



**FEDERAL UNIVERSITY OF
AGRICULTURE, ABEOKUTA**

FUNAAB... for knowledge that develops and sustains



POLICY ON RESEARCH

**This document was produced
by the Directorate of Grants
Management(DGM) of
the Federal University of
Agriculture, Abeokuta.**

For further inquiries, contact:
Dr. Olukayode D. Akinyemi
on grants.management.funaab@gmail.com
www.unaab.edu.ng/grants



- “AMREC”: Agricultural Media Resources and Extension Centre
- “CODAD”: Committee of Deans and Directors
- “COLAMRUD”: College of Agricultural Management and Rural Development
- “COLANIM”: College of Animal Science and Livestock Production
- “COLENG”: College of Engineering
- “COLERM”: College of Environmental Resources Management
- “COLFHEC”: College of Food Science and Human Ecology
- “COLMAS”: College of Management Sciences
- “COLNAS”: College of Natural Sciences
- “COLPLANT”: College of Plant Science and Crop Production
- “COLVET”: College of Veterinary Medicine
- “HOD”: Head of Department
- “ICTREC”: Information Communication and Technology Resource Centre
- “IFSERAR”: Institute of Food Security, Environmental Resources and Agricultural Research

	Page
Table of Contents	3
About the University	4
The University in Brief	5
Our Vision	6
Our Mission	7
The Directorate in Brief	8
Overall Goal of DGM	9
Mandates of DGM	10
Structure of the DGM	12
About the policy	13
Preamble	13
Goal	13
Objectives and Scope	14
Research Activities by Staff	15
Promoting Excellence in Research	16
Research Capacity Building	16
Research Fund	17
Research Equipment	17
Transfer of existing Grant	18
Authorship	18
Intellectual Property	18
Research Agreements and Contracts	18
Publicity and Commercialization	18
Institutional Memory	18
University Entities for Implementation	20
Policy Review	20
Research Ethics and Integrity	20
Ethical Research Review Boards	22
The Veterinary College/Hospital Ethical Review Committee (VCHERC)	23
Humanities and Behavioural Studies Review Committee	24
Animal Care and Use Review Committee (ACURC)	25
Plant Care and Use Review Committee (PCURC)	26
Land and Minerals Resources Use Review Committee (LMRURC)	27
Food Usage and Safety Ethical Review Committee (FUSERC)	27
Definition of terms	29



ABOUT THE
UNIVERSITY



THE UNIVERSITY IN BRIEF

The Federal University of Agriculture, Abeokuta, Nigeria (FUNAAB) was established on January 1, 1988 with a tripodal mandate of Teaching, Research And Extension services in Agriculture and related fields.

OUR VISION

TO BE A CENTRE OF EXCELLENCE
IN KNOWLEDGE GENERATION
FOR GLOBAL DEVELOPMENT AND
THE SUSTENANCE OF AN
ENVIRONMENTALLY FRIENDLY
SOCIETY



SECTION TWO

OUR MISSION

TO BUILD GREAT FUTURE LEADERS AND
GENERATE KNOWLEDGE THROUGH
RESEARCH AND INTELLECTUALLY
STIMULATING ENVIRONMENT FOR
TEACHING, LEARNING AND COMMUNITY
OUTREACH TOWARDS SUSTAINABLE
DEVELOPMENT



... MANAGING GRANTS IN LINE WITH BEST PRACTICES

THE DIRECTORATE IN BRIEF

THE UNIVERSITY MANAGEMENT IN ITS EFFORTS TO
ENSURE THAT FUNNAB MEETS GLOBAL STANDARDS
AND EXPECTATIONS OF DONOR AGENCIES FOR
ACCOUNTABILITY, TRANSPARENCY WITH EFFECTIVE
MANAGEMENT OF RESEARCH FUNDS FOR MAXIMUM
IMPACT, ESTABLISHED

THE DIRECTORATE OF GRANTS MANAGEMENT(DGM).

