

ST JOHN'S UNIVERSITY OF TANZANIA



To LEARN To SERVE

DIRECTORATE OF RESEARCH, INNOVATION AND CONSULTANCY

RESEARCH POLICY

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APPROVAL OF CONSULTANCY POLICY	
The Consultancy Policy was approved by the Governing Council of St John’s University of Tanzania on	Signature Date

PREAMBLE

This handbook sets out the policies on Research and Consultancy services for St John’s University of Tanzania (SJUT). Secondly, the inherent guidelines have been prepared in order to enhance the capacity in decision making, setting goals and strategies, and provides framework for developing consistency in quality management, accountability, and strategic direction for research and consultancy activities and dissemination. It should therefore be used as a one of the resources during discourses and actions to both academic and administrative staff as well as students.

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1.0 BACKGROUND

Article 5(c) of the charter states that SJUT is committed to the integration of research, teaching, consultancy, extension, community engagement, public service, and Christian ethics and values so that it develops holistic professionals who are creative, scientific think tank professionals.

Consistent with many other tertiary institutions world-wide, SJUT does not aim to be a research institution as such, but it acknowledges and recognizes the importance of research to underpin effective teaching (Academic Quality Assurance Manual). Internationally, research informs teaching content and competences at all levels. Hence, research within SJUT is the key factor for its development and growth.

2.0 DEFINITION OF TERMS AND ACRONYMS

Acronyms:

SJUT- St John's University of Tanzania

TCU-Tanzania Commission of Universities

Research/applied research

Internationally, the terms "research", "applied research", "innovation", "extension" and "development" are all used to describe aspects of academic activity performed in addition to the normal teaching role of staff. All imply a significant element of creative activity. This document will take the term "research" to imply carrying out activities to solve a particular problem. Research therefore, is "the systematic investigation into and study of materials, sources, etc. in order to establish facts and reach new conclusions"

Innovation

The process of translating an idea or invention into a good or service that creates value to meet specific needs of society. It is valuable because it can affect behavior, decisions and/or outcomes.

Active Researcher

An active researcher is a person who has published in the last three years, or is currently supervising a master's or PhD dissertation, or is currently undertaking research sponsored by external research funding, or meets other relevant criteria as judged by the Directorate of Postgraduate Studies.

Extension

Extension means extramural instruction, and implies taking knowledge and information into the wider community, and applying it to serve people.

Innovation

Innovation means to introduce new ideas and methods.

Research Project

A research project is any study involving research activity, which may or may not be funded by internal or external sources.

Overheads

Overheads are charges included in the budget of a research project to cover some or all of the non-direct costs of operating the project (e.g. Staff training, financial and other support staff and services, office maintenance, academic salaries, depreciation of assets and other infrastructural costs, etc.,).

Full Cost Recovery

Full cost recovery means the complete recovery of all costs associated with an activity. This includes direct costs (staff time, salaries, materials used, communications, etc.) and indirect costs such as depreciation on equipment and buildings, heating, lighting, University operational overheads and running costs such as the support of other administrative staff in financial services, etc. These may be calculated using a single percentage overhead charge on a project, or may be costed item by item.

3.0 SCOPE OF THE POLICY

- (i) The policy shall apply to all members of the SJUT Community, and other users of SJUT resources, including visiting scholars, consultants, researchers and students.
- (ii) Overall responsibility for implementation Research shall lie within the Directorate of Research, Innovation and Consultancy.
- (iii) SJUT encourages, supports and challenges academic staff to undertake research, activities and to disseminate its findings widely within and outside SJUT.
- (iv) The Institution shall facilitate and provide a supportive environment to increase women participation in research. Where there is a split decision on who to award research or grant or any other opportunity, the woman applicant should be considered first.

4.0 POLICY OBJECTIVES

The objectives of this policy are to define the principles and provide guidelines in order to:

- (i) Create a research culture within SJUT.
- (ii) Develop SJUT to be recognized as centre of research excellence.

