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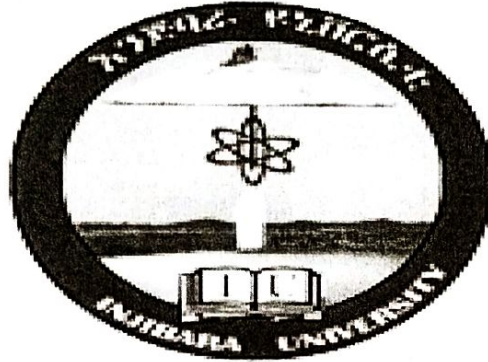
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INJIBARA UNIVERSITY



Research and Publication Guideline



Injibara, Ethiopia

August, 2021

Research and Publication Guideline



Team members of the Guideline Preparation:

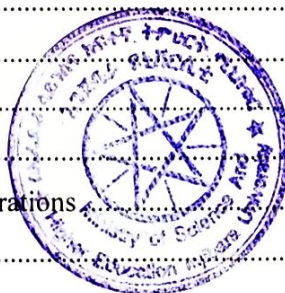
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Injibara , Ethiopia
August, 2021

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Research and Publication Guideline

ABBREVIATION

AU	Academic Unit
HEIs	Higher Education Institutions
IP	Intellectual Property
MoST	Ministry of Science & Technology
RC	Research Center
RCS	Research and Community Services
RCS-UIL TT	Research, Community Service University-Industry Linkage and Technology Transfer
AU RCSUIL-TTC	Academic Unit Research, Community Service University Industry Linkage and Technology Transfer
U-RCSUIL-TTC	University Research, Community Service University Industry Linkage and Technology Transfer
RCSVPO	Research and Community Service Vice President Office
RD	Research and Development
RI	Research Institute
RPED	Research and Publication Executive Directorate
RPDD	Research and Publication Directorate Director
SOP	Standard Operating Procedure
TT	Technology Transfer
UIL	University Industry Linkage

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1 INTRODUCTION

Higher education institutions are mainly mandated to focus on teaching learning, research and community services. Research is a systematic way of collecting and analyzing data for seeking solution to problems, discovering new technologies and paving ways to development of a country. It enables people in diverse circumstances to apply solution. Research provides us with new inventions (technological methods, products, etc.) and to generate new knowledge to tackle problems. For counties like Ethiopia, much is expected from research to alleviate the economic problems, in reduction of poverty, attainment of food security, prevention and control problems of multifaceted nature, and in introducing new technology.

Within its overall plan of alleviating widespread poverty, Ethiopia aims to become middle income country in the next 20 to 30 years; and the government has issued Higher Education proclamation No. 1152/2019 taking into account the pressing need for well-educated and skilled manpower in a various disciplines. The Ethiopian government is pursuing an ambitious plan to expand and reform higher education in the country.

More specifically, the research and community service vice president office (RCSVPO) of the university is striving towards enhancing research culture. Alongside the academic training, the RCSVPO of the university is coordinating and promoting research works in and outside of the university. It will also provide consultancy services, and disseminates research results on an ongoing and sustainable basis.

At the national, there is no uniform research and publication guideline in higher educational institutions. So, Injibara University has forced to prepare this research and publication guideline to manage and handle participation of university staff on research and publication in similar manner, reduce duplication of resources, staff mobilization, student exchange, and dissemination of research output.

This guideline is issued by the senate of Injibara University pursuant to the power vested in it by the Higher Education Proclamation No. 1152/2019.



Research and Publication Guideline

Mission

Conducting local, national and international problem solving research activities

Vision

To be one of the three best ranked comprehensive universities in research and publication in 2022.

1.1 General Provisions

1.1.1 Short title

This document can be cited as the ‘**Research and Publication Guideline of Injibara University No. 01/2021**’.

1.1.2 Definition of terms

In this guideline, unless the context requires otherwise:

- 1) ‘**Academic staff**’ means a member of Injibara University employed in the capacity of teaching, research, community services and technology transfer activities of the University as per the higher education proclamation no.1152/2019.
- 2) ‘**Academic Unit**’ refers to colleges, faculties, schools, institutes, departments or programs;
- 3) ‘**Activities**’ means actions taken or tasks performed from proposal development up to dissemination of outputs through which inputs such as funds, technical assistance and other types of resources are mobilized;
- 4) ‘**Applied Research**’ means an original investigation undertaken in order to acquire new knowledge which is directed primarily toward specific practical aims or objectives including solving specific problem/s;
- 5) ‘**Author**’ means a writer, designer or originator of an article, book or any other scholarly work who makes a substantial participation in the conception and design, or analysis and interpretation of data, drafting the scholarly work or revising it critically for enhancing its intellectual content and in the final approval of the version to be published. There can be a more than one author of a single scholarly work;

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- 6) '**Basic Research**' means an original investigation with the primary aim of developing more complete knowledge or understanding of the subject under study;
- 7) '**Co-Investigator/s**' shall mean member/s of a research team who participate in the research undertakings with specified responsibilities other than the Principal Investigator;
- 8) '**Collaborative Research**' or '**Joint Research**' means a scientific investigation or research and development project undertaken jointly by Injibara University, industry or other governmental and non-governmental organizations based on a research partnership agreement;
- 9) '**Conflict-of-Interest**' means a divergence between an individual's private interests and his professional obligations to the Injibara University such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise;
- 10) '**Copyright**' means a protection provided by the laws of Ethiopia to its owners;
- 11) '**Dean and Director**' refers to the dean of a college or a faculty and the director of an institute/directorate or a school respectively;
- 12) '**Intellectual Property**' refers to property rights created through intellectual and/or discovery efforts of a creator that are generally protectable under patent, trademark, copyright, trade secret or other law/s;
- 13) '**Patent**' means a title that confers to its owner the rights recognized by the intellectual property laws of Ethiopia;
- 14) '**Mega/Thematic Research**' is a multidisciplinary research with at least three sub-themes, one female academic staff(if available and relevant), and at least one stakeholder;
- 15) '**Person**' means natural or juridical person;
- 16) '**Plagiarism**' means claiming or insinuating ownership of another person's intellectual and/or academic contribution, which includes;
 - A. Word-for-word copying or paraphrasing of sentences or whole paragraphs from one or more sources without clearly indicating their origin or source,
 - B. Using of another person's ideas, work or research data without acknowledgement,
 - C. Copying computer files, algorithms or computer codes without clearly indicating their origin,



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D. Submitting work which has been derived, in whole or in part, from another person's work,
or

E. Submitting work which has been derived, in whole or in part, from another person's work
by a process of mechanical, digital or other transformation.

- 17) '**Principal Investigator**' means an individual designated by the University or a funding organization to direct the project or program being supported by the fund;
- 18) '**AU RCS-UIL-TT Coordinator**' refers to a person facilitating research, community service, university-industry linkage and technology transfer matters at academic unit level;
- 19) '**Research**' is a systematized investigation to create new knowledge or technology and/or to use existing knowledge or technology in a new and creative way so as to generate new concepts, methodologies, understandings, and to solve new or existing problems;
- 20) '**Research Center/Institute**' refers to research focused centers or institutes established by the university;
- 21) '**Research Grant**' means a financial contribution by an industry or foundation or governmental or non-governmental organization to a scientific research project conducted by the University;
- 22) '**Research Staff**' means an academic staff that is required to devote 60% on research, 15% community service, UIL and technology transfer activities and 25% on teaching as per directive **No. Research 01/2019**;
- 23) '**Stakeholders**' means governmental and/or non-governmental organizations, industries and person that take part with the university;
- 24) '**Student Research**' means research done by students of the university designed and undertaken in line with the research thematic areas of the university for the purpose of partial fulfillment of the requirements of master's, supervised and/or co-supervised by academic staff member, regardless of the source of funding and may include well designed and problem-oriented researches done by senior undergraduate students for partially fulfilling the requirements of bachelor degrees;
- 25) '**Teaching Staff**' means an academic staff who is required to devote 60% on teaching, 15% community service, UIL and technology transfer activities and 25% on research as per directive **No. Research 01/2019**;

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- 26) 'University' means Injibara University which is a public University recognized by the council of Ministers no. 352/2008.
- 27) Any expression in Masculine gender shall also apply to the feminine gender.

1.2 Objectives of the Guideline

The major objectives of this guideline are to:

1. Integrate research endeavors of the University with Regional and National priorities and policies to foster evidence based development
2. Integrate and disseminate the research works with the quality of education, community services, TT
3. Ensure trust among research stakeholders in the university as well as external partners (research collaborators, funding agencies, policy makers);
4. Encourage team spirit in research endeavors within and outside the university;
5. Encourage regional and international collaboration in global university research networking;
6. Support and encourage students' research in the university;
7. Improve efficient use of research resources and facilities of the university;
8. Establish, support and facilitate journals to be published in the university;
9. Increase the quantity and improve the quality of publications in the university;
10. Increase and diversify research-funding sources other than government recurrent budget allocation;
11. Avoid conflict of interest among the university community and stakeholders regarding research activities,
12. Foster the achievement of the university mission and vision
13. Ensure research ethics and culture in the university according to standards and guidelines
14. Maintain standardized research planning, screening, execution and monitoring among academic units in the university;

1.3 Scope of Application of the Guideline

1. This guideline applies to all research and publication activities carried by the university members and students independently, and/or in collaboration with collaborators and clients/stakeholders using university's resources fully or partly.



Research and Publication Guideline

2. This guideline also applies to postgraduate thesis and may include well designed and problem-oriented researches done by senior undergraduate students for partially fulfilling the requirements of bachelor degrees.
3. This guideline is applicable to the Research and Publication logistics and financial management.

Research and Publication Guideline

3. MEMBERSHIP, DUTIES AND RESPONSIBILITIES

3.1. RCSVP Office

3.1.1. Duets and Responsibilities

Notwithstanding the provisions of article 51 of the research, TTUIL and CS for higher education institutions No. 01/2019 directive, the office shall facilitate research, documentation, publication, dissemination, community service, university industry linkage and technology transfer and Awi culture, language and history study activities in the university, regardless of funding sources: whether funded by the University, by external sources- governmental, non-governmental or individuals or donors. The office shall mainly encourage Injibara University teaching staff and students to engage in researches funded by the university and external bodies. Furthermore, RCSVP Office has the following responsibilities, some of which shall be its own sole responsibilities and others shall be executed by directorates indicated in the organogram of this office.

Hence, the RCSVP Office;

1. Leads the research and publication directorate and the Awi culture, language and history study institute;
2. Sets research, publication and dissemination calendar;
3. Allocates funds to approved research, publication and dissemination, culture, language and history study and related activities;
4. Leads research, publication and dissemination, culture, language and history study and related activities;
5. Leads or facilitates seminars, symposium, conference, workshop and others;
6. Facilitates financing, fully or partially, participation of academic staff and postgraduate students in scientific conferences/seminar for oral presentation abroad;
7. Monitors the proper implementation of research, publication and dissemination, culture, language and history study and related activities;
8. Evaluates the outcomes/impacts of the research, publication and dissemination, culture, language and history study and related activities' of the university;

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9. Approves and directs research, publication and dissemination, culture, language and history study and related projects/proposals;
10. Designs mechanisms/systems to avoid duplication of research and related activities;
11. Establishes links and creates partnership collaborations with national and international institutions;
12. Communicates with funding organizations, helps seek funding, and oversees the proper administration of research, publication, culture, language and history study funds;
13. Facilitates the production of journals, proceedings, periodicals and other scholarly publications by academic units and research centers;
14. Facilitates the development of plans for research, documentation, publication and dissemination, and culture, language and history study and related activities;
15. Supports keeping records of research, documentation, publication and dissemination, and culture, language and history study and related activities;
16. Prepares and compiles quarterly, semi-annual and annual research, publication and dissemination, and culture, language and history study reports;
17. Prepares, defends, allocates and implements annual budgets for research, documentation publication and dissemination, and culture, language and history study programmes;
18. Establishes ethical clearance board for researches involving (directly and indirectly) human and animal subjects;
19. Facilitates the publications of annual research studies
20. Expands the frontiers of research, documentation, publication and dissemination, culture, language and history study and related activities by establishing new research centers and sites when needed;
21. Facilitates the availability and management of research infrastructure/logistics (vehicles, laboratories, equipments, machineries etc.);
22. Directs the smooth functioning of RCS finance and purchasing officers
23. Assigns new or promotes existing directorate/s, coordinator/s, deans/vice dean etc. when needed;
24. Executes other activities as required.



Research and Publication Guideline

3.1.2. University Research and Publication, Community Service, University-Industry Linkage and Technology Transfer Council (U-RPCSUIL-TTC)

3.1.2.1. Duets and Responsibilities

The Research and Publication, Community Service, University-Industry Linkage and Technology Transfer Council (U-RPCSUIL-TTC) shall have the following duties and responsibilities.

