



Office of Vice President for Research and Community Service

Werabe University **Research and Publication Guideline**

January, 2021

Werabe, Ethiopia

Office of Vice President for Research and Community Service

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List of Abbreviation and Acronyms

CRCSC –College Research and Community Service Committee

DRCSC - Department Research & Community Service Committee

CRCS - College Research and Community Service

FBD – Finance and Budget Directorate

MoF –Ministry of Finance

PFAD– Procurement and Finance Administration Directorate

PR – Principal Researcher

PI – Principal Investigator

RPD - Research and Publication Directorate

RPDD - Research and Publication Directorate Director

RPG – Research and Publication Guidelines

SSCRCS –Senate Standing Committee for Research and Community Service

VPRCS – Vice President for Research and Community Service

VDRCS – Vice Dean for Research and Community Service

WRU – Werabe University.

Definition of Key Terms

Unless the context requires otherwise, in this guideline:

Academic staff member: shall mean any employee (Ethiopian or expatriate) of the university engaged in full time or part time teaching and/or research or any other activity deemed to be academic by any responsibility center and approved by the VPAA;

Original work: shall mean a work:

- a) Whose content is not copied from other works word by word without appropriate citation and acknowledgement;
- b) Whose sources of ideas are quoted properly, acknowledged duly, and provided in the list of references;
- c) Whose approach is geared towards the special needs of WRU.

Research staff members: Shall mean any employee (Ethiopian or expatriate) of the university engaged in full time or part time research and/or teaching or any other activity deemed to be research by any responsibility center and approved by the VPRCS;

Responsibility center: shall mean any college, department, or unit in the university that is engaged in teaching with the aim of producing the necessary personnel to meet the country's various needs, including professional upgrading, whether in regular teaching or in continuing education programs;

Teaching material: shall mean written materials prepared for a particular course or courses and emanating from the teaching and/or research experience of one or more academic staff members of the university;

Text book: shall mean written materials prepared by and emanating from the teaching and/or research experience of one or more academic staff members of the university and possessing a degree of originality, comprehensiveness of content, and presentation expected of written materials to qualify as a textbook in the field of interest;

Short title

This document can be cited as “*Werabe University Research and Publication Guideline, 2021*”

1. Introduction

1.1. Background

Werabe University (WRU) is one of the higher public universities in Ethiopia, established in 2017/18(2010 E.C) by decree No.322/2014 of the Council of Ministers of the Federal Democratic Republic of Ethiopia. WRU started with four Colleges namely; College of Agriculture and Natural Resource, College of Natural and Computational Science, College of Business and Economics and College of Social Science and Humanities. As a higher education institution, WRU has set itself core responsibilities, with a focus on regionally and nationally relevant teaching-learning programs, problem-solving research projects, and community-based services.

In accordance with its core mission, that is, contributing to the economic development of Ethiopia, WRU is committed to promote practical research culture and dissemination of findings to end-users and appropriate stakeholders. Within the context of academic institutions, it is evident that quality and relevant research contributes significantly to the search for excellence and to the ongoing efforts to ensure quality learning and teaching with the ultimate goal of cultivating and nurturing the new generation for the future of Ethiopia. The significance of research for changing the lives of the immediate and wider communities and improving their wellbeing is beyond doubt. Research projects initiated by universities can often yield very useful findings with direct bearings on

policy initiatives, generation of new development insights, application of technologies and innovations, and ultimately on the quality of life of our citizens.

In recognition of the fact that, demand driven and problem-oriented research is a basis for the national development, WRU has committed itself to provide fertile grounds for the research culture and capability to flourish within all aspects of its core mission.

It is found to be very important to design systematic and coordinated ways of managing and administering all research initiatives and endeavors. This necessity has called for the development of guidelines and procedures that would govern the entire research processes at the university. The present document is an outcome of the response to this institutional requirement. This holistic document encompasses general and specific guidelines and procedures aimed to guide not only research projects and publications.

1.2. Rationale for Research and Publication Guidelines

WRU is conducting research since its establishment, no research and publication guideline was available. This has led to a state of spontaneity, irregularity, and inconsistency in all aspects of research in the university. To reverse this unfavorable situation and to improve the research practice of the university, it has been found a matter of urgency to introduce an operational document that deals with stipulations and provisions that will govern and guide the research ventures and maintain consistency, fairness,

and reliability in all processes of research and publications, including the preparation of teaching materials and textbooks. It is hoped that the RPG document will help define methods or course of actions to select and pursue in WRU research activities and that it will determine the present and future decisions in the university in relation to research and related endeavors.

1.3. Goals and Objectives of the RPG

1.3.1. Goals of the RPG

The major goals of the RPG are to enhance the research visibility of WRU as one of the public universities in Ethiopia and to maximize the relevance and usefulness of its research activities and projects in building the nation.

1.3.2. Objectives of the RPG

Some of the objectives of the RGP are:

- To manage and administer research-related issues properly and systematically;
- To ensure that resources are allocated and utilized for research purpose appropriately and vis-à-vis the policy of the university;
- To ensure that initiation and reviewing of research projects and the processes of conducting
- To 🗑️ Identify duties and responsibilities of the university, researchers, fund providers, and other stakeholders, and
- To ensure that research guidelines, procedures, and practicalities are clearly written and communicated to appropriate parties

- To minimize bias or subjectivity in the evaluation of research proposals, enhancing effective competition among applicants
- Ensuring that high quality research proposals that promise the highest possible quality and quantity of outputs are funded
- Ensuring that proposals relevant to thematic area and priorities of a certain call are selected

1.4. Role and Responsibilities of Actors

1.4.1. Research and publication directorate director

The research and publication directorate director is appointed by the president in consultation with vice president for research and community services (RCSVP) on the basis of open competition and is accountable to vice president for research and community services. The term of office for the director of research and publications directorate shall be three years, and eligible for re-election for the second term. The director has the following duties and responsibilities:

- Plans, coordinates, controls and follows-up research activities
- Develops, recommends and implements policies and administrative procedures for research programs;
- Prepares research guidelines and standards
- Identifies research thematic areas at department, college and university level
- Facilitates call for proposal at department, college and university level.

- Makes recommendations for fostering the development of research programs
- Facilitates the development of interdisciplinary research programs in consultation with the units concerned
- Coordinates internal and external assistance for research programs and allocate resources in consultation with the bodies concerned
- Develops work program (strategic plan) for efficient management of existing and expanding research programs, and opening new ones
- Reviews research proposals and projects
- Searches for funding
- Allocates funds to the approved proposals
- Makes available research facilities and materials for researchers
- Develops plans, sets priorities for establishment of core laboratories and research facilities and oversees the implementation of plans
- Monitors and evaluates research activities and making decisions based on their status
- Checks regular progress reports on the research programs;
- Prepares periodic reports on research activities in all colleges/schools/institutes;
- Keeps the quality of research activities
- Prepares forum for completed research activities to be reviewed

- Promotes the development of appropriate incentive schemes in the university for researchers
- Supports teachers and students of the university to create new technologies
- Provides consultancy and advisory services for researchers
- Follows up the formulation of the research coordination structure of the university
- Evaluates existing research capacity and identify gaps and priority areas for capacity building
- Follows up implementation of plans for research capacity building including establishment of core laboratories and other research staffs;
- Coordinates and facilitates research activities (call for proposals, receive concept notes and CVs of researchers, regroups researchers based on merit, assigns principal researchers, allocates start up fund for proposal development)
- Coordinates and facilitates collaborative research programs with donors and funding agencies;
- Prepares and disseminates research outputs;
- Prepares periodic performance report to the appropriate authority of the university;
- Allocate PhD dissertation research and master's thesis research funds to departments/schools/centers/units;

- Charters duties and responsibilities to coordination offices and units under their auspices;
- Generates technologies based upon the research output
- Performs any other duties as may be required by the vice president for research and community services.

1.4.2. Review and Ethical Review Board

- Duties and Responsibilities
- Evaluate research proposal at university level
- Evaluate and allocate budget
- Give ethical clearance for researches required it.
- Check the research activities randomly by visiting on the field or laboratory.

1.4.3. The College Research and Community Service Committee

The committee members are dean of college, senior researchers (at least one from each department) and research coordinator. The college RCS coordinator/ VDRCS and college dean are the chairperson and secretary of the committee, respectively. The selection of senior researchers will be based on qualification, research experiences and publications by consulting and approval of RPD. The principal responsibility of the committee is monitoring of research and community service activities of the college, ensuring proper implementation of policy, rules and regulations.

Additional responsibilities of the committee include

1. Familiarizing academic staffs with university policies on research and development.
2. Encouraging academic staff to engage in research, publication, innovation and adaptation of technologies.
3. Helping researchers to solve technical and administrative problems during research proposal presentation, proposal/paper reviewing, and processing approval of funds.
4. Encouraging crosscutting research issues to address a societal problem
5. Evaluating research proposals/progress and final report submitted from departments and other projects that have a crosscutting nature.
6. Establishing and ascertaining the accuracy of reports.
7. Handling of complaints that arise regarding research and report at college level to research and publication directorate director.

1.4.4. Department Research and Community Service Committee

The department research and community service committee shall be accountable to the department head. The committee shall make recommendations to the department head on issues pertaining to research and community service. The department council's approval of research and community service shall be reported to the VDRCS/ college research and community service coordinator. The members shall be elected based on merit by the department council by consultation with VDRCS/ college research and community service coordinator. The committee shall have a

chairperson and a secretary. The committee will be chaired by department head and the secretary is elected by members of the committee. The committee shall have a formal recording and reporting mechanism of its deliberations. The committee shall report through formal minutes to the department head on its discussions. The criteria for appointing are based on research experiences and publications.

2. Guidelines and Procedures for Research Projects

2.1 General Guidelines

WRU's academic staff members shall have full guarantee of certain freedom in carrying out the research mission of the university effectively. They shall have the right to disseminate the results of their research without suppression or modification from external body. As members of the academic staff, they also have the right to engage in external research and consultancy activities, subject to the university's rules and regulations;

Academic staff members must also be aware of their various obligations in the conduct of research. They should realize that this document is abiding for years to come and agree to abide by the rules and guidelines as provided by, and stipulated in, the document;

Academic staffs in respective colleges are expected to devote 25% of their time to research. Whereas, staff of research institutes are expected to devote at least 75% of their time to research as provided in WRU's senate legislation;

Research staffs in WRU are expected to devote 75% Research and 25% of their time in teaching. The research staffs initiate shall be different from the academic staffs, as they devote most of their time in the research activity.

Research grants are awarded to academic staff (an Ethiopian or expatriate) of the university who is engaged in full time or part time teaching and/or research), and academic service staff (librarians, technical assistants). Priority is given to fulltime staff members. However, the expatriate shall not be entitled for financial management, whether he/she is PR or Co-researcher.

Anyone can be granted research fund on the following conditions;

- If considered acceptable for funding especially in accordance with the university mandate and thematic area
- If it is in response to invitation that is called by the university
- If valid reason is presented to RPD and VPRCS.
- If there are other convincing reasons such as involving an exchange of academic staff between the university and another higher education

Normally, the principal researcher (PR) for team-based research projects should be a permanent full-time staff;

Part-time and full-time fixed term staff members may qualify as co-investigator upon the recommendation of their dean and department head. However, a part time staff who is co- investigator must have taught at WRU for at least two consecutive terms and must have a track record in

research;

Visiting or exchange staff members with research experience may qualify as Co-investigators, but the duration of the grant should not go beyond the term of their appointment or hiring;

Retiring staff members with research experience may qualify as principal investigators, but the duration of the grant should not go beyond the date of their retirement. However, if a professor retires and given a title of professor or Emeritus professor can work as co- investigator.

2.2. Specific Guidelines

2.2.1. Initiation of Research Proposals

The following issues are worth considering while initiating research project proposals:

As appropriate, there shall be ways of informing and publicizing the initiation of the research project;

Research proposal initiation shall be set based on the research thematic and priority areas of the university as attached on ***appendix 13*** of this guideline.

A researcher who is already granted a research fund by the university and who has not completed the research project within the agreed time frame is not entitled to initiate a research proposal as a PR for a receipt of further grant fund. If the researcher fails to present and did not report valid reason to RPD in one month after the specified date of completed research works submission, the money he/she spends for research will be back to WRU by deducting from his/her salary

- Female research grant will be called once in every year commencing on February by considering the number of female staffs not engaged in research activities at time of calling. The PI and 50% of the co-investigators should be female staffs.
- A researcher who proposes a new research project can participate as PR for one research project and/ or for maximum of two research projects as co researcher. However, a researcher whose research project is funded by a grant from an external source is encouraged to initiate a new proposal and apply for funding by the university;
- An application for funding more than one research project as a PR at a time (within the same term) will not be considered. However, if the proposals are of particular merits to the university as well as to the community and the country, there is a possibility to award two research projects by the same principal investigator on conditions that funds are available and the investigator's working conditions allow him/her to complete the two research projects within expected project duration. Such exceptional cases should be approved by RPD and VPRCS.
- If the researcher failed to fill agreement form and collect the allocated money accordingly after two weeks of winning the research grant, it will be considered as the researcher deferred willingly and the research grant will be cancelled. The PR will not be allowed to submit new research proposals for two consecutive

years.

- Staffs who are not able to publish within 3 years after winning the grant will not be allowed to ask new grant until he/she does so. Additionally, staffs who won two grants and he/she failed to publish at least one will not be allowed to engaged for the third time.
- All proposals funded by WRU shall be initiated by at least two members from the same or different fields of study and from the same university; except the case mentioned in general guideline.
- When a collaborative research proposal funded by external source or by the agreement made by consortium, the participants could be from other universities.
- In the events where proposals to be funded externally are initiated, the guidelines for preparing such proposals shall be in line with the formats of the funding agency, if available. If not, WRU research guidelines and the format for proposal writing shall be used.
- In the events where research proposals initiated to be funded externally, there shall be 15% overhead costs for the university.

2.2.2. Submission of Research Proposals

Call for research proposal will be announced once a year annually. The announcement will be from February to March prior to the budget year begins. The deadline for the submission of research proposals to RPD shall

be strictly observed. Late research proposals will be rejected;

1. Research proposals shall be submitted, both electronically and in hard copy (4 copies), to RPD (**Appendix 1**)

2.2.3. Evaluation and Approval of Research Proposals

Criteria for evaluating and approving research project proposals are:

1. Research proposals must undergo a rigorous review at the level of department and colleges for approval or rejection before they are submitted to RPD for further reviewing and screening. The review shall take into account, among others, the social and economic priorities as stipulated in the research and thematic areas (RTAs) document of WRU, research ethical issues, scientific research conventions and standards, and financial feasibility of the research project;
2. RPD will arrange a departmental/college proposal review day, on which all new research proposals are presented and reviewed publicly for amendments, approval, or rejection;
3. The *department* research & community service committee (DRCSC), along with the *department head*, will participate in the review process at department level. The vice dean/coordinator for research & community service and college research and community service committee (CRCSC) members at college level will assign one reviewer and one chairperson from college research & community service committee based on the relative closeness of the member to the research proposal. One expertise on the research area will be assigned as a reviewer at college level from WRU or external institutions. The VDRCS/

coordinator at college level will notify the assigned reviewers to each research proposal to RPD before two week of oral presentation day.

4. The final review and approval of the research proposal relevance and its financial budget will be done by the university Ethical and Review Board upon final approval of top management of the university.

5. Research proposal winners whose proposals are reviewed and approved are requested to revise their proposals by incorporating constructive comments from the reviewer, department and/or college research & community service committee and Ethical and Review Board;

6. The final document is signed duly by department head, coordinator for research community service/ coordinator and will be submitted the proposals formally to the RPD.

7. Stakeholders or beneficiaries from the research findings will be invited on the review of research proposals at department/college level

8. A research project shall be approved only if:

- ✓ it is relevant to WRU research thematic areas;
- ✓ it will make an impact on and contribution to education in the university as well as the life standard of the society;
- ✓ it will produce new knowledge or contribute to different field/areas of specialization;
- ✓ it is part of the research thrusts of the department or college or the university or the country as a whole;

9. Priority given to research projects may be pursued if the research project is relevant, demand driven, current issue and no previous similar

local research projects have been conducted.

10. For proposals that require sensitive information or cooperation from other institutions/companies, the staff investigator will be required to show proof of consent from the said institutions before the approval of the proposal;

11. The university Ethical and Review Board can approve or disapprove research projects and make overall modifications, as required, including financial revisions;

12. The VPRCS will write a letter to procurement and finance administration directorate to release the budget allowed to each proposal winners.

2.3. Research Financing: Planning, Allocation, and Management of Research Funds

The following points are used to supervise, control, regulate, and direct the research funding and utilization processes.

- All research projects funded by the university shall comply with the rules and regulations of the university and other pertinent government laws. The rules and regulations issued by the Ministry of Finance need to be adhered to in the utilization of financial and other resources related to research projects.
- The office of the VPRCS will be responsible for supervising the overall processes of research financing including preparation, approval, allocation, and utilization of research budget in the university during the fiscal year. Accordingly, all requests for disbursement or reimbursement

from research project funds are channeled through the office of the VPRCS. No checks may be prepared for research-related expenses unless the corresponding Payment Requisition Slip is signed by the VPRCS;

- After the budget proposal has been approved, the PR will be communicated through college Research and community service coordinator to submit a copy of the final draft of the proposal to the RPD. At this stage, research project contract agreement will be signed between WRU and the researchers using *Research Fund Grant Agreement Form* (Appendix 3.1). The researchers should fill out the form, affix their signature, and submit it in 5 copies to RPD; with a 4page summary of proposal that includes all parts of the full proposal (**Appendix 3.2**)

- Collaborative research and research funded outside WRU shall be registered and agreement shall be signed between researchers, donor(s), and WRU indicating the role of each party, benefit sharing, and equipment ownership and patenting issues based on the guiding principles as stated in **Appendix4**;

- Research funding shall be issued at least in two phases. The initial payment will be released right after signing the contractual agreement. If research is required to use more than half of the total budget allocated, the PR should ask the RPD and should be approved by VPRCS. But the maximum first phase budget should not exceed 70 % of the total budget. The second half will be released, in the middle of the proposed research project duration, provided that the winners has settled the initial payment, and he/she has submitted a successful progress report to RPD. The

progress report should be made using a progress report form (**Appendix 5**) and has to be approved by CRCS committee. The investigators have to submit budget clearance from procurement and finance directorate to request the release of the second-round fund to the RPD.