- (iii) Enable staff and students to learn to serve through the generation and application of new knowledge (including ideas, theories, processes and practices), together with the critical analysis of existing knowledge
- (iv) Continually improve the quality and value to the community of research and development undertaken by SJUT.
- (v) Encourage and empower staff to manage, conduct, disseminate and report research results.
- (vi) Build mechanisms for recognizing, rewarding, and promoting research activities of SJUT to the nation and the world.
- (vii) Build up a strong system for the monitoring and evaluation of research.
- (viii) Broaden and develop the research capacity of the institution across all disciplines.
- (ix) Extend and transfer research-based knowledge to the nation and the international community.
- (x) Continually improve the quality of outputs, including their impact, level of accountability, and timeliness of reporting.
- (xi) Remove or reduce obstacles that hinder or discourage research and development; in particular women involvement in research.
- (xii) Establish procedures to manage and use research resources effectively, efficiently and fairly.
- (xiii) Increase graduate research activity at SJUT.
- (xiv) Strengthen the research-teaching nexus.
- (xv) Enable the commercialization of research and development outputs, for the benefit of the researcher, SJUT, and the wider community.
- (xvi) Ensure that Research, Innovation and Consultancy are managed in a form that is consistent with the mission and vision of SJUT.
- (xvii) Contribute towards the nation's drive for industrialization.

2.0 RESEARCH PRIORITY AREAS

SJUT will conduct basic and applied research that will:

- (i) Contribute towards achieving the national millennium goals, and in particular helping to improve the quality of life, increasing literacy and health. Above all, educate the society to be creative in resolving their own socio-economic challenges.
- (ii) Contribute to and strengthen teaching, consultancy and outreach (extension) community development programs.
- (iii) Create a culture that attracts national and global interest and support through research.
- (iv) Help to fulfill SJUT's Vision, Mission and Values statements, as enshrined in its charter.
- (v) Help to fulfill other goals of the nation particularly the "Industrialization drive"
- (vi) Emphasize applied research that is relevant to SJUT's mission and vision to the community.

2.1 In particular SJUT WILL encourage research programmes that:

- (i) Are cross-disciplinary and build collaborating research teams.
- (ii) Allow staff to build their research capability.
- (iii) Build on existing strengths.
- (iv) Increase the research resources and capabilities of SJUT.
- (v) Involve collaboration with other tertiary institutions and places of research.
- (vi) Are relevant to teaching programs.
- (vii) Liaise research with the "Industrialization drive"

2.2 The following will also form part of guidelines in formulating research priority areas:

- (i) Each year SJUT will have specific priority areas for research which will be encouraged through the preferential use of university resources. SJUT will identify existing research strengths and strategically identify other important new research areas and commit additional resources to those areas.
- (ii) All specific priority areas for research will be linked with the SJUT Strategic Plan as well as support social-economic development programmes in particular the "industrialization drive".
- (iii) SJUT will take into account goals and priorities established by appropriate Government bodies in establishing its research priorities e.g. "industrialization drive".

- (iv) Staff shall be free to research any area, provided that they adhere to SJUT's ethical principles and values. However, research resources and support will be directed to prioritized areas of strategic development.
- (v) SJUT shall recognize the value of theoretically-oriented research and of applied research that is of direct benefit to the country and community, and will strive for excellence in both.

3.0 STRIVING FOR RESEARCH EXCELLENCE

The primary responsibility for ensuring the academic quality, ethical standards and reliability of research and research outputs shall rest with the researcher concerned. Assessment and management of the academic quality of research shall be the responsibility of the Schools, Faculties, Centers or Departments concerned.

- (i) All research projects shall adhere to the research ethical standards and Christian ethos of SJUT, as set out in the ethics guidelines as explained in section 8.0
- (ii) SJUT will provide training for staff in research practice and management, including writing research proposals and implementation of research findings for the benefit of people.
- (iii) SJUT will encourage the dissemination of research findings through extension activities and outreach to the wider community as a mechanism for enabling researchers to learn to serve.
- (iv) SJUT will have a centralized quality management system for approving and monitoring the progress of all funded research studies. The directorate of research shall administer such progresses through a project account opened within the University accounting structures.
- (v) All teaching units will have a research programme. SJUT will encourage and support collaboration between staff, particularly across disciplinary boundaries. In particular, co-authored publications will be encouraged with co-authors receiving full credit in staff reviews.

