

**FEDERAL UNIVERSITY OF TECHNOLOGY
MINNA, NIGERIA**



RESEARCH POLICY

2025

CONTENTS

CONTENTS.....	i
FOREWORD BY THE VICE CHANCELLOR.....	iii
LIST OF ABBREVIATIONS AND DEFINITIONS OF TERMS.....	iv
RELATED UNIVERSITY POLICIES	vi
1.0 INTRODUCTION.....	1
1.1 Brief background of the University.....	1
1.2 Vision and mission of the University.....	1
1.3 Aims, strategic goals and objectives of the research policy	1
1.3.1 Aim	2
1.3.2 Strategic research goals	2
1.3.3 Research objectives	2
1.4 Activities required to realize the strategic goals.....	2
1.4.1 Enhancement of the quality of existing research	2
1.4.2 Enhancement of the University's research profile	3
1.4.3 Increase external funding to the University for research	4
1.4.4 Support for community and industry-specific research and development policies and strategies	4
1.4.5 Advancement of the impact, reach and international recognition of University's research	5
1.5 Parties covered by the policy.....	5
1.5.1 Employees of the University	5
1.5.2 Students	5
1.5.3 Other personnel of the University who may not fit into any category.....	6
1.5.4 Contractors and consultants.....	6
1.5.5 Former staff, students, and other categories covered	6
1.5.6 Non-employees.....	6
2.0 MANAGEMENT OF RESEARCH AND RESEARCH GRANTS	6
2.1 University Research Fund	6
2.2 Externally funded research	7
2.3 Conditions for acceptance of research grants	8
2.4 Disbursement of research grant	8
2.5 Administration of research grants	8

2.6	Administrative charges	9
2.7	Financial operation and accounting of research grants.....	10
2.8	Employment matters	10
2.9	Research data collection and management	10
2.10	Project reporting to DRID.....	11
2.11	Dissemination of research findings.....	11
2.11.1	Publications and authorship	11
2.11.2	Open access publications of research outcomes.....	12
2.11.3	University's institutional repository of research outputs	13
2.12	Acknowledgement of the grantor.....	14
2.13	Professional and ethical issues	14
2.14	Ownership of equipment and materials acquired from grants	14
2.15	Innovations and inventions.....	14
3.0	IMPLEMENTATION AND ADMINISTRATION OF RESEARCH POLICY	15
3.1	Board of Research, Innovation and Development.....	15
3.1.1	Membership of the Board.....	15
3.1.2	Duties of the Board	15
3.2	The Directorate for Research, Innovation and Development (DRID)	16
3.2.1	Duties of DRID	16
3.2.2	Units of DRID	17
3.2.3	Officers of DRID.....	19
3.2.4	Committees of the Directorate for Research Innovation and Development (DRID)	20
3.3	Disputes or disagreements between DRID and grant winners.....	22
3.4	Amendments.....	22
3.5	Review of this policy	22
3.6	Breach of this policy.....	22

FOREWORD BY THE VICE CHANCELLOR

The main functions of the University system around the world are teaching, research, community service, and outreach programmes that contribute to the socioeconomic development of mankind. The Federal University of Technology, Minna, is committed to enhancing its status as a leading research University that is recognized locally and internationally for the quality, relevance and impact of its research. The University's strategic plan outlines the pursuit of research that counts towards human progress and particularly research that addresses complex societal challenges, aligns with national, continental and international priorities, and contributes toward achieving the United Nation's Sustainable Development Goals and the African Union's Agenda 2063. The continued investment in the institution's research themes and interdisciplinary platforms is aimed at advancing institutional capacity for research, and it testifies to the determination of the University to foster and project its ambitions in all areas of its mandate.

The quest to strengthen the University's capacity for meaningful research led to the establishment of the Directorate of Research, Innovation and Development (DRID). The main role of DRID is to coordinate research activities in the University and, more importantly, ensure that research undertaken by faculty staff is relevant and meets international standards. The University's track record in excellent research is what gives it a leg ahead of its competitors in continuing to attract funding for research and development.

Researchers who are either members of the University or connected with it are encouraged by the University to seek research grants, and after a research grant is won the University assists grantees in adequately managing the grant and the research for which the grant has been provided. An array of support structures has been enacted in DRID and across the University to facilitate applications for research grants as well as management of grants and research. The University provides streams of support for research and development as well as for dissemination of research findings in high-impact journals.

The University has developed this research policy to provide broad guidelines on the conduct of research throughout the University. It is an organic document that is aimed at providing a sound framework to support excellence in research and innovation across the University. Because it is organic, the document will evolve with time to take advantage of future opportunities and address the challenges that may arise in time.

Yours sincerely,
Professor Faruk Adamu Kuta
Vice Chancellor

LIST OF ABBREVIATIONS AND DEFINITIONS OF TERMS

ACEMFS	Africa Centre of Excellence for Mycotoxins and Food Safety
BRID	University Board of Research, Innovation and Development
CDRM&DS	Centre for Disaster Risk Management and Development Studies
CGEB	Centre for Genetic Engineering and Biotechnology (also commonly called STEP-B)
CHSUD	Centre for Human Settlements and Urban Development
CODEL	Centre for Open, Distance and e-Learning
Contract research	This is usually a research activity or service provided to a client by the University on contract basis. Subject to the agreement between the University and the client, the client may own all the intellectual properties that may result from such contract and is the party liable for the quality and corollaries (consequences, effects and repercussions) of the works provided to him by the University. The University is developing a separate policy for contract research.
DCAL	Directorate for Collaborations, Affiliations and Linkages
DIPTT	Directorate of Intellectual Property and Technology Transfer
DRID	Directorate for Research, Innovation and Development
DVC	Deputy Vice Chancellor
Eprint	This refers to a digital copy of a journal article, thesis, conference paper, book chapter, or book, typically available online for open access. Eprints often include both preprints (before peer review) and postprints (after peer review).
FUT, Minna	Federal University of Technology, Minna, Nigeria
He, his and him	These personal pronouns and others apply to both genders (male and female)
IP	Intellectual Property
IRRO	Institutional repository of research outputs
NYSC	National Youth Service Corps
PI	Principal Investigator (i.e., the lead researcher in a research project)
Postprint	In academic publishing, a postprint refers to the final version of a research article submitted to a journal after peer review and revisions, but before the publisher has applied their formatting and branding. It is often called the “author accepted manuscript” (AAM). Essentially, it is the author’s completed work, ready for publication, but not yet in the journal’s final published format.
Preprint	A preprint is a draft version of a research paper, typically shared on a public server like arXiv or bioRxiv, before undergoing formal peer review and journal publication. Preprints allow for faster dissemination of research findings and early feedback from the scientific community.
Research agreement or contract	A document that contains the formal agreement between the University and the grantor/funder of a research grant/fund. Such an instrument shall normally be signed by the Vice Chancellor or anyone designated by him, after it has been recommended by DRID. A research contract could also be a binding agreement between the University and research fund

grantees, that is, the researchers to whom a research fund has been granted either by the University or a third party.

