MULTIMEDIA UNIVERSITY COLLEGE OF KENYA

RESEARCH POLICY

DRAFT

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FOREWORD

Multimedia University College of Kenya (MMU) was established as a constituent college of Jomo Kenyatta University of Agriculture and Technology by government order No. 42 in 2007. The University was established on the strength of its technological background mainly in the area of Information Communication Technology. Its scope has however widened to cover other related areas in Engineering, Business and Media among others. To enhance the University's leading role in human resource and technological development, research has been identified as a critical and fundamental tool that can enable the University College acquire a technological niche both locally and internationally. MMU is currently endowed with well-trained, qualified and committed personnel as well as specialized equipment. A research policy is therefore aimed at creating uniformity, transparency and internal efficiency in prioritizing, planning, implementing, and monitoring research projects. The policy will set relevant decisions and/or guidelines covering research priorities and national coordination, research funding, planning and administrative capacity building. Hence the research policy will ensure the University College plays a significant role in achieving vision 2030 in line with its on vision and mission. MMU is therefore set to become the University College of choice in nurturing innovation and talent in Science, Technology and Innovation.

The office of the Deputy Principal Research, Production and Extension at MMU coordinates research and extension activities and manages the commercialization of research findings including Intellectual Property Rights involved in research and extension. The MMU research policy therefore aims at:-

a) Ensuring staff are well trained and informed on new technologies and the university research priority areas

b) Ensuring that there is significant allocation of funds to the annual research budget.

c) Motivating researchers at MMU to seek for additional external research funds.

d) Enhancing external funding from private sector and donor agencies.

e) Creation of conducive environment for collaborative research for both national and international research partners.

f) Facilitating patenting and commercialization of research findings.

g) Encouraging provision of internal and external consultancy services.

This policy also provides guidelines for:-

a) Sourcing for Research Funds, allocation and distribution

b) Detecting misconduct in research and determining the penalty.

c) Consultancy services and contracts that are related to research

d) Protecting intellectual property right (IPR).

e) Rewarding researchers and technical staff.

f) Establishing a state of the art research infrastructure.

g) Dissemination of research findings

h) Supporting development of research infrastructure

It is expected that this policy will facilitate research activities in the University College while giving it a competitive advantage both locally and internationally as it spearheads new technological developments.

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ACKNOWLEDGEMENT

ACRONYMS

ARG	-	Annual Research Grant
URF	-	University Research Fund
IPR	-	Intellectual Property Rights
IPP	-	Intellectual Property Policy
RPPF	-	Research, Production Protection Fund
DP	-	Deputy Principal
RPE	-	Research, Production & Extension
IREC	-	Institutional Research and Ethics Committee
NCST	-	National Council for Science and Technology
ID	-	Identification Number
MEC	-	Monitoring and Evaluation Committee
MMU	-	Multimedia University College of Kenya
RPPC	-	Research, Publication and Printing Committee
PI	-	Principal Investigator

1.0 BACKGROUND

Research and Development role of Jomo Kenyatta University of Agriculture and Technology is well spelt out in sub-section 4(b) of the Jomo Kenyatta University of Agriculture and Technology 1994 Act of Parliament which states that " **The University will participate in the discovery, transmission and preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, technological, agricultural, professional and cultural development of Kenya"** Multimedia University College of Kenya, being a constituent College of Jomo Kenyatta University of Agriculture and Technology therefore derives its research vision and mission on the same Act and endeavours to built its own outstanding image in the area of research, production and extension.

1.1. Multimedia University College Vision and Mission

Vision

To become a market leader in, Quality Training, Research and Consultancy in Information and Communications Technology sector

Mission

To provide a Centre of Excellence in Human Resource Development through Training, Research, Consultancy and value added services in the Communications industry.

