MAASAI MARA UNIVERSITY

UNIVERSITY RESEARCH POLICY
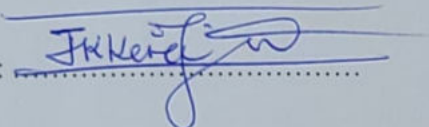
Policy No.	MMU/DRI/01
Version	01
Principal Responsibility	Vice-Chancellor
Effective Date	24th October 2022.

POLICY APPROVAL

This policy shall be known as the university research policy of Maasai Mara University (herein after referred to as ''the Policy'') shall take effect on the date of approval by the University Council.

In exercise of the powers conferred by Statute III (3.3.1) of Maasai Mara University, section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that this policy has been made in accordance with all relevant legislations.

Dated the ......24ᵗʰ...... day of .....October.............2022

Signed: ....

Dr. Kennedy Ole Kerei

Chairman of Council,

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FOREWORD

Maasai Mara University recognizes that, having a research policy will help entrench a research culture at the University, and foster alternative funding through research for the University's self-sustainability. This policy sets the framework for development and implementation of research at Maasai Mara University, within which academic staff members students shall carry out their required research obligations. The primary purpose of the research policy is to encourage quality research by providing an enabling environment in which researchers gain professional growth nationally, regionally and internationally. All researchers form part of a national, regional and international community of researchers and therefore, adhere to certain standards of responsibility and relevance. Research is hence carried out in accordance with relevant accepted ethical guidelines for researchers.

In furtherance of the above, this policy is aimed at addressing issues that will enhance effectiveness in running research work through addressing the following; Objectives of the Research policy, University Research Mandate, Sources, Allocation and Distribution of Research Funds, Co-ordination of Research, Research Funds and Intellectual Property Funds, University – Private Sector Research Funding and Equipment purchased using External Research Funds. The Research Policy development is anchored on the 2019/2020 to 2023/2024 Strategic Plan of the University and other documented reports availed during its compilation.

Additionally, the Research Policy outlines the general vision of the University with regard to the utilization of knowledge targeted at current development needs and demands as well as those of the near future. It also constitutes a baseline for participation by academic units at the University. An implementation strategy and subsequent development of specific action plans are described herein.

In view of dwindling financial resources from the Ex-chequer, and ever-increasing demand for it by other sectors of the University, we must regard research activities as one of our priorities and accordingly need for sourcing of alternative funding avenues to supplement University revenue streams. Through the Research Policy, the University will pay particular attention to research activities in all schools by ensuring that it is implemented. The policy will generally guide the University in all its research activities, namely, utilization of funds, addressing and providing solutions to international, regional and national problems in terms of research findings and recommendations.

Consequently, the policy will steer university visibility in the research realm by monitoring and evaluating researchers and research facilities as well as regulating how research activities are conducted by university staff and students. The policy seeks to ratify the University niche to national, regional and global development blueprints. This research policy has integrated global fundamental research standards

and ethics. The policy is based on the principles of academic freedom as guaranteed in Article 33 Section 1 (a) (b) and (c) of the Constitution of Kenya, 2010. Academic freedom encourages the free exchange of ideas essential for academic excellence.

Finally, the policy will strengthen academic linkages and collaborations in knowledge transfer for the benefit of all. These gains will be beneficial to the development of the university and by extension to the development of Kenya in line with Vision 2030 aimed at making Kenya a newly industrialised middle-income country providing high quality life for all its citizens by 2030.

PROF. JOSEPH S. CHACHA, PhD
AG. VICE CHANCELLOR

DEFINITION OF TERMS

Academic research. This is research that is normally undertaken by undergraduate and post-graduate students in partial fulfilment of their academic courses.

Administrative fee. This is the portion of research grants levied by the University for purposes of 'monitoring' the research project.

Commercialization. Any form of utilisation of information or information systems intended to generate value, which may be in the form of a marketable product, process or service, commercial returns, or other benefit to society. **Commercialize** is similarly defined.

Consultancy. A contracted project to be undertaken by the university or a member of the University for a Separate Institution.

Conflict of Commitment (COC). Any situation in which the authors primary professional loyalty is not to the work submitted for publication because the time devoted to other works adversely affects their capacity to meet the authorship of the works.

Conflict of Interest (COI). Any situation in which real or perceived interests of an author or funder may run counter to the interests of the other authors or publisher or negatively affect the publication process and the benefits to be realized thereof.

Copyright. An original work of authorship (in this case from a manuscript) which has been fixed in any tangible medium of expression from which it can be perceived, retrieved, reproduced or otherwise communicated, either directly or with the aid of a machine or device.

Collaborator. Somebody who cooperates in the implementation of a research project other than the Principal Investigator, the Co-Investigator

Intellectual Property (IP). Intangible property that is the result of creativity, such as patents, copyrights

Research ethics. Application of fundamental ethical principles to research activities which include the design and implementation of research, respect towards society and others, the use of resources and research outputs, scientific misconduct and the regulation of research.

Research grants. Anything from a sum of money given to a researcher for all expenses, to facilities or privileges of researchers to access certain benefits for the purpose of a given research only.

Research facilities. Buildings and structures, including machinery and equipment, used or to be used primarily for research or experimentation to improve research activities.

Research kitty. A given amount of funds set-aside for the functions of realizing specific research activities within a stipulated timeframe.

Principal Investigator/Principal Researcher. This is the representatives towards certain research. The PI is assisted by one or a few Co-Principal Investigators (Co-PIs)

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ABBREVIATIONS AND ACRONYMNS

For the purpose of this policy, unless otherwise stated, the following abbreviations shall apply:

ARG: Annual Research Grant

NRF: National Research Fund

ECE: Expensive Capital Equipment

ICT: Information Communication Technology

IPR: Intellectual Property Rights

IREC: Institutional Research and Ethics Committee

NACOSTI: National Commission for Science Technology and Innovation

MMara-U: Maasai Mara University

RCS: Research Committee of Senate

URF: University Research Fund

URC: University Research Committee

STI: Science, Technology and Innovation

EoI: Expression of Interest

PI: Principal Investigator

SVF: sustainability Value Framework

1.0 INTRODUCTION

Maasai Mara University is a successor of the then Narok University College which was established as a University College of Moi University in 2008. The university is located within Narok County. It attained full university status following the enactment of the University's Act, 2012 and the award of the charter on 12th February 2013 from which it draws its mandate.

The objectives of university education as provided in 3 (1) (a) of The Universities Act of 2012 includes advancement of knowledge through teaching, scholarly research and scientific investigation. This policy therefore, provides a framework in which the research, innovation and technology development activities shall be undertaken. The development of this policy is further informed by the provisions of the University Charter 2013, Revised University statutes 2022 and MMaraU Strategic Plan and the research innovation and outreach division mandate on the same.

The integrity of a research process is an essential aspect of a university's intellectual and social structure. This policy provides guidelines and establishes standards to ensure ethical conduct of research and promote a culture of high integrity in research practice. This policy therefore, shall enable University staff and students to make full use of the available resources, to create a culture of research consistent with; the Big 4 Agenda, Vision 2030 national blueprint, and the United Nations' Sustainable Development Goals (SDGs).

In addition, this policy shall strengthen academic linkages and collaborations with top notch universities in the world in knowledge creation, development and transfer for the prosperity of humanity. These gains will be beneficial to the development of the university and by extension to the development of Kenya in line with Vision 2030 aimed at making Kenya a newly industrialised middle-income country providing high quality life for all its citizens by 2030.

1.1 Vision, Mission and Core Values

1.1.1 Vision

To be a world class University committed to academic excellence for development.

1.1.2 Mission

To provide Quality University education through innovative teaching, research and consultancy services for development.

1.1.3 Core Values

Teamwork, Professionalism, creativity and innovativeness; transparency and accountability; excellence, equality and social justice.

1.2   Purpose of the Policy

The purpose of this policy is to provide guiding principles, procedures and a framework regarding the development, management and support of research activities in the University. The policy shall ensure; efficiency, transparency, accountability and planning of research work.

