MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

GUIDELINES FOR HANDLING INTERNAL CALLS FOR RESEARCH GRANTS

FEBRUARY 2024

FOREWORD

Mbeya University of Science and Technology (MUST) has an obligation to contribute to national social and economic development through training, research, consultancy, and other allied services to the community. MUST is recognized as one of the most capable research institutions in Tanzania with relevant skills, requisite research and teaching facilities, and the mandate to generate new knowledge through research.

The support for MUST researchers to some extent is dependent on external funding. However, the demand to facilitate research is on the increase. Furthermore, international competition and stringent donor requirements make it difficult for young, early career and emerging researchers to compete for funding. In addition, promotion for academic staff requires scientific publications from research and innovations. In this regard, MUST has set aside an annual budget from internal revenue to support research and innovation. Thus, the University has put in place Guidelines for Handling Internal Calls for Research Grants to guide research and innovation activities to improve MUST's research profile.

The current revision has taken into consideration changes to the MUST Corporate Strategic Plan, Research Agenda, Research Policy and Operational Procedures, Scholarly Publishing Guidelines, Research Ethics and Operational Guidelines and Guidelines for Centers of Excellence. Hence, the purpose of this document is to guide the handling of internal calls for research grants.

Prof. Aloys Mvuma
Vice Chancellor

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LIST OF ABBREVIATIONS

CET   College of Engineering and Technology

DPSRP   Directorate of Postgraduate Studies, Research and Publication

DRPC   Departmental Research and Publication Committee

DVC ARC   Deputy Vice Chancellor Academic, Research and Consultancy

EBR   External Blind Reviewer

FTC   Full Technician Certificate

ICRP   Internal Calls for Research Proposal

MIE   Mechanical and Industrial Engineering

MIST   Mbeya Institute of Science and Technology

MTC   Mbeya Technical College

MUST   Mbeya University of Science and Technology

PSRPC   Postgraduate Studies, Research and Publications Committee

TCU   Tanzania Commission for Universities

TZS   Tanzanian Shillings

DEFINITIONS OF KEY TERMS AND CONCEPTS

(a) External Blind Reviewer(s)

The person(s) who evaluates manuscripts or grant proposals to assess their suitability for publication or funding where a reviewer does not know the identity of the author(s).

(b) Internal Calls

The calls for research proposals for MUST staff to be funded by the University on a competitive basis.

(c) Principal Investigator

Refers to a person who is the in-charge of a research grant.

(d) Research grant

Grant that is obtained for conducting research through a competitive process.

(e) Research Team

The group dedicated to discovering information on a topic, usually a scientific or medical topic; a group of individuals working together to complete a research project successfully.

CHAPTER ONE

BACKGROUND INFORMATION

1.1 Introduction

The history of Mbeya University of Science and Technology (MUST) dates back to 1986 when Mbeya Technical College (MTC) was established by the Government of Tanzania to train Full Technicians at Certificate Level (FTC) under the Russia - Tanzania Training Support. The College existed up to mid-2005 offering programmes in the fields of architecture technology, electrical engineering, civil engineering and mechanical engineering. In July 2005, MTC was transformed into a comprehensive multi-disciplinary Mbeya Institute of Science and Technology (MIST) by the National Council for Technical Education (Mbeya Institute of Science and Technology) Establishment Order, 2004.

The transformation was a government move towards strengthening the College to become a fully-fledged University. Mbeya Institute of Science and Technology registered several achievements including the restructuring of FTC programmes to Ordinary Diploma programmes and the introduction of Undergraduate Degree programmes which eventually led to the expansion of student enrolment. Following these achievements, on 29th March 2012 after being issued with a University Provisional License by the Tanzania Commission for Universities (TCU), the Institute was transformed into a fully-fledged University namely Mbeya University of Science and Technology (MUST), and was granted the Mbeya University of Science and Technology Charter on 20th August 2013.

MUST perform three main functions, namely; teaching, research and consultancy. As a means to foster the research aspect and University research profile, in line with MUST Corporate Strategic Plan 2022/2023 – 2026/2027 the University has put a system of handling internal calls for

proposals to fund research conducted by university academic staff. In this regard, MUST has decided to set aside an annual budget from annual revenue to support research activities. Accordingly, the University encourages its staff to develop such research proposals for funding consideration. Proposals that seek to generate new knowledge, and improve livelihood, industrialization and socio-economic stability in Tanzania are strongly encouraged. Hence, the purpose of this document is to guide the handling of internal calls for research grants.

