




# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR SPONSORED PROGRAMMES (CUEA/DVC ACD/DOR/03)</b>	<b>DIRECTOR OF RESEARCH</b>
	NO. OF APPENDICES:
	<b>None</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC Academic</b>
SIGNATURE	
DATE	
ISSUE DATE	
STAMP CONTROLLED / UNCONTROLLED	
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**0.3 Distribution / Circulation**

This Standard Operating Procedure is available on CUEA servers for authorized users

**1.0 Purpose**

To ensure continued collaboration in research with external donors.


**2.0 Scope**

This procedure shall be used by the University faculty members.

**3.0 References**

- 3.1 CUEA Research Policy Manual
- 3.2 ISO 9001:2008 Standard
- 3.3 CUEA Quality Manual

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#### **4.0 Terms and Definitions**

Sponsored programme: Any project supported by funds received by the university from external sources as a result of formal application signed and submitted by an authorized University official.


#### **5.0 Principal Responsibilities**

The Director of Research shall be responsible for the implementation of this procedure.

#### **6.0 Method**


- 6.1 The Director of Research shall provide guidance to faculty on research priority areas, information on research opportunities and external funding.
- 6.2 A faculty shall identify a funding agency and write a preliminary letter of inquiry. If the funding agency is interested in the project, it shall ask for a complete proposal. The Director of Research shall assist faculty with the preparation of the proposal.
- 6.3 Each sponsored research project shall have a Project Director who shall be a full-time faculty of the university approved by the Head of Department and Faculty Dean to direct the project.
- 6.5 The Project Director shall prepare a proposal using the funding agency's guidelines and have it reviewed by experts within and outside his/her academic discipline.
- 6.6 The Head of Department shall ascertain that the costs are reasonable and that the project can be accomplished within the broad scope and outline of the proposal. He/she shall also verify that special needs can be provided at the departmental level, such as equipment, supplies, space and faculty release time.
- 6.7 The proposal shall be submitted by the Project Director to the CUEA Research Committee to be reviewed for conformation to the guidelines of the funding agency and compliance with University policies. The Committee shall ascertain that the project can be accomplished within the broad scope of the proposal.

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- 6.8 Upon approval of the proposal by the Research Committee, the DoR shall mail the proposal to the funding agency. The DoR shall be responsible for obtaining the signature of the authorizing official of the University.
- 6.9 The DoR shall conduct contract negotiations for external funded projects. This activity is intended to protect the interest of the University in such matters as equipment ownership and full recovery of direct or indirect costs.
- 6.10 After negotiations have been completed, the funding agency shall formally notify the University that the proposal has been accepted.
- 6.10.1 If the funding agency sends award documents (grant documents, a two-party contract, or a letter of acceptance) directly to the Project Director, he or she shall make a copy and forward the original documents to the DoR.
- 6.10.2 If the funding agency sends award documents (grant documents, a two-party contract, or a letter of acceptance) directly to the DoR, he/she shall make a copy and forward the original documents to the Project Director.
- 6.11 Once an agreement is reached, a contract shall be signed by an authorized University official and an account number shall be established for the project.
- 6.12 The Project Director shall be responsible for administering the project and managing the project account. He/she shall ensure that expenditures do not exceed funds budgeted for the activities.
- 6.13 Modifications to externally funded projects, either in the project methodology, budget or time shall not be made without approval from the funding agency and CUEA Research Committee.
- 6.14 Procurement of supplies and services shall follow normal University policy.
- 6.15 The Project Director shall prepare and submit technical and progress reports to the funding agency.

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6.16 In the event that a Project Director resigns from the University, the Head of Department shall appoint another member of staff to co-ordinate the project.

6.17 When a project has been completed, the account shall be closed.

## **7.0 Appendices**

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