1.3 Enabling Policy and Legal Framework

The policy implementation is enabled and guided by the following national policy and legal instruments:

a) **Policies:** Sessional Paper No 1. of 2019, STI Strategy, STI Policy for Africa 2024; National Research Funds Research Policy; National Council for Science, Technology and Innovation (NACOSTI) Ethics Review Policy; The Maasai Mara University Statutes 2022; Maasai Mara Strategic Plan 2019-2024; Kenya National Innovation Agency policy.

b) **Legal Frameworks:** Constitution of Kenya. 2010; The Universities Act of 2012; The Maasai Mara University Charter 2013; Science, Technology and Innovation Act of 2013.

1.4 Policy Objectives

The policy intends to achieve the following;

i.   Provide a framework for development and implementation of research activities in the university.

ii.   Financing and Ensure equitable distribution of internal research funds.

iii.   Provide efficient and effective research support.

iv.   Leverage for researchers' rights and welfare.

v.   Ensure effective communication of directives pertaining, research activities in the university.

vi.   Establishment rational, transparent and collective decision-making processes regarding research in the university.

vii.   Clarify roles, functions and key players within the university research system.

viii.   Ensure ethical research standards are followed

1.5 Scope of the Policy

This policy is applicable to research affiliated to the university by the staff, undergraduate and postgraduate students' collaborators and partners; consultants, donors amongst other concerned parties.

2.0 UNIVERSITY RESEARCH NICHE AREAS AND SUB NICHES

2.1 University Research Niche

The University has identified **Environmental Resource Management** and **Conservation** as its overall niche focused towards attainment of the University Vision and Mission.

2.2 University Research Sub-niches

The following are the sub-niche areas:

i)   Tourism, Hospitality and Natural Resource Management

ii) Water Resource, Environmental Management and Technology

iii) Cultural Heritage and Social Development

iv) Food Security and Health

2.3 Maasai Mara University Research Priorities

The following current thematic areas have been developed in line with national development objectives and priorities:

i.   Natural Resource Management and Sustainable Development

ii.   Science, Technology and Innovation

iii.   Health, Nutrition and Food Security

iv.   Education and Community Development

v.   Gender and Development

vi.   Human Resource Development

vii.   Socio-cultural and Economic Issues

viii.   Human Rights Issues

ix.   Environment, Climate Change, Adaptation and Mitigation

x.   Conflict Resolution and Democracy

xi.   Disaster Management

xii.   Entrepreneurship and Value Addition

xiii.   Knowledge Management

xiv.   Agricultural Engineering and Land Use

xv.   Wildlife and Range Management

xvi.   Tourism Management

xvii.   Renewable energy

xviii.   New Energy Technologies

3.0 RESEARCH GOVERNANCE AND MANAGEMENT STRUCTURES

3.1 Statutes 2022

The university has established several sub-institutions, boards and committees to spearhead research and innovation. The research management structure below has been recommended;

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                          VICE CHANCELLOR
                                 |
                  DVC (RESEARCH, INNOVATION & OUTREACH)
                                 |
     ┌───────────────────────────┼───────────────────────────┐
     |                           |                           |
DIRECTOR (RESEARCH &     REGISTRAR (RESEARCH,        DIRECTOR (LINKAGES,
  INNOVATION)          INNOVATION & OUTREACH)         COLLABORATIONS &
                                 |                      PARTNERSHIPS)
                    SENIOR ASSISTANT REGISTRAR
                                 |
           ┌─────────────────────┴─────────────────────┐
           |                                           |
  ASSISTANT REGISTRAR (RESEARCH)        ASSISTANT REGISTRAR (INNOVATION)
                                                       |
                                                       |
                                    OFFICE ADMINS, ASSISTANTS, CLERKS ETC
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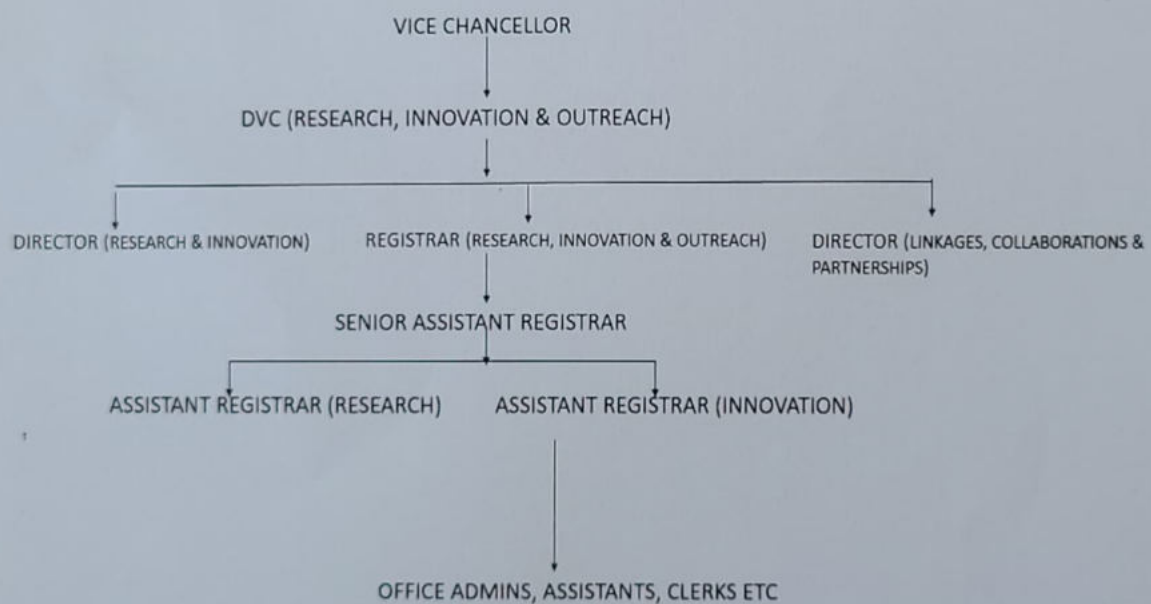
Figure 1: Organogram of the Directorate of Research and Innovation (Statutes IV of Revised University Statutes, 2022)

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                    RESEARCH, INNOVATION & OUTREACH COMMITTEE
         ┌───────────────────────┬───────────────────────┐
         │                       │                       │
RESEARCH & INNOVATION BOARD  ETHICS REVIEW COMMITTEE  UNIVERSITY CONFERENCE COMMITTEE
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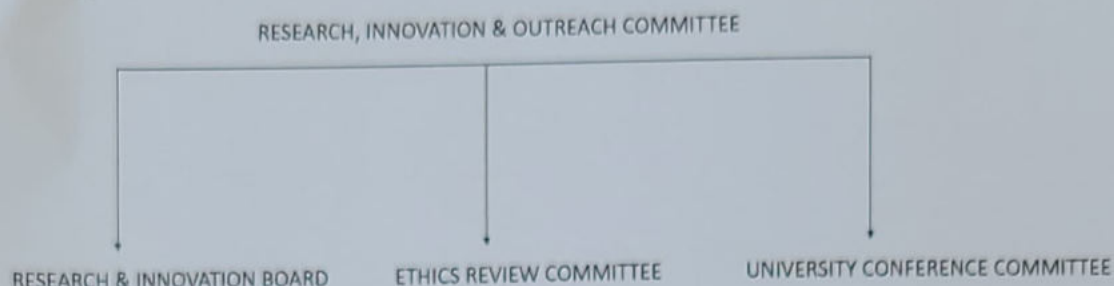
Figure 2: Organogram of Research, Innovation & Outreach Managements, Committees and Boards of (Statutes VI of Revised University Statutes, 2022)

3.2 Research, Innovation & Outreach Division

The university shall establish a division of research, innovation and outreach to oversee all research, innovation and outreach matters. The Division will be headed by a deputy vice chancellor under which there shall be Directors and the Registrar. A senior assistant registrar will monitor two assistant registrars; each in charge of research and innovation and will be answerable to the director.

There shall be boards and committees to approve research deliberations for tabling to the university council, management or senate meetings.

3.2.1 Responsibilities and Powers of the DVC Research, Innovation and Outreach (Statutes IV)

a) The Deputy Vice-Chancellor (Research, Innovation and Outreach) shall be the head of the

b) Research, Innovation and Outreach Division which has the following responsibilities:

1) Co-ordination of research, innovation, and outreach.

2) Set the University research agenda in line with the Strategic Plan and Vision 2030.