1.2 MUST Vision

The Vision of Mbeya University of Science and Technology is to become the leading Centre of excellence for knowledge, skills and applied education in science and technology.

1.3 MUST Mission

The Mission of Mbeya University of Science and Technology is to develop academically, technologically and socially competent students, staff and other stakeholders who will be responsive to the broader needs and challenges of the society specified by:

(a) Facilitating appropriate tuition, practical training and support according to the needs of students and other customers;

(b) Encouraging staff commitment to quality education and services including research, consultancy and innovation;

(c) Fostering lifelong learning, honesty and responsibility;

(d) Promoting an environment conducive to human development; and

(e) Promoting effective entrepreneurship and usage of appropriate technology that meets national and international needs and

standards through skills and practical-oriented training, research and consultancy.

1.4 Situation Analysis

The first Guidelines for Internal Calls for Research Grants became operational in 2019. Since then, several developments have occurred which necessitate the review of the Guidelines. These developments to foster research-related activities include the following.

(a) Reviewed MUST Research Agenda;

(b) Reviewed MUST Research Policy and Operational Procedures;

(c) Reviewed Scholarly Publishing Guidelines;

(d) Established Research Ethics and Operational Guidelines; and

(e) Established Guidelines for Centers of Excellence.

The research activities are administered by the Directorate of Postgraduate Studies, Research and Publications.

1.5 Justification of Guidelines for Handling Internal Calls for Research Grants

The MUST Corporate Strategic Plan Objective D requires an increased volume and quality of research, publications and innovations, while Objective E aims to enhance outreach, publicity, linkages and partnerships. Thus, for the two objectives to be realised, sustainable funding is inevitable.

The support for MUST researchers to some extent is dependent on external funding. However, the demand to facilitate research is on the increase. Furthermore, international competition and stringent donor requirements make it difficult for young, early career and emerging

researchers to compete for funding. In addition, promotion for academic staff requires scientific publications from research and innovations.

1.6 Scope of Guidelines for Handling Internal Calls for Research Grants

The Guidelines is intended to guide academic staff (excluding those who are on study leave) for grant application and executing research activities in line with applicable MUST Policies and Guidelines. It also guides management in rational decision-making in handling grants for research proposals.

CHAPTER TWO

APPLICATION FOR INTERNAL CALLS AND PROCEDURES

The procedures for submission of research proposals, presentation, vetting and announcement of research grant winners are stipulated in the following sections:

2.1 Call for Research Proposal

The Directorate of Postgraduate Studies Research and Publication shall announce annually the internal call for research proposals on a competitive basis. Members of staff who are eligible to apply for these research grants shall be those who are on post (excluding those on study leave). Additionally, proposals should align with the MUST Research Agenda and be within the academic disciplines of the University. Proposals to be submitted should have the following:

(i)   Strong background and clear identification of the problem;

(ii)   Justifiable rationale and achievable objectives;

(iii)   Strong familiarity with cutting-edge and up-to-date state of art in the discipline;

(iv)   Multidisciplinary research proposals are highly encouraged;

(v)   Clear and strong theoretical and methodological stance;

(vi)   Clear and justifiable budget component, not exceeding TZS 10,000,000; The budget is to be presented as per *ICRP I*

(vii)   Clear and achievable time frame (should be completed within twelve months);

(viii)   Well written (word-processed using Times New Roman 12 points and double spaced), error-free, properly structured and referenced using the APA style; and

(ix)   Should not exceed 25 A4 pages including the references. (The format for submission of a research proposal should be as shown in *ICRP II)*

2.2   Submission of Research Proposals

Step 1: Proposals are presented at a departmental staff-student seminars under departmental research coordinators where academic staff will vet and recommend the best proposals to the college level (only members of the Department will vet).

Step 2: Proposals are tabled at the College Research Committee Meeting under the research coordinator where the best proposals (not more than five) will be submitted to the University level for further processing.

Step 3: Submissions of proposals should be made electronically and in hard copies to the DPSRP where a specific submission form will be available to sign.

2.3   Evaluation and Approval of the Research Proposals

Step 1: Proposals received by DPSRP are screened as per the Matrix for Proposal Rating *(ICRP III)* and submitted to external blind reviewers for assessment as per the Guidelines for Research Report Peer Review *(ICRP IV)*.

