



GRANT ADMINISTRATION POLICY

RESEARCH MANAGEMENT OFFICE, UNIVERSITY OF LAGOS



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GRANT AWARD ADMINISTRATION POLICY

SECTION 1. INTRODUCTION

The purpose of this document is to provide guidance for Faculty and researchers, through the Research Management Office, regarding governance of expenditure from grant awards for the purposes of Personnel costs, travel and subsistence (also known as per diem). The document presents the University's generally accepted accounting principles in compliance with all local and international grants. Faculty and administrative members of the university are expected to conduct university travel under stipulated guidance on this policy document, and in compliance with all applicable University rules and regulations governing the allocation of per diem. This policy covers University business-related travel undertaken on behalf of the University. All budgetary allocation for travels and per diem must be directly related to the research project. For the majority of travel relevant to internationally funded grants, researchers are required to follow the travel and related policies as dictated and/or allowed by the funding agency. The document recognizes that, additional considerations might apply and taken into consideration on personnel costs, travels, and per diems under special international grants and awards.

SECTION 2. COSTING

2.1. Personnel costs

Personnel costs must include, prior to proposal submission, a comprehensive list of all personnel at the University of Lagos, participating in the activities relevant to the research/project. Computations of Personnel Costs with the University of Lagos' Research Base Salary Scale shall apply only to research personnel at the University (not to personnel at other institutions or Consultants).

2.1.1. Each person, and the position (roles and responsibilities) they will hold within the project must be stated for justification with effort.

2.1.2. Changes to the identity and/or names of personnel after project approval and requests for payment of research salaries must be made through the Research Management Office (RMO) after an award has been approved and granted, shall require due communication with the Funding Agency or the Central Research Committee (where the research is funded by the University). A signed approval authorizing changes shall be required from the Principal Investigator (and the Funding Agency) by the RMO before such requests for processing of payments shall be effected.

2.1.3. The University allows for computation of personnel costs using the University-base salary structure/scale as shown in the table below. All allocable remuneration from research must be computed based on the Level of effort (%Effort or man months). N.B: Stated salaries are in U.S. Dollars

	1	2	3	4	5	6	7	8	9	10	11	12	13
LECTURER I & BELOW	4,200	4,250	4,300	4,400	4,500	4,600	4,700	4,800	5,000				
SENIOR LECTURERS	5,050	5,100	5,150	5,200	5,300	5,350	5,400	5,500	5,600	5,700	5,800	5,900	6,000
ASSOCIATE PROFESSOR	6,500	6,600	6,700	6,800	7,000	7,200	7,400	7,600	7,800	8,000			
PROFESSOR	8,000	8,200	8,200	8,600	8,800	9,000	9,400	9,600	9,800	10,000			

2.1.4. Local salary rates must be applied in calculating research-base salaries when applying for Local Grants. Salary increases during the course of a locally funded project will not apply to an on-going project. In essence, only approved salary rates at the time of the award of the grant shall be implemented through-out the project duration

2.1.5. Research-salary computation based on % Effort for Professors may not exceed one-third of the academic year base for project/research period of work, due to teaching, and other administrative commitments

2.1.6. The Council, through the Finance and General Purposes Committee (F & GPC) considered and approved the recommendation from the Development Committee on the Research Base Stipend Structure for Research Assistants, Ph.Ds and Postdoctoral Researchers as follows:

SN	DESIGNATION	RESEARCH BASE SALARY (USD)/MONTH
1	Research Assistant	USD 800
2	Research Technologist	USD 1000
3	Postgraduate Researchers (Ph.Ds)	USD 1400
4	Postdoctoral Researchers	USD 1600

2.1.7. Tuition remission should only be included where the funding agency regards it as an allowable cost. Otherwise, the RMO is under no obligation to approve tuition remission under any circumstance, from the project budget

2.2 Consultants

Research Consultants conduct specialized activities in a research/project and produce a final analysis of key findings. They are experts who are usually included in the project by the Principal Investigator, enabling them to provide reports in areas the project members cannot. Consultants are expected to contribute to the research objectives over a specified period of time on a project

2.2.1 The use of paid consultants may be justified only for specialized tasks, and where such collaboration is necessary

2.2.2. University regulations allow for the inclusion of consultants and/or sub-contractors where a justification for their inclusion has been accepted and approved by the Central Research Committee or by the funding agency - for externally funded research.