3) Allocate funds in each financial year as per guidelines to Professors of Maasai Mara University to;

       i) undertake Research and innovations

       ii) Write fundable research proposals

c) Subject to the provisions of the Charter and these Statutes 2022, the Deputy Vice Chancellors shall perform other duties as shall be assigned or delegated by the Vice-Chancellor.

3.2.2 The Director, Research and Innovation Terms of Reference (Statutes IV)

The Terms of Reference of the Director, Research, Innovation and Outreach will be;

i.   Improve the status of research and innovation within the university.

ii.   Coordinate all research and innovation activities and facilities within the university.

iii.   Represent all university researchers and innovators in the University Senate.

iv.   Delegate, as guided by the DVC (RIO) all research and innovation related duties to other staff in the university.

v.   Coordination and preparation of grant winning proposals.

vi.   Coordination of research projects undertaken within the university and other external research projects.

vii.   Ensuring implementation of funded research proposals in accordance with all internal and external regulating bodies.

viii.   Maintain the financial details of all the ongoing research projects.

ix.   Leverage for proposal grants for researchers.

x.   Forge for collaborations, memoranda of understanding (MoU) and links with other external partners in research and innovation.

3.2.3 Senior Assistant Registrar Terms of Reference

The senior assistant registrar is directly responsible for the daily activities of the division. The TORs of the senior assistant registrar (research and innovation) are as specified below;

i.   Manage university's flagship research grants

ii.   Manage university nomination for internal and external funding of research opportunities and scholarships.

iii.   Manage research grants and contract agreements

iv.   Coordinate and facilitate visiting research students exchange programmes or visiting professors.

v.   Plan on the Divisions objectives, targets and strategic plans for each quarter AY and forward them to the Director for approval.

vi.   Ensure all office documents and activities meet the threshold of quality audits by the university Performance and Contracting team, Quality Management System and are of ISO standard.

vii.   Receive and harmonize RIO quarterly work plans from the three ARs to guide the scheduling of activities in line with the dockets mandate.

3.2.4 Terms of Reference for Assistant Registrar, Research

The TORs of the assistant registrar, research is as indicated below;

i.   Manage the Directorate's research policies ensuring its full implementation with strict adherence to the set objectives, work plan and budget.

ii.   Manage all records for research grants in the university

iii.   Supervise all early career research staff activities under Research sub-unit in their daily work routine

iv.   Prepare quarterly work plans and budgets in the Research sub-unit in strict adherence to the Divisions objectives and strategic plans.

v.   Ensure all office documents and activities meet the threshold of quality audits by the university Performance and Contracting team, Quality Management System and are of ISO standard.

vi.   Review the performance of all early career research staff in the sub-unit and recommend to the SAR for training or review of employment terms for these staff.

vii.   Scout, improve and bring to light all students' research projects with promising potential for funding, patenting or publication.

3.2.5 Terms of Reference for Assistant Registrar, Innovation

The TORs of the assistant registrar, innovation is as indicated below;

i.   Manage the Directorate (RIO) innovation, intellectual property and innovation incubation centres' policies ensuring its full implementation with strict adherence to the set objectives, work plan and budget.

ii.   Oversee all activities in the innovation incubation centres.

iii.   Manage all records for innovations and intellectual property in the university

iv.   Supervise all early career research staff activities under the IIPI sub-unit in their daily work routine

v. Facilitate all logistics, administrative and financial requirements of KIPI, AFRIPO and WIPO patents, trademarks and copyrights right from registration to completion.

3.3 The Research, Innovation and Outreach Committee

As per Statutes VI of Revised University Statutes 2022, there shall be a Research, Innovation and Outreach Committee to oversee and undertake major decisions in the Research, Innovation and Outreach Division.

3.3.1 Membership

i. Deputy Vice Chancellor responsible for Research, Innovation and Outreach- Chairperson

ii. Deputy Vice Chancellor responsible for Academic and Student Affairs

iii. Deputy Vice Chancellor responsible for Administration, Finance and Strategy

iv. Registrar (Research, Innovation and Outreach)- Secretary

v. Other Registrars

vi. Finance Officer

vii. Deans of Schools

vii. Officer in charge of linkages and collaboration

In Attendance

i. Legal Officer

ii. Marketing and Public Relations Officer

3.3.2 Terms of Reference of the Committee

1) To establish research priorities for the University.

2) To co-ordinate all research activities in the University or from external funding agencies.

3) To allocate funds to researchers for use in the promotion of research activities.

4) To receive and consider minutes and papers from the research committees of Faculties/School Boards and take action as the committee deems fit.

5) To monitor the use of research funds.

6) To organize special seminars for presentation of research findings.

7) To advice and encourage responsible students and staff publications and maintain a register of all the applications.

8) To act as a clearing house for links initiated by faculties/schools, institutes, department, units, individuals etc.

9) To solicit funds for/from linkages.

10) To administer funds for linkages.

11) To promote interchange, contact and cooperate with other Universities and institutions.

12) To study and make known the needs of the University and as far as possible co-administrators dealing with problems of higher education.

13) To periodically review the operations of linkage programmes.

14) To Co-ordinate students exchange programmes.

15) To formulate detailed guidelines for faculties/schools, institutes, departments on the procedures to be followed in formulating links.

16) To monitor, appraise, evaluate and review links periodically upon a set criterion.

17) To make recommendations to the Senate concerning policies to govern linkages.

18) To make recommendations to the Senate of institutions to be linked to Maasai Mara University.

19) To deal with any other matter referred to it by the Senate, the Vice Chancellor or any other University Committee.

3.4 The Research and Innovation Board

Establishment

There shall be established a Board of The Directorate of Research and Innovation.

3.4.1 Membership

a. The Director of the Board – Chairperson

b. Not more than 3 Deans of Schools or Faculty nominated by the Senate

c. Not more than 3 Directors nominated by the Senate

d. 2 representatives of the Senate

e. Registrar responsible for Research, Innovation and Outreach (Secretary)

f. 1 University Professor appointed by the Senate

g. Notwithstanding, persons appointed to the Board must be the rank of at least a Senior Lecturer and above with a PhD

3.4.2 Terms of Reference for the Board

The Board will have jurisdiction over research matters and its functions will be as follows;

i. Approve, and manage research funds internally sourced for short-term projects.

ii. Establish code of conduct in research and determine the penalty for misconduct.

iii. Encourage continuous policy review.

iv.	Scrutinize national and County Government tender bulletins – for research contracts and inform researchers accordingly.
v.	Seek consultancy and contracts related to research and research product development.
vi.	Assist protection of intellectual property rights.
vii.	Facilitate and coordinate capacity building in grant-winning proposal development for University Researches
viii.	Support development of fundable research project proposals.
ix.	Provide support in approaching funders with the assistance of the executive.
x.	Alert researchers on international funding opportunities such as those arising from bilateral and multinational agreements.
xi.	Establish international funding opportunities.
xii.	To identify newsworthy research items and to produce regular copies for distribution to the media and potential funders.
xiii.	Create, develop and sustain a conducive environment for research.
xiv.	Assist staff on the drawing up of contracts.

3.5 Institutional Ethical Review Committee

There shall be an Institutional Ethical Review Committee which will be mandated by all research ethics and bio-safety considerations. Some of these considerations include; human welfare, publicization of individuals, exposure to harmful radiations, chemicals and other toxic compounds, protection of lab specimen and animals, protection against transportation and use of plant specimen amongst others.

3.5.1 Membership

The membership shall consist of the following members:

i. A Chairperson, who must have some basic training and/or experience in research ethics and leadership;

i. At least seven members and if more, the total membership must be an odd number;

iii. At least one member who possesses knowledge and understanding of the Kenyan Law

iv. One lay person

3.5.2 Terms of Reference of the Committee

1. Review, monitor and enforce ethical standards are maintained in research at MMaraU.

2. Ensure that all research at MMaraU takes into consideration the need for bioethical and environmental sustainability.

3. Ensure that all research at MMaraU, which involves human and animal subjects adheres to ethical standards. The Committee shall, therefore:

a. Register and interface with the National Commission for Science, Technology and Innovation (NACOSTI).

b. Review submitted research proposals involving human subjects and animal use, including assessing risks and benefits.

c. Review and interrogate the adequacy of the informed consent document in relation to the risk and benefits involved.

d. To monitor the adherence to the authorised research protocol, monitor research procedures. Ensure that research subjects are not subjected to any psycho-social harm of any kind (for humans) and animal welfare and wellbeing (for animals).

