



The University of
DODOMA

Research

**Policy, Guidelines
& Priorities**

SECOND EDITION

UDOM | *creating
thinkers &
innovators*

A graphic element consisting of three wavy lines in yellow, orange, and blue, positioned below the text 'UDOM |'.

The University of Dodoma

**Research Policy, Guidelines
and Priorities**

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LIST OF ABBREVIATIONS

DVC	Deputy Vice Chancellor
DCIC	Directorate of Consultancy and Institutional Collaboration
DRP	Directorate of Research and Publications
MOU	Memorandum of Understanding
OC	Other Charges
UDOM	The University of Dodoma
VC	Vice Chancellor

PREFACE

The first edition of the research policy, guidelines and priority research areas at the University of Dodoma (UDOM) was formulated and approved in 2008. Since then there have been a number of developments. The changes that have taken place include formulation of Strategic rolling plan up to 2017, establishment of all envisaged six colleges of UDOM, decentralization of power to Colleges and establishment of the Directorate of Consultancy and Institutional Collaboration (DCIC) separating consultancy from research. These changes, among others, necessitated the review of existing policy. A number of issues have been considered during preparation of this revised policy document. They include national priorities, available resources at the University, need for collaborative research, incentives to researchers and communication of research findings.

The current document is designed to guide UDOM researchers and other collaborators when formulating and undertaking research at UDOM. It is our hope that researchers will find this document valuable. Moreover, this policy document will be reviewed periodically to accommodate institutional, national and global changes.

The Directorate of Research and Publications (DRP) acknowledges the inputs from various University Committees and individuals who contributed to the production of the final document. Their efforts are highly appreciated and we look forward to their continued support.

1. INTRODUCTION

The University of Dodoma (UDOM) Charter of 2007, gives UDOM a broad mandate to initiate and conduct basic and applied research in the fields of Life Sciences, Information and Communication Technology, Business, Education, Health, Natural Resources, Social Sciences, Humanities, Earth Sciences, and any other area of learning and knowledge generation in close association with industry and commerce so as to bring social and economic development of Tanzania.

In various documents of the University including, the mission, objectives and vision of the University, Strategy and infrastructural development plan (2007-2017), reference is made of the need to have research conducted by UDOM focus on solving the problems of underdevelopment and poverty alleviation. That is the research conducted at UDOM should be relevant to generate development knowledge that is competently and competitively providing solutions to development challenges. It is also emphasized that the research conducted at UDOM should adhere to the seven core values that guide the University to accomplish its vision, mission and functions. The seven core values are excellence, effective governance, accountability and transparency, moral standards and integrity, innovation, equity and partnerships.

In order to ensure the seven core values are adhered to in all research conducted by UDOM, a policy is needed to guide the planning, implementation and monitoring of the research activities. This policy should establish and set priority research areas and provide guidance taking into account the national priority, global issues, and availability of human resources,

funds and infrastructural resources. Each individual research project should contribute to the overall goals and objectives of the University research agenda with emphasis on holistic, participatory and multidisciplinary approaches.

The University of Dodoma has made considerable progress since its establishment in March 2007. The progress is evidenced in areas of capacity building, enrolment of students, academic programmes, infrastructure and administrative structures. The University has increased admission of students and implementation of both undergraduate and postgraduate degree programmes. Schools have also merged to form the respective six Colleges. There has been also a decentralisation of power to Colleges. UDOM activities are now guided by the rolling strategic plan up to 2017. The developments also include separation of consultancy from research following the establishment of the Directorate of Consultancy and Institutional Collaboration (DCIC). Progress has also been made in research and publications. However, publication and research outputs have been low compared to expectations. Main reasons are limited research funds, heavy work load of senior researchers and inadequate experience of junior researchers to compete for externally available research funds. All these necessitated review of the existing policy, priority research areas and guidelines to facilitate smooth increase of the volume and quality of the research outputs at UDOM.

This document presents the revised research policy that is meant to guide UDOM researchers and other collaborators when formulating and undertaking research at UDOM.

2. RESEARCH VISION AND MISSION

The Directorate of Research and Publications (DRP) will be responsible to oversee the implementation of UDOM research policy and guidelines. It will also oversee the management of research funds at UDOM. College Research and Publication Committees will be responsible for implementation of the policy at the College levels.

2.1 Research vision

Effective contribution to make the University of Dodoma a centre of excellence for research that leads to sustainable development, nationally and internationally.

2.2 Research mission

To generate, apply, refine and advance knowledge in the fields of education, earth sciences, health sciences, natural sciences, mathematical sciences, information and communication technologies, business, humanities and Social Sciences as well as use it to enrich teaching and provide solutions to development challenges.

2.3 Research motto

Research is the heart of Knowledge and Development

3. POLICY OBJECTIVES, PRIORITIES AND STRATEGIES

3.1 Policy

Development challenges that face Tanzania and associated opportunities for research far exceed UDOM's capacity to

respond effectively. UDOM needs to make choices of which challenges to be addressed first. In making these choices, UDOM research priorities will take into consideration national priorities and available resources at the University with opportunities for collaborative research. The policy is to conduct research for sustainable development of Tanzania in order to eradicate poverty.

