MZUMBE UNIVERSITY

RESEARCH POLICY AND OPERATIONAL GUIDELINES

APRIL 2014

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MZUMBE UNIVERSITY RESEARCH POLICY

1. INTRODUCTION

The Mzumbe university charter of 2007 provides the university with broad mandate to initiate and conduct research for development purposes. Along the same mandate the mission of the university is to provide opportunities for acquisition, development and dissemination of knowledge and skills through training, research, technological and/or professional services.
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Mzumbe University is bequeathed with highly trained human capital in the specialty of public, business and local government administration, as well as economics, accountancy, education, health, information technology and the administration of justice. It also enjoys the privilege of having three campuses geographically well located that is Mzumbe university- Dar es Salaam Campus College, Mzumbe University - Mbeya Campus College and the main campus in Morongo which enable to smooth research activities.

1.1 Research and National Development

The policy recognizes research as an important tool in advancing and refining knowledge and skills in providing solutions to problems facing the society in the country and internationally.

In recognition of various national development strategies, the Mzumbe University as one of government institutions is obliged to address the problems facing the country and find solutions or give recommendations through evidences attained from research findings.

In its widest sense research is the basis for development of any society. If society lacks the indigenous capacity for research or the capacity to manage technological change, it may become totally dependent on the outside world for its own development. Experience shows that no country has attained any meaningful breakthrough in socio-economic development without developing a capacity for research. Also, experience shows that knowledge developed in a local context is more relevant for policy making than that developed elsewhere.

The National Science and Technology Master Plan (2003 – 2018) recognizes the strategic importance of research by stating that national research agenda should focus on the eradication of poverty. It is strategically emphasized that research agenda of various national institutions should be consistent with the national research agenda.

1.2   Research, Teaching and Consultancy

Research is concerned with producing new knowledge and critical testing of existing knowledge while teaching is one of the major ways through which research findings are disseminated. Most teaching relates to research that has been carried out in the past and is contained in articles in journals, research reports, textbooks and manuals. When research and teaching take place within the same institution, and to some degree by the same people, there may be more direct and immediate gains to both sides. For mutual support, therefore, research and teaching should be planned and carried out as integrated elements in a joint institutional strategy.

Research also provides grounds for expertise in consultancy services. Most major consultancies require research based solutions, thus, for efficiency and effectiveness of consultancy services to clients, research is a tool of paramount importance.

2.   MZUMBE UNIVERSITY RESEARCH POLICY GOAL AND OBJECTIVES

The Mzumbe university research policy shall be aligned with the university mission and vision; shall correspond with goals, objectives and targets of the university strategic plan**.**

2.1 Research Policy Goal

The ultimate research goal is to generate knowledge, test existing theories and practices in view of making a contribution to the socio-economic development of Tanzania and advance the frontiers of knowledge worldwide.

2.2 Research Policy Objectives

The central objective of this research policy is to provide guidance in conducting research that generate new knowledge. The main focus of the research shall be to resolve social economic problems and challenges facing the country and the region.

Towards achieving the goal, the following are the specific Research Policy Objectives:-

      (i)   To enhance university functions of teaching and consultancy.

      (ii)   To enhance University and faculty capacity for planning,   budgeting and undertaking systematic research.

(iii)   To create University framework favourable for attracting research funds from national and international sources including commissioned research.

(iv)   To enhance the University capacity for research output dissemination.

(v)   To create a stable internal research support system in terms of research infrastructure, operational policies and incentives.

(vi)   To cultivate research ethics in the University.

(vii)   To create an effective research monitoring and evaluation system.

(viii)   To contribute to national development.

3.   POLICY STATEMENTS AND STRATEGIES

The policy statements in this document are derived from the objectives identified above, focus on various research policy areas and institutional structures and are presented around the following strategic components:

3.1   Policy Statement 1
The university shall ensure that both physical and financial resources are adequate to carryout research activities.

3.1.1   Strategies
(i)   Improving physical resources including office space and continuous improvement of faculty offices and ICT facilities.