RFU	Research Finance Unit of DRID
RGU	Research Grants Unit of DRID
RIU	Research Information Unit of DRID
RMEU	Research Monitoring and Evaluation Unit of DRID
RSU	Research Statistics Unit of DRID
SAFT	School of Agronomy and Forestry Technology
SAMET	School of Agricultural Management and Extension Technology
SAT	School of Architectural Technology
SEET	School of Electrical Engineering and Technology
SET	School of Environmental Technology
SFAT	School of Food Science and Agricultural Technology
SICT	School of Information and Communication Technology
SIPET	School of Infrastructure, Process Engineering and Technology
SIT	School of Innovative Technology
SLS	School of Life Sciences
SPGS	School of Postgraduate Studies
SPS	School of Physical Sciences
SSTE	School of Science and Technology Education
SSU	Student Support Unit of DRID
The University	Federal University of Technology, Minna, Nigeria
URF	University Research Fund (of the Federal University of Technology, Minna, Nigeria)
WASCAL	West African Science Service Centre on Climate Change and Adapted Land Use

RELATED UNIVERSITY POLICIES

Information and Communications Technology Policy

Institutional Repository Policy

Intellectual Property Policy

Occupational and Environmental Health Policy

Policy on Learning and Development Fellowships and Leaves

Research Ethics and Integrity Policy

1.0 INTRODUCTION

1.1 Brief background of the University

- 1.1.1 The Federal University of Technology (FUT), Minna, Nigeria, was established on 1st February 1983. The objective for its establishment was to give effect to the nation's drive for the much-needed self-reliance in science, engineering and technology.
- 1.1.2 The University presently comprises 13 Schools: School of Agronomy and Forestry Technology (SAFT); School of Agricultural Management and Extension Technology (SAMET); School of Architectural Technology (SAT); School of Electrical Engineering and Technology (SEET); School of Environmental Technology (SET); School of Food Science and Agricultural Technology (SFAT); School of Information and Communication Technology (SICT); School of Infrastructure, Process Engineering and Technology (SIPET); School of Innovative Technology (SIT); School of Life Sciences (SLS); School of Physical Sciences (SPS); School of Science and Technology Education (SSTE); and School of Postgraduate Studies (SPGS).
- 1.1.3 There are currently six research centres, namely: West African Science Service Centre on Climate Change and Adapted Land Use (WASCAL); Centre for Human Settlements and Urban Development (CHSUD); Centre for Disaster Risk Management and Development Studies (CDRM&DS); Centre for Genetic Engineering and Biotechnology (CGEB); Centre for Open Distance and e-Learning (CODEL); and Africa Centre of Excellence for Mycotoxins and Food Safety (ACEMFS).

1.2 Vision and mission of the University

- 1.2.1 The vision of the Federal University of Technology, Minna, is to become world class and Nigeria's leading University recognized for its excellence in capacity building and service delivery.
- 1.2.2 The University's mission is to train a skilled and innovative workforce that would transform Nigeria's natural resources into goods and services, driven by entrepreneurship and information and communication technologies, to positively affect the economy and thus the quality of life of Nigerians.

1.3 Aims, strategic goals and objectives of the research policy

This research policy is in line with the vision and mission of the University and the national development plan, all of which seek to increase the number of researchers that can contribute to knowledge production, add value to postgraduate studies and increase the production of

high-quality research outputs, impacts and patented properties for commercialization. These will consequently generate job and wealth in the nation.

1.3.1 Aim

The aim of this policy is to present the framework for the management, support and development of research in the University and provide an approach for accomplishing the research goals of the University.

1.3.2 Strategic research goals

The strategic research goals of the University are to:

- i. enhance the quantum and quality of research in the University;
- ii. increase accessibility of researchers to funding for research;
- iii. enhance the national and international research profile of the University;
- iv. facilitate research that answers the needs of the University's immediate communities and of the various sectors and industries of the nation's economy; and
- v. support and promote fundamental scholarship towards global human development.

1.3.3 Research objectives

To realize the research goals listed in Section 1.3.2, the University shall:

- i. provide a structure for effective management of research and development;
- ii. emphasize and support the primacy of research in the University;
- iii. integrate support for postgraduate research into the University's research activities;
- iv. explain the roles and functions of those engaged in and those who support research within the University's system;
- v. promote open science practices to enhance research transparency, reproducibility, and global collaboration, subject to the conditions in section 2.11.2;
- vi. as much as is feasible and where intellectual property guidelines and/or contractual obligations clearly permit, ensure public access to research outputs, including publications, data, and software, to maximize the University's profile and the societal impact of the research; and
- vii. within the University's framework for managing its intellectual properties, provide structure and support for protection and commercialization of innovations and products arising from research in the University.