3.2. Objective

The aim of this research policy is to provide a framework in conducting basic and applied research that generate new knowledge in the fields of education, health sciences, earth sciences, information and communication technologies, natural and mathematical sciences, business, humanities and social sciences. All research will focus on solving problem/challenges to sustainable development.

3.3 Research Priority Areas

UDOM's research priorities should be complementary and within the defined national policy objectives, strategies and priorities as defined in various policy and strategic documents.

UDOM is a national institution and therefore, its research focus will be nation-wide, covering the whole country. Researchable areas outlined in the following paragraphs are considered to be of priority in each College/Directorate/Discipline.

3.3.1 Education

- (i) Education and Development (Enrolment, Quality, Equity and Access, curriculum reviews and

- development, class room assessments).
- (ii) Administration and Management of Education (Leadership/pedagogical leadership and management).
 - (iii) Education cross cutting issues (e.g. HIV/AIDS, poverty, climate change)
 - (iv) Non-formal education and development.
 - (v) Environment management education.
 - (vi) Globalization and education (Education for sustainable development, Harmonization of education systems).
 - (vii) Development of relevant technologies (ICT in educations, Cost effective teaching systems, Distance learning).

3.2.2 Earth Sciences

Gas and petroleum

- (i) Reservoir description and simulation.
- (ii) Gas hydrate problems in petroleum production and transport.
- (iii) Drilling aspects of field development.

Energy Management

- (i) Geothermal energy development.
- (ii) Radioactive mineral prospects.
- (iii) Coal mining and gasification.
- (iv) Utilization of both renewable and non-renewable energy sources.

Applied Geology

- (i) Lithostraphy and depositional sedimentary environment of Jurassic sediment of coastal basins of Tanzania.
- (ii) Characterization of depositional environments of the

- Modern Rufiji Delta by Sediment logical studies.
 - (iii) Geochemical signatures of different lake sediments in Tanzania.
 - (iv) Studies on Holocene sea level changes along the coastal Tanzania.
 - (v) Characterization of the modern rift basins.
- Natural Resources utilization and management (Water, Mines)
- (i) Improvement of mineral recovery in small scale miners.
 - (ii) Sustainable utilization of industrial minerals.
 - (iii) Environmental Management and Conservation.
 - (i) Purification of Dodoma municipality hard water.
 - (ii) Environmental hazards in mining industry in Tanzania.
 - (iii) Geo-environmental.
 - (iv) Ground water conservation.
 - (v) Integrated-watershed development and management.
- Technology and Innovation
- (i) Development sustainable technology for removal of contaminants.
- Remote Sensing and GIS application
- (i) Natural hazards management.
 - (ii) Large scale resources mapping.
 - (iii) Land survey and cadastral mapping.

3.2. 3. Humanities and Social Sciences

Humanities

- (i) Global/ regional position and roles of the national language (Kiswahili).
- (ii) Changing attitude towards the status of women, children and old people in a long term perspective.

- (iii) Deterioration of national culture (nationalist spirit, self reliance etc).
- (iv) Indigenous knowledge and poverty alleviation.
- (v) Languages and communication skills.
- (vi) Development of relevant technologies.
- (vii) The place of African languages and literatures.
- (viii) Cultural heritage and tourism.
- (ix) Interpretation and translation.
- (x) Terminology development and lexicography.

Development Studies

- (i) Technology innovation and transfer.
- (ii) Gender analysis and empowerment.
- (iii) Social and economic factors for transmission and prevention of HIV/AIDS.
- (iv) Agricultural development and Rural Transformation.
- (v) Community/local people empowerment and partnerships in Development.
- (vi) Obstacles and opportunities to food Security in developing countries.
- (vii) Poverty and its dimensions.
- (viii) Analysis and formulation of Poverty eradication strategies

Geography and environment

- (i) Climate change (vulnerability, mitigation and coping strategies).
- (ii) Development and assessment of sustainable land management systems.
- (iii) Integrated natural resources and environmental management.
- (iv) Social and economic aspects in sustainable natural resources management.

- (v) Development of relevant technologies.
- (vi) Population, environment and development.
- (vii) Natural Resources inventory.
- (viii) Semi-arid research.

Political Sciences

- (i) Impacts of foreign aids.
- (ii) Role of nongovernmental organizations.
- (iii) Policy analysis and formulation.
- (iv) Conflict management and by-law reforms..
- (v) Governance and Accountability.
- (vi) Local Government reforms.

Sociology

- (i) Traditional believes and development.
- (ii) Religion and poverty alleviation.
- (iii) Changing attitude to family size.
- (iv) Appearance of street children and changing roles of extended family.

Business and Economics Studies

- (i) Economic impact analysis.
- (ii) Structural adjustment policies and their impacts.
- (iii) Business and entrepreneurship research.
- (iv) Research on macro-and micro-economic issues.
- (v) Economics of Natural resources.
- (vi) Development of relevant technologies.

3.2.4 Health Sciences

Nursing and midwifery.

- (i) Maternal and child health.
- (ii) Sexual and reproductive health.
- (iii) Nutritional issues.
- (iv) Infectious diseases.
- (v) Mental health.

