



University of Jos Nigeria

RESEARCH POLICY

FOR THE
UNIVERSITY
OF JOS



University of Jos
Nigeria

RESEARCH POLICY

FOR THE
**UNIVERSITY
OF JOS**

Research Policy for the University of Jos.

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Foreword

The University of Jos from inception recognized the importance of research in advancing and sustaining teaching and learning. Consequently, it has since then placed research among its topmost development priorities, even in the current situation of diminishing funds for research.

The role research plays in the University is evident from the institutional Faculty research grants committees, instituted as early as the commencement of academic activities in the University several years ago. The Chairpersons of these committees represent their respective Faculties in the Senate Research Grants Committee (subsequently renamed Central Research Grants Committee), the organ which before now has been responsible for reviewing research grant applications submitted from the Faculties, selecting and making awards to qualified applicants.

As an institution, the University has done well generally, in the funding of research from grants provided by the Federal Government for this purpose. The number of publications emanating from funded researches over the years has been quite large. This is, however, not surprising as publications rank highest among the criteria for assessment of the academic and subsequent elevation within the various professional ranks. However, many of the publications, supposedly in peer-reviewed journals, lack open access locally and internationally. Yet the visibility of these publications is indispensable in projecting the research profile of the University.

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Furthermore, there has been over the years, the protracted over-reliance of the University's researchers on the limited internal research funds to the total exclusion of competition for the many research funding opportunities in the international community. This limitation has no doubt had an adverse effect on the scope, quality and quantity of researches carried out in the University.

The situation is expected to change for the better with the recent establishment of the Office of Research and Development (ORD). ORD, guided by the University Research Policy, will coordinate all internally funded academic research activities of the University, including rendering assistance to those applying for external research funds. Awardees of the University research grants at all levels will henceforth be expected to be familiar with, abide by, and accept responsibility where applicable to the regulations as contained in this policy.

The seriousness the University attaches to this policy is seen in the fact that it went through the various phases of policy formulation, culminating in the approval of the university's Governing Council. It is hoped that with the institutionalization of this policy framework, the research process and academic/intellectual production and dissemination in the University will be enriched.



Professor S.G. Tyoden

Vice-Chancellor

August 2010

Acronyms

DRO	-	Director, Research Office
IPR	-	Intellectual Property Right
M & E	-	Monitoring and Evaluation
PI	-	Principal Investigator
RMOC	-	Research Management Office Committee
ROB	-	Research Office Board
RO, RMO	-	Research Office, Research Management Office
TT	-	Technology Transfer
ORD	-	Office of Research and Development

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University of Jos
Research and Development Policy

POLICY NAME	RESEARCH & DEVELOPMENT POLICY
Policy Administrator	Director, Office of Research and Development
Policy Implementation	
1. Overall	Director, ORD ORD Staff All Staff
2. Assistance	Deputy Director, ORD All Staff
3. Training	ORD Staff Training and Development
4. Monitoring and Evaluation	ORD
5. ORD Audit	Audit Unit, Bursary
6. Academic Quality	Faculty Research Grants Committee Departmental Research Administrator
7. Graduate Studies	Dean, School of Postgraduate Studies
Policy Advice	Research Office Board
Policy Reference Number	RD01/2010
Policy Effective From	18th February, 2010

University of Jos
Office of Research and Development (ORD)

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RESEARCH POLICY

— FOR THE —

UNIVERSITY OF JOS

1.0 Vision

To place research at the centre stage of academic activities in the University, providing resources for the enrichment of teaching, learning and overall institutional development.

1.1 Mission

To remain current and relevant:

- a) in providing qualitative higher education;
- b) imparting knowledge to the community of learners, and

- c) continuously generating and applying knowledge for institutional and national development.

1.2 Introduction

Higher education is about the development of the individual and the society. The more educated the citizenry, the higher the rating of a nation in terms of development.

