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Mount Kenya



University

RESEARCH DIVISION POLICY GUIDELINES FOR  
THE VICE-CHANCELLOR RESEARCH AND  
INNOVATION GRANT

MOUNT KENYA UNIVERSITY  
Approved By University Council  
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2014

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## **1.0 Preamble**

In a continued effort to facilitate and fund research activities, build capacity of staff as well as spur a research culture among staff, the University in 2011 established the Vice-Chancellor Research Grant. The Grant has the following Votes:

- Conferences Attendance Sponsorship Vote (for both local and international)
- Campus Research Vote
- Capacity Building Training Vote (through seminars, workshops)
- Research Project Funding Vote
- Public Lectures Vote
- Facilitation for Publications Vote (internationally recognized peer-reviewed journals and books)
- Research Infrastructure Vote (banners, pin boards etc.)
- Research Division Publications Vote (brochures, bulletins etc.)

## **2.0 Change of Name**

Vice-Chancellor Research and Innovation Grant.

## **3.0 VOTES**

### **3.1 Conference Sponsorship Vote**

sponsorship items are:

- i. Travel and Visa
- ii. Registration
- iii. Accommodation
- iv. Per diem

### **3.1.1 Categories of Sponsorship**

### **3.1.2 External Full Sponsorship**

The University may give quarter per diem for staff membership with external full sponsorship.

### **3.1.3 Cost-sharing Sponsorship**

In this case, the University may sponsor any two of the sponsorship items listed under 3.1 which might not have attracted external sponsorship.

### **3.1.4 Conditions for Sponsorship**

- i. To qualify for sponsorship, the following documentary evidence should be provided:
  - a. Letter of invitation
  - b. Conference paper to be presented
- ii. Only one author of a paper will be sponsored
- iii. Sponsorship will depend on availability of funds and will be at the discretion of the University Management Board
- iv. It is incumbent for a sponsee to declare any external support/sponsorship

### **3.1.5 Accounting after Sponsorship**

- Within two weeks after attending the conference, a mandatory report must be submitted to the Directorate of Research and Development
- For transparency purposes, a copy of the conference registration receipts should be submitted together with the report

### **3.1.6 Local Conferences**

The University may sponsor individuals to attend local conferences up to a maximum of 2 such conferences per year. However, at the discretion of the Directorate of Research and Development, more than two local conferences may be facilitated for an individual on a case-by-case basis.



### **3.1.7 International Conferences**

The University may sponsor individuals to attend one international conference per year. However, at the discretion of the Directorate of Research and Development, more than one international conference may be facilitated for an individual on a case-by-case basis.

### **3.2 Campus Research Vote**

- Every campus will be entitled to a vote to facilitate conferences, seminars, workshops and trainings.

### **3.3 Campus Conferences / Workshops**

- For cost effective utilization of the votes, campuses shall hold regional conferences/workshops
- Conference/workshop regional categories shall be:
  - i. Western Region (Kitale, Nakuru, Eldoret, Lodwar, Kakamega, Kabarnet, Kisumu)
  - ii. Central Region (Thika, Nairobi, Nkubu, Mombasa)
- In the year when the University is holding the international conference (which will be held bi-annually starting the year 2013), no Regional conference/seminar/workshop/training will be supported

### **3.4 Capacity Building Training Vote**

This Vote is established to enable the research and development division to hold training in the form of workshops/seminars etc. geared towards enhancing staff skills.

### **3.5 Research Project Funding**

That the Vice-Chancellor Research and Innovation Grant shall be awarded only to principal investigators who are members of staff

### **3.5 Public Lectures**

The Research and Development Division shall hold monthly public lectures to sensitize students and staff on current affairs in the field of research, innovations and enterprise. Six (6) such seminars per year may be held.

### **3.6 Facilitation for Publications Vote**

The facilitation for publications Vote is established to meet the cost of publication of up to 2 publications in an international peer-reviewed journal. The publications must be approved by the University Research Committee prior to funding and publication.

For the funds to be released, the author must comply with the following:

- i. Provide a hard and soft copy of the accepted manuscript
- ii. Acknowledge the University
- iii. Provide an invoice from the publisher

After the paper has been published, the author must provide:

- i. Evidence of payment to the journal
- ii. A copy of the publication

Sponsorship will depend on availability of funds and is at the discretion of the University Management.

### **3.7 Research Infrastructure Vote**

The Vice-Chancellor Research and Innovation Grant will also be used to meet the infrastructural requirements of the Research Division. Such publications will include and not limited to banners, pin boards, computer hardware and software, etc.

### **3.8 Research Division Publications Vote**

The Vice-Chancellor Research and Innovation Grant will also be used to fund publications for the Research Division. Such publications will include and not limited to bulletins, brochures, policy documents, etc.

### **3.9 Disbursement of Research Funds**

- All grants will be managed through the Grant Management Office in which all expenditure shall be met on a need basis.
- All released funds must be accounted for before any other disbursement is made.
- Every grantee shall be expected to submit quarterly progress reports including the financial report to the Research and Development Directorate. At the end of each year, a final research and financial report should be submitted to the Director Research and Development.

- Any unsatisfactory progress report may lead to immediate termination of the funding and the principal investigator may be compelled to reimburse the funds to the University
- Failure to submit both the quarterly progress reports and the final report will prompt the Director, Research Division to contact the DVC-FAP for full recovery of the funds in accordance to the research QMS guidelines 2.16

#### **4.0 Conditions**

Failure to fulfill the conditions of offer will lead to recovery of all monies paid to the grantee.