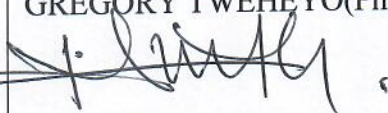
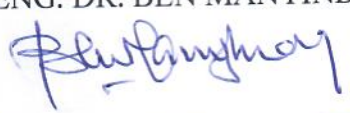
	MOUNTAINS OF THE MOON UNIVERSITY	Minute 191/12 th /MMU UC/Mar.25
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MOUNTAINS OF THE MOON UNIVERSITY

RESEARCH AND PUBLICATION POLICY

Checked by: GREGORY TWEHEYO(PhD) 	Approved by: ENG. DR. BEN MANYINDO 	Date: 27-03-2025
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APPROVAL

Approved by the Mountains of the Moon University Council

Signature Ben Manyindo

Name ENG. DR. BEN MANYINDU
CHAIRPERSON, UNIVERSITY COUNCIL

Date 27. 03. 2025

PREFACE

This is a revised edition of the research and publications policy. It has been produced from a series of meetings and consultations that have been made within and outside the University. Certain areas of the Policy outlined herein ought to be read as evolving in relation to policy formulation in other areas of the University.

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1 BACKGROUND

1.1 Mountains of the Moon University Philosophy

Transforming minds to enhance community engagement

1.2 Mountains of the Moon University Vision

To be a center of excellence in teaching, research and community engagement

1.3 Mountains of the Moon University Mission

To provide innovative and transformative education, research and community engagement for socio-economic transformation.

1.4 Mountains of the Moon University core values

- i. Professionalism
- ii. Innovativeness
- iii. Integrity
- iv. Teamwork
- v. Social responsibility

1.5 Mountains of the Moon University Mandate

- i. Provide quality teaching and learning that is relevant and competitive;
- ii. Offer courses that address the needs of the local, national and international community;
- iii. Promote research for the social-economic and political development of the country; and
- iv. Engage in activities for self-sustainability

1.6 The Need for University Research and Publication Policy

This document summarizes the Mountains of the Moon University Research and Publication 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:

1. The diminishing resources for research at the University and national level,
2. Lack of a comprehensive University Research Policy at present,
3. Significant changes in the policies of major funding agencies both in government and private sector,

4. 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:

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

2 RESEARCH POLICY STATEMENT

Mountains of the Moon University is committed to undertaking research leading to new knowledge and the transfer of this new knowledge through teaching and service to the community. The University is committed to nurturing a quality and relevant research-driven culture, that is grounded in intellectual and academic freedom, team work, quest for research excellence, professionalism, discipline and continuous improvement in all its services. To be able to realize this commitment, the University will continually encourage in research, scholarship, and a spirit of critical inquiry.

3 THE UNIVERSITY COMMITMENT TO RESEARCH

3.1 Research and Teaching Integration

The University shall emphasize a strong relationship between research with teaching and community engagement and shall therefore enhance the role of research in the development and delivery of both academic and outreach programmes.

3.2 Creating an Enabling Environment for Research at the University

The University recognizes that a supportive, transparent and efficient environment is essential to foster research and publications in the university. Within the portfolio of university activities, research, teaching and outreach should be appropriately balanced to ensure efficient creation of knowledge and its transfer. Such an environment will be created through the following strategies:

- a) Creating centers of research excellence that are adequately equipped and maintained for use by all interested parties in the university in a sustainable manner. The university shall therefore:
 - i. Develop and update guidelines for setting up centers of research excellence.
 - ii. Encourage and support the establishment of state of the art research laboratories with user guidelines for researchers
 - iii. Encourage the formation of multidisciplinary research teams/groups at centers of research excellence
 - iv. Ensure that capacity to maintain the state of the art research equipment is developed through enhanced training of staff and users
 - v. Require that research equipment and other resources acquired during the lifespan of any research project reverts to the university at the termination of the project
 - vi. Develop guidelines for use of research equipment and other resources (including bench fees)
 - vii. The disposal of research equipment and other resources shall follow the University Disposal procedures.
- b) Supporting MMU academic staff and graduate students to participate at national and international conferences and fora. The nature of support shall follow the prevailing schedule of allowances and budgetary allocations.

