



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE

**(A Constituent College of Tumaini University
Makumira)**

RESEARCH POLICY AND GUIDELINES

MAY 2024

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PREFACE

The Kilimanjaro Christian Medical University College (KCMUCo) has realized a gradual and extensive growth in its research capacity since its establishment in 1997. Before 1997 KCMC research infrastructure was mainly the hospital facility but following the establishment of the KCMUCo there was a gradual expansion of the research capacity to include research and training laboratories, ICT facilities, data handling and archiving facilities, biorepositories, remote research field sites located in various districts and regions across Tanzania, experimental research stations, clinical trial units and product testing facilities. This has gone hand in hand with expansion of human capacity through training and mentorship mainly through the KCMUCo academic programmes and through collaborative research projects both local and international.

Over the years KCMUCo has established over fifty partnerships locally and internationally and has conducted thousands of research projects some of which apart from enriching the knowledgebase, have generated impactful results on policy formulations and /or improved healthcare.

As the College research activities continue to expand there is an urgent need for a better coordination to ensure quality. This KCMUCo Research Policy is intended to guide research operations at the College to achieve quality and reliable results, best value-for-money investment and to foster responsible conduct for research by the College staff, students, and collaborators.

I would like to thank the Directorate of Research and Consultancy for spearheading the development of this policy, Deans and Directors, Heads of departments and Units and all who have contributed to realizing this document.

Prof. Ephata Kaaya
PROVOST

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ABBREVIATIONS AND ACRONYMS

| | |
|----------------|---|
| CRCC: | College Research and Consultancy Committee |
| CRERC: | College Research Ethics and Review Committee |
| DRC: | Directorate or Director of Research and Consultancy |
| GCLP: | Good Clinical Laboratory Practice |
| GCP: | Good Clinical Practice |
| GMO: | Grants Management Office |
| ICT: | Information and Communication Technology |
| KCMC: | Kilimanjaro Christian Medical Centre |
| KCMUCo: | Kilimanjaro Christian Medical University College |
| OPRAS: | Open Performance Reporting and Appraisal System |
| OSP: | Office of Sponsored Projects |
| RCC: | Research and Consultancy Committee |

1.0 INTRODUCTION

1.1. Background

The Kilimanjaro Christian Medical University College (KCMUCo) Research Policy provides guidelines and direction of research issues. This policy guides the College staff, students and research collaborating partners and stakeholders in the realization of the KCMUCo mission and vision and produce the intended research impact, both nationally and internationally. It further ensures that research conducted at the University College or in collaboration with other institutions addresses important issues of national interest and as per the academic requirements of KCMUCo.

The policy provides guidelines and directions to research coordination, research culture, research ethics, research training, research resources, research support environment, research resources sharing, contribution to research administration, collaborative research, publication and dissemination of research output/findings, intellectual property ownership, application of information and communication technology on research, and the integration of research and teaching.

1.2 Research Environment and Management

Research is one of the core functions of KCMUCo and it is an integral part of transformative education. The purpose of research is to advance existing knowledge in a discipline, to fill significant gaps in such knowledge, to investigate health determinants that are relevant to our settings and devise appropriate clinical, basic sciences and public health interventions. This Research policy has the aim of strengthening research capacity and output, and

increase the contribution of KCMUCo to the world of knowledge and innovation through six key strategic objectives:

- (i) Transform KCMUCo into a centre of excellence for research and innovations;
- (ii) Initiate and strengthen collaborative research with national, regional, and international institutions;
- (iii) Enhance the profile of the KCMUCo through top quality research publications and dissemination;
- (iv) Implement thriving undergraduate and postgraduate programmes;
- (v) Collaborate with industry in knowledge management, innovation, and wealth creation and;
- (vi) Mobilize resources to improve research infrastructure and services.