(ii)   Raising adequate research funds from various sources including the Government, national and international research funding agencies, and the private sector.

(iii)   Providing general information to the faculty and postgraduate students on possible sources and modes of research funding.

(iv)   Encouraging and supporting collaboration with other research institutions.

3.2   Policy Statement 2
The university shall ensure that Mzumbe University funded researches undertaken are budgeted for in accordance with the university research agenda as proposed time to time by the DRPS basing on issues raised in the schools/faculties and incorporating those of the national research agenda.

3.2.1   Strategies
(i)   Coordinating preparation of research programmes by faculties and directorates.

(ii)   Facilitating and monitoring budgeting procedures for research activities.

3.3 Policy Statement 3

The university shall foster research collaborations with stakeholders from within and outside the country.

3.3.1 Strategies

(i)   Creating Research Bureau for identifying and negotiating with potential research funders or donors.

(ii)   Creating favourable and conducive environment for research and core research activities with other universities or institutions.

(iii)   Soliciting funds from the government and other funding agencies within and outside the country.

3.4 Policy Statement 4

The university shall ensure that research outputs are available for easy access to all stake holders at the university and for public consumption.

3.4.1 Strategy

Ensuring research outputs are disseminated to all stakeholders through appropriate media, policy briefs, written papers, books, workshops, meetings and web publication

3.5 Policy Statement 5

The university shall create a customized and stable research support system.

3.5.1 Strategies

(i)   The University Library subscribing to research information databases.

(ii)   Establishing a University Research Website page which is updated regularly to provide for wide dissemination of research output.

(iii)   Subjecting all research works to peer discussion and review

(iv)   Protecting all approved research works by copyright regulations.

(v)   Disposing research equipment and materials in accordance with the University regulations or, institutional collaboration agreement.

3.6 Policy Statement 6

The university shall continuously ensure that national and international research ethics are adhered to and followed.

3.6.1 Strategy

(i) Publish and disseminate ethical clearance procedures

(ii) Monitor and support research process for compliance

3.7 Policy Statement 7

The university shall ensure that there is effective and efficient research monitoring and evaluation system.

3.7.1 Strategies

(i)   Benchmarking internal research policy and procedures with other University policies and procedures.

(ii)   Creating uniformity in the procedures for preparation and approval of research projects.

3.8 Policy Statement 8

The university shall identify and develop research priorities in accordance with national, regional and international development agenda

3.8.1 Strategies

(i)   Making university research priorities and the national, regional and international development agenda known to all major organs responsible for socio-economic development research in the country and shall adopt a proactive stance in all matters of development research.

(ii) Defining periodically research agenda in tandem with changes in the national and international research priorities.

4.   ORGANISATION OF RESEARCH ACTIVITIES

The University shall strengthen the capacity of the Directorate of Research, Publications & Postgraduate Studies to coordinate, administer and oversee all research activities in the University including faculty research programmes, students' research activities.

Whereas research ideas and projects shall be initiated and nurtured in the faculties and institutes, the coordination and funding of research shall be administered by the Directorate of Research, Publications and Postgraduate Studies. The Directorate shall also coordinate solicitation of research funds from donors and funding agencies.

The Directorate shall coordinate setting of research agenda, priorities and profiling areas by faculties. Setting of priorities and profiling will be dynamic to match with changing priorities in society and funding sources. The Directorate shall further work closely with other relevant university authorities to achieve professionalism in scientific research in the university and define and reward excellence in research activities.

For smooth operationalisation, the DRPS shall establish a Directorate Research and Publication Committee (DRPC).The DRPC shall constitute the following members;

(i)   DRPS Director who shall be the chairman
(ii)   HOD – RP who shall be a secretary
(iii)   Research fellow
(iv)   Coordinators of Faculty Research and Publication Committees (FRPC).