- (vi) Non-communicable diseases.
- (vii) Nursing and midwifery professional roles/duties/functions.

Medicine and dentistry

- (i.) Biomedical Sciences.
- (ii.) Surgery and maternal health.
- (iii.) Internal medicine and child health.

3.2.5 Informatics and Communication Technology

- (i) Cyber Security.
- (ii) Digital Content (Development and Deployment).
- (iii) Computer Programming (Visualization).
- (iv) Telemedicine.
- (v) Drugs verification using mobile technology.
- (vi) Virtual laboratory.
- (vii) E - Learning and Mobile Teaching.
- (viii) ICT for Development.

3.2.6 Natural and Mathematical Sciences

- (i) Applied mathematics in diseases (modeling).
- (ii) Financial Mathematics.
- (iii) Performance of mathematics in lower level education.
- (iv) Linear Algebra and its applications.
- (v) Biostatistics.
- (vi) Computational biology.
- (vii) Health provision.
- (viii) Agriculture.

3.2.7 Library services

- (i) Library policies.
- (ii) Information processing, documentation and indexing.
- (iii) User needs and profiles.
- (iv) Improvement of reference services.
- (v) User education and information skills.
- (vi) Outreach services and dissemination.
- (vii) Information and Communication Technology applications.
- (viii) Book industry and the African author predicaments.
- (ix) Alternative production methods and digitizing.
- (x) Conservation and restoration of reading materials.

4. STRATEGIES

The following are strategies to ensure adequate volume and quality of research and publications activities at the University as stipulated in the University Strategic Plan up to 2017.

4.1 Ensure availability of research fund:

- (i) Institutionalise that at least 1% of the administrative or institutional fees from research grant and collaborative research is allocated for research activities at University, College, and School and Department levels.
- (ii) Institutionalise and ensure that 1% of the Other Charges (OC) government disbursement to UDOM is allocated for research activities to be in line with the government commitment to set aside 1% of the budget to research.
- (iii) Institutionalise and ensure that at least 1% of the fund from internal revenue at UDOM is allocated for

- research activities at University.
- (iv) Compete for externally available sources of funding for research through collaborative research projects.
 - (v) Recognise and reward researcher (s) who attract funds for research.
 - (vi) Engage private sector in research undertakings
 - (vii) Strengthen the capacity of the Directorate of Research and Publications to identify, share and utilize information on availability of sources of funding for research.
 - (viii) Enhance capacity of UDOM researchers in writing fundable research proposals.

4.2 Periodically review and update of research agenda in line with national research and development priorities.

- (i) Periodically review and operationalize current research and publications policy.
- (ii) Periodically review and operationalize terms of references for College Research and Publications Committees.

4.3 Establish communication links relating to research and knowledge transfer across all colleges

- (i) Each College to organise annual research conference whose proceedings will be shared across the University and other relevant stakeholders.
- (ii) Each College to establish newsletter (s).
- (iii) Each College to plan and implemented Seminar presentations at School Levels.

4.4 Motivate staff to do research and publish research findings

- (i) Introduce competitive research grants from internally generated funds.
- (ii) Establish funds to support researchers for presenting research findings in national and international conferences/professional forums.

4.5 Develop research facilities and ensure optimal utilization

- (i) Strengthen the capacity of Research and Publication Committees at College levels.
- (ii) Establish research teams at School levels and cluster teams across University.
- (iii) Operationalize existing research centres/Institutes and establish new ones when need arises.

4.6 Enhance capacity of UDOM staff to undertake research

- (i) Allocate optimal number of postgraduate students to be supervised by a single senior staff.
- (ii) Introduce sharing of teaching and research expertise with other local and international institutions.
- (iii) Conduct annual workshops on proposal and report writing skills.
- (iv) Ensure all proposal developed by senior staff include junior researcher (s).
- (v) Encourage multidisciplinary research with composition of junior and senior researchers.

4.7 Integrate Research with Teaching

- (i) Encourage the use of research findings including

- graduate dissertation/thesis in teaching.
- (ii) Encourage publications of Graduate theses and Dissertations into professional Journals.

4.8 Encourage the use of local based journals to disseminate research outcomes

- (i.) Ensure timely publications of UDOM journals.
- (ii.) Ensure all Schools establish School Journals.

4.9 Communicate to disseminate research findings

- (i) Prepare policy briefs regularly to relevant policy stakeholders
- (ii) Facilitate presentation of scientific papers
- (iii) Participate in relevant national and international exhibitions
- (iv) Organise annual UDOM exhibitions

5. GUIDELINES

The following shall be rules and regulations governing research activities at UDOM

5.1 Application for research grants administered or funded by UDOM

- (i) All research grants from various sources shall be under the jurisdiction of the Research and Publications Committee of the University Senate.
- (ii) All applications for the research grants funded by UDOM shall be made using the prescribed format (Appendix 1).
- (iii) All applications for the research grants funded by

UDOM should be submitted to the Senate Research and Publications Committee through College/Directorate/Institute Research and Publication Committee and or Boards with their comments on the following:

- a) Relevance and importance of the research project.
 - b) Competence of the applicant to undertake it; and any other matter which the College/Directorate/Institute thinks would help the Senate Research and Publications Committee in making an appropriate decision on the application.
- (iv) The committee shall not consider an application from a person who is already in receipt of a grant from the same Committee, unless and until the Committee has already accepted satisfactory report on the previous grants.
- (i) All grant Contract Agreement or Memorandum of Understanding (MoU) between UDOM and external funding organisation/collaborative partners shall be approved by the Vice Chancellor upon recommendations by the Director responsible for Research and Publications or the Director responsible for Institutional Collaboration.
 - (ii) The format for application of the external funded projects will depend on each individual donor format and requirements as stipulated in MoU.