4. To promote an environment that enhances trust, honesty and collaboration among researchers.

5. To establish misconduct in research and determine sufficient grounds for further investigations.

6. Ensure the confidentiality of any information in its custody

3.6 The University Conference Committee

3.6.1 Membership

There shall be a committee of eleven (11) members mandated to spearhead all International Conference activities. The standing members of this committee shall include;

i. The Director, Research and Innovation

ii. The Director, Board of Postgraduate Studies

iii. The Deans of Schools

iv. The Director, Linkages, Marketing and Collaborations

v. The Director, Centre for ICT and e-learning

vi. The University Librarian

vii. The Head of Department, ICT

3.6.2 Terms of Reference

Specifically, the committee will;

i. To identify collaborators/financiers of the conference activities.

ii.   To identify, analyse and approve the conference theme.

iii.   To cascade conference activities to the respective schools.

iv.   To identify a model for awarding the most innovative paper during and after the conference.

v.   To popularize the university niche and sub-niches through the conference and conference themes.

vi.   To work closely with chairs of different schools in enhancing the conference theme.

4.0 FINANCING OF RESEARCH ACTIVITIES

4.1 The University Research Fund (URF)

The University Council will establish a University Research Fund (URF) of at least 2% of annual operational budget set aside for various research activities.

The URF supports research that is closely aligned to the University's strategic priorities and Niche. The general principles that govern allocation of all research funding in the University, should be an investment that will maximize the range of outputs that is expected from staff and student research work/activities.

4.2 Sources, Allocation and Distribution of Research Funds

4.2.1 University Research Fund

The University shall set aside a minimum of 2% of the annual operational budget, being its annual research allocation.

The fund shall be distributed as follows:

i.   30% be given out as Annual Research Grants (ARG)

ii.   20% be given to the University Research kitty

iii.   15% be spent on development of Critical Capital Equipment.

iv.   10% Research and Outreach Fund.

v.   5% be used for development of strategic research teams.

vi.   10% to be used for identifying and commercializing a research-commercial products scheme.

vii.   5% to be used to develop research capacity in the university by training staff and students on writing competitive research proposals.

viii. 2% to be used for awarding excellence in research and innovation.

ix.   3% shall be spent on publication fee for outstanding research projects.

4.2.2   Research Grants from Donors

The University shall establish a Research kitty and encourage solicitation of funds at individual, departmental and school levels through linkages, collaborations and partnerships.

These funds shall be distributed as per the guidelines set out by donors, collaborative agencies and partners.

4.3 Principles of Disbursement

The following principles shall apply:

i.   Provision of internal research budget in terms of its potential to leverage external funding for university research.

ii.   Development of strategic research foci and centres of excellence.

iii.   Developing   staff   and   student   research   careers   through   publication   and demonstration.

iv.   To support original research and foster need for multidisciplinary approach in problem solving through research partnerships among schools/departments or with external partners.

4.4 Administration of Research Grants

i.   For the internal grants, the Deputy Vice Chancellor Research, Innovation and Outreach shall on behalf of the University, sign a contract with Principal Investigator for the purposes of accountability and management of the funds following approval by Research and Innovation Board.

ii.   For all externally funded projects, the Deputy Vice Chancellor (RIO), Principal Investigator and the Vice Chancellor on behalf of the University, shall sign a contract with the donor and the copy of the contract will be kept in the Deputy Vice Chancellor Research, Innovation and Outreach Office for purposes of management of funds and project activities.

iii.   For all internal grants, the University Research, Innovation and Outreach Committee shall award the grants to staff that will be bonded as per senate guidelines and make a report to Senate accordingly.

iv.   The PI shall submit semi-annual financial and technical report to the Deputy Vice Chancellor (RIO) through the Director, Research and Innovation as follows: -

    a) Three copies of technical report detailing the work accomplished, project results and any recommendations for further research.

b) A complete financial report, covering all funds expended on the project, in the same form and including the details of the budget and certified as true copy by the Principal Investigator.

4.5 Research Administration Costs

Maasai Mara University shall normally levy a maximum of 15% on research grant awards (where the award of such funds is expressively covered by the *signed Grant Contract*). These levies shall be used for general administration costs by research committees which will include sitting allowance for Research and Innovation Board and running of the office.

Research administrative costs requiring zero or tailored administration costs shall be exempted or subsidized from the levy by the University as per the Grant Contract.

4.6 THE RESEARCH KITTY

4.6.1 Scope of The Research Kitty

The University research kitty will cover;

1. Short term (max. 6 months) research activities by academic staff and students that aim to solve challenges within Narok county.
2. Short term (max. 3 months) research activities by academic staff and students that aim to solve challenges within the University.
3. Promising and/or outstanding research projects by graduate and undergraduate students as fronted by their supervisors.
4. Part of collaborative research projects budget (up to 25% total budget level) not exceeding 2 years between the University academic staff and other funders or industrial partners provided the research intends to directly benefit the local community or the University.

4.6.2 Source of Research Kitty Funds

The University shall establish a research kitty to cater for short-term research programs geared towards fostering science, technology and innovation. The funds shall be sourced as follows;

i. From the University research fund
ii. From donors and other well-wishers to be sourced by the Directorate of Research and Innovation
iii. From the county government

iv.   From ministries, departments and agencies (MDAs) e.g NACOSTI and NRF-Kenya

4.6.3 Operation Model of The Research Kitty

The research kitty will be operationalized from the Directorate of Research and Innovation. The standard procedures for operationalizing this kitty will be;

i.   To mobilize for the funds from the respective sources

ii.   To strategize for the appropriate research proposal calls to be made

iii.   To call for Expression of Interests (EoI) from interested researchers

iv.   To verify the viable EoIs and announce for proposal calls

v.   To verify and announce the successful applicants

vi.   To sign the terms of service/operation of the research kitty with successful applicants

vii.   To disburse the research funds to successful principal investigator (PI) accounts

viii.   To monitor the progress of researchers using appropriate progress reports and other tools

ix.   To account for all funds used at closure of the research duration

x.   To assess the impact of the research projects on the recipients and need for more research towards the same

4.6.4 Types of Research Funds

The following types of research funds will exist;

Fund type	PI minimum academic qualifications	Geographical scope of research task	Research duration (months)	Amount (Ksh.)	Number of disbursements per FY	Total disbursement amount per FY (Ksh.)
Premium	PhD	Narok county	12	500,000	2	1,000,000
Standard	Masters	Narok county	8	250,000	4	1,000,000
Basic	Masters' graduates	A sub-county within Narok	6	150,000	6	900,000

Subsidiary	Masters' students	Narok township	4	75,000	8	600,000
Junior	Bachelors' students (4th Year)	University environs	3	25,000	20	500,000
	Total					**4,000,000**

4.6.5 The Research Kitty Panel

The Research kitty panel shall comprise of;

  i.   The Director, Research and Innovation (Chair)
  ii. The Director, Postgraduate Studies (Vice-chair)
  iii. The Registrar, Research, Innovation and Outreach (Secretary)
  iv. Two deans of schools

The functions of the research kitty panel shall be;

  i.   To solicit for research funds from external sources to complement that from the University
  ii. To discuss and approve the calls for proposals to be made
  iii. To screen and approve the successful PI applicants
  iv. To monitor the progress of research projects funded

4.6.6 Guidelines for Conducting Calls

The types of calls to be made will be decided by the research kitty panel. The following priority areas will be considered;

  i.   The contemporary national research agenda e.g big 4 agenda, Vision 2030 etc
  ii. Emerging research trends warranting more input e.g. community disputes, water pollution etc
  iii. Research with high probability of generating patents and be commercialized
  iv. Research with a high probability of solving University and community problems

v. The panel may consider a previous research project with viable outputs and outcomes which was not fully completed in the first research

The procedure for making up the calls will be;

i. A panelist will identify a research issue and forward it to the Chair
ii. The Chair (and his/her office) will gather all the identified research issues
iii. A meeting will be convened at the beginning month of each FY (July) to prioritize the research issues addressed
iv. A list of calls will be made up and announced for interested applicants to apply. Different calls will have different application formats
v. The Directorate of Research and Innovation will receive all calls, screen for essential requirements and contact the applicants to provide them. This will be followed by sorting of the calls according to their fund types and forwarding the same to the panel.
vi. The research kitty panel will go through all the calls for 15 days.
vii. The Chair of the panel will then convene a meeting to nominate the successful applications.
viii. Premium and Standard research kitty funds calls will be made once a FY (every first week of August) while the other funds will be conducted quarterly.
ix. There will be no threshold to the number of times a PI qualifies for research fund. However, no PI will lead more than one research group within the same FY.