To operationalise research activities the Directorate (DRPS) shall coordinate through DRPC the following activities:-

(i)   Standardisation of research process.
(ii)   Ensure participation of the MU researchers in generating relevant research agenda.
(iii)   Facilitate securing of research funds from public, private and external sources.
(iv)   Facilitate dialogue between researchers and research output user.
(v)   Deposition of research output in major outlets for public use.
(vi)   Facilitate issuing of research permits to national and international researchers.
(vii)   Publish a regular Research Bulletin indicating the status of research activity in the University.

Each faculty, institute, directorate and school shall establish a Faculty/Institute/Directorate/School Research and Publications Committee (FRPC) to coordinate operational research activities at faculty/institute/school level. The FRPC shall be constituted by senior faculty members from each faculty/institute department where necessary, junior members with research experience may become members.

The composition of FRPC shall include the following;
(i)   Coordinator – who will be a chairperson.
(ii)   Secretary
(iii)   Three faculty members

The members of FRPC shall be appointed by the dean/director of faculty/institute/school.

The functions of FRPC shall include the following;

(i)   Coordinate research activities at faculty/institute/school level
(ii)   Scrutinize research process at faculty/institute/school level.

(iii)   Ensure participation of the faculty members in research activities.

(iv)   Facilitate research proposals at faculty/institute/school level for onward transmission.

(v)   Identify source of research funds/grants

5. MZUMBE UNIVERSITY RESEARCH PRINCIPLES

As a University, Mzumbe concentrates on basic and applied research within the fields of her competence which are the specialty of public, business and local government administration, as well as economics, accountancy, information technology and the administration of justice. The focus shall be the Tanzanian socio-economic problems and development aspirations. The following principles underlie Mzumbe University research endeavours:-

(i)   Undertaking both disciplinary and interdisciplinary research programmes focusing on socio-economic problems relevant to the Tanzanian economy and that of the world.

(ii)   Research incentives and rewards system based on the university mission and vision. The staff appraisal system should reward publishing and other dissemination of research to peers and society as a whole.

(iii)   Uphold systematic scientific approach to research and subject research output to peer review before publication.

(iv)   Appropriate recognition of all research endeavours through academic awards and career advancement.

(v)   Continuous research training for faculty members through workshops, seminars and short courses.

(vi)   Promotion of inter institutional collaboration in research both within and outside Tanzania.

(vii)   Promotion of commissioned research from other organizations.

(viii)   Research quality control and assurance through national and international benchmarking and peer reviews.

6.   SUSTAINABILITY OF RESEARCH CAPACITY

(i)   Each externally funded research project shall include an overhead charge of 10% of the total cost of the project which shall be paid to the university. Where a general overhead charge is unacceptable to the funding agency, then the actual absolute overhead charges shall be indicated.

(ii)   The overhead charge shall be used to strengthen and maintain the University research capacity including the library based research

information database. Furthermore, the overhead charge shall be used to cover indirect costs which are not reflected in the project under discussion.

(iii) Continuous faculty training and refresher programmes shall be effected through research seminars, workshops and short courses.

7. RESEARCH ETHICS

Researchers shall observe the following research ethics
(i) Ensure originality and objectivity of conducting research
(ii) Seek all relevant permits to conduct the intended research
(iii) Observe and respect human and moral values
(iv) Treat information obtained from respondents with confidentiality unless there is permission not to do so.
(v) Other ethics in research will be handled by the research and publication committees as needs arise

8. MZUMBE UNIVERSITY GUIDELINES FOR EXTERNALLY FUNDED RESEARCH GRANTS

Mzumbe University encourages its members of academic staff to, among other core functions, engage themselves in research projects which are either funded internally (using the University funds) or externally (using research grants issued by the research funding organisations or institutions on competitive basis or through commissioning based on one's experience and expertise required by the commissioning organisations or institutions). For research projects that are externally funded, the role of Mzumbe University is to grant permission in writing, through the Directorate of Research, Publications and Postgraduate Studies (DRPS) to staff participating in the project and at the same time responsible authority in the faculty/institute/directorate/school where the staff member comes from shall ensure that arrangements are in place to take care of academic activities or duties that were assigned to the concerned member of academic staff.