5.2 Review and awarding procedure for UDOM funded research proposal

- (i) There shall be calls for concept notes. The concept notes will be evaluated based on pre-set criteria.
- (ii) The winning concept note(s) will be recommended for full proposal development.
- (iii) The review of concept notes and full proposals will be judged by an independent panel of at least three experts in the field.
- (iv) The criteria for review will be made in direct reference to the information provided in the call.

5.3 Progress reports for Research Grants

- (i) All research projects and or activities conducted using funds from UDOM and or by staff of UDOM shall be required to present annual progress report for the period ending June of each year. Such progress report shall need to be received, discussed and approved by respective College Research and Publication Committees before submission to Senate Research and Publications Committee for onward transmission to Senate.
- (ii) Projects failing to submit annual progress report three months after the deadline shall have processing of the respective project funds suspended until such a report is submitted. The suspension will include granting permission to travel outside UDOM for research activities related to unreported research project.
- (iii) Recipient of a research grant from the Research and Publication Committee of the University Senate shall submit through the appropriate committee annual progress reports using the appropriate format

- (Appendix 2). Additionally, a final report and abstracts of any published materials at the completion of a research project shall be submitted using the appropriate format (Appendix 3).
- (iv) Recommendations for continued funding of projects shall depend on the production of satisfactory progress report after every year.
 - (v) Any balance of research grant not spent during the period for which they were awarded will not automatically be carried forward without the approval of the Committee.
 - (vi) Unless satisfactory reasons are given to the Committee, expenditure already incurred by applicant on a research project before this application is approved shall not be reimbursed.
 - (vii) Where expenditure exceeds the approved sum, the committee may, at its discretion, give such assistance, as it may deem fit.
 - (viii) In order to keep track and records of research activities at UDOM, projects funded by other funding agencies will also be required to submit brief annual progress reports to the respective research committees.
 - (ix) Researchers failing to submit final reports three months after the required time will be obliged to refund all funds used or supposed to have been used during that period.

5.4 Publication of Research Results

- (i.) All recipients of research grant from UDOM are required to publish results of the research activities through relevant media including scholarly articles,

- research reports, policy briefs and extension materials,
- (ii.) Where the research is wholly or partially financed by UDOM , the recipient of the grant is required:
 - a) To provide the College Research and Publications Committee with two copies of off prints of journal articles and conference proceedings or and book chapters where results of such research have been published or at least, one copy in the case of other published work such as books.
 - b) To ensure that acknowledgements of financial assistance from the University or other source are included in an appropriate position in all published works.
 - c) To deposit all such publications in Central and respective College Library.
 - d) To ensure integrity in research and publications the Directorate of Research and Publications will formulate guidelines to foster responsible attitude and conduct in authorship, review and publication of scientific articles and to check and control fraud/plagiarism in all disciplines of research undertaken by UDOM.
 - (iii.) To ensure sustainability of the professional Journals by UDOM, the University through Directorate of Research and Publications shall allocate from its budget, funds to support the production of the Journals.

5.5 Equipment purchased from research funds

- (i) Unless stated otherwise in the MoU or Agreement

document, any equipment bought out of the research grant (vehicles, equipment and any supplies) are properties of the University and shall, therefore be entered in ledger books or lodged with the appropriate University authorities such as Heads of Departments, Directors, Deans of Schools, and Central Administration as the case may be at the completion of the project for which they were bought.

- (ii) All research assets shall be under the jurisdiction of the University and the Vice Chancellor shall be the final authority on behalf of University Council.
- (iii) Where applicable, externally funded research projects shall have a Tanzanian leader who shall administer all project assets and lead the research project with counterparts.
- (iv) Project vehicles and other equipment shall be accessible to all researchers involved in the project independently when undertaking project activities and this shall be determined by the project leaders.
- (v) Project vehicles shall be used solely for research or other official duties and should be parked in areas approved by the University.
- (vi) If necessary and when necessary, permission to drive project vehicles by project leader/researchers should be sought and granted by the University Authorities.

5.6 Subsistence allowances and incentive to researchers and other personnel

- (i) Payment of subsistence allowance to researchers shall be in line with the budget specified in the research grant or as agreed upon by the funding agency.

