

UNIVERSITY OF IBADAN

**Research Policy
and
Research Management
Office**

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F O R E W O R D

The University of Ibadan aspires to be a world class institution for academic excellence geared towards meeting societal needs. The centrality of research and innovation to achieving this noble objective is acknowledged. Consequently, one of the University's cardinal missions is to transform into a research-driven institution through the provision of excellent conditions for learning and research. Accordingly, the University places a lot of emphasis on research capacity building as well as the provision of academic and physical infrastructure. With the support of the John D and Catherine T. MacArthur Foundation, the University established a multidisciplinary research laboratory, equipped with state-of-the-art research facilities, and is developing a number of specialized centres of excellence in key flagship research areas. Moreover, the University of Ibadan is involved in multiple research partnerships across the globe and has, indeed, become the destination of choice in West Africa for such partnerships. For sustainability and maximum impact, it has become imperative that the University should have a structured and coordinated approach to research and its management.

This document, 'Research Policy and Research Management', sets out the University's research policy and the main aspects of its research management structure, as approved by Senate in May 2010. It is, therefore, the University's roadmap for research and its management. I would like to urge all members of the academic staff and the diverse units of this University, as well as the University's research partners around the world, to avail themselves of copies of this publication.

F o r e w o r d

I am grateful to the Deputy Vice-Chancellor, Professor A. A. B. Agbaje, who set up the Technical Committee that developed the policy and formulated the research management structure. The Technical Committee had Professor G. O. S. Ekhaguere as chairman, Dr. Eme T. Owoaje as member-secretary, and Professor D. O. Olaleye, Professor Labode Popoola, Professor A. Shoyibo, and Dr. I. Bola Udegbe, as members. To these persons, I also express my profound gratitude for the excellent work culminating in this invaluable document.

A. O. Bamiro, FNSE, FAS,
VICE-CHANCELLOR, JUNE 2010

RESEARCH POLICY

1. Preamble

This section presents the Research Policy of the University of Ibadan. It provides guidelines for research activities that will ensure excellence and integrity in the conduct of research.

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 world class institution, distinguished by its research and teaching outputs. 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. consultate the position of the University of Ibadan as a centre of excellence for research activities;
- ii. increase innovative and cutting edge research activities among staff and students;
- iii. facilitate continuous research capacity building among staff and students; and
- iv. encourage the mainstreaming of research outcomes into teaching and community service

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4. Scope

- i. The policy shall apply to all staff and students of the University of Ibadan 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 national research priorities.

5. Research 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 research funds in support of their research.
- 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 of the person
- 5.3 Staff, students and visiting scholars shall adhere to the University's ethical standards for research.
- 5.4 The principal investigators in research projects have the primary responsibility to ensure the quality, reliability and integrity of research outputs disseminated by them.

6. Promoting excellence in research

- 6.1 The Research Management Office shall coordinate all sponsored research activities and carry out any other activities that may be assigned to it by the University through any of its organs.

- 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.

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, research are available and adequate at all times.

8. **Research ethics and integrity**

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

9. **Research Development Fund**

- 9.1 The University shall establish and operate a **Research Development Fund (RDF)**.

- 9.2 The principal function of the RDF shall be to develop capacity in grantsmanship.
- 9.3 The RDF shall derive its funding principally from:
- i a line item in the University budget;
 - ii one percent (1%) of the University's share of the indirect costs of grants;
 - iii any other credible source.
- 9.4 The RDF shall be managed by the Research Management Subcommittee of the Development 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 off without approval of the University. Notwithstanding the foregoing, special circumstance may arise, such as movement of a Principal Investigator/Project Director (PI/PD) to another institution, when equipment may be transferred to another institution.

11. Transferring an existing grant

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

- 11.1 The PI/PD shall take the following actions:
- i. Obtain approval from UI to transfer the grant;
 - ii. Disclose and confirm the status of any cost sharing or matching commitment by UI;
 - iii. Conform with the sponsor's conditions for transfer;

- iv. Discuss any Intellectual Property(IP) issues with UI;
 - v. Complete all processes and necessary paperwork required by UI the sponsor
- 11.2 The Research Management Office (RMO) 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 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;
 - iv. review agreements for equipment purchases; capitalized equipment purchased on the existing grant may move with the PI/PD;
 - v. review commitments to personnel, including graduate students.