1. Formulates strategies for promoting research and dissemination of research findings;
2. Guides the Research and other units of the university in designing and conducting training workshops on research methods and research writing and preparation of teaching materials;
3. Specifies priorities for research based on regional and national needs;
4. Sets guidelines for the approval of research proposals
5. Monitors the activities of the research, culture, language and history study, publication, documentation and dissemination, technology transfer and community service directorate in relation to approved research work;
6. Ensures the appropriate scientific standard of publications;
7. Advises the Senate on all matters pertaining to publications;
8. Ensures the reputability of published journals;
9. Re-assesses the reputability of journals every year;
10. Determines courses of action in the case of breach of agreement by researchers;
11. Specifies the calendar for submission of research proposals and research reports;
12. Examines and endorse the activity reports of research, culture, language and history study, publication, documentation and dissemination, technology transfer and community service directorate;
13. Advises and assists the research, culture, language and history study, publication, documentation and dissemination, technology transfer and community service directorate in securing fund from organizations outside the university;
14. Designs, facilitates and endorses collaborative activities with national and international institutions;
15. Determines royalty or honorarium for authors and assessors;
16. Establishes award system for recognizing outstanding research;

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17. Assists research, culture, language and history study, publication, documentation and dissemination, technology transfer and community service directorate in preparing code of ethics governing /safeguarding research and intellectual property rights;
18. Approves allocation of funds for research, cultural study, publication, documentation and dissemination, technology transfer and community service directorate,
19. Serves the need and interest of the public to facilitate education, economic and social improvements;
20. Ensures the representation and active participation of the University in various governmental and non-governmental bodies;

3.1.2.2. Membership of U-RPCSUIL-TTC

The Research and Publication, Community Service, University-Industry Linkage and Technology Transfer Council (U-RPCSUIL-TTC) shall have the following members:

1. Research and Community Service Vice President (Chairperson);
2. The Awi Cultural, Language and History study Institute Director;
3. Community Service Directorate Director;
4. University-Industry Linkage and Technology Transfer Directorate Director;
5. RCSUIL-TT Coordinators of academic units until decentralization;
6. Research and publication Directorate Director (Secretary);

3.1.3. Research and Publication Directorate

3.1.3.1. Duets and Responsibilities

1. The Directorate primarily serves the interests of the academic/scientific and technical staffs. The Director is the main liaison between the research programs and the top management, and works to improve research opportunities, funding and working conditions.
2. Ensuring a uniform research administration in the various academic units of the University. The Research directorate pools resources and efforts and focuses on research; plays a role in coordinating the research process; focuses mainly on improving facilities and efficiency in the research system.
3. It shall links academic units and research site with the RCSVP.
4. Developing long-range strategies; plans, rules, guidelines, research incentives and other matters of research process.



Research and Publication Guideline

5. Coordinates, Monitors and evaluates quality of university research projects, publication, documentation, dissemination and project management.
6. Lead and coordinate office activities under the directorate.
7. Facilitate the development of standard research management system.
8. Establish and monitor research ethical review board
9. Develop long-range strategies; plans the institution's budget and establishes and maintains communication with relevant bodies.
10. Builds teams to prepare project and consultancy proposals for external grant competition;
11. Involved in research infrastructure development, oversight of hiring scientific and technical staffs, reviewing the contents of research proposals and projects, allocation of funds, distribution of space and facilities, and policies relating to these areas.
12. Modify/ Amend the research thematic areas of the university
13. Facilitates the preparation of guidelines for project related works;
14. Facilitates the provision of project incentives;
15. Manages, coordinates and supervises the production of publications in the RCSVP office;
16. Monitors the establishment and oversees of University's research and publication Printing Press;
17. Ensures that the RCSVPO publications conform with the University publishing policies;
18. Supports the production of journals, proceedings, periodicals and other scholarly publications by academic units;
19. Plans and coordinates production schedules;
20. Keeps inventory of publications to assure continuity;
21. Plans budget estimates of printing for journals and others productions in University and sets the price for publications if necessary;
22. Facilitates the subscription of journals in collaboration with other University's stakeholders;
23. Supervises improvements and extensions of editorial and publication services;
24. Establishes and keeps documentation system (digital and printed repository) for research projects;
25. Publishes and documents all types of forms pertinent to RPD activities;
26. Establishes a system of dissemination strategies of the RPD activities and outputs;
27. Organizes and facilitates seminars, symposia, conference, workshop and other avenues;

Research and Publication Guideline

28. Documents and keeps records of thesis of University students;
29. Executes other activities as required

3.1.3.2. Research Officer

3.1.3.2.1. Duties and Responsibilities

The Research officer is accountable to the Research and publication Directorate; it shall have the following duties and responsibilities:

1. Makes call for research proposals for the staff and students to apply in the identified research themes in the university
2. Helps the launching of postgraduate special sponsorship initiatives with Aus
3. Compiles student research findings/theses/ and, in collaboration with the documentation and dissemination officer, upload on university repository system
4. Follow up the student research process especially of those students who are working their theses and dissertation as part of IU thematic/mega projects
5. Prepares capacity building training for the staff and postgraduate student research groups like research methodology, research-related software and language training.
6. Updates and communicate standardized research formats and guidelines for the University
7. Facilitates research proposal/outputs presentation on seminar/conference
8. Establishes a system of plagiarism detection and/or control in the university
9. Facilitate the timely allocation of research funds
10. Follow up all AUs research performance and report to the Research and Publication director
11. Undertake other activities as required

3.1.3.3. Documentation, Publications and Dissemination officer

3.1.3.3.1. Duets and Responsibilities

The Documentation, Publications and Dissemination officer manages a series of regular or irregular documentation, publications and dissemination activates such as book of abstracts of thesis, special issues dedicated to addressing current issues of research, research bulletins, periodicals and others. The office makes use of the website, social media, and multi-media for communicating current events in the RCSVPO, research breakthroughs and scientific publications. The office ensures the publications in conformity with the University policy and mandates and coordinates the works of the editor and document specialist.



Research and Publication Guideline

In general, the documentation, publications, and dissemination officer is accountable to the Research and publication Directorate. The officer shall have the following duties and responsibilities:

1. Coordinates and supervises the production of publications in the RPDD;
2. Ensures that the RPDD publications conform with the University publishing policies;
3. Supports the production of journals, proceedings, periodicals and other scholarly publications by academic units;
4. Plans and coordinates documentation, publication and production schedules;
5. Keeps inventory of publications to assure continuity;
6. Plans budget estimates of printing for journals and others productions in University and sets the price for publications if necessary;
7. Facilitates the subscription of journals in collaboration with other University's stakeholders;
8. Facilitates improvements and extensions of editorial and publication services;
9. Establishes and keeps documentation system (digital and printed repository) for research and project activities;
10. Publishes and documents all types of forms pertinent to research activities;
11. Establishes a system of dissemination strategies of the research activities and outputs;
12. Develops systems of documentation, publication and appropriate dissemination of research activities;
13. In consultation with RPDD organizes and notify research and publication calendar for the university;
14. Organizes and facilitates seminars, symposia, conference, workshop and other avenues;
15. Documents and keeps records of thesis of University students;
16. Executes other activities as required.

3.1.3.4. Deans

3.1.3.4.1. Duties and Responsibilities

1. Facilitates research, publication, documentation, dissemination, university industry linkage and technology transfer activities within the respective college
2. Oversees the works of RCSUIL-TT council
3. The Deans/vice Dean shall support the AU RCSUIL-TT coordinator;

Research and Publication Guideline

4. Executes other activities as required

3.1.3.4.2. Academic Unit Research and Publication, Community Service, University-Industry Linkage-Technology Transfer (AU RCSUIL-TT) Coordinator

3.1.3.4.2.1. Duties and Responsibilities

AU RCS UIL-TT coordinator is accountable to his AU Deans/Directors; he shall have the following duties and responsibilities in his AU:

1. Leads the AU RCSUIL-TT- Council of his AU;
2. Develops overall RCSUIL-TT-strategy of the Unit as per the University directions;
3. Prepares call for RCSUIL-TT proposals for the respective AUs with collaborations of research director and ;
4. Coordinates the research and community service activities in his Academic Unit;
5. Leads, guides and mentor research groups and teams in developing research projects, products, and services;
6. Organizes and implements proper proposal review process based on the established review system;
7. Ensures the execution of each research proposal as stated in the proposal;
8. Develops innovative strategies for RCSUIL-TT
9. Identifies skill gaps of the staff of the AU and facilitates capacity building interventions when needed;
10. Monitors the RCSUIL-TT project activities of his AU;
11. Facilitates the organization of conferences, seminars, public lectures and other avenues for dissemination of the outputs;
12. Facilitates the publication of Proceedings, abstracts and other periodicals in the AU;
13. Encourages staff to publish their research findings as well as the results of their CS and UIL-TT activities;
14. Ensures that all research materials and deliverables are produced in a timely manner;
15. Prepares RCS UIL-TT budget and submits for approval to the AU;
16. Maintains and documents all the RCSUIL-TT deliverables and other documents of the AU in appropriate databases;
17. Serves as liaison between AU researchers and CS providers and the RCSVPO Directorates;
18. Ensures the proper utilization of the budget allocated for the unit.



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19. Collects progress report of RCSUIL-TT activities of the AU and submit to the respective directorates under RCSVPO and/or respective Dean Office as required;
20. Facilitates the identification and revision of RCSUIL-TT thematic areas in the AU;
21. Ensures that academic staff and students of the AU have the opportunity to participate in the RCSUIL-TT activities;
22. Facilitates the provision of support (human and logistic resources) for proper implementation of the planned RCSUIL-TT activities;
23. Maintains standards in the planning & implementation of RCSUIL-TT activities in the academic unit;
24. Establishes institutional linkage with stakeholders and collaborators;
25. Coordinates his academic units and develop RCSUIL-TT project proposal for soliciting funds;
26. Collects and acts upon feedback from stakeholders (including RCSUIL-TT providers);
27. Documents all RCSUIL-TT activities and outcomes of the AU;
28. Coordinates and ensures that student research is strictly aligned with the higher education institution's research thematic areas;
29. Lesions the student research with the academic units office and RCSVPO/ directors;
30. Executes other activities as required.

3.1.3.4.3. The Academic Unit RCSUIL-TT Council

This council is accountable to each AU Dean /vice Dean Office and the council shall manage the research, publication, community service, and university industry linkage and technology transfer activities in the academic unit.

1. Each academic unit shall establish its own RCS UIL-TT Council;
2. The council shall be accountable to the respective academic unit Dean/vice Dean office and chaired by AU Dean/vice;
3. AU RCSUIL-TT coordinator will be the secretary of the council;
4. Each member of RCSUIL-TT Council shall receive three (3) credit hours load reduction;

3.1.3.4.3.1.Memberships of RCS UIL-TT Council

1. Each academic unit shall have RCSUIL-TT Council with at least 3 members;

Research and Publication Guideline

2. The members of the RCSUIL-TT Council in an academic unit are chosen from each department by department commission;
3. Teacher association representative of each academic unit will be member of the council.
4. The council member must not be assigned currently in any level of the management position in the university (unless there is no one to be assigned);
5. The criteria endorsed to select the research proposal reviewers will be also used to select the members of this council.
6. The elected members shall serve for a period of 2 year.

3.1.3.4.3.2. Duties and Responsibilities of the RCSUIL-TT Council

The RCS UIL-TT Council shall have the following duties and responsibilities;

1. Undertakes screening of the submitted RCSUIL-TT proposal at AU level;
2. Selects and assigns reviewers at AU level;
3. Critically evaluates the budget of RCSUIL-TT proposals at each AU level and submits to the dean office when budget will be decentralized;
4. In consultation with the dean, RCSUIL-TT coordinator, and its AU staffs identifies thematic area for conferences, research, community service and technology transfer;
5. Supports the RCSUIL-TT coordinator in staff capacity building efforts;
6. Assists in the publication of journals, newsletters, bulletins, and periodicals;
7. Assists the RCSUIL-TT coordinator in the preparation of RCS plan and reports of the AU;
8. Monitors and evaluates the RCSUIL-TT activities at each AU level;
9. Executes other activities as required

4. Research processes

Injibara University aspires to become one of the three top ranked compressive universities. Research as a professional scientific process, it needs to pass through a number of activities like prioritizing research agenda, idea initiation, proposal development, reviewing, granting, executing, monitoring and evaluation, and dissemination. Based on the national policy, directives and strategic plan of the university, academic units and research site shall set short and long-term research agenda in consultation with stakeholders and customers implementing the research output. In order to improve the qualities of researches in the university, research process shall pass through rigorous procedures.



Research and Publication Guideline

Key issues for consideration:

- a) Promoting problem-solving and innovative than basic research,
- b) Scaling up problem-solving research findings,
- c) Focusing on thematic areas so far identified or that could be potentially identified,
- d) Ensuring the relevance of research proposals and projects to the university's vision, mission, goals and strategic plan,
- e) Ensuring the relevance of research proposals and projects to priority issues of national and regional development policies,
- f) Linking the research focus with Regional, National, and International Research and Development Institutions,
- g) Contributing to the university's endeavor for qualified human resource and building research facility capacity,
- h) Contributing for a wider participation of the university's staff and students in research,
- i) Ensuring that postgraduate students' theses are in line with the strategic objectives of the university,
- j) Contributing for regional and national capacity building and development endeavors,
- k) Contributing to the national and regional self-reliance through the application of knowledge and technology,
- l) Promoting collaboration among national, continental and international organizations in education, research and publication,
- m) Promoting research ethics in the university.

