

**USMANU DANFODIYO UNIVERSITY, SOKOTO  
(OFFICE OF THE VICE CHANCELLOR)**



**RESEARCH POLICY**

**DECEMBER, 2020**

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## FOREWORD

The core mandates of Usmanu Danfodiyo University Sokoto are Teaching, Research and Community Service. These are the bedrock upon which the University creates new knowledge and share it for the good of the immediate community and Nigeria at large. My administration has given special attention to research, because of its central position among the university's core mandates. Through research, the University aims to impact all aspects of human life including health, the environment, technology, economy, law and other aspects of development and advancement of society. To achieve these and be competitive and relevant in the global scale, our researchers must always maintain a high degree of integrity, transparency, accountability, and research excellence and honesty. Hence the need for a policy that governs research and all its ramifications in Usmanu Danfodiyo University Sokoto.

This policy is the first of its kind for Usmanu Danfodiyo University Sokoto and it is aimed at helping the University to achieve its goal of promoting and disseminating evidence-based research that will take into consideration the needs and aspirations of the immediate University community, and in line with requirements of our national plan and international needs. The policy provides guidance for all academic staff, students, and visiting scholars within the University on the conduct of research, grant management and innovation. It also guides researchers on collaboration with other institutions and the industry. Other aspects that are covered in the policy include guidelines on research standards, management, documentation, dissemination and commercialisation. To drive the University's research policy, the Usmanu Danfodiyo University Sokoto has in place the Directorate of Research, Innovation and Development, which is tasked with promoting the development and advancement of the University's profile in research and innovation, and also creating and strengthening partnerships and collaborations locally and internationally. To make it easier for the Directorate to fulfil its mandates, it is organized into units including i) the Research and Grants Management Unit; ii) the Innovations, Technology Incubation and Commercialisation Unit, and iii) the Linkages and Development Unit.

In its quest for research excellence, Usmanu Danfodiyo University Sokoto is leaving no aspect of research and innovation untouched. In all, researchers in the University must embody honesty, integrity, high ethical standards, originality, and other qualities befitting of a dignified scholar. It is therefore my wish that all relevant researchers take heed of these guidelines in order to promote the University's vision of high quality and impactful research, development and innovation.

**Prof. L. S. Bilbis, B.Sc., Ph.D.**  
**Vice-Chancellor**

# **1. INTRODUCTION**

## **1.1 Preamble**

This policy is a pledge by the University to encourage and support ethical research that has the potential to address local and international challenges. However, it is not the intention of the policy to replace any existing laws, and where an existing law on the conduct of research and its dissemination/commercialisation is available, the policy only seeks to complement it. Thus, the policy aims to ensure compliance with the best ethical standards on research conduct and reporting and efficient management of research funding/grants.

## **1.2 Brief on the University**

The Usmanu Danfodiyo University, Sokoto (formally known as University of Sokoto) was established in 1975 by the Federal Government of Nigeria. Student enrolment into the University started in October, 1977 in the Faculties of Arts and Islamic Studies, Social Sciences, Education and Extension Services and Science; and actual teaching began on 20th October, 1977.

The University at inception started with only four (4) Faculties. Currently, the University has a total of sixteen (16) Faculties, a Postgraduate School, School of Medical Laboratory Science, six (6) Research Centres, Central Research Laboratory and a number of other academic support units.

The University, presently, runs fifty eight (58) undergraduate programmes in various fields of human endeavour. Similarly, about one hundred and fifty five (155) postgraduate programmes (49 PhD, 26 MPhil, 65 Masters' programmes and fifteen (15) postgraduate diploma programmes) are being run by the University.

## **1.3 Vision and Mission of the University**

### **1.3.1 Vision**

To be a centre of excellence in terms of teaching, research and community service in all fields of human endeavour by the year 2022.

### **1.3.2 Mission**

To provide quality teaching, research and community service under the most conducive atmosphere and in line with the national policy on education, irrespective of social class, gender, race, nationality and religion.