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 that will ensure the implementation of the policy

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

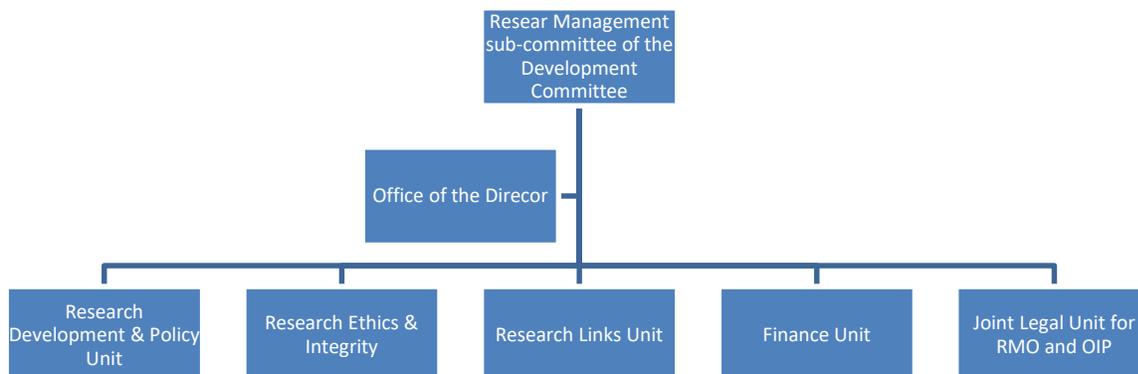
- i. Research Management Sub-committee of the Development Committee;
- ii. Research Management Office;

- iii. Academic units: College of Medicine, Post-graduate School, faculties, institutes, departments and centres;
- iv. Office of International Programmes.

18. Policy review

This policy shall be reviewed periodically.

RESEARCH MANAGEMENT OFFICE



Organizational Structure of the Research Management Office

1. Research Management

A cardinal mission of the University of Ibadan is to carry out research at the cutting-edge and use the outcomes of its diverse research activities to meet societal needs. For the realization of this mission, an efficient and effective research management strategy is key.

2. Research Management Office (RMO)

2.1 Function of the RMO

The principal functions of the RMO are as follows:

- i. to advance the Mission and Vision of the University as they relate to research;

- ii. to advise the University on research policy, under the general supervision of the Research Sub-committee of the Development Committee;
- iii. to mobilize external research funds by, among other means, developing and submitting proposals which satisfy the requirements of the funding agencies;
- iv. to facilitate the University's liaison with external funding agencies;
- v. to ensure that the University's interests are protected in the negotiation of grants and contracts;
- vi. to facilitate financial accountability in the administration of grants and research-related contracts;
- vii. to facilitate the ethical conduct of research in the University;
- viii. to collaborate with relevant units in identifying, developing, protecting, and marketing the University's Intellectual Property and promoting knowledge transfer networks with the private sector;
- ix. to administer the Research Development fund and facilitate its functions in conjunction with the Research Management Sub-committee of the Development Committee;
- x. to provide a report of its activities annually to Council and Senate through the Research Management Sub-committee of the Development Committee;
- xi. to carry out such other functions as are devolved to it by the Research Management Sub-committee of the Development Committee

2.2. **Structure of the RMO**

The RMO is structured into five units, under the Office of the Director;

- i. research Development and Policy Unit;
- ii. finance Unit;
- iii. research Ethics and Integrity Unit;
- iv. Research Links Unit;
- v. Legal Unit

2.3. **Funding of the RMO**

The RMO shall derive its funding principally from:

- i. a line item in the University budget;
- ii. a proportion of the University of Ibadan Research Development Fund (RDF) in line with budgetary needs;
- iii. other sources, such as donations, gifts and endowments;
- iv. consultancies carried out by the RMO.

3. **Functions of RMO Units**

3.1 **Research Development and Policy Unit**

The principal functions of the Research Development and Policy Unit are as follows:

- i. to promote and coordinate collaboration among researchers;
- ii. to develop capacity of researchers in proposal writing, research methodology and report writing;
- iii. to review and approve proposals for submission to sponsors/funding agencies;

- iv. to disseminate information on funding initiatives and opportunities to the University's research community;
- v. to identify academic staff research interests and establish links with potential sponsors;
- vi. to assist researchers in preparing, writing and packaging proposals;
- vii. to maintain a searchable database of research funding information;
- viii. to operate a searchable database of researchers and their research interests;
- ix. to maintain a searchable database of all ongoing and completed research activities;
- x. to publish highlights of ongoing research activities;
- xi. to draft, review and present research related MOUs;
- xii. to maintain proposals and awards databases;
- xiii. to prepare and submit annual reports to the Director.

