



# WACHEMO UNIVERSITY

**Research, Publication, Dissemination and Ethics Directorate**

## **GUIDELINE FOR RESEARCH, PUBLICATION, DISSEMINATION AND ETHICS**



**December 2024**  
**Hossana, Ethiopia**

## WACHEMO UNIVERSITY

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## PREFACE

Public Universities like Wachemo University are established with the mandate to address core academic activities such as teaching, research and to deliver services to the community. Wachemo University aspires to be the leading higher education institution in these three mandate areas. The University is now exerting efforts towards improving the research capacity and contributes in solving societal problems. For this end, the University has set out policy direction that will guide to integrate the fragmented research activities and foster research in solving societal problems. This guideline is developed by the office of Research, Publication, Dissemination and Ethics Directorate.

This research and development guideline is formulated to guide Wachemo University researchers, and other collaborators in proposing research projects, implementing and reporting of the research findings. It is our believe that, the policy makers, researchers, students and funding agencies will find this information valuable and serve as a reference material whenever one wants to engage and support research activities at Wachemo University. Faculties and the concerned offices have to play their responsibility in implementing research activities according to these guidelines and procedures. We believe that, the guideline is dynamic in nature which should be ready to accommodate emerging and contemporary issue. The Colleges/Campus/Institutes/Schools have to take record of the difficulties they may face while implementing these procedures and guideline, so that in future they can be incorporated when the guidelines and procedures are revised. The office of Research, Publication, Dissemination and Ethics Directorate of Wachemo University acknowledges individuals who in one way or another contributed to the production of the final document. Their efforts are highly appreciated and we look forward for their continued support.

*Director for Research, Publication, Dissemination and Ethics*



## LIST OF ACRONYMS

IP	Intellectual Property
PI	Principal Investigator
RCSC	Research and Community Services Coordinators
IRB	Institutional Review Board
RPDED	Research, Publication, Dissemination & Ethics Directorate
URF	University Research Fund
VPARTTCS	Vice President for Academic, Research, Technology Transfer and Community Service
WCU	Wachemo University
MTRP	Main thematic research area
STRP	Sub-thematic research area
RATRP	Research Area Thematic Research Projects



**Contents**

PREFACE ..... iii

LIST OF ACRONYMS ..... iv

PART ONE: GENERAL PROVISIONS ..... 1

    1.1 Short Terms ..... 1

    1.2 General References ..... 1

    1.3 Definitions ..... 1

    1.4 Scope of Application ..... 6

    1.5 Interpretation ..... 7

PART TWO: Institutional Vision, Mission, and Values ..... 7

    2.1 Vision ..... 7

    2.2 Mission ..... 7

    2.3 Values ..... 7

PART THREE: RESEARCH & DISSEMINATION POLICY & STRATEGY ..... 8

    3.1 Policy Rationale ..... 8

    3.2 Strategic Goal of the Policy ..... 9

    3.3 Strategic Objectives of the Policy ..... 9

    3.4 Research Approaches and Types ..... 9

        3.4.1 Thematic Research Project ..... 9

        3.4.2 General Guideline for thematic research projects ..... 10

        3.4.3 Specific Guideline for thematic Research Project ..... 11

        3.4.4 Call of thematic research project proposals ..... 12

        3.4.5 Thematic Research Project Types and Administration ..... 13

        3.4.6 Thematic Research Project Financing: Planning, Allocation, and Management ..... 15

        3.4.7 Priority Areas/Prioritization of Thematic Research Project ..... 16

    3.5 Catchment areas ..... 17

    3.6 Female Staff Research Project Grant ..... 17

    3.7 Budget Constraint Request ..... 18

4 PROCESS AND CO-ORDINATION OF THEMATIC RESEARCH PROJECT PROJECTS/  
PROPOSALS ..... 18

    4.1 Proposal Call and Submission ..... 18

    4.2 Proposal Review and Screening ..... 19



4.3 Proposal Review Mechanism.....	19
5 The Research, Technology Transfer and Community Service Committee (RTTCSC).....	20
5.1 Duties and Responsibilities .....	21
5.2 Research, Publication and Dissemination, and Ethics .....	22
5.3 Duties and Responsibilities .....	22
5.3.1 Research, Publication and Dissemination, and Ethics Directorate .....	22
5.3.2 College/Campus/Institute/School Dean .....	24
5.3.3 College/Institute/School Research and Development Coordination/Dean Offices.....	25
5.3.4 Department Head .....	26
6 WCU Research Thematic Areas .....	27
7 MONITORING AND EVALUATION OF FUNDED RESEARCH .....	28
7.1 Monitoring .....	28
7.2 Evaluation .....	29
7.3 Reporting.....	29
8 EXTENSION, SUSPENSION, TRANSFER AND TERMINATION .....	30
8.1 Extension.....	30
8.2 Suspension .....	30
8.3 Transfer.....	31
8.4 Termination.....	31
9 DISSEMINATION OF RESEARCH OUTPUTS .....	32
10 ADMINISTRATION AND MANAGEMENT RESEARCH FUNDING.....	32
10.1. RESEARCH FUNDING.....	32
10.2 Funding Conference, Workshop and Symposiums .....	34
11 Engagement of Staff in Research, Reward and Remuneration Mechanism .....	34
11.1 Engagement of Staff in Research.....	35
11.2 Research Allowance and Load.....	35
11.3 Reward, Remuneration and Recognition Mechanism.....	36
12 Resource Sharing in Research.....	37
13 INTELLECTUAL PROPERTY RIGHTS .....	39
13 .1 Purpose.....	39
13.2 Coverage of Intellectual Property Rights.....	39
13.3 Ownership of Intellectual Property Rights.....	39



13.4 Disclosure of Inventions .....	40
13.5 Benefit Sharing .....	42
13.6 Management of Intellectual Property Rights .....	42
14 RESEARCH CODES OF CONDUCT AND ETHICS .....	44
14.1 General Standards .....	44
14.2 Ethical Guidelines.....	45
14.2.1 The Need for Code of Ethics.....	45
14.2.2 Contractual Responsibilities .....	45
14.2.3 Informed Consent.....	45
14.2.4 Anonymity and Confidentiality .....	46
14.2.5 Obscenity and Public Decency .....	46
14.2.6 The Role of Supervisors of graduate student research.....	47
15 Publication .....	47
16 Ethical Misconduct.....	48
17 Institutional Review Board.....	49
17.1 The Use of Animals in projects.....	49
17.2 Human Participants in projects.....	50
17.3 Procedures for dealing with Allegation of Misconduct .....	51
17.3.1 Dealing with misconduct in projects by students .....	51
17.4 Referral by IRB to ARTTCSVP.....	54
17.5 Protection of Interested Parties.....	54
Annexs.....	<b>Error! Bookmark not defined.</b>



## **PART ONE: GENERAL PROVISIONS**

### **1.1 . Short Terms**

This Guideline shall be cited as “Wachemo University Research Guideline”

### **1.2 . General References**

Unless expressly stated or implied from the context, provisions of this guideline set out in the masculine gender shall also apply to the feminine gender.

### **1.3 . Definitions**

In this Guideline, unless the context requires otherwise:

- 1) Administrative Council (AC):

Shall mean the highest decision making body of the university with regards to administrative matters and composed of president, vice presidents, and directorate director.