2.2.3. For University funded (Central Research Committee grants), Consultant fees are based on an hourly or daily rate which currently is N100,000/day

2.2.4. For University funded research, a letter signed by the Principal Investigator and containing the following information must be included in the proposal:

- i. Name of the Consultant
- ii. Area(s) of Specialization
- iii. Employer
- iv. Services to be provided
- v. Period of engagement

SECTION 3. DUTY TOUR ALLOWANCE

Duty Tour Allowance includes Per diem, Transport allowance (e.g Flight tickets, or mileage allowance), and Local running costs. Where the researcher has been supported by a funding agency for flight and accommodation, a 50% allowance amount will be used as the basis for pro-rated payment.

3.1 Per Diem

3.1.1 Per diem covers meals, and accommodation expenses incurred while on University-related activity or research project. Local rates (for Local grants) vary from international rates. Any deviation from standard per diem rates must seek approval from the Research Management Office and the Deputy Vice Chancellor (Academics and Research) or the Vice-Chancellor, or the funding agency in advance. Requests for exceptions must be directed to the appropriate funding agency after due consultation with the Senior Accounting Officer at the Research Management Office.

3.1.2. For Local grants, receipts are not required to retire per diem funds disbursed.

3.2. Transportation Allowance

3.2.1. Transportation allowance covers the costs associated with transportation or travels.

3.2.2. In cases where it is not likely that travel funds will be released before the travel date, due to delayed fund disbursement protocols and procedures, or due to short interval of travel notification to the Research Management Office, or the Bursary Unit, a traveler may opt to travel with personal funds, and apply for reimbursement upon return. However, the reimbursement for actual expenses may not exceed the statutory/approval limit of per diem allowance. Only allowable and reasonable expenses shall be reimbursed.

3.3. Local Running Costs

3.3.1. Local running costs refers to costs incurred on physical travels within short distances within and around the geographic location where the research is being conducted. This also includes travels to (and from) the airport.

3.3.2. Local running costs are computed as 30% of total per diem cost.

3.3.3. For international grants, local running (travel) with motor vehicles, researchers must use registered ride-hailing vehicles, and document all receipts. Where ride-booking or ride-hailing services are not available, and the researcher chooses to make use of his/her personal vehicle, proper documentation of mileage traveled must be indicated. This shall be required after the travel has been completed, for retirement purposes. Researchers must complete the mileage claim form through the Accounting Officer (AO) at the RMO, for reimbursement at a rate of ₦100 per kilometer or at any rate approved by the funding agency. It is important to note the following:

- i. There is no cash reimbursements for kilometers traveled
- ii. Travel date must be indicated
- iii. Mileage to and from the workplace from the travelers residence will not be reimbursed

3.3.4. For Local travels (within Lagos state), the University allows for the payment of up to N10,000 on any locally sponsored program/grant. This also applies to internationally funded research/project, except where the funding agency has approved payment at a different rate to the investigators.

3.3.5. Where a personal vehicle is used in lieu of air travel or other means of travel (ride-hailing), the reimbursement for mileage, and other expenses resulting from the travel time shall be compared to the cost of air travel. It is the responsibility of the traveler to document all costs and expenditure, and as much as possible, adopt the path of least expense.

3.4. Travel Approvals

3.4.1. The University of Lagos allows for approval of only allowable and reasonable travel costs on any University sponsored award (e.g. Central Research Committee Grant). For externally funded projects/research, travel costs are approved for disbursement where it meets the funding agency's requirements and/or travel costs as stated in the final version of the proposal reviewed by the funding agency and awarded a grant.