4.1. Pre-Granting Processes

4.1.1. Prioritizing Research Thematic Areas

The following guiding principles shall be used for prioritizing research issues in the university:

1. Research ideas are normally required to be in line with the needs and priorities of the country, the missions and objectives of the university and the felt needs of the community at large (demand driven)
2. Thematic areas shall remain the guiding principles for prioritizing research ideas;
3. Themes in research projects shall be multidisciplinary/holistic and with wider scopes;

Research and Publication Guideline

4. Prioritizing research issues may be set by the university RCSUIL-TT council which will be approved by the Senate (based on need assessment);
5. Each AU RCSUIL-TT coordinator should continuously inform, facilitate and consult the researchers' works in line with the set priority areas.

4.1.2. Initiation of Research Proposals

The following guiding principles shall be used for initiation of research ideas:

1. All research ideas shall originate from the existing thematic areas;
2. Mega/thematic research is encouraged by adding 3% of the allocated budget;
3. In all research proposals, the contribution and use of research funds may be agreed upon by each side during the planning stage;
4. In mega/thematic research proposals, there shall be a minimum of three sub-themes and a minimum of two researchers per sub-theme.
5. The maximum number of researchers in any mega/thematic project shall not be more than twelve. However, based on the nature of the research and convincing reasons, the maximum number of researchers shall be decided by the university RCSUIL-TT council;
6. In the Research proposal initiation, female members should be included taking in to account their real contribution in the project.
7. A research project initiated with only female investigators should be considered if the minimum requirement is satisfied;
8. In the research proposal initiation, stakeholder involvement is appreciated. Maximum number of the stakeholder members shall not be more than the number of sub-themes in the proposal. Note that the stakeholders should have a credible written evidence to be included;
9. A teaching staff shall not be involved in more than one multidisciplinary research project as a principal investigator and in more than two as a co-investigator at a time. However, based on the nature of the project, the RCSVP office shall give special decision;
10. Graduate assistance can participate in a research as co- investigator; But not PI
11. A member of mega research project who has accomplished his part in the approved mega/thematic project can submit new proposal and this has to be confirmed by RCSUIL-TT council at AU. Each member of the project will have responsibility to accomplish his own part as well as the whole project (until the mega project is completed and presented on the completed forum).



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12. The maximum number of years to complete a mega project shall not be more than two years. Nevertheless, based on the nature of the project, special decision shall be given by RCSUIL-TT council regarding the project duration;
13. In any research proposals, the budget allocation for the proposal shall be based on the nature of the research activities;
14. Research projects shall be prepared, reviewed and made ready in the previous fiscal year;
15. In the research proposals the role and responsibility of each investigators should be clearly indicated;
16. The team of researchers should choose one of the researchers as the principal investigator with consensus, the rest as co-investigators;
17. If members agree that they contribute equally, that must be made clear (in writing) to the respective Academic Unit RCS UIL-TT coordinator at the initiation stage; However, there shall always be one person who represents the team for ease of communication, even when they all agree to contribute equally;
18. Contents of the research proposal shall follow the research proposal format of the University (Appendix 1).
19. If the proposal has ethical concerns, it should be submitted to university research ethical review board simultaneously using the formats (Appendix 9).

4.1.3. Research Proposal Review Process

This guideline shall be used in the research proposal review processes of the university:

1. Research group(s) or initiators who wish to participate in research grant competition should submit the developed proposals to the office of academic unit RCSUIL-TT coordinator as per the deadline set by the university;
2. The proposals will be reviewed blindly.
3. The RCSUIL-TT AU Council shall check for conformity of the proposals with the guideline, relevance, originality, thematic areas, merging similar research proposals and formats of the university (Appendix 1);
4. University RCSUIL-TT Council shall recheck for conformity of the proposals with the guideline, relevance, originality, thematic areas, formats, allocate budget for approved research proposals and merging similar research proposals at university level (Appendix 1);

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5. In each Academic Unit, several research proposal peer reviewer teams may be set up, as required, by the Academic Unit RCSUIL-TT coordinator discussing with the academic unit RCSUIL-TT Council;
6. Peer reviewers shall be chosen based on relatedness in fields of study and professional merit; if there is no related scholars in the field of the proposals external reviewers will be invited ;
7. Academic unit RCSUIL-TT Council can also assign anonymous reviewers if there is 25% score difference between the reviewers and also if the team formation is not feasible.
8. For each proposal, two reviewers shall be assigned; they review the proposal document out of 50% and evaluate open defense out of (50%) independently and submit the result to academic unit RCSUIL-TT coordinator;
9. Research proposals which score under 50% on average in the proposal document review will be rejected;
10. The reviewers should strictly follow the guideline and submit their evaluation report according to the formats approved (Appendices 2 & 3);
11. When bias is identified in the review process, immediate corrective action shall be taken by the academic unit RCSUIL-TT Council;
12. Project initiators shall defend the proposal in public and all members of a project proposal shall avail themselves during the proposal defense;
13. The AU RCSUIL-TT Council and/or the review teams who did the reviewing shall check it out if the comments forwarded during the document review and defense are incorporated;
14. The proposal should be reviewed by the University Research ethical Review Board if the proposal has ethical concerns and ethical clearance certificate shall be submitted with the final proposals;
15. The review process shall strictly be adhered to and no step shall be skipped unless otherwise agreed up on in writing on the basis of tangible reasons;
16. Research proposals or projects shall be merged if similarity is confirmed and rejected at any level of the review process, if plagiarism is confirmed, inflated budget is not timely corrected and reviewers may suggest other disciplinary measures;
17. A reviewer(s) will be paid from government budget as per the payment directive No. 56/2011 and each reviewer will be paid the amount of birr specified for a single proposal. Note that the maximum number of proposals to be reviewed by a reviewer is five (5).



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18. Each project may undergo the review processes in other institutions in the region (For example: Agriculture Research Institute/Center, Health Research Institute and others when needed); But academic unit RCSUIL-TT council shall give suggestion and university RCSUIL-TT council should approve the appropriateness;
19. The final decision of acceptance for a mega/thematic project shall be given centrally by the university RCSUIL-TT council;

4.1.3.1. Reviewers selection criteria

The reviewers shall be selected by the criteria listed in the following table;

No.	Criteria	Considerations	Weight	Total weight	Remark
1.	Research engagement	PI	15	15	Other than thesis and dissertations
		COI	10		
2.	Publication	Scopus, web of science & pub med	25	25	PI=max. and COI=max.-3 point Reputable (based on number of publications)
		Journals accredited by MOSHE	15		
		Proceeding	10		
		Not found in Beall's predatory list	15		
3.	Review experience	Any review work(certified)	15	15	Based on number of certificates
4.	Seminar presentation	Any seminar work (certified)	10	10	Based on number of certificates
5.	Engagement in community service	Any CS work (certified at Institution level)	10	10	Based on number of certificates
6.	Academic rank	Professor	20	20	
		Associate professor	18		
		Assistant professor	15		
		Lecturer	10		
7.	Discipline	No misconduct	5	5	Penalty given by disciplinary committee
		Any misconduct	0		

4.2. Research Granting

The fund release for approved research projects shall be done based on the following guidelines:

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1. The RCSUIL-TT Council of the respective AU approves the research progress and final accomplishment. The hard and soft copies (final copies) of funded projects shall be copied to the RPD.
2. Fund release for approved research proposals is authorized by the RCSVPO in situations whereby funds are centrally administered or by Deans of respective Academic Units when the budget allocated is decentralized;
3. The approved fund allocated for each project will be released to at least 2 individuals for single and 3 individuals for mega/ thematic projects by commonly opened bank account respectively;
4. A research contract shall be signed (Appendix 4.) between the researchers and the university as well as the funding agency when the project has been approved irrespective of the source of funding;
5. When there is an interest of joint ownership of research results, the contract shall be between the researcher as one party and joint financiers as the other party and the university;
6. Funds are released for approved research proposals in two installments (50% of the budget for first installment and 50% for second installment) for researches to be completed in one fiscal year. However, if a research proposal has special nature and requires allocation of more than 50% of the budget for the first installment, it shall be approved by the university RCSUIL- TT Council;
7. Second installment shall be released up on submission and presentation of sufficient and sound progress report to the AU RCSUIL-TT coordinator, AU RCSUIL-TT Council, RPD and expenses from the previous installment payment shall be settled in accordance with the relevant financial procedures of the university;
8. If a research project is conducted for more than a year, the budget allocation shall be only for each year, based on the budget breakdown in the proposal.

4.2.1. Research Project Budget Allocation Considerations

The research project budget allocation shall be made based on the activities and the nature of the research project. In allocations of the research projects budgets, the following considerations will be made;

1. Labor (doing different labor activities)



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2. Data collection (questionnaire, sample collection, etc.)
3. Laboratory work (Lab. technician, Lab. Reagents and Machines, etc...)
4. Per diem (pre test, supervision, observation, interview, FGD, field work, document analysis, etc...)
5. Transportation fee by government rate (local transport)
6. Land rent for experimental activities
7. Material rent (if necessary for research work)
8. Research input purchase (if necessary)
9. Mobil card for facilitations of the research work
10. Other relevant things for the research work

4.3. Post Granting

4.3.1. Administration of Research

The research activities in the university shall be administered based on the following guidelines:

1. The progress of each research activity shall be reported by the principal investigator (PI) or the Co-investigator at the regular biannual reports and submitted to the RCS UIL-TT coordinator or RCS UIL-TT- Council;
2. Progress reports shall be prepared following the format (Appendix 5);
3. If the monitoring and evaluation indicates that a project has not been going as planned or if there exists some fraud, the academic unit RCS UIL-TT Council may enforce the return of previously taken budget, and if necessary, pursuit legal suit.
4. The financial administration of research funds shall be governed by the existing financial policy and procedures of the university upon approval by the Senate;
5. It is mandatory for teaching staff at University to conduct research and publish at least one research article every two years in peer reviewed reputable journals. However, research staff shall publish at least one research article every year in peer reviewed reputable journals;
6. Researchers of other organizations working with the university staff shall not be assigned as principal investigators; they shall not withdraw research budget or shall not request ownership of intellectual property rights arising from the research output, unless clearly stated initially;

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7. Academic staff with accepted research proposal shall inform the department head and RCSUIL-TT Council of the respective academic unit to get the stipulated exemption of classes in a given semester and adjust teaching loads;
8. Completed research report shall be submitted to the AU RCSUIL-TT coordinator and the final approval shall be made by the university RCSUIL-TT Council;
9. For centrally funded researches, the completed research report shall be submitted to RPD and approved by the university RCSUIL-TT Council;
10. Research results shall be communicated to responsible community members and implementers or other concerned stakeholders;
11. If a research project is discontinued due to justified reasons, the researcher should return the unutilized money to the university; and if the work is not properly carried out within the planned time table and objectives, the researcher should return the allocated budget to the university;
12. Once research proposals are approved, funds may be utilized according to the approved itemized budget breakdown and according to the work plan. Researchers should strictly adhere to cost breakdowns indicated in each proposal. However, budget transfers may be allowed in consultation with the AU RCSUIL-TT Council and approved by university RCSUIL-TT Council;
13. Once a research project is approved and budget is secured, the researcher cannot change the approved location, the work plan, methodology or objective of the study without informing and getting permission from the AU RCSUIL-TT Council and approved by university RCSUIL-TT Council;
14. When a principal investigator (PI) and/or co investigator leaves the university without completing a research work and manifest misconduct, the project members or AU RCSUIL-TT Council shall delegate a person from the co-investigators or other professionally relevant researcher with the approval of AU RCSUIL-TT Council and RPD (Appendix 7);
15. A researcher who has received research fund either from the university or other funding agencies which have agreement with the university is obliged to submit a hard and soft copies of the final result and settle financial matters to the RPD. Unless these are proven, the individual shall not receive another university grant; shall be denied clearance when leaving the University in any manner (scholarship, transfer, pension, etc...).



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4.3.2. Research Extension

The research undertaking will be extended, if the research activities are not completed within the planned period, when vital research inputs are not fulfilled, if the conditions are beyond the control of the researchers and if there are other convincing reasons. The research team can request to AU RCS UIL-TT coordinator. Then, AU RCSUIL-TT Council will decide the fate of the request and approved by university RCSUIL-TT Council. The researcher is entitled to request extension for reasonable period of time by completing the annexed extension request format (Appendix 10).