4.6.7 Project Screening and Verification

The calls will be verified by the research kitty panel and will be guided by;

i. The panel will then check on the authenticity, novelty and originality of the project to ensure such a project has not yet been done elsewhere. Such plagiarized projects will be screened out immediately as the rest proceed to the next screening stage.
ii. Cluster weight of the research according to the Sustainability Value Framework (SVF) outlined below (out of 25 points);

#	Parameter	Metrics	Evaluation points

1	County and National economic impact	High possibility to impact the county and country economy, wealth generation, far-fetched high employability index	+5
2	Alignment to Big 4 Agenda (and other future government agenda)	Ability to smoothly and directly ratify either food security, manufacturing, universal health care or affordable housing	+4
3	Patent and Commercialization index	Ability of the project to be easily patented, commercialized and generate profits within a short payback period thus create community employment	+4
4	Environmental conservation	Preservation of natural resources, ability to remove CO_2-equivalents from atmosphere	+3
5	Potential for partnerships or collaboration	The ability of the research project to attract other similar projects from research and academic institutions for working together to realize the project	+3
6	Research publication index	More number of expected peer-reviewed research publications in journals specified in the University research policy	+2
7	Mentorship index	The number of direct postgraduate students who will be attached to the project	+2
8	Social component	Ability of the research outputs to be easily accepted and owned communally	+1
9	Cultural heritage	Preservation of traditions, rituals, sacred sites etc.	+1
10	Operation risks	The ability of the research projects to cause risks (human, or environmental) during its operation	-3

11	Community risks	Ability of the project to cause future community disagreements, disputes and potentially cause war	-4

   iii.   An additional 1 point will be added to female PIs while the following participants will receive bonus points;

        a) Researchers living with disabilities – 3 points

        b) Researchers from marginalized communities – 2 points

        c) Researchers with mentees of proven background of financial challenges – 1 point

   iv.   The projects will then be ranked in the order of the SVF above. In cases where there is a tie, priority will be given to the minor researcher applying for the funds.

   v.   Successful applicants will be announced 1 week after the verification process upon ensuring they have no other indiscipline records or any conflicts of interests.

   vi.   The PIs will then sign a consent form abiding them to rules and regulations governing the use of the research funds

4.6.8 Disbursement of Research Funds

The disbursement process will follow the following procedure;

   i.   The PIs will provide their bank details to the Directorate of Research and Innovation

   ii.   The bank accounts will be verified and forwarded to the University Finance Officers who will work out all the other logistics

   iii.   The funds will be disbursed in two tranches (after half the research period)

   iv.   Release of the second tranche will depend on adherence of the researchers to what was expected research code of conducts

   v.   No administrative fees will be charged since the funds are internal

4.6.9 Monitoring Evaluation (M&E)

The researchers will be monitored by the Directorate of Research and Innovation. The following M&E tools will be used at various stages of the research project;

   i.   During incept stage – PIs consent form and Rules and Regulations Biding use of Research Kitty

   ii.   During the research project – Monthly progress reports

   iii.   At termination stage – Project report form

4.6.10 Rules and Regulations Governing use of Research Kitty

All researchers shall consent in a duly-signed rules and regulations form to abide by the following rules;

i. That at all times the research funds shall only be used for purposes of projects only mentioned/captured within the submitted and approved proposal. Any expenditures not mentioned by the researchers will have to be fully bestowed to the PI and the other researchers. Different calls will have different budget formats as guided by the research kitty panel.

ii. Research funds shall not be used to meet the fees of the mentees.

iii. Misuse of research funds shall attract a permanent penalty of never qualifying for these funds but also a criminal offense as stipulated in the University staff rules. The offense is liable for disciplinary action by the University senate.

iv. Researchers shall abide to provide truthful information at all time; even when they get negative results. Doctoring results, plagiarizing other person's work or any other research offense shall lead to immediate termination of the project and subject the researcher for disciplinary action by the University senate.

v. Researchers abide to submit truthful progress reports at least 5 days before the deadline of the same. Doctored reports are liable to termination of the project and disciplinary action by the University senate.

vi. The researchers will have to abide by all University research code of conducts as specified in the University research policy. In cases where the conduct is unspecified, then the county and national rule of law will supersede.

vii. All researchers must comply to abide to all national and international research codes as guided by the National Council of Science, Technology and Innovation (NACOSTI), the Nagoya protocol amongst others.

viii. Should the PI wish to terminate a project where he/she is the sole researcher prematurely, then the PI will have to give the research outputs up to the point where he/she is quitting, account for all funds used and refund the remaining funds.

ix. Should the PI wish to terminate the project prematurely for whichever reasons, this will be done by full consent of all the other researchers and mentees. Should half of the

other researchers and mentees disagree, then the project responsibilities will be handed over to them to finalize on the same.

x.   Should M&E done by The Directorate of Research and Innovation find out that the researchers are not doing as expected in the project, then the project will have to be automatically terminated and any unused funds refunded back.

xi.   A researcher will not be in the same research group with their kin or have such persons as mentees.

xii. Researchers must adhere to deliver their University roles (e.g. teaching and other duties) and shall not use research projects as an excuse of the same.

xiii. For applications where the approval of an ethics review committee or other such committees needs to be sought (e.g., research involving human or animal subjects or research with considerable environmental impact), documentation showing approval from the applicant's institution is required before funds will be released.

xiv. Equipment or materials (including software, books, CD ROMs) purchased through the research funds remain the property of the Maasai Mara University under the custody of the Directorate of Research and Innovation.

xv.   All equipment requests must be supported by a vendor quotation of cost.

xvi. 10% of any form of royalties arising from the project either from commercialization of publications or patented products shall be deposited to the research kitty account.

5.0 RESEARCH FACILITY AND EQUIPMENT

5.1 Research and Outreach Resource Centre

The University shall establish a research resource Centre to enable staff and students access journals electronically. The research Centre shall also link to journals which are accessed freely or at a modest fee.

The research resource Centre will raise the research profile of the University; focus on strengths in areas where there is a concentration of research excellence, including areas of applied research and to maximize on external research funding.

It will position and promote the University's research excellence and build the University's research reputation.

It will also serve as a vehicle for engaging with other research institutions and industry and facilitate interdisciplinary and multidisciplinary relationships.

5.2 Establishment of Independent Research Laboratories

Independent research labs or centres are distinct research centres existing outside the traditional academic programs as special purpose vehicles, (SPVs) to achieve certain research goals. They are meant to facilitate staff research while offering excellent interdisciplinary training beyond the traditional academic programs. Research labs involve more than one academic field or department (sometimes faculty) and are geared towards a specific university sub-niche. Most are funded by external research grants and have a life-cycle thus not permanent.

Independent research labs shall be directed by a Principal Investigator, the Director (research and innovation), a University Professor, a Senior Research Officer/Assistant Registrar and Senior Technologist. All should be permanent staff.

The labs shall not offer any teaching courses neither have staff billets outside regular academic programs.

5.3 Capital Equipment

The University will strive to acquire equipment for research for schools as per their need. Any Capital Equipment (CE) funds will be considered as per capacity of using the equipment. Such equipment bought through funds externally acquired through the University shall later become the property of the University at the end of the research contract.

5.4 Equipment Purchased Using External Research Funds

i.   All equipment purchased within a research project is the property of Maasai Mara University and shall revert to general University ownership for reallocation when the project is concluded.

ii. The Researcher or department that undertook the completed project shall be given priority in reallocation of the research resources.

iii. All repairs on equipment shall be undertaken by the project until the end of the project.

iv. All research equipment unless supplied by the donor, will be purchased following the normal University procedure on purchase of equipment.

