MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI

(Made under section 54 of the Universities Act (No. 7 of 2005) and Article 30 of the Moshi Co-operative University Charter, 2015)

RESEARCH POLICY AND GUIDELINES

December, 2017

FOREWARD

Moshi Co-operative University holds the opinion that the socio economic development in the region can be met through research and innovation. Therefore the University envisages to mobilize resources internally and externally to enhance research that will subsequently strengthen teaching and outreach activities. Through research the University will endeavor to be a leading institution in matters pertaining to co-operative development and management in the region.

The University is dedicated towards engaging in high quality research by taking research as one of its priority. Thus the University will be positioned to conduct research in all important and emerging fields through collaboration with training institutions and the private sector. In addition it will provide a conducive research environment that will produce high quality research output.

The policy is anticipated to contribute to the prioritization of research needs, execution and dissemination in an acceptable manner. The research policy will stimulate and nurture a research culture amongst the university community. The University therefore commits itself in conducting research that is socially acceptable in pursuit of its vision and mission.

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Prof. F. K. Bee
Vice Chancellor

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1.0 INTRODUCTION

1.1 Background Information

The Moshi Co-operative University (MoCU) is one of the higher learning institutions in Tanzania. MoCU came into being as a result of transforming Moshi University College of Co-operative and Business Studies (MUCCoBS) to fully fledged University in July, 2014. The former University College came into being as a result of upgrading the status of the then Co-operative College Moshi into Moshi University College of Co-operative and Business Studies into a Constituent College of Sokoine University of Agriculture (SUA) as declared through Declaration Order No. 22 of 2004. MoCU is among the few specialized Universities in Africa offering academic and professional training in co-operative and community based studies.

MoCU is located within Moshi Municipality and has a teaching centre at Kizumbi in Shinyanga region. In addition, the University operates 13 Regional offices located in Kilimanjaro, Tanga, Shinyanga, Mwanza, Dodoma, Tabora, Kigoma, Mbeya, Iringa, Ruvuma, Coast, Mtwara and Singida regions.

The University conducts a range of residential and distance learning programmes, tailor-made programmes, field training, research, consultancy and community services.

1.2 Vision and Mission Statements

1.2.1 Vision

The vision of the University is "to become a centre of excellence in co-operative education and practice".

1.2.2 Mission

The mission of the University is *"to provide quality education, training, research and advisory services to enhance co-operative development"*.

1.3 Core Values

In fulfilling the Vision and Mission, the University will be guided by the following core values; *cooperation, objectivity, pursuit of excellence in service delivery, integrity and accountability, courtesy to all and social responsibility*.

1.4   Interpretation of Terms

Collaborator: A staff or student engaged in a research project with MoCU under the guidance of a lead investigator also called a Principal Investigator.

Externally Funded Project A project that draws funds to MoCU from external funders through successful proposal bidding and subsequent funding

Intellectual Property Rights: Any invention, discovery, or creation, which results from the research work conducted by or on behalf of MoCU. It may not be reproduced by any means in full or in part, except for short extract in fair dealings, for research or private study, critical scholarly review or discourse with acknowledgment, without written permission of MoCU.

Internally Funded Project: A project funded by Moshi Co-operative University (MoCU) through its budgetary allocation.

Post-doctoral Scholar (Postdoc): An individual holding a Doctoral Degree who is engaged in a temporary period of mentored research and/or scholarly training at the University for the purpose of acquiring the professional skills needed to pursue a career path of his or her choice.

Principal Investigator: The lead investigator in a research project who is recognized as such in research proposal conception, or funding acquisition by the University.

Research: includes all forms of funded and unfunded scholarly, scientific and professional work related activities based on intellectual investigation aimed at discovering, interpreting, revising, disseminating and publishing knowledge monitored by the University.

Researcher: Any member of the University (staff/ student) who engages in Research.

Research Associate: This is a research position at the University A Research Associate usually conducts researches under the supervision of a Principal Investigator, although there is a lot of variability in the degree of independence.

Research Chair: An honorary title granted by the University to internal parties that a researcher has been recognized for research excellence in a targeted discipline or research area. The terms and conditions for the research chair are provided by the University.

