



TURKANA UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

Email: info@tuc.ac.ke, turkanauniversity@gmail.com

Website: www.tuc.ac.ke

Principal office 0792802802

Admission office 0792800500

P.O. Box 69-30500

Lodwar- Kitale Highway

GUIDELINES FOR TURKANA UNIVERSITY COLLEGE RESEARCH AND INNOVATION GRANT

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1.0) Background Information

Turkana University College (TUC) was established in 2017 as a constituent College of Masinde Muliro University of Science and Technology (MMUST).

TUC is committed to contribute to the Kenya's development agenda and achievement of the Vision 2030 and the Global Sustainable Development Goals (SDGs). To achieve this, TUC has to invest in research, innovation and development. In this regard, it has set aside funds to spur a culture of research and innovation. The grant has been tailored to target researchers within the university who would be mentored by the senior researchers and professors. Additionally, the grant aims to propagate multi-disciplinary research across all schools, increase the number of proposal applications for external funding and disseminate research findings.

2.0) Objectives of the Turkana University College Research and Innovation Grant

The main objective of the TUC Research Grant is to build capacity for research and innovation among staff and students:

The Specific Objectives are:

- a) To provide seed money for catalyzing research and innovation
- b) To create, preserve and disseminate knowledge and skills through research
- c) To enhance research capacity among early to middle career members of the academic staff,
- d) To promote a research culture and research uptake in the university college,
- e) To increase the number of successful grant proposals in competitive research calls,
- f) To promote the utilization of research findings for economic and societal development.

3.0) Eligibility

To be eligible for the TUC research grant, you need to meet the following minimum criteria:

- a) The applicant must be a full-time member of academic staff at TUC.
- b) The grant will initially fund up to a maximum of **KSHS 200,000** to be released in two phases. The first tranche upon approval while the second one after submission of satisfactory progress report. The maximum grant for each researcher will be enhanced as more funds are allocated.
- c) The project must be within the TUC Mission and Vision, The Big Four Agenda, Kenya's Vision 2030 and within the grant thematic areas.
- d) A researcher is eligible to make only one application for funding at any given call
- e) Person(s) applying should have relevant qualifications and competence in the subject area of the proposed project.
- f) Applications must be received on or before the deadline.

4.0) General Guidelines to Grant Applications

- a.) TUC shall award grants for interdisciplinary/interschool research projects to encourage collaboration. This will be determined by availability of funds and will be higher than individual Research Proposals.
- b.) The university college shall also award grants annually for individual proposals subject to availability of funds but the limit would be lower than interdisciplinary/interschool research projects.
- c.) Applicants who have received funds from other sources for the same proposal must justify their application for the TUC Research Grant.
- d.) All members of a research team must sign the research proposal before submission for consideration to signify their consent to participate in the research project.

5.0 Specific Guidelines

i.) The Proposal

The proposal should not be more than 10 pages, single-spaced, Time New Roman: 12 pt font size, 1-inch margins, consisting of

- Project Title and Details of the Applicant(s).
- Abstract/Summary (max 150words).
- Introduction which include; (Research objectives, Research questions, research hypothesis significance to knowledge).
- Literature review highlighting which include (Previous research, secondary data etc).
- Research Design and Methodology which include (data collection techniques, analytical techniques, work-plan, log-frame and budget).

ii.) Budget

- Approved Projects will be eligible for funding for the specified time-frame only.
- Funding for continuing projects will be subject to satisfactory progress and financial reporting.
- Funds will be disbursed upon achievement of specific milestones as will be outlined in the contractual agreement and on satisfactory progress and accounting of the earlier amount.
- Personal emoluments should not take more than 25% of the total Budget.
- The budget should be clearly itemized and justified, drawn up using the allowable costs in Kenyan shillings in the following budget lines:
 - a) Consumables/Expendable supplies
 - b) Equipment
 - c) Documentation
 - d) Travel
 - e) Extra personnel
 - f) Dissemination of Results and other outputs
 - g) Other Costs

6.0) Assessment Criteria

Each proposal shall undergo a blind review and shall be assessed independently

7.0) Specific Guidelines for Grant Recipients

- a.) The grant shall not be transferable to any other person or institution.
- b.) In the event that the Principal Investigator (PI) resigns from the employment of the University, the research team shall nominate a qualified member of the team to serve as the PI.
- c.) Funds received through TUC Research Grant shall not be used to purchase items such as laptops, printers, cameras, scanners, photocopiers and vehicles.
- d.) Researchers shall expend the funds to undertake research activities and adhere to the work-plan, as set out in the approved research proposal without any amendments except where there is written approval for variations from the Deputy Principal-ASA
- e.) The Grant shall be released only after the grant contract has been duly signed by the researcher and the University.
- f.) Researchers will be obligated to participate in activities related to dissemination of the research findings as may be deemed necessary.

8.0) Contract Expiration and Termination

All projects will end on the date specified in the Grant Contract and will not be extended or renewed unless under special circumstances and with approval of the University Management

9.0) Termination of the Grant Contract or Funding

- a.) The grant contract may be terminated by either party by giving a 30-days' written notice to the other party, as specified in the grant agreement contract.
- b.) Funding may be suspended or terminated if the researcher fails to comply with the terms and conditions of the grant agreement
- c.) In the event of termination of funding for technical reasons, the researcher(s) may be required to refund monies.

10.0) Publication and Dissemination

To maximize the benefits from the research and as broadly as possible allow access by other researchers and the wider community, the TUC Research Grant beneficiaries shall be required to publish at least one article in refereed journal or present a paper in an academic conference. The grantee shall submit copies of any publications arising from the funding.

11.0 **Monitoring, Evaluation and Reporting**

- a.) The TUC Research Board shall carry out monitoring and evaluation of all funded projects and report to the University College Academic Board (UCAB)
- b.) Researchers will undertake to adhere to the following reporting and monitoring mechanisms:
 - i) Submit technical, financial and ethics reports (where applicable) to the office of the DP (ASA) through the Directorate of Research before disbursement of any subsequent research funds
 - ii) Submit final technical and financial report at the end of the project in both hard and electronic copies to the Deputy Principal (ASA) through the TUC Research Board.
 - iii) The Structure of final technical report should follow internationally accepted format for presentation of technical and scientific works. The report should have the following format/components;
 - Table of contents*
 - Introduction*
 - Methodology*
 - Results and Discussion*
 - Conclusion*
 - Recommendation*
 - Financial Statement*
 - References*
 - Key outputs*
 - Appendices*