THE DGM IS THUS POISED TO FACILITATE RESEARCH
EFFORTS OF FUNAAB STAFF THROUGH APPLICATIONS
FOR GRANTS AND FELLOWSHIP, NEGOTIATION OF
GRANTS CONTRACTS AND ADMINISTRATION OF
RESEARCH FUNDS.



OVERALL GOAL OF DGM

TO ENCOURAGE QUALITY RESEARCH ACTIVITIES IN THE UNIVERSITY IN LINE WITH ITS VISION TO BE A CENTRE OF EXCELLENCE IN KNOWLEDGE GENERATION FOR GLOBAL DEVELOPMENT AND THE SUSTANANCE OF AN ENVIRONMENTALLY FRIENDLY SOCIETY.

THIS IS IN ADDITION TO STRENGTHENING RESEARCH AND SCHOLARSHIP BY STAFF AND STUDENTS IN ALL AREAS THAT WILL BENEFIT AT THE LOCAL, NATIONAL AND GLOBAL LEVELS.

MANDATES OF DGM

1. TO DEVELOP RESEARCH POLICY FOR THE UNIVERSITY AND PROVIDE REGULAR MONITORING AND EVALUATION OF THE RESEARCH ACTIVITIES IN THE UNIVERSITY.
2. TO MANAGE THE UNIVERSITY INTERNAL RESEARCH FUNDS AS WELL AS ANY EXTERNAL FUNDS MADE AVAILABLE FOR RESEARCH.
3. TO ORGANISE APPROPRIATE TRAINING PROGRAMMES FROM TIME TO TIME, FOR THE UNIVERSITY RESEARCH COMMUNITY, THAT WILL ENHANCE RESEARCH MANAGEMENT AND COMPETITIVENESS, FOR GRANTS TO MEET THE REQUIREMENTS OF FUNDING AGENCIES.
4. TO MONITOR ALL RESEARCH ACTIVITIES ASSOCIATED WITH THE UNIVERSITY AND FACILITATE ETHICAL CONDUCT OF RESEARCH INCLUDING FINANCIAL ACCOUNTABILITY IN THE ADMINISTRATION OF GRANTS AND RESEARCH RELATED CONTRACTS.
5. TO PROMOTE THE PUBLICITY AND FEASIBILITY OF RESEARCH ACTIVITIES IN THE UNIVERSITY THROUGH THE PUBLICATION OF THE UNIVERSITY ANNUAL RESEARCH REPORTS AND OTHER PUBLICATIONS THAT WILL SHOWCASE RESEARCH EXCELLENCE IN THE UNIVERSITY.



STRUCTURE OF THE DGM

The DGM is structured into five units, under the office of the Director.

1. Research Development and Policy unit.
2. Research Ethics and Integrity unit.
3. Research Links unit.
4. Legal unit.
5. Finance unit.

ABOUT THE POLICY



SECTION TWO



ABOUT THE POLICY

THIS DOCUMENT WAS APPROVED BY THE SENATE OF THE FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA (FUNAAB) ON OCTOBER 2ND 2012 AT IT'S 190TH SITTING, AND CONSEQUENTLY RATIFIED BY THE UNIVERSITY'S GOVERNING COUNCIL ON OCTOBER 12TH 2012 AS A POLICY TO GUIDE ALL RESEARCH ACTIVITIES CARRIED OUT WITHIN AND OUTSIDE THE UNIVERISTY BY IT'S STAFF AND STUDENTS.

1. Preamble

This section presents the research policy of the Federal University of Agriculture, Abeokuta. It provides guidelines for research activities that will ensure excellence and integrity in the conduct of research and implementation of projects.

2. Goal

The goal of this research policy is to encourage quality research activities in the University in line with its vision to be a centre of excellence in knowledge generation for global development and the sustenance of an environmentally friendly society. The emphasis of the policy is, therefore, to strengthen research and scholarship by staff and students in all areas that will benefit society at the local, national and global levels.

3. Objectives

The objectives of this policy are to:

- i Consolidate the position of the Federal University of Agriculture, Abeokuta as a centre of excellence for research.
- ii Increase innovative and cutting-edge research activities among staff and students;
- iii Facilitate continuous research capacity building among staff and students;
- iv Encourage the mainstreaming of research outcomes into teaching and community service and;
- v. Provide general guidance for the management of r e s e a r c h grants in the University.



4. Scope

- i The policy shall apply to all staff and students of the Federal University of Agriculture, Abeokuta and all users of its diverse resources for research.
- ii The University shall ensure that research activities are in line with its vision and mission and also respond to relevant national and global research priorities.

5. Research activities by staff

- 5.1 Subject to compliance with the University's values and ethical principles, all academic members of staff have:
 - i Both the right and the obligation to conduct research and disseminate their findings;
 - ii the right to seek funds in support of their research activities.
 - iii Right to access University and external research funds and facilities subject to availability.
- 5.2 Nothing in this policy shall be construed as exempting any member of the academic staff from teaching and/or other responsibilities solely on the basis of the research record or investment in research activities of the person.
- 5.3 All Research Activities involving FUNAAB shall be supported by a Memorandum of Understanding (MOU).

- 5.4 Staff, students and visiting scholars shall adhere to the University's ethical standards for research.
- 5.5 Failure to adhere to the Research Policy shall be regarded as gross misconduct.
- 5.6 The principal investigators in research projects have the primary responsibility to ensure the quality, reliability and integrity of research outputs disseminated by them or members of their research teams.
- 5.7 The principal investigators in research project must liaise with their HODs/Units within the University to provide regular up-to-date information about their projects.
- 5.8 10% of all External Research Funds attracted into the University by staff/students shall be retained by the University as administrative costs.

6. Promoting excellence in Research

- 6.1 The Directorate of Grants Management (DGM) shall coordinate all sponsored research activities and carry out any other activities that may be assigned to it by the University through the Vice-Chancellor.
- 6.2 All academic units shall have research agenda, containing goals, priorities, and implementation strategies.
- 6.3 Research in the University's priority research areas shall be encouraged through competitive funding.



6.4 Evidence of research capability shall be a significant requirement for recruitment and promotion of academic staff.

7. Research Capacity Building

7.1 The University shall constantly build research capacity among staff and students through training in grantsmanship, research methodology, ethical practice and research management.

7.2 It shall be the responsibility of postgraduate supervisors to ensure that their graduate students and junior academic staff are properly mentored to conduct high quality research.

7.3 The University shall promote multidisciplinary, trans-disciplinary and international collaborative research aimed at knowledge, skill and technology exchanges and transfer.

7.4 The University shall facilitate access to adequate resources for cutting-edge research at all times.

8. Ethical Research Review Board

The University shall set up an Ethical Research Review Board (ERRB), which shall coordinate all matters pertaining to research integrity and ethics relating to the use of various subjects for research and purposes.

9. Research Fund

9.1 The University shall establish and operate a University Research Fund (URF).



9.2 The principal function of the URF shall be used to:

- i. Develop capacity in grantsmanship.
- ii. Continuously up-grade University research and development infrastructure.
- iii. Support the Coordination of University mentoring and training scheme.

9.3 The URF shall derive its funding principally from:

- i A line item in the University budget;
- ii Ten percent (10%) of the University's share of the indirect costs of grants;
- iii Any other credible source.

9.4 The URF shall be managed by the Research Management Committee.

10. Research equipment

Ownership of, and title to, equipment acquired by means of sponsored research grants shall be vested in the University. Such equipment shall not be sold, transferred or otherwise disposed of without approval of the University. Notwithstanding the foregoing, special circumstance may arise, such as movement of a Team Leader and Principal Investigator/Project Director (PI/PD) to another institution.

11. Transfer of existing grant

The procedure for transferring an existing grant to another institution shall be as follows:

11.1 The Principal Investigator/Project Director shall take the following actions;

- i Obtain approval from the Vice-Chancellor, through



- ii appropriate channels to transfer the grant;
- ii Disclose and confirm the status of any cost sharing or matching commitment by FUNAAB;
- lii Conform with the sponsor's conditions for transfer;
- I v Discuss any Intellectual Property (IP) issues with the Directorate of Grants management (DGM);
- v Complete all processes and necessary paper works required by FUNAAB and the sponsor.

11.2 The Directorate of Grants Management (DGM) shall take the following actions:

- i ascertain the exact amount of unexpended or uncommitted funds;
- ii review any cost sharing or matching commitments, ascertaining which have been met and which will be transferred;
- iii review agreements for sub-grants, if any, ascertaining which ones have been completed and which have not;
- I v review agreements for equipment purchase and capitalized equipment purchased on the existing grant that may move with the Principal Investigator/Project Director;
- v review commitments to personnel, including graduate students;
- vi Advise the Vice-Chancellor on the appropriate course of action in each circumstance.

12. Authorship

The University shall develop and operate a policy on authorship.

13. Intellectual property

- 13.1 The University shall develop and operate a policy on intellectual property.
- 13.2 Staff, students and visiting scholars shall abide by the intellectual property policy.
- 13.3 Staff, students and visiting scholars shall acknowledge the contribution by the University to the success of their research activities in all publications and research outputs.

14. Research agreements and contracts

The University shall honour all its research agreements and contracts.

15. Publicity and commercialization

- 15.1 The research activities and outputs of the University shall be widely publicized.
- 15.2 The University shall constantly identify its high potential research outputs and work toward their dissemination and commercialization.

16. Institutional memory

The University Library shall maintain a database of the University's past and current research activities. The database shall be accessible to all authorized staff and students.

17. University Entities for Implementation

The following University entities shall be at the forefront of the implementation of this Research Policy.



- i Research Management Board;
- ii Directorate of Grants Management;
- iii Academic units: Colleges, Post-graduate School, Institutes, Departments, and Centres;
- iv Academic Support Units, University Library, ICTREC, Webometrics Unit, Engineering workshop, Veterinary Hospital, University Farms, Meteorological station, and zoological Garden.

18. Policy review

This policy shall be reviewed in the first instance after 6 months, and afterwards periodically as the need arises.

19. Research Ethics and Integrity

The University is committed to the highest ethical standards in the conduct of its research and activities.

- 19.1 Ethical Research Review Board (ERRB)
The University shall establish and operate an Ethical Research Review Board (ERRB), which shall report to University Senate through the Vice-Chancellor.

19.1.1 Functions of the ERRB
The principal functions of the ERRB are as follows:

- i To coordinate and regulate all matters pertaining to research ethics and integrity at the Federal University of Agriculture, Abeokuta;
- ii To oversee the activities of its Ethical Review Committees;
- iii To prepare and submit annual reports to Senate through the Vice-Chancellor.

19.1.2 Structure of ERRB

The ERRB shall comprise the following committees:

- i The Veterinary College and Hospital Ethical Review Committee (VCHERC).
- ii Humanities and Behavioural Studies Ethical Review Committee (HBSERC).
- iii Animal Care and Use Ethical Review Committee (ACUERC).
- iv Plant Care and Use Ethical Review Committee (PCUERC).
- v Land and Mineral Resources Use Ethical Review Committee (LMRUERC).
- vi Food Usage and Safety Ethical Review Committee (FUSERC).

19.1.3 Composition of ERRB

The membership of the ERRB shall be as follows:

- i Deputy Vice-Chancellor (Academic), Chair;
- ii Chairs of the Six Ethical Review Committees;
- iii Head of the Legal Unit;
- iv Director of DGM;
- v Secretary, Postgraduate school, secretary.