3.4.2. All post-modifications to travel grant following the award of a grant must seek approval from the funding agency before such requests can be granted by the University. In the case of University funded research (such as the CRC grant, such requests shall be channeled for CRC approval through the Research Management Office).

3.4.3. For internationally sponsored projects, documentation for retirement of travel funds includes paid, itemized receipts, airfare tickets, and/or proof-of-stay, for any travel with economy-class or sponsored/personal components. Where personal components apply, an application for reimbursement can be made to the Sponsor through the RMO.

3.4.4. The University only approves and allows economy class flight tickets for all air travels. Only the Vice-Chancellor has the exclusive allowance to travel on Business class tickets.

3.4.5. The lowest economy airfare is always recommended for all University funded travels. This also (in most cases) apply to externally funded travels.

3.4.6. In both local and most internationally sponsored research, non-allowable expenses, such as alcoholic beverages or business class travel must not be charged to sponsored awards or local grants irrespective of whether they are permissible for other funding sources.

3.4.7. Where necessary, approvals to travel must be sought and obtained from the Heads of Department and in some cases, Human Resource Director/Registrar/DVC (A&R)/VC before travelling. Upon return, a copy of report on activities accomplished must be included in a memo to the notifying the relevant grantor(s) of permission to travel. The RMO Director must also be informed.

3.4.8. Additional travel costs are eligible for reimbursements only if justifiable and directly related to accomplishing project objectives. In such cases the possibilities of transferring funds from an approved budgetary provision or operating cost item might be considered.

3.4.9 The University will not reimburse tickets acquired with frequent-flyer miles, discount promo programs, lottery, or free vouchers.

The tables below shows Duty-Tour Allowances (Table 1) for the various cadres and designations, and Estacode Allowances (Table 2).

For Local/University funded programs, local transport rates are computed as 30% of Per diem.

Table 1. Duty Tour Allowance

Academic/Teaching	Non-Academic/ Non-Teaching	Per diem/day	Local Running Costs (30% of Per diem)
Vice-Chancellor		N50,000	*NA
Prin. Officers		N50,000	N17,000
Professors &	GL 14 - 15	N25,000	N7,500

Associate Professors			
*AL– Senior Lecturers	GL 06 - 13	N15,000	N5,000
	GL 02 - 05	N10,000	N3,000

*AL – Assistant Lecturers *NA – Not Applicable

3.5. Estacode allowance

Estacode allowance applies to international applies to International Duty Tour allowances. It is paid in international currency or it's equivalent to cover travel expenses (per diem and local running costs associated with international travel expenses).

Table 2. Estacode Allowance

Designation		Amount =N=
Vice-Chancellor		USD 900
Principal Officers		USD 600
Council Members		USD 425
Academic/Teaching	Non-Academic/ Non-Teaching	Amount =N=
Professors & Associate Professors	GL 14 - 15	USD 381
Asst. Lecturers - Senior Lecturers	GL 02 - 13	USD 206

*GL- Grade Level

3.2 Payments and retirement of Duty Tour Allowances

3.2.1. Duty Tour Allowances will be paid into the researcher's provided bank account following approval and administrative processing at the Bursary Unit and Cash Office.

3.2.2. For international grants and TETFUND Grants, receipts will be required as proofs of travel costs incurred (such as flight booking or boarding passes).

3.2.3. For CRC Grants, receipts are not required for Duty Tour Allowances (including per diem - accommodation booking, feeding, and local travel costs). However, external (international funding agencies) might require ALL receipts and such expectations must be met for retirement of funds spent.

3.2.4. All receipts must be valid (from recognized vendors and service providers) with telephone numbers of vendors/service providers and addresses.

SECTION 4. ACCOMMODATION

The University's Central Research Committee (CRC) Grants considers funds for accommodation as part of per diems

4.1. All accommodation shall be booked by the Principal Investigator and/or the co-investigators.

4.2. The Research Management Office shall not be liable for accommodation extensions incurred by any investigator

4.3. When research trip requires a researcher to book for and/or pay for an accommodation in a distant location for over 30 days, the researcher is expected to find a less expensive accommodation.

4.4. Reimbursements are only made for publicly accessible residences/places of lodging. No reimbursement shall be made for personal residences.

4.5. Where a researcher books for accommodation allowing family member(s) to cohabit, only the cost of the researcher's accommodation shall be reimbursed.

4.6. All accommodation will be no more than 4 star standard unless approved otherwise by the RMO.

4.7. The RMO shall request for written justification where lodging is in excess of the approved amount per night.

4.8. Room service expenditure (such as laundry, cinemas, entertainment etc.) are personal expenses which are not reimbursable and are covered by per diem.

4.9. If traveler is accompanied by spouse or any other non-project-related partner, the additional associated costs with accommodating the co-traveler will not be reimbursed to the traveler.

4.11. Researchers who stay with family or friends at no costs are not entitled to any reimbursements or payments for accommodation.

4.12. Additional lodging and travel expenses due to being quarantined are not an allowed expense on University funded projects, and alternative funds will need to be used.

4.13. Where the traveler incurs any form of liability in hotel (damage or loss) the University shall not be held as an associate or bailer in the liability.

SECTION 5. COST SHARING

5.1. Cost share/Counterpart Funding

Cost sharing refers to the University's contribution or proportion of the project costs that are not paid by the funding agency. Other terms used interchangeably with cost sharing include 'counterpart funding', 'match contribution' or 'in kind contribution'. The University of Lagos Research Office is open to cost share commitments in proposal submission under the following conditions:

- i. Where cost sharing increases the likelihood of funding
- ii. Where it is stipulated by the funding agency as mandatory
- iii. When approved by the Research Office
- iv. Where it does not fall outside of the capacity of the University to bear such financial obligation (Please seek clarifications and approval from the Director of the Research Management Office)
- v. Where there is availability of relevant resources of monetary value within the University that could be beneficial to the project in lieu of the financial contribution

General regulations on cost share

5.1.1. It is important to note that the University of Lagos cost sharing will not cover researchers salaries and/or personnel costs at value equivalent to international research base salaries

5.1.2. Where cost sharing covers personnel costs, it shall be paid at local salary rates throughout the period of the research approved at the submission of the proposal. A no cost (no extra-salary payment) extension could be granted where project duration is approved for extension due to justifiable and extenuating circumstances

5.1.3. Research facilities and equipment available at the Central Research Laboratory (CRL) could be factored into cost sharing. However, only the utility of such facilities and equipment shall be allowed as cost sharing.

5.2 Cost share in pre-award process

Cost share utilizes university resources, and therefore must be approved by the Research Management Office and the Central Research Laboratory at the time the proposal is submitted to the funding agency. Approved cost share must be documented on the proposal budget. Any change(s) before submission must be brought to the notice of the Research Office.

5.3. Cost share in post-award process

After award notification, Principal Investigators must meet with the Research Director to verify that budgeted cost share are booked in a timely manner, and that the Accounting Officer (AO) opens an account for cost share expenditures.

5.3.1 The AO will create a cost share sub-account under each awarded grant account for each source account provided.

5.3.2. The AO will be responsible for ensuring that cost share expenditures are allowable and are charged to the cost share sub-account in a timely manner.

5.3.3. The AO will be responsible for ensuring that periodic balance sheets and statements of account (including cost share) are provided as financial/grant update to Principal Investigators

SECTION 6. FACILITIES AND ADMINISTRATIVE COSTS

6.1. Facilities and Administrative (F&) costs (also referred to as indirect costs or overhead costs) are costs that are incurred for institutional activities associated with implementing the grant and/or conducting the funded research. It involves clerical work and it is calculated as percentage of overhead (direct cost).