4.0 BUILDING RESEARCH CAPACITY

- (i) Subject to finance and the availability of facilities, SJUT will develop and maintain research resources and facilities for staff and research students to equal international standards.
- (ii) The SJUT Library will manage access to research and continuously fund the relevant databases.
- (iii) SJUT will have procedures to recognize and reward successful researchers.

- (iv) The research component of staff appraisal and promotion assessments will be based on research priorities and policies.
- (v) From time to time SJUT will review its policies or practices with reference to this policy (particularly in the areas of staff appointment and promotion), and will adjust or amend those that are found to be inconsistent with this policy.
- (vi) Staff contributions to research capacity building (such as mentoring junior staff, assisting in peer reviews of staff research proposals, involvement in research committees, and other contributions to the research culture) shall be included in the annual review of staff performance and promotion applications.

5.0 RESEARCH GUIDELINES

Research in higher learning institutions is important for staff development. Undertaking research is a stimulating and exciting intellectual activity that motivates academics. More pragmatically, research papers form an integral part of academic staff evaluation and promotion. In Tanzania (and elsewhere) academic members of staff can only be promoted if they have undertaken research, and published their findings in recognized scholarly journals. These documented publications must be submitted to TCU so that they are entered into the Commission's database of publications in Tanzania. (item 1.7 of TCU).

5.1 The Research-Teaching Nexus

A university is distinguished from other tertiary organizations by the quality of its research, and by the way in which its teaching is informed to the research work. Research is about seeking out new knowledge, and critically examining existing paradigms/models in tertiary organizations. Teaching is a vital outlet of research activity and needs to be closely linked to it. Research enriches and consolidates teaching with new knowledge. It is through research that confidence in teaching is developed. Research leads to the creation of scientific papers, books, and other teaching materials. This implies that, dialectically, teaching at the tertiary level is not possible without research and vice versa.

The relationship between teaching and research also serves an important function in community development. As students graduate, they carry with them the knowledge they have learnt into their society and workplace. Hence communication of research findings to students is a key component in the process of communication and transfer of research findings into the wider society. Technology transfer is directly accomplished by the movement of graduates into the workplace and community

5.2 Research Culture

It is the intent of SJUT to develop a culture that is favourable and conducive to research activity. The culture will encourage and reward excellence in Research, Innovation, Consultancy and Community Engagement. Through research we shall build research capacity, generate resources for research, build knowledge that enhances teaching and outreach activities, and lead the University towards the realization of its Vision and Mission.

5.3 Graduate Programmes and Research

Higher degrees form an important part of the research of any university. They are also essential for academic staff appointment, development and promotion. This is especially true for doctoral studies. Hence there will be close integration between research activities and postgraduate studies.

5.4 Collaboration and Partnerships

- (i) SJUT will encourage collaboration with other research institutions where there is a well-defined capacity building component of benefit to SJUT, or where the study makes a significant contribution to National Development.
- (ii) SJUT will encourage links with industry, commerce, professions, other higher education institutions and other research providers where these links are likely to generate benefits for SJUT or the community SJUT services.
- (iii) SJUT will work with other institutions to promote and lobby for the growth of the total pool of research funding available for research providers in Tanzania from national and international sources.
- (iv)** All visiting students and scholars from other institutions who conduct any work at SJUT will be required to abide by this Policy (particularly in regard to Intellectual Property as described below) as well as any University Intellectual Property Policies in force at the time of their visit.