3.3 Improve Research and Publications Culture at the University

In order for the university to attain and maintain a leading position in research output, the policy recognizes that the research and publications culture will be enhanced. This shall be realized through the following measures:

3.3.1 Provide incentives/reward for research

As a research-driven university, the University academic staff shall spend at least 30% of their time on research and dissemination. To this end, the University shall:

- i. Ensure maintenance of satisfactory staff to student ratio in line with the Human resource policy
- ii. Reward the best academic staff in research (publications, innovations, patents), vetted by the university.

3.3.2 Provide and Support Platforms for Dissemination of Research Outputs

The University shall:

- i. Create platforms for staff and students to disseminate research outputs such as seminars, conferences, presentations, debates, locally hosted journals, newsletters and bulletins (both hard copy and electronic).
- ii. Develop, operationalise and periodically update a system for tracking of staff research outputs.
- iii. Encourage staff to publish research findings in form of policy briefs for use by policy makers.
- v. Require all graduate students to disseminate inform of a thesis or dissertation. All research reports shall be deposited with the University Institutional Repository.

3.3.3 Promote Ethical Conduct of Research in the University

The University shall:

- i. Develop, operationalise and review periodically University Research Ethical Consideration guidelines/SOPs on good research practices and misconduct
- ii. Support the Research Ethics committee (REC) to oversee ethical conduct of research at units

4 THE UNIVERSITY RESEARCH AND INNOVATION FUND (RIF)

The University council will establish a University Research and Innovation Fund (RIF). The research and innovation pillar forms part of core business activities of the University that complements teaching and gives University national and international recognition.

4.1 Broad Principles of University Research and Innovation Fund

For purposes of disbursement of funds under RIF, 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 Faculty/departments or with external partners.
- f) Rewarding publication and demonstrated research excellence to motivate staff.
- g) Capacity building for the University

4.2 Sources, Allocation and Distribution of University Research Funds from RIF

- (i) The sourced **University Research and Innovation Fund** will be allocated as follows:
 - a. 65% be given out as Annual Research Grant (ARG).
 - b. 20% be spent on development of critical research capital equipment.
 - c. 10% Research and Community Outreach Fund.
 - d. 3% Library resources
 - e. 2% ICT
- (ii) The University shall establish a Research Endowment fund.
- iii) Require graduate and undergraduate students to contribute towards the cost of research. The amount paid shall be recommended by Committee of Graduate Studies, Research, Ethics and Publication through senate and approved by the university council and included in the University Master Budget.

4.2.1 Apportionment of University Research and Innovation Fund (RIF)

The University Research and Innovation Fund components for annual grants will be used for:

- (a) Training of research assistants to be able to participate in competitive research
- (b) Funding Competitive Research and/or Project Proposals
- (c) Awards
- (d) External Research conference attendance
- (e) Meeting costs for manuscript handling in internal and external academic journals
- (f) Mountains of the Moon University Annual Research Conference
- (g) Financing of Mountains of the Moon University Refereed Journal(s)
- (h) Supporting the commercialization of innovations generated from research.

4.2.2. Training of Research assistants to be able to participate in competitive Research

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

4.2.3. 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 through seminar presentations and progressive reports.

Funds will be awarded in two categories:

(a) New Staff Research Fund

- i) This will consist of up to 10% of the Annual research grant;
- 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 Mountains of the Moon University vision and mission.

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

4.2.4 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 Mountains of the Moon 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 Mountains of the Moon University Annual Research Conference.

4.2.1. Mountains of the Moon University Annual Research Conference

Mountains of the Moon University under the Directorate of Graduate Studies and Research will organize an annual research conference for the purpose of disseminating research findings. This conference will be organized during the recession period of June-July of every year.

4.2.1. University Refereed Journals

Mountains of the Moon University under the Directorate of Graduate Studies and Research 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.

4.2.2 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” where there are more people capable of using the expensive equipment.

4.2.3 Research Community Outreach Funds

Ten percent of the University Research and Innovation Fund (RIF) will be allocated for research community outreach. 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.

4.3 Attraction of External Funds

The University shall recognize efforts in generating University Research and Innovation Fund from external funding sources (private sector/donor agencies).