3.2 Finance Unit

The principal functions of the Finance Unit are as follows:

- i. to work with the Grants Section and Audit Units of the Bursary to facilitate the financial management of grants;
- ii. to maintain a database of all funds received for research by the University
- iii. to advise researchers on relevant financial processes and regulations;
- iv. to send out timely alerts to researchers in line with financial requirements of contract agreements;
- v. to work with relevant units, especially the Research Development and Policy Unit, regarding budgetary aspects of research proposals;

- vi. to assist in performing closeout procedures for grants and awards and retain records;
- vii. to prepare and submit annual reports to the Director.

3.3 Research Ethics and Integrity Unit

The principal functions of the Research Ethics and Integrity Unit are as follows:

- i. to coordinate and monitor procedures on research using human subjects and animals;
- ii. to monitor policies relating to research conduct and integrity;
- iii. to supervise compliance with ethical regulations guiding research;
- iv. to assist researcher in research and instruction related compliance concerns;
- v. to ensure that animal care facilities are maintained in compliance with policy regulations;
- vi. to monitor and consult with the University organ in charge of environmental health regulations relating to potential biological, chemical, radiation and recombinant DNA hazards;
- vii. to provide administrative support for the relevant ethical review boards;
- viii. to ensure that monitoring and evaluation is conducted for each research project;
- ix. to prepare and submit annual reports to the Director.

3.4 **Research Links Unit**

The principal functions of the Research Links Unit are as follows:

- i. to identify private sector research needs which may be met through collaboration with University of Ibadan researchers;
- ii. to facilitate linkages with the private sector for the sponsorship of research conducted in the University;
- iii. to provide a directory of private sector research development activities;
- iv. to liaise with faculty and departmental research development officers;
- v. to liaise with relevant university units such as the Postgraduate School, Office of International Programmes, Centre for Entrepreneurships & Innovation, and the Legal Unit regarding research related matters.
- vi. to prepare and submit annual reports to the Director.

3.5 **Legal Unit**

The principal function of the Legal Unit is to provide high quality legal service to the RMO. In particular, the Legal Unit shall:

- i. ensure that the legal interest of the University are adequately protected and safeguarded in all research contracts/MOUs;
- ii. provide legal advice, opinion and guidance to the RMO on matters pertaining to research contracts/MOUs;
- iii. advise the RMO on University legislation and policies relating to research contracts;
- iv. assist the RMO in drafting, perusing, vetting, finalizing and interpreting legal documentation relating to research contracts/MOUs;

- v. provide the RMO with legal advice on the federal laws, University policy and other relevant legal issues pertaining to intellectual property rights, copyrights, patents, trademarks, inventions and their commercialization;
- vi. provide legal support to the Ethical Research Review Board (ERRB);
- vii. prepare and submit annual reports to the Director of the RMO

4. Director of the RMO

The RMO shall be headed by a director, appointed through a competitive process. The Director shall report to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic).

4.1 Tenure of the Director

The Director shall hold office for a term of three years, which may be renewed from time to time.

4.2 Responsibility of the Director

The Director shall:

- i. provide leadership for and ensure the effective coordination of the RMO;
- ii. implement the University's research policies and initiatives.

5. Research Ethics

The University is committed to the highest ethical standards in the conduct of its research activities. To entrench this practice, the University has decided to consolidate its ethical review activities and bring them under the supervision of the diverse outfits described below.

5.1 Ethical Research Review Board (ERRB)

The University shall establish and operate an Ethical Research Review Board (ERRB).

5.2 Function 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 University of Ibadan;
- ii. to oversee the activities of its Ethical Review Committee;
- iii. to advise Senate on policies and matters relating to research ethics and integrity;
- iv. to prepare and submit annual reports to Senate through the Vice-Chancellor.

5.3 Structure of ERRB

The ERRB shall comprise the following committees:

- i. University of Ibadan/University College Hospital Ethical Review Committee (UI/UCH-ERC);
- ii. Behavioural Studies Review Committee (BSRC);
- iii. Animal Care and Use Committee (ACUC);
- iv. Plant Care and Use Committee (PCUC).

5.4 Composition of ERRB

The membership of the ERRB shall be as follows:

- i. Deputy Vice-Chancellor (Academic), Chair;

- ii. Chairs of the four Ethical Review Committees;
- iii. One lay person from the public;
- iv. Head of the Legal Unit;
- v. Director of RMO;
- vi. Principal Assistant Registrar (Deputy Vice-Chancellor's Office (Academic) member and Secretary.