KCMUCo research policy recognizes that research activities carried out through various Academic and Research Units must be managed and coordinated properly for the benefit of the entire College in a fair and transparent manner. To ensure this purpose is realized, the College established the Directorate of Research and Consultancy (DRC) to oversee and coordinate all research matters at the KCMUCo including Innovations and Consultancies. Under the DRC is the Office of Sponsored Projects (OSP) also known as Grants Management Office (GMO). The KCMUCo Research Ethics Committee (CRERC) is also hosted within the DRC but carries its activities independently of the direct influence of the DRC.

The OSP/GMO helps in coordinating and assisting in grants and funding opportunity identification, application procedures, compliance of grants requirements as well as assisting and administration in matters related to research innovations, intellectual property rights and consultancy services.

1.3 Purpose of the Policy

This policy is expected to promote efficiency and effectiveness in the process of developing grants application, project implementation and reporting results from sponsored projects with maximum transparency while adhering to ethical values and scientific standards.

1.4 Scope

This policy will guide all type of research conducted at KCMUCo and or its affiliated institutions (KCMC hospital and KCRI), with or without collaboration with KCMUCo staff and students, and any research approved by KCMUCo CRERC.

2.0 POLICY STATEMENTS AND PROCEDURES

2.1 Research Coordination

- 2.1.1 To enhance KCMUCo efficiency and visibility in research, research conducted at/or in collaboration with KCMUCo, shall be coordinated through the Directorate of Research and Consultancy.

Procedures

- (i) The OSP, which is under DRC, shall establish an inventory of all research projects under the College.
- (ii) Faculties, Directorates, Institutes, Departments and Units shall conduct research and apply for funding support from various sources as may deem appropriate and as advertised from time to time by various funding organizations.
- (iii) Faculties, Directorates, Institutes, Departments and Units shall collaborate and/or partner with individuals, institutions, companies, or communities

in conducting research if procedures and guidelines set forth by the Partnership and Collaboration policy are observed.

- (iv) There shall be Research and Consultancy Committees (RCC) at Faculty, Directorate, Institutes and Departmental level to oversee and guide research and consultancy activities. Departmental RCC shall report to Faculty RCC and Faculty, Directorate, and Institute RCC shall report to College Research and Consultancy Committee (CRCC) through the respective heads.
- (v) The Office of Sponsored Projects shall coordinate all administrative services that include to provide technical directions and managerial support of the projects, development of project proposals, budgeting, editorial guidance liaison with sponsors, project approval and reporting.

2.2 Fostering Research and Publication Culture

2.2.1 The College shall encourage and promote all academic staff to conduct research and disseminate the findings. In recognizing the importance of gender equality and equity in research the college shall put in place strategies that ensures women's participation in research.

2.2.2 The College shall ensure research training and supervision of junior staff and students is an integral component of career development and academic growth.

Procedures

KCMUCo shall:

- (i) Allocate significant resources for research training and support;
- (ii) Promote inclusion of human resource development as part of capacity building within sponsored research projects;

- (iii) Develop specific guidelines for research training and supervision under the Directorate of Postgraduate Studies;
- (iv) Encourage collaborative research teamwork and collegiality among department/faculty members;
- (v) Incorporate research and publications targets in the annual staff appraisal system (OPRAS);
- (vi) Ensure women are equally represented in all KCMUCo research projects;
- (vii) Conduct research method short courses and research mentoring support by senior staff to junior staff;
- (viii) Ensure women are given equal opportunities in research career development and mentoring programs;
- (ix) Introduce competitive research grants from internally generated funds;
- (x) Allocate part of research overheads to originating faculties, directorates, institutes, departments, and units to promote research initiatives;
- (xi) Avail time to academic staff to conduct research activities;
- (xii) Provide timely promotion to staff who have published their findings in scholarly media and have met the required criteria;
- (xiii) Honor staff time spent in research and publications through Effort Time Compensation Policy and;
- (xiv) Introduce attractive incentives to staff with innovations that lead to patents and creation of new enterprises or products.