- 2) Academic Staff:

Shall mean members of the university employed in the capacity of teaching and/or research, and any other professional of the institution who shall be recognized so by senate statutes.

- 3) Applied Research:

Shall mean an original investigation undertaken in order to acquire new knowledge which is directed primarily toward specific practical aims or objectives.

- 4) Author:

Shall mean in a literary word a writer who has intellectually created a work in an article, book or any other scholarly work. In the case of a computer department, it means a person who has created the program. There can be a more than one authors of a single scholarly work.

- 5) Basic Research

Shall mean an original investigation with the primary aim of developing more complete knowledge or understanding of the subject under study.

- 6) Co-investigator/researcher

Shall mean individual designated by the university to work with principal investigator as technical collaborator in conducting a research project.





7) Collaborative Research or Joint Research

Shall mean a scientific investigation or research and development project undertaken jointly by a higher education institution, industry or other governmental and non-governmental organizations based on a research partnership agreement.

8) Conflict-of-Interest

Shall mean a divergence between an individual's private interests and his or her professional obligations to the HEI such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

9) Copyright

Shall mean a protection provided by the laws of Ethiopia to its owners.

10) Delayed Project

Shall mean a project whose lifetime stated in the original project proposal or legally permitted additional extension period is completed.

11) Department Head

Shall mean an executive manager of an academic unit.

12) Ethical guidelines

Shall mean guidance documents which assist with decisions relating to the responsibility to adhere to established and relevant standards of ethical principles and practice.

13) Institutional Review Board

Shall mean group of individuals who undertake the ethical review of research protocols involving humans, animals, and environment applying agreed ethical principles.

14) Intellectual Property

Shall mean a collective of rights related to inventions, processes, compositions, and other creations of the mind. It mainly includes patents, copyrights, trademarks, industrial designs, and trade secrets.

15) Intellectual Property Rights:

Shall mean rights that allow owners of intellectual property to benefit from their own work or invention in accordance with the laws of the country.



16) Laboratory manual:

Shall mean written materials prepared for (a) particular course that guides the laboratory procedures and emanating from the teaching and/or research experience of one or more academic staff members of the University.

17) Ministry:

Shall mean Ministry of Education of the Federal Democratic Republic of Ethiopia.

18) Original work:

Shall mean a work whose content is not copied from others' works without appropriate citation and acknowledgement, whose subject is in an area where new ground is to be covered and whose output has global relevance.

19) Partnership

Shall mean a formal arrangement in which two or more parties cooperate to manage and operate an activity of mutual interest.

20) Patent

Shall mean a title that confers to its owner the rights recognized by the intellectual property laws of Ethiopia.

21) Plagiarism

Shall mean claiming or insinuating ownership of another person's intellectual and/or academic contribution; and it includes (a) using texts of another person without acknowledgement; (b) paraphrasing text without acknowledgement, or (c) using four or more words in the same form and sequence from acknowledged or unacknowledged source without quotation marks and specific page numbers.

22) Principal Investigator:

Shall mean an individual designated by the university or a funding organization to direct the project or program being supported by the fund.

23) Research:

Shall mean a systematized investigation to search for new knowledge or technology and/or to use existing knowledge or technology in a new and creative way in order to generate new concepts, methodologies, understandings, and to solve new or existing problems.



24) Research Grant

Shall mean a financial contribution by the university, industry or foundation or governmental or non-governmental organization to a scientific research project conducted in WCU.

25) Research Staff

Shall mean an academic staff who spends 70% or more of his time to research activities and the remaining time for teaching, student advising, and community services.

26) Student Research

Shall mean research by students of higher education institutions designed and undertaken in line with the research thematic areas of the institutions for the purpose of partial fulfillment of the requirements of master's or PhD degrees, supervised and/or co-supervised by academic staff member, regardless of the source of funding.

27) University

Shall mean Wachemo University.

28) President

Shall mean the president of Wachemo University.

29) Vice President

Shall mean the Vice President for Academic, Research, Technology Transfer, and Community Service of WCU.

30) Community:

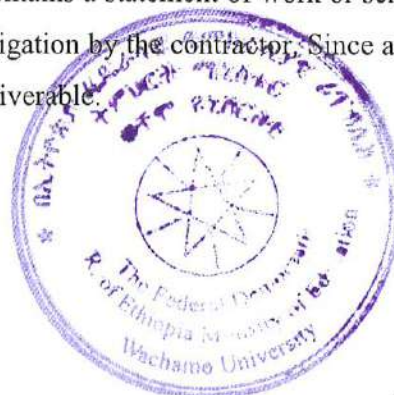
Shall mean beneficiaries (people, community groups, associations, industries, enterprises, institutions) who are residing or located within and around the university catchment areas.

31) Complaint:

Shall mean a person, including a non-university member, who has a concern or concerns that an academic staff member or other member of the university may have committed misconduct in research undertakings.

32) Contract:

Shall mean a mechanism for procurement of a product or service with specific obligations for both the sponsor and recipient. Each contract document contains a statement of work or services to be performed (scope of work) and represents a legal obligation by the contractor. Since a contract is a purchase or procurement, there will always be a deliverable.



33) Coordinator:

Shall mean Research and community service coordinators of respective College/Campus/School of WCU, unless otherwise mentioned

34) Emerging issues:

Shall mean contemporary or unanticipated issues (societal problem/s) that could need a special attention at national, regional or local level to address through researches/projects

35) Facilities and Administrative Costs:

Shall mean costs related to expenses incurred in conducting or supporting projects/researches or other externally-funded activities but not directly attributable to a specific project activities.

36) Material Transfer Agreement:

Shall mean a contract to provide or receive material, which will restrict the material's use, and therefore, liability associated with its use, and may contain language concerning rights to inventions made while using the material.

37) Misconduct:

Shall mean a conduct that is not so serious as to destroy the relationship of trust and confidence between the university and the respondent but does justify a disciplinary action.

38) Misconduct Reviewing Committee:

Shall mean a member or members of the university to whom the vice-president for Academic, research, technology transfer and community services delegate to investigate and decide upon a possible case of misconduct in research.

39) Non-Disclosure Agreement:

Shall mean a non-disclosure agreement, proprietary agreement, and confidentiality agreement serve the same purpose: to protect proprietary information from being disclosed beyond the signing parties.

40) Other Members of the University:

Shall mean members of the university other than academic staff or students who are engaged in research.

41) Project/s:

Shall mean thematic research project/s conducted/implemented by staff of Wachemo University.

42) Project Team:

Shall mean a team of researchers organized to conduct a certain research project.



43) Research Data:

Shall mean the information collected, generated, or analyzed during the process of conducting research.

44) Researcher:

Shall mean an academic/research staff of the university engaged in research project.

45) Respondent:

Shall mean an individual or entity that provides data by answering questions or responding to prompts in a survey, questionnaire, interview, or other data collection instruments.

46) Right to publish:

Shall mean the entitlement of researchers, typically the project team or principal investigator (PI), to disseminate the findings and results of their work.

47) Sponsor:

Shall mean an organization (internal and/or external) that funds a project received by the project team or PI to execute the project.

48) Sponsored project:

Shall mean a grant, contract or other agreement awarded to accomplish a specific project.