Research Ethics: Research ethics at the University involves the application of fundamental ethical disciplines and methodologies to research practices.

Research Misconduct   Any acts of fabrication, fraud, falsification, plagiarism, grievous mischief, or unethical practices in research

Research Policy: A set of principles and guidelines that direct the conduct of research at the University

Staff: Employees of MoCU.

Student Researcher: A student enrolled at MoCU and attached to a research project as a collaborator or a research assistant.

University: Means the Moshi Co-operative University(MoCU)

Visiting Researchers: Researchers from higher learning/research institutions other than their home institutions who decide to visit the University to have interactions with researchers, colleagues and students and have access to the University research resources, facilities and faculty, not otherwise available to the public.

2.0   THE POLICY

This policy sets out the policy statement, rationale, objectives, scope and issues as elaborated hereunder:

2.1   The Policy Statement

MoCU shall render the best possible services to researchers so as to improve research productivity.

2.2   Rationale of the Policy

As a growing University trying to locate its position in the community of higher learning institutions, there is a need to align itself with national and international research policies such as the National Research and Development Policy, National Strategy for Growth and Poverty Reduction and the United Nation Sustainable Development Goals. Moreover the . changing national and international development priorities and University's transformation process calls for a policy that will address the emerging issues, and align with the University's mission and vision.

This Research Policy will serve as an instrument for regulating the conduct of research within MoCU and ensure the delivery research outputs are demonstration of high quality research practices enhances the competitive advantage of researchers thereby expanding the opportunity for the University to become a priority institution to research funding organizations. The policy will also facilitate the University in maintaining its status as a centre of excellence in co-operative and business studies of the Eat African Community.

2.3   Objectives of the Policy

The Policy sets out the University's commitment to strengthen the research capacity and provide a framework of enabling environment for researchers.
Specifically, the Policy seeks to:

a)   Promote research and publication culture within the University;
b)   Create a conducive environment for development and production of quality research proposals and outputs;
c)   Strengthen institutional capacity for managing and coordinating research;
d)   Promote participatory and collaborative research with other institutions;
e)   Improve dissemination and commercialization of research output
f)   Ensure that procedures of research conform to ethical stipulations; and
g)   Ensure that research activities are in line with the vision and mission of the University and respond to national and international research priorities.

2.4   Scope of the Policy

The provisions of the research policy shall apply to all research related activities at the university. The Policy incorporates issues on conducting and management of research, ethical considerations and dissemination of research output. The Policy shall apply to all staff, students of MoCU and all users of its resources for research.

2.5   Policy Issues

Given that the objective of this research policy is to provide guidance to produce quality research and enhance research productivity, it will be guided by the following policy issues:

(i)   Prioritization of research areas;
(ii)   Sourcing and managing research funds;
(iii)   Research capacity building;
(iv)   Dissemination of research output;
(v)   Research ethics and integrity; and
(vi)   Quality assurance.

3.0 FOCUS OF THE POLICY

The policy focuses on important areas of improving research productivity at the University. These areas have been identified and policy strategies formulated in each of these areas.

3.1 Prioritization of Research Areas

3.1.2 Policy issue

The University shall address International and National Development needs in line with national policies, programmes and strategies, Vision 2025, the Sustainable Development Goals and its strategic plan. However the University is challenged to meet these developmental needs due to limitation of resources. The University will therefore use participatory approaches in setting research priorities that will take into consideration the available human, physical and financial resources that have a competitive advantage and impact on community interventions.

3.1.3 Policy objective

To ensure that researches conducted at the University are guided by the Institutional and national priorities.

3.1.4 Strategies

The University will:
(a)   Ensure that academic units formulate research priorities that will feed into the University research agenda;
(b)   Ensure that priorities identified reflect national research objectives, priorities and relevant international trends;
(c)   Ensure that the research agenda promotes both basic and applied research;
(d)   Adopt a proactive role in influencing the national/regional development objectives and priorities in close collaboration with other stakeholders; and
(e)   Establish a feedback mechanism to foster continued refinement of the research agenda.