4.3.3. Monitoring and Evaluation

Within each project and management system, monitoring and evaluation (M &E) are essential. It provides information on how the project is functioning and helps to report to the concerned body. Hence, monitoring and evaluation of research in the university shall be made based on the following points:-

1. Proper implementation/execution of each project is the responsibility of those involved in the research;
2. The AU RCSUIL-TT Council and/or RPD shall ensure the steady implementation of research proposals on a regular basis;
3. Submitting regular progress reports to RCSUIL-TT coordinator and RPD is mandatory;
4. The researcher shall submit progress report using the format (Appendix 5) to the RCSUIL-TT coordinator and RPD every quarter or as required;
5. Any concerned body in the university shall supervise research activities in the field and/or laboratory at any time for appropriate utilization of fund, correct use of methods, location, etc.;
6. The results of each project should be presented as progress report in seminars, conferences and eventually every effort shall be made to publish it in peer-reviewed reputable journals;
7. Successfully completed and verified results shall be transferred to end users through training, demonstration, communication using various media, etc. This shall be decided by a joint discussion by the researcher, AU RCSUIL-TT Council or RCSUIL-TT coordinator or the RPD;
8. Written feedback shall be provided for reports presented on the progress of researches by the RCSUIL-TT Council or RCSUIL-TT coordinator or RPD as much as possible;

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9. Any good practices and challenges of research activities will be documented and communicated for future use;
10. Researchers shall present their terminal report in public before submission (Appendix 6);
11. AU RCSUIL-TT Council, RPD and university RCSUIL-TT Council shall regularly assess/evaluate the planned research activities based on the outcomes of the evaluation;
12. For completed researches, forum/conference shall be organized at AU or university level to select potential research works which are competent enough to be presented at national or international conferences organized by the university.
13. The selected research results from number 11 shall be presented on one of the conferences that the University organizes.

4.3.4. Output, Outcome and Impact Assessment of the Research Result

The University shall use the following two alternative approaches to monitor and evaluate the effect of its research activities:

1. **Tracking forwards:** from the completed research to see where and how it is communicated, and to what effect. Tracking forwards, the university will decide where to look for effects and use the under listed five categories to capture the multi-dimensional nature of its research output.
 - a) Knowledge production (e.g. peer-reviewed papers)
 - b) Research capacity building (e.g. career development)
 - c) Policy or product development (e.g. input in to official guidelines or protocols)
 - d) Sector benefits (e.g. impacts on specific client groups)
 - e) Wider social benefit (e.g. economic benefits from increased population health or productivity)
2. **Tracking background:** examining policy choices, organizational management and professional practice to explore how research is sought out and used in these areas, and to what effect. For tracking backgrounds, the university may undertake interviews with research end users by deploying different mechanisms.



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4.3.5. Research Audit

A research audit shall be conducted by university RCSUIL-TT Council once every three to five years to assess how well the theme and the college/faculty/school, research centers/institutes met the university's research vision and mission. The area which the audit should focus on includes:

1. The scope and extent of the research activity
2. The strengths and weaknesses of research activity
3. The effectiveness of the training provided to the emerging/ junior researchers
4. A financial report on revenue and expenditure. The report should also include the names of major sponsors, clients and stakeholders
5. The focus and future direction of the research activity
6. The quality and quantity of outcomes of the research outputs
7. Linkages/ relations to other clusters of the university and other research institutes/stakeholders.

On the basis of the findings, a strategy to improve their research performance is drawn up. The audit report and strategy are submitted to the senate for approval.

5. Credit Calculation

When the university staffs are engaged in research activities, the credit calculation for the research task shall be as follows:

1. Three(3) Credit Hours shall be allotted for the principal investigator,
2. 1.5 credit hour shall be allotted for each co-investigator,
3. The maximum number of credit hours allotted for a researcher is three credit hours regardless of the number of project he is involved in,
4. In the event of equal contribution of researchers for a project, each researcher shall receive 1.5 credit hours,
5. Credits are counted every semester throughout the life of the project,
6. Credit benefits shall be considered only when the RCSUIL-TT coordinator and RPD receives sufficient confirmation that the research activity is carried out as originally planned,
7. For the purpose of credit benefits, suspended or delayed researches (for justifiable reasons) shall be renewed as new in the year the researchers are ready for the work,

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8. Credit benefits shall not be considered for terminated, suspended, delayed or improperly executed research proposals.

6. Ethical and Environmental Considerations

In the development of strong research culture, the university and academic staff should observe the ethical and environmental considerations in research undertakings. Hence, the ethical and environmental considerations of research in the university shall be governed by the following guidelines:

1. Any research undertaking in the university should give due consideration to the respect of the rights and values of people, communities, nationalities, ethnic groups, and animal welfare and the environment;
2. All research proposals including clinical trials involving, humans, animals, environment, new drugs and other new biological products, sensitive issues such as HIV/AIDS and mental illnesses shall obtain ethical clearance;
3. National and international standards, procedures, conventions and treaties shall be respected to minimize/avoid negative impacts of research on the environment;
4. Ethical considerations shall be made when dealing with human subjects. Individual's consent and his identities shall be kept confidential or anonymous unless with their informed consent;
5. For under age children, ethical considerations shall be dealt with their parents/guardians/caretakers;
6. Ethical issues in research shall be approved by the RCSVPO or its delegates;
7. The RCSVPO shall establish Institutional Review Board (IRB) at the university level;
8. AUs shall establish their own college/Institutional Review Committee (IRC).

6.1. The Institutional Review Board (IRB)

1. The IRB is accountable to the RCSVPO;
2. The IRB shall consist of representative from various disciplines such as: Health, Social Science, Science, Law, Agriculture and Environment and also concerned community representatives;
3. The IRB members should not consist entirely of men or entirely of women;
4. The Board can also nominate other members or consult other bodies for specific reviews;
5. The RCSVPO assigns the chairperson;



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6. The members of the IRB elect the secretary;
7. **Quorum:** the quorum should consist of 5 of the 9 members. In the absence of the Chairperson, the secretary acts on his behalf. Moreover, Professional qualifications of the quorum requirements should consist of: at least one member whose primary area of expertise is in a non-scientific area, one medical scientist and at least one member who is independent of the institution/research site;
8. **Meeting:** The committee meets quarterly. The chairperson, however, will call an extra ordinary meeting at any time as deemed necessary;
9. **Ethical clearance** procedures follow international laws such as the Declaration of Helsinki and the ethical clearance guideline developed by the Ethiopian Science and Technology Agency;
10. **Deadline for ethical clearance:** The Committee shall declare project proposals cleared in less than one month period;
11. **Ethics of the IRB:** All documents that reach the IRB shall be strictly confidential;
12. The RCSVPO represents the IRB in the Senate meeting.

6.1.1. Duties and Responsibilities of Institutional Review Board (IRB)

The Institutional Review Board (IRB) shall:

1. Administers and executes the ethical clearance aspects of the research projects at the university and requested local clearance funded by other agents;
2. Facilitates the establishment of representative pools of eligible Institutional Review Committee (IRC) in AUs;
3. Supports and guides the Institutional Review Committees (IRC);
4. Considers author (s) appeal in case of discontent with the rejection of paper by the IRC;
5. Consults experts in relation to Ethical aspects and updates on national and international standards;
6. IRB and IRC develop working ethical guideline (directives);
7. Facilitates capacity building trainings for members of IRB,IRC, staff members and other relevant stakeholders;

6.1.2. Membership Requirements for IRB

1. New members shall be nominated by members of IRB and approved by RCSVPO;

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2. The RCSVPO is responsible for handling the appointment of committee members proposed by the ethical committee;
3. Members are selected in their personal capacities, based on their interest, ethical and/or scientific training, knowledge and expertise, as well as on their commitment and willingness to volunteer the necessary time and effort for the IRB work;
4. Members must disclose in writing any interest or involvement-financial, professional or otherwise in a project or proposal under consideration;
5. The IRB will decide the extent to which members that might have a conflict of interest may participate in bringing out an advice/decision, refer to SOP (Standard Operating Procedure) of the university-Confidentiality/Conflict of interest agreement;
6. Members shall be required to sign a confidentiality agreement at the start of their term;
7. The confidentiality agreement protects the privacy and confidentiality of all parties whose information may be disclosed to the IRB in the course of its work;
8. Members are appointed for a period of 3 years;
9. Their appointments may be renewed by the RCSVPO for up to two consecutive terms;
10. The Ethical Committee will include some rotation after a period of three-years for up to two consecutive terms, but it will also strive to ensure continuity within the university IRB by staggering replacement of members.

6.1.3. Roles of Officers

The following officers through their respective responsibilities contribute to the good functioning of the IRB:

1. **Chairperson:** responsible to chair the meetings and liaise directly with the RCSVPO, report the meeting outcomes to the RCSVPO, invite independent consultants to provide special expertise to the IRB on proposed research protocol.
2. **Vice-Chairperson:** responsible to chair the meetings in the absence of the Chairperson and act as vice-chair during meetings with the Chairperson.
3. **Secretary:** responsible for the administrative aspect of the IRB and shall have all the benefits of an officer as per the rules of the university;



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4. The officers are elected by the IRB members for one year term. They may be re-elected but not for more than two consecutive terms. Should they resign or be disqualified; the IRB members elect a replacement until the completion of the normal term;
5. All academic members of the IRB shall be paid from government budget as per the payment directive No. 56/2011. However, the university shall design an incentive modality for IRB non-academic members.

6.1.4. Dissolving of the IRB

The RCSVPO, following written notification to each of the members, may also dissolve the IRB at any time;

1. Upon the university breach of ethics,
2. Upon failure to perform duties and responsibilities specified in guideline.

6.2. Duties and Responsibilities of College/Institutional Review Committee (IRC)

Institutional Review Committee shall be established in relevant AUs. The committee shall;

1. IRC shall have 3-5 members who will be selected based on merit with relevant specializations;
2. Be accountable to the respective academic College/Institute;
3. Be responsible for reviewing the ethical issues of research projects in their respective AUs;
4. Be responsible to implement directives prepared by the IRB based on national and international standards;
5. Assesses whether or not the research project is within the procedural and ethical standards of the IRB directives;
6. Reviews research proposals of ethical concern, issue clearance certificate and copy for IRB;
7. Monitors each project for its ethical implementation in consultation with RCSUIL-TT coordinators;

6.3. Resignation, Disqualification and Replacement of Members

1. Members may resign their positions by submitting a letter of resignation to the Chairperson;
2. Members may also be disqualified from continuance. The Chairperson should provide written arguments to the (other) members and there should be unanimous agreement;

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3. Members that have resigned or have been disqualified may be replaced by selection and appointment of new members proposed by the ethical committee.



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7. Publication Processes

7.1. Rationale

The major objectives of establishing journals, bulletins, working papers and proceedings in the university are:

1. To encourage, stimulate and promote research among members of the academic community,
2. To provide scientific and technological information for the staff of the university, national and international level at large,
3. To disseminate research results to the scientific community and other end users,
4. To arrange a forum to share observations, experiences and ideas,
5. To serve as a plat form for researchers active in various development fields,
6. To introduce the various academic and scientific activities of the university to academic and other organizations,
7. To nurture the "academic culture" among professional staff at the university.

7.2. Standards of publication

1. Each journal published in the university shall have its own Editorial Board, Advisory Board, Editor-in-chief, Associate Editor (s), Managing Editor (if needed) and policies that go in line with the overall university's rules and regulations;
2. Individual publications (journals) established in different AUs shall report to the RPD and shall be deposited in the institutional repository system;
3. The minimum number of manuscript per issue for a journal publication is five (five full length articles or four full length articles and one short communication/book review/case report);
4. A journal shall publish a minimum of two issues (one volume) per year;
5. The journals will be accessed online;
6. Publications shall be peer-reviewed original articles, review articles, brief communications, case reports, book reviews and letters;

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7.3. Election of the Editorial Board (EB) Members

Editorial board (EB) members include the Editor-in-chief, Associate Editors, RCSUIL-TT coordinator, and Managing Editor (optional). RPD serve as a secretary of the EB. The minimum requirement to be elected for EB member is a master's degree and at least five articles in peer reviewed reputable journals or PhD with minimum three articles in peer reviewed reputable journals. The election of the Editorial Board members shall be based on the following guidelines:

1. The Dean and RCS UIL-TT coordinator of AU, RPD shall invite or nominate its potential faculty staff members to apply for Editor-in-Chief election;
2. The Academic Commission of the AU and members of the university RCSUIL-TT Council shall vote to elect the Editor-in-Chief;
3. The Dean in consultation with RCSUIL-TT coordinator will appoint one of the three top scored applicants as Editor-in-Chief and send to the university RCSUIL-TT Council;
4. The Editor-in-Chief and university RCSUIL-TT Council shall invite or nominate potential Associate Editors from university wide;
5. The Editor-in-Chief and university RCSUIL-TT Council shall decide the number of relevant Associate Editors; and the minimum number of Associate Editors should be four;
6. The Editor-in-Chief in consultation with the university RCSUIL-TT Council shall select Associate Editors from the applicants and voluntary nominees;
7. If the publication office becomes larger, a full time managing editor can be hired;
8. The term of office for the editorial board members shall be three consecutive years. However, an EB member could be elected for a second term.
9. If the Editor-in-Chief is efficient and willing to extend his service years, the university RCSUIL-TT Council can allow his extension.

7.4. Duties and Responsibilities

7.4.1. Duties and Responsibilities of the Editorial Board (EB)

While the Editorial Board (EB) shall be accountable to the RPD; it shall have the following duties and responsibilities:

1. Approves layout of the journal;
2. Reviews and/or edits all received manuscripts that would be published as original articles or short communication;



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3. Decides on whether a manuscript should be rejected or be reviewed as an original article or short communication;
4. Chooses two or more reviewers;
5. The EB shall assign an Associate Editor-in-Chief from Associate Editors;
6. The EB may select topics for review articles and invites experts in the field to prepare a review manuscript;
7. Works to improve the quality and regularity of the journal;
8. Designs ways of improving the dissemination or circulation of the journal;
9. Searches financial support for the journal.