6.2. For locally funded research, the University of Lagos' F&A cost is calculated as 10% of total direct cost.

6.3. For Tertiary Education Trust Fund (TETFund) National Research Fund, F&A cost is calculated as 5% of total direct cost – as stipulated by TETFund.

6.4. For all internationally funded research, the University of Lagos' F&A cost is calculated as 20% of total direct cost.

6.5. In some exceptional cases, a waiver could be granted for F&A charge deductions. This applies ONLY to grants where funders do not permit or allow for F&A Charges (no F&A charges are allowed). In this case, waiver requests are to be initiated by the Principal Investigator and approval is given by the Research Management Office (RMO). The RMO also communicates the Bursary Unit not to deduct F&A charges for such grants.

6.6. International grants that pay monthly stipends to Postdocs, Research Assistants, Research Technologists, Ph.D.s etc. are subject to 5% Administrative charges on the stipends. A waiver is only granted where the stipend is paid to the University's account along with the aggregate direct cost amount previously subjected to standard F&A charges.

6.7 While TETFund grants are paid in tranches (2 or 3 instalments; 60%, 30%, 10% of the grant amount) the F&A charges (5%) is deducted in full from the first tranche.

6.8. Failure to adhere to the principles and processes for F&A remittances may result in the adjustment of budgets and expenditures to ensure that appropriate F&A costs are collected.

SECTION 7. CENTRAL RESEARCH COMMITTEE GRANTS

7.1. The CRC Grant is a seed grant traditionally sourced from the University's Internally Generated Revenue (IGR), and supports faculty members' research initiatives, such as novel and innovative pilot or feasibility studies, that will provide the foundation for external funding applications.

7.2. The breakdown of the University's IGR Budgetary allocation to support the development of research and innovation activities (in the form of CRC grant) is as follows:

- 7.2.1. **Research Development Grant (60%):** This allocation caters to 'CRC Main Research' and "CRC Mini Research". CRC Main Research Grant refers to the maximum research support fund that can be obtained from the Central Research Committee's budgetary allocation (Total grant amount of N3million + \$250 for publication in any International Peer-reviewed Journal), while the CRC Mini Research Grant refers to the minimum research support funding that can be obtained from the University's CRC support grant (N1million).
- 7.2.2. **Innovation Exhibition/Trade fair Attendance Grant (10%):** This funding supports the Innovation Office activities aimed at showcasing inventions developed by faculty and students, new products expo, hackathons, and other creative outputs of research. Eligibility, however, is not limited to discipline as all novel innovation from all faculties are entitled to be showcased (including novel creative works of arts, sciences, engineering and medicine).
- 7.2.3. **Innovation Prototyping Support Grant (10%):** This CRC grant allocation supports the creation of a virtual or real model of an invention following a successful proof of concept. The funding supports the inventor to work with the guidance of the Research Management Office (RMO) and the Innovation and Technology Management Office (ITMO) to demonstrate how the invention works

through the creation of an actual physical device. All provided funds are subject to the same terms and conditions applicable to all CRC grants – as regards disbursement and retirement of funds.

7.2.4. **Research Capacity Development Fund (15%):** The research capacity development funds provides funding support to the RMO to conduct events related to research capacity building. These include, but not limited to, workshops and seminars on grant writing, research administration training, research ethics training, and research development training.

7.2.5. **Patent Application Fee Support (5%):** to support charges incurred for a patent application and/or to complete the patenting process of an invention.

7.2. ELIGIBILITY FOR CRC GRANTS

7.2.1. The CRC Grant is for full-time and council confirmed faculty members for whom Research-related activities are part of their obligations.

7.2.2. Applicants for the CRC Grant must be the Principal Investigator (PI).

7.2.3. CRC will give priority consideration to faculty members who are not holding any grants, or faculty members who have successfully completed a previous CRC award

7.2.4. Research assistantships offered through CRC grants should prioritize support for University of Lagos postgraduate research students and their training/mentoring/CV and skills building.