5.5 Management of University Research Facilities

The Division of Research, Innovation and Outreach shall oversee the management of all research facilities and resources within the university including but not limited to;

i. Research laboratories

ii. University conference laptops, projectors, printers and other facilities

iii. Research equipment and machinery

iv. Research vehicles and other automobile

v. Research specimen, specimen and animals

The following procedures and rules shall apply in order to access these facilities;

i. Students and staff of various academic departments within the university shall be allowed to access and use the facilities for learning purposes.

ii. Post graduate and independent university staff researchers shall be allowed to access and use the facilities, provided they notify the Directorate of Research and Innovation of their aims and scope in writing.

iii. The university community (secondary schools, colleges and TVETs) shall only be allowed to view the facilities without using them, and should have notified the Directorate in writing prior to their visit to the University.

iv. In case there is no existing MoU, external researchers, whether private or public (postgraduate, individual and corporate) shall be levied the following fees for use of the facilities;

a) An administrative fee of Ksh. 1,000

b) A bench fee of Ksh. 2,000 per day

c) A chemicals/reagents/biological solutions fee of Ksh. 10,000 for up to 1 week

d) Analysis fee of Ksh. 1,000 for UV-VIS, Ksh. 2,000 for AAS, Ksh. 2,000 for GC, Ksh. 2,000 for LC, Ksh. 500 for FT-IR, Ksh. 200 for pH, EC and DO (all for a single analysis per single sample and analyte). Revisions can be adjusted depending on more research equipment.

e) Refrigeration and storage fee of Ksh 50 per sample per day.

f) The fees for access and use of electronic devices, lab specimens and animals shall be negotiated between the Directorate, Technicians in charge and a representative of the university finance division.

All payments shall be made prior to access to the facilities through the university accounts. Malpractices or violation of research and university ethics of conduct will result in immediate termination of the activity. No fees will be refunded in this case.

6.0 LEADERSHIP IN RESEARCH OPERATIONS

6.1 The Principal Investigator, PI

Principal investigators/Lead investigators are the representatives towards certain research. These representatives shall direct their research activities as stipulated by this policy, the university statutes and the funding body guidelines.

PIs have the mandate to design, implement and manage researches that they direct.

They shall be responsible for ensuring that the research is carried out in accordance with all ethical considerations. A principal investigator must have a doctorate in the field of their research, not unless it's for special research whose grants have been directed to the PI on other grounds.

6.2 Co-Principal Investigators

Co-principal investigators, Co-PIs assist the PI in their research activities.

Co-PIs shall be from the same university or from a different university with the PI.

Co-PIs should not necessarily be from the same academic field or department with the PIs. While the PI is only one, there shall be as many co-PIs as a project may deem fit; appropriated during the grant application stage.

7.0 RESEARCH FINDINGS

Maasai Mara University shall retain research data in sufficient detail and for an adequate period of time to enable appropriate responses to questions about accuracy, authenticity, primacy and compliance with laws and regulations governing the conduct of research.

7.1 Records of Research Findings

The research findings may be stored in digital and print forms, audio visuals, CDROMs or in any other retrievable forms.

7.2 Retention of documents

The University shall retain a database of all research findings within the office of the Director of Research and Innovation. The University will develop and maintain a resource Centre with an open access repository to provide MMaraU faculty and researchers with stable, long- term storage

for their research outputs in digital form. It will capture, index, preserve and distribute the intellectual output of MMaraU's academics and researchers, thereby enabling online access for all potential users and researchers worldwide.

The scope of the repository will include digital format, the publicly available research and scholarly output of the staff and postgraduates of MMaraU and its subsidiaries. The following materials will be included: theses, serial publications, discussion papers, working papers, etc. The University Library will be responsible for managing the content of the archive, including the software and information architecture.

7.3 Access and Use of Research Findings

The research materials will be available for reference within the Resource Centre in the University Library and will be available for copying electronically or by photocopying unless any material will be protected by copyrights. The person asking for it will meet the cost of copying.

All research findings and publications in hard copies, electronic copies, audio typing or video tapes will be available for use by members of the University for Purposes of research and teaching with authority from the author and/or the University.

8.0 RESEARCH ETHICS AND MISCONDUCT

8.1 Good research practices

The research policy advocates for strict adherence to good research virtues. Some of these virtues include;

i.   Integrity – researchers must comply with all ethical and legal requirements relevant to their niche of study. Potential or actual conflicts of commitments or interests should be declared. Due acknowledgement to other researchers and their materials used should also be given.

ii.   Honesty – researchers should indicate what they desire to work on; or what they have obtained with utmost nobility.

iii. Accountability – budget items should not be ballooned to give room for bribery and other tempting and unnecessary expenditures. All researchers should provide honest expenditure documents without any alterations or dubious deals.

iv.   Co-operation – researchers should be willing to interact with others from different educational, regional, racial or social backgrounds.

v.   Timeliness – researchers should promptly adhere to timelines meant for grant proposal submissions, timely submission of progress reports, abstract submissions, funding information, project implementations as well as other issues encountered during research. Misconduct or fraud in research may include, but are not limited to, the following:

i.   Fabrication of data: claiming results where none has been obtained;

ii.   Falsification of data, including changing records;

iii.   Plagiarism, including the direct copying of textual material, the use from other people without adequate attribution;

iv.   Misleading ascription of authorship, including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of appropriate acknowledgment of the work of a student or associate;

v.   Other practices that seriously deviate from those commonly accepted within the research community for proposing, conducting or reporting research;

vi.   An infringement of the University's Policy on Research Conduct or other research related policies that are either intentional or caused by negligence;

vii.   Negligence, or failure to uphold commonly accepted standards in the conduct of research within the relevant field of research.

viii.   Misconduct does not generally include honest errors, or honest differences in interpretation or judgment about data.

8.2   Diagnosing Research Misconduct

Diagnosing of research misconduct requires that:

i.)   There be a significant departure from accepted practices of the relevant research community (i.e. the humanities, social sciences, or scientific research community);

ii.)   The misconduct be committed intentionally, or knowingly, or recklessly; and

iii.)   The allegation is proven by a preponderance of evidence.

8.3   Response to a Research Misconduct

A response to a research misconduct will usually consist of several phases, including:

i.)   An inquiry-the assessment of whether the allegation has substance and if an investigation is warranted;

ii.) An investigation-the formal development of a factual record, and the examination of that record leading to dismissal of the case or to a recommendation for a finding of research misconduct or other appropriate remedies;

iii.) Adjudication, during which recommendations are reviewed and appropriate corrective actions determined.

8.4 Penalty for Misconduct

i.) In deciding what administrative actions are appropriate, MMarau Research Innovation and Outreach Committee should consider the seriousness of the misconduct, including, but not limited to, the degree to which the misconduct was known, intentional, or reckless; was an isolated event or part of a pattern; or had significant impact on the research record, research subjects, other researchers, institutions, or the public welfare.

ii.) Administrative actions available include, but are not limited to, appropriate steps to correct the research record; letters of reprimand; the imposition of special certification or assurance requirements to ensure compliance with applicable regulations or terms of an award; suspension or termination of an active award; or suspension and debarment in accordance with applicable MMarau Statutes and government rules on suspension and debarment.

iii.) If misconduct in research is found, the Research Innovation and Outreach Committee will determine the appropriate penalty and recommend the same to the Senate for consideration and necessary action. The culprit may either be warned, or suspended from carrying research for the University for a period not exceeding five years, or be disqualified from carrying any research for the University in future.

8.5 Appeal

An aggrieved party shall have a right of appeal to the DVC (RIO). The appeal shall be done within fourteen days from the date of communication of the committee's decision. The decision of the Senate shall be final.

8.6 Notification to Funding Organization

On the basis of the determination that there is misconduct in research, the Chairman of Senate shall inform the sponsoring entity in writing.

8.7 Records on Misconduct

All documents related to misconduct in research will become permanent institutional records and will be maintained in strict confidence.

8.8 The Plagiarism policy

This policy defines plagiarism as the unethical acquisition of data from other sources without giving due consideration to the ownership. Students may willingly or unwillingly acquire information from other sources during their projects, theses and dissertations. Plagiarism is therefore a research misconduct that should be discouraged and where possible, its perpetrators punished.