Step 2: Received assessment reports from the External Blind Reviewers are compiled and ranked by an independent team constituted by college research coordinators. This exercise will be supervised by Director of Postgraduate Studies Research and Publication.

Step 3: The compiled and ranked reports will be submitted to the DPSRP which will recommend them to the Postgraduate Studies Research and Publication Committee for further approval procedures. The ranking will be done as per scores from the blind reviewers.

2.4 Communication of Evaluation Outcomes to Applicants

Step 1: The approved list of winners will be announced through the MUST website, e-mails and notes boards.

Step 2: Those applicants who win as well as those who did not win will officially be informed through letters in which strengths and weaknesses shall be highlighted.

2.5 Signing of contracts and disbursement of funds to awardees

Those who win shall be required to sign the research contract as per (*ICRP V*).

2.6 Execution of the Project

Upon disbursement of funds, the research team shall be obliged to execute research activities. Progress of the execution shall be reported as per the Research Progress Report Format (*ICRP 8*).

CHAPTER THREE

ROLES OF PARTICIPATORY ORGANS

3.1 Deputy Vice Chancellor - Academic, Research and Consultancy

The Deputy Vice-Chancellor - Academic, Research and Consultancy shall be responsible for overseeing all matters related to internal calls for research grants.

3.2 Postgraduate Studies Research and Publications Committee

Receive, deliberate and approve for funding the evaluated and ranked report from DPSRP.

3.3 Directorate of Postgraduate Studies, Research and Publications

The Directorate of Postgraduate Studies, Research and Publications shall:

(a) Advertise research internal calls through the MUST website and noticeboards;

(b) Receive and screen as per Matrix for Proposal Rating (*ICRP III)* researches proposals from colleges and submit to the external blind reviewer;

(c) Receive assessment reports from external blind reviewers and submit them to an independent team (College research coordinators) for compilation and ranking;

(d) Receive, and compile reports from an independent team and recommend them for approval by PSRPC;

(e) Announce winners and issue official letters to both winners and losers;

(f) Oversee the review and amendment of the guidelines; and

(g) Register and maintain a database of approved internal calls research projects.

The research proposal shall be numbered serially preceded by College, Department, year and project number as illustrated below.

```
CET        MIE   23    01
                        └──────►Project No. 1
                   └──────────►Registration in year 2023
            └──────────────►Department of Mechanical and Industrial
                             Engineering.
 └────────────────────────►College of Engineering and Technology
```
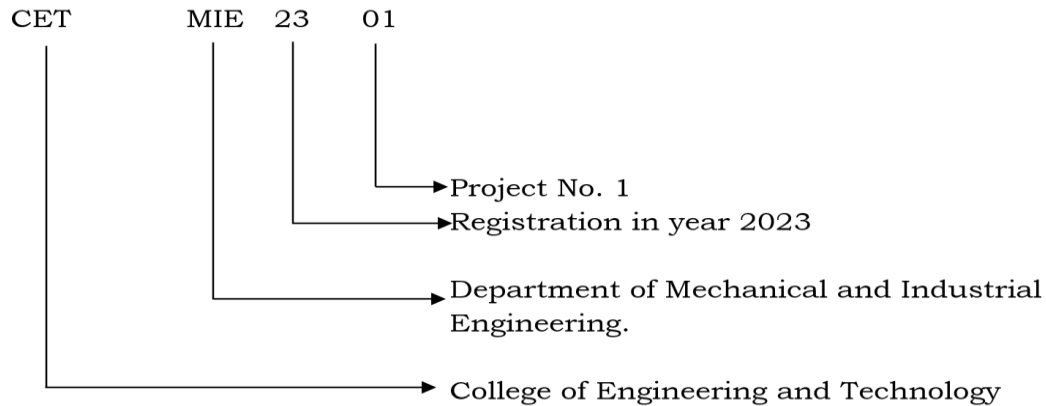
3.4 College Research and Publication Committee

College Research and Publication Committee shall receive and deliberate research proposals from departments and recommend a number of proposals to DPSRP as prescribed by the Directorate.

3.5 Departmental Research and Publications Committee

The Departmental Research and Publications Committee shall:

(a) Disseminate research internal calls within the department;

(b) Sensitize staff to develop proposals and apply for research grants under internal calls;

(c) Receive and screen research proposals from departmental members and submit them to the College Research and Publication Committee;

(d) Identify and recommend candidates to serve as external blind reviewers to the Directorate; and

(e) Oversee execution of research activities.