### **1.4 Philosophy and Principles of the Research Policy**

This research policy is in tune with the cardinal principles of the University. Thus, UDUS shall promote and disseminate evidence-based research that will contribute to universal truths and maintain the integrity of the University. The evidence-based research shall be based on the needs and aspirations of the local community, and in line with national requirements and international needs. The policy sets the standards for research excellence, integrity, honesty, openness, transparency and accountability.

### **1.5 Purpose of the Policy**

To advance knowledge through evidence-based approaches that will have a direct impact on humanity. Thus, the policy seeks to guide the conduct of research and innovation by staff and students within the University and in collaboration with other institutions and the industry. The policy also provides guidelines on research standards, management and its commercialisation.

### **1.6 Research Focus**

The core research focus of the University includes:

- i. Energy, Natural Resources and the Environment
- ii. Entrepreneurship and Human Resource Management
- iii. Food Security
- iv. Healthcare Delivery
- v. Legal Systems
- vi. Linguistics, Literature and Religion
- vii. Pedagogy
- viii. Policy formation and analysis
- ix. Social Economic Indicators and Development
- x. Sustainable Development
- xi. Technology Development and Deployment

The University, therefore, encourages research individually or as part of a local or international team in the following areas:

- i. Agriculture
- ii. Applied and other Emerging Fields
- iii. Arts
- iv. Communications
- v. Education
- vi. Engineering and Technological Development
- vii. Environment
- viii. Humanities
- ix. Law
- x. Life and Medical Sciences
- xi. Management Sciences
- xii. Mathematics and Computer Science
- xiii. Natural and Physical Sciences
- xiv. Religious Studies
- xv. Social Sciences.

### **1.7 Scope of the Research Policy**

This research policy provides a framework to enable researchers to carry out cutting-edge research that will form the basis of their teaching in the University, and will ultimately enhance community services through evidence-based approaches. The policy shall cover all areas of research, innovation and development within the University. The persons or group of people covered in this policy include but are not limited to all academic staff, students, and visiting scholars.

### **1.8 The Directorate of Research, Innovation and Development**

The Directorate of Research, Innovation and Development is directly under the office of the Vice-Chancellor. Its primary responsibility is the development and advancement of the University's profile in world-class research, innovation and research training in an increasingly competitive environment within the country and at the international level. It will lead to the development and implementation of research and innovation strategies for the University, promote change in the quality, volume and impact of the world-class research outputs emanating

from the University. It will also ensure effective partnership and collaboration with local and international funding agencies, industry and the public sector.

Specifically, the roles of the Directorate include the following:

- i. encouraging staff and students to engage in research and innovation;
- ii. supporting staff and students engaged in research and innovation;
- iii. steering change in the quality of research outputs and innovations, and work with the Provost(s), Deans, Heads of Department and all research-active staff to grow research income for the University;
- iv. working with the departments and research groups to generate new opportunities for cutting-edge researches relevant to the University research plans;
- v. collaboration with the Dean, Postgraduate School to oversee the expansion of PhD studentships, including looking for opportunities for scholarships/grants for PhD programmes in the University;
- vi. working with the Dean, Student Affairs to promote research culture among the students;
- vii. maintaining the highest standards of research governance, integrity and meeting the reporting requirements of all research funding agencies;
- viii. assisting University Research Centres in the realization of the cardinal objectives of the Centres and work towards establishing new ones based on the research focus of the University;
- ix. leading the University's innovation and commercialisation strategies and serve as an interface between the researchers/research groups in the University and relevant national and international Intellectual Properties (IP) regulatory bodies;
- x. fostering collaboration and partnership with institutions and other relevant organisations within and outside the Country to further the research focus of the University;
- xi. participating in the planning as well as ensuring that all research and innovation related activities are adequately considered in line with the approved research guidelines, strategies and targets set by the University;
- xii. working out strategic policies through the Alumni and Development Office to increase philanthropic donations for the overall development of the University;
- xiii. undertaking any other duties that may be assigned to the Directorate from time-to-time by the University Senate/Management as the case may be;
- xiv. report periodically on the state of the University Research infrastructure to the Vice Chancellor; and



- xv. submit quarterly reports of research activities to the Senate through Research and Publications Committee.