7.4.2. Duties and Responsibilities of the Editor-in-Chief

The Editor-in-Chief of a journal in the university shall have the following duties and responsibilities:

1. Calls and chairs EB meetings'
2. Develops draft formats of the journal to be approved by the EB;
3. Receives and registers all manuscripts;
4. Reviews the manuscript's conformity and its scope, then decides rejection or sends to an associate editor for review process;
5. Responsible for communications with the corresponding author;
6. Maintains the quality and regularity of the journal, and its availability online and in printing;
7. Responsible for all communications regarding the journal;
8. Reports the journal's publication activities to the Editorial Board or RPD
9. Sends reminders to corresponding author/s;
10. Sends manuscripts to Associate Editors for reviewers;
11. He shall be paid from government budget as per the payment directive No. 56/2011.

7.4.3. Duties and Responsibilities of Associate Editor(s) and Associate Editor-in-Chief

The Associate Editor (s) and Associate Editor-in-Chief of a journal shall have the following duties and responsibilities:

1. The Associate Editor-in-Chief shall carry the functions of the editor-in-chief in his absence;
2. Associate editors shall secure potential reviewers;

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3. Once reviewers are selected by the Editorial Board (EB), the associate editor in his/her respective discipline shall communicate (send manuscripts and receive comments) with reviewers;
4. The associate editor sends reminders to reviewers;
5. The Associate Editor receives manuscripts from the Editor-in-Chief and sends comments of reviewers to the Editor-in-Chief;
6. An Associate Editor shall be paid from government budget as per the payment directive No. 56/2011.

7.4.4. Advisory Board Members

Experts living in Ethiopia or abroad shall be selected (based on national and international experience in research) by the EB as editorial consultants after they agree to work in that capacity. They shall have the following duties and responsibilities:

1. The Advisory Board evaluates the quality of the journal and assess whether it meets acceptable standards;
2. The Advisory Board gives feedback to the editorial board on ways of improving the standard of the journal;
3. Board members shall popularize the journal in their own and other institutions.

7.5. Manuscript Review Procedures

When manuscripts are submitted for journal editors, they shall pass through the following rigorous review procedures:

1. The Editor-in-Chief acknowledges the receipt of a manuscript within one week;
2. Review form shall be prepared which the reviewers fill and return along with the articles;
3. The EB shall have three options of decisions: '*accept manuscripts for external review*', '*return it to author for revision*', or '*reject it*';
4. The EB also decides on whether a manuscript is to be accepted as original article, brief communication, case report or review article, etc...;
5. Once accepted for external review, the associate editor in the respective discipline identifies one reviewer (for brief communications /case reports etc...) and at least two reviewers (for original articles) with appropriate expertise;



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6. Reviewers will be requested to review and return the manuscript within four weeks of their receipt;
7. Reviewers shall report their decisions based on the evaluation form as to '*accept as it is*', '*accept with minor revision*', '*accept with major revision*', or '*reject*';
8. The EB prepares proceedings without any additional payment.
9. If a manuscript is accepted with modifications, it will be returned to the author for revision;
10. Rejected manuscripts will be returned to the author(s);
11. Manuscripts accepted without modification and with minor revision, revised by the authors to the best satisfaction of the editorial board shall be accepted for publication;
12. Manuscripts accepted with 'major revision' revised by authors shall be sent to previous reviewers for proper incorporation of comments. If approved by reviewers and the EB, the manuscript shall be accepted for publication;
13. For incorporation of comments for 'minor revision' a maximum of two weeks will be given;
14. In the review process the authors' and reviewer's anonymity is preserved (double blind process);
15. Manuscripts accepted by both reviewers with or without minor editorial revision shall be edited by one EB member and then presented to the Editor-in-Chief;
16. Manuscripts accepted with major revision by one or more reviewers will be sent to the author (s) for revision. Authors should re-submit the revised manuscript within four weeks;
17. If a manuscript is rejected by one of the reviewer but accepted (with minor or major revision) by the other reviewer, the final decision shall be made by EB;
18. A manuscript rejected by two reviewers shall be rejected, and rejected manuscripts will be returned to authors;
19. Galley proofs will be sent to the corresponding author. They should be checked and returned to the Editorial Office as soon as possible within two weeks after receipt. Delay in returning corrected proofs may result in the paper being held over to the next issue. At this stage, corrections must be limited only to essential and editorial mistakes;
20. The priority of articles for publication shall be decided by the EB based on the order of submission of the manuscripts to the Editor-in-Chief;
21. Volumes and issue number may be posted online as well as printed in paper;
22. Electronic copies of the published paper will be sent to the author(s);

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23. For manuscript reviewing (original article), each reviewer shall be paid a 1 credit hours per manuscript reviewed. For brief communications, case reports etc... each reviewer shall be paid a 0.50 credit hour per document reviewed;
24. Reviewers of research papers (presented on conferences) shall be paid a 0.50 credit hours payment per conference paper reviewed. Two reviewers shall be assigned for one conference paper;
25. The maximum number of papers reviewed per issue or conference per reviewer shall not be more than three as long as there are adequate numbers of reviewers.
26. All payments related to review shall be paid as per the agreement.

7.6. Reputability of Journals Published in the University

Journals published in the university shall be given the status of reputability based on the following guidelines:

1. Reputability of a journal published in the university shall be officially declared by the University Senate and based on the standard established by MOSHE
2. An Academic Unit, after publishing its second volume consequently or above, can request reputability status for the journal it administers;
3. The request for journal reputability shall be presented to the RPD;
4. The university RCSUIL-TT Council shall rate the journal against the criteria stated in and present to the University Senate for final approval;
5. The university RCSUIL-TT Council shall reveal the list and status of all reputable journals published in the University;
6. An Academic Unit shall present a request to the RPD for the renewal of reputability of its journal before three months of its due date of conditional acceptance expires;
7. The university senate provides reputability recognition starting from the first published issue presented during the reputability request.

7.7. Publication Incentives

1. The publication allowance for journal articles shall take into consideration the impact factor of the journals recommended by MOHSE. The impact factor of the journals will be determined by ISI web of knowledge for the year prior to the print publication of the paper.



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2. The payment for an article published in an international journal specified by MOSHE shall be the multiple of the impact factor and birr 10,000. Thus for an article that has appeared in a journal with an impact factor of less than or equal to 0.5, the publication allowance shall be the multiple of the impact factor and 5,000 Birr provided that the content of the article has relevance to national development and approved by the university RCSUIL-TT Council. However, the maximum payment that will be paid for one publication shall not exceed birr 20,000 and in any given year birr 25,000 shall be the maximum remuneration to be paid to the academic staff of Injibara University provided that whether he is a PI or CO-I in the article.
3. For articles published in national journals specified by MOSHE, the RPD shall issue a relative status of reputability with consultancy university RCSUIL-TT Council. The RPD shall determine reputability status of national journals in such a way that journals that satisfy only the minimum requirements shall have a reputability status of 0.5 while journals that fulfill all the requirements for reputability shall have a value of 1.0, while those in between shall have the value of 0.75.
4. The payment for an article in a local journal with a reputability status of 1.0 shall be 10,000 Birr to the academic staff of Injibara University provided that whether he is a PI or CO-I in the article.

8. Research Capacity Building

8.1. Facilities

In order to create a strong research culture that would help the university to realize its vision, the necessary research facilities should be put in place. Hence, the university shall:

1. Facilitate the availability of important research resources such as laboratories, equipment, consumables and fieldwork logistics such as vehicles and boats;
2. Facilitate the availability of experimental or demonstration sites (for agriculture, aquaculture, tissue culture etc...);
3. Facilitate the availability of better offices, computers and internet access for researchers;
4. Facilitate the subscription of some important publications;
5. Facilitate the establishment of museums to keep safely the collections brought during some research works/expeditions;
6. Establish and monitors research sites;

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7. Establish linkage with other regional, national and international research institutions.

8.2. Knowledge and Skill Development

A thriving research culture can be developed in the university when the research capacity of the staff (knowledge and skills) is continuously improved. Hence, the university shall:

1. Organize short term and long term trainings on research methodology, research proposal writing, large grant writing, data analysis techniques and utilization of statistical software, skills of writing for publication, and computer skills for researchers;
2. Organize trainings on project management skills for researchers and grant winners;
3. Organize trainings on skills of writing manuscripts for publication and research ethics;
4. Organize workshops, seminars and conferences and encourage its staff to present their findings in these avenues;
5. Support its staff members to present their findings in national and international workshops/conferences;
6. Organize or assist short term study/research visit scholarships (locally and abroad) for the staff;
7. Assist, when requested by AUs, PhD students for short term study/research visit scholarships (locally and abroad) and when approved by the RCSVPO and the university president;
8. Facilitate networks among researchers in the university and outside through formation of institutional collaborations among various research institutions;
9. Encourage joint (multi institutional) grant proposal developments;
10. Organize training (for researchers) on Intellectual Property Right (IPR);

8.3. The Involvement of Women in Research

In order to address the longstanding developmental problems of women and bring women onboard to the development arena, and maintain gender equity at all levels. The university shall:

1. Duly consider gender issue during the thematic area preparation;
2. Strongly encourage women staff involvement during Project developments;
3. Involve at least one woman staff or PhD student (unless no women expert is available in the area) during team formation for international and national grant competitions;
4. Give special emphasis for women capacity building in research.



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8.4. Academic and Research Discourse

In the university where the staff and students (mainly graduate students) are expected to be engaged in research activities, there should be different avenues (like seminars) for academic and research discourses. Hence academic and research discourses should follow the following guidelines so that such discourses will contribute for the development of thriving academic and research culture:

1. Seminar calendar shall be put in place as applicable (e.g. every week or 2 weeks) in all academic units;
2. Seminar participants shall include staff, students (especially postgraduate) and guest speakers;
3. RCSUIL-TT coordinator shall encourage all academic staff and graduate students (senior) to submit presentation topics to the department or academic units;
4. The departments or AUs shall select presenters and RCSUIL-TT coordinator shall then prepare a seminar calendar for a semester. The seminar calendar shall be posted on-line and on notice boards for all staff members and graduate students;
5. At least three days before each seminar, the department head or the RCSUIL-TT coordinator shall announce(remind) the presenters and their topics for presentation to all staff members and graduate students;
6. At each seminar day, one or more research outputs or other relevant issues for academic discourse shall be presented;
7. It is mandatory for all academic staff and postgraduate (especially PhD) students to present a seminar topic at least once a year;
8. It is mandatory for all academic staff and postgraduate students to attend regular seminars; department heads or RCSUIL-TT coordinator are responsible to document the attendance;
9. All staff members and graduate students shall be free from classes on seminar days throughout the semester;
10. The RCSUIL-TT coordinator shall keep record of seminar presentations and collect staff attendance from the department heads and report to the RPD of the university;
11. It is mandatory for Postdoctoral/ PhD/ MSc/ MA/ returnees to present their work in weekly seminars;

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12. Each academic unit shall have research week every year to review research proposals, evaluate research project progress or final reports or to make an exhibition of technology outputs.
13. The university shall organize annual international or national research conference/s;
 - I. Conference paper presenters from inside and outside of the university shall be paid from government budget as per the payment directive No. 56/2011. The presenters from outside of the university will be considered, if they are willing to submit their full article before presentation so that it will be published in the proceeding of the conference or the paper presented is already published in science indexed journals in the year of the conference or a year before. In addition, the accommodation and transportation cost of the staff from outside of the university shall be covered by the hosting university. If the university generates funds from sources other than the its budget, it may decide on the payment amount;
 - II. Key note speakers shall be paid from government budget as per the payment directive No. 56/2011. The conference organizing committee shall nominate key note speakers based on merit and appropriateness to the theme of the conference. The selection of key note speakers shall be approved by AU and/or university the RCSUIL-TT Council.

9. Sources of Finance for Research

9.1. Ethiopian Government/Ministry of Education

The university receives research budget from the Federal Government of Ethiopia and it shall allocate annually a considerable amount of budget for research. This budget is utilized by staff, graduate students (for thesis and dissertation hosted by the university) and for publications of journals, proceedings, and for administration of research. The source of these funds may be from Government treasury or from externally searched research and development grants. Other governmental organizations may also fund some of the projects according to agreements reached.

9.2. External Sources

Individual researchers also receive grants from different organizations and other partnership and linkage programs with sister universities overseas. The university should solicit funding organizations or encourage and facilitate researchers to compete for local, national and



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international funding calls. Depending on the nature of the project the university shall look for funding from external or international sources and encourage individual researchers to look for funding from external and international sources;

1. This shall apply to researches that are going to be financed by sources other than the university (may be in the country or abroad);
2. All research and development project proposals to be submitted to funding agencies for financial support other than the university may pass through the relevant academic unit and/or university RCSUIL-TT Council and approved by RCSVPO of the university. This is important for legal conditions, follow up, documentation issues, information exchange, facilitation for request of authorities for the conduct of the research, ethical clearance, etc.;
3. After completion the results of such studies shall be communicated to the relevant bodies such as AU RCSUIL-TT coordinator, RPD and RCSVPO;
4. The RCSVPO shall facilitate externally funded projects;
5. A reasonable rate of benefits (10%) may be authorized to researchers who secure research funds from external sources. The details shall be worked out based on the incentives policy of the university;
6. Once the research project is approved by the grant provider, the researcher(s) shall receive an official letter from the academic unit through the RCSVPO, individually or in a group. The researcher(s) then will be able to get financial, personnel and procurement services from the university;
7. Unless the donor strictly forbids, the university will charge a maximum of 10% of the total project cost for project administration costs (overhead cost);
8. If the contractual agreement does not show the percentage of the overhead cost clearly, the RCSVPO shall decide the percentage of the overhead cost to be charged in consultation with project developers, donors and the University Legal Service;
9. Unless specified in the project contractual agreement document otherwise, the ownership of intellectual property rights for results of externally funded joint projects belongs entirely to the university.