1.4 Activities required to realize the strategic goals

1.4.1 Enhancement of the quality of existing research

To enhance the quantum and quality of research in the University, the University shall

- i. Offer effective institutional support to researchers so that they can develop and maintain research quality, right from pre-grant research, winning research grants and conducting the research, to commercialization of research products and outputs.
- ii. Evaluate, guarantee and improve research by all staff of the University whose job description expects them to engage in meaningful research.
- iii. Implement efficient research management systems, including but not limited to ensuring that the University appoints a research coordinator for each department and faculty/school.
- iv. Consolidate the University's Research Project Evaluation and Appraisal Committee to include experts from all existing and future academic disciplines of the University.
- v. Identify, promote and reward excellence in research, innovation and development.
- vi. Hold University-wide research seminars for dissemination of research findings by staff and students of the University, with a view to supporting those already engaged in research and to inspiring other members of the University to embark on meaningful research.
- vii. Recommend to the Directorate for Collaborations, Affiliations and Linkages (DCAL) those Universities and research institutions in the country and abroad with which the University may partner to further its objectives concerning research and development of intellectual property.
- viii. Work with the University's School of Postgraduate Studies to facilitate, support and coordinate research by postgraduate students and their supervisors.
- ix. Provide advice and resources to researchers in matters of grant acquisition, intellectual property protection, as well as career development.
- x. Implement highly resourceful research capacity development initiatives for junior researchers at both institutional and faculty levels via training workshops and seminars.
- xi. Foster and provide resources for international exchange of researchers at all levels.
- xii. Compile and publish annual research reports of the University that contains a summary of the type and scope of the research activities in the University.

1.4.2 Enhancement of the University's research profile

In order to continue to enhance the University's research profile, the University shall

- i. As much as possible provide resources for research, with priority given to reinforcing the manpower for research and promotion of research that impacts the community, the region and the nation.
- ii. Provide Schools with financial, infrastructural and human resources to create and maintain institutional research capacity.
- iii. In liaison with the Deans of Schools and Directors of Centres, appoint one research coordinator for each School.
- iv. In liaison with heads of academic departments, appoint one research coordinator for each academic department.

- v. Provide financial incentives for researchers to participate in high quality, internationally competitive and sustained research activities.
- vi. Develop support structures for research mentorship for emerging and young researchers as well as introduce research proposal writing and research management in the University's undergraduate and postgraduate curricula.
- vi. Institute a staff-to-student ratio favorable for research productivity, as enshrined in the National Policy for Education and the benchmarks of Nigeria's National Universities Commission.
- vii. Incorporate research output yardsticks and targets in annual performance evaluation of academic staff of the University.
- viii. Facilitate the appointment of Research Professors and Teaching Fellows.
- ix. Establish research niche areas, research centres and centres of excellence for the University.
- x. Activate research leaves for qualified researchers, to enable them utilize the vacation to apply for substantial research grants and/or write articles for publication in high impact journals.
- xi. Compile and maintain a comprehensive, up-to-date and accurate research database, containing information on research conducted by University staff and students.
- xii. Place research information on the website of the University and regularly update the information.

1.4.3 Increase external funding to the University for research

To increase external funding to the University for research and development, the University shall

- i. Institute an effective and sustained practice of identifying and sourcing for external research funds, at both national and international levels.
- ii. Create and expand appropriate national and international strategic research partnerships and collaborative networks.
- iii. Employ internal research funds as a strategy to attract sizeable external research grants.
- iv. Conduct University-wide campaigns at all levels to securely anchor an enduring research culture in the University.

1.4.4 Support for community and industry-specific research and development policies and strategies

To support community and industry-specific research and development, the University shall

- i. Engage with relevant national and international organizations that promote research and innovation.
- ii. Recognize and support institutional research strengths that complement national research strategies and priorities.

- iii. Create and expand appropriate strategic research partnerships and collaborative networks with agencies involved in research in line with national policies and the needs of communities and industries.
- iv. Encourage the establishment of research clusters at the faculty/school and/or University levels based on community and national needs.

1.4.5 Advancement of the impact, reach and international recognition of University's research

To advance the impact as well as institutional and geographical influence and international recognition of the research products and outcomes of the University, the University shall

- i. Encourage participation of University's researchers in the activities of national and international research grantors and scientific bodies.
- ii. Encourage and sustain the enthusiastic and productive participation of University's researchers in local and national research initiatives and programmes.
- iii. Incentivize University's researchers to belong to high-ranking international peer review circles and vigorously participate in their activities.
- iv. Actively publicize research results and achievements of the University in national and international media.
- v. Prioritize publication of University's research results in high-impact journals.
- vi. Foster continuous and fruitful collaboration between the University's researchers and prominent national and international partners.

1.5 Parties covered by the policy

Individuals or groups of individuals that are directly or indirectly employed by the University or involved with teaching, research, or development activities in the University are covered by this policy. Such categories of individuals or groups include the following:

1.5.1 Employees of the University

These include all staff, both teaching and non-teaching, who are employed by the University, whether on contract for a fixed period of time or as permanent and pensionable staff. Contract staff include part-time staff, postdoctoral researchers, visiting scholars and lecturers, and staff on sabbatical appointments.

1.5.2 Students

These include undergraduates, postgraduates and visiting students, whether on full-time or part-time programmes and irrespective of whether or not they receive any financial or material support from the University. Students who are sponsored by their employers or other sponsors for specific research objectives in the University must contact DRID to resolve

any conflict between the provisions of this policy and the terms of agreement with their sponsors before undertaking any research in and/or with the University.

1.5.3 Other personnel of the University who may not fit into any category

Members of the National Youth Service Corps (NYSC) who are doing their service with the University are for the purposes of this policy considered as staff of the University and so are interns and students who are on industrial attachment in the University.

1.5.4 Contractors and consultants

This category of people is, for the purposes of this policy, considered as staff of the University, with their rights and obligations clearly spelt out by the terms of their contract with the University.

1.5.5 Former staff, students, and other categories covered

The research conducted by this category of staff and students while they were with the University shall be subject to the terms of this policy as though they are still with the University, except if their terms of disengagement from the University state otherwise.

1.5.6 Non-employees

These include industrial personnel and fellows who use University funds, facilities or resources, or participate in University-administered research and/or consultancy, regardless of their obligations to other organizations or institutions.

2.0 MANAGEMENT OF RESEARCH AND RESEARCH GRANTS

2.1 University Research Fund

The University shall establish and maintain a standing research fund for the purposes of encouraging and supporting excellent research in the University. It shall be known as the University Research Fund (URF). The following provisions shall guide the generation, disbursement and management of the fund:

- i. In each financial year of the University, five percent (5%) of all internally generated revenues of the University shall be set aside for this fund.
- ii. A special account shall be set up by the Bursar for the fund, upon the approval of the Vice Chancellor. The signatories to the account shall be determined by the Vice Chancellor.
- iii. The fund shall be managed by DRID through its Research Project Appraisal Committee (Section 3.2.4.1) and Research Monitoring and Evaluation Unit (Section 3.2.2.3).