Responsibilities of the concerned member of the academic staff shall be:
(i) Communicating with respective faculty/institute/directorate/school authority regarding research grant won.
(ii) Informing the DRPS about the research grant won for recording purposes.
(iii) Following all formal set procedures for securing permission to engage in the research project.
(iv) Regularly informing respective faculty/institute/directorate/school authority and the DRPS regarding progress of the project.
(v) Adhering to all guidelines and regulations as set by the project funding organization
(vi) Submitting final report to the project funding organization and university authority through the office of the DRPS.

9. OPERATIONAL GUIDELINES, PROCEDURES AND INSTRUMENTS

In order to standardize and harmonize research process within the University, research guidelines and operational procedures given in the following annexes shall be followed:

Annex I: Guidelines for Approval of Research Proposals and Reports
Annex II: Format for Research Proposals
Annex III: Format for Evaluation of Research Proposals
Annex IV: Standard Research Budget Format
Annex V: Sample Research Contract Format for Researchers
Annex VI: Research Progress Report Format
Annex VII: Final Research Report Format
Annex VIII: Guidelines for Research Report Peer Review

These guidelines and instruments shall be reviewed regularly to accommodate changes in the task environment. The Directorate responsible for research shall coordinate the implementation of this research policy.

ANNEX I: GUIDELINES FOR APPROVAL OF RESEARCH PROPOSALS AND REPORT

1. Initiation of a Research Project

Interested researchers shall prepare research proposals in accordance with the format presented in Annex II**.** The proposals shall be submitted to the relevant Faculty (or Institute) Research and Publication Committee (FRPC). Members of the FRPC should be drawn from among the senior staff of each department. Research proposals may be submitted at any time, but the deadlines for submission of proposals to FRPCs are December 31 and June 30 of each year. It is recommended that each researcher should submit only one proposal in the six-month period, but the number of research projects undertaken at any one time will depend on the FRPC's assessment of the individual researcher's ability to handle several research projects at a time. For interdisciplinary research, a proposal shall be discussed by a special committee constituted by the relevant faculties or institutes. In general, group research work will be given preference over individual ones. The University shall encourage inter-institutional collaborative research and where funding is available, these should be given special preference.

2. Action by the FRPC

The proposal shall be discussed by the FRPC. Once the FRPC is satisfied with the relevance, the need, soundness and the financial estimates of the submitted research proposal, it will be forwarded to the Directorate of Research, Publication and Postgraduate Studies (DRPS) with appropriate recommendations. The possible courses of action that the FRPC can take are:

    (i)   Accept the proposal and recommend its funding to the DRPS Board.
    (ii)   Return the proposal to the researcher(s) for review and subsequent re-submission.
    (iii)   Accept the proposal subject to revisions.
    (iv)   Reject the proposal if it is sub-standard in both the content and presentation.

3. Action by the DRPS Board

The DRPS Board shall receive and consider proposals for funding after being satisfied with the relevance, need, soundness, and financial estimates. The DRPS Board shall have the following alternative courses of action:

    (i)   Accept the proposal for funding if satisfied with FRPS recommendations in terms of content and format.
    (ii)   Approve it subject to minor revisions to be made by the applicant(s) through the FRPC.

(iii)   Return the proposal to the FRPC for review and subsequent re-submission if the guidelines were not followed or if the procedures have not been adhered to.

(iv)   Outright rejection if the Board is sufficiently convinced by the FRPC recommendation that the proposal is substandard in both the content and form of presentation.

4.   Approval and Registration

All University research projects shall be registered by the Directorate responsible for research. There shall be a proper coding and record keeping system for the purpose of ensuring that there is enough, proper and up-to-date information on research activities in the University.

5.   Research Contract and Funding

An approved research proposal shall only be funded once the researcher(s) has/have signed a contract with appropriate offices (Directorate, Centre or Institute) depending on the source of funding. In any case, the contracts signed at Directorate level shall be deemed to be contracts with the University. Format for research contracts is in **Annex V**. Originals of research contracts shall be signed by the Director of Research irrespective of the source and level of funding.