1.2. Multimedia University College Research Goal

To produce and communicate new knowledge and skills, to apply innovative applications of existing knowledge and skills which make a significant contribution to national and global development**.**

1.3 Objective of Research

The research aims at aims at promoting a vibrant and productive research environment that enhances social and economic development through appropriate, effective and efficient research funding.

1.4. Justification

To articulate research related issues and promote research activities at Multimedia University College, there is need for a strong Research Policy. This will ensure effective and efficient use of scarce research resources, fostering an open and conducive environment for collaborative research and consultancy. The Research policy will provide clear guidelines for research and consultancy services hence motivate staff to use and seek for research funding. This will lead to fairness and accountability in research grants award, utilization, storage and protection of research findings.

1.5. Research Policy

The University College will set research policy objective by:-

i. Establishing the RPPC to oversee the implementation of the research policy.

ii. Annually allocating funds to the University Research Fund (URF) kitty.

iii. Submitting proposals for external research funds and related support from donors.

iv. Enhancing national and international collaborative research and Industry linkages

v. Developing MOU's.

vi. Developing research related short-term training programmes for its staff members.

1.6. Role of Research in Teaching

Research provides a significant role in effective teaching through creation of new knowledge and development of technologies. The University therefore considers research as one of its core activities that can be used to enhance teaching and promote development of new teaching programs.

1.7. Basic and Applied Research

The University recognizes the importance of both basic and applied research and is determined to support both in its endeavour to generate new knowledge and develop new technologies.

1.8. Research Priority Areas

The University College shall support research in areas that enhance her vision and mission and play a key role in the achievement of the country's vision 2030. The main thematic areas shall include:-

i. Information Communication Technology
ii. Media and Communication
iii. Engineering and Technology
iv. Business and Socio-economics
v. Renewable Energy Resources
vi. Environmental Science
vii. Health Sciences

2.0 THE UNIVERSITY COLLEGE RESEARCH FUND (URF)

The Multimedia University College Council recognizes that research is a core business of the University and shall therefore establish a University Research Fund (URF) and allocate a definite proportion of University revenue and capitation for research activities as determined from time to time. The URF shall also receive support both nationally and internationally.

2.1. Broad Principles of the University Research Fund (URF)

The URF shall be managed by the Deputy Principal -Research, Production and Extension and shall be disbursed for various research activities within the University under the following guiding principles:-

i) To support original, productive and strategic basic and applied research.

ii) To optimize the use of scarce University College research funds

iii) To enhance development of strategic research foci and centres of excellence.

iv) To support and develop vibrant post-graduate research programs.

v) To build capacity for research in the University College in terms of staff training and infrastructure development.

vi) To foster multidisciplinary and collaborative research internally and externally

vii) To reward outstanding researchers among the staff members.
viii) To incubate and mass produce market oriented technologies

2.2 Sources and Allocation of the URF

2.2.1 Sources of URF

The sources of funds for the URF shall include among others:-

i) A minimum of 10% of University total internally generated revenue.

ii) A minimum of 5% of the externally funded research funds.

iii) A maximum of 100% of government allocated research capitation.

iv) A maximum of 100% of external support for research and its related activities

v) A minimum of 30% of the proceeds from patented products

vi) A minimum of 30% of proceeds from consultancy services.

2.2.2 Allocation of the URF

The URF under RPE shall be used to support listed activities in the proportions stated hereunder:-

S/No.	ITEM	%
1.	Annual Research Grant (ARG)	50.0
2.	Multimedia University Annual International Conference	5.0
3.	Local and International Exhibitions	5.0
4.	Outreach and Extension Services	7.5
5.	Journal Publications	2.0
6.	Inaugural Lectures	1.0
7.	Universal Scientific Equipments	4.0
8.	Office Equipments and Furniture	1.5
9.	Equipment Maintenance and Repair	5.0
10.	Collaborations	3.5
11.	Research Workshops	2.5
12.	Public Lectures	1.5
13.	University Research and Extension Awards	2.0
14.	Research Facilitations	3.0
15.	Office Operations	1.0
16.	Intellectual Property Protection	2.0
17.	Purchase and operation of Research Vehicle	3.5
TOTAL (%)		100

