

UNIVERSITY OF LAGOS

RESEARCH MANAGEMENT OFFICE



**GUIDELINES FOR THE ESTABLISHMENT
OF RESEARCH CENTRES**

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Guidelines on University Research Centres

SECTION 1. RESEARCH CENTRES, ESTABLISHMENT AND STRUCTURE

1. Introduction

In pursuant to the University of Lagos' strategic plan to promote and undertake impactful and cutting-edge research, this document provides comprehensive guidelines for the establishment of specialist research centres to foster collaborative research and academic training not reflected within the traditional University structures (e.g. Faculty, department, divisions/groups/DLI) in order to (a) drive and to promote multi-disciplinary research collaborations with capacity to contribute meaningfully to national, regional, and global knowledge economy, (b) pioneer novel knowledge through knowledge creation (quality research and innovation) and knowledge transmission (education and training), and (c) Knowledge transfer (creative management of knowledge and innovation). The document provides information on the defining features of a University Research Centre (URC), with details of the University processes and protocols for acknowledgement of the significant added value that is created, expectations for defining sustainability in the medium and/or long term, as well as governance structures.

The document refers to the term 'Research Centre' within a broad and general sense to include Research Centres of Excellence, Research Institutes, and Institutes of Specialized trainings approved by the Senate of the University and active in the University. The status of "Research Centre' in this context defines an approved body of multi-disciplinary researchers with complementary interests, creating a strong focus for joint research, exploring funding opportunities, ethically exploiting industry and other stakeholder collaboration for quality in research programs, academic training and other relevant activities such as articulating novel knowledge through seminars, conferences, while navigating ownership and sharing of intellectual property. Central to these endeavours is the collective push for community, national, and global prosperity, as hinged on the Centres mission, vision, and goals in both the short and long term contexts.

1.1 What Constitutes a Research Centre?

This section provides information on the University's definition of a Research Centre in line with institutional framework and broader criteria for expected functions of Research Centres, constituents, components, program of activities, and operational structure.

By and large, a Research Centre is considered an independent, interdisciplinary training and research unit operating under its own cost-code, and typically having exclusive autonomy to appoint staff, while subject to oversight by a Co-ordinator, and an overall oversight by the University research management apparatuses such as the Research Management Office, the Office of the Deputy Vice-Chancellor (Academics & Research), the Office of the Vice-Chancellor, and the Senate.

1.1.1 Staffing

- Research Centres (herein also known as RCs) have the autonomy to appoint staff such as Research Fellows, Research Administrators, and Routine administrative staff. However, the RCs are subject to oversight of the University's Research Management Organs (e.g. Central Research Committee, and the Research Management Office) who will consider the Centre's level of delegated responsibility (including but not limited to the hiring of Research Fellows as academic staff, Postdoctoral Fellows, Research Assistants, etc. etc.).

1.1.2 Funding and sustainability

- RCs are, in intellectual and financial terms, self-sustainable in the medium to long term (minimum of 5 years). This is also with regard to critical mass of academic support and activity.
- RCs can apply for research grants in the Centre's name as well as present and administer grant budget in the Centre's budget-code when awarded grants. In this way, Research Centres are to attract significant additional income (i.e. income that a Department could not otherwise attract) as a result of their existence.

1.1.3 Programs

- RCs may propose and be the host department of academic postgraduate taught (PGDip, MSc) and postgraduate research (Ph.D, Postdoctoral) programs. This means that RCs are eligible to teach courses and run credentialed programs subject to the appropriate University approval processes for the relevant courses.
- RCs may propose to organise and host academic activities such as workshops, seminars and conferences within their focus for the purposes of capacity building, knowledge dissemination, and knowledge transfer.

1.1.4 Administration

- RCs are expected build and maintain a significant external profile similar to that of an academic department, within the context of strategic financial planning, research, academic training, with strong alignment to the University's overall research strategy.
- Centres in this category may contribute to postgraduate training and teaching courses of other academic departments, teaching centres/units, and/or category I University Research Centres, but would not typically host their own.
- Research Centres should be established with support leveraged from a 'parent' academic department and the proposal to establish or disestablish a Centre in this should have the full support of the relevant Head of Department. It is not compulsory that the RC is established physically proximal to the 'parent' academic department, as it is a multi-disciplinary setting. However, RCs are not to be financially or administratively dependent on the 'parent' academic department for their existence.
- RCs are expected to draw a positive reputational impact for the University, and relevant spectrum of department(s) of multidisciplinary composition, and should provide evidence that they attract additional income and visibility as a result of their existence through multi-institutional and multi-national research and training.
- Research Centres must develop an external profile independent to that of the parent department. Such profiles could be publicized on websites exclusively designed for the RCs and allowed to be hosted on the RMO weblinks and/or the University Research tab.