3.2 Sourcing and Managing Research Funds

3.2.1 Policy issue

The policy realizes that funding is the major factor for promoting research activates at the University. The availability of funds may influence staff to conduct high quality research and therefore contribute tin promoting the image of the University. However, funding is the most critical constraint in conducting research. It is envisaged that the university in collaboration with its key stakeholders will introduce various approaches that will improve funding for research.

3.2.2 Policy objective

To ensure that there is availability of adequate research funding at the University through increased awareness of funding opportunities and motivating researchers.

3.2.3 Strategies

The University will:

a) Encourage a n d f a c i l i t a t e individual researchers, research teams, units, departments, institutes and directorates to solicit research funds from alternative sources;

b) Provide information on possible sources and modes of research funding from within and outside the University on regular basis;

c) Require that all research projects contribute 10% of awarded grant, which will be used for overhead/indirect costs and financing seed grant for researchers;

d) Establish an incentive package for awarding researchers who succeed in winning research grants;

e) Establish a research endowment fund;

f) Engage the private sector and government agencies to contribute towards research through contract research;

g) Encourage and facilitate the establishment of professorial research chairs;

h) Encourage visiting researchers and research associates to conduct research;

i) Ensure that disbursement of funds follows the approved financial management procedures; and

j) Ensure that the funds are disbursed according to the approved budgetary allocation. Re-budgeting will not be encouraged unless prior approval is obtained from the funding agency.

3.3 Research Capacity Building

3.3.1 Policy issue

Research capacity building involves enhancing the abilities of individuals and systems to undertake high quality research effectively and efficiently. It entails supporting the academic units, improving researcher's capacity through appropriate training and providing appropriate research facilities for building sustainability in research. However capacity building at the University is influenced by funders and recipients of funds. The University is envisioned to provide good physical infrastructure, adequate funds to researchers, equitable access to use of information, good research management, effective interfaces between research producers and users, training and incentives to researchers. The policy therefore recognizes the need of fostering efficient use of its resources as a key driver towards capacity building.

3.3.2 Policy Objective

To strengthen the research capacity of individuals and systems to undertake high quality research.

3.3.3 Strategies

The University will:

a) Establish a database management system which shows a list of researches, research teams, staff and their respective research areas;

b) Establish a capacity building programme for training and retaining researchers;

c) Provide research support services that include the provision o f tools and equipment and facilitation of access to databases;

d) Facilitate the formation of multidisciplinary research teams in academic units focused on thematic areas addressed in the research agenda;

e)   Create and promote opportunities for post-doctoral scholars and research associates within academic units ;

f)   Strengthen the capacity for research planning and management at all levels;

g)   Establish an incentive scheme for motivating researchers to ensure continuity of research programmes;

h)   Encourage sharing of research project resources in order to utilize fully the research resources available;

i)   Promote the private sectors to provide research facilities;

j)   Ensure that capacity to maintain the state of the art facilities is developed through enhanced training of technical staff and users;

k)   Establish an inventory of all research facilities; and

l)   Set up the institutional framework for the establishment and operation of research centers.

3.4   Dissemination of Research Output

3.4.1   Policy issue

Dissemination of research findings is acknowledged as an important part of the research process, passing on the benefits to other researchers, professional practitioners, policy makers and the wider community. Research activities are rarely considered complete until the results have been made widely available. There are many channels of disseminating research findings that may be in the form of refereed and non-refereed, in any medium of communication, including various types of publications, conferences, public performance and public exhibition that can be used by the University. MoCU is positioned to ensure that an active and systematic approach in dissemination of research findings is adequately resourced throughout and promotes effective communication between researchers and users. The University will therefore continue to be committed in inspiring honesty, integrity, accuracy and responsibility in the dissemination of research findings.

3.4.2   Policy objective

To promote and enhance the dissemination of the University research outputs to target beneficiaries.