6.0 Publicity and Research Databases

- (i) 6.1 SJUT shall publicize its research outcomes as well as disseminate the results to the wider community.
 - (ii) 6.2 SJUT shall encourage scholarly works as well as extension articles and works of importance to the Nation.
 - (iii) 6.3 A validated research outputs database shall be established for all matters relating to research activities.
 - (iv) 6.4 The Library representative on the University Research Innovation and Consultancy Committee (URCC) shall be responsible for obtaining and storing copies of all published work by SJUT staff and graduate students, and with distributing copies to other libraries as required.
- 6.5 The SJUT website shall include a section to provide regular updates on research activities and outputs, and shall contain links to staff researchers.
- 6.6 Any publication costs shall be covered by the research sponsor. Thus, all funding applicants should consider including an item for publication costs in their initial application as well as research ethics approval costs; if the funder is foreign.

7.0 Research Ethical Values

- (i) There shall be University Research Ethics Committee (UREC), which shall be responsible to the DRIC.
- (ii) The UREC shall have responsibility for approving all research applications for ethical for both human and animal studies taking place within the country.
- (iii) The UREC shall be responsible for producing guidelines on ethical conduct of research.
- (iv) The SJUT community of research shall adhere to a code of ethics dealing with issues arising from the nature of research. This shall be set out in the Standard Operating Procedures (SoPs) for Ethical Conduct in Research, as part of Research Innovation and Consultancy Handbook. The code of ethics shall be consistent with the prevailing ethical requirements of the international research community, and shall also reflect the distinctive nature of SJUT.
- (v) In the course of conducting research, the SJUT community shall also comply with the SJUT Code of Conduct and the Code of Good Practice.
- (vi) The code of ethics will include guidelines on the environmental impact of research, genetic engineering and research involving animal and human subjects.
- (vii) The UREC will develop a process for monitoring projects to ensure compliance with ethical requirements during data collection.
- (viii)** SJUT shall establish blanket insurance for staff and students involved in field research.

8.0 University Research Ethics Committee (UREC)

- (i) The composition of UREC members will be in accordance with Council for International Organizations of Medical Sciences (CIOMS).
- (ii) The UREC shall be committee instituted to oversee diligent way of observing research ethics during data collection and reporting.
- (iii) The role of the UREC shall be to ensure that all research and consultancy is conducted in accordance with appropriate ethical and moral standards and requirements, and in compliance with the values of SJUT.
- (iv) As a sub-committee of the research policy, the UREC shall send all agendas and minutes to the chairperson of the URCC and make recommendations to the URCC on matters relating to ethical and moral standards in compliance with the values of SJUT.
- (v) To approve all internal ethical research applications submitted by the faculties and institutors.

- (vi) To recommend research ethical applications before submitting to the National Research Ethics Committee for approval.
- (vii) The UREC activities shall be guided by the SOPs during its decisions on all applications for research approval.

9.0 University Research and Consulting Committee (URCC)

There shall be a University Research and Consultancy Committee (URCC). The URCC will be responsible for advising the DRIC in the implementation of the SJUT Research, Innovation Consultancy and Community Engagement activities. The following is the composition of URCC members:

- (i) DRIC (Secretary)
- (ii) At least four active researchers from separate academic units, nominated by their Dean or Director. (There shall be no more than one researcher from each faculty, school, department or institute).
- (iii) Library representative
- (iv) URCC Chairperson elected from the committee members

9.1 Roles of the URCC

- (a) To standardize the research process.
- (b) To consider and respond to all policies from appropriate research bodies and agencies.
- (c) To encourage and support academic staff in engaging in research.
- (d) To provide advice and support to the DRIC
- (e) To make recommendations to the DRIC on new and emerging technologies research priorities.
- (f) To review and monitor the level of private and institutional consultancies, and their impact on teaching and research.
- (g) To review consultancy proposals and make appropriate recommendations.
- (h) Ensure that information on all completed theses, research work, and consultancy work is made available to the Library representative and to the DRIC
- (i) To approve a list of accredited research journals. Academic staff who publish on these journals get research credits.
- (j) Advise the Director of Research, Innovation, Consultancy and community Engagement on allocation of funds.

