




# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR DEPARTMENTAL RESEARCH PROJECT FUND, CAPACITY BUILDING FUND, PROJECT AND ACTIVITIES GRANTS AND DOMESTIC AND INTERNATIONAL CONFERENCE FUND (CUEA/DVC ACD/DOR/05)</b>	<b>DIRECTOR OF RESEARCH</b>
	NO. OF APPENDICES:
	<b>2 (TWO) A - B</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ACADEMIC</b>
SIGNATURE	
DATE	<b>23 March 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	
<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>	

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**0.1 Table of Contents**

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**0.2 RECORD OF CHANGES**

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
<b>1</b>	<b>19 May 2011</b>		<b>4.0 (Terms and definition)</b>	<b>DoR</b>
<b>2</b>	<b>19 May 2011</b>		<b>6.4 ( reference to forms in the appendix)</b>	<b>DoR</b>

**0.3 Distribution / Circulation**

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

**1.0 Purpose**

To support departmental research projects, develop the capacity of departmental staff to conduct research and organize short courses on research methods, develop the capacity of staff to conduct research on innovative projects that address the problems of underprivileged, and develop the capacity of staff who are attending domestic, regional and international conferences or workshops.


**2.0 Scope**

This procedure applies to all faculty of CUEA.

**3.0 Terms and Definitions**

4.1 CUEA- Catholic University of Eastern Africa

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3.2 DVC- Deputy Vice Chancellor

3.3 ACD- Academic

3.4 DOR- Department of Research

3.5 DoR- Director of Research

#### **4.0 References**

- 4.1 CUEA Research Policy Manual
- 4.2 ISO 9001:2008 Standard
- 4.3 CUEA Quality Management Manual


#### **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 information through mail, email, and CUEA website on availability of grants.
- 6.2 The applicant shall submit a detailed proposal of the project and/or conference paper.
- 6.3 The applicant shall write and submit a letter of support from his/her Dean or Head of Department together with his/her Curriculum Vitae.
- 6.4 The Director of Research shall convene a meeting of the CUEA Research Committee to verify and approve the conference attendance request and/or proposal using the established criteria (CUEA/DVC ACD/DOR/05/fm01) and (CUEA/DVC ACD/DOR/05/fm02; CUEA/DVC ACD/DOR/05/fm03; CUEA/DVC ACD/DOR/05/fm04).
- 6.5 The DoR shall notify the applicant in writing of the outcome of the Committee's decision.


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## **7.0 Appendices**

- 7.1 Appendix A: Conference Paper Evaluation Form
- 7.2 Appendix B: Proposal Evaluation forms (stage one & two)

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## APPENDIX A: CONFERENCE PAPER EVALUATION FORM

### CRITERIA FOR EVALUATION OF CONFERENCE PRESENTATIONS

**Title:**


.....

.....

.....

No	Features	Scores (0-10)										
		0	1	2	3	4	5	6	7	8	9	10
1.	<b>Relevance</b>  (a) The theme of the conference is relevant to the mission and vision of CUEA  (b) The presentation will promote the image of CUEA  (c) The work is important											
2.	<b>Originality</b>  (a) Makes an original contribution to knowledge or understanding of the subject  (b) Solves some significant problem and gathers original data  (c) Is imaginative in its approach to problems  (d) Is creative. Goes beyond its sources to create a new position which critiques existing theoretical positions  (e) Uses empirical study to enlarge the theoretical understanding of the subject  (f) Opens up neglected areas or takes a new viewpoint on											

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No	Features	Scores (0-10)											
	an old problem  (g) Shows depth and breadth of scholarship												

**Recommendation:**

.....  
 .....


**Score =** \_\_\_\_\_  
**100**

Assessor's Name: .....

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

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**APPENDIX B: PROPOSAL EVALUATION FORMS**

**CRITERIA FOR EVALUATION OF RESEARCH/PROJECT PROPOSALS  
PRIORITIZATION OF RESEARCH PROJECTS**

**STAGE ONE**

**Ref. No.:** ..... **Date of Submission:** .....


**Research Title:**  
.....

<b>Aspect</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
1.	Development needs											
2.	Feasibility and viability											
3.	Applicability of researches (why? for whom? for what?)											
4.	Importance and urgency of the activity to be researched											
5.	Likely degree of possible contribution of research to knowledge and the solution of specific problems											
6.	Likely ease with which techniques of data collection can be mastered by research assistants											
7.	Impact on marginalized groups											
8.	Impact on good governance											

Total = \_\_\_\_\_  
80

**CUEA/DVC ACD/DOR/05/fm02**

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**CRITERIA FOR EVALUATION OF RESEARCH PROPOSALS  
FACULTY RESEARCH AWARDS  
STAGE TWO**

**Ref. No.:** ..... **Date of Submission:** .....

**Research Title:** .....


<b>Aspect</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
1.	Authority The evaluators are well qualified and reliable in the field											
2.	Appropriateness, relevance and feasibility of the research project											
3.	Research context (analysis of the background to the research problem)											
4.	Clarity of research problem; specificity and appropriateness of research questions/hypotheses											
5.	Does the applicant present an up-to-date review of literature related to the study?											
6.	Appropriateness of the research design											
7.	Appropriateness of sampling procedure											
8.	Appropriateness of research instruments											
9.	Appropriateness of methods of data collection											
10.	Appropriateness and complexity of data analysis procedures											
11.	Evidence of appropriate budget information											
12.	Sequencing of information											

**Strengths of the Proposal:** .....

**Score:** \_\_\_\_\_

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**Weakness of the Proposal:** .....

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## The Catholic University of Eastern Africa (AMECEA)

### CRITERIA FOR EVALUATION OF PROJECT/WORKSHOP PROPOSAL

## FACULTY RESEARCH AWARDS


### STAGE TWO

Ref. No.: ..... Date of Submission: .....

Research Title: .....

Aspect		0	1	2	3	4	5	6	7	8	9	10
1.	<b>Authority</b> The evaluators are well qualified and reliable in the field											
2.	<b>Background and Context</b> Analysis of the problem(s) to be addressed by the project											
3.	<b>Identification of Project Strategy</b> Analysis of the problem(s) to be addressed by the project											
4.	<b>Target Group</b> Precise identification of the target group											
5.	<b>Goal</b> Are they properly formulated?											
6.	<b>Immediate Objectives</b> Are they properly formulated? Are they realistic and achievable?											
7.	<b>Activities</b> Are the activities sufficient to produce the planned outputs? Has the timing been specified?											
8.	<b>Monitoring and Evaluation</b>											
9.	<b>Budget</b> Are the budget and the description of inputs											

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	consistent?											
10.	Time Line											

Suggestions for improvement: .....

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