationship between research and teaching and shall enhance the role of research in the development of teaching programs.

2.0 THE UNIVERSITY RESEARCH FUND (URF)

The Council will establish a University Research Fund (URF) and ensure that significant amount of funds annually set aside for various research activities. The activities form part of core business activities of the University that complements teaching and gives University national and international recognition.

2.1 Broad Principles of University Research Fund

For purposes of disbursement of funds under URF, the following principles will apply:

- (a) The need to support original, strategic, basic, applied and productive research.
- (b) The provision of internal research budget in terms of its potential to leverage external funding for university research.
- (c) The development of strategic research foci and centres of excellence.
- (d) The need to support and develop postgraduate students and academic staff at the beginning of their research careers.
- (e) Multidisciplinary in problem solving through research partnerships internally between faculties/departments or with external partners.
- (f) Rewarding publication and demonstrated research excellence to motivate staff.

- (g) Capacity building for the University

2.2 Sources, Allocation and Distribution of Research Funds from URF

- (i) The Vice Chancellor shall set aside a minimum of 5% from tuition funds; being its annual allocation less recurrent expenditure and other earnings to Research and Development to be distributed as shown below:
 - (a) 70% be given out as Annual Research Grant (ARG).
 - (b) 20% be spent on development of critical capital Equipment.
 - (c) 10% Research and Extension Fund.
- (ii) Research grants from chairs
- (iii) The University shall establish a Research Endowment fund.

2.2.1 Apportionment of Annual Research Grant (ARG)

The ARG will be used for:

- (a) Training of Junior Researchers to be able to participate in competitive research
- (b) Funding Competitive Research and/or Project Proposals
- (c) Awards
- (d) Conference attendance
- (e) Moi University Annual Research Conference
- (f) Financing of Moi University Refereed Journal(s)

2.2.1.a Training of Junior Research to be able to participate in competitive Research

The Junior Researchers will be exposed to research techniques and methodologies through attendance of workshops and seminars organized at the Universities. The professional researchers in various fields shall also have junior researchers as a requirement attached to them. This opportunity will prepare the Junior Researchers to participate in bidding for competitive project proposals.

2.2.1.b Funding Competitive Research and/or Project Proposals

Research proposals will be considered bi-annually. Projects designed to run for more than one year will be considered provided there is satisfactory progress, which must be demonstrated annually.

Funds will be awarded in two categories:

(a) New Staff Research Fund

- i) This will consist of upto 10% of the Annual Research Grants (see 2.2);
- ii) Funding under this category will only be available during the first three years of appointment;
- iii) Funding may be applied for at any time during the first year of appointment. Thereafter, annual applications must be made by the appropriate closing date;

(b) Main Research Fund

Allocations will depend on the merits of proposals set by the School Research Committees and on the publication and general research record of the applicants. In assessing proposals, evaluators will be guided by some or all of the following principles, depending on the discipline and the nature of the project:

- i) Originality and potential to contribute to the generation of new knowledge;
- ii) The involvement of several staff and/or postgraduate students working on a common theme;
- iii) The development of new research foci which have the potential to develop academic and research excellence;
- iv) Multidisciplinary as an approach to problem-solving;
- v) Preference to applicants who have attracted funding for the project from outside sources;
- vi) Focus towards fulfilling Moi University vision and mission.

Initial screening of applications will be done by the Research Committees of the Schools with recommendations being made for final approval by the RCS. Where necessary, the University Research Committee will refine the criteria for evaluation of proposals in keeping with the broad principles outlined above.

2.2.1.c Awards

(a) Publications

The University will reward the best publication arising from research projects. There will be Chairman (Chairperson) of Council, Vice Chancellor, Deans and Junior Scholars award during the Moi University Annual Research Conference.

(b) Innovations

The University will reward innovators who have achieved excellent transfer of technology or knowledge and are not necessarily academic

publications. There will be the Chancellors, Chairperson (Chairman) of Council, Vice Chancellor, Deans and junior innovators awards during the Moi University Annual Research Conference.

2.2.1.d Moi University Annual Research Conference

Moi University under the office of the Deputy Vice Chancellor (R & E) will organize an annual research conference for the purpose of disseminating research findings.