Research funds shall be disbursed in phases depending on the nature of the project. The initial phase shall cover the period after the proposal has been approved by the DRPS to cover costs of data collection.   The final installment shall be disbursed after data collection and presentation of a preliminary progress report on data collection.

Disbursement and accounting for research funds will follow the University financial regulations. The final accounting exhibit, however, will be presentation of an approved final research report.

6.   Interim Progress Reports

At the end of each phase, researchers are required to produce interim progress reports through the format given in Annex VI. If as a result of the progress report there is a need to modify the contract (or schedule of payments), a request should be formally made through the FRPC to the DRPS.

In some cases, the DRPC might wish to send the interim report(s) to an independent reviewer before approving the next phase. Such cases will involve research projects handling massive data that is not easy to interpret or research projects involved in very recent technological developments not well established in the department concerned.

Researchers will be encouraged to give seminars of their progress in various fora within and outside the university. However, in any case, the funds for the next phase can only be released after the approval of the progress report by the DRPS board or any other funding authority.

7.   Research Seminars, Workshops, Conferences and Publications

Researchers shall be required to give seminars in conferences and research workshops at the conclusion of their research work. The presentations will be the last activity to be handled by the researcher(s) before preparation of final report for publication. Researchers shall also be encouraged to publish papers from their research projects.

8.   Final Research Report

A draft final research report shall be submitted in the format provided in **Annex VII.** This should include all the data, results and findings obtained during the execution of the research project. The draft final research report should be sent to the FRPC, which shall appoint an independent reviewer. The reviewer shall submit a report to the FRPC within one month after receipt of the researcher's report. The guidelines for reviewers are given in **Annex VIII.**

The researcher(s) will be required to modify the draft report according to the reviewer's recommendations if there are no major differences in opinions. In the case of serious technical differences in opinions, the FRPC will have to appoint a second independent reviewer. After the second reviewer's report the FRPC will have the final say on the report.

Three copies of the final research report accepted by FRPC shall be submitted to the DRPS board for final approval. All approved research reports will have a unified code number assigned by the Directorate responsible for Research and shall be published by the University. Copies will be distributed to relevant University Offices, the main library and key stakeholders. The abstracts of the approved research reports shall be published in the University Research Bulletin.

ANNEX II: FORMAT FOR RESEARCH PROPOSALS

A: TECHNICAL ASPECTS

1.   Title of the Research Project

The title should be clear and sufficiently descriptive reflecting the nature and theme of the proposed work. After approval the title cannot be changed without the written consent of the respective FRPC.

2.   Abstract

The abstract should summarise all the main ideas in the proposal in terms of theory, methodology and expected output.

3.   Statement of the Research Problem and Significance

State clearly the general research problem or issue(s) to be studied and the immediate significance of the proposed research.

4.   Research Objectives and Scope

State explicitly the goal(s) to which the solution of the stated research problem(s) will contribute. Specific objectives and targets must be clearly stated in order to facilitate monitoring and evaluation of the project. The scope of the proposed study should be stated clearly so as to justify the proposed research budget.

5.   Statement of Research Hypotheses/Questions/Claims/Propositions
Research hypotheses, claims or propositions are intended to focus on key variables that the researcher intends to study. Hypotheses are not necessary for each research project. Some frameworks of analysis and research methodologies may not lead to hypotheses.

6.   Literature Review

The research fund applicant must show the interrelationship of what has been done by others in the field and what the study intends to do. It should reflect a thorough survey of the existing state of knowledge (theoretical and empirical) and how and in which way the intended work is going to contribute to the advancement of knowledge in the context of the problem to be solved or bring about socio-economic development.

7.   Research Methodology

A research proposal should indicate the main research design and methods to be used in population sampling and data collection. The chosen methodology should be rationalized in terms of the research objectives and conceptual framework. This section should also describe the facilities and major items or equipment to be used.

8.   Anticipated Output and Usage

Specific findings related to the research problem(s) or issue(s) constitute the anticipated output of the project. The output must tally with the stated research objectives. Steps taken or planned to utilize the research results should also be discussed, mentioning direct and indirect beneficiaries of the research output.