## **2. STRUCTURE AND FUNCTIONS OF THE DIRECTORATE OF RESEARCH, INNOVATION AND DEVELOPMENT (RID)**

### **2.1 Structure of the Directorate of RID**

The Directorate, headed by a Director, has four (4) units each headed by a Deputy Director as follows:

- a. Research and Grants Management Unit
- b. Innovation, Technology Incubation and Commercialisation Unit
- c. Linkages and Development Unit
- d. Research Ethics Unit

### **2.2 Functions of the Directorate of RID**

The functions of the Directorate of RID include:

- a. recommending the research standards of the University subject to approval of Senate;
- b. implementing Senate approved guidelines for research;
- c. research grants administration;
- d. patenting and protecting the University intellectual properties;
- e. commercialising/marketing research output subject to approval of University Management; and
- f. other roles stated in the scope of this Policy.

Desk officers from the Registry and Bursary Departments of the University shall be assigned to facilitate the work of the Directorate.

#### **2.2.1 Research and Grants Management Unit**

This Unit will be made up of two (2) offices as follows:

- a. Grantsmanship office, which will:
  - i. oversee the implementation of the strategic research policy of the University;
  - ii. strengthen research activities of the University by providing benchmarks and training of staff on strategies for fundable research grant applications;

- iii. encourage staff in pursuing collaborative and interdisciplinary high-impact researches;
  - iv. assist staff in sourcing for world-class indexed journals for their publications; liaising with Editors of scholarly journals of the University in upgrading local publication outlets for international listings and indexing;
  - v. vet and recommend applications for research grants from the University research funds as well as other funds issued through the University; and
  - vi. assist researchers in improving their research proposals and finding potential funders for their projects.
- b. Grants Monitoring Office, which will:
- i. provide effective monitoring and evaluation of all research grants within the University;
  - ii. ensure that the grants are disbursed based on the terms and conditions of the funding bodies;
  - iii. ensure that the grantees/researchers meet the reporting deadlines of the funding bodies; and
  - iv. facilitate the publications of research outputs in high impact factor, indexed journals.

### **2.2.2 Innovations, Technology Incubation and Commercialisation Unit**

The activities of this Unit will be largely dictated by the guidelines provided by the National Office for Technology Acquisition and Promotion (NOTAP). There will be two main Offices under this Unit as follows:

- a. Intellectual Property Office. Currently, the University is one of the universities where NOTAP has established the Intellectual Property Technology Transfer Office (IPTTO) to promote interaction and strengthen linkages between the University and Industry.

The Office will therefore:

- i. develop the capacity and interest of researchers/research groups in Intellectual Property (IP) generating researches;
- ii. encourage the creation of novel techniques, technologies, products and businesses emanating from the University's original research projects, worthy of earning IP rights;
- iii. facilitate patenting/licensing of intellectual property rights;
- iv. liaise with the Intellectual Property and Technology Transfer Office (IPTTO) on behalf of the researchers;

- v. advise and receive reports of inventions from the University Research Community;
  - vi. perform due diligence review on new invention disclosures; and
  - vii. showcase research output from the University through periodic exhibitions organised by the University and/or other relevant bodies.
- b. Commercialisation Office: The office will, in conjunction with the Directorate of Investment:
- i. coordinate the preparation of feasibility studies to confirm the economic viability of the inventions and provide relevant information for entrepreneurs and financiers;
  - ii. stimulate technology incubation of new inventions in collaboration with the Centre for Entrepreneurship Development;
  - iii. coordinate the establishment of pilot plants/projects to demonstrate the feasibility and economic viability of the results of the inventions;
  - iv. work out strategies for sourcing funds for the commercialisation of the inventions;
  - v. work out strategic marketing plans for the commercialisation of the inventions;
  - vi. ensure the participation of the office at all relevant trade fairs/exhibitions to gather technological information;
  - vii. provide incentives to, and challenge the Departments, Faculties and Centres, to generate IPs from their original researches and showcase them within and outside the Country;
  - viii. create a stock of commercially viable knowledge-based products emanating from the University;
  - ix. coordinate researchers to attract contract researches from corporations, industries, governments and other organizations; and
  - x. disseminate viable information on R&D results to the public through newsletters, policy briefs, University website and other electronic and print media.