2.3 Promoting Research Ethics

2.3.1 KCMUCo shall ensure that all research activities are ethical and conform to acceptable ethical standards.

Procedures

KCMUCo shall:

- (i) Establish and maintain an Institutional Ethics Review Board;
- (ii) Ensure researchers obtain ethical approval and research clearance from relevant institutions;
- (iii) Ensure researchers carry out research in accordance with the acceptable ethical standards;
- (iv) Ensure researchers abide by scholarly publication ethics and avoid such practices that may be defined as unethical (plagiarism, publishing in predatory journals, data and material sharing policy infringement);
- (v) Conduct regular and short courses on ethics/bioethics including GCLP and GCP short courses and;
- (vi) Maintain close link with National Ethics Review Board and other research regulatory authorities.

2.4 Research Resources

2.4.1 The College shall ensure that funds are sourced from the research funding organizations, research foundations and NGOs to support research activities.

Procedures

KCMUCo shall:

- (i) Encourage staff and administrative units to solicit funds from sponsoring agencies to support research activities;
- (ii) The Office of Sponsored Projects shall seek information on call for funding applications and disseminate it to faculties, directorates, institutes, departments, units, and staff;
- (iii) The OSP shall provide administrative support in applying for funding and providing relevant information and guidance and;
- (iv) Monitor progress and expenditure related to research activities.

2.5 Research Supportive Environment

- 2.5.1 The College shall ensure a conducive research environment so that KCMUCo community can carry out different types of research.
- 2.5.2 Institutes, directorates, and departments hosting sponsored projects shall be encouraged to acquire and maintain infrastructure directly related to their activities such as vehicles, research equipment, and/or infrastructure upgrades such as office renovations, extensions, buildings, and any related infrastructure provided standard procedures are followed.

Procedures

KCMUCo shall:

- (i) Work towards the creation of a stable internal conducive research environment. This shall include maintenance of equipment and accessories and support for purchase of basic consumables;
- (ii) Facilitate the acquisition of research funds for academic staff by collaborating with other institutions;
- (iii) Provide research support services that include the provision and continuous improvement of modern management information systems and facilitate access to international literature and databases;
- (iv) Provide basic financial management support and training to research coordinators as well as personnel in key research administrative units;
- (v) Provide procurement management support for acquiring and maintaining project infrastructure and services to ensure efficiency and quality/value for money products and services;
- (vi) Provide the necessary infrastructure like office space and laboratories to enable researchers to conduct research activities;

- (vii) Train KCMUCo staff and students on how to carry research activities;
- (viii) Mentor research novices on research related matters;
- (ix) Provide research equipment and facilities;
- (x) Provide library resources, services, and other supporting research materials and;
- (xi) Provide funds to support dissemination of research findings.

2.6 Sharing of Research Resources

2.6.1 The College shall create and maintain transparency in the allocation, utilization and sharing research resources.

Procedures

KCMUCo shall:

- (i) Through the OSP/GMO manage and coordinate all matters related to research resource sharing;
- (ii) Prepare guidelines for utilizing all research facilities which are within the College;
- (iii) Purchase all resource facilities centrally.

2.2 Collaborative Research

2.2.1 KCMUCo shall put in place a mechanism for coordinating and administration of collaborative research.

Procedures

- (i) KCMUCo has established Office of Sponsored Projects to coordinate and offer administrative support for research projects including collaborative research and partnerships;
- (ii) Collaborative research shall be coordinated and administered according to the Collaboration and Partnership Policy and;

- (iii) Interdepartmental collaborative research shall be hosted in the department or unit where most activities shall take place.