- iv. In every financial year of the University, DRID will determine the amount of money available in the fund and set up specific guidelines for awarding grants from the fund to applicants. The guidelines must be approved by the Vice Chancellor before they are operated.
- v. Applicants for the fund must be permanent staff of the University whose appointments have been confirmed. They do not necessarily have to have completed their terminal (doctorate) degrees or have attained the rank of Senior Lectureship.
- vi. All applications for the fund will require research proposals. The guidelines and template for the proposals will be provided by DRID with the annual call for proposals.
- vii. Except where otherwise specified, application forms for research grants from the fund must be endorsed by all the investigators and the Head of Department as well as the Dean or Director of the lead researcher.
- viii. All awards from the fund shall be subject to approval by the Vice Chancellor upon successful evaluation and recommendation by DRID.
- ix. Research grants provided from the fund shall be allocated based on the following order of priorities:
 - a) research that is meant to attract significant external funding for research and University development;
 - b) research to improve teaching and learning in FUT, Minna;
 - c) research to address the general needs of FUT, Minna; and
 - d) research to solve pressing local, national and international problems.

At the end of every financial year of the University, DRID will submit to the Vice Chancellor a report highlighting the amount raised by the fund in that year, the total amount available in the fund at the time of the report, the details of the grants awarded from the fund in that year, the summary of research undertaken by the grantees, and the plans for the next year. The report will be presented by the Vice Chancellor to the University Board of Research, Innovation and Development (BRID) and the Senate.

2.2 Externally funded research

- 2.2.1 Where required, all applications for external research funds must be endorsed by the Vice Chancellor, on the recommendation of DRID, and the Dean or Director of lead researcher, before being forwarded for external research funding.
- 2.2.2 Whenever applicable or possible, all research agreements (except those undertaken within the context of approved private work) concluded by staff with external entities are subject to approval by the Vice Chancellor on the recommendation of the relevant Dean or Director and DRID.
- 2.2.3 Every externally funded research must be formalized between the University and the funder with an explicit research contract or agreement. The contract shall normally be

signed by the Vice Chancellor, or anyone designated by him, after it has been recommended by DRID.

2.3 Conditions for acceptance of research grants

- 2.3.1 All grants can be activated only after the grantees have agreed to abide by the terms and conditions governing the grants as outlined by this policy and requirements pertaining to each grant. A research contract, which is administered on behalf of the University by DRID, must be signed by all researchers participating in the research for which a grant has been made. The research contract shall capture all the terms and conditions of the award.
- 2.3.2 The grant awardees must also complete the appropriate University intellectual property right forms, which will ensure protection of the intellectual property rights of the researcher, the University and the research funders over the tangible and intangible properties emanating from the research.

2.4 Disbursement of research grant

Unless otherwise specified by the external grant funders, the disbursement of research grants shall be in accordance with the following procedure:

- 2.4.1 The grants shall be disbursed in two instalments by the University's Bursar on the advice of DRID.
- 2.4.2 The initial disbursement shall be 50% of the total grant approved for the project, and the release of the reminder will be strictly tied to a satisfactory report issued by DRID (see also Section 2.4.4 below).
- 2.4.3 Without prejudice to paragraph 2.4.2 above, the percentage of the total grant to be disbursed initially may be reviewed upward or downward based on the merit and/or need of the individual project, such as the need for upfront purchase of equipment required to commence the project.
- 2.4.4 The disbursement of research funds to researchers who have won grants shall heed the outcomes of research evaluations conducted by DRID's Research Monitoring and Evaluation Unit (RMEU). For a given grant, the Bursar may withhold funds if an evaluation report of RMEU recommends that such a step be taken. In all cases and in all circumstances, the Bursar shall not disburse research funds to researchers without specific clearance from DRID. In this respect, DRID must seek the advice of RMEU in determining the clearance to give to the Bursar.

2.5 Administration of research grants

- 2.5.1 Any major change in the administration of any research grant away from the provisions of the proposal for which the grant was awarded shall be subject to ratification by DRID. The University shall not accept any responsibility, be it financial or otherwise, for any liabilities resulting from unapproved modifications of the approved projects for which a grant has been made.
- 2.5.2 If there are sufficient reasons to terminate a grant before the end of the period for which the grant was made or before the grant is exhausted, the University shall reserve the right to do so. The final decision on termination of a grant or the projects associated with the research shall be made by the Vice Chancellor upon the advice of DRID.
- 2.5.3 For grants that have been made by the University, the University reserves the right to amend the conditions of the grant and to immediately enforce the new conditions.
- 2.5.4 For grants that are not wholly funded by the University, any modification of the conditions of the grants sought by the Principal Investigators or the University shall be subject to approval by the other funders of the grants.

2.6 Administrative charges

- 2.6.1 For the purposes of this policy, indirect research costs include the following:
- i. accounting and legal expenses;
 - ii. administrative costs but excluding salaries of staff employed specifically for the research project in question;
 - iii. office expenses;
 - iv. rents and taxes;
 - v. security expenses;
 - vi. telephone expenses; and
 - vii. utilities, including transport, electricity and water supply.
- 2.6.2 No amount shall be charged for institutional indirect costs for research projects funded by the University, that is, by means of its own financial resources.
- 2.6.3 For external grants, 10% of the total sum of the grant shall normally be charged by the University as institutional indirect costs. A further 5% of the total sum of the grant will be allocated to DRID. If for some reasons the total figure of 15% is not agreeable to the external grantor, an amicable figure shall be agreed between the grantor and the University. Whatever is eventually agreed between the University and the grantor will be shared between the University and DRID in the ratio of 2:1.
- 2.6.4 The 10% or total sum received by the University as institutional indirect cost shall be allocated as follows:

- i. 70% of the institutional indirect cost shall be allocated to the University for the administration and management of the research for which the grant has been made; and
- ii. 30% of the institutional indirect cost shall be allocated to the University Research Fund.