2.3. Award of Annual Research Grant (ARG)

The ARG shall be used specifically for funding competitive research within the University. Grants shall be awarded once a year to competitive research proposals and shall be for one year period and will be awarded in three categories:

a) Student Research Grants - 10%

b) Staff Research Grants - 60%

c) Universal/ Research Grants - 30%

Competitiveness shall be ensured through vigorous internal evaluation and peer review. The evaluation guiding principles shall include;

i) Adherence to University Vision and Mission

ii) Originality

iii) Potential to generate new knowledge and/or products

iv) Potential to register or Patent

v) Involvement of students

vi) Multidisciplinary approach to solving stated problems

vii) Potential to leverage funding from external sources

viii) Optimal Budget

ix) Gender equity among others

2.4. URF APPLICATION

All applications on URF shall be done on an approved URF application form obtained from the DP/RPE office after the official call for proposals. The call shall be done once annually in the month of July.

2.4.1. Student Research Grant

The grant shall be awarded to MMU students only. It will be available to students at undergraduate and postgraduate levels during their project periods. The awards shall be departmental based with at least one student per department at each level getting the support annually. Awards shall be for Departmental and Faculty approved proposals only. The award distribution shall be as follows.

i)	Undergraduate	-	KShs.100,000
ii)	Masters	-	KShs.200,000
iii)	Ph.D	-	KShs.300,000

The undergraduate award shall be for one year, Masters for two years and Ph.D for three years. Funding may be applied for at any time during the period of eligibility.

2.4.2. Staff Research Grant

The grant shall be awarded MMU staff members only. The awards shall be given to vetted proposals submitted by staff members with at least Masters Degree who have established linkages with other faculties / schools, departments and institutes or organizations. The award shall be for one year period and renewable to a maximum of three years on successful completion. The annual grant shall be to a maximum of one million Kenya shillings.

2.4.3. Universal Research Grant

The grants shall be awarded to Schools or Faculties at MMU. Each School or Faculty shall develop one proposal that shall be aimed at enhancing their mission and vision while promoting collaboration within the School or Faculty. The proposal shall envisage internal and external academic, economic and social impacts. The award shall be for one year period and renewable to a maximum of three years on successful completion. The annual grant shall be to a maximum of one million Kenya shillings.

2.4.4. Monitoring and Evaluation

2.4.5. *Award of Research Funds*

2.5. Multimedia University College Annual International Conference

The Multimedia University Conference Annual International Conference shall be organized annually for the purpose of disseminating research finding, enhancing collaboration, providing exposure and encouraging interaction among researchers. A sub-committee of the Research, Publication and production Committee shall coordinate the implementation of the conference based on the available budget.

2.6. Local and International Exhibitions

The Fund shall be used to support local and international activities aimed at disseminating research findings, services and products in exhibitions, shows, conferences, trade fares and workshops. The administration of this fund shall be with reference to the Multimedia University College Extension and Outreach Policy.

2.7. Outreach and Extension Services

This component of the URF shall be used to finance outreach and extension services to the industry, schools and local communities aimed at creating awareness, enhancing collaboration, developing networks, dissemination of research findings and training. The fund shall also support participation of researchers in local and International conferences based on the University College training policy.

2.8. Journal Publications

The fund shall be used to support or institute dissemination of research findings through publication of the University and Faculty or School journals, and publication of papers by researchers in local and international journals. Each researcher shall be entitled to receive support for one local and one internal publication on application using the approved Journal Publication application forms. The individual total annual support shall not exceed KSh 20,000

2.9. Inaugural Lectures

Inaugural lectures shall be held twice annually by renown scholars to expose staff to current changes in technology, research methods, market trends the expectations by the wider society in various fields of specialization. The fund shall support organization and facilitation costs.