2.2.1.e University Refereed Journals

Moi University under the office of the Deputy Vice Chancellor (R & E) will support journals to publish and disseminate research findings resulting from researches in and outside the university. Leading scholars in the respective fields will be sought to referee the journals.

2.2.2 Expensive Capital Equipment

The University will strive to obtain equipment for research for all Departments. Any Expensive Capital Equipment (ECE) funds will be considered in the light of the policy on developing research foci and “centres of excellence” (see 2.7) where there are more people capable of using the expensive equipment.

2.2.3 Research Extension Funds

Ten percent of the University Research Fund (URF) will be allocated for research and extension. Such funds will be used for research in community development projects, innovation, partnerships with industry and other stakeholders and the development of networks and leverage skills amongst staff.

2.3 Attraction of External Funds

The University shall recognize efforts in generating research grants from external funding sources (private sector/donor agencies).

2.4 Matching Funds

Where University contribution will be required as a condition for funding, RCS shall consider such applications.

2.5 The University Research Administration Costs

Moi University shall normally levy a minimum of 10% of all research grant awards unless in exceptional cases for general administration costs by Research committees which will include sitting allowance

for RCS and Faculty Research Committee, supervision, referring and running of office.

2.6 Funding Balance Between Applied and Basic Research

- (a) It is recognized that a structural tension exists between the need to support basic research and the need to leverage external funding which is often most easily available for applied and product-related research. Both are indispensable, and the University shall find ways of addressing such issues.
- (b) The University shall provide funding for key strategic research projects with potential to generate patentable intellectual property.

2.7 Developing Centres of Research Excellence

The University shall optimize its resources by identifying the research foci and developing these as clusters or “centres” of academic research excellence. An appropriate process of profiling such centres will take into account existing research strengths as well as regional and national needs. The RCS will identify such centres of excellence within the Schools.

The defining features of research foci and centres will be:

- a) The existence of (or the potential for) maintaining sustained research programs, which are characterised by excellence in publication and in training of graduate students.
- b) Collaboration between a number of researchers within and without the University such that a distinct “research density” is clearly present. This would be achieved by sharing of resources and specialised equipment not normally available for each school.
- c) The number of patents (or potential patents) achieved and commercializable research products.
- d) Productive researchers whose work may not necessarily be associated with the centres will continue to be supported through project funding and publication awards of URF.

Preferential investments in expensive capital equipment will be made to such nodes of research excellence.

3.0 CO-ORDINATION OF RESEARCH

- a) In order to achieve effective coordination under the DVC (R & E) there shall be a Research Committee of Senate and School Research Committees.
- b) All research proposals seeking external/internal grants will be channeled through the DVC (R & E).

- c) Where applications are forwarded to donors via website, or on-line, the researchers are encouraged to notify DVC (R & E) who may follow up the progress of such applications on behalf of the applicants.
- d) Applications from the faculties for internal research grants shall be submitted to DVC (R & E) by:-
 - i) 31st January to be disbursed by RCS by March,
 - ii) 31st July to be disbursed by RCS by September.

3.1 Research Committees

The following committees will be established: -

3.1.1 The University Research Committee

- a) This committee shall comprise, Deputy Vice Chancellor (R & E). All faculty representatives from among its teaching staff and the University Librarian.

In attendance will be the Deputy Vice Chancellor (P & D) and Chief Academic Officer.

- b) The RCS will have jurisdiction over research matters. Its functions will be to:
 - (i) Approve funds under URF.
 - (ii) Establish misconduct in research and determine the penalty
 - (iii) Encourage continuous policy review.
 - (iv) Scrutinize national government and provincial tender bulletins – for research contracts and inform researchers accordingly.
 - (v) Seek consultancy and contracts related to research and research product development. Assist staff on the drawing up of contracts.
 - (vi) Assist protection of intellectual property rights.
 - (vii) Establish a media sub-committee of RCS to work with the relevant organs of the University in terms of communication and publicity.
 - (viii) Holding short courses in proposal writing.
 - (ix) Support development of fundable research project proposals.
 - (x) Provide support in approaching funders with the assistance of the executive.
 - (xi) Alert researchers on international funding opportunities such as those arising from bilateral and multi national agreements.
 - (xii) Establish international funding opportunities.