2.7 Financial operation and accounting of research grants

- 2.7.1 Grants shall not be paid or otherwise channeled into the personal accounts of the researchers or grantees. The University shall designate dedicated accounts to which grants shall be paid and from which they shall be disbursed to the grantees in accordance with the provisions of this policy or other directions (guidelines and/or requirements) set by the University and/or grantors.
- 2.7.2 For each grant, the lead researcher, who must be a permanent and confirmed academic staff with a terminal degree (such as doctorate), shall manage the funds of the grants and it is with him/her that the Vice Chancellor, the Bursar, the Registrar and DRID shall deal in matters concerning the grant. The lead researcher shall be required to operate the funds with the full knowledge of the co-researchers as they are co-signatories of the proposal and documents concerning retirement of the grant. These provisions apply to both internal and external grants.
- 2.7.3 Expenditures for all grants shall be governed by the University's financial regulations and procedures in operation at the time of the award or thereafter.
- 2.7.4 Breaches of the University's financial regulations in expenditure under any grant shall attract penalties as enshrined in the University's rules and regulations.

2.8 Employment matters

Where the project for which a grant has been made requires the hiring of a full-time research assistant or other categories staff and modes of engagement, the University, on the request of the lead researcher (Principal Investigator) and DRID, shall consider such request. Such appointment shall be on contract basis. The emoluments and entitlements of the employee employed on contract shall be negotiated between the successful applicant for employment and the University. The tenure of the appointment shall be limited to the duration of the research project or to when the services of the employee are no longer needed. These provisions apply also to externally funded projects except where otherwise agreed with the grantor.

2.9 Research data collection and management

For every research grant, the Principal Investigator has the primary responsibility for retaining the records of the research. In the case of research project funded by an external body on a contract with the University, such contract shall not violate the provisions of this and other policies and regulations of the University. The Principal Investigator is responsible for the collection, management and retention of the research data. Such records shall normally be retained by the Principal Investigator for at least three years after the end of the research. All data collected from research grants shall be used in a manner consistent with the ethical standards of this policy (see Section 2.13). The data being kept should be of sufficient quantity and quality that will allow the experiments and analyses leading to them to be reproduceable by other researchers.

2.10 Project reporting to DRID

- 2.10.1 For both internally and externally funded research, project reports shall be submitted to DRID every six months or as specified by DRID. A final report shall be submitted to DRID on completion of each research for which a grant has been made. The final report shall be submitted to DRID in both hard and electronic forms.
- 2.10.2 Every project report shall comply with the formats and guidelines in force at the time the report is written. Such formats and guidelines will be issued by DRID. There are additional provisions in Section 3.2.2.3 (Research Monitoring and Evaluation Unit) concerning the monitoring and evaluation of funded research projects.
- 2.10.3 Copies of publications and conference proceedings arising from research findings of internally and externally funded research shall be submitted to DRID on completion of the project, or as and when demanded by DRID.
- 2.10.4 The Principal Investigator (PI) of any given research is responsible for making sure that all the documents required under this section are indeed submitted to DRID. Failure on the part of the Principal Investigator to comply with any of the provisions of this section within the time specified by DRID shall attract penalties from the University.

2.11 Dissemination of research findings

Research findings may be disseminated in the University's media and other national and international media in accordance with the law, the funder's requirements and guidelines, this policy, as well as the University's Intellectual Property Policy and other policies and regulations of the University.

2.11.1 Publications and authorship

The following provisions shall apply to publications made from results obtained from research grants covered by this policy:

- i. Irrespective of the category of grant, a minimum of one SCOPUS publication must be made from the research and evidence of it submitted to DRID before the expiry of the grant or immediately thereafter.
- ii. All publications originating from the research shall ordinarily contain the names of all the investigators whose names appear in the application for the research grant, except when there is sufficient ground to prove that one or more of the investigators did not actually participate in the research.
- iii. All authors who have made significant intellectual contributions to the research must be listed in all publications emanating from the research in the order of their contributions. The order of authors in a publication should be in accordance with the levels of contributions made by the authors of the publication.
- iv. Furthermore, the final version of every manuscript must be approved by all the authors before it is finally published. Evidence of such approvals should be kept by the Principal Investigator for at least three years after the manuscript has been published. Where such approvals cannot be obtained in a reasonable time, the case should be referred to DRID for resolution. The decision of DRID will be final and cannot be challenged by any of the authors.

2.11.2 Open access publications of research outcomes

The University will continue to encourage open science and open-access publishing of research findings and outputs, provided that such open-access endeavours satisfy the following conditions:

- i. They comply with research funder's open-access mandates, which are expected to be clearly stipulated in the agreement or contract for the research that led to the findings and products.
- ii. They do not impose additional financial liability on the University beyond the financial provisions specifically made in the funding agreement or contract for the research that led to the findings and outputs.
- iii. They protect the intellectual properties and copyrights of the University and those of other parties to the research and other legal entities within and outside Nigeria.
- iv. They do not violate the conditions (precedent, subsequent, concurrent and implied) set in law and other policies, regulations or obligations of the University, which are either in force now or will come into force in the future.

For the avoidance of doubt, these provisions imply that researchers may wish to publish their research findings and outcomes in openly accessible organs (open-access academic journals, open-access books, institutional repositories, or social media) provided that such a move does not violate the law, the research contract that led to the findings and outputs, the copyrights of any legal entity within and outside Nigeria, and the University does not have to bear from its coffers any costs related to such open-access undertakings.

2.11.3 University's institutional repository of research outputs

The University is working to finalize and operate an institutional repository of research outputs (IRRO). This is an archive for collecting, preserving, and disseminating digital copies of the intellectual outputs of the University so as to increase their visibility within and outside the University and encourage learning and collaboration amongst academics in the University as well as foster partnerships and cooperation between the University's academics and the global academia. The repository shall be a set of products and services that the University offers to members of its community, authorized stakeholders, and the general public for the management and dissemination of digital materials created by the institution and its community members. The products and services of the repository shall include materials such as monographs, electronic prints (eprints) of academic journal articles (before they are published, when they are undergoing peer review, and after they have been published), as well as electronic copies of theses and dissertations. The institutional repository shall also include other digital assets generated by the University's academics, such as datasets, administrative documents, course notes, learning objects, academic posters or conference proceedings.