9.   Bibliography/References and Appendices

Bibliography or references shall follow the APA style in which each source is cited using the following system: author, date, title, place of publication and publisher. The pagination shall be standard. The length of the proposal shall not exceed 20 double-spaced pages.

B: ADMINISTRATIVE ASPECTS

1.   Summary of the Research Project

A brief "administrative" summary of the proposed research project should be submitted. The summary should focus on research objectives, methodology, rationale, equipment requirements, project duration, action plan and researcher/s curriculum vitae. Some of these items are elaborated below. The summary should not exceed two pages followed by necessary appendices/budget and action plan.

2.   Research Budget

The estimated budget for the research proposal should be itemized and presented in a clear format as shown in **Annex IV.** The applicant should show the breakdown of all the funds being requested under the following categories: equipment (type of equipment and costs); travel (fares and places to be visited), and others (specify). Where the applicant has applied for funds from other sources they should be specified.

3.   Justification and Rationale

The section should summarize the importance of the project by stating the anticipated benefits of the project and expected users. Justification should focus on feasibility, revenue and utility of the research project.

4.   Action Plan

The proposal should, indicate the roles of the key researchers and assistants (if applicable) and timing of their   involvement. The action plan should also indicate how the work will be organized and managed. Specific milestones and responsibilities should be indicated.

5.   Curriculum Vitae (CV)

CVs of all researchers should be attached to the administrative summary.

ANNEX III: FORMAT FOR EVALUATION OF RESEARCH PROPOSALS

1.   TECHNICAL EVALUATION

Title of research Proposal:

_____
_____
_____
_____
_____
_____

Rating **Codes:**
1 = weak. 2 = average; 3 good; 4 = very good

	CRITERIA	**RATING**			
1	Is the title reflective of the research theme?	1	2	3	4
2	Is the rationale/justification and scope clearly written?	1	2	3	4
3	Is/Are the research question(s) clearly presented?	1	2	3	4
4	Is/Are the research question(s)/problem relevant to the research theme?	1	2	3	4
5	Is/Are the objective(s) of the research clear and related to the theme?	1	2	3	4
6	Is the literature review appropriate and adequate?	1	2	3	4
7	Is/Are the hypothesis(es) claims/propositions appropriate and testable?	1	2	3	4
8	Is the proposed methodology appropriate?	1	2	3	4
9	Is/Are data analysis technique(s) appropriate?	1	2	3	4
10	Is the research problem important and relevant to MU research agenda?	1	2	3	4
11	Quality of text (editing and presentation)	1	2	3	4
12	Is the list of references exhaustive and properly presented?	1	2	3	4

TOTAL SCORES

Proposal Recommended/Not recommended:

_____
Date:

_____
NOTE: Use a separate sheet of paper for detailed comments on each of the above sections.
For the proposal to deserve funding, it must score a minimum of 50% of the Technical Evaluation Points.

2. ADMINISTRATIVE EVALUATION

Title of research Proposal:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Rating Codes:
1 = weak. 2 = average; 3 good; 4 = very good

	CRITERIA	RATING
1	The overall adequacy of the summary of the Research project	1 2 3 4
2	Is the action plan feasible?	1 2 3 4
3	Is the proposed budget realistic (comment below on over estimation or under estimation)	1 2 3 4
4	How good and feasible is the dissemination plan?	1 2 3 4
	TOTAL SCORES	

For the proposal to deserve funding it must score a minimum of 50% of the above rating scale

Additional comments on the proposed budget

_____
_____
_____
_____
_____

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ANNEX IV: STANDARD RESEARCH BUDGET FORMAT

SUMMARY OF A RESEARCH PROJECT BUDGET

Faculty/Directorate/Institute_____Department_____
Research Title_____
Principal Researcher_____