7.2.5. Applicants who plan to hire research assistants outside the University of Lagos must provide compelling justifications.

7.2.6. All grants are dependent on continued employment at the University of Lagos.

7.3. APPLICATION REQUIREMENTS

- 7.3.1. Application forms can be accessed through the RMO or at the CRC Office, Room 707, Academic Planning, Senate House. Applicants must complete all sections of the application form. Incomplete proposals will not be reviewed.
- 7.3.2. All Principal Investigators are required to submit a recent CV.
- 7.3.3. Applicants must provide a detailed budget description and justification.
- 7.3.4. Applications that demonstrate potentials for student training and mentoring opportunities will be prioritized.
- 7.3.5. If applicants have been awarded a CRC grant previously, it is important to state progress made - whether the research has been completed and cleared or on-going.
- 7.3.6. Faculty who have received previous CRC Grants are required to indicate the title(s) of the grant(s), and to submit completed manuscripts emerging from the grant.

7.4. EVALUATION CRITERIA

- 7.4.1. CRC Grant proposals will be reviewed by the Central Research Committee composed of faculty members who are representatives of Faculty Research Committees.
- 7.4.2. To assist committee members to constructively review proposals, Investigators must provide comprehensive details regarding the research being proposed (i.e., objectives, theoretical framework, context, methods, expected outcomes, and timelines for research and knowledge dissemination activities).
- 7.4.3. Evaluation of proposal for the award of CRC grant is based on originality, significance, and expected outcomes of the project, appropriateness of literature review/context, appropriateness of theoretical framework, quality of student training and mentoring opportunities, feasibility of completing the project within the timeline provided, and appropriateness of budget allocation and justification.

7.5. CRC GRANT BUDGETING

7.5.1. The CRC Main (maximum) Research Grant is N3million (+\$250) for publication in international journal. The Mini (minimum) research grant is N1million.

7.5.2. As CRC Grant is a seed grant, no personnel costs are allowed. However, honorarium could be paid to the researcher (please see section 7.6.3). Stipends for Graduate Research Assistants is N10,000 per month, while for Non Graduates, it is N7,500 per month.

7.5.3. The disbursement of CRC Main Grant is in instalments of three (3) tranches corresponding to 3 phases of the project, and two (2) tranches for the Mini Grant corresponding to two phases; as shown in the table below:

Tranche/Phase	Main Research Grant	Mini Research Grant
1 st tranche/Phase 1	50%	50%
2 nd tranche/Phase 2	30%	50%
3 rd tranche/Phase 3	20%	NA

7.5.4 For the Main research, other allowable costs include:

- i. Contingency: 10% of total budget (which must be fully retired with evidences of expenditure
- ii. Honorarium: 12.5% of the budget before contingency, after submission of approved end of research report.

7.5.5. A 1.5% of Total Budget must be deducted and reserved by the University for Patenting of any possible novel invention from the research. In the event of the emergence of a patentable product, the University pays this amount towards patent application fee on behalf of the researcher.

7.5.6. The release of subsequent tranche of funding will be conditional on

timely submission of the report of each phase.

7.6. RESPONSIBILITIES

- 7.6.1. Research activities that will involve the use of human participants in the conduct of research must receive ethics approval by the Research Ethics Committee before commencement of the release of funds.
- 7.6.2. Research activities that will involve the use of animals must receive ethical approval from the Animal Care and Use Research Ethics Committee (ACUREC) before the release of funds
- 7.6.3. A portion of CRC Grant shall be requested to obtain ethics approval, then proof of ethics approval must be forwarded to the Director RMO, and the Chairman, CRC, upon receipt.
- 7.6.4. Recipients of a CRC Grant cannot transfer the grant or any part of it to other research or operating accounts within the University.
- 7.6.5. A final report must be submitted to the CRC (Academic Planning Office) not later than 3 months after the completion of the project or 18 months after the grant is awarded, whichever comes first.
- 7.6.6. Recipients of CRC Grants are expected to present their work at the UNILAG Research Conference and Fair event, which is usually held annually. They are also expected to publish their work in peer-reviewed scholarly journals and other avenues.
- 7.6.7. All dissemination should acknowledge the support of the Central Research Committee.
- 7.6.8. Funds can be used as matching funds for a proposed study – with the consent and approval of the Central Research Committee.

