ST. PAUL'S UNIVERSITY

POLICY ON RESEARCH GRANT

ACADEMIC POLICY NO. 003 OF 2009

2009

1. St. Paul's University, in accordance with its vision, mission, and core values, places a high premium on continued research and publication by its academic faculty to achieve excellence in academic programme delivery.
2. The Research Grants Policy of St. Paul's University shall be governed by the spirit of Chapter 6 (p. 37) of the Inspection Document submitted to CHE in August 2007.
3. To facilitate continued research and publication by its academic faculty, the University supports a research grants programme.
4. All full time members of the academic faculty of St. Paul's University, teaching in any department, faculty, or centre of learning, regardless of cadre or grade, and Senior Librarians of St. Paul's University, are eligible to apply for a research grant.
5. The research grant covers small research projects leading to original research and publication in any academic discipline within the St. Paul's University curricular nomenclature.
6. The normal tenure of a research grant is one academic year within which time the researchers concerned are expected to conclude their research project and submit it for publication.
7. Prospective researchers shall first develop a research proposal and present the same before a Faculty Research Seminar for discussion and improvement.
8. Prospective researchers may then obtain the Research Grants Application Forms from the Office of the DVC AA and after completion submit them, through the proper channel of their respective departmental head and faculty dean, back to the office of the DVC AA.
9. The applications will then be scrutinized and assessed by the University Research Committee constituted of the following:
   a) The Deputy Vice Chancellor-Academics (Chair)
   b) Senior Research Fellow (as Secretary)
   c) Deans of Faculties
   d) HODs (as and when their input is needed)
   e) The University Librarian (was University Senior Librarian)
   f) Up to two co-opted members from specialized areas at the discretion of the Research Committee. The co-opted members may be appointed as and when the Committee feels the need for inputs from specialized areas.
   g) Once the Research Committee has approved the Application Form, the applicant concerned shall receive a written notification from the office of the DVC AA, with copy to the Finance Office.
10. The Research Grant normally shall NOT be awarded in a lump sum, but will be made available in projected installments upon successful completion of the respective stages of the research project.
11. To ensure the continued obtainment of their Research Grants installments, researchers shall be required to lodge with the Office of the Deputy Vice Chancellor their Research Progress Reports on prescribed form, duly certified by their heads of departments and deans of faculties.
12. The researcher concerned shall have the obligation to present his or her complete research project before a Faculty Research Seminar and give evidence of its submission for publication, failing which, he or she may be asked to refund the total amount of the research grant to St. Paul's University.
13. Two copies of the research report shall be lodged with the St. Paul's Library.
14. The obtainment of a Research Grant shall be deemed a privilege, and not a right, and the University, through the University Research Committee, shall enjoy the liberty to accept or refuse the Research Grants applications. Research applicants shall have the privilege to appeal to the University Senate when they might feel aggrieved by the decision of the

University Research Committee as regards their applications for research grants, and the decision of the Senate shall be final and binding on parties concerned.

15. Research Grants shall be awarded strictly on the basis of the availability of funds, and where applications are submitted within deadlines set by the university. Evaluation of applications shall be on the basis of merit taking into consideration the following criteria:
    a) In case of postgraduate students, their involvement as research assistants
    b) The promised contribution of the proposed research to teaching at St. Paul's
    c) Whether the proposed research is applied
    d) Whether the proposed research collaborates with the industry
16. A researcher shall be normally entitled to ONE Research Grant within each period of service of three consecutive academic years. However, in exceptional circumstances, where funds are available, with no new applications, a researcher may apply for a Research Grant more than once within three consecutive academic years.
17. After the research report has been published, the researcher shall be required to lodge two copies of the relevant publication with St. Paul's Library.
18. A successful completion and publication of a research project under the St. Paul's University Research Grants programme shall be counted among valid criteria for the consideration of the researchers' academic promotion by the University.
19. All the staff exiting the University shall have an obligation to present their complete research project and give evidence of its submission for publication, failing which, they may be asked to refund the total amount of the research grant to St. Paul's University before leaving the University.

REVIEW OF THE POLICY

This policy shall be reviewed regularly and as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 30th June 2009, the 13th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp