

TERTIARY EDUCATION TRUST FUND

DEPARTMENT OF EDUCATION SUPPORT SERVICES

GUIDELINES FOR ACCESSING AND UTILIZING OF INTERVENTION FUNDS ANCHORED BY EDUCATION SUPPORT SERVICES DEPARTMENT

1. LIBRARY DEVELOPMENT INTERVENTION

The following requirements are to be fulfilled by each beneficiary institution before obtaining approval-in-principle for library development intervention from the Fund:

- i. Beneficiary institutions must show evidence of a functional and properly constituted Library Development Committee [LDC] which meets and makes recommendations to the head of institution on matters relating to the library;
- ii. Submission of the library Collection Development Policy [CDP] for the institution;
- iii. Submission of list of books to be procured must be made based on the institution's CDP and guided by the TETFund template;
- iv. Submissions of other library resources, including tools and equipment to be procured must be made in accordance with the TETFund template for acquisition of library resources;
- v. All submissions must be accompanied with the minutes of the meeting of the institution's LDC;
- vi. For electronic resources (e-Resources), the institution's electronic resources policy must be submitted together with any request for acquisition of such resources;
- vii. All proposals must be submitted in hard and soft copies (flash drive). Advance copy may be sent to es@tETFund.gov.ng and ess@tETFund.gov.ng

- viii. At least 70% of total allocation shall be used for the procurement of books and periodicals;
- ix. All submissions must be accompanied with a covering letter signed by or on behalf of the head of the institution;
- x. Executive summary of the proposal by the institution should at all times, be submitted to the Fund.

In addition to the above requirements, beneficiary institutions should note that:

- a. Once approval is granted for procurement of books and/or other library resources, substitutions and/or changes in the approved specifications and terms of acquisition shall not be entertained;
- b. Funds for library development intervention shall not be utilized for procurement of consumables or any other items;

2. **INSTITUTION - BASED RESEARCH FUND**

The core objective of the IBR intervention is to avail Nigerian scholars working in any of the Fund's beneficiary institution, with small grants to support and promote well-defined research projects and to enable individual researchers to collaborate with, and bring benefits to, other individuals, institutions and organizations. Disbursement of the intervention grant is guided by:

A. **ELIGIBILITY**

To be eligible for the award of the IBR grant, applicants must fulfil the following:

- i. the lead researcher must reside in Nigeria;
- ii. be a full-time and confirmed academic staff of the beneficiary institution;

- iii. demonstrate an independent capability to undertake and lead researches by submitting a coherent research proposal based on approved template accompanied with curriculum vitae;
- iv. co-investigators must meet the requirements of the lead-researcher and should be able to take over from the lead-researcher, if need be;
- v. the proposal in (iii) above must pass through internal assessment process and be recommended by relevant research committees of the department and the institution.
- vi. A scholar shall not benefit from more than one IBR grant concurrently.

B. THE PROCESS

- i. Research proposals by eligible applicants must be submitted to the institution's relevant committees through the departmental research committees;
- ii. Recommendations from the institution should be sent to the Fund accompanied with all relevant documentation and a cover letter signed by, or on behalf of, the head of the institution, stating:
 - a. The type of research (include a copy of the accepted proposal);
 - b. Whether individual or group (indicate the number of staff involved and their disciplinary backgrounds);
 - c. Research budget; and
 - d. Research timeline.
- iii. Submissions should be made in both hard and soft copy (on memory stick not CD-ROM). Advance copy may be sent to es@tetfund.gov.ng and ess@tetfund.gov.ng
- iv. Minutes (or decision extracts) of the meeting of the relevant research committees of the institutions should accompany each submission from the beneficiary institutions;
- v. Approval of the Fund would be communicated to the institution while award letters would be communicated to the principal researchers

(lead researchers) through their institutions. And 60% of the grant would be disbursed as first tranche;

- vi. Disbursement of the 2nd tranche` of 40% is contingent upon submission of progress report by the researchers (via the beneficiary institution) as well as evidence of publication of at least one article in a relevant first quartile journal (Q1) or at least two articles in second quartile journals (Q2 journals);
- vii. The research funds will be central and competitive within the beneficiary institution. Selection shall be on merit, based on the strength and quality of individual or group proposals;
- viii. TETFund should be acknowledged as the sponsor of the research in a footnote in the first page of a paper/monograph or as appropriate in a book/report.

NOTE

- (i) Where a research is being pursued by an individual and the researcher becomes incapacitated, the grant shall be cancelled and the balance of the grant payed back into the institution's **IBR** Account;
- (ii) The grant is to cover researchers in all disciplines of any of the beneficiary institution.