2.4. Follow-up of Research Progress and Budget Utilization

In all research projects, the PR takes both the technical and financial responsibilities from the beginning up to the end of the project. Liquidation of previous cash advances should be supported by acceptable cash invoices/original official receipts; its validity should be confirmed by the signature of the PR, VDRCS and RPD affixed in the *Progress Report Form*, **appendix 5**;

Once a research project is approved and the budget is secured, the researchers cannot normally change the place of work, work plan, methodology or objective of the study. However, in the event of compelling circumstances, the researchers should submit a formal request (written application supported with necessary documents) for any of such alteration to the RPD. The RPD will forward the case to the office of VPRCS with all supporting documents. The final decision will be made by the University Ethical and Review Board. In case the university Ethical and Review Board approve the change, the RPD will notify the researcher in writing the approval of the change(s);

No disbursement of funds in excess of the approved budget is allowed. However, those with exceptional cases may file a request for additional

funds to the RPD office. The VPRCS in consultation with the RPD may approve requests;

The researcher should strictly adhere to the cost breakdown indicated in the approved research project document. Deviation from this is prohibited unless permitted by RPD and VPRCS with valid reason.

Payment for research personnel (e.g. research assistants, data collectors, laborers, etc) is to be handled by the investigator;

Checks for research project equipment/supplies must be submitted with corresponding materials requisition form, signed by the RPD and VPRCS before processing.

The PR needs to submit progress and final reports along with financial expenditure documents related to the research project. A PR failing to submit progress or final reports of a project funded by the university within the required time of reporting will be notified (warned) by RPD. Within two weeks of this notification, if the PR fails to comply with this privilege, he/she will be then obliged to refund all the funds used or supposed to have been used during the research period;

2.5. Shared responsibilities of Principal and Co-researchers

- ✓ Prepare proposal to be submitted to the respective units upon call for proposal or special requests
- ✓ All persons granted PR and Co-In authority must accept all of the responsibilities associated with the application for and administration of awarded sponsored research projects.

- ✓ Collaborate with each other for successful implementation of the research project
- ✓ If the PR and Co-In want to file their own MoU, these MoU must make clear the mutual understandings among the signatories concerning the following issues:
 - Responsibilities for carrying out major tasks specified in the proposal and granting instruments, including the preparation of reports required by grants or contracts
 - Agreement or MoU that shows role and responsibilities signed by the researchers must be submitted to RDP.
- ✓ Three Credit Hours shall be allotted for the principal investigator,
- ✓ One credit hour shall be allotted for each co-investigator,
- ✓ The maximum number of credit hours allotted for a researcher is three credit hours regardless of the number of projects (research, community service and technology transfer) he/she is involved in,
- ✓ In the event of equal contribution of researchers for a project, each researcher shall receive 1.5 credit hours,
- ✓ Credits are counted every semester throughout the life of the project,
- ✓ Credit benefits shall be considered only when the Vice Dean or director receives sufficient confirmation that the research activity is carried out as originally planned,
- ✓ For the purpose of credit benefits, suspended or delayed researches (for justifiable reasons) shall be renewed as new in the year the researchers are ready for the work,

✓ Credit benefits shall not be considered for terminated, suspended, delayed or improperly executed research proposals.

1. The progress report shall be reviewed by college VDRCS and RPD using a format designed for this purpose (**Appendix5**). The RPD and/or college VDRCS shall arrange periodical monitoring and interim evaluations of research projects to know that the research activities are properly handled as planned in the research protocol. This will take place in the form of field visits and progress reports.

2. The review results of the progress report shall be communicated to the PR by the college VDRCS. The PR should accommodate the feedback of the team into the report, gets it signed by the VDRCS, and resubmit it to the RPD;

3. The PR shall cooperate with the team by providing the necessary document or information, including access to research protocol and pictures of research activities (where applicable) to assist the evaluation or monitoring mission. After all, the PR should be aware of the fact that subsequent fund disbursement is subject to a prompt submission of successful progress reports and liquidation of previous cash advances and that monitoring and evaluation by the team may also provide appropriate technical and professional support for his/her research project;

2.6. Expendable and Non-expendable Research Resources

- Part of the research fund given to a research project could be utilized for the purchase of items and equipment that are essential to the proposed research work. Purchase of all items and

equipment should follow the university and ministry of finance proclamation.

- Items and equipment not exceeding 5000.00 ETB can be purchased by the PR himself/herself; those exceeding 5000.00 ETB at a single procurement should be purchased by the university procurement and finance directorate. The PR should clearly indicate in the budget breakdown of the research project proposal which items can be purchased by him/her and which ones should be purchased by the university;
- Staff investigators are advised to defer projects if, due to certain difficulties, necessary equipment has not been procured or delivered. As a general rule, research projects may be deferred for a maximum period of two terms, after which they must be implemented. If not, they are considered as unfeasible and will be officially cancelled by the RPD;
- Purchase of resources already available in the university is not recommended as it leads to misuse and unnecessary expenditure of the research budget. Requests for use of such resources, facilities, and services may be made through written application, outlining the resources required, to be endorsed by the director of RPD or the VPRCS and submitted to concerned college and/or department;
- The investigator must secure a written permission from the

college VDRCS before taking an equipment or a non-expendable item out of campus for the research purpose.

- All fixed assets purchased by the university research grants and all resources borrowed from the university for the research purposes are the properties of the university and, therefore, must be returned to the university upon completion of the research project.
- The equipment, books and any other fixed items and resources acquired by the PR under his/her research project must be registered by the property administration of the university or college and should become institutional property upon completion of the research project;
- Incomes generated by the researcher(s) from research activities such as sales of research outputs shall be the revenue of the college /department of the researcher or the university, and they will be used entirely to enhance research. However, the researcher who is responsible for the revenue shall receive 20% of the revenue generated from his/her research activities on the decision of the university management.
- A researcher(s), who is /are responsible to bring a research project outside of the university, shall receive 15% of the project fund as a reward. However, the amount is subjected to change based on the donor/s demand and in consultation with VPRCS.

2.7. Hiring Research Assistant(s) and other personnel

Other technical staff required for the implementation of the research project may be hired on a fixed amount for a fixed period on contractual basis. Modalities for utilization of the research fund under such provision may include:

- a) Hiring a person for technical assistance who fulfills the qualifications required to undertake the duties and responsibilities stated in the term of reference of the contract to be signed. The prime decision to recruit and employee such personnel lies in the principal researcher;
 - b) Acquisition of consulting/advisory services that is necessary for undertaking the research project. Such consultancy/advisory fees are payable to consulting firms or individuals who are not members of the university;
 - c) Acquisition of institutional services for specialized technical/laboratory works for which the university has no such infrastructure or services;
 - d) Short term employment of unskilled workers who may be engaged on daily wages for expedition, field work and the like.
 - e) Details about research assistants, data analysts, laborers, and so on must be provided clearly in the research project proposal;
1. Requests for research personnel may be made to College VDRCS in a formal letter and endorsed by the RPD;
 2. Compensation for research-related work is subjected to taxation;
 3. An investigator with a rank of Assistant Professor and above can hire

a graduate student as his/her research assistant(s). However, there should be a clear delineation of work between the parties. Research assistance(s) should be properly acknowledged in any publication resulting from the project;

4. An investigator should submit agreement format attesting the number of hours of work that were rendered by his/her research assistant(s).

2.8. Research Travel cost, Allowance, and Other Payments

Modalities for the utilization of research funds for travel/fieldwork are based on the following circumstances:

- The amount allocated under the travel/fieldwork/allowance/per diem of the research proposal is to be utilized for the implementation of the ongoing project only. This should not be used for attending conference, seminar, workshop, or attending any training courses;
- The travel/fieldwork is to be undertaken only for data collection and collection of other information within the general scope and sphere of the research project. No foreign travel is permissible within this scheme unless under special circumstances after approval by VPRCS;
- Payment of allowance/per-diem/travel costs to researchers shall be in line with the amount allocated under travel and fieldwork in the research grant or as agreed upon by the funding agency and WRU;

- Salary (where applicable), per diem, and other payments shall be based on the financial regulation of the government for research projects funded by the treasury;
- No salary is paid for researchers, whether they are members of WRU staff or not, from their research grants. However, there shall be summer payment for researchers whose research projects are sponsored by a funding agency other than WRU when they are engaged in research work during their summervacation.

2.9. Reward, Remuneration, and Recognition

- a) Up to 3 (three) researchers with outstanding research performance and merit will be awarded on the annual research symposium or on another event as determined by VPRCS and RPD; the reward will be based on relevance of research projects and the quality of research outputs as indicated below;
- b) The CRCSC and VDRCS shall evaluate and select up to 3 (three) outstanding researchers at college level and submit the research projects, indicating their rank order, to the RPD for further evaluation by the university Ethical and Review Board. Three (3) best projects will be identified and nominated by the University Ethical and Review Board for the award;
- c) The awards shall include recognition certificate, financial reward, and other material rewards (optional). Accordingly, the first-ranking researcher will be awarded 15,000.00 ETB, the second-ranking 12,000.00 ETB, the third 9,000.00 ETB at the university level;

d) Reviewers of research proposals, progress reports, and final reports shall be offered incentives. The incentive modalities are detailed in *Appendix 7*.

2.10. Completion and Reporting of Research Projects

All research projects have date of commencement and date of termination (project life cycle), all PRs are required to observe the duration of their research project. The researchers who have gone beyond the research period without justifiable reason will not be entitled for future grants for two (2) fiscal years. No extra funding or load extensions (if the researcher had been allowed some reduction in teaching loads) shall be given for a research project that has been extended without justifiable cause. A project period extension will be allowed only if there is a convincing reason, and the necessity of the extension is approved by the university Review and Ethical Board. The researcher should apply to the university Research and publication directorate office one month prior to the desired extension to allow time for considering the application and making appropriate decisions. Requests for extension of deadlines should always be accompanied by a current status report. The university Review and Ethical Board will also set a limit to the research project extension period. However, no research project will be allowed more than one year extension period from the original deadline of project completion. Failure to complete and submit the final report within the extension period results in an automatic termination of the project.

If a PR should leave WRU due study or for other reasons without

completing the research work, the PR should delegate the co-investigator who can act as PR until the original PR returns or until the research project is completed; In case if both the PR and Co researchers get opportunity of study and others, the PR is obliged to wait until the completion of the research work.

A research project is considered complete only if it complies with the following provisions and provided that the researcher has settled all the funds used for the research projects (as confirmed by the FBD), submitted all non-expendable items or equipment either purchased by the project fund or taken from the university (if applicable);

- The report (including technical and financial information) shall be submitted to RPD for evaluation and documentation using a format prepared for this purpose (**Appendix8**).
- The report shall be presented on an open defense at college level.
- Alternatively, the report will be evaluated by anonymous reviewers. In this case, the identities of the evaluator(s) are kept confidential. The investigator(s) is (are) discouraged from seeking the identity of the evaluator(s) and vice versa;
- Evaluators will use an appropriate form (**Appendix 9**), which will be provided by VDCRCs. A copy of the review results of the tentatively completed report shall be communicated to the PR by the VDCRCs;
- The revisions recommended by evaluators should be incorporated in the final output, where applicable, before the research project is considered completed. However, the investigator is not required to comply with evaluator's comments that are not found to be valid, and is allowed

to explain his/her stance;

- Out of 3 evaluators (2 reviewer and 1 chairperson) if 2 of them decided the research output/ proposal not recommended, the result will be considered as failed.
- If the completed research is not recommended, the researcher is considered not fit to do research will be banned for one year not to apply for new research grant.
- The researchers may ask VDCRS not to include reviewers if there is/are any justifiable reason like personal conflict three week after deadline for submission of research output/proposal. The reason should be approved by college research and community service committee.
- The PR should accommodate all justifiable and acceptable comments given to the report and submit four (4) hard copies and a softy copy of the report to RPD.
- Then RPD will transfer each hard copy to the department/college/institute/school, RPD and the central library.
- Failure to submit these documents shall result in the rejection of future grants and clearance to the researchers.
- The PR funded by external sources is also obliged to present progress and final reports following appropriate format (**Appendix 5 and Appendix 8**) or using a format developed by the funding agency. These reports shall be submitted to RPD and reviewed by reviewers.

2.11. Termination of Research Projects

If the investigator fails to complete the research project (if the project is

discontinued) due to resignation or any other reason, he/she should return to the university all fixed assets purchased or borrowed from the university, the direct expenses incurred, and all unutilized money to run the research project. An automatic deduction from the investigator's payment to be received from WRU is likewise made. This will be done in accordance with the relevant law of the country.

Direct expenses incurred that must be paid back are:

- ❖ Personnel fees (research assistants, typist, illustrator, laboratory technician, consultant, and others);
- ❖ Materials and supplies, chemicals, reagents, and other consumable items which have been used by the investigator;
- ❖ Cost of unconsumed materials which cannot be turned over to the laboratory/ department or which the laboratory/ department has no need of/use for;
- ❖ Reproduction of materials;
- ❖ Research-related travel and transportation;
- ❖ Other fees (e.g. computerization, seminar fees and others) and unused equipment and items should be properly turned over to the university/College/department/ laboratory/library concerned;

Repayment for research honorarium and direct expenses for a terminated research project is made through salary deduction system;

In the event where the investigator is no longer connected with WRU, the college VDRCS notifies the university RPD through a formal letter to terminate the research project and RPD will report to the VPRCS.

The VPRCS sends an authorization letter to procurement and finance administration directorate for salary deduction. The authorization form is then forwarded to the investigator;

3. Research Ethics

3.1. Guiding Principles

Ethics is very important in research and publications. Ethics should be applied at all stages of research, such as planning, conducting, and evaluating a research project. Research ethics is a commitment to integrate social value, transparency, and accountability in research and research-related issues. Research ethics also involves the application of fundamental ethics and principles to a variety of topics involving scientific research. These include the design and implementation of research involving human experimentation, animal experimentation, and various aspects of academic scandals, including scientific misconduct (fraud, data fabrication, and plagiarism, etc). As part of ethical standards, the following considerations are worth taking into account:

- Avoiding any risk of harming the people and the environment;
- Avoiding deception on people participating in research or experiment;
- Preserving privacy and confidentiality;
- Taking special precaution when involving population or animals which may not understand fully the purpose of the study (experiment);
- Avoiding fabrication, falsification, plagiarism, faulty order of authorship or other practices that seriously deviate from the

accepted scientific practices for proposing, conducting, and reporting research.

WRU has to develop norms of behavior that suit its various aims and goals. Research-related norms help academic and research communities to coordinate their actions or activities and to establish the research staff trust and discipline. Ethical norms also serve the aims or goals of research and apply to people who conduct scientific research or other scholarly or creative activities. Based on these principles, WRU adheres to the following ***ethical norms*** in research:

- Norms that promote the aims of research such as knowledge, truth, and avoidance of error. For example, prohibitions against fabricating, falsifying, or misrepresenting research data.
- Norms that involve a great deal of cooperation and coordination among research staff in different disciplines(fields);
- Norms that promote the values that are essential to collaborative work such as trust, accountability, mutual respect, and fairness. For example, many ethical norms in research such as guidelines for authorship, copyright and patenting policies, data sharing policies, and confidentiality rules in peer review are designed to protect intellectual property interests while encouraging collaboration. Most researchers want to receive credit for their contributions and do not want to have their ideas stolen or disclosed prematurely;
- Norms that help to ensure that researchers can be held accountable to the public. For instance, federal policies on research misconduct, conflicts

of interest, the human subject protections, and animal care and use are necessary in order to make sure that researchers who are funded by public money can be held accountable to the public;

- Norms that help to build public support for research. People are more likely to fund a research project if they can trust the quality and integrity of research.