5.5 **Function and Composition of Ethical Review Committees**

The functions and composition of each of the Ethical Review Committees shall be as outlined below.

5.5.1 University of Ibadan & University College Hospital Ethical Review Committee

5.5.2 Function of UI/UCH-ERC

The principal functions of the UI/UCH-ERC are as follows:

- i. to receive research proposals involving the use of humans and invasive procedures at the University and the University College 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 monitor the implementation of approved research to ensure that it is carried out ethically;
- iv. to prepare and submit annual reports to the ERRB.

5.5.3 **Composition of UI/UCH-ERC**

The membership of the UI/UCH-ERC shall be as follows:

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- i. Director of IMRAT, Chair;
- ii. Chair, Medical Advisory Committee (CMAC), Co-Chair;
- iii. Legal officer: nominated by the Board of IMRAT;
- iv. two academic staff members from each of the faculties of the College of Medicine, namely: Basic Medical Sciences, Clinical Sciences, Public Health, and Dentistry;
- v. one academic staff member from each of the faculties of: the Social Sciences, Law, Science and Pharmacy;
- vi. one statistician;
- vii. two community representatives (lay persons; one man and one woman);
- viii. Director of RMO;
- ix. Secretary

5.5.4 **Humanities and Behavioural Studies Review Committee (HBSRC)**

The principal functions of the HBSRC are as follows:

- i. to receive research proposals involving the use of humans at the University of Ibadan 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 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 monitor the implementation of approved research to ensure that it is carried out ethically;
- iv. to prepare and submit annual reports to the ERRB.

5.5.5 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. two experienced behavioural scientists from each of the Faculties of: Education, Social Sciences, Public Health, and Arts (especially Philosophy and Cultural Studies), Faculty of Clinical Sciences (especially Psychiatry);
- iii. one statistician;
- iv. one lawyer;
- v. two community representatives (lay persons; one man and one woman)
- vi. Director of RMO;
- vii. head of the Research Ethics & Integrity Unit, Secretary and member.

5.5.6 Animal Care and Use Committee (ACUC)

The principal functions of the ACUC 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 monitor the implementation of approved research to ensure that it is carried out ethically;
- v. to prepare and submit annual reports to the ERRB.

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5.5.7 Composition of the ACUC

The membership of the ACUC shall be as follows:

- i. a scientist of professorial rank from a relevant discipline appointed by the Vice-Chancellor, Chair;
- ii. one experienced scientist from each of the faculties of: Pharmacy, Veterinary Medicine, Agriculture (Animal Science), Social Sciences (Psychology), Basic Medical Sciences;
- iii. two community representatives (lay persons: one man and one woman);
- iv. one statistician;
- v. one lawyer;
- vi. Director of RMO
- vii. Head of the Research Ethics and Integrity Unit, Secretary and member.

5.5.8 Plant Care and Use Committee (PCUC)

The principal functions of the PCUC are as follows:

- i. to receive research proposals involving the use of plant 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 plants;
- iii. to conduct inspections of all areas where plants are housed and used;
- 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.

5.5.9 Composition of the PCUC

The membership of the PCUC shall be as follows:

- i. a professor of a relevant discipline (Agriculture or Forestry or Botany or Pharmacognosy) appointed by the Vice-Chancellor, Chair;
- ii. one experienced scientist from each of the faculties of Science, Agriculture & Forestry, Technology, Pharmacy;
- iii. two community representatives (lay persons: one man and one woman);
- iv. one statistician;
- v. one lawyer;
- vi. Director of RMO;
- vii. Head of the Research Ethics and Integrity Unit, secretary and member.

5.5.10 Science and Technology Review Committee (STRC)

The principal functions of the STRC are as follows:

- i. to receive and review research proposals in the areas of science and technology 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.
- iii. To monitor the implementation of approved research to ensure ethical compliance.
- iv. To prepare and submit annual reports to the ERRB.

5.5.11 Composition of the STRC

The membership of STRC shall be as follows:

- i. Scientist or engineer of the rank of professor, appointed by the Vice-Chancellor, as Chair:
- ii. Two experienced scientists from the Faculty of Science;
- iii. Two experienced engineers from the Faculty of Technology;
- iv. A representative each from the faculties of Law and Social Science;
- v. A statistician;
- vi. One lawyer;
- vii. Two community representatives (lay persons: one man and one woman);
- viii. Director of RMO;
- ix. Head of Research Ethics & Integrity Unit, Secretary and member.