3.4.3   Strategies

The University will:

a)   Create platforms for staff and students to disseminate research outputs such as seminars, journals, newsletters, policy briefs, bulletins and the internet;

b)   Protect the intellectual property rights of the University, the researcher, research trainees and funders of the research, as appropriate;

c)   Support communication of research findings to the wider public by using proper channels of communication, including international and national forums;

d)   Encourage and support academic units to organize conferences, workshops and public lectures;

e)   Establish database of journals; and

f)   Encourage staff and students to publish their findings in refereed journals; and

g) Ensure that research reports in hard copies, electronic copies, audio tapes or video tapes or in any other retrievable form are deposited in the University Library;

3.5 Collaboration

3.5.1 Policy issue

Collaboration is an integral part of research, and it has been evolving within the academic units and disciplines to newer areas that are necessitating partnership across departments/disciplines /institutions with the academic, private sector and government agencies. Interdisciplinary and multi-contextual collaboration has strengthened the pace of research and encouraged the development of innovative and ground breaking strategies in investigating novel and complex areas. There are a number of factors that are driving the University towards increased collaboration such as preference of funders, sharing of resources, opportunity to learn from other disciplines, demand for expanded capacity, technological advancements and risk management and opportunity to engage in collegiality. The university is envisaged to strategically enhance collaborative efforts that will ameliorate its research image amongst stakeholders.

3.5.2 Policy objective

Establish strategic partnership and collaboration with stakeholders to augment knowledge, skills and application of research findings.

3.5.3 Strategies

The University will:

a) Enhance internal collaborative multidisciplinary projects;
b) Conduct joint applied research with the private sector, civil society and government entities;
c) Promote external collaborative research where there are potential benefits to the University and focus on the national research priority areas;
d) Encourage researchers to participate in international and national fora in order to establish networks and collaborative activities;
e)   Encourage and support researchers to link with the users of research findings such as industries, the civil society and policy makers through workshops or any type of appropriate forum; and
f) Strengthen linkages with relevant Ministries and Government agencies.

3.6 Research Ethics and Integrity

3.6.1 Policy issue

Ethics and integrity are essential elements of good research governance in the University. Therefore it is important for the University to encourage researchers to conduct research in line with ethical standards and norms due to several reasons, including promoting knowledge of the research, promoting the values that are essential in collaborative work, researchers to be

held accountable to the public, building public support for research and promoting values and norms such as human rights and social responsibility. On the other hand the University is as well challenged to build a framework on education that recognizes and reinforces research ethics across all disciplines and allow researchers to explore issues in research ethics that are specific to their areas.

3.6.2 Policy objective

To ensure that research confirms to generally accepted standards, values and norms.

3.6.3 Strategies

The University will:
a) Ensure that the privacy of individuals is respected ;
b) Promote and follow research practices that enhance the public interest and wellbeing; and
c) Ensure that researchers are aware of and conduct research in line with the Research Code of Ethics.

3.7 Quality Assurance

3.7.1 Policy issue

Quality Assurance in Research (QAR) comprises all the techniques, systems and resources that are deployed to give assurance about the care and control with which research has been conducted. To conduct a successful research study, several criteria must be fulfilled which include the research question must be answerable with the available resources; the investigators must be motivated, proficient of the research area and the research setting must be appropriate for the study. The University is challenged to ensure that it meets the requirements of its researchers in order to produce quality research output and satisfies its stakeholders. It is therefore paramount for the University to ensure that there is a research enabling environment and there is a monitoring, evaluation, peer review and feedback mechanism that will involve relevant stakeholders.

3.7.3 Policy Objective

Safeguard and improve the standard and quality of research

3.7.4 Strategies

The University will:
a) Develop research quality assurance principles; and
b) Conduct surveys to obtain feedback on quality and value of research output.

4.0 GUIDELINES

The following shall be the regulations governing research activities at Moshi Co-operative University.

4.1 Research Grants Administered or Funded by the University

(a) All research grants from various sources shall come under the jurisdiction of the Directorate of Research and Postgraduate studies;

(b) All research projects and activities conducted under the auspices of the University and by its staff shall be duly registered with MoCU and issued with an identifier registration number. This requirement shall apply regardless of the source and mode of funding. A form for research project registration is shown under **Appendix 1**; and

(c) Any exceptions to these conditions shall have to receive consent from Vice Chancellor on behalf of the Senate.

4.2 Application for Research Grants Administered or Funded by the University

(a) All applications for research grants funded by the University shall be made using the prescribed form (Form for Application for Research Grant– (Appendix **2**).