1.2. Establishment of Research Centres (RCs)

- (a) The Senate of the University reserves the right to review and evaluate applications for the establishment of a research centre and/or conversion of strong research groups with proven track records of remarkable excellence in research to a Research Centre (RC).
- (b) While the decision as to whether to grant a new application for the establishment of a research centre (or the conversion of research groups with excellent track records seeking upgrade to a RC), is made by the Senate, such decision is, traditionally, jointly taken by the recommendation of the Research Management Office and the Office of the Deputy Vice Chancellor (Academics and Research).

- (c) Proposals for the establishment Research Centres, or promotion of research groups to research centres are submitted to the Research Management Office (RMO), University of Lagos, Akoka Campus, and will undergo critical reviews for consideration by a the RMO Committee for recommendation of RCs. A recommendation is usually advanced to the Deputy Vice-Chancellor (A&R) by this committee sequel to objective review of the application. The DVC (A&R) will afterwards (and in due course) put forward a recommendation to the Vice Chancellor.
- (d) Proposals should be submitted using the Form C. approved by the Research Management Office for the Establishment of Research Centres (please see Annexe), with clear, unambiguous, and comprehensive details responding to all questions outlined in the Form.
- (e) The Research Management Office will consider applications for the establishment of RCs periodically – typically every second quarter of the year (March – June). Application for amendments in existing RCs (where such amendments are deemed necessary by the Coordinators of the RCs), as well as reviews of reports of RCs towards showcasing activities worthy of mention in the annual research report of the University shall also be accepted during this period. A full review of the activities and achievements of the RCs, their accomplishments and how they have contributed meaningfully to the University’s research goals and strategy will be undertaken on a three yearly basis as detailed in this document.
- (f) For proposals for amendments to an existing centre, a concise summary outlining the rationale for the changes that are required together with a copy of the approvals (e.g. signed forms - as an evidence of a consensus by, at least, two thirds members of the RC) highlighting the changes should be submitted for consideration as in (b) above. The RMO, and the Office of the DVC (A&R), however, reserves some right to approve minor revisions on behalf of the Senate, as deemed appropriate by the Vice-Chancellor. Where the application for an amendment reflects a significant change to an existing Centre, the application will be submitted for consideration as set out in (b) above.
- (g) Proposals for the establishment or disestablishment of a Research Centre will also be considered by the Central Research Committee, before a recommendation is put forward to the Senate through the DVC (A&R) and the Vice-Chancellor (VC). This is in order to ensure that all parties with an interest (or cognate expertise akin to the focus of the RC, can comment on the justification for the deployment of the Centre

for specific functions (such as in offering postgraduate academic/research programs. All parties shall confirm the non-duplication of already existing functions or activities in traditional programs at departmental and/or faculty levels and/or whether proposed programs can be possibly merged with existing ones (or NOT). This also affords an opportunity for deeper discussion with the stakeholders in our academic environment and ensures that the decision reached is collective, unanimous, extensively justified, objective and gained the consensus needed for reference purposes.

1.3. Expectations in a proposal for the establishment of a Research Centre

This section outlines the common features of proposals for a University Research Centre, as contained in Form C (accessible online and through the Coordinator, RMO, Akoka), which should be considered prior to submitting an application for RC establishment, amendment or disestablishment of any Research Centre in the University of Lagos.

- (a) The proposal to establish a Research Centre (RC) must provide clear and comprehensive information on the Centre's mission, vision, goals, and objectives. These information should highlight strong relevance of the RC's activities to provide novel and practical solutions to national and global problems as well as compelling justifications for the Centre's strategies to serve as a platform to address contemporaneous challenges at the community, national and global levels. The problems and justification should align with proposed objectives outlined in Form C for clarity. Again opportunities of the INSTITUTE/CENTRE globally (if any), for research visibility in commercial setting such as Lagos, and global platforms should be elaborated. It is important for the RCs to highlight what's new that the Institute/Research Centre is bringing on board and how the original and unprecedented proposal competes with similar Research Centres or Institutes.
- (b) The objectives of the proposed RC should be distinctly defined to address national and global challenges by employing cutting-edge research, capacity building initiatives, mentorship of future leaders and implementation of novel evidence-based solutions from research, policy formulation, and advocacy. Practical steps and strategies to accomplish these objectives should be highlighted in the proposal.
- (c) All centres are expected to have a detailed governance structure with the Coordinator as Principal Leader. This also applies to other Research Clusters (research groups) in the Institutes/Research Centres that deals with the Research, capacity building and other

governance. However, a more comprehensive governance structure comprising a Coordinator, an Advisory Board, and Governance structure is expected of RCs (Please see Sections 5, 6, & 7).

- (d) Proposed vision, mission, and justification for the establishment of the centre must be stated. There is a need to articulate the general and specific objectives, description of centre activities and the benefits of the centre generally (e.g. faculty, University, Nigeria, Africa, and globally).
- (e) As financial support from the University is not guaranteed for RCs, there is a compulsory requirement that applications for RCs must detail sustainability plans and unique competitive strengths. Strategies that could advance the centre agenda for exploring funding opportunities, attract competitive local and international grants, collaborate with professional groups, universities, government agencies, and industries, must be communicated and documented.
- (f) Newly proposed RCs must identify and state, in clear terms, any activities which could not be carried out in the department(s) or other University Research Centres if the newly proposed Centre is not approved. It must also state how it intends to encourage interdisciplinary research which might not otherwise be carried out.
- (g) The proposal must provide information on the resources required for the establishment of the research centre and plans to innovatively mobilize the appropriate resources required; including but not limited to funding, physical space, hardware and software equipment, etc.
- (h) All team members' information (names, faculty, department, rank, qualification, and research areas) must be provided. The University places *strong emphasis* on the need for diversification of team members to reflect multi-disciplinarity. Information on individual and organizational collaborators should be provided. It is expected that details of the track record of the proposed team (showing research grants won, collaboration, and other linkages) must be clearly documented in the application. Academic programs (such as postgraduate programs) to be offered and ran by the Centres must be outlined as well as relevant details concerning the curriculum content and delivery.
- (i) The proposal to disestablish a University Research Centre should include a brief rationale as to why the Centre is being disestablished,

together with a copy of the existing constitution of the Centre, and documents showing that such decision has been reached unanimously by the members of the Centre, and endorsed by the Advisory Board.

- (j) Applications for the establishment of a new RC, amendment of existing RC, or disestablishment of RC should outline, wherever possible, any formal correspondence already undertaken in relation to the application and the approvals sought and obtained by the relevant Heads of Departments, Faculty Deans, and/or Director for Research Management. Minutes of meetings held with resolutions collectively reached by team members in congruence with the application should be attached where necessary.

- (k) The Coordinator of the Centre will formally report to the Vice-Chancellor through the Deputy Vice-Chancellor (Academics and Research) through the Director of the Research Management Office, Akoka on all official matters relating to the governance and administration of activities of the RC, including grants implementation, and notification of changes as it concerns the University. This line of communication must be strictly followed.

SECTION 2. REVIEW OF RESEARCH CENTRES

2.1. The Review and Reporting

All Research Centres are subject to review and reporting to the Deputy Vice Chancellor (Academics and Research) through the Research Management Office, Akoka Campus. An annual report of activities shall be expected from all Centre Coordinators to feature Centre activities, while the review processes shall include critical evaluation of Centre activities over a specified period (3 years) and aim to make recommendations for support, governance, stronger collaboration, alignment with the University strategic plans, upgrade to institute (where possible), or dissolution (where unsatisfactory performance is observed and the centre shows signs of going moribund). Research Centres may also be reviewed as part of the University's routine strategic review process.