19.1.4 Functions and Composition of Ethical Review Committees

The functions and composition of each of the ethical Review Committees shall be as follows:



19.2 The Veterinary College/Hospital Ethical Review Committee (VCHERC)

19.2.1 Functions of VCHERC

The principal functions of the VCHERC are as follows:

- i To receive research proposals involving the use of humans and invasive procedures at the Veterinary College and Hospital, review all associated ethical and scientific issues, and make recommendations to the ERRB;
- ii To ensure the protection of the safety, dignity, rights and well-being of potential and actual research participants;
- iii To maintain animal rights in line with their Jurisprudence Act;
- iv To monitor the implementation of approved research to ensure that it is carried out ethically;
- v To prepare and submit annual reports to Senate through the ERRB.

19.2.2 Composition of VCERC

The membership of the VCERC shall be as follows:

- i A Professor of Veterinary medicine appointed by the Vice-Chancellor, Chair.
- ii Director, FUNAAB Veterinary Hospital.
- iii One Legal Officer: nominated by the University Registrar.
- iv One academic staff member from each Department in COLVET.
- v Three academic staff members from other colleges of the University nominated by CODAD.



- vi One statistician.
- vii Two community representatives (lay persons: one man and one woman).
- viii Representative of Director of DGM, Secretary and members.

19.3 Humanities and Behavioural Studies Review Committee (HBSRC)

19.3.1 Functions of HBSRC

The principal functions of the HBSRC are as follows:

- i To receive research proposals involving the use of humans at the Federal University of Agriculture, Abeokuta for such purposes as behavioural observations/recordings, non-invasive physiological recordings, evaluation of behavioural/social interventions, educational assessments, interviews, surveys, and cognitive tests, review all associated ethical and scientific issues and make recommendation to the ERRB.
- ii To ensure the protection of the safety, dignity, rights and well being of potential and actual research participants.
- iii To monitor the implementation of approved research to ensure that it is carried out ethically.
- iv To prepare and submit annual reports to Senate through the ERRB.

19.3.2. Composition of the HBSRC

The membership of the HBSRC shall be as follows:



- i A professor from the humanities or a behavioural scientist of the rank of professor, appointed by the Vice-Chancellor, Chair;
- ii One experienced behavioural scientist from each of COLAMRUD, COLPLANT, COLMAS, AMREC, COLNAS and IFSERAR;
- iii Three academic staff from other colleges nominated by CODAD;
- iv One statistician;
- v One Legal Officer – nominated by the Registrar;
- vi Two community representatives (lay persons; one man and one woman);
- vii Rep. of Director of DGM, Secretary and member.

19.4 Animal Care and Use Review Committee (ACURC)

19.4.1 Functions of ACURC

The principal functions of the ACURC are as follows:

- i To receive research proposals involving the use of animals and invasive procedures at the University, review all associated ethical and scientific issues, and make recommendations to the ERRB;
- ii To ensure compliance with all regulations, policies and standards to protect animal welfare;
- iii To conduct inspections of all areas where animals are housed and used;
- iv To maintain animal rights in line with their Jurisprudence Act;
- v To monitor the implementation of approved research to ensure that it is carried out ethically;



- vi To prepare and submit annual reports to Senate through the ERRB.

19.4.2 Composition of the ACURC

The membership of the ACURC shall be as follows:

- i Professor from COLANIM appointed by the Vice-Chancellor, Chair;
- li Two experienced scientists each from COLNAS, COLFHEC, COLERM, COLANIM and IFSERAR;
- lii Three experienced scientists from other Colleges of the University; nominated by CODAD;
- iv Two community representatives (lay persons: one man and one woman);
- iv One statistician;
- v One legal Officer; nominated by the Registrar;
- vi Representative of Director of DGM, Secretary and member.

19.5 Plant Care and Use Review Committee (PCURC)

19.5.1 Functions of PCURC

The principal functions of the PCURC are as follows:

- i To receive research proposals involving the use of plants at the University, review all associated ethical and scientific issues, and make recommendations to the ERRB;
- I
 - i To ensure compliance with all regulations, policies and standards to protect plants;
 - iii To conduct inspections of all areas where plants are house and used;
 - iv To monitor the implementation of approved research



- v to ensure that it is carried out ethically;
- v To prepare and submit annual reports to Senate through the ERRB.