(k) Faculties/schools may set up their own research and consultancy sub-committees to act in an advisory and supporting role to the URCC. Such sub-committees shall recommend feedback on the academic quality of proposals, which shall be taken into consideration by the URCC. Such sub-committees shall recommend feedback on the academic quality of proposals, which shall be taken into consideration by the URCC in making its decisions on internal funding.

10.0 Use of Resources and Funds for Research

The policy shall see equitable use of resources and funds for research as follows:

10.1 External research funding and grants administration

- (i) SJUT will encourage staff to seek external funding for research.
- (ii) Procedures will be established to ensure that all externally funded research proposals and projects are checked prior to submission, and monitored for progress thereafter.
- (iii) SJUT will provide research services to external bodies, and shall seek to include the full direct and indirect costs of the project in the budget to the sponsor wherever possible. However, projects may be undertaken at less than the full cost where there are other benefits to SJUT as may be determined by the DRIC.
- (iv) Staff shall not receive additional payments for undertaking research projects that are identified as part of their job description. An exception shall be for approved consultancy work, which shall be subject to the SJUT policy on consultancy.
- (v) Staff shall be accountable for the effective use of resources allocated to them for research purposes.
- (vi)** If staff or student gets external research funding, he/she shall not be eligible for internal funding of same research. If the amount cannot fund fully the research work, one can apply for internal funding top up.

10.2 Overhead income recovered from a project shall be used to:

- (2.i) Assist the staff members who obtained the income to develop their research activities by allowing them discretionary use of funds for research activities.
- (2.ii) Support SJUT research activities and funding rounds.
- (2.iii) Build SJUT research capability.

The allocation of funds between these categories shall be decided annually by the Management in accordance with the SJUT strategic plan.

10.3 Management of SJUT funds allocated for research

- (i) A proportion of SJUT income shall be set aside for Research purposes.

- (ii) SJUT will strive to set internal funding levels for research at levels that are consistent with universities which espouse similar goals, worldwide.
- (iii) Funds will be distributed by the DRIC in accordance with the recommendations of the URCC, using transparent, fully contestable processes, which will be advertised throughout the campus.
- (iv) All academic staff will be eligible to apply for internal funds. Support staff may be members of the team.
- (v) Faculties will be expected to provide comment on the academic quality of proposals, but all funding allocation decisions will be made by the URCC.
- (vi) Applications involving undergraduate and post-graduate students can only be made by their supervisor, who will be responsible for financial management of the project, and for the quality of the research.
- (vii) Each proposal for research shall have a project leader, who will be responsible for financial management and quality of the project.
- (viii) Where other resources are required for research purposes (laboratories, administrative support, etc.), the project leader shall obtain approval from the person responsible for the facility prior to commencing the research.
- (ix) Funds will be disbursed to researchers as required for undertaking the project work subject to satisfactory progress being made.
- (x) It is a requirement that all project leaders agree to provide a brief report of progress every 6 months to the DRIC copied to the relevant Dean/Director or Head of Department. If progress is unsatisfactory, or if the project leader does not report as when required, funding will be withheld or withdrawn.
- (xi) A staff member may only be the project leader for one award from internal funding sources at a time, but may participate in other internally funded projects as a named collaborator.
- (xii) Any unused funds must be returned to the SJUT research pool at the completion of the project.
- (xiii)** A final report will be required for every project. This report must include appendices of ethical approval letter, a full financial report; part of the report may be in the form of a scientific publication, but the report must comply with the requirements of the URCC. In addition, an electronic copy and a hard copy must be forwarded to the SJUT Library. No further proposals will be considered from the staff member until this final report is submitted and accepted.

REFERENCES

Council for International Organizations of Medical Sciences (CIOMS) guidelines-2016 and public-health research ethics.

Research Policy Guidelines Muhimbili University of Health and Allied Sciences-2011

Sokoine University of Agriculture Research Policy, 2010

St John's University of Tanzania Charter, 2007

St John's University of Tanzania Strategic Development, 2017

Tanzania Commission for Science and Technology (COSTECH) Guidelines

Tanzania Commission of Universities Research