3.6 External Blind Reviewer

The External Blind Reviewer will be a senior member of staff with excellent research and publication skills from any of the higher learning

institutions or any other institutions other than MUST who will be appointed by the Office of the DVC ARC in consultation with DPSRP and will be given assignment to scrutinize the proposal. The EBR shall:

(a) Receive research proposals from DPSRP;

(b) Evaluate and rate research proposals for university funding as per criteria in the Matrix for Proposal Rating *(ICRP III);* and

(c) Submit evaluation report to DPSRP.

The decision by the External Blind Reviewer will be final and no room for appeal will be entertained.

3.7   Research Team

The formation of the research team composition should consider the balance of gender, junior and senior academic staff. Research Team shall;

(a) Develop research proposals for internal calls competition;

(b) Submit research proposals to departmental research coordinators as per requirements;

(c) Incorporate recommendations from the department to improve the proposals;

(d) Receive award letter, sign contract, and request research funds;

(e) Execute research activities and present research results to the weekly seminar presentations;

(f) Submit progress report as required as per contract;

(g) Publish at least one paper from research results in credible indexed journals, failure of which entails refunding all the amount of money disbursed as per contract;

(h) Submit the final research report to DVC ARC as per the Format for the Final Research Report (*ICRP 8* and *ICRP 9)* the latter being for the format for the title page; and

(i) Retire the funds for the projects as per the contract.

CHAPTER FOUR

MONITORING AND EVALUATION

4.1 Introduction

This Chapter presents monitoring and evaluation in the implementation of internal research calls for grants. Monitoring and evaluation play a vital role in assessing the implementation of the strategies, goals, and objectives of the Guidelines.

4.2 Periodical Evaluation

The maximum project period will be twelve (12) months from the date of signing the contract. Justification for no-cost time extension will be granted for not more than six (6) months after the expiration of the agreement/contract. Thus, monitoring and evaluation will be carried out quarterly and the responsibility of conducting such activity is vested in the DPSRP.

4.3 Evaluation Report

4.3.1 Evaluation Criteria

The criteria for evaluation of the research project shall include but not limited to:

(a) Compliance with the work schedule;

(b) Compliance with the approved budget;

(c) Timely submission of the progress report;

(d) Quality and Clarity of submitted progress report;

(e) Status of publications;

(f) Status of progress report presentation in weekly seminar series;

(g) Compliance with relevant cross-cutting issues (Gender, Climate change);

(h) Adhering to research ethics;

4.3.2 Feedback Mechanism

The evaluation report shall be submitted to DPSRP who in turn shall disseminate the key findings and recommendations to the research team, department, college, and DVC ARC.

4.4   Guidelines Review and Amendments

Application of the Guidelines shall commence upon approval with the University Senate. The Guidelines shall be reviewed after every three (3) years or amended as deemed necessary.

APPROVAL

At its 42nd Meeting held on 12th day of February 2024, the Senate of Mbeya University of Science and Technology RECEIVED, DUSCUSSED and APPROVED the Revised Guidelines for Handling Internal Calls for Research Grants

Prof. Aloys N. Mvuma   Adv. Lugano Mwakilasa

CHAIRPERSON   **SECRETARY**

STANDARD RESEARCH BUDGET FORMAT

College: _____

Department: _____

Research Title: _____

Principal Researcher: _____

Budget Format and Payment Schedule

Cost Codes	Total	Proposed Payment Schedule			Comments
		1st Inst	2nd Inst	3rd Inst	
1. DIRECT COSTS					
1.1 Equipment, books, tools costs (if any)					
1.2 Literature					
1.3 Payments to supporting staff					
1.4 Labour costs					
1.5 Consumables/Materials					
1.6 Report writing costs					
1.7 Dissemination workshop/seminar or conference					
2. TRAVEL AND TRANSPORT					
2.1 Travel to/from outside Mbeya					

2.2 Local transport					
2.3 Special requirements					
3. **ACCOMMODATION COSTS**					
3.1 External assignments per diem					
3.2 Other costs					
4. **CONTINGENCIES**; allow for 10%*					
GRAND TOTAL					

Recommendation for Approval for payments by DPSRP

1st Installment (TZS) ....Signed.................DPSRP

2nd Installment (TZS) .... Signed.................DPSRP

3rd /Final Payment (TZS)..................Signed.................DPSRP

* To be released upon application

Approval for payments by DVC ARC

1st Installment (TZS) ....Signed.................DVC ARC

2nd Installment (TZS) .... Signed.................DVC ARC

3rd /Final Payment (TZS)..................Signed.................DVC ARC

* To be released upon application

FORMAT FOR RESEARCH PROPOSALS

1.0 Title of the Project

The title should be scientifically valid and sufficiently descriptive to reflect the nature of the proposed work. The title of the project once approved cannot be changed or modified without the written consent of the DPSRP.

2.0 Summary of the Project

A summary of the proposed project should be submitted considering the objectives, methodologies and budget and the format for the front page should be as per Annex VII. Considerable attention should be given to the preparation of this item. It is suggested that the team writes this item last.

3.0 Objectives of the Project

A clear statement of the general problem(s) or issue(s) at hand should be given. Strategic goal(s) to which the solution of the stated problem(s) will contribute should be explicitly stated. Specific objectives and targets must be clearly stated to facilitate monitoring and evaluation of the project.

4.0 Literature Review and Contribution of Project

The research applicant must show the interrelationship of what has been done by others in the field and what the team intends to do. It should reflect a thorough survey of the existing state of knowledge and how and in which way the intended work is going to contribute to the advancement of knowledge in the context of the problem to be solved or bring about socioeconomic development.

5.0 Methodology

The researcher should clearly and thoroughly spell out the research plan for the project. The plans should identify and describe the different phases of the project. It should also indicate that the proposed methods and analytical techniques are feasible. This section should also describe the facilities and major items or equipment to be used. The researcher should also describe research samples, sampling procedures, data analysis method, theory to be applied in data interpretation, and research area.

6.0 Project Duration

The anticipated duration of the project must be given to enable the appropriate MUST organs to set aside the funds approved for that duration. It will also assist in drawing up monitoring schedules.

7.0 Organizational and Management Plan

The details and rationale for human resource needs, budget requested, work schedules and organizational structure of the project should be given here. Bar charts and key decision points should be used to illustrate the research plan, including contingency plans.

8.0 Anticipated Outputs and Utilization Plan

Specific solutions to the specific problem(s) or issue(s) that were addressed in the research projects constitute the anticipated output of the project. These outputs must tally with the objectives spelt out. In this section, discussions on the steps already taken or planned to be taken to utilize the research results must be given. It should list the direct and indirect beneficiaries of the research output.

9.0 Education and Training Components

Specific educational and training requirements and programmes geared at improving the professional capability of the staff involved in the project (if any) should be discussed in this section.

10.0 Facilities and Funding

The applicant should show the breakdown of all the funds being requested under the following: equipment (type of equipment and costs); travel (fares and places to be visited); and others (specify). Where the applicant has applied for funds from some other sources the team should specify the name of the organisation, the date of application, the amount requested and its planned use.

11.0 Rationale

This section should clearly show the importance of the project by stating that the anticipated benefits of the project exceed the expected expenditure. The proposal should also show how the results of the research will be able to reach end users and bring about socioeconomic development. The proposal should cover the following issues:

(a) Technical feasibility
(b) Research costs
(c) Relevance
(d) Researchability
(e) Contribution to long-term capability building
(f) Probability of research success
(g) Availability of outside scientific inputs

12.0 Publication

Indicate where and in which form the results of the work may be disseminated/published.

13.0 Work Plan

The proposal should indicate the roles of the key researchers and the timing of their involvement. The plan should clearly show the role of the principal researcher.

14.0 Budget

The estimated budget for the research proposal should be itemized and presented in a clear format as shown in **Annex III.**

15.0 Curriculum Vitae (CV)

Where deemed necessary, the CVs of the key researchers shall be attached to the proposal.

MATRIX FOR PROPOSAL RATING

Proposal Title: _____

_____

Rating Codes: 1 = Weak, 2 = Satisfactory, 3 = Good, 4 = Very Good, 5=Excellent

Please circle the appropriate number

S/N	CRITERION	RATING
1	Is the title of the research adequate? (The title should reflect the content and should be informative)	1 2 3 4 5
2	Is the introduction/background rich enough to justify the study? (Introduction/background should provide enough information on the area being researched. It should also provide the rationale for the study to be conducted)	1 2 3 4 5
3	Is the research problem clearly presented? (The research problem should base on the theoretical conflicts, and should seek to solve a particular socio-economic problem or generate new knowledge)	1 2 3 4 5
4	Is the research problem important and relevant? (Research problem should be novel, unique, relevant and up-to-date)	1 2 3 4 5
5	Is/Are the objective(s) of the research clear? (Objective(s) should be achievable within the period of four months and measurable)	1 2 3 4 5

6	Is/Are the research questions/ hypotheses appropriate/testable? (Research questions/hypothesis should come out of the research objectives)	1 2 3 4 5
7	Is the literature/bibliography review appropriate/adequate? (Review of literature should be done logically and arranged from old literature to new ones. Quotations should be written as required i.e.; all more than three lined quotations should be indented)	1 2 3 4 5
8	Is the proposed methodology appropriate?	
	a) Is the sampling procedure and proposed sample adequate?	1 2 3 4 5
	b) Are data collection tools/procedures appropriate?	1 2 3 4 5
	c) Is/Are data analysis technique(s) appropriate?	1 2 3 4 5
9	Quality of text, editing and presentation (The proposal should be well-written and error-free. It should not exceed 25 A4 pages Times New Roman 12 Fonts Double Space)	1 2 3 4 5
10	Is the reference/bibliography well written? (Bibliography/References should be presented in APA)	1 2 3 4 5
11	How do you rate the proposal's multi-disciplinarity? (The proposal could be multidisciplinary. It can be multidisciplinary within the same discipline i.e., Zoology and Botany or between disciplines i.e., Science and Engineering)	1 2 3 4 5
12	How do you rate the originality of the proposal (The proposal should have a novel idea and it should be the original idea of the researcher)	1 2 3 4 5

13   Is the proposed budget justifiable?   1 2 3 4 5
      (Budget should be justifiable. It should not be less
      or more. Budgeting of every aspect has to be logical
      and acceptable)

14   Is the proposed time adequate?   1 2 3 4 5
      (The proposed time should match the identified
      sample and the research methodology in general)

SUMMARY

TOTAL SCORE	
GENERAL COMMENTS	**Ranking of the Proposal (Rank of the proposal among all submitted proposals)**
	The proposal is Recommended with Minor Corrections
	The proposal is Recommended with Major Corrections
	The proposal is Rejected Outright

GUIDELINES FOR RESEARCH REPORT PEER REVIEW

1. GENERAL EVALUATION

Editorial quality

Comments: _____

Layout

Comments: _____

Length

Comments: _____

Quality of References

Comments: _____

Adherence to general requirements (fonts, line spacing, margins etc.).

Comments: _____

_____

2.0 DETAILED EVALUATION

2.1 Abstract: Does the abstract adequately summarise the report?

Yes

No

Comments: _____

2.2 Introduction: Is the introduction sufficiently detailed for this form of research?

Yes

No

Comments: _____

2.3 Objectives: Are the research objectives clear and do they reflect what has been achieved in the research?

Yes

No

Comments: _____

2.4 Literature review: Is the literature review relevant, sufficient and up to date?

Yes

No

Comments: _____

2.5 Research methodology: Is the research methodology sufficiently described?

Yes

No

Comments: _____

2.6 Experimental details: Are the experimental details well described and can they be repeated?

Yes

No

Comments: _____

2.7 Data Analysis: Is the analysis relevant and exhaustive?

Yes

No

Comments: _____

2.8 Discussion of the results

Is the discussion of the results exhaustive and conclusive?

Yes

No

Comments: _____

2.9 Results: Are the results accurate and well presented?

Yes

No

Comments: _____

2.10 Conclusions and recommendations: Are the conclusions and recommendations relevant and consistent with the analysis?

Yes

No

Comments: _____

Do the conclusions and recommendations match the research objectives?

Yes

No

Comments: _____

Are the references/bibliography relevant, exhaustive and up-to-date?

Yes

No

Comments: _____

2.11 Acknowledgement

Is the acknowledgement presented?

Yes

No

Comments: _____

2.12 Recommendations (Tick an appropriate response)

How do you recommend the reviewed research report?

    i. Accept without changes [ ]

    ii. Accept with minor changes [ ]

    iii. Accept with major revisions [ ]

Reasons:

_____

_____

Reviewer's Name: _____

Reviewer's Signature: _____

Date: _____

RESEARCH CONTRACT FOR RESEARCHERS

RESEARCH CONTRACT

1. Name of Researcher(s)   Signature

   i. _____   _____

              (Principal Investigator)

   ii. _____   _____

   iii. _____   _____

   iv. _____   _____

1. We, the Researchers mentioned above, undertake to carry out the research project titled... Research No. ....

2. The duration of doing the research will be....................................months.

3. The University undertakes to provide funding for the proposed project for the total amount of TZS.................................... subject to the availability of funds.