C. GUIDELINES FOR IBR BUDGET

Institution Based Research (IBR) proposal needs to have a detailed budget justification which demonstrates that the researcher has given a thorough and careful consideration of the cost of the study. The following should serve a general guide for budget preparation to access the **IBR** Intervention funds:

- i. **PERSONNEL COST:**
 - a) Extant stipends and allowances for **Research Assistants**
 - b) Document the basis used for calculating the cost
 - c) Personnel cost must be less than 10% of the total grant

- ii. **SUPPLIES EXPENSES**
 - a) Only supplies that are directly relevant to the research plan
 - b) Explain in detail why specific supplies are needed
 - c) Do not request general office supplies or general laboratory supplies

- iii. **EQUIPMENT AND TESTS**
 - a) Explain the line items (why they are necessary); do not merely restate the proposed expenditure
 - b) Provide accurate price quotes for equipment
 - c) Provide sufficient details to justify rationale for acquiring the item under the proposed study
 - d) Explain why items are essential in relation to the aims and methodology of the study as well as meeting the goals of the study
 - e) Articulate how the funds requested are reasonable to complete the research
 - f) Give accurate cost of running samples, conducting tests and analyses, where applicable (attach the advertised rates by the laboratory)

- iv. **TRANSPORTATION & TRAVELS**
 - a) Request for reasonable amounts, showing the number of travels and cost
 - b) State exactly which relevant academic meeting you plan to attend to present data
 - c) Include number of people, number of days, purpose and location of travel with unit and cumulative cost
 - d) Expenditure on travels must not exceed 25% of the total budget

- v. **OTHER DIRECT COST:**
 - a) Show the cost of Data collection and how this is arrived at

- vi. **OTHER INDIRECT COST:**
 - a) Publication and dissemination costs (give detail)
 - b) Equipment maintenance and service contract (justify need)
 - c) Give detailed breakdown of each cost

3. **PUBLICATION OF ACADEMIC /RESEARCH JOURNALS**

The objective of this intervention-line is to support the establishment and/or publication of scholarly journals in the beneficiary institutions. Disbursement of this intervention is guided by the following:

- i. Scholarly journal to be established or supported must be multidisciplinary [departmental journals are not eligible for this support];
- ii. Up to a maximum of three (3) journals may be supported per beneficiary institution;
- iii. Having in place, a properly composed editorial board with at least two-third of the members not in the employ of the beneficiary institution [provide list of members and their affiliation];
- iv. Submission of a copy of the Guide to Authors, including editorial policy, detail house style [submission template] as well as copyright and permissions;
- v. Submission of evidence of registration with relevant abstracting and indexing services;
- vi. Submission of evidence of registration of title with the National Library of Nigeria [issuance of ISSN];
- vii. Evidence of availability and accessibility of the journal to be supported on at least one major knowledge gateway;

- viii. Having in place a functional and dynamic website for the journal to be supported, that can also be accessed via at least one major knowledge gateway;
- ix. The hard copies to be produced for circulation should be at least 3,000 copies;
- x. Submission of copies of the last edition of the journals (where it exists) or an artist impression of the cover page (it is being established);
- xi. Three (3) copies of each TETFund funded edition should be forwarded to the Fund; and
- xii. The funds shall not be utilized for furnishing of journal secretariat, procurement of office equipment, or any other expenditure outside that of the production of the journal itself.

4. **ACADEMIC MANUSCRIPTS INTO BOOKS**

The main objective of this intervention is to support scholars in beneficiary institutions with small grants to be used to convert their manuscripts into books.

A. ELIGIBILITY

For any manuscript to be eligible for support under this intervention;

- i. It must be tertiary level text;
- ii. written by a staff (or a group of staff) of beneficiary institutions
- iii. Where contributors are from different institutions, the Lead Author's institution should be the one to forward the manuscript for funding;
- iv. be submitted to, and accepted by, an academic publishing house for the purpose of publishing.

B. THE PROCESS

- i. Manuscripts accepted by academic publishers should be submitted to the Fund via the beneficiary institution together with
 - a. Reports of reviewers (editors);
 - b. Notice of acceptance from the publisher;

- c. Publisher's bill on an official invoice addressed to the beneficiary institution;
 - d. Recommendation note by the beneficiary institution; and
 - e. Resume(s) of the author(s).
- ii. After the internal vetting, disbursement would be made to the beneficiary institution in single tranche;
 - iii. Payments to the publishers should be made directly by the beneficiary institution;
 - v. The published books should be received by the beneficiary institution;
 - vi. As part of the retirement of the intervention, the following should be submitted to the Fund;
 - a. Ten (10) copies of the book;
 - b. Evidence of legal deposit with National Library; and
 - c. Evidence of payment to the publishers.