### **2.2.3 Linkages and Development Unit**

This Unit will work in teams, in collaboration with the Directorate of Alumni Relations. Each of the teams will cover particular support functions. These will include:

- i. Research Team, which will be responsible for gathering information on potential and existing donors;
- ii. Proposals Team. The team will be responsible for putting together the proposals and project information that will be presented to the identified potential donors;
- iii. Gift Team which will record and process donations of research funds/materials received by the University;

- iv. Database Team: The team will support the Development Office of the Directorate in terms of documentation in collaboration with the other teams; and
- v. Donor Relations Team: This team will ensure that donors are appropriately acknowledged and appreciated.

Other members of the University community are encouraged to facilitate donations for the development of the University.

There will be a Linkages Office in the Unit. In collaboration with the Legal Office of the University, the office will be in charge of developing concrete linkages, collaborations and agreements with external partners within and outside the Country, aligned with research and innovations policies of the University. The team will also work with the Information and Communication Technology (ICT) Unit of the University to increase the visibility of the University globally.

#### **2.2.4 Research Ethics Unit**

This Unit will oversee the conduct of research and ensure adherence to research guidelines, as follows:

- a. applications to conduct research within or outside the University by a staff or student of the University shall be submitted to the relevant College/Faculty/Centre. Thereafter, the application shall be received and scrutinised by the Unit for onward transmission to the Director;
- b. ensure that all research activities in the University adhere to the University research policy and approved guidelines;
- c. promote the conduct of research at the University in line with global best practices;
- d. ensure that all researches conducted within the University meet basic ethical and safety standards;
- e. review of ethical standards of all research proposals in the University, issue ethical approval and certificates, and monitor execution of researches in line with approved protocols;
- f. have the authority to seek clarification and modification of proposals to meet ethical standards or approve deviations from already approved protocols to promote ethical standards;
- g. draw up institutional guidelines for experimental animal care and use;
- h. organise training on research ethics for both staff and students of the University; and

- i. report cases of research misconduct to the Director for further necessary action.

## **2.3 Governing Body of the Directorate of RID**

The Governing Body of the Directorate shall be the University Research and Publications Committee which comprises the Librarian, Bursar, Provost/all Deans/Directors of RID, Research Centres, General Studies and Academic Planning Unit, and Deputy Vice Chancellor (Academic/Research as appropriate) as the Chairman.

### **2.3.1 Functions of the Governing Body**

The Body shall:

- a. ensure conformity with University research policy and guidelines;
- b. guide the Directorate on acceptable standards for research proposals;
- c. advise the University on research activities, innovation and development;
- d. recommend to the Senate, revision of University research policy from time to time; and
- e. oversee the University Research, Innovation and Development Policy implementation and submit an annual report to the Senate.

## **2.4 College/Centre/Faculty/Institute/School Research Committees**

Faculties, Centres, Institutes and Schools in the University shall have respective research Committees which report to the Directorate.

### **2.4.1 Functions of the College/Centre/Faculty/Institute/School Research Committees**

The Committee shall:

- a. receive applications from researchers in their respective Departments/Units and forward the same to the Research Ethics Unit of the Directorate for review;
- b. receive feedback from the Directorate;
- c. ensure strict compliance with approved research protocols;
- d. report cases of misconduct or alterations of approved research protocols to the Directorate;
- e. keep records of Department/Unit researches, funding and copyrights;
- f. keep updates of profiles of researchers; and

- g. submit annual reports of up to date publications in reputable channels and citations for staff to the Directorate of RID in December.