2.10. Universal Scientific Equipment

This shall be state of the art high precision equipments that have application in various fields of specialization. The equipments shall therefore find use across departments, faculties and Schools or institutes. Each School or Faculty shall be entitled to only one such equipment annually on application using the approved RPPC form.

2.11. Office Equipments and Furniture

This shall mainly be office equipments and furniture that support research aimed at developing a conducive working environment for administrators and researchers. The application shall be by departmental, faculty, schools, institution or section heads using RPPC approved forms. An annual award not exceeding KShs.100,000 shall apply.

2.12. Equipment Maintenance and Repair Fund

To support research activities at Departmental, Faculty, Schools, Institute level, the University shall service and repair some of the equipments that are heavily used for research and are not beyond repair or obsolete. Equipment servicing and repair shall be done annually on request by the section heads using the approved RPPC forms.

2.13. Collaborations

The University College shall pursue collaborations with the industry, other universities, Research Institutions, Non Governmental Organizations and special interest groups with the objective of enhancing research outputs, staff development, program enrichment, technology assimilation and utilization. This fund shall, therefore, be used to facilitate the collaboration initiation and execution.

2.14. Research Workshops

Campus Research Workshops to enhance competence in research shall be carried out twice annually to sensitize the young, and update seasoned scholars to the need for continued research in their areas of specializations. Resource persons from various fields of specialization shall be invited carry out training to meet identified research needs. The Fund shall be used to cover the organization and execution costs.

2.15. Public Lectures

Public lectures shall be organized twice annually for the purpose of enhancing researchers awareness, providing exposure forums and promoting researchers interactions. Resource persons shall be from the industry, other universities, research institutions, Non governmental organizations and governments among others. The fund shall be used to cover organizations and execution costs.

2.16. University Research and Extension Awards

The award shall be Faculty/scholar/Institute based and shall be conferred annually to deserving university researchers by the Chancellor. The criteria and mode of nomination shall be based on the University Research Remuneration Policy. The award shall basically consider;

i) Research outputs
ii) Efficient use of research resources
iii) Patents filled
iv) Collaboration levels
v) Community impact
vi) Market potentials
vii) Attraction of research funds and equipments

The award shall be given to only one researcher nominated by the faculty/school or institute using the RPPC approved forms.

2.17. Research Facilitation

The research facilitation shall mainly support RPPC, its sub-committee and administrative staff coordinating RPPC activities. The research facilitation shall be with reference to the University College wide facilitation policy.

2.18. Office Operations

To sustain the URF, the administrative office operations shall be supported by the fund mainly for consumables, communication, and utilities.

2.19. Intellectual Property Protection Fund

The University College shall support all copyrights, patents and registration applications by its staff members through training and payment of all requisite fees. The IPP support shall be based on the University College IPP policy and shall be awarded on application by the researcher using the approved RPPC form.

2.20. Purchase and Operation of Research Vehicles

The University College shall acquire research and extension vehicles to facilitate its research and extension operations. The type and number of vehicles shall be based on evaluated needs by the RPPC.

3.0 FUNDING FROM EXTERNAL SOURCES

For the purpose of this policy, funding from external sources shall include both cash grants and material donations, such as equipment and chemicals. The University College shall encourage research funding from external sources to supplement the internal funding. The University College shall recognize annually the attraction of external funds and equipments by its researchers. All external grants shall be expended as specified in the contract between the donor, the grantee and the University College.

3.1. Counterpart Funds

Where an external partner requires University contribution, and/or imposes other conditions with financial implications for a researcher to receive external funding, the Principal Investigator shall submit a proposal to RPPC for consideration. RPPC shall make appropriate recommendations to facilitate the funding based on the University College wide collaborative research policy.

4.0 CO-ORDINATION OF RESEARCH

All research in the University shall be coordinated by the Deputy Principal, Research, Production and Extension Office. There shall be a Research, Publication and Production Committee (RPPC) chaired by the DP/RPE and its functions shall be to assist the DP/RPE) in the coordination of research, publication, production and extension activities in the University.