4.4 Matching Funds

Where University contribution will be required as a condition for funding, the Committee of Graduate Studies and Research shall consider such applications.

4.5 The University Research Administration Costs

Mountains of the Moon University shall normally levy a minimum of 10% of all research grant awards unless in exceptional cases for general administration costs by the committee of Graduate Studies and Research which will include supervision, referring and running of office.

4.6 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.

4.7 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 Committee of Graduate Studies and Research will identify such centres of excellence within the Faculty.

The defining features of research foci and centres will be:

- a) The existence of (or the potential for) maintaining sustained research programs, which are characterized 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 specialized 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.

5 ADMINISTRATION AND MANAGEMENT OF RESEARCH

5.1 Research Committees

The following committees will be established:

5.1.1 The Committee of Graduate Studies, Research, Ethics and Innovations

- a) There shall be a committee of Graduate Studies, Research, Ethics and Innovations which is one of the Standing Committees of Senate composed of the following people:
- i. The Director of Graduate Studies and Research who shall chair the committee proceedings.
 - ii. The Deputy Director who shall be the Vice chair
 - iii. The Principal Assistant Registrar who shall be the Secretary of the committee.
 - iv. One representative from each Faculty.
 - v. Graduate student representative
 - vi. One representative from the library
 - vii. The academic registrar and the research officer (Grants) and Publications officer (Editor) shall be in attendance when needed.

The term of tenure for members of the committee is a three years and is subject to renewal.

- b) The Committee of Graduate Studies, Research, Ethics and Innovations will have jurisdiction over research and Graduate student matters. Its functions will be to:
- (i) Receive and approve Graduate student admissions
 - (ii) Receive and approve Graduate student assessments/ Results.
 - (iii) Create, develop and sustain a conducive environment for research.
 - (iv) Receive and approve University Research Agenda out of the harmonized School Research themes.
 - (v) Budget for funds under University Research and Innovation Fund.
 - (vi) Establish and enforce professional standards for research.
 - (vii) Carry out continuous Research and Publication Policy review.
 - (viii) Protect the University Intellectual Property Rights.
 - (ix) Support development of fundable research project proposals.
 - (x) Provide support in approaching funders with the assistance of the University executive.
 - (xi) To identify newsworthy research items and to produce regular copies for distribution to the media and potential funders.

5.1.2 The Faculty Committee of Research and Graduate Studies

- 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 Committee of Research and Graduate Studies' functions will be to:
 - i) Evaluate applications for project funding, purchase of capital equipment, publication awards and conference attendance before forwarding to the Committee of Graduate Studies and Research.
 - 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) Assist researchers in drawing up specific proposals.
 - viii) Liaise with the University Graduate Studies and Research Committee of senate media sub-committee to send regular briefings to potential funders.

5.1.3 Faculty Research Thematic areas

- i) The Faculty Research Committee in consultation with the staff shall develop a 3 year Research Thematic areas that will feed into the University Research Agenda.
- ii) All school research Thematic areas shall put into consideration the national and school research priorities as identified by the staff in the school.
- iii) The School Research Thematic areas shall reflect both basic and applied research.
- iv) The school research Thematic areas shall fall into three sections namely:
 - a. Rationale or over view

- b. Aim of research thematic area
- c. Major research themes and cross cutting issues
- d. List of topics and contexts of possible investigation. The topical list follows the format of the major theme areas noted in (c).
- v) Once the School Research thematic area is approved by the School Board it shall be presented to the Committee of Graduate Studies and Research for approval.

5.2 Administration of Research Grants

Research grants administration and management shall be according to the guidelines developed

- a) For all the internal grants, the Chief DGSRI 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 the Committee of Graduate Studies and Research and the project preparation and Grants development committee of TUM.
- 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 Office of the Directorate 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 Principal Investigator, being payment for administration costs.
- d) For all internal grants, the Committee of Graduate Studies and Research shall be entitled to award the grants to staff and make a report to Senate accordingly.
- e) The Principal Investigator shall submit semi annual financial and technical report to the Directorate of Graduate Studies and Research:-
 - 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 Principal Investigator.