49) Tangible Research Property:

Shall mean products of research that include, but are not limited to, compositions, biologics, materials, illustrations and drawings, prototypes, devices, and equipment.

50) Technology:

Shall mean knowledge to practical human needs and modifies the environment. It encompasses materials, tools, techniques, and power sources to enhance life and productivity.

51) Technology transfer:

Shall mean a process that involves identifying and selecting appropriate technologies, and learning and adapting the selected technologies, utilizing and disposing appropriately to meet local and national demands.

#### 1.4. Scope of Application

This guideline applies to:

- 1.4.1 Academic, research, and relevant support staff employed by the University, and other individuals carrying out research at, or on behalf of, the University;
- 1.4.2 Students undertaking research and their supervisors; and
- 1.4.3 Individuals holding honorary titles who are conducting research within, or on behalf of the University.



## 1.5. Interpretation

- 1.5.1 The guideline shall be construed in good faith in accordance with the ordinary meaning to be given to the terms of this guideline in their context and in the light of its object and purpose.
- 1.5.2 Interpretation of provisions of this guideline shall be compatible with the provisions of the Higher Education Proclamation No 1152/2019 and the object and purposes of this guideline

## PART TWO: Institutional Vision, Mission, and Values

### 2.1. Vision

Wachemo University aspires to become one of the top-ten Universities in Ethiopia by 2025 G.C. (2017E.C.) and top-hundred in East-Africa by 2030 (2022 E.C).

### 2.2. Mission

Wachemo University is dedicated to excellence in teaching, peaceful learning, research, and community service for the benefit of Ethiopia and beyond. It fosters knowledge, skills, and attitudes across various academic fields, offering high-quality undergraduate and graduate programs. The university encourages research, creativity, and prepares students for leadership, responsibility, and service to society.

### 2.3. Values

The core values of WCU are:

- **Academic Excellence:** Commitment to high standards in teaching, learning, and research.
- **Integrity:** Upholding honesty, transparency, and ethical practices in all academic and administrative activities.
- **Innovation and Creativity:** Encouraging research, creativity, and the development of new ideas.
- **Community Engagement:** Serving and benefiting local and global communities through research, outreach, and service.
- **Inclusivity and Diversity:** Fostering a welcoming environment for all individuals regardless of background or identity.



- **Leadership and Responsibility:** Preparing students to take on roles of leadership, responsibility, and service to society.
- **Sustainability:** Promoting environmental and social responsibility for a sustainable future.
- **Collaboration:** Encouraging teamwork and partnerships with local, national, and international institutions.

## **PART THREE: RESEARCH & DISSEMINATION POLICY & STRATEGY**

This policy and strategy ensure that Wachemo University maintains a strong research culture that fosters academic growth, innovation, and societal impact.

### **3.1 . Policy Rationale**

In recent years, Ethiopia's education system has undergone significant structural changes, including the separation of the Ministry of Education into two entities, with a focus on the Ministry of Science and Higher Education (MoSHE) to provide stronger leadership and oversight of Higher Education Institutions (HEIs). As a result, MoSHE has issued new guidelines, prompting revisions to align with current needs. While universities' missions remain largely unchanged, the revised Higher Education Proclamation 1152/2019 emphasizes the importance of universities conducting relevant research, community services, and disseminating findings in line with national and local priorities (Article 8(3)). The proclamation also outlines research procedures, encouraging collaboration with national and international institutions (Article 23(1-4)).

Despite national policy efforts, existing research and policy guidelines fall short in addressing practical gaps in coordinating research activities. The lack of coordination across different research scales and unclear direction prompted the RTT wing to revise the policy guidelines. Additionally, the growing research budget and the need to enhance institutional reputation through publications and technology transfer further justify updating the guidelines. This revision is supported by HEIs Proclamation 1152/2019 (Article 23(9)) and the Research, Technology Transfer, and Community Service Directive (Research 01/2019, Article 6).



### **3.2 . Strategic Goal of the Policy**

The purpose of the research policy is to define the strategies that guide all research activities at WCU. The policy aims to enhance research capacity and output, while also increasing the university's role in knowledge and technology transfer.

### **3.3 . Strategic Objectives of the Policy**

- 3.3.1 To transfer research outcomes into practical solutions that address local, national, and global challenges, contributing to societal development.
- 3.3.2 To increase the university's reputation and impact by showcasing research excellence through various dissemination channels, including academic journals, conferences, and community outreach.
- 3.3.3 To identify key multidisciplinary research areas through in-depth discussions with stakeholders to address urgent local, national, and global issues.
- 3.3.4 To promote partnerships with national and international research institutions, enhancing the university's role in global research networks.
- 3.3.5 To facilitate the transfer of innovative ideas, technologies, and knowledge to industries, supporting economic and technological advancement.
- 3.3.6 To attract additional research funding by demonstrating the university's commitment to research excellence and its ability to disseminate impactful results.
- 3.3.7 To build an institutional culture where research and its dissemination are integral to the university's academic mission, involving faculty, staff, and students.

### **3.4 . Research Approaches and Types**

#### **3.4.1 . Thematic Research Project**

Based on the guidelines outlined in RTTUILS Art.8 of the MoE, research at higher education institutions should primarily focus on specific themes, identifying research areas that align with local, regional, and national priorities. Accordingly, WCU:

- i. Has established its core research areas and themes based on the country's priority needs, its focus areas, resources, and in consultation with key stakeholders;
- ii. Shall work to addresses the national policy priorities;





- iii. Shall align research activities in collaborations with regional, national and international organizations, with the thematic research areas of the university;
- iv. Shall propose all research projects to align with the University's focus area.

Due to the emerging needs of the community and the pillars of the university, it is important to make the concept of collaboration and the directions of the Research Projects. While the university encourages collaboration across various domains in line with its mission, it can be difficult to guarantee that all thematic research projects adhere to this principle, especially when urgent research issues arise outside the established thematic areas. In these instances, the university shall take these projects into consideration. Thus, this guideline is prepared to manage and lead thematic research projects which qualify the following criteria:

- a) Duration of the project: 2-5 years
- b) Focus: It focus on university emphasis areas, societal demand driven project ideas, transforming research results to community service, university industry linkage and technology innovation and transfer, capacity building, scaling up best practices, applied and basic researches.
- c) Financial amount: 0.5-2.5 million ETB

#### 3.4.2. General Guideline for thematic research projects

- i. Notwithstanding the responsibilities assigned to higher education institutions under proclamation No. 1152/2019, all academic staff are expected to dedicate 25% of their time to conducting research and publishing their results. Therefore, in line with career expectations, every academic staff member should aim to develop project proposals and seek funding at least once a year.
- ii. Wachemo University 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/project and consultancy activities, subject to the university's rules and regulations;
- iii. Academic or research staff members must also be aware of their various obligations in the conduct of research/project. 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;
- iv. Project grants are awarded to academic or research staff (an Ethiopian or expatriate), and priority is given to full-time staff members;
  - v. The principal researcher (PI) for thematic research projects should be a permanent full-time academic/research staff member. Expatriate staffs can participate as co-investigators but he/she cannot be a PI;
  - vi. Postgraduate students of the university can qualify as co-investigators;
  - vii. Academic/ research staffs who are on study leave cannot submit a project proposal (be it as PI or Co-investigator). However, those who can present official evidences from MoE for final submission of their dissertation and reinstatement letter from Respective College/Campus can take part as PI and/or Co-I like other permanent on duty staff.