5.0 RESEARCH COMMITTEES

All departments and Faculties / Institutes shall establish Research Committees (RCs) that shall be chaired by the heads. The Committees shall have three academic and two technical staff members nominated by the heads based on their research involvement and areas of specialization. The committees will report to RPPC through the Deans and Directors.

The functions of the committees shall include;

i) Review, evaluation and short listing of all research fund applications from staff members.

ii) Promotion of collaborative research internally and externally.

iii) Establishment of any discipline-specific guidelines for all research funding applicants.

iv) Soliciting for external funding.

v) Assist RPPC to investigate alleged cases of misconduct in research.

vi) Monitor and evaluate departmental/Faculty and Institutes research activities.

vii) Assist researchers in drawing up specific research proposals.

6.0 ADMINISTRATION OF RESEARCH GRANTS

All research grants shall be administered by the office of the DP/RPE and all researchers will have to note that;

1. All research proposals for external and internal funding shall be submitted through the DP/RPE. Where applications are submitted to donors on-line, the Principal Investigator (PI) or collaborator shall notify the DP/RPE office for record and follow-up. Such notification shall include an electronic and/or printed copy of the proposal.

2. All proposals shall be within the annual set theme of the Research, production and Extension Division.

3. Requests for Proposals (RFP) for internal research grants shall be made at least three months before the date of award. Awards shall normally be in July.

4. All PIs who obtain grants through the University shall either sign research contract with the University, or with the University and the external partners(s) in prescribed format before receiving the first release of the funds. All signed contracts shall be under the custody of the DP/RPE.

5. The University shall retain 5% of all external research grants received through the University to meet its research management costs.

6. The PI shall submit half-year and annual technical and financial reports to the DP/RPE through the chair of the respective RCs. The reports shall be as per the approved RPPC format.

7. All research projects shall be monitored and evaluated annually by the Monitoring and Evaluation Committee prior to further funding or termination.

7.0 RESEARCH, PRODUCTION AND EXTENSION RESOURCE CENTRE

The University College Librarian shall establish a Research, Production and Extension Resource Centre within the Special Collections section in all libraries. The section shall contain all records of research and extension activities in the University College. The DP/RPE shall provide the materials for archiving the centre.

8.0 RECORDS OF RESEARCH ACTIVITIES

All researchers shall be obliged to keep and archive proper field and laboratory records. The research records may comprise note and/or log books, other publications, video recordings, audiotapes, CD-ROM's, DVD's, Flash Disks or in any other retrievable media.

9.0 MAINTENANCE OF RESEARCH RECORDS

The DP/RPE shall establish and maintain an up-to-date electronic and printed database of all research findings in the University College. Such database shall be made up of abstracts of reports and other publications arising from research. The DP/RPE shall forward copies of the reports to the University College library for archiving in the Research and Extension Special Collection section.

10.0 PUBLICATION OF UNIVERSITY ANNUAL RESEARCH REPORT

The DP/RPE shall publish annually a record of all research activities in the University Collegefor the preceding year in electronic and print forms. The details of research findings in the records shall conform to intellectual property policy provisions of MMUs IPP.

11.0 ACCESS AND USE OF RESEARCH FINDINGS

All research findings and publications at the Research, Production and Extension Resource Centre will be available for use by members of staff and the public for the purposes of research and teaching. However reproduction of such materials shall be done only on authority of the author(s) and/or the University College Librarian. Access and use of research findings shall be governed by copyright and intellectual property protection provisions in the MMUs IPP.

12.0 MISCONDUCT IN RESEARCH

Multimedia University College shall promote honesty, trust and openness in research and collaboration with partners. This will improve the quality and quantity of research and protect the reputation of researchers, the University and the collaborating partners.