#### **2.4.2 Membership of the College/Centre/Faculty/Institute/School Research Committees**

The College/Centre/Faculty/Institute/ School Research Committees shall comprise the following:

- a. the Provost, Dean or Director of the relevant unit as Chairman;
- b. all Heads of Department in the relevant unit;
- c. College/Faculty/Centre Postgraduate Coordinator (with a PhD and should not be below the rank of Senior Lecturer); and
- d. a Professor or Reader from each Department/Unit.

### **3. RESEARCH DEVELOPMENT AND INNOVATION**

It is expected that research output will have implications on human and non-human lives. Thus, researchers in the University are expected to generate ideas and research that can contribute to national interest and development. In the process, staff and students are expected to comply with relevant contractual agreements and conditions for full utilisation and commercialisation of research output, as highlighted below:

#### **3.1 Research Development**

The University strives to maintain the highest scientific and ethical standards in research and development. It seeks to promote innovative research that will lead to applicable results.

#### **3.2 Invention and Innovation**

The University shall promote new ideas and practices that lead to creating new processes, systems, technologies, products and methods. The University shall also champion the implementation of these new processes, systems, technologies, products and methods, especially in teaching and everyday living.

### **3.3 Commercialisation**

The University shall provide an enabling environment that will encourage researchers to convert their discoveries into products that can be marketed for revenue generation, job creation, and improvement in well-being.

The Innovations, Technology Incubation and Commercialisation Unit of the Directorate of RID shall establish incubation centres that will spearhead the creation of University start-ups for knowledge and bridging the gap between the University and the industry.

## **4. FUNDING AND FINANCIAL MANAGEMENT**

### **4.1 Funding**

Funding for research is expected to come from governments, individuals, industries and organisations outside the University and from within and outside the Country. Additionally, the University shall:

- a. commit some funds for research from its Internally Generated Revenue (IGR);
- b. use the University's component of research grants for research administration through the Grants Management Office of the DRID. Accordingly, the University's component shall be used for:
  - i. paying for publication fees in Q1 and Q2 journals for non-funded projects; and
  - ii. running of the Directorate.
- c. for international grants, pay researchers their grant allocations in the same currency received by the University.
- d. encourage researchers to build-in, the University's 5% component, in the grant application.

### **4.2 Financial Management**

The University shall ensure strict compliance with general financial regulations. Similarly, records of grants shall be kept to ensure probity and accountability.

The University shall ensure that the funds are efficiently utilised to produce the expected outcome from the grants. To ensure effective management of funds, the following conditions apply:

- a. the Research and Grants Management Unit of the Directorate is to maintain accounts of inflow and outflow of funds;

- b. the University Audit Unit shall verify all expenses arising from the research funds;
- c. detailed financial statements of all grants must be tabled and discussed at the Board of the Directorate of RID at the end of the accounting year or at agreed intervals;
- d. annual audited financial reports shall be prepared by the Research and Grants Management Unit and disseminated appropriately;
- e. recipients of research grant shall submit quarterly progress reports and at the end of the research, report on both the findings of the research and the financial aspect of it to the Directorate through Research and Grants Management Unit; and
- f. failure to present expenditure report within 60 days, without valid reason, after the completion of any research is a research misconduct.

### **4.3 Accountability and Transparency**

The University will ensure transparency and accountability in research undertakings through the following:

- i. financial transactions related to research grants must adhere to the financial regulations of the University and the funders;
- ii. all funds spent must be fully accounted for by the researcher(s)/grantee(s);
- iii. Internal/External auditors may be engaged by the University to audit research funds;
- iv. all research processes and procedures employed by the researchers must be honestly disclosed, and the conclusion(s) be truly drawn from the data analysed or examined; and
- v. all equipment used in research must be accounted for.

### **4.4 Research Remuneration**

University staff are entitled to payment of research allowances based on what is allowed by the grants under which their project is being conducted.

### **4.5 Employment of Personnel Funded from Research Grants**

#### **4.5.1. Postdoctoral Fellowship**

Postdoctoral Fellowship can be funded using research grants to cover their proposed research projects and where applicable, allowances. The funds must be disbursed within the time frame of the grants. Other guidelines for Postdoctoral Fellowship in the University shall apply.