- (ii) Employment of research personnel (researchers, research assistants, academic and administrative staff) shall follow relevant University regulations.
- (iii) Members conducting research shall not be paid salaries from their research grants. However, provision may be made within the contract agreement for salary top-ups as compensation for extra duty associated with the implementation of the project.
- (iv) Researchers will be paid allowances for research activities as follows:
 - a) Overnight allowances for each night away from home to cover food and accommodation in Tanzania will be paid according to the government or project rate depending which rate is high and when in overseas, prevailing government rates will be applicable.
 - b) On-transit allowance at half the overnight allowance if travelling for more than six hours.
 - c) Research assistants, technicians and others shall be paid at two third the rate of what researchers are paid or at government rate depending on which is higher.
 - d) Other assistants including motor vehicle drivers shall be paid half of the rate for researchers or at government rate depending on which rate is higher.
 - e) A field allowance will be paid at half the overnight allowance if absence from the University campus for more than six hours but not spending a night.
 - f) An administration research allowance of at least US \$ 300 per month will be budgeted for every

- project after consultation with the funder to facilitate timely writing and submitting of progress report.
- g) Incidental expenses to cover telephone, mails, taxi, airport charges and others will be reimbursed upon submission of receipts.
 - h) The cost of air travel within Tanzania and overseas will be paid at full economy rates payable directly to the airline against a pro-forma invoice or to the researcher upon presentation of an airline ticket used.
 - i) Surface and marine fare will be paid at actual cost for each journey for the researcher, assistants, technicians and drivers.
- (v) Travel by vehicle will be handled according to University transport policy.
- (vi) Where the transport policy is silence; travel by vehicle will be reimbursed in the following ways:
- a) Taxi fares at actual cost where no other form of transport is available.
 - b) Where the vehicle is provided by an individual or institution external to UDOM on private basis, a mileage allowance of US \$ 1.00 per kilometer travelled shall be paid in addition to allowances for the driver.
 - c) Where UDOM or government department provides the vehicle for research activities, the researcher will pay the fuel costs, and subsistence allowance for the driver in addition to hiring charges of US \$ 0.45 per kilometer and vehicle holding fee of \$ 30 per day.

- d) Hire of vehicle overseas will be reimbursed up to a maximum of US \$ 50 per day if no other form of transport is available up to maximum of ten days.
- (vii) Purchase of equipment will be at actual cost of invoice and when purchased overseas, the exchange rate at the date of payment will apply.
- (viii) Publication allowance up to US \$ 300 will be reimbursed per paper accepted to be published in international referred Journal to cover publication costs. Papers accepted to be published in Journals hosted by UDOM or other Institutions in Tanzania will be reimbursed at the rate up to US \$ 100. Such fund shall be paid to the principal investigator or Corresponding author depending on the availability of funds. Papers published in proceeding shall not be eligible for such fund. Publication allowance will be budgeted and administered by the Directorate of Research and Publications.
- (ix) The University shall establish a fund in a form of interest free loan to support UDOM researchers in publishing books. The interest free loan will be paid to the prospective author or group of authors upon submission and approval of the loan application forms accompanied with a comprehensive typewritten draft manuscript in a form of a book
- (x) All payments stated in this policy will be made in Tanzania shillings except where the research fund is in foreign currency.

6. REGULATIONS AND GUIDELINES FOR RESEARCH ASSOCIATE

6.1 Qualifications

The University of Dodoma encourages and allows Research Associates external to the University and foreign scholars wishing to conduct research in Tanzania and at UDOM. An applicant for registration as a Research Associate shall either hold a good Bachelor or Masters, or PhD degree, or an equivalent qualification from an approved institution of higher learning.

6.2 Registration

6.2.1 Requirements for application

- (i) Researchers should apply to the Directorate of Research and Publications on prescribed forms (Appendix 4).
- (ii) An application must be submitted to reach the University at least 4 months prior to the date the applicant intends to commence the research work.
- (iii) Four copies of concise statement of the proposed project including: Objective, description of problem area, methodology, expected output, the period of research and places in Tanzania where the work will be carried out.
- (iv) Confirmation of availability of financial support to cover travel, fees, research funds and up-keep allowances and or any other material support to the intended research.
- (v) Four copies of the applicant's full curriculum vitae.

- (vi) Name of two referees who are qualified in the field of research which the applicant wishes to undertake.
- (vii) Name of contact person at UDOM in the Department of intended study.

6.2.2 Duration of Research Associate position

- (i) If the applicant meets the minimum requirements, Research Associate position will be awarded for a period ranging from a minimum of two months to a maximum of one year, depending on the applicant's request.
- (ii) Applications for periods of less than two months will be considered also, depending on the type of intended work.

6.2.3 Application for renewal of Research Associate

- (i) Applications for renewal should be submitted to the University at least two months before the expiry of registration. For renewal, the following will be required:-
 - a) Renewal application forms fully completed (Available from DRP office).
 - b) Confirmation of availability of funds to cover all the fees stipulated under section 6.3 for continuation of the project.