2.2 Contributions to Research Administration

2.2.1 The KCMUCo shall ensure that external research grants contribute to overhead and administrative cost incurred.

Procedures

- (i) Unless otherwise specifically provided by the funding scheme, all research projects shall be required to contribute at least 20% of total direct project costs to the institutional indirect (overheads) costs. Where possible a higher overhead amount shall be negotiated during application for funding and;
- (ii) Where the funding scheme has set a standard overhead cost that is higher than 20%, the provided amount by the scheme shall automatically be considered the chargeable rate by KCMUCo.
- (iii) The management and administration of the overhead funds shall be detailed in the KCMUCo Institutional Overhead Policy.

2.3 Transfer and/or Sharing of Research materials.

In the context of this policy Research material means any tangible research material, whether biological, chemical, physical, or otherwise that has been collected for research purposes.

2.3.1 Research projects involving transfer of research materials for analysis in a collaborating institution outside of KCMUCo shall be required to make explicit such plans in the proposal (protocol) and secure prior approval from the regulatory authorities including ethical approvals.

- 2.3.2 Any transfer of research materials from KCMUCo or its institutions or that involves KCMUCo staff shall be done under Material Transfer Agreements (MTA) and shall only be used for the purposes stipulated in the MTA.
- 2.3.3 Primary ownership of research materials collected in Tanzania shall remain under the local (Tanzanian) principal investigator even after such materials have been transferred.

Procedures

- (i) KCMUCo shall:
- a) make available MTA template for material transfer between institutions and/or individual scientists.
 - b) Review and approve material transfer/data sharing based on national and any regulatory guidelines or policies.
- (ii) Any researcher sharing materials shall make sure he/she remains informed regarding the use of the materials by the recipient researcher in accordance with the agreed terms and report any misconduct or breach of the terms of agreement to the DRC and CRERC.
- (iii) Student researchers such as postgraduate students and any short-term attachment students and external researchers shall not be allowed to share or transfer materials without direct involvement of local investigators/ supervisors.

2.4 Publication and Dissemination of Research Output/Findings

- 2.4.1 The College shall encourage staff members to publish and present research findings in local and international research dissemination platforms such as peer reviewed journals, conferences, and professional fora.

2.4.2 Where applicable researchers shall be encouraged to translate their research findings for broader understanding and utilization by the community and non-professional audience, using simple terms and language.

2.4.3 To ensure integrity in research and publications the DRC shall develop guidelines to foster responsible attitude and conduct in authorship, review, and publication of scientific articles and to check and control fraud/plagiarism in all disciplines of research undertaken by the College.

Procedures

KCMUCO shall:

- (i) Invest in research publication training courses and workshops;
- (ii) Invest in research policy briefs preparation workshops and training;
- (iii) Establish academic fora and facilitate open discussions and sharing of research results and experiences;
- (iv) Establish a reward system (financial and promotion) for staff (and students) who excel in publishing;
- (v) Support research publication mentoring initiatives; establish writing clubs, journal clubs and research writing course for junior staff;
- (vi) Participate in research exhibition activities nationally and internationally to communicate research findings and;
- (vii) Engage the community and policy makers through community outreach services, policy briefs and membership to professional bodies involved in policy making.

2.5 Ownership of Intellectual Property

2.5.1 KCMUCo shall encourage recognition and identification of Intellectual Property within the College and promote an entrepreneurial culture among personnel that fosters the development of potentially commercial Intellectual Property arising from their research.

Procedures

- (i) The KCMUCo Intellectual Property Rights (IPR) Policy shall govern the recognition and management related to IPR issues and;
- (ii) All innovations, publications and patentable materials arising from research shall be managed following local and international IPR laws and regulations.

2.6 Use of Information and Communication Technology for Research

2.6.1 KCMUCo shall strengthen and foster the use of ICT for research to promote efficiency, reliability, and innovative means of conducting research.

Procedures

KCMUCo shall:

- (i) Put in place a reliable ICT infrastructure;
- (ii) Develop skills in ICT among researchers to enable them utilize ICT facilities for research information effectively;
- (iii) Encourage staff and students in the use of ICT in research and innovation activities;
- (iv) Ensure human resource skills and competence for effective ICT utilization are enhanced;
- (v) Encourage ICT facility upgrade and/or maintenance through sponsored projects;

- (vi) Set up a mechanism that ensures affordability of ICT usage for research purpose and;
- (vii) Strongly encourage and facilitate sharing of ICT resources.

2.7 Integration of Research and Teaching

2.7.1 The College shall encourage and reward academic staff who are committed to research-based teaching and through clearly linking research, professional practice, and teaching.

Procedure

KCMUCo shall:

- (i) Emphasize the construction of knowledge by students rather than imparting knowledge by instructors;
- (ii) Encourage publication of graduate theses and dissertations in reputable scholarly media such as peer reviewed journals;
- (iii) Consolidate research and publication matters as one of College's major functions and;
- (iv) Ensure teaching and research as evidenced by publications is central to policies on promotion and reward

2.8 Data sharing

2.8.1 KCMUCo shall allow and encourage data sharing between scientists, partnerships and/or legal entities, within agreeable local and national framework.

Procedure

- (i) There shall be data sharing and data security policy of the KCMUCo in line with national policies.

3.0 RESEARCH GUIDELINES

3.1 Introduction

The Directorate of Research and Consultancy (DRC) is responsible for the administration, coordination, and implementation of the KCMUCo research agenda as well as monitoring and reporting on compliance of research activities to the College's research strategy. In addition, the directorate has the responsibility for coordinating the management of sponsored projects funds and monitoring all research activities undertaken at KCMUCo.

This guideline is intended to provide standard operational procedures governing the process of development and implementation of research/ sponsored projects, to enhance efficiency, effectiveness, and reliability of the outputs.

3.2 The Research Guidelines

The following shall be the guidelines that shall govern research activities at the KCMU College.

3.2.1 Application for research grants

- (i) Any staff of the KCMUCo and/or student can apply for research grants through their respective faculties, institutes or directorates, departments, and units.
- (ii) All applications for research funding should be registered to the Office of Sponsored Projects (Grants Management Office) of the DRC.
- (iii) Any applications for funding made by virtue of one's position or affiliation to the College and any funding obtained in such, is unless otherwise stated by the funder, known to be made by the College and

should be treated as such. Therefore, the College shall take the responsibility and accountability of the administration of such funds.

- (iv) Project principal investigators (PIs) and/or coordinators to whom project funding and /or contracts are awarded shall be considered in their capacity as representing the College and shall be deemed to abide by College policies, procedures, and guidelines in project implementation.
- (v) Departments/faculties/directorates/Institutes are encouraged to develop research projects, apply for funding, and conduct research in their respective units to foster academic development of staff and generate new knowledge and innovations, as well as source of funds.
- (vi) Each department, faculty, directorate and or Institute shall have departmental/faculty/directorate or Institute's Research and Consultancies Committees that will oversee research and consultancy matters at their level and report to the College Research and Consultancy Committee (CRCC) which is a sub-committee of the College Academic Committee (CAC).
- (vii) All research grants/projects shall be registered by the Office of Sponsored Projects (OSP).
- (viii) All grant Contract Agreement or Memorandum of Understanding (MoU) between the College and external funding organization/collaborative partners shall be approved by the Provost (Refer to Partnership and Collaboration policy).

3.2.2 Administration of Research Projects

- (i) All projects are coordinated and administered through the OSP/grant management (GMO). Project Principal Investigators and coordinators shall maintain a close

- contact with GMO for all administrative procedures and advise.
- (ii) Except for students' research, all sponsored research projects shall be assigned a research administrator to handle all administrative procedures in close liaison with GMO/OSP.
 - (iii) All research administration staff must attend regular research management training including bioethics and GCP, and any other relevant trainings deemed necessary.
 - (iv) Research administrators shall be responsible for day-to-day management of the project under direct supervision of the PI and shall be part of the GMO under the Head of OSP.
 - (v) Each project under the KCMUCo shall be required to submit annual or quarterly procurement plans to the PMU for prior budgeting and to enable timely procurement of supplies. Research administrators shall liaise with their project PI to establish in advance the project short term and long-term purchases.
 - (vi) PIs shall be required to comply with the College procurement procedures and guidelines to avoid emergency purchases.