(b) All applications for research grants shall be submitted to the Senate Research and Publications Committee through Faculties/Directorates/Institutes/Departments with their comments on the following:

(i) Relevance and importance of the research project; and
(iii) Any other matter which the Faculties/Directorates/Institutes/Departments consider would assist the Senate Research and Publications Committee in making an appropriate decision on the application.

(c) The Senate Research and Publications Committee shall not consider any application from a person who is already in receipt of a grant from the University , unless and until the Senate Research and Publications Committee has already accepted satisfactory report on the previous grant: and

(d) Any financial balance of research grant not spent during the period for which the award was granted will not automatically be carried forward without the approval of the Senate Research and Publications Committee.

4.3 Externally Funded Projects

(a) The forms for externally funded projects will depend on each individual donor guidelines and/or policies;

(b)   All collaborative and externally funded research projects operating at the University shall have a MoCU academic member of staff as its leader. Such a leader shall be appointed by consensus among the collaborators or by the University upon recommendations of the Senate Research and Publications Committee if the situation may require; and

(c)   All grant Contract Agreements or Memoranda of Understanding between MoCU and the donor/collaborating partner shall be approved by the Vice Chancellor upon advice from the Corporate Secretary/Legal counsel. Procedures for approval of externally funded projects are presented in (**Appendix 3***).*

4.4   Progress reports for Research Grants

(a)   All researchers conducting research projects and/or activities under the auspices of the University shall be required to submit quarterly progress reports for the period ending September/December/March/June of each year (**Appendix 4**). Such progress reports shall be received, discussed and approved by the respective Faculties/Directorates/Institutes/Departments before submission to the DVC-Academics for onward presentation to the Senate through the Senate Research and Publications Committee within the first quarter of the subsequent financial year;

(b)   The researcher/s who fails to submit p r o g r e s s reports a f t e r the deadline shall receive no more funds and the processing of the respective project funds shall be suspended until such a report is submitted. This includes granting permission to travel outside MoCU on such project activities; and

(c)   Unless satisfactory reasons are given to the Senate Research and Publication Committee, expenditure already incurred by an applicant on a research project before his/her application is approved shall not be reimbursed. Further, project/s expenditure must be restricted to the approved budget.

4.5   Publication and Dissemination of Research Results

a)   The University shall set up and maintain an accessible electronic research output database that shall contain at least full abstracts of the research reports and other related publications;

b)   All research grant recipients shall be   required to publish and disseminate research results through the appropriate channels specified in the research contract or otherwise stated;

Researchers shall therefore be required to:
(i)   Provide the Research and Publications Committee with two copies of off-prints of journal articles and conference proceedings, where the results of such research have been published or at least one copy in the case of other published work, such as books;

(ii)   Ensure that acknowledgments of financial assistance from the University or other sources are included in an appropriate position in all published works; and

(iii)   Deposit all publications (hard and soft copy) at the University library.

(c)   All innovations and patents must be reported to the Vice Chancellor through DVC-Academics who will advise and co-ordinate all interactions with the respective industry;

(d)   To ensure integrity in research and publications, the University will formulate guidelines to:
(i)   Foster responsible attitude and conduct in authorship, review and publication of scientific articles;
(ii)   Check and control fraud; and
(iii) Ensure that papers submitted for publication to journals/proceedings hosted by the University shall be tested for plagiarism.

4.6   Property Procured from Research Funds

a)   Procurement of property shall follow the national laws/guidelines related to procurement and the University regulations related to financial management and auditing;

b)   Procurement of any research property will be at actual cost of invoice and when purchased overseas, the exchange rate at the date of payment will apply;

c)   All property or properties procured out of research grant (vehicles, equipment and any supplies) shall be the property of the University and shall therefore be lodged within the appropriate University record/system;

d)   All research properties shall be under the jurisdiction of the University and the Vice Chancellor shall be the final authority on behalf of the Council;

e)   All equipment including vehicles shall be utilized and administered according to the University regulations and guidelines for purposes of ensuring equitable access to the facilities by all researchers; and

f)   Project vehicles shall be used solely for research or any other official duties as requested by the University authorities.

4.7   Disposal of Research Project Resources

a)   All properties accumulated during the period of research shall remain the property of the University, except as otherwise provided in the research contract or government directives/guidelines; and

b)   Priority on reallocation of research property shall be given to the academic units

which hosted the research   when the project ends.