6.3 Fees

- (i) An application fee of US\$ 20, which is non-refundable, payable in cash, crossed cheque or bankers order to the University.
- (ii) Successful applicants will be required to pay fees

direct to the University before arrival or upon arrival at the University as follows:

Fees (Non-refundable)	Amount (US \$)
Registration	100
Administration	400
Bench fee	1000

- (iii) Bench fee shall be charged according to the number of months of registration at the rate of US \$ 84 per month. This fee to be used by the department hosting the candidate is designed to cover for the services to be offered by the department e.g. laboratory facilities (40%), consultancy with contact persons and other members of staff (40%) and library services (20%). The Research Associate fees can be reviewed and changed as will be approved by the University from time to time.
- (iv) The administration fee will be apportioned to the Hosting department, School, College and the Directorate of Research and Publications at the ratio of 2:1:0.5; 0.5, respectively, i.e. US \$200:100:50:50.
- (v) Applicants who will require periods of less than two months will be required to pay fees at half the normal rate, with exception of the application fee which will be paid in full and the bench fee which will be charged at the normal rate of US \$ 84 per month.
- (vi) Before undertaking research, Research Associate (s) will be issued with letter (s) (Appendix 5) authorizing them to conduct research in Tanzania by the Vice Chancellor (Appendix 6).

6.4 Research budget

- (i.) The research budget will be determined by the sponsor and/or the researcher. The University will have no obligation to administer such funds unless requested to do so.

6.5 Obligations of the Research Associate

- (i) To report to the office of the Director, Research and Publications upon arrival and before departure, without fail.
- (ii) To be responsible to the Head of Department in which he/she is based.
- (iii) To participate in scholarly activities at UDOM.
- (iv) To give a seminar at the end of the research period.
- (v) To submit a report and any publication at the end of the research period.
- (vi) To obtain an introductory letter from the Vice Chancellor for intended fieldwork outside UDOM.
- (vii) Involve at least one junior researcher from UDOM in the research associate activities for the purpose of sharing knowledge and building capacity.

6.6 Obligations of the Contact Person

- (i) The contact person shall be appointed by the Head of Department and endorsed by the Senate Research and Publications Committee.
- (ii) Support/guide the research associate in settling (accommodation and other logistics) and field activities.
- (iii) Ensure that obligations by research associates are fulfilled.
- (iv) Prepare invitations to seminar participants which

must include members of the Research and Publications Committee at the respective College.

- (v) Submit to the Director, Research and Publications through the respective College research and publications committee a report on the seminar given by the research associate.

6.6 Accommodation

- (i) Research Associates will either be accommodated in the University hostels if available, or assisted to find their own accommodation outside campus. In either case the costs for accommodation will be paid by the Research Associate.

7.0 ETHICAL CONSIDERATIONS

7.1 Research ethics

- (i) Researchers shall ensure originality and objectivity in conducting research.
- (ii) Researchers shall seek all relevant permits to conduct the intended research.
- (iii) Researchers shall observe and respect human and moral values.
- (iv) Researchers shall treat information obtained from respondents with confidentiality unless there is permission not to do so.
- (v) Other ethics in research will be handled by the Research and Publications Committee as need arises.
- (vi) The Senate research and publications committee has the responsibility of monitoring and evaluating compliance to ethical conducts in undertaking

research. Consequently the committee has also the responsibility of recommendations to the Senate for actions to be taken upon breach of research ethics.

8. ADMINISTRATIVE COSTS OF RESEARCH GRANTS

- (i) For grants solicited by individuals, Departments or School/Institutes, UDOM will charge institution fee at a flat rate of 10-15% of the total grants to meet overhead costs of administering the grants. A rate below 10% may be accepted subject to justifications approved by the University Authority.
- (ii) The fund will be administered and apportioned by the hosting College/Directorate/Institute as followings::

Directory of Research and Publications: 15%

(General administration, transport, solicitation of funds, and publications, audit of accounts and financial reports)

Host School / Institute: 20%
Support to Research and Publications Committee and School seminars;

Host College 10%

Central Administration: 20%
(Support utilities [electricity, stationary,

Water,
photocopying, communication etc])

University Library: 10%
(Literature search)

Host Department: 25%
(Support to general administration of the fund, report writing and development of new research proposals)

9. REVENUES FROM RESEARCH ACTIVITIES

Revenues generated from research activities such as sales of research produce shall be administered as follows:

- (i) For long-term projects (>3 years), income generated shall be apportioned as per guideline in administrative costs of grants.
- (ii) For short-term projects (< 3 years), income generated shall remain in the host department and used to supplement department budget.

10. MONITORING AND EVALUATION OF RESEARCH ACTIVITIES

- (i) All research projects and activities conducted under the auspice of UDOM and or by staff of UDOM must be dully registered with UDOM and issued with an

- identifier registration number. This application shall apply regardless of the sources and mode of funding
- (ii) All research projects shall be monitored and evaluated to ensure research goals are achieved.
 - (iii) Schools and institutes/Colleges will hold annual or bi-annual scientific conference where results of research activities in all departments will be presented.
 - (iv) Funds for such conferences will be budgeted and approved through School/College budgeting procedures.
 - (v) Annual progress reports and quarterly meetings of College Research and Publications Committees will be used to monitor and evaluate research projects.
 - (vi) Where necessary, College/Institute/Directorate/ Research and Publications Committees will carry out independent evaluations during or at the end of the project.