For the purposes of this policy, misconduct in research is defined to include plagiarism, fabrication and falsification of research and research findings, productions and misappropriation or conversion of research resources. All alleged case of misconduct in research will be investigated and disciplinary measures taken by all the RPPC when proven

guilty. Misconduct will not include honest error or honest differences in interpretation or judgment of data.

12.1 Establishing Misconduct in Research

Where misconduct is alleged, RPPC will form an ad-hoc investigating panel to inquire into the allegations to determine if the allegations constitute an irrefutable case of misconduct. The ad hoc panel will submit its report to RPPC for consideration and action. The respondent(s) shall be provided with an opportunity to respond to the allegations during the whole investigation process.

12.2 Penalty for Misconduct in Research

Penalty for misconduct in research shall be based on the University College Misconduct in Research Policy administered by RPPC. In proven cases of misconduct in research, the Chairman of RPPC shall inform the sponsoring agency, department, faculty, school or institution in writing within two weeks after the verdict.

13.0 PUBLICATIONS

For the purposes of this policy, a publication shall mean putting into the public domain any papers, books, reports, brochures, theses, models any such manuscripts, orally or in writing. The university recognizes the rights of researchers to publish their findings in the shortest time possible. Research findings shall normally be reviewed by RPPC and the funding organization(s) to identify products and processes that require protection before manuscripts are submitted for publication. Such reviews shall normally not take more than 30 days. Where protection is required, application for protection shall be done based on the University College IPP.

14.0 CONFLICT OF INTEREST

For the purposes of this policy, conflict of interest shall occur when a University College researcher has an undisclosed research relationship with an external agency that requires a commitment of time, effort or resources to non-University College activities such that:

i) The researcher cannot meet the usual obligations to the University College.

ii) The researcher makes decisions that are injurious to University College or its partners' interests.

Cases of conflict of interest in research shall be considered and dealt with as misconduct in research.

15.0 OWNERSHIP OF INVENTIONS AND/OR INNOVATIONS

Ownership of research inventions, innovations, products and processes from the University College research fund shall be governed by the University IPP.

16.0 SHARING ROYALTIES FROM INVENTIONS AND/OR INNOVATIONS

Sharing of any incomes arising from inventions and innovations from University College research shall be governed by the University IPP.

17.0 PROCUREMENT OF FACILITIES, EQUIPMENTS AND SERVICES

All procurements exceeding KSh. 50,000 per item for research shall follow the University College procurement procedures, unless supplied directly.

18.0 OWNERSHIP OF EQUIPMENTS AND FACILITIES

All equipments and facilities purchased through research grants will become University property and retained in the departments of the researcher(s) at the completion of the project, unless otherwise specified in the grant contract.

19.0 MAINTENANCE AND REPAIR OF EQUIPMENT

Maintenance or repair of equipment bought using research project funds shall be carried out by the project for the duration of that project and according the project budget. The University shall maintain and repair the equipments and facilities after the end of the project using allocated funds.

20.0 NON-PERFORMANCE OF FUNDED RESEARCH

Non-performance of funded research may arise from force majeure or from controllable factors.

20.1 Force Majeure/Act of God

Non-performance of a research that has been undertaken by a University College researcher(s) where such is occasioned by circumstances beyond the reasonable control of MMU and/or the donor agency, shall be dealt with as provided for by the force majeure provisions in the research contract.

20.2 Non-performance Arising from Controllable Factors

Non-performance of a research that has been undertaken by a University College researcher(s), where such is occasioned by circumstances within the control of the researcher(s) shall be dealt with as provided for in the research contract.

21.0 ETHICAL CONSIDERATIONS

The University is committed to conducting research that conforms to acceptable ethical principles. In pursuit of this ideal, all research proposals presented for funding shall undergo ethical review and approval by RPPC. All proposed research involving human subjects shall be reviewed by the Institutional Research and Ethics Committee (IREC) affiliated to the National Council for Science and Technology (NCST).