




# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR FACULTY RESEARCH GRANT FOR GRADUATE STUDY (CUEA/DVC ACD/DOR/04)</b>	<b>DIRECTOR OF RESEARCH</b>
	NO. OF APPENDICES:
	<b>None</b>
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<b>NOTE:</b> <ol style="list-style-type: none"> <li>1. Write amendments on the page provided (Clause 0.2)</li> <li>2. Controlled copies of this document will be in the DVC Academic and Director of Research's office.</li> </ol>	

## 0. CONTENTS AND RECORD OF CHANGES

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**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at relevant functions for authorized users.

**1.0 Purpose**

The purpose of this procedure is to guide the award of grants to students who are registered for doctoral degrees.


**2.0 Scope**

This procedure shall apply to all permanent faculty who are registered doctoral degree students.

**3.0 References**

- 3.1 CUEA Research Policy Manual
- 3.2 ISO 9000:2008 Standard
- 3.3 Quality Management Manual

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#### **4.0 TERMS AND DEFINITIONS**

##### **5.0 Principal Responsibilities**

The Director of Research shall have the overall responsibility for the implementation of this procedure.

##### **6.0 Method**

- 6.1 The Director of Research shall provide information through mail, email, CUEA website etc. on availability of grants for graduate study.
- 6.2 The applicant shall be required to submit a letter of registration from a university of study indicating the approved research topic.
- 6.3 The applicant shall submit a doctoral degree proposal, a letter from the head of department of the university indicating that he/she has completed coursework and has been allowed to conduct field research.
- 6.4 The applicant shall submit a letter applying for funds.
- 6.5 The Director of Research shall convene the CUEA Research Committee meeting to verify and approve the proposals.
- 6.6 The applicant shall be notified through writing of the outcome of the Committee's decision.
- 6.7 The Financial Administrator shall be directed to disburse funds for the approved proposals.
- 6.8 Upon completion, the applicant shall submit one hardbound copy of the dissertation to the Department of Research

##### **7.0 APPENDICES**

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