4. The payment will be in accordance with the approved schedule that is attached to this contract.

5. All supporting staff, e.g., secretarial, technical and auxiliary will be from among the MUST staff/students. Permission to employ staff outside MUST, if for an extended period and/or regularly should be obtained from the Director, PSRP before it is effected.

6. MUST reserves the right to withhold payment partially or fully, if it is not satisfied with the progress of the project.

7. The research team shall be required to refund the MUST payments received fully or in part in case of non-performance.

8. The research team must publish at least one research article in reputable internationally indexed journals

9. The research team must present research results in weekly seminar presentation

10.   MUST will have copyrights on the research.

We the undersigned accept the above-mentioned terms and conditions as attested by the Principal Investigator on behalf of the Team.

_____   _____

    Principal Investigator   Corporate Counsel

Copy: DPSRP   ....

         DVC ARC ....

IMPREST REQUISITION FORM

Date: ……………………….CHECK No: …………………………………

Name: ………………………………………… Dept/Section ………………

Purpose of Imprest:

……………………………………………………………………………………………………

……………………………………………………………………………………………………

Total imprest request: Tshs……………………………

Amount in words Tshs:

……………………………………………………………………………………………………

……………………………………………………………………………………………………

Fill in details of the expected expenditure in the table provided below:
(Use additional paper if the space provided below is insufficient).

S/N	Particulars	Expenditure Code	Amount Tshs.	Cts
		TOTAL		

1. I understand that this amount shall be deducted from my salary and/or other sources if not accounted for within the period prescribed by the MUST financial regulations.
2. Any Expenditure above the amount approved here must obtain prior approval.

Requested by: ………………………….. Checked by:…………………………….

Signature
Head of Dept who assigned the task   Signature   Date

(FOR USE IN THE DIRECTOR OF FINANCE'S OFFICE)

I certify that: .... has no imprest outstanding in his/her name/has an unaccounted for imprest of Tshs:.....................................

Name of Imprest Accountant: ....Signature: ....

Date: ....

I recommend approval/non-approval of the imprest.

Director of Finance   Signature: .... Date: ....

S/N	DETAILS OF EXPENDITURE	EXPENDITURE CODE	TSHS	CTS

IMPREST RETIREMENT FORM

(Please fill in single to be scanned for retirement and one copy to be Filed)

Date: …………………………Check No.: ……………………………………

Name: ……………………………………   Dept:…………………………

Purpose of Imprest:

……………………………………………………………………………………………

Total Imprest taken on …………………………. Tshs: …………………………

Amount in words Tshs:

……………………………………………………………………………………………

……………………………………………………………………………………………

Payment Voucher No. (Attach copy) ……………… Date of PV:………………….

DETAILS OF EXPENDITURE:
Please fill details of expenditure in the table below (use additional paper if the space provided below is insufficient), attach relevant documents.

S/No	Date	Expenditure Details	Receipt	Expenditure Code	Amount Tshs	Cts
			TOTAL EXPENDITURE			

Balance due to Me/Director of Finance   Tshs: ……………………….

Retired by: ……………………………………………………..

Signature:……………………..Date: ……………………………..

(FOR USE IN THE DIRECTOR OF FINANCE'S OFFICE)

Certify that the above fully/partial/cash is correctly retired to the above-named person and that the rate of expenses is/are in accordance with regulations/the terms of the Contract and the funds available under the Sub-Vote and item quoted above to meet this expenditure.

Prepared By: ……………………   **Examined By: ……………………**

Approved By: ……………………

Signature of Originating Officer   **Date:………………………………**

Signature of Examining Officer   **Date:………………………………**

Signature of Authorizing Officer   **Date:………………………………**

RESEARCH PROGRESS REPORT FORMAT

1.0   PROJECT DESCRIPTION

SUMMARY OF ADMINISTRATIVE INFORMATION

1.1   Project Number_____ & Title: _____

1.2   Principal Investigator Name: _____

       Department: _____

1.3   Period   (month/year)   covered   by   this   report: From
       _____ to _____

1.4   Period (month/year) covered by previous progress report: From
       _____ to _____

1.5   Starting date of Research Project: _____

1.6   Estimate duration of Project (Date of estimated completion)

       Initial (Previously stated): _____

       Latest (Revised if any): _____

1.7   Estimated cost of Project (in TZS): _____

1.8   Funds allocated to project (in TZS): _____

Phase 1 (50%)	Phase 2 (30%)	Phase 3 (20%)	TOTAL
_____	_____	_____	_____

2.0   PROJECT OBJECTIVES

Briefly state the project objectives, indicate which (if any) are changed or new, and give the reason for any revision (1) since the start of the project, and (2) since the latest progress report.