Higher education per se would make little to no impact, unless those acquiring it can apply the knowledge acquired for development for the common good. Significantly, each attainable development stage is always accompanied by challenges, which must be addressed in order to sustain the development. Thus, an important derivative of higher education investment is knowledge application.

The quest for new knowledge as well as improved understanding of existing knowledge gives rise to research. Research is, therefore, inevitable and indispensable for the sustainability of the gains of higher education.

In order to keep pace with evolving global trends and remain relevant, the University of Jos recognizes that it could do so only through research. The University thus advocates dynamic

academic programs that incorporate research in all the teaching and learning processes.

2.0 **Research Funding Areas**

Depending on the level of funding available, the following are among the areas of research interest of the University in the allocation of research funds:

- Academic staff development for higher qualifications (MA, M.Sc., M.Phil/ PhD, Post-doctoral, etc);
- Research to enhance teaching and learning
- Research to address institutional needs
- Research to address local, national, regional and international needs
- Contractual research
- Selection of funding priorities from the above and other areas is entirely that of the University.

2.1 **Research Funding Sources**

The Federal Government of Nigeria Governments outside Nigeria (regional, international) Donor agencies (endowments, corporations, foundations, trusts, within and outside Nigeria);

The university is aware of the many research funding opportunities available in Nigeria and the

international community. The competence required to access such funds exists in the University and capacity will continue to be developed.

Researchers are strongly encouraged to apply for such funds. Those not so proficient will be assisted through seminars/workshops on proposal writing to enhance their competitiveness.

2.2 **Research Office/Administration, Monitoring and Evaluation**

Academic research at the University is coordinated by the Research Office (RO), with the Director of Research (DRO) as the Chair. The DRO shall operate with the assistance of a board, the Research Office Board (ROB). Membership of the ROB shall be drawn from the academic faculties, centers and units.

All requests for research funds require a research proposal. The required contents of such proposals will be made available by the RO. All proposals shall be reviewed for their suitability and awards made to the extent of funds availability and the University's funding priorities as may be set from time to time. This is applicable to all research funds that are within the direct

control of the University (e.g. research funds from the Federal Government of Nigeria). All other research funds as listed above are accessible through the submission of a research proposal to the relevant funding body, when the call for proposals is made. The RO communicates regularly to the University community when such calls are made. It will also assist in the development, submission and tracking of such proposals in the pre-award phase. In the post-award phase, the award terms and conditions are made known to all those who will be responsible for project execution, financial reporting and invoicing. The Principal Investigator (PI) and associates are to be briefed on the financial as well as scientific responsibilities of the grant. This includes creating an account for the project and making this known to the PI and associates.

Project monitoring and evaluation (M & E) to ascertain the quality and quantity of deliverables and compliance with funding guidelines will be on-going within the life-span of each project. The frequency of M & E will be determined and made known by the ROB. Because of the likely diverse nature of the funded projects, which span several disciplines, the instruments for M & E will not necessarily be the same for all the projects. From

the pool of expertise on M & E being developed in the system, ROB will select those with the relevant know-how for projects evaluation. Also, the ROB, in collaboration with the Research Team and experts, will determine the appropriate instrument for evaluating each project. M & E is a very important exercise, and release of grant funds beyond the initial installment will be strictly tied to both satisfactory reporting (by the grantee) and the M & E report of the evaluators.

2.3 **Dissemination**

The University is interested in making its research outputs known to the local, national and international community. Consequently, the University strongly encourages dissemination of research findings. RO in its quarterly magazine will highlight significant breakthroughs of funded projects (internal and external).

Note, however, that **Intellectual Property Right (IPR)** is now an issue of global concern. Thus, before you decide to publish, make sure that inventions/innovations are protected (e.g. by a patent). Research Office in collaboration with the directorate of Intellectual Property in the University can be of assistance in this regard.