### 3.4.3. Specific Guideline for thematic Research Project

On initiating thematic research projects proposals

- i) There shall be ways of informing and publicizing calls for thematic research Project proposals;
- ii) Research project proposal calls shall be established based on the thematic priorities of the university.
- iii) Due to budget constraints and practical reasons, a researcher who is already granted a project fund by the university and who has not completed the project in the specified timeframe (contractual agreement) is not entitled to take part in the call for research project proposal (as a PI or Co-investigator) until her/his ongoing project is officially completed.
- iv) A researcher who proposes a new project as a PI can also participate as a Co-investigator in at most one new project; A researcher who is not a PI in any project shall be allowed to participate as a Co-investigator in at most two projects;
- v) However, a researcher whose project is funded by a grant from an external source is encouraged to initiate a new proposal and apply for funding by the university in spite of the above conditions in iii and iv;

Wachemo University research project grants shall prioritize to the University's own staffs. However, thematic research project proposals can be initiated with staff from



- other Ethiopian Universities, research centers, research institutions, and industries. In such cases where WCU grants funds for some thematic Research Projects (collaborative or institutional) proposals, the PI shall be WCU's staff;
- vii) All proposals shall be initiated by group of researchers. For main thematic research projects (MTRP), at least six (6) members from different discipline/ colleges Campus/institutes/schools; for sub-thematic research projects (STRP), at least four (4) members of different disciplines/specializations; and for research area thematic research projects (RATRP), at least three (3) members from different disciplines.
- viii) In cases where externally funded proposal calls are out, it shall be managed in line with the formats of the funding agency and the guidelines of grant hunting and management of WCU.
- ix) Solicitation of external funding shall be encouraged and facilitated at individual, departmental, institute and inter-institutional levels.

#### **3.4.4. Call of thematic research project proposals**

- i. With every May to July, the Research, Publication, dissemination and ethics directorate (RPDED) in collaboration with College, Campus, Institute and School Research and Community service Coordinators/V/Deans issues a call for research project proposals. If any special case, the research and community service senate standing committee shall decide the time. The call for research project proposals with the deadline date shall be posted in all campuses and college boards in addition to Wachemo University's website;
- ii. Each research project proposal call shall give at least a month and half for proposal submission date. Research project proposal submission will expire right on 5:00 PM of the stated deadline. The deadline day for the submission of project proposals to the Research, Publication, dissemination and ethics directorate (RPDED) or College Research and community service coordinators/Deans (CRCSC/D) shall be strictly observed. Late project proposals will not be considered;
- iii. Thematic Research Grant Application Form and Research Proposal Writing Guideline and of Wachemo University (Annex I and II).
- iv. Project designers should fill out and submit the Project Budget Plan, addressing all items and requirements of the format accordingly (Annex V).



### 3.4.5. Thematic Research Project Types and Administration

Generally, Thematic Research Project in Wachemo University fall under three different sets namely: Main Thematic Research Projects (MTRP), Sub-Thematic Research Projects (STRP), and Research Area Thematic Research Projects (RATRP). These sets of Thematic Research Projects are developed based on currently existing research desires and to create fertile ground for more staff involvements in projects.

#### A. Main Thematic Research Projects (MTRP)

- i) The objective of the MTRP is to bring usable outputs or solutions for specified real life problems, while enhancing the research/project experience of our researchers.
- ii) All proposals shall be initiated by group of researchers;
- iii) MTRP shall involve researchers at different levels including senior researchers (at least two (2) Assistant professors with PhD and above), two (2) lecturer with Msc and above, and two (2) Post Graduate students who will be attached to the project for the dissertation/thesis work. The PI must have at least 3 publications and Co-I who represent the principal investigator for any reason shall be more senior in research work.
- iv) MTRP are interdisciplinary engagement for different disciplines which shall be announced, evaluated and screened at the center level.
- v) The budget requirement for this scheme of Thematic Research project is based on detail evaluation of submitted budget up to 2,500,000 ETB;
- vi) It will take at most five (5) years to complete the research project;
- vii) Finally, for any project proposal announced under MTRP scheme, it is mandatory to effect at least five (5) publications in peer reviewed and reputable journals and one policy brief.

#### B. Sub-Thematic Research Projects (STRP)

- i) The objectives of the STRP include developing research/project experience of our researchers in solving identified problems that require urgent solutions and developing their experience in publishing articles in reputable and high impact factor journals.
- ii) All proposals shall be initiated by group of researchers;
- iii) Members should include Assistant professor and above, two (2) lecturer with Msc and above, and one post graduate student. The PI must have at least 2 publications in



Scopus/PubMed/Web of Science indexed/ National accredited journals; if the Principal Investigator (PI) steps down for any valid reason, the Co-Investigator (Co-I) who takes over must be more senior in terms of research experience.

- iv) Sub-Thematic Research Projects are multidisciplinary and inter-disciplinary projects which will first be screened and shortlisted at the college/campus/institute/school level based on designed guidelines. Following the evaluation of college/campus/institute/school level, only the best (shortlisted) proposals will be submitted to the center for evaluation. At the center, proposals shall pass through rigorous evaluation procedure, and the best ones (based on available fund and thematic requirement of a call shall be selected and announced for funding;
- vi) The budget requirement for this scheme of Sub-Thematic Research Projects Project is based on detail evaluation of submitted budget up to 600,000 ETB;
- vii) It will take at most three (3) years to complete the research projects;
- viii) In cases where externally funded proposal calls are out, the guidelines for preparing such proposals shall be in line with the formats of the funding agency, if available. If not, this project guideline and the format for proposal writing shall be used;
- ix) Solicitation of external funding shall be encouraged and facilitated at individual, departmental, institute and inter-institutional levels.
- x) Finally, for any Sub-Thematic Research Projects Project proposal announced for funding under the STRPs scheme, it is mandatory to effect at least three (3) publications in Scopus/PubMed/Web of Science indexed National accredited journals.

### **C. Research Area Thematic Research Projects (RATRP)**

- i) The objectives of the RATRPs are to provide researchers with opportunities to practice and develop their research and publication experience while working on a real-life problem.
- ii) All proposals shall be initiated by group of researchers;
- iii) The budget requirement for this scheme of project is based on detail evaluation of submitted budget up to 300,000 ETB;
- iv) It will take at most two (2) years to complete the research project;



- v) For Research Area Thematic Research Projects (RATRPs), at least three (3) members should include a senior lecturer and above, one lecturer with Msc and above and one post graduate student.
- vi) Thematic areas for RATRPs shall be defined by the fund sources.
- vii) Applications for Research Area Thematic Research Projects funds are evaluated at college level (both for technical evaluation and presentations), with the supervision of members from the offices of RPDE Directorates.
- viii) In cases where externally funded proposal calls are out, the guidelines for preparing such proposals shall be in line with the formats of the funding agency, if available. If not, this project guideline and the format for proposal writing shall be used;
- ix) Solicitation of external funding shall be encouraged and facilitated at individual, departmental, institute and inter-institutional levels.
- x) Finally, for any Thematic Research Project proposal announced for funding under the RATRP scheme, it is mandatory to effect at least two (2) publications in peer reviewed and reputable journals. The PI must have at least one (1) publications in Scopus/PubMed/Web of Science indexed /national accredited journals; if the Principal Investigator (PI) steps down for any valid reason, the Co-Investigator (Co-I) who takes over must be more senior in terms of research experience.

#### **3.4.6. Thematic Research Project Financing: Planning, Allocation, and Management**

This guidelines are used to supervise, control, regulate, and direct the project funding and utilization processes:

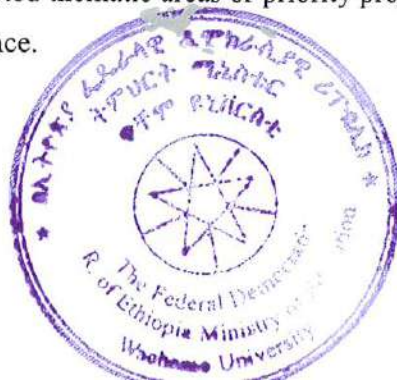
- i. All the Thematic Research Projects funded by the university shall comply with the rules and regulations of Wachemo University and other pertinent government laws. Financial and property rules and regulations of the country need to be adhered to the utilization of financial and other resources related to Thematic Research Projects;
- ii. The office of VPARTTCS shall prepare Thematic Research Project budget formula based on some objective criteria common to all college/institute. Once the budget is notified, it's the responsibility of respective colleges/institutes/schools to prepare their project budget plan, management and performance reports.



- iii. Collaborative projects funded externally shall be registered and agreement shall be signed between PIs, donor (s), and Wachemo University indicating the role of each party, benefit sharing, and equipment ownership and patenting issues;
- iv. Thematic Research Project funding shall be effective in an activity-based approach. Right after the signing of the contractual agreement, the PI can request budget by writing a formal application with justifications on how the finance shall be utilized and what outputs are expected. Subsequent payments shall be delivered once advance payments are settled in, and when the PI submits a successful progress report to Research, publication, decimation and Ethics Directorate. Then the progress report should be made using a progress Report Form
- v. Exceptional cases will be considered based on the nature of the Thematic Research Project (s).


#### **3.4.7. Priority Areas/Prioritization of Thematic Research Project**

- i. Research project activities shall lie on the thematic research areas, focus areas and be demand driven and problem solving aiming at technology transfer and poverty reduction
- ii. Project at WCU shall mainly comprise applied and development types because of their nature of being problem solving; basic research is also entertained;
- iii. Project priority is also given to projects activities that are executed in teams;
- iv. In determining their project priorities, departments, colleges/schools, and the Research and Development Directorate shall take into account the needs and priorities of the country, the vision and missions of the University, the magnitude of the problem (present/future), its contribution to development of science and technology, its feasibility, and its contribution to the environment;
- v. The College Research and community service committee shall approve the project priorities of the thematic areas;
- vi. Colleges/campus/Schools/Institutes/Campuses shall set/revise their project priorities (when needed) and submit their decisions on priorities to the RPDED, and the RPDED will present the priorities to the ARTTCSC.
- vii. The ARTTCSC gives priority in terms of resource (facilities and funding) allotment to one or more selected thematic areas or priority project (topics), depending on prevailing needs and relevance.



The evaluation of the Thematic Project Proposals shall be based on the format (Annex 3)

**Table 1: Summary of WCU research thematic areas**

	<b>WCU Research Thematic Areas</b> Theme 1: Agricultural Productivity, Livelihood, Natural Resource Management and Environmental Sustainability Theme 2: Human Health, Nutrition and Well-being Theme 3: Science, Technology and Innovation, and Sustainable energy Theme 4: Migration Dynamics and Economic Integration Theme 5: Potential for Sustainable Integrated Community Development Theme 6: Societal Dynamics, Governance and Indigenous Knowledge Theme7: Enterprise Development, Economic Transformation and Poverty Alleviation Theme 8: Educational Equity, Quality, Relevance, and Leadership					 One Policy brief from each theme
	6 ↑	2 ↑	5 ↑	5 ↑	Up to 2,500,000 ↑	
	Number of researchers	Number of post graduate students attached	Duration of the project	Number of expected Publication	Maximum amount of budget to be allotted	
Sub-Theme	At least 4	2	3 years	3	Up to 600,000ETB	
Research area	At least 3	1	2years	2	Up to 300,000ETB	

### 3.5. Catchment areas

The University is mandated for *Hadiya and Kembata Zones*, and *Tembaro special Woreda*, which are located in Central Ethiopian Regional State (CERS), Ethiopia. Exceptional consideration will be given when there is an urge for beyond the mentioned catchment areas.

### 3.6. Female Staff Research Project Grant

1. This research project is considered to capacitate female academic/research staffs.
2. Researches under this scheme must be initiated and executed by three or more female researchers.
3. This scheme will benefit all female researchers that highly encouraged to do research in their respective field of studies.





4. Proposal approval and progress tracking adhere to the guidelines set forth by the University Research Council.
5. The budget fund for this scheme research project shall be up to **300,000 ETB**
6. Implementation shall be based on the criteria for the RATRP

### **3.7. Budget Constraint Request**

1. The principal investigator may request additional budget and it will be reviewed by review committee (having 5 members assigned by the ARTTCSVP in consultation with RPDED; the committee may request the director to invite additional experts as deemed necessary) thoroughly for rational utilization of funded budget and the need for additional budget justification.
2. The acceptance of additional budget shall be approved by review committee not more than 10% of funded budget and it will be authorized by ARTTCSVP.

## **4. PROCESS AND CO-ORDINATION OF THEMATIC RESEARCH PROJECT PROJECTS/ PROPOSALS**

### **4.1. Proposal Call and Submission**

- Call for proposals/projects shall be annually made according to RPDED annual calendar. The call will be announced officially by the office of ARTTCSVP, RPDED and RCS coordinators/V/deans.
- There shall be calls for funding research on a competitive base in the months of May to July for the next academic year and the call will remain open for one and half months.
- Research proposal shall be set based on the thematic and priority area of the University (as stated in the **(Annex 14)**).
- The proposal will be developed and submitted based on the WCU format **(Annex 2)**
- The proposal will be submitted with hard and soft copy via online/CD/USB Deriver as specified by the call.
- All research grants applications shall be made following the format for application of research grant **(Annex 1)**.
- The RPDED of the University shall accept research proposals submitted by researchers.



## 4.2. Proposal Review and Screening

The proposal screening will be made by the University Research Review Committee (RRC) based on the following criteria:

- i. **Appropriateness to the field:** The proposed proposals should be appropriate and related to researchers' background and field of specialization.
- ii. **Consideration of Catchment area:** Proposals should be focused on Hadiya and/or Kambata Zones, and Tembaro Special Woreda, unless it is requested by the higher officials related with the national interest.
- iii. **Number of PI and Co-Is:** An academic /research staff will not be allowed to handle (apply) more than one proposal as PI before completing the ongoing research project. He/she can be Co-I in other **one** research. However, this does not limit the involvement of researchers on other researches which are funded by other sources.
- iv. **Teaming:** The research team composition should be appropriate in terms of intra and interdisciplinary specializations, previous experiences, merit to the proposed proposal based on the requirements of each thematic area.
- v. **Duplication of works:** The proposed proposal should not be duplication of the previous research endeavors or graduate students thesis work.
- vi. **Feasibility:** Availability of the necessary equipment and research infrastructure required to effectively carry out the research.
- vii. **Need based projects:** The proposed research should be based on the current needs arise from the community and other concerned bodies.
- viii. **Researchers' previous history:** Performance of researchers on various activities related with previously funded research such as budget settlement, submission of requested reports, efforts made for publishing research outputs.
- ix. Other criteria deemed appropriate.

## 4.3. Proposal Review Mechanism

- The research proposals shall be sent to the theme based research review committee (shall be assigned by the ARTTCSVP in consultation with RPDED) for the first screening.



- Proposals recommended by theme based research review committee shall be sent to Research Review Committee at university level and one external evaluator for each theme based on guidelines for evaluation of research proposals (as stated in **Annex 3**).
- The researchers shall present their proposal at university level in open defense. No proposal is approved without open defense for treasury-funded projects.
- The Research proposals approved at university level shall be reported by RPDED and comments from an open defense shall be used as input in the decision to approve or reject the research proposal.
- The IRB will review proposals recommended by Research and Review Committee in an open defense. In the case of a proposal being beyond the profession of a review committee, expert(s) in the field shall be invited to join the team in ad-hoc bases for the specific project.
- If ethical clearance is required to approve and run a research, the proposal could be administered based on guidelines as stated in (**Annex 4**).
- The feedback from IRB shall be completed in one month's time from the final date of submission.
- The University IRB shall give its decision in writing directly to the researchers. The decision could be one of following responses: approval, modification or rejection of the proposal.
  - If it needs *modification*, the researchers shall submit the amended research proposal within 10 days from the date on which comment was delivered.
  - The complete and modified proposal will be submitted to the RPDED.
  - If the research proposal is *rejected*, the PI can request a written clarification from the RPDED.
- The RPDED shall check whether comments have been properly included.
  - If the researchers are not satisfied with the decision, they can appeal to the respective ARTTCSVP. The ARTTCSVP, in consultation with the RPDED, upon review of the proposal will return to the IRB with recommendations or endorse the rejection.

**5. The Research, Technology Transfer and Community Service Committee (RTTCSC)**

- A. Academic, Research, Technology Transfer and Community Service Vice-President.....**Chairperson**
- B. Educational Quality Enhancement Directorate.....**Member**



- C. Colleges Research, Technology Transfer and Community Service Coordinators.....**Member**
- D. Scientific Director for UILTT.....Member
- E. Postgraduate School Dean .....Member
- F. Community Service and Engagement Directorate.....Member
- G. Director for Research, Publication and Dissemination, and Ethics ...Member & Secretary
- H. Two Senior Researchers of the WCU Selected by Senate.....Members

**5.1. Duties and Responsibilities**

- A. Formulate policies and strategies that foster research undertakings in line with national research priorities and for the development of science and technology. In the process the Committee may involve concerned colleges or resource persons;
- B. Formulate guidelines for implementation of research policies and strategies of the University;
- C. Oversee coordination of research undertakings of the University in collaboration with the Research and Community Services Coordinating Offices of the different colleges;
- D. Assist each Colleges/schools/Centers and institute in their efforts to solicit fund for research and from outside sources, in Ethiopia or abroad;
- E. Lay down policies and procedures for visiting research scholars from other universities who seek formal association and collaboration with and sponsorship by a Research Colleges/schools/Centers/institute;
- F. Lay down policies for allocating funds for research, publication and preparation of relevant teaching materials;
- G. Review and approve research and teaching material preparation projects submitted to it by Colleges/schools/Centers/institute Research and Development Committee;
- H. Establish and provide guidelines for ad-hoc technical committees which screen specific or area specialized projects when deemed necessary;
- I. Suggest feasible options, including incentive mechanisms, of encouraging academic staff members to undertake, research and teaching material preparation activities;
- J. Review and recommend to the Senate the creation and termination of research stations;



- K. Ensure that certain minimum standards are maintained by all publications of the University;
- L. Establish the list of reputable journals in various disciplines and make them available for use in promotion requests;
- M. Examine the research, and teaching material preparation activities of the University;
- N. Determine its own rules of procedures within the framework of Wachemo University Senate Legislation;
- O. Perform any other duties as may be required.

## 5.2. Research, Publication and Dissemination, and Ethics

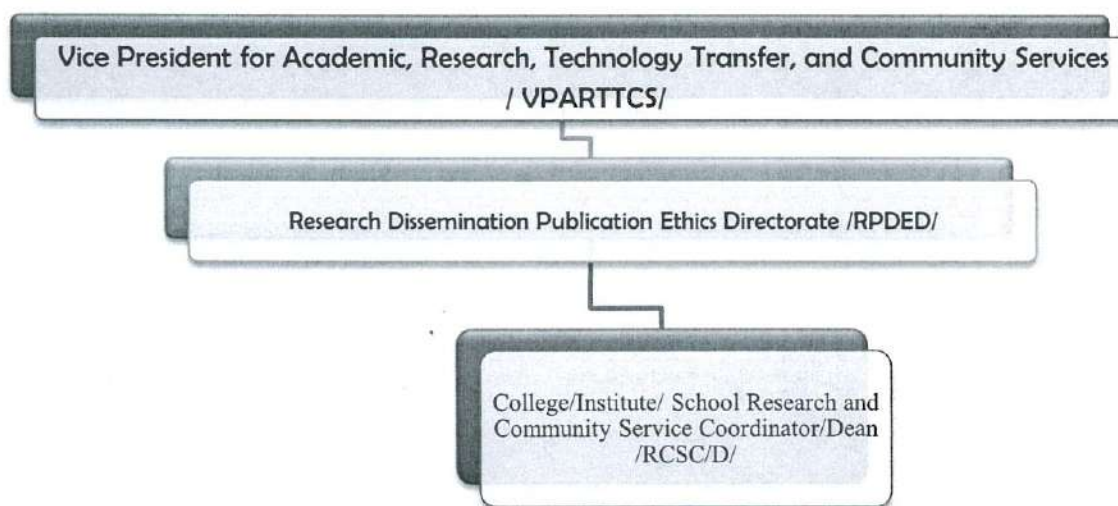


Fig.1 Organizational structure of Director for Research, Publication and Dissemination, and Ethics of Wachemo University

## 5.3. Duties and Responsibilities

### 5.3.1. Research, Publication and Dissemination, and Ethics Directorate

The director has the following duties and responsibilities:

1. Plans, coordinates, controls and follows-up research activities
2. Develops, recommends and implements policies and administrative procedures for research programs;
3. Prepares research guidelines and standards
4. Identifies research thematic areas at department, college and University level



5. Facilitates call for proposal at department, college and University level.
6. Makes recommendations for fostering the development of research programs
7. Facilitates the development of interdisciplinary research programs in consultation with the units concerned
8. Coordinates internal and external assistance for research programs and allocate resources in consultation with the bodies concerned
9. Develops work program (strategic plan) for efficient management of existing and expanding research programs, and opening new ones
10. Reviews research proposals and projects
11. Searches for funding
12. Allocates funds to the approved proposals
13. Makes available research facilities and materials for researchers
14. Develops plans, sets priorities for establishment of core laboratories and research facilities and oversees the implementation of plans
15. Monitors and evaluates research activities and making decisions based on their status
16. Checks regular progress reports on the research programs;
17. Prepares periodic reports on research activities in all colleges/schools/institutes;
18. Keeps the quality of research activities
19. Prepares forum for completed research activities to be reviewed
20. Promotes the development of appropriate incentive schemes in the University for researchers
21. Supports teachers and students of the University to create new technologies
22. Provides consultancy and advisory services for researchers
23. Follows up the formulation of the research coordination structure of the University
24. Evaluates existing research capacity and identify gaps and priority areas for capacity building
25. Follows up implementation of plans for research capacity building including establishment of core laboratories and other research staffs;
26. 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)
27. Coordinates and facilitates collaborative research programs with donors and funding agencies;
28. Prepares and disseminates research outputs;

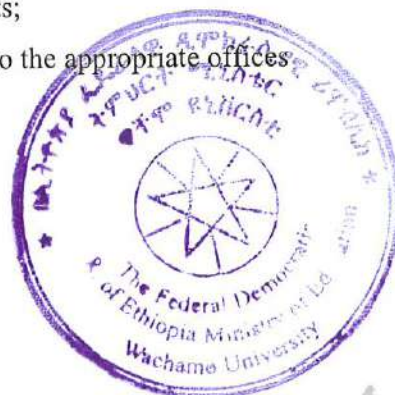


29. Prepares periodic performance report to the appropriate authority of the University;
30. Allocate PhD dissertation research and master's thesis research funds to Departments/Schools/Centers/Units;
31. Links PhD and masters researches with thematic, sponsored research projects, grants and external funding;
32. Charters duties and responsibilities to coordination offices and units under their auspices;
33. Performs any other duties as may be required by the Vice President for Academic, Research, TT and Community Services.

### **5.3.2. College/Campus/Institute/School Dean**

The college/Institute/school dean/director has the overall responsibility of facilitating and controlling of research activities. He/she should work hand in hand with college/Institute/school research and development coordinator/dean. The dean/director has the following duties and responsibilities:

1. Plan, direct and supervise the research and development activities
2. Identify, encourage and coordinate the overall activities related to research and development of the college/Institute/school
3. Create an enabling environment to initiate and execute projects within the college/Institute/school
4. Initiate and promote multidisciplinary research projects
5. Encourage, initiate and involve in inter-college/school research projects
6. Devise mechanisms to encourage staff to be involved in research activities
7. Devise mechanisms to enhance capacity to undertake research projects
8. Devise mechanisms for approval and review of project proposals
9. Generate, administer and monitor funds for various research projects
10. Facilitate the utilization of common resources across academic units;
11. Regulate, approve and follow-up inter-departmental research projects
12. Communicate with other colleges/Institutes/schools and other relevant bodies in the University on issues related to the research projects development, dissemination and evaluation.
13. Assess the research performance of academic units;
14. Produce regular reports and provide information to the appropriate offices



15. Organize a forum for research output dissemination and research idea generation
16. Charter duties and responsibilities to coordination offices and units under their auspices
17. Handle with coordinator complaint that arise regarding research and report to the directors and then to vice president
18. Ensure and regulate the submission of reports.
19. Perform any other duties as may be required by the Research Director/Vice President

### **5.3.3. College/Institute/School Research and Development Coordination/Dean Offices**

The duties and responsibilities of College/Institute/School Research and Development Coordination/Dean Offices coordinator are:

1. The duties and responsibilities of all the Research and Development coordination offices shall be chartered by the Director.
2. The coordinators shall have operational relationship with functionally related offices.
3. Organizes annual work plan for research and development and make it available and submit to concerned offices;
4. Coordinates and follow up research and development activities.
5. Must work in cooperation with dean, researchers, and heads of departments to develop and maintain conditions for the highest performance;
6. Facilitates research review process
7. Monitors and evaluates research and development activities
8. Ensures that researchers submit reports in due time to concerned offices;
9. Participate in the academic council of college/Institute/school;
10. Organizes seminars and conferences in consultation with concerned bodies;
11. Identify capacity building requirements, including trainings for research and development process;
12. In collaboration with programs, plan and prepare budget requirements for research and development services;
13. Registers the progress of research output;
14. Administer/manage financial matters of research projects funded and executed;
15. Solicit and support funding for research





16. Design and maintain research and development databases in collaboration with concerned bodies;
17. Keeps record of all value adding research and development activities;
18. Design and maintain research and development schedules in collaboration with concerned bodies;
19. Support researchers in serving the community through consultancy and advisory services delivery;
20. Prepares award session for best outcomes of research

The coordinator/dean meets regularly with the College/Institute/School deans/directors and the director to address topics of specific interest to research and development and identify resources and necessary supports for increasing the strength and competitiveness of a research at the University.

#### **5.3.4. Department Head**

The role and responsibilities of department head are:

1. Direct the research and development activities of the Department
2. Serve as a home-base for departmental research
3. Define research direction and research priorities of the department in consultation with the department council.
4. Create conducive atmosphere for the expansion of research activities within the department
5. Create mechanisms to fund research from different sources
6. Devise mechanisms to encourage, review and approve research projects/proposals
7. Support the implementation of planned research project activities;
8. Regulate, review, follow-up and approves research project progress and reports
9. Conduct performance evaluation of each staff member who is working on research at the end of each semester
10. Encourage and support output dissemination (publications, seminars, workshops, etc.).
11. Create mechanisms to recognize research undertakings and devise mechanisms to reward research best performers
12. Approve advance payments and settlement of research projects based in the department.
13. Handle compliant that arises regarding research and report to concerned bodies.



14. Submit quarterly, semester, and annual research progress reports to the Collage/Institute/School deans.

#### 5.3.4.1. Department Research and Development Committee

The department research and development committee shall be accountable to the department head. The committee shall make recommendations to the department head on issues pertaining to research and development.

1. The department council's approval of research and development shall be reported to the college/Institute/school dean.

And the committee shall:

2. Be elected by the department council.
3. Have a chairperson and a secretary.
4. Be chaired by department head and the secretary is elected by members of the committee.
5. Have a formal recording and reporting mechanism of its deliberations.
6. Report through formal minutes to the department head on its deliberations.
7. Be appointed based on merit related to research and development experiences and publications.

## 6. WCU Research Thematic Areas

In the context of the new Ethiopian University Differentiation initiative, Wachemo University has been designated as a comprehensive university with main focus areas in Agro-Processing, Medical Tourism, Sustainable Energy, and Integrated Community Development. Consequently, it is essential to develop research themes and appropriate sub-themes to effectively explore these areas, thereby establishing centers of excellence. These research thematic areas represent focused domains within a broader field of study that guide inquiry, analysis, and exploration. They serve as frameworks for organizing research efforts, identifying critical issues, and addressing specific challenges or opportunities. Below is a more detailed description of the research thematic areas.