3.0   PROGRESS SINCE THE LAST REPORT

3.1 Scientific Progress

Include sufficiently detailed summaries of work carried out and results obtained to permit an informed critical scientific assessment of the work

by the respective committees and peer reviewers. If possible, results should be presented in tabular or graphic form. Summaries should be complete in themselves and as brief as possible, consistent with clarity (a maximum of two pages is required).

3.2 Progress towards Achieving Project Objectives

Describe advances and/or problems encountered towards the completion of the Plan of Work for this reporting period. Interpret new findings (both positive and negative) in terms of the objectives of the project and state if they are expected to increase (or decrease) the duration, total cost, and/or likelihood of success of the project. If findings indicate potentially fruitful alternatives and/or additional lines of research, indicate so with sufficient explanatory information to ensure understanding by reviewers.

4.0 FINANCIAL STATEMENT OF INCOME AND EXPENDITURE DURING

THE PERIOD COVERED BY THE REPORT*

PERIOD COVERED (DATE) _____ TO _____

		$Amount_1$ Brought Forward	$Fund_2$ Received	$Funds_3$ Expended	$Balance_4$
1.	Direct Expenditures				
2.	Travel and Transport				
3.	Subsistence Allowance				
	GRAND TOTAL				

Note:

1. The amount should be shown in TZS.

2. The breakdown should be as shown in the budget approved for the reporting period.

3. Include as funds expended those for which commitments have been made.

4. This amount is the sum of the amounts in the first two columns, less the amount in the third.

The balance should be reconciled with the approved budget indicated in *Annex III*.

FORMAT FOR THE FINAL RESEARCH REPORT

1.0 RESEARCH REPORT CONTENT

A research report should include the following headings:

- Abstract (with keywords)
- Acknowledgements
- Table of contents
- Definition of key terms
- List of acronyms/abbreviations
- List of Figures
- List of tables
- List of symbols
- Introduction
- Objectives
- Literature review
- Methodology
- Experimental details
- Data Analysis
- Discussion of the results
- Conclusions and Recommendations
- Acknowledgement
- References/Bibliography
- Annexes/Appendices

2.0 REPORT FORMAT

- All headings should be left justified.
- Line spacing should be 1.5 and font size be 12, Times New Roman.
- The left margin should be 1.5 inches and 1 inch on all other sides.

- Typing should be on both sides of the A4 page.

- Format for quoting reference numbers in the text and references should be standard. British Citation Standard BS 5605:1990 is recommended.

- Any other standard that is recommended for certain professions could also be used.

- Report cover shall be as shown in the attached format.

- References/Bibliography should be listed as follows:

Examples:

i) Technical Articles

Lembu, T. R., 2005. "Informal Construction Sector Performance in Tanzania."

Tanzania Engineer, IET, 10(3), pp.37 - 43.

ii) Books

Masatu, C. K., 2004. Implementing Total Quality Management in Higher Education.

Dar es Salaam Higher Education Press, Dar es Salaam, 156pp.

1. iii) Reports

Construction Industry Development Board, 2004. "Construction Industry Sector Development Strategy - A Summary of Needs". CIDB, Dar es Salaam. 142pp.

Tables, Plates and Figures should either be included in the text at the appropriate places or they should be at the end of the text, after references.

3.0 Electronic Format

For purposes of inclusion in the MUST electronic database, an electronic format of the report based on commonly used software shall also be submitted.

4.0 Bibliography

Mbeya University of Science and Technology (2019). Guidelines for Handling Internal Calls for Research Grands. 27pp.

Sokoine University of Agriculture (2022). Guidelines and Procedures for Application of the SUA Research Innovation Support. 5pp

STANDARD COVER PAGE FOR FINAL RESEARCH REPORT

(Name of the College)

(Name of the Department)

FINAL RESEARCH REPORT

(TITLE OF THE RESEARCH PROJECT)

Research No: _____

Authors:

           1. _____

           2. _____

           3. _____

                (Date, Month, Year)