APPENDICES

APPENDIX 1: Format for Application for Research Grant

A. UDOM funded projects

1. Name(s) of researcher (s):
2. Nationality:
3. Academic qualifications:
4. Department/School/Institute:
5. Title of the research project:
6. Definition of problem:
7. Objective of the proposed research project:
8. What has already been done:
9. What remains to be done;
10. Methodology and nature of the work:
11. Expected results and importance of results:
12. Probable duration of the project:
13. Give details and breakdown of the total funds required for the project and the amount you are likely to request from the Research and Publications Committee.
 - a) Equipment and other materials
 - b) Travel (calculate on mileage basis using approved rates, if you are using your own or hired transport)
 - c) Subsistence (use current rates)
 - d) Others (specify the items and their costs)
14. Are you in receipt of a research grant from the Research and Publications Committee or from any other sources?
15. Where will the work be published?
16. Names and addresses of two referees
17. Declaration of the application.

I/We the undersigned have read and understood the Rules and Regulations governing of research funds by the University of Dodoma and undertake to abide by them if my/our application is

successful.

- 1.....
- 2
- 3.....

Remarks by Project Leader

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Date:..... Name:.....
Signature:.....

18. Remarks by the Head of Department:

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.....

Date;..... Name:.....
Signature:.....

*Remarks by Chairman of School/Institute Research and Publications
Committee.*

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Date:..... Name:.....
Signature:.....

Remarks by the Chairman of College/Institute Board

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Date;.....Name:.....

Signature:.....

*21. Remarks by the Chairman of Research and Publications
Committee
of Senate*

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.....

Date:.....Name:.....

Signature:.....

B. External funded projects

1. Submission of the proposal to the Director responsible for research and publications should be done at least five working days before the deadline.
2. Approved proposals will be issue with letter of support by the Director responsible for research and publications or grant agreement signed by the Vice Chancellor.
3. Research proposals to be approved should conform to UDOM's research focus areas and guidelines
4. Actual format to be followed will dependent on the potential funder guidelines.

APPENDIX 2: Format for Research Progress Report and Financial Statement

1. Period being covered:
2. Project title:
3. Researcher (s):
4. Department (s):
5. Project objective:
6. Original hypothesis or problem defined:
7. Project implementation during the stated period
- 8.

Planned target	Status of implementation	Problems encountered	Corrective measures

9. Expected date of completion (if extension is being sought, state reasons)
10. Publication (s) to date (indicate title and media):
11. Project work plan and budget for the next period:
12. Financial statement certified by University Bursar (To be attached)

13. *Remarks by the Project leader*

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Date:.....Name:.....Signature:.....

14. *Remarks by Head of Department*

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.....

Date:.....Name:.....Signature:.....

15. *Remarks by Chairman of College/Institute /Directorate
research and publications committee*

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Date:.....Name:.....Signature:.....

16. *Remarks by chairman of College/Institute /Directorate
Board*

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Date:.....Name:.....Signature:.....

17. *Remarks by chairman of Senate Research and Publications
Committee*

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.....

Date:.....Name:.....
Signature.....

APPENDIX 3: Format for Terminal Research Report and Financial Statement

1. Name (s) of researcher (s):
2. Department/School/Institute:
3. Title of the research project:
4. Field of research:
5. Research Objective:
6. Research duration:
7. How much has been done:
8. What are the main results of the research and recommendations:
9. Publications on the project:
 - (i) Papers published in recognized journals
 - (ii) Papers presented in scientific conferences and symposia and published in proceedings
 - (iii) Papers submitted for publication (attach evidence from Editor (s)
 - (iv) Other papers in preparation
 - (v) Retrievable extension materials
10. Grant retirement statement
 - (i) Attach the terminal financial statement certified by the University Bursar,. The Research and Publications Committee requires this statement before consideration and approval of any terminal report.

Additional remarks

11. Comments from the project leader

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.....

Date:.....Name:.....Signature:.....

12. Comments *from the Head of Department:*

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Date:.....Name:.....Signature:.....

13. *Comments from the Chairman of College Research and Publications Committee.*

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Date:.....Name:.....Signature:.....

14. *Comments from the Chairman of the College/Institute /Directorate Board Committee.*

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Date:.....Name:.....Signature:.....

15. *Comments from Chairman of Senate Research and Publications Committee*

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Date:.....Name:.....Signature:.....

APPENDIX 4: Application for Authorization to Conduct Research in Tanzania

1. Surname:.....
Other name (s):.....
Sex : Female/Male
Nationality:.....
Qualifications:.....

2. Institution of affiliation (to attach letter of recommendation):
.....
.....

3. Source of funds (to attach letter of approval or commitment):.....
.....
.....

4. Estimated period of research:
start date.....
Completion date.....

5. Field and topic of research:
.....
.....
Research objectives:
.....
.....
.....

6. Location of research (e.g. Region, District, etc.) and duration of stay in each location:
.....
.....

7. Access sought:
 - a) Public records: Yes/No
If Yes, which records.....
.....

- b) Interview with Government Officers: Yes/No
If Yes, which classes of Government Officers?
.....
.....
- c) Interview with members of the public: Yes/No.
If Yes, on what subjects, where and how will they be selected?
.....
.....
.....
- d) Field experimentation Yes/No
If yes does the experiment involve
Human/Animal/biotechnological experiments? Yes/No
If Yes give details
.....
.....