Some of the main objectives of the repository are to provide open access to institutional research outputs by self-archiving in the repository, to create global visibility for the institution's scholarly research outputs, and to archive and preserve other institutional digital assets, including less formally published grey literature such as theses, working papers or technical reports. As is common with institutional repositories, the University's institutional repository shall be a type of digital library. It will perform the main functions of digital libraries by collecting, classifying, cataloging, curating, preserving, and providing access to digital contents. The institutional repository of the University shall enable researchers to self-archive their research outputs, to improve the global visibility, usage and impact of research conducted in the University. Other functions of the University's institutional repository shall include knowledge management, research assessment, and graded open access to scholarly research conducted within and outside the University by its members and stakeholders.

Access to the repository shall be granted to bona fide staff and students of the University and authorized stakeholders. Access will be restricted for people who are not in any way associated with the University, i.e., those who are not staff, students, contractors or stakeholders of the University. They may be able to access some of the information and materials at specific times, but not all of the information and contents all the time. The need to restrict access to the repository for the global community outside the University is informed by the necessity to preserve the intellectual properties of the University, its staff and students, other stakeholders, and publishers. Where applicable and desirable, at the point of publishing manuscripts authored by members of the University or its stakeholders the consent of the publishers shall be sought by the authors to allow the materials to be included in the University's repository after publication. This is sometimes referred to as the "self-archiving" or "green" route to open access.

The University shall gradually move to mandate its members and stakeholders to deposit specific types of materials in the institutional repository. Indeed, the University shall, as soon

as is practicable, develop and publicize a detailed policy to guide the setting up and operation of its institutional repository.

2.12 Acknowledgement of the grantor

Both internal and external funds and funders must be acknowledged in all publications arising from the projects funded by any grant. The grant identification code must be included in the acknowledgement. Reprints or copies of such publications must be deposited with DRID.

2.13 Professional and ethical issues

The operation of each research grant, including the research undertaken with the grant, shall comply with the provisions of the University's policies on research ethics, occupational health and safety, and the environment. They shall also comply with the professional codes of ethics of the profession or discipline of the researcher. Such ethical protocols may relate to regulations governing the use of animal and human subjects in research, handling of hazardous substances for research, and conflict of interest among the researchers.

Researchers should ensure integrity in obtaining, recording and analyzing data, and in reporting and publishing results.

Where necessary, the Principal Investigator of the given research project should recognize and acknowledge significant contributions of collaborators and students to the research. Likewise, unpublished work of other researchers and scholars that have been used in the research and/or publication should be duly acknowledged.

2.14 Ownership of equipment and materials acquired from grants

All equipment and materials purchased from both internal and external grants are the property of the University. Hence, such equipment and materials must be listed on the asset inventory of the researcher's department or unit. This implies that the researcher shall not take away such assets if and when he or she leaves the services of the University or when the research project ends.

Moreover, free access to every equipment bought with the resources of a research grant shall be given to every member of the team that won the grant. After the life of the research has ended, access to the equipment shall be granted to every member of the University who has the need to use it. This follows from the fact that at the end of every research grant all equipment acquired for the research become the property of the University.

2.15 Innovations and inventions

If an innovation or invention results from personal or funded research, the University's Intellectual Property Policy shall apply to all decisions and actions to be taken regarding the innovation or invention.

3.0 IMPLEMENTATION AND ADMINISTRATION OF RESEARCH POLICY

3.1 Board of Research, Innovation and Development

3.1.1 Membership of the Board

3.1.1.1 The University shall have a Board of Research, Innovation and Development (BRID) with the following members:

i.	The Vice Chancellor	Member
ii.	All Deputy Vice Chancellors who are in office at any given time	Member
iii.	The Registrar	Member
iv.	The Bursar	Member
v.	The University Librarian	Member
vi.	The Dean of School of Postgraduate Studies	Member
vii.	Two Representatives of the University's Senate	Member
viii.	Director of DRID	Member
ix.	Director of DIPTT	Member
x.	Director or Deputy Director of the University's Legal Unit	Member
xi.	Secretary of DRID	Secretary

3.1.1.2 The representatives of the Senate shall have tenures of two years, which shall be renewable once by the Senate.

3.1.1.3 The Board shall have the power to set up committees consisting either of its own members or other members of the University to carry out its duties.

3.1.1.4 The Vice Chancellor shall have the power to appoint ad hoc members to the board, where a clear need exists for such members on the board.

3.1.2 Duties of the Board

The duties of the Board shall be to

- i. consider and advise the Vice Chancellor on all matters of policy relating to research, innovation and development;
- ii. interpret and provide oversight for the administration of the University's research policy;
- iii. determine the general performance of DRID and approve action plans for the office;
- iv. consider and approve annual business, financial and other reports of DRID;
- v. perform other duties provided for by this policy or as may be necessary from time to time for the proper implementation and further development of this policy.

3.2 The Directorate for Research, Innovation and Development (DRID)

3.2.1 Duties of DRID

The duties of DRID shall be to

- i. Achieve the aims, strategic goals and objectives of this policy.
- ii. Advise the Vice Chancellor, the Senate and the University's Board of Research, Innovation and Development (BRID) on
 - a) the priorities for and the coordination of research work in the University;
 - b) the financial need of research work in the University; and
 - c) the making of grants from the University Research Fund.
- iii. Develop and/or review guidelines to be approved by the University's Board of Research, Innovation and Development (BRID) for furthering research in the University.
- iv. Constitute subcommittees to process and approve applications for University's research funds, in accordance with procedures approved by the University's Board of Research, Innovation and Development (BRID).
- v. Promote the development of research by
 - a) initiating University research projects as may be needed from time to time by the University, the community, the nation or the industry;
 - b) encouraging and assisting the development of multidisciplinary research initiatives and activities in the University;
 - c) acting as the link between the University and external scholars, funders and other bodies on all matters relating to research;
 - d) advising departments, faculties/schools and members of staff on the implications of University's research on the University's external relations;
 - e) requesting and receiving annual research reports or summaries from all units of the University and disseminating them to interested persons or units;