 COST CODES

	Initial Phase	Final Phase	COMMENT

1.0 DIRECT COSTS
    1.1 Equipment, books, tools cost (if any)
    1.2 Literature
    1.3 Payments to supporting staff
    1.4 Labour costs
    1.5 Consumable materials
    1.6 Report writing costs
    1.7 Dissemination workshop seminars

2.0 TRAVEL AND TRANSPORT
    2.1 Travel to/from Mzumbe
    2.2 Local Transport
    2.3 Special requirements

3.0 ACCOMODATION COSTS
    3.1 External Assignment per diem(s)
    3.2 Other costs

4.0 ALLOWANCES (payable to researchers)

5.0 **RESEARCH ADMINISTRATIVE COSTS**
    5.1   Overhead charge of 10% of the total cost of the project
    5.2   Contingencies (allow for 10%)

    GRAND TOTAL

Disbursements:

Initial Phase (after approval of research proposal by DRPS) ————————————
Signed————————— *Date* —————

Final Phase (after data collection)————————————————————————
——— —————————*Signed* —————*Date*—————-

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ANNEX V: RESEARCH CONTRACT FORMAT

DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE
STUDIES

CONTRACT TO UNDERTAKE RESEARCH

1. Name of researcher(s)   1._____

                                           (Principal Researcher)

                                    2._____

                                    3._____

                                    4._____

2. The Principal Researcher and co-researcher(s) mentioned above, undertake to carry out the research project entitled --
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----
the details of which are contained in the attached approved research proposal.

3. The duration of undertaking the research will be ———————(years/months/day)

4 Total funding in Tshs.   ---

5. Disbursements schedule:

   Initial phase   ---

   Final phase   ---

6. The payment will be in accordance with the approval schedule that is attached to this Contract.

    All supporting staff and services (research assistants, secretarial, technical and auxiliary) will be from the University unless permitted otherwise by the directorate responsible for research.

7. The funding authority reserves the right to withhold payment partially or fully if it is not satisfied with progress of the project.

8. The researcher(s) shall be required to refund the funding authority all funds received fully or in part in case of non-performance.

9. The University will have copyrights on the University refunded research projects and it will act as a guarantor for   externally funded research projects.

10. The research project has been assigned a unified Mzumbe University code No.——

11. The external funding authority may transfer copyright rights to the researcher or to the University whenever it is deemed necessary.

12. The view and opinions expressed in the research are of the researcher and may not reflect   the views of the funding authority.

We the undersigned accept the above mentioned terms and conditions.

_____   _____
Principal Researcher   *Witness*

_____
Director of Research, Publications & Postgraduate Studies

_____
Date

ANNEX VI: RESEARCH PROGRESS REPORT FORMAT

SECTION A: SUMMARY OF ADMINISTRATIVE INFORMATION

1.1   Project Number & Title

_____

1.2   Name of Faculty/Institute: _____ Department _____

1.3   Period (month, year) covered by this report: From_____ To_____

1.4   Period (month year) covered by previous progress report: From_____To_____

1.5   Starting date of project_____

1.6   Estimated duration of project_____

         Date of estimated completion_____

         Initial date of estimated completion_____

         Latest estimated date of completion_____

1.7   Estimated cost of the Project (in Tshs.)_____

1.8   Funds allocated to the Project (in Tshs.)_____

1.9   Disbursement schedule (*depending on the nature of the project*):

         _____   _____

          Initial Phase   *Final Phase*

SECTION B: COMMENTS ON PROJECT OBJECTIVES

Briefly state the project objectives, indicate which (if any) are changed or new, and give the reason for any revision (1) since the start of the project, and (2) since the latest progress report.

SECTION C: SCIENTIFIC PROGRESS

Include sufficiently detailed summaries of work carried out and results obtained to permit an *informed* critical scientific assessment of the work by the respective committees and

peer reviewers. Summaries should be complete in themselves and as brief as possible, consistent with specific agreed action plan of the research project.

SECTION D: PROGRESS TOWARDS ACHIEVING PROJECT OBJECTIVES.