4.8   Administrative Costs for Research Grants

(a)   For grants solicited by individuals, departments or faculties, the University will charge a mandatory rate of 10% of the total grant to meet overhead costs of administering grants and contribute to infrastructural and capacity building at the University;

(b)   It shall be the responsibility of the prospective grantees to ensure that 10% grants administration fee is included in each grant disbursement;

(c)   The Directorate responsible for finance shall be required to deduct 10% from each grant; and

(d)   The fund will be monitored, administered and apportioned by the DVC-Academics following guidelines approved by the University from time to time.

4.9   Subsistence, Per-diems, other Allowances and Reimbursements

(a)   Payment of subsistence/per diem and other allowances to researchers shall be done in accordance with Government circulars/guidelines or according to the budgetary specifications of the respective grant as agreed upon by the funding agency; and

(b)   Relevant Government regulations on employment of researchers, research assistants, Post-doctoral, academic and administrative staff members shall apply.

4.10   Remuneration and Allowances

(a)   Allowances for research activities will be paid to researchers as follows:
  (i)   Overnight/Per diem allowance for each night/day away from the duty station shall be paid according to Government or donor approved rates/terms; and
  (ii)   Researchers employed by the project (Post-doctoral, research assistants, technicians and others) shall be paid according to the government regulations or donor approved rates.

(b)   Payments including wages for occasional workers and casual labourers shall be paid according to Government circulars in force;

(c)   Incidental expenses to cover telephones, taxi, airport charges and others will be reimbursed upon submission of receipts;

(d)   The cost of air travel within Tanzania and overseas shall be paid at full fare economy rates payable directly to the airline or ticketing agencies against a pro-forma invoice or as re-imbursement to the researcher upon presentation of airline boarding passes;

(e)   Surface and marine transport fares shall be paid at actual cost for each journey for the researchers, technicians and other assistants;

(f)   Travel by vehicle shall be reimbursed in the following way:
  (i)   Taxi fares at actual cost where no other form of transport is available;
  (ii)   Where the vehicle is provided by an individual on a private basis, a mileage allowance of TZS 1,800/= per kilometer travelled shall be paid;
  (iii)   Where the University or a government department provides the vehicle for research activities, the researcher shall pay a mileage charge of TZS 900/= per kilometer; and
  (iv)   Further, the user shall be responsible for fuel costs and subsistence allowance for the driver.

4.11   Ownership of Research Outputs

Ownership of research outputs shall be governed by the MoCU Intellectual Property Rights Policy unless otherwise stated in the research contract or any other relevant authority.

4.12   Research Chairs

Recognizing the need for MoCU to produce quality and relevant applied research results, the University encourages the establishment of Research Chairs within Faculties/Directorates/Departments outside the normal establishments. The purpose is to implement activities of specifically funded research for a specified duration and terms of contract. Renowned scholars and scientists will be encouraged to develop projects, source funds from various funding agencies, foundations and industries to acquire Research Chairs at the University.

4.13   Research Associateship

The University encourages and allows Research Associates external to the Institution and foreign scholars wishing to conduct research in Tanzania and at MoCU. Procedures on application for Research Associateship are indicated in the University Research Associateship Guideline

4.14   Effectiveness of Research

The University shall set in place a feedback mechanism to assess the effectiveness and impact of research. The findings shall be submitted to the Senate Research and Publications Committee for discussion and further implementation.

4.15   Monitoring and evaluation of research project activities

a)   All research projects shall be monitored and evaluated to ensure MoCU's research undertakings and the respective research objectives are achieved. Faculties/Institutes/Directorates will hold annual conferences where results of research activities in all departments shall be presented. Funds for such conferences will be budgeted and approved through the research and publications committee/s;
b)   Annual progress reports and meetings shall be used to monitor and evaluate research projects; and
c)   Where necessary, faculty/institutes/directorates shall carry out independent evaluations during or at the end of the project.

5.0   POLICY IMPLEMENTATION

The overall responsibility of the policy and guidelines shall dwell on the Directorate responsible for Research and Publications.