2.4 **Technology Transfer (TT)**

This research/innovation-driven policy has as end goal the further development of research findings to marketable products. The outputs of research in many cases stand the chance of further development to products, goods and services that could benefit society.

The University is interested in this development for the purpose of technology transfer (TT). Thus, as you research think of how their findings could be further developed towards technology transfer for the purpose of commercialization, the RO in collaboration with the Advancement Office will thereto assist.

3.0 **Promotion of Research**

The University strongly encourages research in the context of the vision and mission of this policy. Research related activities such as mentoring of junior academic staff, research collaboration between the departments and faculties and such that aim to address the University's and national priorities are strongly encouraged. Researchers can also expect to be adequately rewarded for these endeavors.

3.1 Detailed Guidelines on the Conduct of Research Publications

Researchers and employees generally are not restricted regarding the publication of their research works or expression of their views on matters of public concern. The following guidelines are, however, to be observed where appropriate:

- i) Where work is undertaken concerning the activities of government or the public agencies in Nigeria, the provisions of legislation relating to the disclosure of confidential information may apply.
- ii) University matters of confidential nature may neither be published nor disclosed to outside parties without the prior approval of the University Administration.
- iii) All publications as outputs of the University's funded research projects shall be duly acknowledged.
- iv) Research and publications arising therefrom will abide by the tenets of academic integrity through appropriate acknowledgment of sources and avoidance of plagiarism.

3.2 Inventions/Innovations

Employees and Students, who, during the

course of their work at the University, may have made an invention at personal or the University's expenses, can, if so desired, file application for a provisional protection of the property rights of the invention (pre-patenting).

The University Council, through an appropriate committee, shall investigate and report appropriately in respect of the invention

4.0 **The University's Option**

As soon as practicable, the committee will recommend and the Council will decide whether the employee/student will be allowed controlling rights of the patent.

Pending the decision of the council, the right shall be deemed to belong to, and to be held in trust for the University. Where the invention/innovation is in every respect alien to the nature of employment/studentship, the employee/student will be granted the controlling rights. In this case, the following provision shall apply.

- a) The employee/student will be responsible for all expenses to be incurred in patenting.
- b) The University Council may attach to its decision such conditions as it may deem fit and, in particular, reserve to the University the

right of use of the invention free of royalty or reserve the right to a share of any commercial proceeds.

4.1 **For the Case that the Employee/Student is not Granted the Controlling Rights**

For the case in which the employee/student is not granted controlling rights of the invention, the following rules shall apply:

- a) The employee/student shall assign to the University all the rights to the invention/innovation.
- b) The University will be responsible for the entire cost of taking out a patent.
- c) The University shall decide whether the employee/student will be allowed a share of any royalties or commercial proceeds.

4.2 **Determination of Award in the Event of Invention/Innovation**

Whether or not the inventor/innovator is allowed controlling rights, the employee/student may apply to the Council committee (see above) in respect of the invention. In fixing the amount of the award or share of commercial proceeds, the following shall be taken into consideration:

- a) Any reasonable expenses incurred by the employee/student in respect of the invention/innovation.
- b) Reservation of the right of use by the University free of royalty.

The committee shall submit its recommendations for Council's approval.

5.0 **Research Funds Disbursement**

The Grant funds will be disbursed by the Bursar on the advice of the RMO. Grant funds disbursement will be by installments, with an initial installment of 40% of the total grant approved for the project. This percentage may be revised upwards in special cases, e.g. upfront equipment purchase required for the commencement of research. The actual percentage of the grant to be released in such exceptional cases will be determined on a case by case basis.

Expenditure under the grant is governed by the University's financial regulations and procedures that are in force at the time of the award. The grant holder is, therefore, required to comply with the regulations and procedures that are in force at any given time. There are prescribed penalties for the breach of the regulations and shall apply.