5.3 Declaration by the Researcher

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

5.4 Collaborative Research with other Partners

The University will encourage and facilitate national, regional and international collaboration, and global networking in research. To this end, the university shall:

- i. Enter Memorandum of Understanding with leading research and higher education institutions
- ii. Operationalise and nurture existing Memorandum of Understanding in the University

5.5 Provision of Research Data Support Services

The University shall provide research support services including Library Information Systems and resources that facilitate access to international literature and data bases. The University shall, therefore:

- i. Continue to subscribe to relevant data bases that provide information to University and other researchers
- ii. Create and maintain its own research and publication database accessible to the University community and the general public.
- iii. All researchers are expected to submit their primary research data to the library for archiving and future retrieval (MoUs, research instruments, research reports, primary data) both in e-copy and hardcopy.

6 RESEARCH FINDINGS AND INTELLECTUAL PROPERTY RIGHTS

This section should be read together with the Mountains of the Moon University Intellectual Property guidelines.

6.1 Records of Research Findings

The research findings may be stored as video recordings, books, cloud server, cloud computing, publications, and audiotapes or in any other retrievable forms.

6.2 Retention of Documents

The University shall retain a database within the Directorate of Graduate Studies and Research 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 copies given out to the University Library, 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.

6.3 Access and Use of Research Findings

The research materials will be available for reference within the library unless any material will be protected by copyrights, will be available for copying electronically or by photocopying.

6.4 Intellectual Property Rights

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

7 MISCONDUCT IN RESEARCH

Mountains of the Moon 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, plagiarism and violating the research ethical practices. Misconduct will not include honest error, honest differences in interpretation or judgement of data.

7.1 Establishing Misconduct

Where misconduct is reported, the faculty committee of Research 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 Committee of Graduate Studies and Research for further consideration.

The Committee of Graduate Studies and Research 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.

7.2 Penalty

If misconduct in research is found, the Committee of Graduate Studies and Research will determine appropriate penalty with reference to the human resource policy.

7.3 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.

7.4 Records on Misconduct

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

8 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.

8.1 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 Graduate Studies and Research Committee of Senate.

8.2 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.

8.3 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 60 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.

8.4 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 Mountains of the Moon University should avoid relationships, which constitute a conflict of interest or a conflict of commitment.

8.6 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 Committee of Graduate Studies and Research 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.

8.7 Sharing Incomes from Inventions

This will be shared following university guidelines on intellectual property rights.

9 EQUIPMENT PURCHASED USING EXTERNAL RESEARCH FUNDS

9.1 Purchasing of Equipment

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

9.2 Ownership of Equipment

All equipment purchased through University Research and Innovation Fund 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.

9.3 Repairs

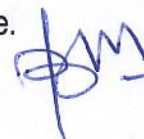
All repairs on equipment shall be undertaken by the project until the end of the project. Where the project ends the university still needs to use the equipment, the university will meet the costs of through the university budget vote on repair of equipment.

10 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 Mountains of the Moon 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.

11 ETHICAL CONSIDERATIONS

The University Graduate Studies and 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 and Innovation 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 under the University Research Ethical Consideration Policy and the National Guidelines for Research Involving Humans as Research Participants provided by the Uganda National Council for Science and Technology. 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 Research and Publication Committee of Senate.



Appendix 1

DECLARATION BY THE RESEARCHER:

I ID No.

Declare that I have read the Mountains of the Moon 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:

"SAMPLE"

Appendix II

**MOUNTAINS OF THE MOON UNIVERSITY
DIRECTORATE OF GRADUATE STUDIES AND RESEARCH**

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: _____ Highest qualification: _____ Department: _____ Office Tel: _____ Fax: _____ Cell phone: _____ E-mail: _____		
4. a) Funds requested (UGshs.) (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) Attach an abstract (not more than 250 word single spaced)			
6. b) Research Objectives (clearly give the specific objectives of this research)			
6. c) 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. Work plan indicating the Activity, Time, Input, Facilities, By whom and Outcome			
11. Details of Expenditure			
i) Equipment and Facilities			
Item	Quantity	Unit Price	Total (UGshs.)
Other Expenses			
ii) Consumables			
Item	Qty	Unit price	Total (UGshs.)
• Travel & Subsistence (Destination, No. of persons and days and cost)			Total (UGshs.)
• Personnel and other costs			Total (UGshs.)

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 _____