2.2. Review Process

- (a) An annual report of activities of the Centre shall be requested by the Research Management Office. This report is not the triannual report expected from all RCs for evaluation of the Centre activities, but to enable the Research Management Office highlight notable research activities implemented at the Centres in the University's widely published annual research report.
- (b) For the triennial report (which are compulsorily expected from all RCs for evaluation and assessment of RCs performances, relevant and up to date information must be presented in the review report to the Central Research Committee through the Research Management Office in Akoka. The committee shall make critical, objective and unbiased assessment of how each centre has attained set-objectives as articulated in the Centre proposals during establishment (for newly established Centres) and satisfactorily met specific key performance indicators, including but not limited to research networks built, research grants (international and local) attracted, members inducted and/or employed (including research administrators, research fellows, administrative officers etc.), patents and intellectual property rights filed, inventions commercialised, spin-offs from research output, MoUs signed with other institutions (local and international), community engagement interventions implemented, impact on society through research, numbers of postgraduate academic and research students graduated etc.
- (c) The Coordinators of Research Centres shall be allowed to appraise the accuracy of the aims and objectives of the Centre, and to highlight any needed amendments and/or adjustments required in the Centre's Advisory Board, and objectives – particularly if (and where) such changes are pivotal to the attainment of the Centre's vision, mission, and goals.
- (d) Proposals for amendment to the constitutions, membership or change of Coordinator of University Research Centres shall be considered by the Research Management Office alongside consultations with the relevant Faculty Deans, Heads of Department of the Coordinator, and/or not less than three members of the RC prior to any recommendation being made to the Senate.
- (e) Prior to dissemination of feedback of reviews, a full list of University Research Centres, together with the respective reviews and recommendations made to each centre shall be presented to the Deputy Vice-Chancellor (Academics and Research) for final comments.

- (f) The Research Management Office shall be responsible for the official communication of the final report to the respective Coordinators of the Research Centres.
- (g) Should there be any need to contest or appeal the recommendations made in the review report, such communications must be made through the Director of the Research Management Office to the Deputy Vice-Chancellor (Academics & Research) and the Vice-Chancellor.
- (h) In the event that a Centre does not submit its review documentation as and when demanded by the Research management Office, Akoka, it will be deemed that this represents a recommendation that the Centre be disestablished and the Central Research Committee will advise the Senate accordingly.
- (i) Should a Centre delay submission and/or appeal for additional time than ordinarily required in order to include relevant institutional support documents, it is unlikely that such appeals will be granted as no Centre shall be reviewed separately. Rather, in such instances, it might be worth submitting available documents or drafts while others are submitted through the Research Management Office on a much later date with permission from the Coordinator of the Research Management Office.

2.3. Triennial Review Process

- (a) All University Research Centres shall be reviewed every three years. The review will assess the activities of the Centres and to what extent the Centre activities have contributed positively to the University of Lagos' research strategy and goals. In addition, the review shall evaluate the sustainability of existing University Research Centres and make recommendations (where necessary) on any key areas where greater development and co-ordination might be proposed. The Triennial Review process is not a substitute for the Annual report expected by the Research Management Office.
- (b) The forms for the review as well as guidelines shall be provided by the Research Management Office and shall include broadly the issues as set out in Annexe 2 of this document. The review forms shall be made available to all Coordinators of Research Centres who are to be informed of the opening and closing dates of the submission of review reports.

- (c) Three copies of all documents must be submitted to the Research Management Office (RMO), Akoka. The original document shall be forwarded through the RMO to the Central Research Committee. The second copy shall be submitted to the Academic Planning Unit, while the third copy shall be retained at the RMO for documentation and reference purposes.
- (d) Where the Centre has an Advisory Board, it is expected that the Board consider and comment on the documentation submitted for the Triennial Review process and for a brief report to be submitted summarising their views on current activities and future potential progress and development.

SECTION 3 MANAGEMENT OF RESEARCH CENTRES

3.1 Executive/Management Committee Structure

- (a) A University Research Centre may contain provisions in its constitution for the establishment of a Management Committee or equivalent body. Such Management Committee is generally responsible for advising the Coordinator on the day-to-day activities of the Centre.
- (b) Members of the Management Committee shall include faculty from all academic departments who have a significant intellectual (academic and research) stake in the activities of the Centre.
- (c) The constituted executive/management may comprise a deputy-coordinator for the Centre.
- (d) The constituted executive/management committee shall be chaired by the Coordinator of the Centre.
- (e) Additional conditions may be applied for some sponsored programs by a Funding Agency where a specific Centre program is dependent on substantial direct and indirect funding from a donor/funding agency. This may include the demand for a Program Manager and/or a Program Administrator
- (f) Where there is a need for any urgent and significant changes to the Centre Management structure, the The Research Management Office must be communicated.

3.2 Coordinators of University Research Centres

- (a) Approval of the appointments of Coordinators of University Research Centres are made by the Vice-Chancellor.
- (b) Coordinators of Research Centres are appointed for a single tenure of five (5) years from 1 September (or the beginning of a new academic session) with an end of term of 31 August (or the end of corresponding academic session), appointments are renewable or extendable for another 2 years maximum.
- (c) Proposals for the Change of a Coordinator of a University Research Centre should be forwarded to the Research Management Office, Akoka, for onward forwarding to the Deputy Vice-Chancellor (Academics & Research), the Vice-Chancellor, who will ensure consideration by the Chairman of the Central Research Committee and the Senate.
- (d) Centres are encouraged to appoint a Deputy Coordinator. In some cases, Deputy Coordinator may be appointed with clear justifications forwarded to the Research Management Office. Where a Deputy Coordinator is proposed, corresponding clarity of responsibilities must also be put forward for the consideration of the University of Lagos' Central Research Committee in the approval process.

3.3 Advisory Boards

Research Centres should have a formal Advisory Board associated with their Centre. Members of the Advisory Board may include a majority of members external to the University. Typically, a significant investment in time and resource is required for an Advisory Board to be effective and to properly engage members in the work of the Centre. Advisory Board is typically charged with maintaining a broad oversight of the work of the Centre, offering advice about its developing strategy, advising the University Research Committee on the work of the Centre and, in some instances, providing advice and assistance in the securing of funding necessary to support the activities of the Centre.

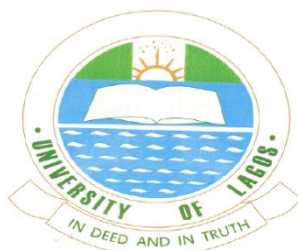
The following would apply to Advisory Boards:

- (a) Periodic meeting should be held once or twice per year and, at minimum, once every three years before the Triennial Review of University Research Centres.
- (b) Each Advisory Board is required to nominate a Chairman who should NOT be a member of staff of the University. Proposals for the formal appointment of the nominated Chair to membership of an Advisory Board shall include brief biographical details of the individual(s) and recommended for appointment.
- (c) Advisory Boards shall make a brief report assessing the performance of the Centre for the purposes of the Triennial Review. The University Research Centre Review form will include a section for the inclusion of comments from the Board, approved by the Chair of the Advisory Board.
- (d) Appointments to membership of Advisory Boards are made by the Vice-Chancellor on behalf of the Senate in consultation with the Chairman of the Central Research Committee, typically on the recommendation of the relevant Coordinator of the Centre
- (e) The term of office for a member of an Advisory Board is typically three years, commencing from 1 September and ending on 31 August, appointments being renewable. Arrangements for the nomination and appointment of members and the Chair of the Advisory Board should be clearly set out in the constitution of the Centre.
- (f) Updates to Advisory Boards can be sought on an annual basis by the Coordinators of Centres using amendment forms. This must however be communicated to the Director of the Research Management Office.
- (g) Coordinators will be informed of the outcome of any nominations made to membership of a Research Centre Advisory Board so that an appointment letter, outlining the period of office and other key information about the Board, can be sent to the appointee from the Centre. Letters of appointment to Chairs of Advisory Boards to Research Centres will be sent out from the Vice-Chancellor, copied to the relevant Centre Coordinator.
- (h) Coordinators of Centres should ensure that consideration is given to whether or not a further period of office should be recommended where individual members of Boards are coming to the end of their term of office.

- (i) During the Triennial Review process, it will be assumed that members of Advisory Boards whose terms of office have not been proposed to be terminated are continuing with the Centre as members of Advisory Board. However, Coordinators of Centres are responsible for informing the Research Management Office of Advisory Boards whose term of office is coming to an end.

FORM C

UNIVERSITY OF LAGOS



**OFFICE OF THE DEPUTY VICE-CHANCELLOR (A&R)
RESEARCH & INNOVATION OFFICE**

**APPLICATION FOR THE ESTABLISHMENT OF RESEARCH INSTITUTES AND
RESEARCH CENTRES**

FOR ADMIN US ONLY

Ref. No. assigned:	Email contact assigned:
Date Received in R&I:	url:
Date of APC review:	Date of APC Approval:
Senate Paper No.:	Date of Senate Approval:

Please, complete all spaces provided to make a complete application.