3.2. Basic Ethical Values in the conduct of Research

WRU maintains the highest standards of integrity in its research activity. Ethical standards are of paramount importance in the university research policy and strategy. The following are the general principles;

a) Honesty

All Researchers in the university must refrain from plagiarism, deception, fabrication or falsification of research results. A researcher has to strive for honesty in all scientific communications. It is the duty of a researcher (an author), expert-reviewer, and a member of journal editorial board to report data, results, methods and procedures, and publication status honestly. The peer-review process has to contribute to the quality control, and it is an essential step to ascertain the standard and originality of the research. The researcher has to keep his/her promises and agreements and act with sincerity as an integral part of codes of research ethics.

b) Openness

Whilst recognizing the need for researchers to protect their own research interest in the process of planning research work and obtaining research results, the university encourages researchers to openly disseminate to

concerning bodies. Commitment to be openness in research prohibits secrecy, including limitations on publishing of the results. Unless pre-specified conditions like; violations of agreement that specify restricted/circulations of outputs, data that might evoke individual and communal values, if the results threaten national security.

c) Respect for Intellectual Property

This means honoring patents, copyrights, and other forms of intellectual property. It is prohibited to use unpublished data, methods, or results without permission or through plagiarism.

d) Confidentiality

Protecting confidential communications such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records shall be the most important code and policy of WRU.

e) Responsible Publication

Publish in order to advance research and scholarship, not to advance just your own career. Avoid wasteful and duplicative publication.

f) Non-Discrimination

Avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, or other factors that are not related to their scientific competence and integrity.

g) Legality

Know and obey relevant laws and institutional and governmental policies.

h) Animal Care

Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

The research on environment hazardous cases, animal and human should

get approval from university Review and Ethical Board.

i) Human Subjects Protection

Minimize harms and risks and maximize benefits when conducting research on human beings, respecting their dignity, privacy, and autonomy. As the components of ethically valid information:

- Potential participant must be informed as fully as possible of the nature and purpose of the research, the procedures to be used, expected benefits, foreseeable risks, stresses, and discomforts, and alternatives to participating in the research;
- Statements that describe procedures in place to ensure the confidentiality or anonymity of the participant should be clearly made. The informed consent document must also disclose what compensation and medical treatment are available in the case of a research- related injury. The document should make it clear whom to contact with questions about the research study, research participants' rights, and in case of injury;
- The participant (target group) must understand what has been explained and must be given the opportunity to ask questions and have them answered;
- The participant (target group) must be a volunteer and free of any promises in order to be a potential participant in research, and
- The participant must be competent mentally to give a consent. If the participant is not competent due to mental status, disease, or emergency, the action is considered as violating a research ethical code.
- Permission from parents should be obtained for researches conducted

on children and mentally disordered peoples.

3.3. Monitoring

3.3.1. Retention of Data

Original data of published material must keep for at least two years, preferred indefinitely. Each academic staff should be responsible for deciding an appropriate policy for the storage of research data. Any policy must take into account the need to comply with ethics, approvals, and contracts in any particular work of research. Individual research workers should be entitled to have copies of the data. While such action does not itself prevent the falsification of primary data, it is vital if there are questions asked subsequent to publication. If data are not available, genuine errors may be mistaken for misconduct to the detriment of individual research workers and the university. Long-term retention of original data that consists of personal information needs to be justified to avoid a breach of privacy.

3.4. Expectations for Research Publications

1. The copying of others research work and presenting as own's investigation is considered as plagiarism. Those who use material which is not produced by themselves have a responsibility to make its status and origins quite clear to those to whom it is presented. It is a fundamental principle of academic practice that individuals can claim credit for and make use of only materials, or part of materials, to which they have legitimate claim.
2. An academic staff has responsibilities to provide guidance to students

when requesting a student to write a draft material for publication. In such a case, the academic staff member must clarify for the student at the outset the terms of the student's role, including matters relating to acknowledgement and authorship.

3. It is important that all authors listed on the publication should have contributed in a significant way to the work. The principal author is responsible for the entire publication and should ensure that other authors accept, in writing, responsibility either for the entire paper or, where the contribution is distinguishable, for that part of it which they have authored. When collaboration between institutions is involved in a publication, each institution should be aware that all authors have accepted appropriate responsibility;

3.5. Disclosure of Potential Conflict of Interest

Disclosure of any potential conflict of interest is essential for the responsible conduct of research. All members of the university who may be involved in the decision-making processes of the university (including staff) must be familiar with and comply with the university's disclosure of interest policy in the conduct of any research.

3.6. Use of University Resources

The use of university resources to conduct research must be approved in accordance with the guideline on funding for research of the university; In particular, researchers are not allowed to invite another person to undertake research and remunerate them out of university funds unless

specific approval has been given for that remuneration by the university or unless he or she is entitled to do so. A person to whom this guideline applies and who does not comply with this requirement and who has an interest in the research being undertaken may be in breach of the disclosure of interest policy of the university.

3.7. Research Misconduct (policy on allegations, investigations & reporting)

Each member of the university has a responsibility to foster an environment which promotes intellectual honesty and integrity, and which does not tolerate misconduct in any aspect of research or scholarly endeavor. Research misconduct is extremely troublesome, in spite of its infrequency, because when it occurs, it is highly destructive of the standards the university, the esteem in which academic science in general is held by the public, and the financial support of the government and other sponsors for academic research.

Below are some specific ethical concerns in research:

Plagiarism: Authors who present the words, data, or ideas of others with the implication that they are their own, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and, thus, of research misconduct;

Misuse of Privileged Information: serious form of plagiarism that could preempt priority of first publication or use of the original idea to which the source author is entitled;

Integrity of Data: Fabrication and falsification of research results are serious forms of misconduct. A researcher must not report anticipated research results that had not yet been observed at the time of submission of the report;

Use and Misuse of Data: Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct;

Ownership of and Access to Data:

Research data obtained in studies performed at WRU and/or by employees of the university are not the property of the researcher who generated or observed them or even of the principal investigator of the research group. The data belong to the university, the investigator shall be held accountable for the integrity of the data even if the researchers have left the university.

Responsibilities of a Research Investigator:

A principal investigator who leads a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group.

4. Publishing Research Articles

Publishing research results is an integral part of a researchers' professional life. It is also a way of disseminating research findings to the scholarly community and relevant audience. Indeed, publishing research results is an integral part of both the research process and the career in academia. The process leading to publication is equally important as the content, style, and organization of the published paper. Setting guidelines and procedures in this regard is necessary in order to promote valid and successful research-oriented publications in WRU.

4.1. Publishing in the WRU Journal

An investigator who has completed his/her research project is encouraged

to publish his/her work in a local and/or international journals recommended by MoSHE standard. The WRU Journal (Journal XX), which is a blind reviewed journal published twice a year by WRU is the first option to publish outputs resulting from WRU funded research projects. The journal publishes research articles pertaining to various subject paradigms within WRU, review articles pertaining to science, technology innovations, social and economic development, and a wide range of relevant issues, and short communications.

- WRU Journal committee will be formed by VPRCS based on merit or research experience from each college in consultation with the respective colleges.
- WRU journal shall have an Editor.
- Researchers are invited to submit their manuscript to editor in chief based on the guidelines for article submission.
- The manuscript will be considered by the editor and/or associate editors and 2-5 anonymous reviewers. The reviewers should be professionals in the area of interest and those who have a rank of assistant professor and above (including members of the Editorial Board). If the manuscript is submitted to an online system, the author will receive an acknowledgement and a reference number. The author is advised to use this reference number if he/she needs to follow up on the manuscript;

After submission of the manuscript to editor in chief, there are four possible outcomes:

➤ **Desk reject** – that is, the manuscript will not be sent out for review. This will be decided by the editor and associate editors. Reasons for a desk rejection may include: deviations from the WRU journal guidelines, difficulty in finding appropriate reviewers, obviously speculative paper, inadequate literature base, weak methodology, and weak contribution of the research to knowledge, poor organization and format for the manuscript, poor writing and reporting skills, and other reasons as identified by the editor and associate editors. The author will be notified of the result immediately. The author shall conform to the result whether or not he/she accepts it and will not over-react;

➤ **Conditional accept with major revisions** – due to several factors and depending on the level of revisions, the manuscript may need to be resubmitted. The resubmitted manuscript shall be resent to the reviewers for confirmation and for their final judgment.

➤ **Conditional accepts with minor revisions** – these papers generally do get accepted, provided the minor revisions are adhered to.

➤ **Accept without comment**– this outcome is extremely rare and it may not be encouraged in WRU journal.

Authors would be required to sign a *Manuscript Submission Form*. Once their manuscript is accepted. The accepted manuscript would be sent to the corresponding author's e-mail.

Publications must give appropriate credit to all authors for their roles in the research. If more than one researchers are involved in the research, the decision of whose name(s) is(are) to be listed as co-author(s) and in what

order should reflect the relative contributions of various participants in the research;

Researchers should not publish in WRU journal the same article published in another journal.

Authors should not divide a research paper that is a self-contained integral whole into a number of smaller papers merely for the sake of expanding the number of items in the author's bibliography;

It is unethical to release to the media scientific information contained in an accepted manuscript prior to its publication in WRU journal;

Manuscript reviewers shall agree to abide by the guidelines for manuscript evaluation. In particular, the reviewers shall not refuse auditing a manuscript for the second round to check whether the comments have been included as per the initial comment by the reviewer. It is unprofessional for the reviewer to resend the same comments given during the first-round review without actually reviewing the manuscript. Such reviewers will be denied chances of reviewing any article for publication in WRU journal, and they will not be entitled to publish in the journal.

4.2. Publication of University-funded Research Projects in other journals



- Researchers whose research projects have been funded by WRU and who have completed their research project are allowed to publish their work in other journals than WRU journal; 
- Proper acknowledgement of the grant should be made in any publication of the report;

- All intellectual properties of WRU funded research projects shall be governed by RPD/VPRCS;
- It is an ethical obligation for an investigator at the university to make research findings accessible, in a manner consistent with the relevant standards of publication;
- For researches conducted in WRU or funded by WRU, the money spend for publication in reputable journals shall be refunded as per the allocated budget for publication.
- WRU will not pay for any of predator journals presented by researchers for publication.