19.5.2 Composition of the PCURC

The membership of the PCURC shall be as follows:

- i A Professor of a relevant discipline appointed by the Vice-Chancellor, Chair;
- ii Two experienced Scientists from each of COLPLANT, COLNAS, COLERM and IFSERAR;
- iii One representative of other colleges; nominated by CODAD;
- vi Two community representatives (lay person: one man and one woman);
- v One statistician;
- vi One legal Officer - nominated by the Registrar;
- vii Representative of Director of DGM, Secretary and member.

19.6 Land and Mineral Resources Use Review Committee (LMRURC)

19.6.1 Functions of LMRURC

The principal functions of the LMRURC are as follows:

- i To receive and review research proposals involving the use of land and mineral resources in line with ethical policies and make recommendations to the ERRB;
- ii To ensure the protection, safety, dignity, rights and well being of potential and actual research



- participants including conservation and sustainability concerns of land and mineral resources;
- iii To monitor the implementation of approved research to ensure ethical compliance;
- iv To prepare and submit annual reports to Senate through the ERRB.

19.6.2 Composition of the LMRURC

The membership of LMRURC shall be as follows:

- i Scientist or engineer of the rank of Professor, appointed by the Vice-Chancellor as chair;
- ii Two experienced scientists or engineers from COLNAS, COLERM, COLPLANT, COLENG and IFSERAR;
- iii Three representatives from the other colleges of FUNAAB nominated by CODAD;
- iv A statistician;
- v One legal Officer - nominated by the Registrar;
- vi Two community representatives (lay persons: one man and one woman);
- vii Representative of Director of DGM, Secretary and member.

19.7 Food Usage and Safety Ethical Review Committee (FUSERC)

19.7.1 Functions of FUSERC

The Principal functions of the FUSERC are as follows:

- i To receive and review research proposals involving the Usage and Safety of Food in line with ethical policies and make recommendations to the ERRB;



- ii To monitor the implementation of approved research to ensure ethical compliance;
- iii To prepare and submit annual reports to Senate through the ERRB.

19.7.2 Composition of the FUSERC

The membership of FUSERC shall be as follows:

- i Scientist or Engineer of the rank of a professor, appointed by the Vice-Chancellor as Chair;
- ii Two experienced Scientists or Engineers from COLNAS, COLFHEC, COLENG and IFSERAR;
- iii Three representatives from the other colleges of FUNAAB nominated by CODAD;
- iv A Statistician;
- v One Legal Officer - nominated by the Registrar;
- vi Two Community Representatives (Lay persons: one man and one woman);
- vii Representative of Director of DGM, Secretary and Member.



DEFINITION OF TERMS

“Contract”: A legally binding mutual agreement between two or more parties in which an exchange of value (consideration) occurs, and which ties each party to certain duties covering that exchange. Signatories for such agreements must be authorized to bind the entity that they represent.

“Copyright”: Legal term describing rights given to creators for their literary and artistic works. The kinds of work covered by copyright includes literary works such as novels, poems, plays, reference works, newspapers, computer program, data bases, films, musical compositions and choreography, artistic work such as paintings, drawings, photographs and sculpture, architectural works, advertisements, maps and technical drawings.

“Intellectual Property”: All patents, copyrights, database rights, rights in designs, trademarks, rights to prevent passing off, plant breeders rights, know-how and all intellectual or industrial property rights in each case whether registered or unregistered and including application or rights to apply for them and together with all extensions and renewals of them, and in each and every case all rights or forms of protection having equivalent or similar effect anywhere in the world.

“Patent”: An exclusive right granted for an invention, which is a product of a process that provides a new way of doing something, or offers a new technical solution to a problem. The patent is a title of ownership.

“Research Ethics”: Application of fundamental ethical principles to a variety of topics involving scientific research. These include the design and implementation of research involving human experimentation, animal experimentation, various aspects of academic scandals, including scientific misconduct etc.