Describe advances and/or problems encountered towards the completion of the Plan of Work for this reporting period. Interpret new findings in terms of the objectives of the project and state if they   are expected to increase (or decrease) the duration, total cost, and/or likelihood of success of the project. If findings indicate potentially fruitful alternative and/or additional lines of research, indicate so with sufficient explanatory information to ensure understanding by reviewers.

SECTION E: FINANCIAL STATEMENT OF INCOME AND EXPENDITURE DURING THE PERIOD COVERED BY THE REPORT

PERIOD COVERED (DATE) FROM_____   TO _____

	Amount[1]	Funds[2]	Funds[3]	Balance[4]
EXPENDITURE ITEM		Brought Forward	Received	Expended

  (i) Direct Expenditure
  (ii) Travel and Transport
  (iii)Research allowance
  (iv)Research Assistantship

- Amount should be shown in Tshs.

- The break-down should be as shown in the budget approved for the report period
- Include funds expended for which commitments have been made.
- This amount is the sum of amounts in the first two columns, less the amount in the third. The balance should be reconciled with approved budget indicated in Annex IV.

ANNEX VII: FINAL RESEARCH REPORT FORMAT
1.   Research Report Contents.
     i.   Abstract
     ii.   Acknowledgements
     iii.   List of Tables
     iv.   List of Figures
     v.   List of Symbols
     vi.   Table of Contents
     vii.   Introduction
     viii.   Research Problem
     ix.   Objectives
     x.   Literature Review
     xi.   Methodology
     xii.   Results/Findings
     xiii.   Analysis and Discussion of the Results/Findings
     xiv.   Conclusions and study implications
     xv.   References/Bibliography
     xvi.   Tables
     xvii.   Plates
     xviii. Figures
     xix.   Appendices

2.   Report Format

     i.   All headings should be left-justified.
     ii.   Line spacing should be single and fonts should be 12 cpi.
     iii.   Times new roman
     iv.   Left margin should be 1.25" and 1" in other sides (or 3 cm and 2.5 cm).

     v.   Typing should be on both sides of the A4 page.
     vi.   Format for quoting reference numbers in the text and references should be standard. British Citation Standard BS 5605: 1990 is recommended. Any other standard that is recommended for certain professions could also be used.
     vii.   Citations/references should follow the APA style

3.   Electronic Copy

For purposes of inclusion in the University database, an electronic copy of the report based on commonly used software shall be submitted.

ANNEX VIII: GUIDELINES FOR RESEARCH REPORT PEER REVIEW

1.   General Evaluation.

Editorial quality comments _____
Layout Comments _____
Length Comments_____
Quality of Reference comments_____
Adherence to general requirements (fonts, line spacing, margins etc.) comments:

2.   Detailed Evaluation.

Evaluative Questions and Comments	Yes	No
Abstract:		
Does the abstract adequately summarize the report?		
Comments:_____ ( )		( )

Introduction:
Is the introduction sufficiently detailed for this form of research?

Comments_____ ( )   ( )

Objectives:
Are the research objectives clear and do they reflect what has been achieved in this research?   ( )   ( )
Comments._____

Literature Review:
Is literature review relevant, sufficient and up-to-date?

( )   ( )

Comments _____
_____
_____
_____
_____

Research Methodology:
Is the research methodology sufficiently described?

( )   ( )

Comments _____

Analysis and discussion of results.
Is the analysis accurate and exhaustive?

( )   ( )

Is the discussion of the results accurate, exhaustive and conclusive?

         (   )   (   )

Comments _____

Results:
Are the results expected accurate and well represented?

         (   )   (   )

Comments _____

Conclusion and study implications:
Are the conclusions and Study implications relevant and consistent?

         (   )   (   )

Do the conclusions and study implications match the research objectives?

         (   )   (   )

Comments _____

References:
Are the references/bibliography relevant, exhaustive and up-to-date and properly presented?   (   )   (   )

Comments _____

3. Recommendations.
Would you recommend that the report be published:

        ( ) Without Changes
        ( ) With minor changes
        ( ) With major revisions
        ( ) Not to be published due to poor quality

Reasons: 1.
        2.
        3.
        4.