TYPE OF APPLICATION (Kindly

select one): Research Centre [] Research Institute []

NATURE OF APPLICATION (Indicate as appropriate):

New []

Replacement of an existing Institute/Centre []

If replacement, name of the Institute/Centre:

1. PROPOSED NAME OF INSTITUTE/CENTRE:

2. FACULTY OF DOMICILATION:

3. CONTACT PERSON MAKING THE APPLICATION:

4. DATE OF SUBMISSION (dd/mm/yyyy):

5. EXECUTIVE SUMMARY (Max 600 words):

6. Proposed Vision

7. Proposed Mission

8. BACKGROUND TO THE PROPOSED INSTITUTE/RESEARCH CENTRES

9. RATIONALE/JUSTIFICATION FOR THE ESTABLISHMENT OF THE INSTITUTE /CENTRE *(Expand on this by describing some national and global problems and then justify how the Centre can serve as a platform to address these. the problems and justification should align with proposed objectives outlined below for clarity. Again opportunities of the INSTITUTE/CENTRE globally (if any), nationally and in an urban/commercial setting such as Lagos, should be elaborated. what's new that the Institute/Research Centre is bringing on board and how does it compete with similar Institute/Research Centres or Institutes. Statistics and references will be helpful here. The justification is critical and should demonstrate clear need. Kindly note that the use of words like taking leadership, leapfrogging, first-class, world class etc can help our description).*

10. GENERAL AND SPECIFIC OBJECTIVES OF THE INSTITUTE/ RESEARCH CENTRE: *(Usually in several broad categories: research, capacity building/mentorship of future leaders and research implementation. Others are: policy formulation, advocacy etc).*

GENERAL OBJECTIVE/AIM:

SPECIFIC OBJECTIVES:

11. DESCRIPTION OF ACTIVITIES OF THE INSTITUTE/CENTRE – *(Align with Objectives above).*

12. BENEFITS/IMPACT OF INSTITUTE/CENTRE TO THE FACULTY, UNIVERSITY, NIGERIA, AFRICA AND GLOBAL *(kindly use sub-headings for each).*

13. DESCRIBE SUSTAINABILITY PLANS FOR THE CENTRE AROUND UNIQUE COMPETITIVE STRENGTHS MOTIVATED IN THE JUSTIFICATION/OBJECTIVES – (What do you envision in the next 5 years?):

14. STRATEGIES THAT COULD ADVANCE THE INSITUTE/RESEARCH CENTRES - COLLABORATION WITH PROFESSIONAL GROUPS, UNIVERSITIES, INDUSTRIES ETC.

15. OPERATIONAL STRUCTURE: Describe governance structure of the Institute/Research Centre with the Coordinator as Principal.... Other Research Clusters in the Institutes/Research Centres that deals with the Research, capacity building and other governance. *Faculty members should be innovative and ideas should drive this process).* **Note that the Guideline for the Administration of Research Institutes and Centres in the University of Lagos shall apply.**

Proposed members of the Advisory Board *(List at least 5 proposed external members, if approved):*

16. RESOURCES REQUIRED FOR THE INSTITUTE/RESEARCH CENTRE *(Note that all Institutes and Research Centres are to innovatively mobilize the appropriate resources required for this entity).*

FUNDING: SPACE: EQUIPMENT: OTHERS:

17. RESOURCES AVAILABLE FOR THE INSTITUTE/RESEARCH CENTRE:

FUNDING: SPACE: EQUIPMENT: OTHERS:

18: TEAM MEMBERS SHOWING DEPARTMENTS, FACULTY AND SPECIALTY

PROPOSED CENTRE LEAD/COORDINATOR:

Coordinator/Team members

S/NO.	NAME OF ACADEMIC STAFF	FACULTY	DEPARTMENT	RANK	QUALIFICATION	RESEARCH AREA

Add additional rows as appropriate. **Also attach CV of proposed Coordinator and three members of the team.**

19. COLLABORATING ORGANIZATIONS (*Universities, Institutes, Industry, Foundation, Government Ministries, Departments and Agencies (MDAs); UN Agencies etc*)]Attach evidence of at least TWO correspondences with any of the team members proposing the Institute/Research Centres]'

a. Individual collaborators

S/No.	Name	Position	Interest	Organization

Add additional rows as appropriate.

b. Organizations

S/No.	Name of Organization	Contact Person	Country	Remarks

Add additional rows as appropriate.