#### **4.5.2. Temporary Research Assistants/Fellows**

Appointment of Temporary Research Assistants/Fellows must be in line with the University guidelines.

### **5. RESEARCH ETHICS AND INTEGRITY**

#### **5.1 Research Ethics**

All research projects conducted within the University and by University staff, students and/or visitors must be safe and must conform to the ethical guidelines on the use of human subjects, animals, and biohazardous agents.

#### **5.2 Ethical Approval**

Ethical approval must be sought for the following:

- i. collection of personal information via questionnaires or interviews (written, audio and/or video) including information on physical or mental being, political opinions, religious beliefs, racial origin, sexual life, the commission or alleged commission by him/her of any offence, and membership of any association/group;
- ii. vulnerable groups such as children, underage, inmates, the sick and those living with disability;
- iii. taking samples, measurements or interventions in human/animal subjects; and
- iv. research involving the use of samples taken from human/animal subjects, including animal products, animal or plant parts, human tissue or embryos, and genetically modified organisms (GMOs).

##### **5.2.1 Research Involving Human Subjects**

Research on human subjects must abide by the following:

- i. subjects or their guardians must give consent to participate willingly;
- ii. all data collected from the subjects must be kept anonymous and confidential;
- iii. subjects must be treated with utmost respect;
- iv. minimal risk must be ensured when dealing with human subjects; and
- v. approval must be obtained from the Directorate to conduct research on humans.

### **5.2.2 Research Involving Animals**

Research on animals must abide by the following:

- i. international standards on animal care and use must be maintained;
- ii. approval must be obtained from the Directorate to conduct research on animals;
- iii. disposal of dead animals or their tissue must be in compliance with relevant health and safety regulations;
- iv. all individuals involved in the care and use of laboratory animals must be adequately trained, and must abide by relevant laws and regulations pertaining to animal care and use;
- v. minimal risk must be ensured when dealing with animals;
- vi. the animal house must be well equipped; and
- vii. the principle of triple “R” (replacement, refinement and reduction) must always be maintained.

### **5.2.3 Research Involving Software and Data**

Research on software and data must abide by the following:

- i. researchers must ensure adherence to the highest standards of confidentiality, openness and respect for any subject that may be affected by the use of the data;
- ii. any data collected from humans or internet must be kept separately from any personally identifying information, stored and transmitted in encrypted format to ensure that any data intercepted during transmission cannot be decoded and that individual responses cannot be traced back to an individual respondent;
- iii. online data collection must use a professionally administered survey server; otherwise, if a separate personal server for data collection and/or storage is to be used, it must meet the following:
  - the server is administered by a professionally trained person with expertise in computer and internet security;
  - access to the server is limited to key project personnel; and
  - there are frequent, regularly scheduled security audits of the server.
- iv. data backups must be stored safely, such as a secure storage device that is environmentally controlled and has limited access;
- v. competent data destruction services must be used to ensure that no data can be recovered from obsolete electronic media;

- vi. when using computer-based surveys, informed consent must still be sought from participants; and
- vii. participants must be presented with the consent information and given the option to opt-in or out of the survey.

#### **5.2.4 Research Involving Hazardous Agents**

Hazardous agents/chemicals, biological materials, and other substances that can harm living organisms and/or the environment must be carefully handled, taking into consideration the following:

- i. regular training of staff on safe handling and management of hazardous agents in researches; and
- ii. appropriate safety guidelines and regulations in the acquisition, storage, use, and disposal of biohazardous agents must be followed.

#### **5.2.5 Exemptions**

Some research projects do not require ethical approval to begin, but it is still necessary to submit an application for all research projects to the Directorate for documentation purposes. Accordingly, the following are eligible for an exemption certificate:

- a. research involving the use of secondary published data;
- b. research involving literature review; and
- c. other reactive research

### **5.3 Biomedical and Health-Related Researches**

Any biomedical research that involves humans or animals or the use of their samples must obtain ethical approval from the Directorate and any appropriate federal, state or organizational approval.