- 8. Please, attach:
 - e) Short description of your research proposal of one page in length (3 copies)
 - f) Your curriculum vitae (3 copies)
 - g) Name and addresses of three referees
Contact person/address in case of emergency

9. Declaration by applicant (s):
I have read and agree to abide by the regulations and guidelines for Associateship if my application is approved. I also abide to conduct myself with discretion while in Tanzania.
Signature:.....Date:.....

FOR OFFICIAL USE ONLY

- a) Recommended/not recommended by the Board of the School/Institute /Directorate of.....
- b) Local contact person (s) nominated:.....

c) I confirm that this application has been recommended for approval by the Board of the School/Institute /Directorate of

Signed: (Dean/Director).....Date

d) Recommended for approval by Senate Research and Publications Committee:

Signed (DRP):.....Date

e) Approved by Senate

Signed (Vice Chancellor):

.....Date.....

Please note that:

(i) Applications must be submitted at least four months prior to the intended period of commencement of research.

(ii) Applicants should not arrive in Tanzania before receiving a letter from the University, formally according them the status of Research Associateship.

**APPENDIX 5: Kibali cha Kufanya Utafiti Tanzania
(Swahili version)**

**CHUO KIKUU CHA DODOMA
OFISI YA MAKAMU MKUU WA CHUO**

Kumb:
Tarehe:.....

Kwa:
.....
.....
.....

**UTAMBULISHO WA WATAFITI, WAALIMU NA
WANAFUNZI WA CHUO KIKUU CHA DODOMA**

Madhumuni ya barua hii ni kuwatambulisha /kumtambulisha kwako, Ndugu..... ambao/ambaye ni watafiti/ mtafiti na walimu/mwalimu wanafunzi/mwanafunzi wa Chuo Kikuu Cha Dodoma.

Hao/Huyo ndugu hivi sasa wamo / yumo katika shughuli za utafiti. Kufuatana na Waraka wa Serikali kuanzisha Chuo Kikuu Cha Dodoma, Makamu Mkuu wa Chuo amepewa madaraka ya kutoa vibali vya kufanya utafiti nchini kwa walimu, wanafunzi na watafiti wake kwa niaba ya Serikali na Tume ya Sayansi na Teknolojia. Hivyo basi tunaomba uwapatie/ umpatie Wataalamu/Mtaaalamu waliotajwa /aliyetajwa hapo juu msaada watakaohitaji/atakaohitaji ili utafiti wao/wake uweze kufanikiwa.

Gharama za malazi na chakula chao/chake pamoja na usafiri wao/wake watalipia/atalipia wenyewe/mwenyewe kutokana na fedha walizopewa/alizopewa na Chuo Kikuu. Msaada wanaohitaji/anaohitaji zaidi ni kuruhusiwa kuonana na viongozi na wananchi ili

waweze/aweze kuzungumza nao na kuwauliza maswali waliyo/aliyo nayo.

Dhumuni/Madhumuni mahsusi ya Utafiti wa Watalaamu/Mtaalamu waliotajwa/alijetajwa hapo juu ni:

.....
.....
.....

Sehemu wanazofanyia/anazofanyia huo utafiti ni

.....

Ikiwa kuna sehemu ambazo zimezuiliwa/zimekatazawa ni wajibu wako kuzuia zisitembelewe.

Muda wa utafiti huo ni kuanzia tarehe

.....hadi.....

Ikiwa utahitaji maelezo zaidi wasiliana na Makamu wa Mkuu wa Chuo,

S. L P 259 Dododma. Simu: 026-2323003

Imesainiwa na

.....

MAKAMU MKUU WA CHUO

Nakala kwa Watafiti/Mtafiti

**APPENDIX 6: Format for Clearance for Conducting
Research in Tanzania
(English version)**

THE UNIVERSITY OF DODOMA,
OFFICE OF THE VICE CHANCELLOR

Ref::

Date:

To.....

.....

**RE: INTRODUCTION OF RESEARCH ASSOCIATES,
STAFF OR
STUDENTS FROM THE UNIVERSITY OF DODOMA**

The main purpose of this letter is to introduce to you Pro/Dr/Mr/Mrs/Ms.....Who is /are research associate (s), staff (s) or students (s) of the University of Dodoma. The individual (s) mentioned above is/are planning to undertake research activities in your area. With reference to Government Circular which established the University of Dodoma, the Vice chancellor is authorized to issue permit (s) for undertaking research in the country to University staff, student (s) and research associates (s) on behalf of the Government and Commission for Science and Technology.

I therefore request that this/these expert (s) mentioned above be given the necessary assistance so that he/she/they can accomplish his/her/their research undertakings. Accommodation, food and transport costs will be paid by himself/herself/themselves.

The main assistance he/she/they need (s) is permission to meet different people so that he/she/they can interview them.

The main objective (s) of the research is/are

.....
.....
.....
.....

The areas selected for conducting research are:

.....
.....

If there are restricted areas, it is upon you to restrict this/ these researchers from visiting them. The expected date of commencement isup to.....

If there are any queries, please contact the Vice Chancellor,
University of Dodoma,
P.O Box 259, Dodoma, Tanzania.
Tel: 026-232310001,

Signed

.....
VICE CHANCELLOR

cc. Researcher (s)