Effective Date

This guideline shall come into effective on January 2021.

Senate chairperson

signature

date

Appendices

Appendix 1: WRU Format of research proposal submission format

The template for research proposal submission at WRU website/ WRU-RPD telegram group should strictly followed and have the following constituents:

1. Title and cover page.
2. Declaration
3. Participants (Investigators) of the study – Researchers involved in the study (department college), and the role they play, should be written.
4. List of acronyms
5. Table of contents
6. List of Tables (if any)

7. List of figures (if any)
8. Introduction
9. Statement of the problem
10. Significance of the study/ importance of the study/Expected output
11. Scope of the study
12. Objectives
13. Literature review (if not covered in the introduction part)
14. Methodology
15. Data analysis methods
16. Study period – Time table for completion of the project
17. Budget breakdown
18. References
19. Appendix (if any)
20. Questionnaires or check lists should be attached for survey type research proposals. Otherwise, the data collecting tools should be clearly mentioned in detail in the methodology.
21. CV (comprised of **list of publication** (Author name, title, journal name, year, volume and page number) and **thesis titles** (+ year and university) of both PI and Co- investigators)

Report formats:

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

- Typing should be on both sides of A4pages.

Appendix 2: Guidelines for Research Reviewers

Appendix 2.1. Research proposal

Appendix 2.1.1. College level research proposal evaluation criteria

1. Give point based on affirmative action for involvement of female researchers (5 for >50%, 3 for 30%-50%, 2 for <30% and >0, and 0 for 0%) **(5%)**.
2. Rate the title whether adequately reflect the content of the research work and novelty of the research **(5%)** _____.
3. Rate coherence of layout, length, adherence to fonts, line spacing, marginetc. **(5%)** _____
4. Rate justification (background), clarity of statements of the problem,

gaps, hypotheses or research question and objectives. (5%) _____

5. **Methodology** (*researchers must score >6% for further consideration at least by two out of three evaluation team members*)

Is the method reproducible and up-to-date? Does it include elements such as: sampling method, data gathering tools, methods of data analysis, ethical consideration and the logical flow of the research related to the objectives? (10%) _____

6. Will the anticipated outcomes have a significant impact in WRU and in the surrounding community? (5%) _____

7. Does the proposed research output have a chance to be publish in reputable journals? (5%) _____

8. Was the budget break down, allocation and work plan feasible and appropriate? (5%) _____

9. Are the references relevant, exhaustive and up-to date? (5%) _____

Presentation

10. Does the researcher adequately cover all the relevant topic of the paper prepared and properly manage his/her time? (5%) _____

11. Rate the capacity and effort to answer questions by the researchers and their respect to the audience (example dressing). (5%) _____

(Note: For a research to qualify for acceptance, the researchers must

score at least 30 and above out of 60.)

Total Score _____ /60

Reviewer's comments and recommendations

If you believe the research proposal can be accepted after some modifications, please give your comments to make improvement in the space provided; (*Only copy of this page will be given to the researcher to modify the content and incorporate the comments*)

a. Title

b. Introduction and objectives

c. Literature review

d. Methodology

e. Budget and
Reference

Summary of recommendation

- a) Recommended with no comment
- b) Recommended but minor corrections/ revisions
- c) Recommended with major modifications and resubmit
- d) Not recommended

Appendix 2.1.2. Evaluation at university level (by Ethical and Review Board)

1. Novelty of the research proposal (7%) _____.
2. Rate standard of the paper organization (follow the guideline and general scientific research proposal formats). (5%) _____
3. Objective of the study clearly identified, matched with the title and used appropriate method and data analysis techniques? (8%) _____
4. Will the anticipated outcomes have a significant impact in WRU? (5%) _____

5. Will the anticipated outcomes have a significant impact to surrounding community? (5 %) _____

6. Does the proposed research output have a chance to be publish in reputable journals? (5%) _____

7. Was the budget break down and allocation appropriate? (5%) _____

Total Score _____/40

2.2. Evaluation form for completed research works to be filled by the reviewers

Title

Name of PI _____

Name of co-investigator _____

Dear reviewers, please give the points for each criterion accordingly on the space provided.

Title, Abstract report format

1. Does the title adequately reflect the content of the research work? (5%)

_____.

2. Does the abstract effectively revise the research work? (5%)

3. Rate coherence of layout, length, adherence to fonts, line spacing, and margin. (5%) _____

Degree of collaboration

4. Degree of collaboration, multi-disciplinary and contribution from all the members (5%) _____

Objective and Scientific quality of the research.

5. Justification (background), clarity of statements of the problem, gaps, hypotheses or research question and objectives. (5 %) _____

6. Are the objectives relevant, clear, and synchronize with the title? (5%) _____

Methodology

7. Methodology includes elements such as: sampling method, data gathering tools, statistics, and methods of data analysis, ethical consideration and the logical flow of the parts of the research related to the objectives and up-to-date. (8%) _____

Results and discussion

Are the results accurate, reproducible and related to the as mentioned methods? (10 %) _____

8. Does the researcher adequately discussed by citing or giving justification for each result? (10 %) _____

Conclusion and recommendations

9. Are the conclusions and recommendations relevant and consistent with the result and analyses? Do the conclusions and recommendations match with research objectives? (5 %)

Expected outputs

10. Will the anticipated outcomes have a significant impact in WRU and in the surrounding community? (5 %) _____

11. Chance of the research output to be publish in reputable journals? (5%) _____

Reference

12. Are the references relevant, exhaustive and up-to date? (5%) _____

Presentation

13. Does the researcher adequately cover all the relevant topic of the paper? (5%)_____

14. Rate the time management of the researcher. (2%) _____

15. Are both principal and co-investigators attend the presentation and participated? (5%) _____

16. Capacity and effort to answer questions (5%) _____

17. Respect the audience (example dressing, power point preparation). (5%)_____

Total Score _____

Reviewer's comments and recommendations

For a research to qualify for acceptance, it must score at least 50 and above and if you believe the project is worth to accept with appropriate modifications, please give your comments to make improvement in the space provided;

Title

Introduction and objectives

Literature review

Methodology

Results and discussion

Conclusion and recommendations

Reference_____

Summary of recommendation (circle)

- i. Recommended with no comment
- ii. Recommended but minor corrections/ revisions to be made
- iii. Revise and submit
- iv. Not recommended

Reviewer's Name: _____

Signature: _____

Date: _____

Appendix 3: Research Fund Grant Agreement Form

(To be completed by the Co- and principal researcher/s)

Appendix 3.1: WRU Research Fund Grant Agreement Form

Agreement dated_____between Werabe University (herein after referred to as “WRU”,

Address: P.O.Box_____, Werabe, Ethiopia, Telephone _____, on the one part and the principal researcher (name of applicant) _____(herein after referred to as “PR”

Address: **WRU** telephone: _____),

Email: _____

Whereas:

a) The PR has requested a research grant from **WRU** for the purpose of financing the project entitled:

“ _____

_____”

Grant No: _____

1. The grant is to be administered by **WRU**, and **WRU** has agreed to allocate total _____ Birr:

a. Amount to be utilized in the 1st phase:

b. Amount to be utilized in the 2nd phase:

to the PR upon the terms and conditions herein after set forth. Now, therefore, the parties hereby agree as follows:

Article 1: Undertaking by the Principal Researcher

The PR shall:

Section 1.1: undertake the research project in accordance with the terms and conditions set forth in this Agreement.

Section 1.2: undertake the project immediately after the release of the initial research grant.

Section 1.4: submit progress and completion reports as per Article 6 of

this agreement.

Article 2: Amount of Grant and duration

Section 2.1: WRU agrees to allocate a sum of Birr _____
(_____
_____) to the PR for the period of _____year(s) commencing as of this
day of _____.

Date of termination: _____

Section 2.2: The fund shall be administered through MoF rules and regulations.

Article 3: Accountability of WRU

Section 3.1: WRU shall administer the researcher's project and provide all services and facilities consistent with the terms and conditions stated in the agreement.

Section 3.2: WRU shall be responsible for the proper administration of the fund allocated for the project.

Fund disbursements are made in accordance with the project document.

Fund disbursements are valid and supported by adequate documentation.

An appropriate system of internal control is maintained and can be relied upon.

Financial reports are fair and accurately presented, and

Uncommitted fund is returned to WRU at the end of the project life.

Section 3.3: WRU shall administer the funds under its financial regulations, rules, practices and Procedures

Section 3.4: As part of fulfilling its judiciary responsibility for the management of the allocated resources, WRU shall designate

authorized officials and provide written certification thereon for
Withdrawal from the special account,

Requests for advances of project funds, and

Requests for WRU to disburse project funds directly.

Section 3.5: WRU shall ensure maintenance of proper accounts and records of the allocated resources for the project to enable the PR to prepare accurate report on the financial status of funds

Article 4: Disbursement and Accounting of Fund

Section 4.1: The PR will submit a formal request for an advance of payments according to the approved work plan and budget using WRU form.