### **5.4 Integrity**

High standards of integrity are expected from researchers of the University at all times and must be reflected in all parts of research from budgeting, procurement, and reporting of research findings. It is also expected that records will be kept accurately and made available when demanded for at least ten (10) years.

## **5.5 Ownership**

All data, notebooks, and research products resulting from any research conducted within the University and by University staff, students and/or visitors are the property of the University. These include any research carried out with the support of a grant given to staff, students and/or visitor of the University. Exemptions may be given in the case of contract research with an industry/third party but with the knowledge of the University.

## **5.6 Research Misconduct**

Any behaviour that deviates from the research guidelines set by this Policy will constitute research misconduct punishable by the University.

Other examples of research misconduct include:

- a. fabrication of data;
- b. falsification of data;
- c. unauthorized removal of public records;
- d. misrepresentation of data;
- e. plagiarism; and
- f. misappropriation of research funds.

All the above constitute gross/serious misconduct and are punishable under Section 1 (4) (w) of the Usmanu Danfodiyo University, Sokoto, Regulations Governing the Terms and Conditions of Service of Staff (Revised 2012).

## **5.7 Disciplinary Procedure**

The Director, RID shall handle allegations of research misconduct through the Research Ethics Unit which will process the matter and, where appropriate, refer to the University Authority for necessary action. In processing the matter, the Director, RID shall ensure that it is fully investigated and the alleged person is duly afforded fair hearing.

## **6. RESEARCH COLLABORATION**

### **6.1 Research and Partnership**

The University shall encourage mutually beneficial collaborative partnerships with academic and research institutions and the industry within and outside Nigeria. These will include, among others:

- a. Higher Education Institutions
- b. Technology-driven Organisations
- c. Small and Medium Enterprises
- d. Big corporations
- e. Community-based Organisations including NGOs
- f. Governments
- g. International Organisations
- h. Religious and Opinion Leaders

## **6.2 Knowledge Transfer**

Transfer of research outcomes shall be through one of the following:

### ***I. Short to Medium Term***

- a. Start-ups: The University is committed to forming viable start-ups that will be completely or partially owned by the University from technology/business incubators to generate revenue, create jobs and drive the economy;
- b. Licensing: the University shall license its intellectual property to interested third parties that wish to develop products and services arising from outcomes of the research and innovations of the University;
- c. Contract Research: University Researchers shall be encouraged to engage in research for public and private organizations;
- d. Consulting: The University's expertise shall be made available for the government and other sectors under agreed terms;
- e. Graduate and Researcher Mobility: The University is committed to producing quality researchers and graduates with the skills to drive positive change in society; and
- f. Community Service: The University shall conduct relevant research towards advancing the well-being of its host communities and ensuring its dissemination for appropriate impact at the community level.

### ***II. Long Term***

For long term dissemination of knowledge arising from research in the University, the following methods shall be used:

- i. Technology networks and brokers;
- ii. Science parks;

- iii. cluster initiatives;
- iv. intensive community engagement; and
- v. infusion of findings into teaching.

## **7. ACQUISITION, STORAGE, OWNERSHIP, USE AND DISPOSAL OF RESEARCH INSTRUMENTS, EQUIPMENT AND SOFTWARE**

The University shall regulate the procurement, use/re-use, disposal, sale of research equipment and software to ensure responsible management, accountability and effective use of resources (instruments, equipment, software and other materials) that are procured or donated in the course of conducting research.

### **7.1 Procurement, Ownership, and Use/Re-use**

To ensure optimal procurement, ownership and use of equipment and materials for research,

- i. the University shall have a maintenance plan and/or insurance at procurement. Furthermore, sponsored research equipment for training or other research in the University must be carefully negotiated to protect the interest of the University and its researchers. Unrestricted access to equipment may be given to University staff and students if they meet the requirements for using the equipment. The University's procurement guidelines shall guide the procurement of equipment;
- ii. equipment purchased with grants awarded to researchers in the University shall become the property of the University and shall be retained for future research and training of students; and
- iii. borrowed equipment shall be returned to the owner at the expiration of the agreement. Unreturned or damaged borrowed equipment shall attract appropriate compensation.