5.1   Directorate of Research and Postgraduate Studies

The Directorate responsible for research shall have the overall responsibility for the coordination of the implementation of the Research Policy and Guidelines For successful implementation of the policy and guidelines the Directorate shall;

a)   Liaise with academic units in implementing the policy;

b)   Coordinate internal and external linkages on all matters related to research;

c)   Facilitate securing of research funds from public, private and external sources;

d)   Coordinate the establishment of research teams, post-doctorate programmes research associates and chairs;

e)   Facilitate dissemination and commercialization of research output;

f)   Be a custodian of research output on behalf of the University;

g)   Work closely with potential researchers in preparing research proposals for submission to potential donors;

h)   Maintain and continuously update a MoCU research activity database and an accessible electronic research output database that shall contain at least full abstracts of the research reports and other related publications;

i)   Collaborate with the Quality Assurance Unit to develop and institute a process of evaluation, monitoring and reporting on research quality performance;

j)   Liaise with the Research and Publications committee to approve all matters pertaining to research at the University; and

k)   Undertake any other research related activity that shall be of added value to the University as directed by the University Management.

5.2   Senate Research and Publications Committee

This is a University- wide committee mandated to coordinate and guide the operations of research activities at the institution and periodically give applicable recommendation to the Senate on matters related to research through the DVC-Academic office.

The Senate Research and Publications Committee shall:

a)   Review the Research Policy and make recommendations to the Senate;

b)   Receive and approve research proposals submitted for award of Internal Research Funds and monitor internally funded projects;

c)   Monitor and evaluate compliance to ethical conduct of researchers undertaking research;

d)   Recommend allocation of funds to research activities out of the funds voted by the Council for research;

e)   Recommendation to the Senate for action to be taken upon any breach of research ethics;

f)   Receive proposals for submission to external donors for research grants;

g) Receive reports from recipients of grants on the use of research funds received from various sources;

h) Identify and recommend to the University thematic areas to be utilized in the call for proposals;

i) Receive, review and recommend to the Senate matters related to research ethics; and

j) Advise the Senate on matters relating to research strategy, policy and management in the University.

5.3 Powers of the Vice Chancellor

The Vice Chancellor on behalf of the Senate shall, where fulfilling a fundamental obligation, contractual or legal obligation on projects, consider waiving or reducing the 10% administrative fee depending on the contribution of the project in matters related to human resource development, infrastructure development or any other contribution that may be regarded as important to the university.

6.0   POLICY MONITORING, REVIEW AND AMENDMENTS

6.1   Policy Monitoring

In general, the Directorate of research and postgraduate studies shall from time to time monitor and evaluate the progress and performance of research at the University. An elaborate framework for monitoring and evaluation will be put in place at all levels of the University. Regular and timely monitoring of progress regarding this Policy and associated action plans will be carried out by the appropriate mechanism in the organization structures of the University.

6.2   Validity of the Policy Provisions and its Effective Date

The Policy will be effective from the date of its approval and the Policy provisions shall become operational immediately upon being approved by the University Council. The policy shall remain valid and binding until when they are revoked by the authority entrusted with such powers and following laid down procedures.

6.3   Policy Review and Amendments

The Policy shall be reviewed whenever need arises upon the recommendation and approval of the recognised organs. The periodic review will ensure that the Policy is in line with the University, National and International changes that might have taken place.

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Research Project Registration

1. Title of the project	
2. Name of the project leader	
3. Collaborating Researchers and departments of affiliation	1. MoCU researchers 2. Others:
4. Starting Date	
5. Duration	
6. Expected date of completion	
7. Project main objective	
8. Research target sites	
9. Sponsor/Funding agency	
10. Total Budget	
11. Annual disbursement	
12. Name and Signature of project leader	
Date	
13. Name and Signature for Head of Department	
Date	
14. Name and Signature of Dean/Director	
Date	
15. DVC-AC – Name and Signature	
Date	
Registration number (to be issued by the Directorate of Research and Postgraduate Studies):	
Signature for Director of Research and Postgraduate Studies	

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
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APPLICATION OF INTERNAL RESEARCH GRANT

1.   Name(s) of researchers (s):   …………………………………………………….
2.   Nationality: …………………………………………………….
3.   Academic qualifications: …………………………………………………….