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10. Procedures Governing Misconduct in the Research and Publication Process

10.1. Research Misconducts

Each staff member of the University has a responsibility to foster an environment which promotes intellectual honesty and integrity and which does not tolerate misconduct in any aspect of research or scholarly endeavor.

The following are considered to be research misconducts:

1. Failure to meet lines of accountabilities stated in this document;
2. Failure to provide progress reports for the respective office within agreed time;
3. Misuse of research fund and materials;
4. Delaying of research projects without convincing reason(s);
5. Failure to complete research works within a scheduled time without convincing reason(s);
6. Failure to submit the final research documents in a required format;
7. Failure to disseminate his/her research findings to the target community;
8. Any form of plagiarism and mischief in research;
9. Any form of corruption and injustice in research and research administration;
10. Failure to respond to research administration instructions;
11. Any form of using forged, trimmed, tortured and cooked data;
12. Failure to work in collaboration with others when need arises; and submitting university-funded research papers for publication in external journals without getting permission (for special cases where the research data needs to be confidential) and without affiliating the university.
13. Violation of articles stated in contractual agreement

10.2. Research Disciplinary Measures

1. Research misconduct shall be treated at different levels before disciplinary measures are taken;
2. If the misconduct is tolerable (i.e. *except* plagiarism and mischief, misuse of resources, and corruption and injustice), oral warning shall be given, and if the misconduct is intolerable, written warning will be given;



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3. Both the oral and written warnings shall be given by the RPD;
4. If the case is repeated and intolerable the RPD will present the case to the university RCSUIL TT council for decision;
5. The decision of the university RCSUIL TT council shall be sent to the academic staff disciplinary committee of the university for disciplinary measures; and
6. Research disciplinary measures shall be taken on researchers with misconduct in reference to the university's Legislation.

10.3. Miscellaneous

1. Harmonized Research and Publication Guideline for the Fourm of Higher Education Institutions in the Amhara Region adopted by Injibara University (2018) is hereby repealed.
2. Any complaints can be managed starting from AU RCSUIL-TT Council.
3. Reviewers will be certified by RPD of the university, if there is no professional payment.
4. Conference paper presenters will be certified by RPD with consulting the organizer, if here is no payment.

10.4. Effective Date

This Guideline shall enter into force on the date of approval by the University senate.

August, 19/2021

Gardachew Worku (PhD)

President

Research and Publication Guideline

11. Appendices

Appendix 1: Thematic Research Proposal Submission Format (RPD 1)

Injibara University Research and Publication Directorate

Guideline for Thematic Research Proposal Write-Up for Identified Thematic Areas

Date of Submissions: dd/mm/yy

Notification

Please read carefully the guidelines given in the next couple of pages and fill out the application form accordingly. As your proposal will be forwarded to anonymous panel of assessors, the clarity of your application should express correctly what you exactly want to do.

Diverging from the given format may put you out of the batch of the other applicants and hence may count unfavorably against you in the eyes of the assessors.

The University has identified the **RESEARCH THEMATIC AREAS** based on strategic priority areas. This is, therefore, a call for proposal to be submitted to conduct researches in the stated thematic areas that geared towards solving local, regional and national problems.

Formats for Writing of Full Proposal

As any other proposal for huge funding, the full proposal should have the following Sections.

1. Cover page

The cover page includes:

- ✦ Logo and name of the University
- ✦ College/school name
- ✦ Project Title (Max. 2 lines)
- ✦ Name of Principal investigator
- ✦ Submission to Research directorate
- ✦ Date and place of submission



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2. Full Name, Title and Address of the Principal Investigator and Co-Investigators:

No	Name	Educational level	Academic rank	Email	Mobile	Specialization
1						
2						
3						
4						
5						
6						

3. Thematic Area _____

- Sub-Thematic Area _____

4. Duration of the Project:

Commencement	Termination
DD/MM/YYYY	DD/MM/YYYY

5. Total amount of grant requested in birr (in number and word) _____

6. Executive Summary

This is an overview of the intentions of the project, the actions that lead to the desired outcomes. This section includes: Background to the problem including of why the topic was chosen, objectives, methods, expected outcomes, budget estimate, and timeframe. (Max. 1 page)

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7. Background: Relevance and The State of Knowledge

Provide a general presentation and analysis of the problem(s) and their interrelation at all levels with sufficient, relevant and updated literature review to justify the specific objectives that will contribute to the resolution of the problems by the action to be taken in the envisaged year(s) and Justification (Rationale) for the study. Ask yourself:

- I. Will this study generate new knowledge?
- II. Will the study benefit Community, advance understanding or influence policy?
- III. Will the study fill gaps in existing knowledge or resolve current controversies?

A critical summary of research on a topic of interest, generally prepared to put a research problem in context or to identify gaps and weaknesses in prior studies so as to justify a new investigation (Max. 3 pages).

8. Objectives of the Study:

The title must be supported with major and specific objectives to which the planned action will contribute and aims to achieve. Specific objectives (SMART) can be set as well in connection to or emanating from the major ones. In other words, these objectives (major and specific) must be achievable with reasonable certainty by the action that will be taken during the life of the project (max. 1 page).

9. Methods:

Provide an overview of the general methodology to indicate the actions of the research components fit together. Briefly describe the study approach and design, the sampling methods applied, the data collection methods employed (include a description of where and how data will be collected, length of data collection process and problems expected in conducting the study), what methods will be used to analyze the data (max. 5 pages).

a. Quality Assurance Mechanisms:

This can be expressed in seminar presentations, annual reports, transparency, bi-annual meetings with stakeholders, end-users and donors, etc. Furthermore, assurance should be ensured by statistical verification of the data and the level of partners' interaction using the Internet (max. 1 page).



Research and Publication Guideline

10. Ethical Considerations (If Any):

Wherever human and animal subjects are used in the action, ethical clearance should be obtained from the appropriate office. The proposal must describe the risks involved, the levels of damages to which the research subjects are exposed to and the assurance of mitigations (Max. 1 pages).

11. Expected Deliverables (Outputs and Outcomes):

Describe the major achievable milestones or deliverables that the proposal is designed to accomplish. These can be described in the knowledge that can be created (possible number and types of publications: journal articles, conference papers, modules, policy document, public lectures etc.) and usable technologies that could be achieved during and after the completion of the project years (Max. 1 pages).

12. Benefits and Beneficiaries of the Proposed Study:

The benefits and beneficiaries of the proposed study should be clearly defined. (Max. 1 page)

13. Dissemination Plan

- ⇒ In what form will your findings be presented e.g. report, presentation, journal etc?
- ⇒ How will you be disseminating your findings?
- ⇒ To whom will you be disseminating your findings?
- ⇒ How will you ensure anonymity in any publications?
- ⇒ To whom does the research belong and have you thought about intellectual property rights? (Max.1page)

14. Study Team-Roles and Responsibilities in Undertaking and Managing the Study

A summary of the role and responsibility of each investigator and estimated time to be spent by each member shall be clearly described (Max. 1 page).

15. Study Work Plan Reflecting Proposed Time Frames and Outputs/Deliverables

Detailed Project Implementation time Schedule indicating activities in terms of time schedule. (Including Gantt chart) (Max. 2 page)

16. The Study Budget

Budget must meet the following requirements. Applicants are encouraged to provide the best price possible for the proposed results as proposals will be evaluated on this aspect. All line items must list the unit cost and quantity of that item. A notes column for each line item must explain how both the unit cost and quantity are being estimated. This must be completed for **ALL** line items. It must show the total estimated cost of the proposed project with a breakdown.

Research and Publication Guideline

18.1. Equipment And Consumable

No	Item	Unit	Number/ Amount Total	Unit price in Birr	Total price in Birr	Remark
1						
2						
Sub-Total						

18.2. Personnel Costs

No	Type of activity	Unit	Total Number/ Amount	Unit price in Birr	Total price in Birr	Remark
1						
2						
Sub-Total						

18.3. Transport Cost:

No	Budget line	Unit	Quantity	Expenditure		Remark
				Unit cost	Total cost	
1						
2						
Sub total						

18.4. Budget Summary

No.	Budget Item Description	Total cost
1	Equipment and Consumable	
2	Personnel Costs	
3	Transport Cost	
Total Cost(in Birr)		

For longitudinal study, show the total cost of the proposed project with a breakdown by research components as pieces of the jigsaw and the costs per phase of each year so that the annual fund requirements can be known (Max. 3 pages).



Research and Publication Guideline

17. References

All materials used in the compilation of the proposal should be referenced. Numbered referencing, APA, Vancouver, Harvard or other standard format can be used. However, consistency is mandatory.

18. Declaration of Applicants (investigators):

The investigators need to take the responsibility of executing the research as described in the methodology, obey to ethical clearance regulations, commit to regular monitoring of activities and financial conduct by the Office of the Vice President for Research and Community Services, make available publications or any product of the research to the same office and build on the development of research culture at the University. It may be like the following sentence.

We the undersigned participants in this study agree to accept responsibility for the scientific, ethical and technical conduct of the research project and for provision of required progress reports as per terms and conditions of the RCSVP in effect at the time of grant if grant awarded as the result of this application. Moreover, we declared that the proposed study is the original work of the investigators. (Max. 1 page)

<u>Name of All Investigator(S)</u>	<u>Responsibility</u>	<u>Signature</u>	<u>date</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

NB: The proposal must be submitted within the deadline.

Research and Publication Guideline

Appendix-2: Research Proposal Peer Review Format (RPED 2)

Injibara University Research and Publication Directorate

Research Proposal Critical Peer Review Format

Title: _____

Name of PI: _____

Co-investigators:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____



Research and Publication Guideline

1. Eligibility and Evaluation Criteria

The proposals received will undergo a technical evaluation by peer reviewers. The peer reviewers reserves the right not to accept the lowest bid, as the elements listed in the evaluation matrix below will play a major role when evaluating proposals. In order to ensure meaningful participation and effective comparison prospective service providers are requested to furnish detailed information in substantiation of compliance to the technical evaluation criteria.

1.1. Eligibility Criteria

Researchers that demonstrate all of the following criteria are eligible to apply:

- a) The PI is a permanent employ of the University and that the CIs are any employees and students of the University, the private sector, civil society organizations and others that will finally use the research outcomes and/or collaborating Institutes. Their detailed CVs shall be submitted.
- b) The research proposal shall be based on the university research thematic area. In exceptional circumstances the research proposal may be considered if support letter is provided from the relevant institute/organ.
- c) Able to justify that the research has not been awarded previously. If there is additional fund source from other organization, the researchers have an obligation to disclose for the RCSVPO.
- d) Able to justify that the research results are to be disseminated and to be used by end users and have major economic and social growth impacts.
- e) It must be based on the proposal submission format described above and the proposal meets research quality standards in design, content and presentation as depicted in the advert document.
- f) Able to justify that the research is multidisciplinary and its results are broad and transcend a single sector. Research core team should consist of minimum 6 persons lead by experienced academicians. Proposals that demonstrate a commitment to working with young staff, female academicians, and students (MSc/MA) are highly encouraged.
- g) The fund will also take into consideration the past research history of the applicant

Research and Publication Guideline

before establishing the list of successful grantees (physical and financial settlement in the previous university funded projects, good track record of the applicant, etc will be considered during the application process). There must be no record due to the breach of agreement in any research, community services and technology transfer activities for the last 2 years.

- h) The proposal must be not more than 30 pages in length (excluding the annex); typed in 1.5-space, font size-12, and font type-Times New Roman, 1.25 inch left margin and the rest margins must be 1 inch.
- i) All researchers in the team must put their electronic/scanned signature in the protocol.

21.1 Evaluation criteria

Proposals passing the eligibility criteria (see above) will be scored against the following:

- a. The review of proposal submitted by potential evaluators will be based on blind document review (50%) and open defense (50%). Moreover, based on the document review only applicants who scored 25% and above are eligible for public defense.

- b. Reviewer's Possible Decisions

After reviewing and commenting the proposal the reviewer shall put his decisions on the following categories.

- i. **Accept without any modifications**

Despite the minor language and copyediting problems, the proposal is accepted as submitted.

- ii. **Accept with minor revisions**

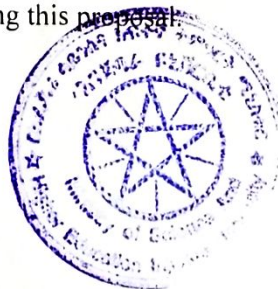
Some contents of the proposal need to be modified and corrected prior to acceptance.