### **7.2 Disposal and Trade-offs of Research and Innovation Equipment**

The University's Policy on disposal of unusable equipment shall apply in the disposal of instruments, equipment and software used for research.

## **8. RESEARCH SUPPORT**

### **8.1 Scope of Research Support**

In order to create an enabling research environment, the University shall provide well-coordinated research support services to all researchers in the University as follows:

- i. information-based; and
- ii. facility-based.

#### **8.1.1 Information-Based**

These will include key areas of support bordering on:

- i. enhancing access to research information resources;
- ii. providing a platform for securing funding;
- iii. strengthening collaborative partnerships;
- iv. providing training for all researchers;
- v. providing administrative, financial and managerial advisory services;
- vi. creating a platform for dissemination of research output;
- vii. sustaining efficient institutional management of research by keeping information on researches and researchers;
- viii. sourcing and providing information services on up to date scholarly literature for use by researchers.

#### **8.1.2 Facility-Based**

The University is committed to the provision and maintenance of research infrastructure necessary for undertaking productive research. Accordingly, the University shall provide support to researchers in terms of advice and facility availability, quality, access and utilization.

## **9. RESEARCH TRAINING**

### **9.1 Training**

The University shall promote regular training of its staff and students on research related processes and methods. The training shall be directed at young academics to empower them in research methodology, use of computers and internet resources, and senior academics who shall be trained and retrained in new or emerging research concepts and methods that will advance

research in the University. The University shall also promote the training of postgraduate students.

## **9.2 Workshops**

The University shall encourage regular workshops to improve the research skills of staff and students. These workshops shall include preparation of grant writing, grant management, project management and specific research skills, using resource persons within and outside the University. Similarly, the University shall sponsor staff to attend workshops outside the University where necessary.

## **10. MONITORING AND EVALUATION**

### **10.1 Means**

Research in the University shall be monitored and evaluated through:

- a. ensuring strict adherence to global best practices;
- b. developing appropriate Monitoring and Evaluation (M&E) tools to assess research activities in the University;
- c. regular update of the M&E tools for performance appraisal mechanisms
- d. regular review of the policy document from time to time; and
- e. regular report of progress in the management and administration of research in the University.

### **10.2 Guidelines**

The Directorate of RID shall monitor research using the following guidelines:

- i. measurement of the outcomes of researches carried out in the University;
- ii. identification, recognition and recommendation to the University to award the best researchers with incentives (material, monetary etc.), recognition or merit awards;
- iii. collection of progress reports, annually/periodically, in order to effectively monitor all ongoing researches;
- iv. documentation of research accomplishments and challenges;
- v. maintaining a performance register detailing statistics of researchers, grants, publications and patents;
- vi. appraisal of the impact of research conducted in the University.



## **11. PROCEDURE AND PUBLICITY**

### **11.1 Research Procedures**

The University shall support research projects if a staff of the University is the principal investigator or a member of the research team. Similarly, the project must have been approved by the Board of Directorate of RID, and the interest of the University must be fully protected. It is expected that general guidelines governing the conduct of research in the University will be adhered to.

### **11.2 Leadership and Supervision of Researches**

It is expected that research projects will be supervised by senior staff members of the University with the requisite skills and technical knowledge. Similarly, the appointment of the supervisor must follow existing University guidelines.

### **11.3 Research Handling and Record-Keeping**

The following shall be encouraged in this regard:

- i. Strict adherence to ethical standards and high levels of integrity in research reporting
- ii. Provision of data to the Directorate of RID for audit purposes.
- iii. the Directorate shall archive research data
- iv. Maintaining a database of researches and researchers, including research linkages.

### **11.4 Research Dissemination and Publication**

The outcome of research from the University shall be disseminated by the Directorate in the following ways:

- i. research bulletin to inform the University community and the general public about on-going research, progress in research and breakthroughs;
- ii. communication via mass media, including radio and television;
- iii. publications in relevant and outstanding journals or books published by reputable world-class publishers;
- iv. publication on University website

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