7.6.9. Funds must be spent in accordance with the approved budget by the CRC and within the duration stated in the proposal.

7.6.10. Any changes to the approved budget must be approved by the Chairman, CRC.

8. RESEARCH EQUIPMENT PROCUREMENT

Research equipment refers to apparatus purchased, or fabricated, or donated/loaned as a single unit and used primarily for research. The purchase of research equipment may be initiated only when such equipment is vital to accomplishing research objectives and is not already available and/or accessible elsewhere on campus. The University of Lagos Research Management policy requires that all research equipment be housed on campus and usage must not interfere with regulations of the sponsors. In addition, the terms of acquisition and purpose of procurement must not be violated.

8.1 Procurement of Research Equipment

8.1.1 Principal investigators and/or Research Teams are responsible for the procurement, and management of research equipment. While research equipment procured through any research grant are primarily for use in the course of conduct of the parent grant, the University nevertheless encourages shared use of all research equipment if such use will not interfere with the research work for which the equipment was originally acquired. All research equipment purchased by the University, or procured either through grants, donated, or transferred shall be documented in the University inventory records of research equipment.

8.1.2 Once the funds for the purchase of research equipment are secured, the Principal Investigator must notify the Research Management Office, and complete a "Research Equipment Procurement Form as well as a Purchase Order Form.

8.1.3 The Principal Investigator must include, in the submission of the forms, three price quotes from reputed and authorized marketers for the equipment. These documents will be processed by the Principal Accounting Officer at the RMO and forwarded to the Central Bursary Accounting Department for further action.

8.1.4 Price quotes must contain clear and accurate description of the technical requirements for the equipment to be procured. In competitive procurements, such description must not contain features which unduly restrict competition.

8.1.5 Description, whenever practicable, shall include brand (Manufacturer), model, capacity, and other information such as the range of acceptable characteristics or minimum acceptable standards.

8.1.6 The Accounting and Auditing Unit of the Bursary shall conduct **Price analysis** – which involves comparing vendor quoted prices (including discounts) with prevailing marketplace prices (and/or those listed in commercial catalogs) and/or those recently submitted for similar services.

8.1.7 Subsequent to purchase, immediate use of the equipment shall not be allowed until a comprehensive audit is conducted on the newly procured equipment by the University Auditing Team. The audit team shall ascertain the veracity of the procured equipment before approval is granted by the University for the use of the equipment.

8.1.8 The University is averse to the procurement of pre-owned (used / second-hand) equipment. No approval shall be granted for the procurement of pre-owned equipment.

8.2 Title to Research Equipment

8.2.1 Title to all research equipment purchased with grant/contract funds shall be retained by the funding agency (e.g. all TETFUND funded projects must be marked “TETFUND”, Year, and Grant Number).

8.2.2 Where the University has made a contribution (e.g. counterpart funding) in the procurement of the equipment, the University shall retain title to the equipment.

8.2.3 Additional information concerning title to research equipment may be contained in property clauses of individual grants and contracts. All matters concerning title to research equipment are processed through the OSR.

8.3. Management of Research Equipment

8.3.1 The Principal investigators shall be responsible for the custody, judicious use, care, and maintenance of all research equipment acquired through grants and/or donations – where they have principally attracted such donations.

8.3.2 The Principal Investigators shall, sequel to obtaining approval for use (after procurement and comprehensive auditing) contact the university property accountant to assign an equipment inventory number to the newly installed equipment.