The following plagiarism procedures shall be adopted;

i.) The university shall form a plagiarism committee to oversee all plagiarism-related issues in the university. The committee shall comprise of the director (BPS), the Registrar (RIO), the director (Research and Innovation), the director (quality assurance), the director (Centre for ICT and e-learning) and the university Librarian.

ii.) The university shall secure the services of a strong plagiarism checker and subscribe to its services on an annual basis. Tendering of plagiarism checker companies shall be vetted and approved by the plagiarism committee.

iii.) Money for subscription of plagiarism checking services shall be raised from post-graduate student's fees. Students shall have their documents checked for plagiarism only twice at every plagiarism checking point. If the plagiarism level is still beyond the required level, the students shall be charged a fee of Ksh. 1,000 for every subsequent check until their documents attain the required plagiarism level.

iv.) Plagiarism check will only be conducted by the director, BPS.

v.) Plagiarism check will be conducted at the following check points; (a) before concept presentation for doctoral students, (b) before the full proposal presentation for masters and doctoral students and (c) before the school defence of findings for masters and doctoral students.

vi.) The tolerated plagiarism level will be <20% for all documents.

   a) Students with plagiarism levels of between 20-30% shall be allowed two chances of not more than 2 weeks each to reduce this level.

b) Students with plagiarism levels of between 30-40% shall be allowed only three chances of not less than 10 calendar days each to reduce the level (part iii of the policy applying).

c) Students with plagiarism levels of 40-50% shall be required to do a major overhaul of their works within a period of not more than 3 months.

d) Students with plagiarism levels of more than 50% shall be required to repeat the whole work, including a thorough review and possibly change of supervisors. If this is repeated again, the students shall be liable to expulsion from the program.

9.0 PROCEDURES

9.1 Procedures for Handling Emergencies and Catastrophes in Research

1. During emergencies and catastrophes, research ethics should always be followed regardless of the severity of the situation

2. The PI shall take the sole responsibility of all research mis-conducts undertaken within this duration

3. The research team shall not use research facilities as a means of generating income during catastrophes

4. The research team shall not commercialize any of the research facilities for the sake of selfish gains during catastrophes

5. The research team shall not expedite research outcomes and outputs for the sake of commercialization during catastrophes such as pandemics

6. In case of prolonged but necessary processes of good will such as patent acquisition for a vaccine during pandemics, the funding body and government may intervene

7. The following procedures shall apply during emergencies and catastrophes;

   i) The concerned researcher-on-site at the scene of emergency shall immediately try to seek preliminary self-help

   ii) Once in a comfortable place, the researcher-on-site shall immediately report to the PI of the adversity

   iii) The PI shall use the available research funds and any other means at hand to evacuate the researchers or their subjects (e.g interviewees or study group)

iv) The experimental group shall be given priority over the researchers during evacuation

v) Once the situation is contained, the PI shall, in writing request the granting body of the situation at hand and request to temporarily suspend/delay the research until normalcy resumes

vi) The PI shall then inform all the researchers involved (including the experimental groups) and notify them of the break as well as the likely resumption date

vii) Once the emergency or catastrophe is over, the PI shall through writing inform all the parties involved and resume with the research activities

9.2 Procedures for Request of Research Permits

The Directorate of Research and Innovation shall regulate requests for research permits and licenses from relevant bodies such as national government, county government, host institutions and organizations, NACOSTI amongst others.

However, the individual researchers shall have to pay for these permits using their own funds as well as organize for them using their own means.

The Directorate shall approve and provide permits to all researchers intending to carry out research within the university. The Directorate shall also immediately withdraw its permit in case of any malpractice, breach of research ethics and conducts detected during the research.

It is the sole responsibility of the researchers to adhere to all University and external policies and regulations while conducting their research.

9.3 Conveyance of laboratory samples, specimens and extracts

The Directorate of Research and Innovation shall provide an institutional permit to warrant transfer of laboratory samples, specimens and extract within and outside the country.

The Directorate shall not guarantee the approval of transportation of liquid lab samples in airports and this responsibility shall be fully bestowed onto the researcher in question.

Any custom duty charged will be fully met by the individual researcher.

Transportation of plant specimens from Maasai Mara University shall only be allowed by the Vice Chancellor of the university. In cases where there exists an MoU between Maasai Mara University and the transferring party, there must be a direct and specific policy or clause permitting transfer of plant specimens and other biological organisms. Even then, the individual researcher shall have to abide by the Nagoya Protocol of transportation of plant specimens.

10.0 CONFLICTS OF INTERESTS AND COMMITMENTS

10.1 Conflict of Interest

For the purpose of this policy, conflict of interest shall occur when a member of the University community has a research relationship that requires a commitment of time, effort or resources to non-University activities such that the individual cannot meet the usual obligations to the University.

The following policies shall be adopted;

i.) Members of Maasai Mara University shall be required to disclose to the University whether they have interests, or employment in an outside entity prior to the approval of the proposed arrangements between such entities and the University.

ii.) Members of Maasai Mara University should avoid relationships, which constitute a conflict of interest or a conflict of commitment.

iii.) In cases where questions arise regarding potential or apparent conflict between consulting activities and the school members' university duties, the school member shall disclose upon the specific request from the respective Dean, the names of companies for whom he/she consults, the general nature of each consulting agreement and the number of hours committed per consulting agreement.

iv.) Researchers shall have their roles in specific projects clearly spelled out including the authorship priorities to avoid any conflicts.

v.) For matters of clarity and to avoid any conflicts, the priority of research outcomes in terms of publications, funding and royalties shall be documented and the copies maintained by the directorate of research and innovation.

10.2 Conflicts of Commitments

i.) The university is committed to attracting research grants that will spearhead its development and increase its visibility in the global realm. For this to be achieved, several staff in the division of research and innovation will be engaged. However, the university does not commit itself to guaranteeing the staff any benefits resulting from these research projects; such as royalties, stipend or any authorships.

ii.) The university shall engage many students on attachment or internship as well as in the innovation incubation centres. While priority in employment opportunities will be given

to these students or alumni, the university does not commit itself to fulfilling these priorities.

10.3   Ownership of Inventions

i.) Inventions resulting from research or other work conducted by the University employees wholly on their own time without use of university funds or facilities shall be considered the property of the inventor and will be used by the inventors at their discretion, benefit and cost.

ii.) Inventions resulting from research or other work where University resources and/or time have been involved will be jointly owned by the researcher and the University.

iii.) Where research was funded by a private sector/industry, innovations will be owned jointly by the funding organization and the University.

11.0 DISSEMINATION OF RESEARCH FINDINGS

The university shall identify and adopt different avenues to disseminate research findings from its students and staff. Some of these avenues include;

11.1 Publications

The types of publications shall include; research articles, reviews and mini-reviews, letters to editors, opinions, book chapters and books.

11.2 University Refereed Journals

Maasai Mara University under the office of the Deputy Vice Chancellor (RIO) will support journals to publish and disseminate research findings resulting from research in and outside the University. Leading scholars in the respective fields will be sought to referee the journals.

The following threshold for journals will be considered;

i.) Presence of digital object identifier (doi) in the journal.

ii.) Presence of online International Standard Serial Number, ISSN and print International Standard Book Number, ISBN numbers in the journal.

iii.) Extensive peer review process of not less than 10 weeks between the submission date and acceptance date, at least 2 rounds of revision and at least three weeks between the date of acceptance and publication.

iv.) Indexing in Scopus, Web of science, and CISCO amongst other prestigious indexing bodies.

v.) Citation factor of more than 1.0

vi.) The journal has to be specific to the publishers' objective being covered. Journals with very general scopes shall not be considered.

vii.) The following guidelines on publications shall be adopted;

viii.) All teaching and research staff (lecturer's/Assistant lecturers/Tutorial Fellows/Research Officers/Research Assistants) shall have to publish at least two items (from above list) each academic year. Teaching staff unable to meet this obligation should explain in writing why they are unable to do so justifying their suitability/relevance to the university physically to the university management. The university management shall set a date every academic year to listen to these staff and form a decision on the same.

ix.) Publications will be limited to the journals meeting the threshold specified in part 3.3.6 (on university refereed journals) only.

x.) The university shall subscribe to international peer reviewed journals (to be determined by the university research, innovation and outreach committee) on an annual basis for purposes of ensuring free manuscript submissions and access to published works by its staff and students.

xi.) 40% of royalties accrued from subscription of articles published in closed-access journals shall go to the university research fund, 50% shall be deposited to the individual authors (in accordance with authorship order) while 10% shall go to the university endowment fund.