3.2.3 Progress Reports for Research Grants

- (i) To keep track and records of research activities at the College, all projects registered at the College shall be required to submit quarterly and annual reports depending on the grant agreement to the funding organization/sponsor and copies to DRC.

3.2.4 Publication of Research findings/ project outcomes

- (i) All recipients of research grant are required to publish the results of the research activities through

relevant media including scholarly articles, research reports and policy briefs:

- (ii) Upon publication of findings the researcher is required to inform the GMO and provide a copy or link of the publication if electronic;
- (iii) All publications by the staff/students and/or collaborators of research data obtained from or in collaboration with or having used College resources or facilities must acknowledge the KCMUCo citing clearly the role played by the College, the staff or student.

3.2.5 Equipment purchased from research funds.

- (i) Unless stated otherwise in the MoU or Agreement document, any equipment acquired through research grants/ sponsored projects (vehicles, equipment and any supplies) are by default properties of the College and shall, therefore be entered in ledger books or lodged with the appropriate College authorities such as Heads of Departments, Directors, Deans of Schools, and Central Administration as the case may be at the completion of the project for which they were bought and entered into College inventory of fixed assets;
- (ii) All research assets shall be under the jurisdiction of the College and the Provost shall be the final authority on behalf of the College Governing Board;
- (iii) Project vehicles and other equipment shall be accessible to all researchers involved in undertaking project activities and this shall be determined by the project leaders;
- (iv) Project vehicles shall be used solely for research or other official duties and shall be parked in areas approved by the College Management and;
- (v) If necessary and when necessary, permission to drive project vehicles by project leader/researchers

shall be sought and granted by the College Authorities.

- (vi) Disposal of project assets shall follow appropriate procedures for disposal of College properties as provided for by the College fixed asset management policy and procedures.

3.2.6 Subsistence Allowances and Time Effort Compensation to Researchers and Other Personnel

- (i) Payment of subsistence allowance to researchers shall be in line with the budget specified in the research grant or as agreed upon by the funding agency;
- (ii) As a rule, Effort and Time Compensation Policy shall be applied to guide the appropriate compensation to researchers and staff involved in research projects in a transparent manner and shall be made available to funding agencies if so required;
- (iii) Employment of research personnel (researchers, research assistants, academic and administrative staff) shall follow the Time and Effort Compensation policy and any other relevant KCMUCo regulations and as a rule their tenure shall end when the project concludes. In any case employment of project staff shall be done in close consultation with the College Management and;
- (iv) Researchers and project personnel shall be paid local and international allowances for research activities as stipulated in the grant agreement. In case the grant agreement does not provide guidelines for paying allowances the following shall apply:
 - a) Overnight allowances for each night away from home to cover food and accommodation in Tanzania and abroad shall be paid according to the College financial rates;

- b) Field allowances shall be paid according to donor directives or grant agreements. Where the donor or grant agreements do not provide for this, the College rates shall apply.
- c) Other allowances such as Travel and Incidental expenses to cover telephone, mails, taxi, airport charges and others, shall follow the grant approved budget or the financial regulations of the College and/or Sponsor;
- (v) Travel by vehicle shall be handled according to College transport policy.
- (vi) Where the transport policy is silent; travel by vehicle shall be reimbursed in the following ways:
 - a) Taxi fares at actual cost where no other form of transport is available and;
 - b) Where the College vehicle is hired a mileage allowance of US\$ 0.75 (subject to regular review by transport department) per kilometer travelled shall be paid in addition to allowances for the driver.