4.   Department……………………………………………….
5.   Faculty/Institute/Directorate:……………………………………………………..

6.   Research Theme: …………………………………………………….
    …………………………………………………………………
7.   Title of the research project:……………………………………………..…………….
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8.   What has already been done; background
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    ……………………………………………………………………….
    ……………………………………………………………………….

9.   What remains to be done; definition of problem
    ……………………………………………………………………….
    ……………………………………………………………………….
    ……………………………………………………………………….

10.   Objectives of the proposed research project
    ……………………………………………………………………….
    ……………………………………………………………………….
    ……………………………………………………………………….

11.   Methodology and nature of the work
    ……………………………………………………………………….
    ……………………………………………………………………….
    ……………………………………………………………………….

12.   Expected results and importance
    ……………………………………………………………………….
    ……………………………………………………………………….
    ……………………………………………………………………….

13.   Proposed duration of the project
    ……………………………………………………………………….
    ……………………………………………………………………….
    ……………………………………………………………………….

13. Detailed budget and the amount requested from the Senate Research and Publication Committee :

 a) Equipment and other materials

 ……………………………………………………………………………

 b) Travel (mileage based on approved rates).

 ……………………………………………………………………………

 c) Subsistence (use approved rates)

 ……………………………………………………………………………

 d) Others (specify the items and their costs)

 ……………………………………………………………………………

14. Are you in receipt of a research grant from the University or from any other sources?

 …………………………………………………………………………….
 …………………………………………………………………………….
 …………………………………………………………………………….

15. Names and addresses of two referees

 1. …………………………………………………………………………….
 ……………………………………………………………………………
 ……………………………………………………………………………
 2. …………………………………………………………………………….
 ……………………………………………………………………………
 ……………………………………………………………………………

16. Declaration of the application:

 I/We the undersigned have read and understood the Rules and Regulations governing the granting of research funds by the University and undertake to abide by them if my/our application is successful.

Remarks by Project Leader:	
Date	Signature
Remarks by Head of Department:	
Date	Signature
Remarks by the Dean of Faculty/Director:	
Date	Signature
Remarks by the Senate Research and Publications Committee:	
Date	Signature

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI

PROCEDURE FOR APPROVAL OF INTERNALLY FUNDED GRANT

1. Submission of the proposal to the Director responsible for research and publications should be done before the deadline.

2. Approved proposals will be issued with letter of support or grant agreement that will be signed by the Vice Chancellor.

3. Research proposals to be approved should conform to National and Moshi Co-operative University research focus areas and guidelines.

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI

RESEARCH PROGRESS REPORT*

A: Internally funded Projects

1. Period being covered: ……………………………….………………..………
2. Project title: ……………………………………………….……………..

3. Researcher(s): …………………………………………………..……….…..
4. Department/Faculty /Institution/Centre(s) ……………………………………….……..….…
5. Project objectives: ……………………………………………………………..……...
6. Original hypothesis or problem defined:……………………………………….……………….….
7. Project implementation during the stated period……………………………………………….…..

Planned target	Status of implementation	Problems encountered	Corrective measures

8. Publication(s) to date (indicate title and media): …………………………………….……
9. Project work plan and budget for the next period: …………………………………………
10. Financial statement certified by the Directorate of Finance and Planning (To be attached)

Name of project leader:	
Date	Signature
Remarks by Head of Department	
Date:	Signature
Remarks by Dean of Faculty/Director	
Date:	Signature
Remarks by Research and Publications Committee	
Date:	Signature

B: Externally funded projects

1. Project title	
2. Project leader	
3. Collaborating researchers	
4. Duration	
5. Overall objective	
6. Specific objectives:	
7. Sponsor	
8. Total budget	
9. Project output to-date:	
(i) Publications in journals	
(ii) Workshops/Conferences	
(iii) Submitted papers	
(iv) Dissertations and theses	
(iv) Any other output as specified by the project	

Remarks by Head of Department	
Date:	Signature
Remarks by Dean of Faculty/Director	
Date:	Signature
Remarks by Senate Research and Publications Committee	
Date:	Signature

To be completed the period ending September/December/March/June of each year