- (xiii) To identify newsworthy research items and to produce regular copies for distribution to the media and potential funders
- (xiv) Create, develop and sustain a conducive environment for research.

3.1.2 The School Research Committee

- a) This shall comprise of elected representatives from the departments in the faculty, elected representatives from the faculty board and shall be run under the Dean.
- b) The Faculty Research Committee's functions will be to:-
 - i) Evaluate applications for project funding, purchase of capital equipment, publication awards and conference attendance before forwarding to the RCS.
 - ii) Encourage research opportunities between departments and across disciplines.
 - iii) Establish discipline specific guidelines and ensure adherence to that.
 - iv) Take initiative for external funding.
 - v) Establish misconduct in research and determining whether the allegations form a basis for investigation.
 - vi) Monitor and evaluate research activities
 - vii) Profile centres of excellence.
 - viii) Assist researchers in responding to tenders from government and the private sector.
 - ix) Assist researchers in drawing up specific proposals.
 - x) Liaise with the RCS media sub-committee to send regular briefings to potential funders.

3.2 Administration of Research Grants

- a) For all the internal grants, the DVC (R & E) or his/her representative shall on behalf of the University sign a contract with Principal Investigator for the purposes of accountability and management of the funds following approval by RCS.
- b) For all externally funded projects, the Principal Investigator and Vice Chancellor or his/her representative on behalf of University shall sign a contract with the donor and contract will be kept in the DVC (R & E) Office for purposes of management of funds and project activities.
- c) Upon signing of a contract, the University shall be entitled to receive a minimum of 10% of the total grant awarded to the PI, being payment for administration costs.
- d) For all internal grants, the University Research Committee shall be entitled to award the grants to staff and make a report to Senate accordingly.

- e) The PI shall submit semi annual financial and technical report to the DVC (R & E) as follows:-
- i) Three copies of technical report detailing the work accomplished, project results and any recommendations for further research
 - ii) A complete financial statement, covering all funds expended on the project, in the same form and including the detail of the budget and certified as true copy by the PI.

3.3 Declaration by the Researcher

The University Research Community will be required to be committed to the values and regulations laid down by the Moi University Research Policy and will be required to sign a declaration form. (See appendix 1)

3.4 Research and Extension Resource Center

The University will source funds under DVC(R & E) for the development, maintenance and for the day to day running of the University Research and Extension Resource Center. The Center will collect and collate all current literature research findings, develop Common Equipment, conference facilities and other facilities that will be available to University Research Community.

4.0 RESEARCH FINDINGS AND INTELLECTUAL PROPERTY RIGHTS

This section should be read together with the Moi University Intellectual Property Policy.

4.1 Records of Research Findings

The research findings may be stored as video recordings, books, CD-ROM's, publications, and audiotapes or in any other retrievable forms.

4.2 Retention of Documents

The University shall retain a database within the DVC (R&E) of all research findings. The Principal investigators have the obligation to ensure that sufficient records are kept to document the experimental methods and accuracy of data interpretation and to provide a basis of further research.

Documents will be forwarded by the Departments *and Schools* to the University Research and Extension Resource Center and copies given out to the University Library, National Collections Section, for

archiving for a period not less than 5 years or as long as the University require to protect any patent resulting from the research.

4.3 Access and Use of Research Findings

The research materials will be available for reference within the Resource Center in the Margaret Thatcher Library unless any material will be protected by copyrights, will be available for copying electronically or by photocopying. The person asking for it will meet the cost of copying.

All research findings and publications in hard copies, electronic copies, audio typing or video tapes will be available for use by members of the University for purposes of research and teaching with authority from the author and/or University.

4.4 Intellectual Property Rights

For any research findings or innovations that are patentable, University shall pursue patent right and the University policy on patent rights will apply thereafter.

5.0 MISCONDUCT IN RESEARCH

Moi University aims at fostering an atmosphere of honesty, trust and collaboration between researchers. This will improve the quality and quantity of research and avoid jeopardizing the reputation of the University and possibly damaging the researchers' careers.