- iii. **Accept with major revisions**

The proposal can be useful with the ideas and results it presents, but it requires major revisions. Document modification will be according to the satisfaction of the core reviewers.

- iv. **Reject**

There is no merit whatsoever in accepting this proposal.



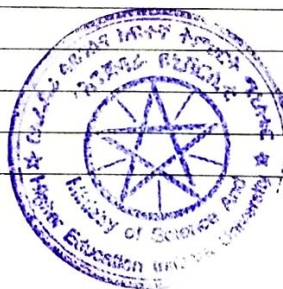
Research and Publication Guideline

Major areas to be seen	Criteria	Points	Score	Total score
Project Title (1pt)	Is the title concise (self-explanatory)?	0.5		
	Does the title use appropriate key words or phrases?	0.5		
Summary (2.5pts)	Is executive summary concise?	1		
	Is executive summary contains background, objective, and methods?	1.5		
Background: Relevance and The State of Knowledge (15pts)	Does the introductory statement move you from a general to a specific view of the problem of the study?	1.5		
	Has there been an adequate description of the background to the problem?	1.5		
	Is the research problem well formulated?	3		
	Has the area of concern regarding the problem been identified? Or clarified?	1		
	Does it clearly shows answer the question, so what?	1.5		
	Does it explain why this particular study is important to the field?	1.5		
	Does it include references to support for the study?	0.5		
	Does it show the research make an original and creative contribution to knowledge?	2		
	Does it show the research analyze and diagnose a particular problem?	0.5		
	Does the purpose clearly state the intention of the study?	1		
	Does it set out logically, arrive at conclusions and make proposals for the solution of the problem?	1		
Objectives(5pts)	Have the objectives been stated clearly/ SMART?	2		
	Is the general objective related to the topic and the problem identified?	1.5		
	Is the specific objectives organized based on the general objective?	1.5		
	Is the study's population or area clearly defined?	1		
	Is there a clear correspondence between the stated aims of the research and the chosen methods?	1		
	Is the research design clearly explained?	2		
	Is the size of the sample(s) clearly stated? (if applicable)	1.5		
	Is the procedure for sampling clearly explained?	1		

Research and Publication Guideline

Methods (13 pts)	Are the procedures for collecting data clearly stated step-by-step?	2		
	Is there a clear description of the instrument(s) that will be used to gather data?	2		
	Have measuring instruments been suitably evaluated in terms of relevance and appropriateness, or tested for their validity before use?	1		
	Is the analysis appropriate to the aims of the research?	0.5		
	Are the procedures for analyzing data clearly stated step-by-step?	0.5		
	Does the researcher give evidence of understanding the statistical procedures he/she has chosen?	0.5		
Feasibility of the project(4 pts)	Is the problem researchable and feasible?	2		
	Do the preliminary data and available resources support its feasibility?	1		
	Is the proposal well structured?	1		
Ethical issue (1 pts)	Does the research contains ethical consideration?	1		
Outcome, benefit and beneficiary (1.5pts)	Has the expected outcome (or outcomes) of the research been clearly identified?	1		
	Benefits and beneficiaries of the proposed study	0.5		
Dissemination Plan(0.5pts)	Does the proposal have stated dissemination plan	0.5		
Investigator Roles (1 pts)	Are the investigators appropriate and their roles and responsibilities clearly stated	1		
References cited(1.5 pts)	Is referencing styles follows Vancouver or other acceptable format?	0.5		
	Does the reference contains all the necessary information	1		
Work and Budget plan(4pts)	Does the proposal have reasonable work plan?	1.5		
	Is the budget reasonable and clearly justified?	2.5		
Total Score (50%)				

If you believe that the proposal is worth financing with appropriate modifications please give comments to make improvements on the space provided below.



Research and Publication Guideline

Final Decision:

- a. Accept as it is _____
- b. Accept with minor modification _____
- c. Accept with major modification _____
- d. Reject _____

Reviewer's Name:

1. _____ *Signature:* _____ *Date:* _____
2. _____ *Signature:* _____ *Date:* _____
3. _____ *Signature:* _____ *Date:* _____
4. _____ *Signature:* _____ *Date:* _____
5. _____ *Signature:* _____ *Date:* _____

Research and Publication Guideline

Appendix-3: Thematic Research Proposals Open Defense Presentation

Evaluation Format (*RPED 3*)

Injibara University Research and Publication Directorate

Title: _____

Name of PI: _____

Co-Investigators (available on the presentation)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Research and Publication Guideline

Tick (x) the most appropriate rating in the space provided and write appropriate score below

1. Relevance (General and Specific objectives are in line with the national and/or regional problem with overarching goal)
 - i. Highly appropriate (4-5)-----C. Appropriate (2-3)-----
 - ii. Inappropriate (less than 2)-----*Score: ----- (0-5 points)*
2. Methodology to address the intended issue (appropriateness and diversity of methodologies to address the research questions)

----- Highly appropriate (6-8) ----- appropriate (4-5)
----- Inappropriate (less than 3)*Score: ----- (0-8 points)*
3. Number of Logical Sub-Themes in a Common Problem

_____ Highly Appropriate, if ≥ 4 logical sub-themes are considered (12-15)
_____ appropriate, if 3 logical sub-theme are considered (8-11)
_____ Inappropriate, if there is less than 3 logical sub-themes are considered (<8) *Score: --- (0-15 points)*
4. Number of Experts to address the Problem in each Sub-Theme

_____ Highly Realistic, if ≥ 3 Experts are included in each sub theme (7_10)
_____ Realistic, if 2 Experts are included in each sub theme (3-6)
_____ Unrealistic, if only 1 Expert is considered in each sub theme (less than 3) *Score: ----- (0-10 points)*
5. Nature of the Project Extension (from knowledge/technology to community)

_____ Highly appropriate (12-15) _____ inappropriate (Less than 8)
_____ appropriate (8-11) *Score: ----- (0-15 points)*
6. Feasibility within the specified period and resources (budget emphasized)

_____ Highly Reasonable (12-15) _____ Reasonable (8-11)
_____ Unrealistic (less than 8) *Score: ----- (0-15points)*
7. Means of Disseminating the Research Output to Target groups/community at grassroots level

_____ Highly appropriate, if there are more 3 means of disseminations (8-10)
_____ Appropriate, if there are 2 - 3 means of disseminations (5-7)
_____ inappropriate (Less than 2) (less than 5) *Score: ----- (0-10 points)*
8. Presentation of the proposal and reflection to the questions forwarded to the PI and CIs.

_____ very clear and appropriate (4-5) _____ vague and inappropriate (Less than 3)
_____ Clear and appropriate (3-4) *Score: ----- (0-5 points)*

Research and Publication Guideline

9. Consideration/Incorporation of PhD/Master's students/female academicians/ to address the issue
- _____ Highly appropriate, if ≥ 2 graduate students and a female academician are included (5)
- _____ Appropriate, if a graduate student and a female academician are included (4)
- _____ Reasonably appropriate, if a graduate student or a female academician is considered (3)
- _____ Inappropriate, if no graduate student or a female academician is considered (less than 3)

Score: ----- (0-5 points)

Total Score out of 50: _____

10. If the total score is 50 and above, and if you believe that the proposal is worth financing with appropriate modifications please give comments to make improvements on the space provided below

11. Final Decision:

- A) Accept as it is _____
- B) Accept with minor modification _____
- C) Accept with major modification _____
- D) Reject _____

12. If the proposed study is accepted, please suggest the amount of budget required

_____ (_____)

No	Reviewer's Name	Signature	Date



Research and Publication Guideline

Appendix-4: Research Grant Contract Form (RPED 4)

Injibara University Research and Publication Directorate
Research Grant Contract Form

Section One: General

Article 1. This Research grant agreement is made as between the Injibara University (here in after “University”) and the Researchers or investigators (hereinafter the “Researchers”) for the scientific and technical conduct of the research project entitled:

“ _____

_____ ”

Accordingly, undersigned hereby agrees to undertake the following obligations:

Section Two: Obligation of the University

Article 2. The University agrees to award _____ amount of money (ETH BIRR) for the total project duration in two phases per fiscal year in the form of research grant for the scientific and technical conduct of the research from the period of _____ to _____ as per the details indicated in the project proposal. 50% of the budget is released upon completion of the contractual agreement. 50% of the budget is released after completing 50% of the project activities of the fiscal year and the financial and physical reports are duly submitted to the office. If the research is longitudinal in nature, the amount budget allocated is:

- The first year _____ (_____)
- The second year _____ (_____)
- The third year _____ (_____)

Article 3. The University also agrees to provide appropriate assistants for researcher to complete the research project including but not limited to the use of library sources, available laboratory facilities (non-consumables and chemicals) and facilitation of financial settlement unless precluded by uncontrollable factors.

Section Three: Obligation of the Principal Investigator and Co- Investigators

Article 4. The Researchers accept the responsibility for the scientific and technical conduct of the research project, the provision of progress report (on biannual bases) and the presentation of research reports at an annual research conference or workshop organized by the University or the grant awarding project or office.

Article 5. The Researchers must complete the research project on the specified time and submit the output to the respective college/school/faculty research and publication coordinator office/Department/Research centre/ or to any other appropriate offices within a maximum of one month after the completion of the specified period.

Article 6. The Researchers accept the responsibility to acknowledge the University for its financial and technical support during all scientific presentations, publications or any other similar activities related with this research output.

Research and Publication Guideline

Article 7. The Researchers shall have the responsibility to disseminate the output of the research to scientific community by publishing in peer-reviewed and reputable national or international journals as well as to relevant development oriented or extension institution, stakeholder and the intended community through manuals, easily understandable local language texts, leaflets and any other similar mechanisms.

Article 8. The Researchers accept the responsible for the proper utilization of the fund for the scientific and technical conduct of the proposed project as per the approved budget breakdown.

Article 9. Researchers accept the obligation to present valid documents on utilized fund for settlement before the end of the fiscal year according to the legal requirements indicated in the applicable Financial and Property Administrative Proclamations or Regulations or Directives of the Federal Government of Ethiopia or any other similar applicable laws.

Article 10. After the completion of the proposed research, the Researchers should return unutilized funds or any other equipment or materials or chemical and other consumables acquired from this research fund to the University.

Article 11. The Researchers without any delay accept the responsibility to hand-over the research project to one of the senior team members upon informing Office of Research and Community Service Vice President, research and publication directorate, his /her college/faculty/school/institute/research centre and research and publication coordinator if he/she leaves the University during the project phase or before dissemination of the research output or unable to commence the research project for any other reason.

Article 12. Team members accept the responsibility to diligently perform the scientific and technical aspects of the research assigned to them under the project proposal. The team member who is assigned by the Researcher as per the requirements of Article 11 of this section shall also assume the responsible to take-over the research as a principal investigator or Coordinator.

Article 13. Any changes in the objective(s) or methodology or work plan or any other similar conditions capable of altering the original project proposal shall be reported to the office of Research and Community Service Vice President or other appropriate offices to acquire further approval. That is, contemplated changes in research site or key personnel, or major changes in Grant focus or direction must have prior written approval from the office of research and publication executive directorate or RCSVPO.

Article 14. The PI should engage all the co-investigators in the project activities (physical and financial) so that all the responsibilities specified above equally work for co-investigators as well. Whenever the office needs, the researchers shall allow onsite visits.

Article 15: When and if the university believes that purchasing the items required for this project is more efficient to be purchased centrally, the university can decide to buy and provide the items to the research team. In this case, the university is entitled to deduct the amount equivalent to the cost of the purchased items from the budget allocated for this research project.

Article 16: For longitudinal study, the next year(s)' budget is released if and only the previous year(s)' financial and physical reports are properly settled. Every year must have its output which will be disseminated/ presented in the annual staff-students conference



Research and Publication Guideline

Article 17: A researcher must accomplish all the activities mentioned in the project proposal submitted during contractual agreement.

Section Four: Effect of Breach of Obligations

Article 18. The Researchers who failed to complete the research and submit the result(s) on the specified time shall be obliged to return the allocated money in addition to its legal interest to the University.

Article 19. Notwithstanding the contractual liability indicated under Article 18 of this section the researchers or team members in the absence of good cause shall be liable to administrative disciplinary measures under the relevant laws or the code of conduct of the University for the failure(s) to undertake the responsibilities listed under Articles (4-17). Deceitful practice by a member(s) of the team will be borne by the remaining team member (s) unless s/he reports in advance and prove the case to the office.