Section 4.2: Subsequent request for satisfactory and scheduled progress and financial reports and the audit utilization certificates of earlier released funds should accompany release of funds as necessary and appropriate

Section 4.3: The research fund from WRU is subject to auditors. The result will be published and copies will be made available to all stakeholders.

Section 4.4: Unless otherwise agreed by the parties involved, any unutilized balance must be refunded to WRU by the end of the project life.

Article 5: Utilization of the Fund

Section 5.1: The fund granted shall be utilized in accordance with the budget breakdown presented on the project document.

Section 5.2: WRU accounting and procurement procedures will apply for the administration and management of the fund.

Section 5.3: The PR shall not utilize the fund for purposes other than what

is stated in the attached project documents.

Section 5.4: Unutilized funds shall be either earmarked for the continuation of the same research/ project for the next stage of its development with the consent of MB, or shall be returned to WRU.

Section 5.5: After the completion of this agreement, any equipment or materials acquired from this research fund shall be the property of the institution.

Section 5.6: WRU furnishes with a report listing non-expendable property purchased during the project period within three days following the end of the project

Article 6: Monitoring and Evaluation

Section 6.1: WRU shall follow the progress of the research activity and ensure that work schedules, the production of targeted outputs and required actions are proceeding according to plan.

Section 6.2: The PR shall submit progress and financial reports in 2 copies, after the deadline of the first phase research period to RPD. Failure to submit reports will enforce directives to cease expenditure of funds until the report is received.

Section 6.3: All reports would be examined and reviewed for completeness, attachment of required documentation by VDRCS and college research and community service committee members as appropriate, and if further actions are required, the PR may be asked to provide explanations.

Section 6.4: Reports should be submitted according to the guidelines

for performance and progress report formats after approved by concerned department and college. A complete final report should be submitted showing results of the undertaking and expected impacts.

Article 7: Publication and Ownership of Intellectual Property Right

Section 7.1: WRU does not claim rights to any publications, inventions or patents arising out of the project other than due acknowledgement on publications and information on any meaningful applications of the research result.

Section 7.2: The PR is responsible for originality of the research project and the reports to be submitted.

Article 8: Change in the Project Documents

Section 8.1: Any major change such as change in the objective(s), methodology, work plan, etc. in the project document shall be reported to RPD. If the final report found in a different method/procedure or any other change, other than the proposed way, the researchers may be asked to repeat the research according to the previous way by unutilized or his/her own money.

Article 9: Breach of Agreement

Section 9.1: Utilization of the fund granted partially or wholly for purposes other than what is stated in the project document.

Section 9.2: Failure in the submission of progress (considered failed by CRCS committee), financial, and final reports.

Article 10: Effect of Breach of Agreement

Section 10.1:

The PR shall be liable partially or wholly if there exists a breach of agreement

pursuant to Article 9 of this agreement.

Section 10.2: The PR shall be liable for non-performance of his/her responsibilities stated in this agreement.

Article 11: Effective Date of the Agreement

This agreement shall come into force as of this date of its signature:

Researchers

I. Principal Researcher:

Name: _____ Signature: _____ Date: _____

II. Co-researcher(s)

1. Name: _____ Signature: _____ Date: _____

2. Name: _____ Signature: _____ Date: _____

3. Name: _____ Signature: _____ Date: _____

4. Name: _____ Signature: _____ Date: _____

Witnesses

I. Department Head

Name: _____ Signature _____ Date _____

II. College Dean/Vice Dean for Research and Community Service

Name _____ Signature _____ Date _____

For WRU

I. Coordinator of Research and Publication (if available)

Name: _____ Signature _____ Date _____

II. Research and Publication Director

Name _____ Signature _____ Date _____

III. Vice President for Research & Community Service

Name _____ Signature _____ Date _____

Appendix 3.2: Werabe University summary of proposal

(Write in 4 pages only and attach with contract agreement)

1. Introduction (max. 1 page)

2. Objectives of the study

General:

Specific:

3. Scope of the study

4. Significance or expected output of the study

5. Methodology (in detail)

6. Budget break down (detail expenditure by budget item which should consider allocated money in two phases)

Appendix 4: Guiding Principles for Contract Agreement with Other Institutions

The contract agreement with partner institutions shall be developed by WRU and partner institution guided by the following principles:

a) The project shall be under the research priority and thematic areas of WRU;

b) The implementation of project shall be monitored and evaluated by both the university and partner institution system;

c) The project shall commit to submit progress and final reports to the university/concerned Colleges and Schools, and it will also present the findings in the annual research conferences of the university;

d) The project shall commit to submit the publications, proceedings, and other outputs of the research project to the CRP office and to respective Colleges/library of the university;

e) The financial administration shall be based on the project document agreed between WRU

and partner institution;

f) The data generated from the project shall be administered through the university system;

g) Based on the above principles the University/College representative and the partner institution shall sign MoU.

Appendix 5: Progress Report Form

(To be completed by the principal investigator)

1. Title of the project ☐

2. Principal investigator and co-investigator/s

3. Department and college:

4. Objectives General and Specific:

5. Project Duration:

6. Work Plan for the Current Reporting Period: (State briefly the work plan for the project until the current reporting is made.

7. Work accomplished/achievements description: (Give the highlights of the work done during the reporting period)

8. Performance measure achievements (achievements as per the agreement made)

9. Problems encountered (State any major problems encountered while conducting the research):

10. Measures taken:

11. Fund Utilized:(indicate the detail expenditure of amount of money utilized for the reporting period).

12. Work plan for the next phase: (Description of the work plan for the next phase, detailed expenditure by budget item)

College Committee recommendation

Recommendations: What is recommendation of this report for future funding?

1. Accept the report without change
2. Accept the report with minor change
3. Accept the report with major revision
4. Not accepted, that needs re-writing

APPROVAL

Head of the Department	Signature	Date
_____	_____	_____

Dean of the College	Signature	Date
_____	_____	_____

Research and Publication Directorate	Signature	Date
_____	_____	_____

V/P of research and community service	Signature	Date
_____	_____	_____

Appendix 6: Guidelines for Reviewing Progress Report

1. Project title

3 Name of principal investigator and co-investigators and College/department

a. _____

b. _____

c. _____

d. _____

Project duration _____

Reporting period (Phase) _____

The extent to which the objectives are achieved as per the research project document:

2. Method used: Is the research methodology used for this report sufficiently described and based on the research proposal?

3. Work plan: Is the work plan achieved as per the research document?

4. Results: Are the results well described and can be repeated in this report?

5. Are the scientific results sufficient in line with the plan?

6. Is the future plan realistic and achievable?

7. Is the fund utilized as per the previous plan?

8. Recommendations:

What is your recommendation on this report for 2nd phase funding (X)

- a. Accept the report without change
- b. Accept the report with minor change
- c. Accept the report with major revision
- d. Not accepted, that needs re-writing

Reviewer's Name

Signature

Date

Appendix 7: Remuneration for Reviewers of Research proposals, Progress Reports, and Final Reports

As per the provisions in VDRCS, CRP, RPD, and SSCRCS are mandated to review research proposals, progress reports, and terminal reports. As appropriate, a reviewer may also be invited from outside these groups. The reviewers shall be offered incentive based on the type of work. This incentive may not be lucrative but the professional obligation is more than the incentive.

1. Reviewers stated above shall be paid 2,100.00 ETB for evaluating a project proposal and a progress report and final report. They will also be paid allowances and per diems for fieldwork or supervision (if any). The per diems shall be paid as per the government rate;
2. The reviewer shall be given a manuscript and provide comments to the researcher. The reviewer is also expected to check whether the comments have been included as per the initial comment by the reviewer. Then,

reviewer will be paid 2,100.00 ETB. The member of the research review team shall be offered orientation to discharge their duties and responsibilities in the research review process.

Appendix 8: Guidelines for Writing Final Research Reports

A final research report should include the following headings (refer completed research report format template at WRU website/WRU-RPD telegram group):

One blank page at the beginning and last page

The first page (cover page), doesn't have page number.

Title and cover information

Declaration

Abstract

Acknowledgments

Table of content

List of tables (if any)

List of figures (if any)

Introduction (Background, Statement of the problem, objectives, significance, scope etc)

Literature review, Methodology

Results and discussions, Conclusions and Recommendations

References, Appendices (if any)

Report formats:

- All headings should be left justified.

- Line spacing should be 1.5 inch and font size should be 12 Times New Roman;
- Left margin should be 1.5 inch and 1 inch on all other sides;
- Typing should be on both sides of A4 pages.

Appendix 9: Research Project Transfer Request Form

Project or Research

Title _____

Total allotted grant _____ Utilized _____

Remaining _____

Name of Transferring

PR/CoIn; _____ Department _____

Name of Receiving PR/Co PR _____ Department _____

Reason for transfer

I, _____, announce that I transferred the project to Mr.
 or Dr. _____ due to the reason mentioned above.