Misconduct in research is defined as fabrication, falsification or plagiarism. The results of the misconduct practices defined above will be mistrust in research. In case of misconduct in research disciplinary action will be taken. Misconduct will not include honest error, honest differences in interpretation or judgement of data.

5.1 Establishing Misconduct

Where misconduct is reported, the School Research Committee will form an inquiry into the allegations to determine if the issues which form the basis of the allegations are appropriate for consideration as misconduct.

The report of the findings will be forwarded to the University Research Committee chaired by the Deputy Vice Chancellor (R & E) for further consideration.

The School Research Committee and the University Research Committee will give the respondent an opportunity to respond to the

allegations and determine if any misconduct has been committed. Both will report on allegations and the findings of their investigations.

5.2 Penalty

If misconduct in research is found, the Research Committee of Senate will determine appropriate penalty, which will vary from faculty to faculty and recommend the same to Senate for consideration and necessary action.

5.3 Notification to Funding Organization

On the basis of the determination that there is misconduct in research, the Chairman of Senate shall inform the sponsoring entity in writing.

5.4 Records on Misconduct

All documents related to misconduct in research will become permanent institutional records and will be maintained in strict confidence.

6.0 UNIVERSITY – PRIVATE SECTOR FUNDING RESEARCH

The establishment and maintenance of research relationship with private sector/industry will be facilitated if both parties recognize the mission of the University and the policies and principles that guide its actions. The research undertaken jointly by the University and the private sector should aim at creating new knowledge and solutions while maintaining integrity and independence of both parties. More details are on the Moi University IPR Policy.

6.1 Acceptance of a Research Project

The University will accept a research project if it is considered to be in the University's best interest to do the research. All research applications will be processed and disbursed through the University Research Committee of Senate.

6.2 Limits on the Sponsors Power

The research sponsors may reasonably define broadly the project they wish to support while the University Principal Investigator will have the discretion in designing, controlling and modifying their sponsored research.

6.3 Publications

Since the purpose of research is to generate new knowledge, and communicate the findings through publications, the freedom to publish must be vigorously guarded. The findings of the researches carried out by the University should be published in the shortest time possible. The funding organization may review the results and materials resulting from the research. Such reviews should not delay publication for more than 180 days from the date they are asked to review for publication. Where the research findings may lead to patentable rights, the University and the private sector funding the research will pursue the patents and the University policy on patent rights will apply thereafter.

Agreements to treat as confidential information generated by research done at the University will be unacceptable unless consistent with University's missions, rules/or policies and will be granted with approval of Vice-Chancellor.

6.4 Graduate Student Involvement in Private Sector Research

When research involves confidentiality, the students may be constrained from publishing their results freely because the results may involve handling of proprietary information. Unless approved by the DVC (R & E), students shall not participate in projects that are funded by private sector.

6.5 Conflict of Interest

Conflict of interest occurs when a member of the University community has a research relationship that requires a commitment of time, effort or resources to non-University activities such that the individual cannot meet the usual obligations to the University.

Members of Moi University should avoid relationships, which constitute a conflict of interest or a conflict of commitment.

6.6 Ownership of Inventions

For the purpose of encouraging scientific research,

- a) Inventions resulting from research or other work conducted by University employees wholly on their own time without use of University funds or facilities shall be considered the property of the inventor and will be used by the inventors at their discretion, benefit and cost.

- b) Inventions resulting from research or other work where University resources and/or time has been involved will be considered University property.
- c) An employee may apply for rights of the innovations and the Vice-Chancellor in consultation with the University Research Committee will decide whether to grant such rights.
- d) Where research was funded by a private sector/industry, innovations will be owned jointly by the funding organization and the University.

6.7 Sharing Incomes from Inventions

This will be shared following the University policy on Patent rights.

7.0 EQUIPMENT PURCHASED USING EXTERNAL RESEARCH FUNDS

7.1 Purchasing of Equipment

All research equipment unless supplied by the donor, will be purchased following the normal University procedure on purchase of equipment.

7.2 Ownership of Equipment

All equipment purchased through research grants will become University property in the department of the applicant at the completion of the project unless otherwise specified in the project proposal. Vehicles bought through project funds will become University property on purchase but exclusively used on the project.