NOTE

Beneficiary institutions are expected to optimize the use of the fund bearing in mind the necessity to make high quality print as well as promoting texts in disciplines with shortages and/or expensive texts.

5. NATIONAL RESEARCH FUND

A. Research proposals are to be submitted to the Fund for vetting and prequalification, which would be conducted by the National Research Fund Screening & Monitoring Committee. All proposals, for the purpose of this grant, should have the following structure:

- i. Research Title;
- ii. Executive Summary;
- iii. Research Team(Including graduate students to placed and be trained);
- iv. Description of Study/Problem Statement;
- iv. Objectives of the study;

- v. New Knowledge or Innovation Profile;
 - vi. Expected Benefits/Impact of the study;
 - vii. Research location;
 - ix. Research Collaboration Profile;
 - x. Methodology;
 - xi. Research Ethics Clearance (where applicable); and
 - xii. Research activity plan (Time lines)
 - xiii.** Research Budget; and
 - xiv.** Bibliography
- B.
- i. Proposals would be prequalified by the committee and submitted to the Fund for technical assessment;
 - ii. All prequalified proposals shall be sent to three specialists in the specific research area for blind-peer-review;
 - iii. Where necessary, relevant areas of a proposal may be redacted in consultation with the applicant before sending for review;
 - iv. Reviewers would be paid a review fee of N100,000.00 per proposal and expected to return the reviewed proposal within three(3) weeks of receipt;
 - v. Proposals that receive at least two favorable recommendations from the three independent reviewers would be qualified to make final presentation before a panel;
 - vi. The panel would listen to the presentation, appraise the budget and make appropriate recommendations to the Fund; and
 - vii. The recommendations of the reviewers and those of the panel would determine the award of the grant.

NOTE

For any proposal, the evidence of publishing at least an article in a Quartile 1 or Quartile 2 Journal by the Principal Researcher / Investigator is a necessary condition for prequalification.

B. DISBURSEMENTS

The NRF grant is accessed in 3 tranches with requirements as follows:

- 1. REQUIREMENTS FOR ACCESSING 1ST TRANCHE (60% OF TOTAL INTERVENTION COST - TIC):**
 - i. Duly signed and stamped Letter of Acceptance of the Award from the Principal Researcher and Benefitting Institution in the institution's letter head paper;
 - ii. Letter of Commitment from the Beneficiary Institution duly signed with official stamp by Head of the institution;
 - iii. A request letter for the release of First tranche of funds duly signed and stamped by Principal Researcher and Head of Institution;
 - iv. A copy of the Award Letter for the Research Grant being accessed;
 - v. Details of Principal Researcher's Official/Salary Account; and
 - vi. Admission letters of graduate students to be trained with the support of the grant.

- 2. REQUIREMENTS FOR ACCESSING 2ND TRANCHE (30% OF TIC)**
 - i. Following receipt of 1st Tranche grant, Researcher must publish at least 3 articles in a 1st quartile journal or 6 in a 2nd quartile journal or a combination thereof;
 - ii. Submission of Research Evaluation Progress Report(s) by Benefitting Institution;
 - iii. Request letter for 2nd Disbursement/Release from the beneficiary institution duly signed and stamped by the Head of the Institution and Principal Researcher;
 - iv. Submission of List of Equipment/Facilities procured with the research funds; and

- v. Submission of progress report of the graduate students that are supporting the conduct of the research.

3. REQUIREMENTS FOR THE RELEASE OF 3RD TRANCHE (10% OF TIC)

- i. Upon completion of project, Researcher is to submit evidence of publication of 2 articles in 1st quartile journals or 4 articles in 2nd quartile journal or a combination thereof;
- ii. Submission of framework on how research findings are to be impactful on Nigeria;
- iii. Submission of Letter of Research Completion;
- iv. Submission of four (4 Nos.) bound copies and electronic/soft copy version of the Research Project Report, including the Research Findings and significance to the promotion of Education and national development; and acceptable expenditure returns;
- v. Submission of two (2 Nos.) bound copies of the Research Project Execution Proceedings;
- vi. Request Letter for the 3rd Disbursement/Release from the beneficiary institution duly signed and stamped by the Head of the Institution and Principal Researcher; and
- vii. Evidence of completion of graduate students (Masters) and progress report for doctorate fellows.