6.0 **Project Reporting**

The University rates this function highly, and researchers are expected to deliver on the project strictly according to the proposal. Whether internally or externally funded research, the Principal Investigator (PI) shall be responsible for reporting on the progress of research.

i) **Internally Directed Research Grant**

Reporting to ROB shall be every six months. Shorter reporting periods may, however, be prescribed for research projects of two years duration and shorter. A final copy of the research report will be submitted to the RO on completion.

ii) **Externally Directed Research Grant**

These contract grants are generally accompanied with comprehensive guidelines on reporting and other issues. RO ensures that the guidelines as well as timelines for reporting are adhered to by the grantees. A copy of the final research shall be submitted to the RO for documentation.

6.1 **Every Report Shall have an Abstract/ Summary of the Work being Reported**

The format of reporting, which includes topical guidelines, will be made known by the ROB

6.2 **Ethical/Professional Requirements**

In carrying out research, professional ethics unique to the particular discipline shall be observed. These include, for example, use of animals and human volunteers, hazardous materials as well as conflict of interest involving the researchers themselves.

7.0 **Employment of Research Assistants**

Where the project provides for the employment of a full time Research Assistant, it is the Registrar, guided by the regulations of the University, who shall approve such an appointment on a contract basis. Salary, entitlements and length of contract are negotiable. The tenure of the Research Assistant will be limited to the duration of the grant/terms of agreement within the contract.

8.0 **Equipment and Facilities**

All equipment and materials purchased with

funds from the grant are the property of the University. Accordingly, such equipment and materials must be listed on the Department's assets inventory; they, therefore, shall not be taken away when the researcher/grantee leaves the service of the University. For this reason, assets are to be properly described and their cost values at purchase indicated in the proposal for ease of preparing an inventory of the assets.

9.0 **Joint Investigatorship**

Where the grant is for a project involving two or more investigators, only the Principal Investigator shall operate the funds of the grant, and it is with him/her that the Bursar, Registrar and RO shall deal in all matters of the grant. However, the Principal Investigator is required to operate the funds of the grant with the knowledge of the co-investigators, who are also expected to be co-signatories to documents pertaining to the retirement of the grant.

10.0 **Acknowledgments**

The receipt of support from the Research Office as well as an external funding body shall be acknowledged in all publications resulting from the work funded by the grant. A reprint or copy of

such publications shall be lodged with the RO. The grant identification code shall be included in the acknowledgment.

11.0 **Patent and Commercial Exploitation**

Results of research funded by the grant and the associated intellectual property rights shall not be patented without prior written agreement with the RO acting on behalf of the University of Jos. Also, the research and the results of the research funded by this grant shall not be commercially exploited in any way without the prior written agreement with RO. Such agreement may be refused at the University Council's absolute discretion or granted subject to such conditions as the ROB may decide and may well require agreement as to the sharing of financial benefits accruing from the financial exploitation or patent.

11.1 **Deviation from Approved Project**

Any major deviation from the research proposal for which the grant was awarded shall be subject to approval by ROB. Research Office Board shall not accept responsibility, financial or otherwise, for any liabilities from any work arising from unauthorized deviation from the approved project.

11.2 **Premature Termination of Grant**

The ROB reserves the right, if it finds sufficient cause, to terminate the grant before expiration of the period for which the grant was made or before exhaustion of the grant money as the case may be. The Researcher may also request to terminate the work at any stage, except that such a request must be accompanied by a comprehensive progress report prepared in accordance with ROB guidelines, and a clearance certificate from the Bursar.

In the event of a grant being withdrawn, the grantee would be requested to refund all or a percentage of the monies disbursed to him/her.

11.3 **Change of Conditions of Grant**

The ROB reserves the right to change the conditions of the grant from time to time. If such an amendment is made during the lifetime of a grant, the ROB reserves the right to apply the new conditions to the grant.

11.4 **Acceptance of the Grant**

For the grant to be activated, the grantee must accept, and agree to abide by the conditions governing the grant as outlined above.

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