3.2.7 Research Ethical Considerations

The College aims to uphold the highest standards of ethics in its research activities and specifically those research activities that are conducted by academic staff, students, and administrative staff. To achieve this researcher shall:

- (i) Ensure originality and objectivity in conducting research.
- (ii) Seek all relevant permits to conduct the intended research.
- (iii) Observe and respect human and moral values.
- (iv) Treat information obtained from respondents with confidentiality unless there is permission not to do so.

- (v) Abide to ethical standards both local and international.
- (vi) Ensure both academic and administrative staff of the College involved in research are periodically trained on ethical conduct of research.

To make sure that all ethical issues are taken into consideration the College Research and Ethics Review Committee (CRERC) in the DRC shall have the responsibility of ensuring compliance by monitoring and evaluating all research projects approved by it and all research activities that are undertaken at the College.

3.2.8 Applicability of the Research Policy and Priority Areas

Based on the priority of the KCMUCo research agenda, the DRC through OSP/GMO shall assist in making information on external funding sources available to researchers.

- (i) The KCMUCo shall build research capacity through regular research training workshops, especially to young academicians;
- (ii) The DRC and faculty deans, directors and heads of institutes, departments and units shall make sure that research teams are active in writing research grant proposals and submitting them to both internal and external funding sources and;
- (iii) One of the priorities of KCMUCo research agenda is to fulfill one of the co-functions of the College which is research and publication. This shall be achieved by enforcing all postgraduate Masters Students to publish at least one article of their results in peer reviewed journals and for PhD the requirement is three published/ publishable manuscripts in peer reviewed journals.

- (iv) Where applicable and when necessary, without compromising on quality, equity and fair competition among beneficiaries, staff capacity building through sponsored research projects shall seek to answer to the College's strategic areas of demand including gender consideration.

4.0 IMPLEMENTATION OF THE POLICY

Hard copies of the policy shall be made available to KCMUCo administrative units and electronically on the KCMUCo website.

DRC through OSP shall disseminate the Policy through various meetings, including workshops where applicable and/or when deemed necessary.

Monitoring the policy implementation will be done by assessing various projects and stakeholders' compliance with the Policy from time to time and shall be reported quarterly in appropriate College meetings. Noncompliance shall be communicated to the responsible staff or stakeholder, and where necessary remedial action shall be taken.

5.0 POLICY STATUS

This is a revised policy.

6.0 RELATED POLICIES

This policy will be implemented closely with:

- (i) KCMUCo Publication policy
- (ii) KCMUCo Materials and Data sharing Policy
- (iii) KCMUCo Effort Reporting and Time Compensation Policy
- (iv) KCMUCo Institutional Overheads Policy
- (v) KCMUCo Intellectual Property Rights Policy
- (vi) KCMUCo Collaboration and Partnership Policy

- (vii) KCMUCo Transport Policy
- (viii) KCMUCo Resource Mobilization Policy

7.0 KEY STAKEHOLDERS

The following are the intended stakeholders of this policy: KCMUCo management, KCMUCo staff, Principal Investigators of projects, Project administrators, Heads of Departments, Project Accountants, Internal and external Auditors, collaborators, and project sponsors.

8.0 EFFECTIVE DATE FOR THE POLICY

The Policy will become effective from the date it is approved by the TUMA Senate.

9.0 NEXT REVIEW DATE

The Policy will be reviewed in five years after the date of approval.

10.0 POLICY OWNER

Kilimanjaro Christian Medical University College
Academic Committee.

11.0 POLICY CUSTODIAN

The KCMUCo Directorate of Research and Consultancy

12.0 APPROVAL DETAILS

This policy is approved by the TUMA SENATE this 21st Day of May 2024.

Submitted by:

Prof. Ephata Kaaya

PROVOST

KMUCo

Date: 21st May 2024

Approved by:

Rev. Prof. Dr. Joseph W. Parsalaw

CHAIRPERSON

TUMA SENATE

Date: 21st May 2024

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