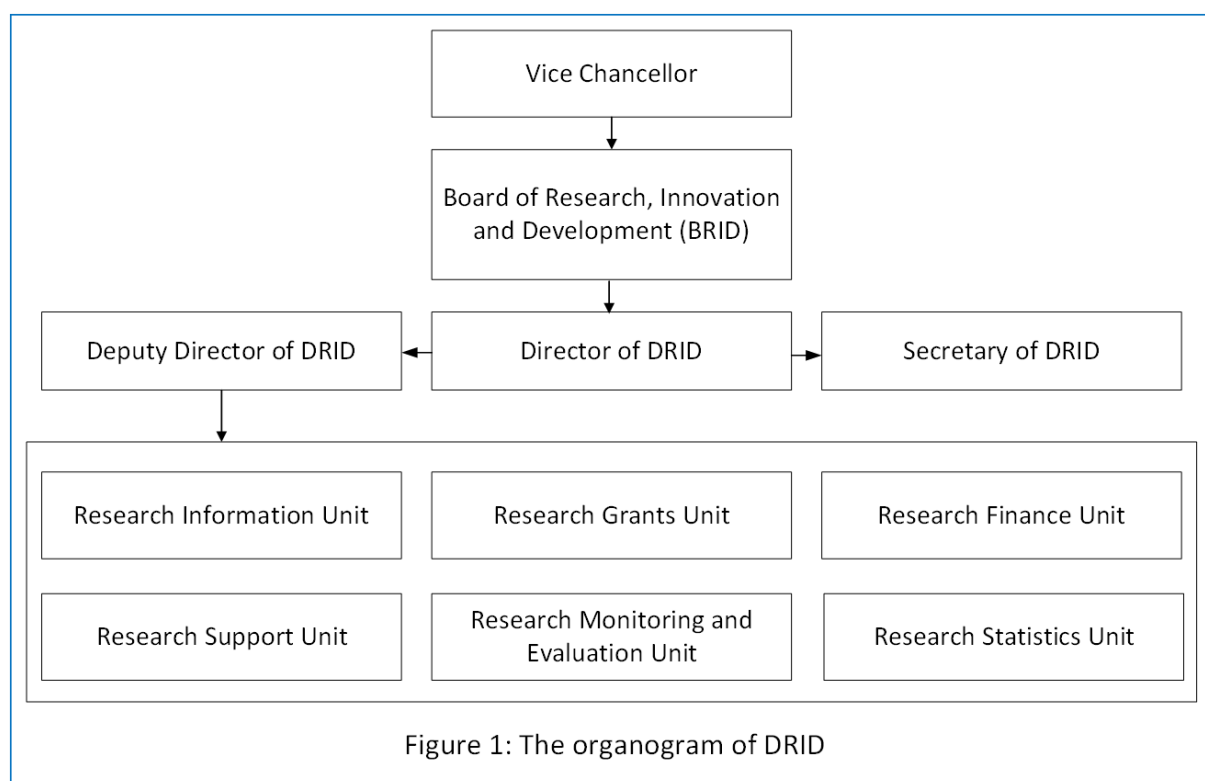
- f) acting as clearing house for information on research works in progress in the University; and
- g) submitting reports when appropriate or demanded to the University's Board of Research, Innovation and Development (BRID) and the Senate on the work of DRID and summaries of ongoing or completed research.

3.2.2 Units of DRID

DRID shall comprise the following units:

- i. Research Information Unit (RIU)
- ii. Research Grants Unit (RGU)
- iii. Research Monitoring and Evaluation Unit (RMEU)
- iv. Research Statistics Unit (RSU)
- v. Research Finance Unit (RFU)

Figure 1 shows the organogram of DRID.



3.2.2.1 Functions of the Information Unit

The primary function of the Information Unit is to disseminate research information. Research findings in the University shall be extensively disseminated in local, national and international media in order to boost the University's research profile and income from research. The Research Information Unit shall compile and maintain a research database,

containing information about research activities by the University staff and students in as accurate and comprehensive a form as possible. It will be the Unit's responsibility to place research information on the University's research website and regularly update the information. It shall also be the duty of the Unit to compile an annual research report for the University. The report will contain a summary of the nature and scope of the current main research activities and achievements of the University.

3.2.2.2 Research Grants Unit

The Research Grants Unit will provide pre-award and post-award support to researchers in accordance with this policy. The support structure will entail information on sources of funds, provision of technical and administrative assistance to research grant bidders during the preparation of bids, and project management assistance to grant winners.

3.2.2.3 Research Monitoring and Evaluation Unit (RMEU)

Project monitoring and evaluation is necessary to ensure the quality and quantity of project deliverables and adherence to the University's and funders' requirements and expectations. For each research grant, whether internally or externally sourced, the Research Monitoring and Evaluation Unit shall conduct project evaluation twice: midway into the project and in the final quarter of the project. RMEU shall develop general and specific guidelines and indices for evaluating the progress of research projects. Those indices shall be in accordance with the University's policies, rules and regulations. For externally funded projects, those indices shall also satisfy the guidelines and requirements of grantors.

In conducting evaluations of ongoing funded research, RMEU shall rely on the services of the Research Project Appraisal Committee (RPAC) of the University. In all cases, RMEU (and hence DRID) cannot on its own make a determination on the progress of any funded research without first receiving an explicit opinion from RPAC.

3.2.2.4 Research Statistics Unit

Statistics is particularly important to researchers in all fields. It provides researchers with the tools they need to design credible experiments as well as to collect, analyze, depict and draw inferences from data. They are also used to communicate research findings. Some important external funders require that a statistician with a respectable research pedigree be on the team of researchers bidding for their grants. The Statistics Unit of DRID shall support researchers and grant bidders, as well as conduct research management for DRID and possibly the whole University.

3.2.2.5 Research Finance Unit

The Research Finance Unit of DRID shall support grant applicants with the budgeting aspects of their grant applications, as well as assist grant awardees in managing the finances of their

research. For each funded research project, the unit shall create an account and shall be required to endorse the financial aspects of the project's progress report before further disbursements are made to the project. In determining the validity of the progress reports of funded research projects, DRID shall rely on the judgment of its units and committees.

3.2.3 Officers of DRID

3.2.3.1 Director

The Director shall be responsible for

- i. day to day management of DRID;
- ii. implementation and enforcement of this policy; and
- iii. any other duty as may be assigned by the Vice Chancellor

3.2.3.2 Deputy Director of DRID

The Deputy Director of DRID shall assist the Director in discharging his responsibilities. The Deputy Director shall also work with the Directorate of Intellectual Property and Technology Transfer (DIPTT) of the University to ensure that as many outcomes of research in the University as possible are developed into marketable innovations and products and that their intellectual properties are duly protected.

3.2.3.4 Unit heads

The various units of DRID shall be headed by officers appointed by the Director of DRID. If necessary, the Director of DRID can request the Registrar of the University to second staff to DRID to fill these roles. The officers shall be responsible for performing the functions of their Units. The officers are

- i. Research Information Officer shall head the Research Information Unit;
- ii. Research Grant Officer shall head the Research Funding Unit;
- iii. Research Finance Officer shall head the Research Finance Unit;
- iv. Research Monitoring and Evaluation Officer shall head the Research Monitoring and Evaluation Unit; and
- v. Research Statistics Officer shall head the Research Statistics Unit.

3.2.3.5 Secretary of DRID

The University Registrar shall deploy a senior staff of the University to serve as Secretary of DRID. The Secretary shall have a sound and demonstrable administrative, communication and writing skills. His duties shall be to

- i. record and manage DRID's activities and correspondences;

- ii. maintain the administrative records of DRID;
- iii. take minutes in meetings of DRID and in all other meetings that the Director of DRID directs him to take minutes; and
- iv. generally and reasonably support the Director and other officers of DRID in realizing the duties of DRID.

3.2.3.6 Administrative officers

The Registrar shall deploy to DRID secretarial staff, office assistants and other administrative staff as may be requested by the Director of DRID and approved by the Vice Chancellor.

3.2.3.7 Research and innovation coordinator for each School

In liaison with the Deans of Schools and Directors of Centres, the Director of DRID shall recommend to the Vice Chancellor academic staff of Schools and Centres to be appointed as Research Coordinators for Schools and Centres. There shall be one such coordinator for each School and each Centre. His tenure shall be two years but renewable for another two years. No School or Centre Research Coordinator shall serve for more than four years in a row.

The Research Coordinators of Schools and Centres shall chair the Research Committees of their Schools and Centres.

3.2.3.8 Research coordinator for each academic department

In liaison with the heads of academic departments, the Director of DRID shall recommend to the Vice Chancellor, academic staff of departments to be appointed as research coordinators for departments. There shall be one such coordinator for each academic department at a time and his tenure shall be two years but renewable for another two years. No departmental research coordinator shall serve for more than four years in a row.

3.2.4 Committees of the Directorate for Research Innovation and Development (DRID)

The committees of DRID shall include but not limited to Research Project Appraisal Committee (RPAC) and the Research Committees of the various Schools.

3.2.4.1 Research Project Appraisal Committee (RPAC)

The University shall always have a Research Project Appraisal Committee (RPAC), which shall work closely with DRID. The membership of the committee shall include

- i. the Director of DRID;
- ii. the Deputy Director of DRID;
- iii. one representative from each of all the Schools, Centres and the School of Postgraduate Studies;

- iv. a representative of the Directorate of Intellectual Property and Technology Transfer (DIPTT)
- v. two representatives of the University Senate; and
- vi. the Secretary of DRID, who shall serve as the committee's secretary.

The director of DRID is free to attend any meeting of the committee with any staff of his directorate whose presence at the meeting he feels is necessary.

The functions of the committee are to

- i. evaluate and appraise research proposals submitted to DRID;
- ii. prioritize and recommend proposals to be funded; and
- iii. monitor the progress of research that is being conducted by the University or its stakeholders and that has been funded by either the University or any third party through an arrangement that involves the University.

The representatives of the Senate shall serve for only a period of two years, that is, every two years the Senate shall elect representatives to the committee or mandate the current representatives to continue in post.

3.2.4.2 Research and Innovation Committees of Schools

Each faculty/school in the University shall have a School Research and Innovation Committee (SRIC) and shall communicate the membership of the committee to DRID at the start of every academic year. DRID shall in turn communicate the membership of the committee to the Vice Chancellor at the start of every academic year. The Dean of each School shall appoint the committee in consultation with the Academic Board of the School.

The membership of the School Research and Innovation Committee (SRIC) shall include

- i. the current Research Coordinator of the School, who shall chair the committee;
- ii. the research and innovation coordinators of all departments in the School;
- iii. the research and innovation coordinators of all Centres domiciled in the School or affiliated with it; and
- iv. the Secretary of the School or his/her representative.

The functions of the School Research and Innovation Committee are to

- i. evaluate and appraise research proposals and grant applications submitted to the School; and
- ii. foster research and innovation and the pursuit of research grants by staff and students of the School.

The Research and Innovation Committee of each School shall submit a report to the Dean of the School at the end of each academic year. The report, which shall be submitted to the Vice Chancellor through DRID, will detail the research and innovation activities of the School in the academic year that is ending.

3.3 Disputes or disagreements between DRID and grant winners

If a dispute or disagreement arises between DRID and a grant winner or team in respect of the progress of funded research, or in other respects, the University Board of Research, Innovation and Development (Section 3.1) shall have the power to make a final determination in the case.

3.4 Amendments

The University's Board of Research, Innovation and Development shall have the powers to amend any error or inconsistency observed in this document insofar as such amendments do not amount to policy changes. Policy changes shall normally be addressed by reviews as provided for in Section 3.5 of this policy.

3.5 Review of this policy

- 3.5.1 This Policy may be reviewed at intervals not exceeding five years in order to take account of new legal, policy and institutional developments.
- 3.5.2 After every five years, the Vice Chancellor shall set up a committee to review the policy. The committee shall be headed by a Professor and the membership of the committee shall include Director of DRID, the Coordinator of DIPTT, one representative of the Legal Unit, at least two members of the University Senate, and any other representation deemed fit by the Vice Chancellor.

3.6 Breach of this policy

Any breach of the provisions of this policy by a staff or student of the University shall amount to misconduct and shall be dealt with under the normal disciplinary procedures of the University.