20. TRACK RECORD OF PROPOSED TEAM (*This should be in the form of Research Grants won, collaboration, and other linkages. This should be succinctly described. For example, Prof. John Paul was Lead consultant to UN Peace Mission...., collaborated with ...*

won several grants: Name of project, Sponsor and grant amount; Principal Investigator to xx xxx).

S/No.	Name	Track record

Add additional rows as appropriate.

21. ACADEMIC PROGRAMMES: Indicate possibilities of running postgraduate programmes . List possible Masters and Ph.D programmes

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Research Institutes/Cenres that wishes to commence academic programmes shall apply through the statutory procedures of the School of Postgraduate Studies and the Academic Programme Committee.

22. OTHER RELEVANT INFORMATION

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21. CONCLUSION

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22. PROPOSER INFORMATION

Name of Proposer:

Rank:

Department:

Faculty:

SIGNATURE

DATE

23. REFERENCES

24. ENCLOSURES

S/NO.	DESCRIPTION	ATTACHED: YES OR NO?
1.	CV of Proposed Coordinator	
2.	CV of three team members	
3.	Evidence of collaboration with individuals	
4.	Evidence of collaboration with organizations	
5.	Grant/Funding information	

*All Research Centres shall operate through the Research & Innovation Office
Please return completed application to the Research and Innovation Office
Thank you.*

Reviews of Research Centres

Criteria to be used by the Central Research Committee when reviewing Research Centres

Every three (3) years, each University Research Centre is expected to complete a brief assessment. Where necessary, Coordinators of Research Centres are to consult with their respective Advisory Boards, the Board for their input in the self-assessment. The review forms can be downloaded online (at the Research Management Office web-page) or requested for at the Research Management Office. The submission of annual review reports is not a substitute for the triennial reviews. All appropriate support documents to serve as evidences of reports should be attached (e.g. copies of signed MoUs where a Research Centre has formally established research collaborations with other research institutions). Research Centres may be requested to provide further information to the Academic Planning Unit, the Research Management Office, Akoka, and/or other University units/offices in cases where assessment of a particular issue requires further information.

The information provided on the review forms for assessment will include broadly the following:

1. Broad aims of the centre:
 - i. Listing the aims of the centre as set out in the approval documentation and/or constitution
 - ii. Is/are any amendment(s) proposed?
 - iii. Provide information on amendment(s) proposed.

2. Broad and Specific Objectives of the Centre:
 - i. Describe the broad and specific objectives of the Centre
 - ii. To what extent has the aims and objectives of the centre been met?
 - iii. Describe the plans of the centre for the next 3 years
 - iv. What risks do you anticipate in implementing this plans?
 - v. What are the Centres risk mitigation plans for achieving

3. Leadership or significant membership changes:
 - i. Provide details of members of the centre
 - ii. Highlighting whether there has been or will be a change in the Coordinator of the Centre
 - iii. Has there be any other key staffing changes? Please provide information
 - iv. Will there be any that could impact the Centre's ability to achieve its aims and objectives? Please state.
 - v. Has there been significant increase or decrease in staff numbers over the last two years.

4. Current Performance: Briefly explain how the aims and objectives are supporting the achievement of University research strategies. In doing so, the following might be considered:
 - i. What novel research output has the Centre produced?
 - ii. What capacity building programs (conferences, seminars, workshops) have been implemented in the past 3 years?.
 - iii. Provide details of research grants awarded to the Centre (Please list funding agencies, amount, and project title)
 - iv. Please provide evidence of the impact of research projects of the Centre

- v. To what extent has the collaborated with other institutions (locally and internationally)? Please provide evidences (e.g. signed MoUs)
 - vi. Have there been any patents or intellectual property rights (copyrights) filed for or secured by the Centre?

- 5. Briefly, describe the Centre's involvement in any academic teaching or training activities.
 - i. How many categories of academic postgraduate programs are currently being conducted by the Centre?
 - ii. How many students have been produced under each category?
 - iii. Are there any plans to expand on these programs? Please provide details

- 6. Advisory Board:
 - i. Please list members of the Advisory Board
 - ii. Please attach comments from the Chairman of the Advisory Board in response to views on current activities and future potential progress and development.