11.3 Patents and other Intellectual Properties

The university shall liaise with Intellectual Property, IP Protection bodies including; Kenya Industrial Property Institute (KIPI), Africa Industrial Property Organization (AFRIPO) and the World Industrial Property Organization (WIPO).

The university shall spearhead and cater for all logistics and expenses for registration of patents, utility models, inventions and copyrights by these bodies generated by its staff; provided it has a stake in them.

Royalties accrued from commercialization of IP items by other industries shall be distributed as follows: 30% to the university research fund, 40% to the individual staff, 10% to the university endowment fund and 20% to develop innovation incubators.

11.4 Conferences, Seminars and Workshops

The university shall support attendance of conferences and seminars to disseminate research findings. The university shall exempt its staff from duties and provide a per diem to these staff for the days they will be out of office for research conferences and seminars.

Staff are encouraged to give the Maasai Mara University Annual Conference a priority in scoring the numbers of conferences attended/or organized. No staff shall be facilitated to attend an external conference or workshop if the staff has not participated in the Maasai Mara Annual International Conference.

There shall be no form of cash bonuses paid to staff for attending conferences and seminars.

All teaching and research staff shall be required to attend at least one conference or seminar every two years.

11.5 Establishment of Research Data Centers

Through The Directorate of Research and Innovation, The University shall establish a research data centre to;

i.   Provide information regarding external research fellowships.

ii.   Provide information regarding research funding and potential grants.

iii.   Act as the hub of populating all research related matters to the university staff and to the non-university community.

iv.   Act as a repository for all research findings conducted by, involving and within the university.

v.   Act as a base for submission of research preprints to credible refereed universal data centres.

12.0 DEVELOPMENT OF STAFF AND STUDENTS RESEARCH CAPACITY

The university will be fully committed to developing research and innovation capacity for its members.

The university shall require the directorate of research and innovation to develop and implement a university-wide research and innovation matrix for each academic year.

The following policies shall be implemented to improve the research and innovation prowess of the university students and staff;

i.   Prioritization during selection of innovation champions for training.

ii.   Arrangements for regular workshops and seminars on grant-winning proposals.

iii.   Reward for publications and patents.

iv.   Free entry during international conferences organized by the university.

v.   Grade advancements resulting from research and innovation activities.

13.0 CONSULTANCY

Consultancy is hereby defined as a contracted project to be undertaken by the university or a member of the University for a Separate Institution.

The university shall permit both individual and university-based consultancies to empower departments, directorates and individuals to exercise their research prowess.

The following consultancy policies shall apply;

i.   The university or consultant shall not have the mandate to publish a project undertaken under consultancy, not unless local arrangements are reached up between the two parties.

ii.   Consultancy projects shall not utilize university resources not unless they will be accounted for and paid by the clients.

iii.   Consultancies for which a member of the university has interests in the consulting entity (e.g shareholder) shall follow the university conflicts of interests' policy (ii).

iv.   Staff should seek clarifications from their HODs about whether a project they are engaged in with the university constitutes a consultancy.

13.1 Permitted levels of consultancy

i.   The university, through the director of research and innovation, shall allow staff engaging with research activities which will enrich staff with research capacity, up to 20 days per academic year for the same.

ii.   The university shall alienate itself with consultancies that have unethical practices, as specified under the ethical considerations policies and shall hold any member associating with it accountable for a punishable act.

iii.   A department may require to engage its staff in consultancy projects. This has to be formalized in writing.

13.2 Pricing of consultancy activities

i.   Consultancies conducted by the university shall be filled in Consultancy Project Form, CPF with clear details on the agreement costs.

ii.   Pricing of consultancies undertaken by individual university staff shall be fully determined by the individual staff.

14.0   STUDENT ACADEMIC RESEARCH GUIDELINES

Academic Research is normally undertaken by undergraduate and post-graduate students in partial fulfillment of their academic courses.

14.1 Students research

i. These researchers shall follow academic policies regarding scope of the research, durations of study, protocol, supervision, methods and procedures of data collection, publications and other methods of disseminating data.

ii. The heads of departments where students are undertaking their research activities shall be directly liable for the progress of undergraduate students.

iii. The student supervisors and director (board of postgraduate studies) shall oversee the research activities of post-graduate students.

14.2 Academic authorship

Authorship is one of the benefits associated with research. As such, authorship draws a lot of attention from students and university staff, sometimes leading to breach of research ethics. The following guidelines shall be followed in regard to academic authorship;

i.)   The member should have substantial contributions to the conceptual or design of the project, data acquisition, analysis or interpretation of the project.

ii.)   The member should have contributed immensely in drafting the work or critically reviewing it.

iii.)   The member should have been involved in final approval of the work before it is published.

iv.)   The member should be accountable for all parts of the project; involving accuracy of information, integrity and ethical practices and any effects to result from publication of the work.

The type of journal to publish is defined in part 3.3.6 (on university refereed journals) only.

14.3 Placement in publication authorship

i.)   Where there is only one author, the author takes the overall responsibility and merit of the published work.

ii.) Where there are more than one authors, the first author shall be the one who carried out the actual bench work (led in data acquisition) while the order of the rest will be guided by their supervisory roles.

14.4 Relationships between post-graduate student research and external entities

A student can have external research entities that cap the students' research activities in the university. This may happen if the student is admitted to the university with running research grants from another institution or entity.

Such students must abide by the students' research policies (in 10.1 above) as well as adhere to their funders policies.

15.0 OUTREACH, INDUSTRIAL LINKAGES AND PARTNERSHIPS

15.1 University-Industry partnership division

The university shall form an Industrial Research Collaborations office, under the Research and Innovation Division, and parallel to the Directorate of Research and Innovation. The office shall be mandated to;

i.) Strengthen local and international research links between the university and private sectors.

ii.) Spearhead process of developing industrial, research and innovation parks within the university.

iii.) Ensure product support once commercialized research products from the university are channelled out to the market.

iv.) Scout for research and development opportunities for products by other industries in the market.

v.) Foster for MoUs between the university and other industries for use of research equipment and other facilities not in the university by its students.

vi.) Seek for internship opportunities for students in various disciplines.

15.2 Community outreach

The university shall form a Liaison office, parallel to the Industrial Research Collaborations office with the sole mandate to link the university with the immediate community. The mandate of this office will include;

i.) To spearhead marketing and sales of university commercialized research products to the community.

ii.) To assist the university in meeting its corporate social responsibility, CSR to the community.

iii.) To identify, front and leverage for support to needy community members or groups.

iv.) To lead in identification of challenging community aspects warranting more research.

v.) To conduct a needs assessment identifying the community aspects requiring university interventions.

vi.) To coordinate community-based projects by students and staff.

15.3 University – Private Sector Research

The establishment and maintenance of research relationships with private sector/industry will be facilitated if both parties recognize the mission of the University and the policies and principles that guide its actions. The research undertaken jointly by the University and the private sector should aim at creating new knowledge and solutions while maintaining integrity and independence of both parties. That the University shall encourage solicitation of funding and be facilitated at individual, departmental, school, institute and inter institutional levels with a view of project development efforts and promoting research collaboration.

15.3.1 Acceptance of a Research Project

The University will accept a research project if it is considered to be in the University's best interest to do the research. All research applications will be processed and disbursed through the University Research Committee of the Senate.

15.3.2 Sponsors' Power

The research sponsors may reasonably define broadly the project they wish to support while the Principal Investigator will have the discretion in designing, controlling and modifying their sponsored research.

15.3.3 Student Involvement in Private Sector Research

When research involves confidentiality, the students may be constrained from publishing their results freely because the results may involve handling of proprietary information.

16.0 FORCE MAJEURE

For the purposes of this policy 'Force Majeure' means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the policy

impossible or so impractical as to be considered impossible under the circumstances. Such events shall include but not limited to emergency, war, prohibitive government regulations or any other cause beyond the reasonable control of the parties. In such an event a party shall be released from its respective obligation.

17.0 POLICY REVISION CLAUSE

This Policy shall be revised after every Three (3) years cycle or as it may deem necessary.