I have submitted all project related documents and results that would

enable the continuation of the project. I
 _____ declare that I have
 agreed to be responsible and undertake the above-mentioned project as
 PR/CoPR. I have received all the necessary research related projects and
 results. I agreed to finish the project and report the result as per the
 approved schedule with the remaining budget of the project.

Name of Transferring PR/Co-In; _____ Signature
 _____ Date _____

Name of Receiving PR/Co-In; _____ Signature
 _____ Date _____

APPROVAL

Head of the Department	Signature	Date
_____	_____	_____

College Dean	Signature	Date
_____	_____	_____

RPDD	Signature	Date
_____	_____	_____

VPRCS	Signature	Date
_____	_____	_____

Appendix 10: Procedure for Selection of Best Researcher:

1. The director for research and publication directorate requests the university to nominate individual (s) to forward candidates based on the guideline (Appendix 11).
2. A researcher could be nominated by peers or, apply personally to the department for the award and staff shall be notified to compete for the award in notice board.
3. The selection of best researcher at department level is to be carried out by department committee and one best researcher shall be a department candidate for the award.
4. Outcome of the selection together with the minutes of department committee will be submitted to the coordinator for Research and Community Service of the respective faculties.
5. The selection of the best researcher at faculties' level is to be carried out by the University Research review committee coordinated by the coordinator for Research and Community Service.

6. A nomination made by each Research review committee together with the minutes of the discussion during the selection process is forwarded to the Academic Commission of respective faculties for approval.
7. The name of a candidate for the research award of faculties and relevant documents will be submitted to RPD.
8. The director for research and publication directorate in consultation with the vice president for research and community service will set up an independent Ad- hoc committee, if necessary, to scrutinize the selection process.
9. The Ad-hoc committee will submit the candidates for the award to the VPRCS who will again present the results to the executive committee or the senate for approval.
10. The University will finally create a forum to recognize the best researcher of the year.

Appendix 11: Evaluation Criteria to Nominate Best Researcher Award

The direction of WRU to cultivate research culture is through placing incentive and reward mechanisms. Best researchers shall be nominated in each department, faculties and at WRU level every year. The University at large shall identify and reward outstanding researchers. To select best researchers, research activities or publications or scientific innovations will be considered. The procedures for nominating the best researchers are as follows;

1. Best Publication owner

Name of the candidate _____Department_____

Rank_____

S.No	Criteria	Score
1	Have published two or more articles in a year in reputable journal and appear as first/senior author at least in one article (one article for females) or have invented three new	50

	technology as approved by the patent office of Ministry of Ethiopian Science and Technology	
2	Demonstrated active participation as a member in the editorial committee of the journal or proceedings	10
3	Disseminate his article/innovations for policy makers in national or international forum (research for action)	20
4	Have served as organizing committee member in scientific conferences	10
5	Presented a public lecture/ seminar/ Scientific Conferences	10

2. Best grant Owner

Name of the candidate_____ Department _____

Rank_____

S.NO	Criteria	Score
1	Get a grant of $\geq 50,000$ USD (30,000 USD for female or young researchers) on priority areas of WRU from all the projects the researcher wins	30
2	Have a participatory mega project (encompass multidisciplinary team and students)	30

3	Benefit of the grant to the community (intervention, job opportunity)	20
4	Secured more than one grant	20

Appendix 12: Settlement Form for Research Activities

**በወራቤ ዩኒቨርሲቲ የምርምር አጋዥ ሥራ የኮንትራት ውል ስምምነት
ይህ ውል ከዛሬ ----- ቀን----- ዓ.ል ጀምሮ**

ከዚህ በኋላ ውል ተቀባይ እየተባለ ከሚጠራው

አቶ ወ/ሮ ----- ከተማ -----

ቀበሌ----- የቤ.ቁ-----

**እና ከአሁን በኋላ ውል ሰጪ እየተባለ ከሚጠራው ወራቤ ዩኒቨርሲቲ
ጋር እንደሚከተለው ተገብቷል ::**

አንቀጽ 1/አንድ/

1.1 የሥራው ዓይነት:-

- 1.2 የሥራ ቦታ : _____
- 1.3 ሥራው የሚጀምርበት ጊዜ (ቀን):- _____
- 1.4 ሥራው የሚጠናቀቅበት ጊዜ(ቀን):- _____
- 1.5 የአንድ ጊዜ (ቀን)ክፍያ ብር:- _____
- 1.6 የቀን ብዛ:- _____
- 1.7 ጠቅላላ ክፍያ ብር : _____

አንቀጽ 2/ሁለት/

2.1 በውል መሠረት ለማከናወን ቃል የገባሁትን ሥራ በአግባቡ ማከናወንና የዩኒቨርሲቲ ተወካይ በሆነው ባለሙያ አረጋግጦ ማስረከብ፤

አንቀጽ 3/ሦስት/

3.1 ውል ተቀባይ ሥራውን በተወሰነው ቀን ውስጥ አጠናቆ እንደጨረሰና ሥራውን በትክክል ስለመሥራቱ ተረጋግጦ ሲቀርብ ክፍያው ብር _____ ተባዝተው ወዲያውኑ ይከፍላል፡፡

አንቀጽ 4/አራት/

4.1 ውል ተቀባይ ሥራውን ከጀመረ በኋላ ሥራውን አቋርጦ ቢሄድ ለሥራው ወጪ አድርጎ ጥቅም ላይ ሳያውል በመቅረቱ የባከነ ንብረት ካለ ውል ሰጪ ከክፍያው ላይ ተቀናሽ ያደረጋል፡፡

አንቀጽ 5/አምስት/

5.1 ከዚህ በላይ ከአንቀጽ 1 እስከ 5 ባለው ውል መሠረት ከላይ የተጠቀሰውን ሥራ በጋራ ለመሥራት ተስማምተናል፡፡

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ያፀደቀው ስም _____ ፊርማ _____ ቀን: _____

የወራቤ የኒቨርሲቲ

ለጥናትና ምርምር ሥራ የውሎ አበል መክፍያ ቅፅ

የዋና ተመራማሪው ሥም : _____

የፕሮጀክቱ ርዕስ/Title _____

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ያፀደቀው ስም _____ ፊርማ _____ ቀን: _____

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Appendix 13: Thematic area

Werabe University

Office of Research and publication directorate

Research Thematic Area

Theme One: Agriculture, Natural Resources and Food Security

- Rural/Urban Agriculture, Food Security and Poverty Reduction
- Agricultural Technology, Innovation, Productivity and Efficiency
- Crop Production and agro processing
- Animal Production, Health and Improvement
- Animal Nutrition, Food resource and processing
- Horticulture and controlled environmental protection
- Agribusiness, value chain management
- Soil and Water Resources Conservation and Management
- Biodiversity Conservation, Management of protected areas and Tourism

- Natural Resources, Environmental Protection, Policy and institutional frame work
- Energy resource development and utilization
- Climate change and natural disaster management
- Agro forestry practices and management
- Indigenous Knowledge for Agricultural Productivity/Transformation and Natural Resource Conservation

Theme Two: Health and Medical Sciences

- Nutrition –Health linkage
- Human Health and Chronic Diseases
- Reproductive and Child Health
- Health Care System
- Diagnostic Methods and Pharmaceuticals
- Ethno-Medicines -Traditional Medicines
- Youth and Abuse Substances

Theme Three: Natural and Computational Sciences

- Sport industry
- Pest Management and Control
- Aquatic Sciences, Pollution and Waste Management
- Mineral extraction, Geohazard investigation and Mitigation
- Adoption of ICT for Digitalization
- Computer, Networking and Information Security
- Nano Science and Technology
- Mathematical Modeling and Statistical Application
- Photochemistry

Theme Four: Social Sciences and Humanities

- Population Dynamics, Migration and Development
- Urbanization, Environment and Climate Change
- Language and Literature
- Socio-Political Issues
- Democracy, Constitutionalism and Human Rights
- Federalism, Diversity, Local Development and Nation Building
- Conflict, Security and Peace Building
- History and Heritage Management
- Indigenous Knowledge/Institution and Cultural Studies

Theme Five: Law and Governance

- Law (Business, Human Rights, Constitutional, Environmental)
- Law, Justice and Development
- Constitution and Federalism
- Democratic Institutions and Media
- Marriage and Inheritance

Theme Six: Business and Economics

- Entrepreneurship, Trade and Industry
- Financial and value-chain management
- Human resource development and change management
- Investment, Insurance, Loan repayment, tax and revenue
- Marketing, promotion and advertisement
- Poverty, unemployment, inflation and economic growth
- Technology adoption, production systems and policy

Theme Seven: Education and Behavioral Sciences

- Adult and Inclusive Education
- Curriculum, Instructional Approaches and Quality of Education
- Educational Policy, Leadership and Management
- Early Childhood Care and Child Right
- Teachers Professional Development
- Psycho- Social issues

Theme Eight: Cross- Cutting Issues

- Gender, Disadvantaged Group and Disability
- Youth and HIV/AIDS
- Social Exclusion and Vulnerable Groups

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