8.3.3 The Head of Department/Center Coordinator/Central Research Laboratory Directors are responsible for reporting significant changes in the condition, location, condition, transfer, and disposition of research equipment.

8.4 Shared Maintenance/Operating Costs

Operating costs and other costs associated with the maintenance of research equipment shall be shared by investigators in proportion to shared use. These may be carried through mutually agreed processes by the parties concerned.

8.5 Disposition of Research Equipment

8.5.1 Where a research equipment procured through an external grant becomes dysfunctional and unserviceable or is no longer needed by the principal investigator to conduct the funded research, the Research Management Office must be notified.

8.5.2 The Principal Investigator shall clarify from the funding agency whether the University of Lagos can negotiate for the rights to retain the equipment after the completion of the research

8.5.3 Following termination of an externally research program, equipment granted to the University shall be inventoried as belonging to the academic department/center concerned; especially where the funding agency allows this.

8.6 Release/Transfer of Research Equipment

8.6.1 Regarding transferability to another institution, the transfer of research equipment to another institution with a transferring faculty member may be effected when:

- a. The research equipment was brought to the University by the transferring faculty member from a previous institution
- b. The equipment was purchased or built with external funding and the external sponsor requests the transfer.
- c. The steps listed below are followed for transfer of research equipment:
 - (1) The Principal Investigator (or concerned faculty member) must visit the Research Management Office (RMO) to initiate the transfer request.
 - (2) The request shall be reviewed by the Deputy Vice-chancellor (Academics and Research), the Director of the RMO, the Head of Department of the faculty member, and the Dean of the Faculty. This team shall unanimously approve

or deny it. Approval would state and certify that the equipment is not needed in the department/center for teaching and/or research.

- (3) The review team shall verify that the equipment is not needed in any other department at the University of Lagos, then approves or denies the request.

8.7 Non-Transferable Equipment

It is the policy of the University of Lagos not to approve requests to transfer research equipment to another University or research institution under the following circumstances:

- a. The equipment was purchased or fabricated at University's expense.
- b. The equipment was procured using external funds and title has been vested in the University of Lagos.
- c. The equipment is needed for teaching and/or research at the University of Lagos.

9. PROJECT CLOSE-OUT

9.1. Project Termination Protocol

9.1.1 Principal Investigators shall submit, to the Research Management Office, the Project Termination Notices. This notice must be tendered not less than 3 months to the project end date.

9.1.2 Upon receipt of the project termination notice, the Research Management Office shall communicate the Bursary Unit on research matters to confirm that a closeout checklist has been communicated to the Principal Investigator.

9.1.3 All copies of receipts, invoices, and expenditure documentation must be attached to the final report as Appendices.

9.1.4 Unallowable and unallocable expenses shall be charged back to the Principal Investigator

9.1.5. For Central Research Grants, the Principal Investigator shall tender all invoices and/or receipts of expenditure to the total of awarded grants or spent funds.

9.1.6 Application for close-out of CRC funded research shall include a detailed report of the project, including activities completed, with relevant documentation and evidences of completed activities (such as pictures), and Certificates of approved progress reports.

9.1.7 The close-out of CRC grants requires one or more publication(s) in peer reviewed journal. Evidence of the publication must be attached to the final report.

9.1.8 For externally funded research, final reports for project close-out must be filed as required by the sponsor.

9.2 Surplus and Deficit Balances

9.2.1. For CRC grants, surplus balances must be returned to the Bursary Units for the crediting of the CRC account. All deficits shall be covered by the principal Investigator and/or department.

9.2.3. For externally sponsored research, surplus and deficits shall be addressed according to sponsor guidelines.

9.2.4. All supporting source documents that are charged as a direct cost must be retained by the Principal Investigator and tendered during document verification upon project close-out

Any deviations from this policy require approval of the Vice-chancellor

*Research Management Office
University of Lagos, Akoka
Lagos*

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