7.3 Repairs

All repairs on equipment shall be undertaken by the project until the end of the project

Where the cost of repairing equipments exceeds the budgeted allocation, the University will supplement for repairs through university votes.

8.0 FORCE MAJEURE/ACT OF GOD

Non-performance of a research that has been undertaken by a member of staff/postgraduate student under any given contract shall be excused to the extent that such performance is prevented by circumstances beyond the reasonable control of Moi University and/or the donor agency. The circumstances may include strike, fire, flood,

hurricane lighting, windstorm, explosion, earthquake, catastrophic climatic conditions, act of nature or public enemy, war, insurrection, revolution, governmental regulation, order of decree, uncontrollable delay in transport, inability to obtain necessary materials, failure or destruction, in whole or in part, of machinery or equipment, labour shortage, conclusion, collision, grave illness, death, discontinuity in supply of power, or any other cause, beyond the reasonable control of the parties.

9.0 ETHICAL CONSIDERATIONS

The Research Committee of Senate is committed to promoting research that conforms to internationally recognize ethical principles. In pursuit of this ideal, all research proposals presented for possible funding through the University Research Fund shall have undergone ethical review and approval by a duly constituted and competent body. All proposals on research involving human subjects shall be reviewed by the Institutional Research and Ethics Committee (IREC) which is an affiliate of the National Council of Science and Technology (NCST). Other *School* Research Committees shall identify discipline/sector specific research ethics issues and put in place mechanisms for ethics review as relevant to their areas, either individually, or in collaboration with IREC.

Appendix 1

DECLARATION BY THE RESEARCHER:

I PF/ID No.

Declare that I have read the Moi University Research Policy and understood its content and meaning, and I undertake to abide by them.

Signed by Researcher Date

DEPARTMENT:

Signed by Head of Department:

SCHOOL:

Signed by Dean of School:

“SAMPLE”

Appendix II

OFFICE OF THE DEPUTY VICE CHANCELLOR (**RESEARCH & EXTENSION**)
MOI UNIVERSITY SUPPORT **APPLICATION FOR UNIVERSITY RESEARCH FUNDS**

Official Use Only		Ref. No.		Date Received	
1. Research Title					
2. Theme of Application (Tick one)		<ul style="list-style-type: none"> • Food Security • Natural Resources • Health & Nutrition • Environmental Conservation • Community Development • Gender • Education • Human Resource Development • Socio-Cultural Issues • Entrepreneurship • Legal Issues • Others (specify) 			
3. Personal details of the Principal Researcher		Name:		Department:	
		Highest qualification:			
		Office Tel:		Fax:	
		Cell phone:		E-mail:	
4. a) Funds requested (Ksh.) (maximum 1 year)			b) Expected date of commencement		
Equipment and facilities		Consumables	Travel	Personnel and other costs	
5. Collaborating Researcher(s)					
Name	Position & Institution	Research Area	Relevant research experience		
6. a) Research Objectives (clearly give the specific objectives of this research)					
b) Research hypothesis(if applicable)					
7. Significance and justification (maximum 150 words).					
8. Research Design (itemize how the research objectives will be achieved and indicators of research impact-logical matrix)(maximum 1 page may be attached)					
9. Ethical Considerations (Max. 150 words)					
10. Workplan	Activity	Time	Input	Facilities	By whom
11. Details of Expenditure					
i) Equipment and Facilities					
Item		Quantity	Unit Price	Total (Ksh.)	
Other Expenses					
ii) Consumables					
Item	Qty	Unit price	Total (Ksh.)		
• Travel & Subsistence (Destination, No. of persons and days)				Total (Ksh.)	

and cost)	
• Personnel and other costs	Total (Ksh.)
12. Expected Outputs	
13. Socio- Economic Impact of Proposed Research (<i>if applicable</i>)	
14. Dissemination of research findings (<i>include the mechanisms to be used</i>)	
15. List of Relevant Publications by Researchers for the past five (5) years and not more than five (5) papers per researcher (<i>Author(s), (Year) Title, Publisher, Volume, Pages</i>)	

DECLARATION Submitted by the Principal Researcher _____

Signature Date _____

Head of Department _____

Signature Date _____

Dean of School _____

Signature Date _____

***Attach 1 page abstract**