Section Five: Effective Date of the Contract

Article 20. This contract shall come into effect on the date of its signature this day of _____

Article 21. The Principal investigator/Project Coordinator

Name _____ Signature _____ Address _____ Date _____

Article 22. Co-investigators/Team Members

No.	Name of investigators	College/school	Signature	Date
1				
2				
3				
4				
5				
6				

Article 23. Approved by Research, Community Service and UIL-TT PG Vice Dean

Name: _____ Signature: _____ Date: _____

Article 24. Authorized by Dean Office/Research Directorate

Name: _____ Signature: _____ Date: _____

Article 25. RCS Vice President Office

Name: _____ Signature: _____ Date: _____

Article 26. Witnesses

1. Name _____ Signature _____ Address _____ Date _____
2. Name _____ Signature _____ Address _____ Date _____
3. Name _____ Signature _____ Address _____ Date _____

Research and Publication Guideline

Appendix 5: Progress Report Format (RPED 5)

Injibara University
Research and Publication Directorate
Research Progress Report Format

1. Full title of the research project:

2. Project management /Organization/ co-ordination/college:

a. Name of principal investigator (Department, College)

b. Name of co-investigators (Department, College)

c. Name of stakeholder/s (outside the university) with full addresses and their role in the project:

Name	Profession	Department	Name of Institution	Specific role	e-mail

3. Project duration and period:

4. Reporting period:

5. Funding

a. Source of funding



Research and Publication Guideline

b. Amount (In phases if any)

6. Fund utilized: indicate the amount of money utilized for the reporting period

	Period covered ----- To -----					
Sr. No	Items	Amount brought allowed (100%)	1 st phase budget released (50%)	2 nd phase released budget (50%)	Total budget expended	Balance
1	Consumables					
2	Equipment					
4	Transportation					
6	Personnel					
7	Other expenses (specify if any)					

Research and Publication Guideline

7. Objectives of the research project

a. General

b. Specific objectives:

8. Major project components:

9. Methodology and approaches used:

10. Work plan used for the current reporting period (state briefly the work plan for the project until the current reporting is made).

11. Achievements/progress:

12. Problems encountered (state any major problems encountered while conducting the research)

13. Measures to be taken :

14. Work plan (description of the work plan for the next funding, including the research time table):



Research and Publication Guideline

15. Financial expenditure (detailed expenditure for the upcoming research period)ⁱ

16. Additional remarks

Research and Publication Guideline

APPENDIX 6: Terminal Report Format

(RPED 6)

**Injibara University
Research and Publication Directorate
Terminal Report Format**

1. Title of the Project

2. Project management/Organization/ Co-ordination:

a. Principal investigator/ project coordinator (Faculty, Department)

b. Co-investigators

c. Date of Reporting

d. Other partner/collaborating organizations with addresses of contact person (s) and
Their role in the project:



Research and Publication Guideline

3. Acknowledgments:

4. Abstract:

The abstract shall include background information, objective, methods, results, conclusion and recommendation. The number of words shall not exceed 300 words.

5. Key Words:

It must have a maximum of 6 key words

6. Project duration: _____ to _____

7. Funding

a. Source of funding:

8. Fund utilized: indicate the amount of money utilized for the reporting period.

Research and Publication Guideline

9. Introduction

A. **Background information**, statement of the problem, basic questions, hypothesis, significance of the study, etc:

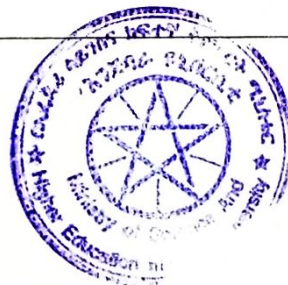
B. **Objectives:** (General and specific)

10. Methodology and approaches used: Materials and Methods

11. Results:

12. Discussions:

13. Conclusions and Recommendations



Research and Publication Guideline

21. All the above information are correct

Research Project Coordinator /PI

Signature and Date

Approval

College/Faculty/School RCS UIL-TTPG VD Signature and Date

Approval

Dean/Director

Signature and Date

22. For RPD Use Only (Final checking and approval)

Date of Submission

Director, Research and Publication Executive Directorate

Signature and Date



Research and Publication Guideline

Appendix-7: Transfer of Grants and Contracts (RPED 7)

Injibara University

Research and Publication Directorate

This transfer of grants and contracts for the year _____ is made between _____ and, Injibara University

Theme: _____

Research project Title: _____

I. The parties there by agree as follows:

a. The Transferor:

1. Responsible to transfer the project or research based on a sound reason or justification (for instance, if the PI is transferred to a new institution, or has got series health problems etc...)
2. Responsible to make research resources available to the transferee in their original form or without modification.
3. Responsible to submit progress reports stating the up to date condition of the research phase.
4. Responsible to pay sufficient fund, which is calculated based on the cost of the remaining activities.
5. Responsible to give sufficient information, detail discussion to brief the real condition of the research work.
6. Responsible to share ideas or concepts to enhance the quality of the results of the research.

b. The TRANSFEREE:

7. Agrees to receive a sum of Birr _____ (_____) to execute the remaining research assignments for the year _____ and ending on _____
8. Agrees to execute all remaining activities and obliged to complete the research as per the agreed time frame;

Research and Publication Guideline

9. Agrees to submit the progress report on time to the research office
10. Agrees to compile and submit the completed research work to the research office
11. Agrees to publish in a peer reviewed journal or convert to an exhaustive community service program
12. Agrees to assure the overall quality of the work

II. Utilization of the Grant:

1. The transferred fund shall be utilized according to plan stated in the project.
2. The transferred grant is not allowed to be used for fixed assets, such as computers and their accessories, Video and photo camera, overhead and other projectors, etc. The grant is primarily targeted to cover operational expenses.

III. Future Sponsorship

1. The **transferee** agrees that the final report of the research work must be compiled and submitted exactly at the end of the research duration agreed in this contract.
2. The **transferee** completely agree that he will not be sponsored by the University in the next research calls if the results of the research work are not published in a peer-reviewed journal or converted to an exhaustive community service programs within one year after submitting the final research report.

IV. Period of Agreement:

This agreements shall enter into force on the date of this date of its signature and shall remain valid until _____ Day of _____ year _____

Transferor

Full name: _____

Position: _____

e-mail: _____

Signature: _____

Date: _____

Transferee

Full name: _____

Position: _____

e-mail: _____

Signature: _____

Date: _____



Research and Publication Guideline

Witnesses:

1. Full name: _____ signature _____ date _____
2. Full name: _____ signature _____ date _____
3. Full name: _____ signature _____ date _____

Vice Dean/College Research and Community Service Coordinator

Name: _____ signature _____ date _____

Research director

Name: _____ signature _____ date _____

For and on behalf of injibara University/vice president

Name: _____ signature _____ date _____

Principal Investigator /researcher

Name: _____ position _____ signature _____ date _____

Co-investigator /researchers

1. Name: _____ position _____ signature _____ date _____
2. Name: _____ position _____ signature _____ date _____
3. Name: _____ position _____ signature _____ date _____
4. Name: _____ position _____ signature _____ date _____
5. Name: _____ position _____ signature _____ date _____
6. Name: _____ position _____ signature _____ date _____

Research and Publication Guideline

Appendix 8: Reputability Rating Criteria for Journals Published (*RPD 8*)

Injibara University Research and Publication Directorate

Reputability Rating Criteria for Journals Published will be governed by letter written by MOSHE October 4/2013E.C which is found in Article 4 requirements for academic promotion in sub articles 4.1 publication and patent and sub article 4.2.1 peer reviewed international journals.



Research and Publication Guideline

Appendix-9: IRB Evaluation Form (RPED 9)

**Injibara University
Research and Publication Directorate**

Name of researcher -----

Title of project -----

	Yes	No	NA	Comments
Scientific importance and validity				
1. Will the study lead to improvements in human health and wellbeing or increase knowledge?				
2. If the study is a replication of a previous study, is it justified?				
3. Are the objectives stated clearly?				
4. Are there any plans to withdraw or withhold standard therapy for the purpose of research and such actions if any justified?				
5. Is the standard of care the best available locally?				
6. Is there provision for compensation for participants who sustain injuries?				
7. Have adequate provisions been made for dealing with and reporting adverse effects?				
8. Have adequate provisions been made for safety monitoring and termination of the research project?				
9. Is there a possibility of an intervention being available to the population if found effective?				
Respect for the dignity of the research participants				
Informed consent				

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1. Is the process for obtaining informed consent appropriate?				
2. Are the participants competent?				
3. Is the justification for the intention to include individuals who cannot consent adequate?				
4. Are the arrangements for obtaining proxy consent for such individuals appropriate?				
5. Will dissent be respected?				
6. Is the written and oral information to be given to the research participants appropriate?				
7. Do you approve the incentives offered?				
8. Is there an opportunity for the participant to ask questions regarding the research?				
Confidentiality				
1. Will the researcher collect only the minimum information/samples required to fulfill the study objectives?				



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	Yes	No	NA	Comments
Study design, safety and facilities				
1. Is the study design appropriate in relation to the objectives?				
2. Is the study designed using accepted principles methods and practices?				
3. Is there a plausible data analysis plan?				
4. Do the sample size and statistical techniques appropriate?				
5. Are the investigators qualifications, competence and experience appropriate to conduct the study?				
6. Are the facilities at the site adequate to conduct the study?				
7. Is the privacy of the research participant safeguarded?				
8. Are data/sample storage and disposal procedures adequate?				
9. How safe is the intervention to be used in the research?				

	Yes	No	NA	Comments
Rights of the participants				
1. Is the participant's right to withdraw from the research at any time safeguarded?				
2. Is there provision for the participants to ask questions and register complaint?				
3. Is there provision for the subjects to be informed of results of clinical research?				
4. Is there provision to make the study product available to the participants following research?				
Fair participant selection and Responsibilities of the researcher				
1. Has the study population been				

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determined, primarily, based on the scientific goals of the study?					
2. Is the selection of participants (inclusion and exclusion criteria) appropriate					
3. Has the researcher followed any applicable legal regulations or other guidelines?					
4. Has the researcher obtained permission from the relevant authorities?					
5. Are there any conflicts of interest, including payments and other rewards?					



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	Yes	No	NA	Comments
Does the research involve Vulnerable groups? If YES				
1.Can the research be equally well carried out in another, less vulnerable, group?				
2.Will the study result in new knowledge relevant to the health needs of this population?				
3.Is the procedure for obtaining(proxy)consent adequate?				
4.Will the subject's withdrawal from research due to refusal (dissent)be always guaranteed?				
5.Is there a favorablerisk benefit ratio?				
6.Is the medical and psychological support adequate?				
7.Will the benefit of the research be made reasonably available to this group?				
Is the research Externally sponsored? If YES				
1.Is there a local collaborator?				
2.Has the research project been approved by a ERC/IRB in the sponsoring country?				
3.Is the justification for the research to be carried out in Ethiopia and not in the sponsoring country adequate?				
4.Is the research relevant to Ethiopia?				
5.Are the post-research benefits to the country acceptable?				
6.Are relevant local laws/ regulations/guidelines of each country adhered to?				
7.Is the research responsive to				

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cultural/social differences?				
8.Are participants receiving the best current treatment as part of the protocol?				
9.Is the ancillary care provided adequate?				
10.Are the provisions for continuity of care adequate?				
11.Are the provisions for intellectual property sharing fair?				
12.If the data/biological samples are to be transferred overseas, is there adequate provision to safeguard the interests of the subjects and protect intellectual property rights?				
13.Is there provision for results of research to be conveyed to relevant authorities?				
14.Are any conflicts of interest resolved?				
15.Is there a written agreement between the collaborators?				

	Yes	No	NA	Comments
Is the research Community based? If YES				
1.Is the impact and relevance of the research on the community in which it is to be carried out acceptable?				
2.Has the concerned community been consulted during the design of the study?				
3.Is community consent obtained?				
4.Is individual consent obtained?				
5.Is the privacy of the participants safeguarded?				
6.If the intervention is shown to be beneficial will				



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the sponsor continue to provide it to participants after conclusion of the study?				
7. Will the intervention or product developed or knowledge generated be made reasonably available and affordable for the benefit of the population?				
7. Does the research contribute to capacity building of the community?				
8. Will the results of the research be made available to the concerned community?				
Is the research Clinical trial? If YES				
1. If it is a multi centre trial, are all centres following the same protocol?				
2. Is the clinical trial registered with a clinical trials registry?				
3. Have adequate animal toxicity and toxigenicity trials been carried out?				
4. Is their sufficient justification for using a control arm?				
5. Does the control group receive the standard therapy?				
6. Are all subject participants treated equally?				
7. Is the procedure for dealing with adverse events adequate?				
8. Is the procedure for reporting adverse events adequate?				
9. Will the sponsoring agency provide the drug/device to patients in markets of country?				
10. Are the criteria for termination of the trial detailed?				

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11. Is the reprovision for insurance of tria participants?				
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Additional Comments:

Recommendation:

- Approved
- NOT accept

Name of the Reviewer1-----Sig. ----- Date-----

Name of the Reviewer2 -----Sig. ----- Date-----

Name of the Reviewer3 -----Sig. ----- Date-----



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Appendix 11: Research Extension Request Format (RPD 11)

Injibara University
Research and Publication Directorate
Research Extension Request Format

Date: _____

1. Title of the Project _____
2. Research Project code (If any) _____
3. Project management/Organization/ Co-ordination:
 - ✓ Name of Principal investigator (s) _____
 - ✓ Faculty _____
 - ✓ Department _____
 - ✓ Name of Co-investigators _____
4. Project duration: _____
5. Funding
 - ✓ Source of funding: _____
 - ✓ Amount: _____
 - ✓ Consumed Fund: _____
 - ✓ Financial expenditure (detailed expenditure for the reporting period by budget item)
6. Project status: _____
7. Achievements/progress: _____
8. Reason for Extension (state briefly why you intend to extend your research to the coming recurrent budget) _____
9. Problems encountered (state any major problems encountered while conducting the research): _____