**Theme 1:** Agricultural Productivity, Livelihood, Natural resource Management and Environmental Sustainability

**Theme 2:** Human Health, Nutrition and Well-being

**Theme 3:** Science, Technology and Innovation, and Sustainable energy

**Theme 4:** Migration Dynamics and Economic integration



**Theme 5:** Potential for Sustainable Integrated Community Development

**Theme 6:** Societal Dynamics, Governance and Indigenous Knowledge

**Theme 7:** Enterprise Development, Economic Transformation and Poverty Alleviation

**Theme 8:** Educational Equity, Quality, Relevance, and Leadership

## **7. MONITORING AND EVALUATION OF FUNDED RESEARCH**

Monitoring and evaluation is mainly designed to play a supportive role in the process of conducting research proposals/projects. The implementation of monitoring and evaluation is to verify the status, to identify problems encountered during implementation, to take immediate measures, and to present challenges to the respective management for action. Any research project approved under the recognition of WCU has to be monitored and evaluated through a formal system. In order to monitor project status of researches, monitoring and evaluation committee should be established at University level by the office of ARTTCSVP in consultation with RPDE directorates.

The committee may, at any time, call upon a PI or Co-I to whom a fund has been granted to provide necessary information which, in the University, is necessary to satisfy itself on the proper utilization of grants. Moreover, the office of ARTTCSVP and RPDE directorates shall carry out an interim, post-evaluation or a monitoring mission.

- The researchers shall provide any document or information, including access to the research protocol, to assist with the evaluation or monitoring mission. The monitoring and evaluation shall be done in a form of field visits, quarterly meetings with PI and Co-investigators to ensure the proper research conduct, as per the research protocol.
- Once a project is approved by the research IRB and budget is secured, the researcher/ team cannot change the place of work, work plan, methodology or objective of the study unless the change is approved in writing from the RPDED.

### **18.1. Monitoring**

Monitoring can be a day to day activity that requires:

- Designing realistic indicators to follow up implementation which will be prepared by monitoring and evaluation committee and RPDED.
- Using indicators checklist will be prepared by monitoring and evaluation committee.



- Quarterly (scheduled-based) review meetings between committee at University level to ensure that planned activities are taking place and those resources are utilized for the intended purpose. These meetings will examine completed /uncompleted activities versus the work plan, outcomes and cost-effectiveness on an ongoing basis. It is on the basis of these meetings that decision, support and modification of projects may be devised.
- Timely reports shall be submitted to the office of RPDE directorate.
- Review workshops shall be carried out twice a year to share and measure overall engagement and status of research at University level.
- Bi-annual reports will be submitted to RPDE directorate

### **18.2. Evaluation**

The office of ARTTCSVP shall give due consideration for drawing lessons and experiences for future improvement on the implementation of various types of research projects. For this, participatory project evaluation approach shall be conducted at least once in a year at University level. The evaluation of project implementation shall be done after completion of a research project against its protocol. Monitoring and evaluation committee in consultation with RPDED are responsible for the overall assessment of the research projects.

### **18.3. Reporting**

- PI and Co-I are accountable to submit reports and/or the results of accomplishment to their respective RCS coordinators/deans and director. The PI shall submit a quarterly and terminal report that includes all technical and financial information regarding the research using the RPDE directorate report format (Annex 8).
- The PI and Co-I shall produce a brief progress report (technical and financial) to get second round and final round research funding using RPDE directorate report format (Annex 8).
- Recommendations for continued funding of projects or the acceptance of the terminal report depend on previous satisfactory receipts of progress and quarterly reports to WCU RPDE directorate.
- The PI and Co-I shall submit to the office of RPDE directorate four bound copies of the final result (terminal report) both in hard and soft copies using RPDE directorate report format (Annex 10) and settle financial matters. Failure to submit these documents may result in, the denial of future grants and further legal action according the University senate legislation.



- The terminal report shall be reviewed and evaluated by the RPDE directorate or invited reviewers based on the guidelines for reviewing (**Annex-11**).
- The terminal report shall be registered and information shall be made public, students and stakeholders.
- The case of PIs who failed to submit report and fail to respond to the written warning notified by RPDE directorate on time, shall be forwarded to the ARTTCSVP for decision. This decision can lead to suspension, termination or financial reimbursement.

## **8. EXTENSION, SUSPENSION, TRANSFER AND TERMINATION**

### **18.1. Extension**

1. For budget/time extension, researcher/s should come up with justifiable reason.
2. Researchers shall follow the standard format/s for the application of budget/time extension (**Annex-1**).
3. The researchers should submit the budget/time extension request with justification to the RPDE directorate three months before the end of the planned time.
4. The applicant shall present the progress and justifications for extension to the respective college research and community service coordination/dean office for evaluation.
5. The college/institute/school, research and community service coordination /V/dean office shall evaluate and may accept/reject the budget/time extension request by the researcher after assessing the researchers' evidence thoroughly. Progress reports of the researchers asking for budget/time extension shall be evaluated for justifiable reasons.
6. If the outcome of the college evaluation for budget/time extension is positive, the respective research and community service coordination /dean office shall report the minute to the RPDE directorate for further approval.

### **18.2. Suspension**

1. Research projects may be suspended due to (but not limited to):
  - Failure to submit periodic progress report;
  - Conditions beyond the control of the researchers and/or the University like seasonality of the research;
  - Lack of necessary inputs (data, lab equipment)



- Failure to implement by the project proposal plan

### **18.3. Transfer**

A research project may be transferred under the following conditions:

1. Study leave: PhD, Post Doc, short term training etc.
2. Termination of work contract of the researcher from the University for any Reason: serious illness, death, catastrophic situations.
3. If a PI should leave WCU, without completing his/her research work, a Co-investigator can act as PI till the completion of the Research project. However, willingness of the Co-investigator to replace the PI to finalize the remaining part of the project work will be required.
4. When the Co-investigator accepts and replaces the PI another Co-investigator with related profession to the research project shall be replaced; if the project has two or more Co-Is, there should be an agreement between them to nominate the PI.
5. The research and community service coordination/dean office of the respective College/Institute/Schools shall check the fact that the PI has properly organized the progress reports of the project for transfer to the Co-investigator before the final approval by the RPDE directorate.
6. When research projects are transferred, the transferring PI should provide all the necessary project related documents to the recipient Co-investigator.
7. Format for the transferring the research from PI to Co-I is based on.

### **18.4. Termination**

Research projects shall be terminated under the following conditions:

1. When all investigators of the project leave the University for any Reason at once, and they are expected to reimburse the budget to the university. If the university believes that the research can be executed, they will be given a chance to do the research from where they are and submit the report to RPDE directorate up on the check.
2. If progress review results recommend the termination of the project.
3. If a researcher/group of researchers fail to complete their project for more than a year after the end of the project work plan.



4. Breach of the contractual agreement.
5. Scientific misconduct.

## **9. DISSEMINATION OF RESEARCH OUTPUTS**

- Completed research results shall be communicated to the University community, the wider community, the funding organization and stakeholders through all possible means of communication: posters, leaflets, refereed journals, workshops, conferences/symposia, seminars and so on.
- The PI/Co-I of a completed research project shall present the findings at the annual research conference of the University.
- Researcher/s shall acknowledge all relevant organizations and personnel who contributed for the realization of the research work.
- College/Campus/Institute/School research and community service coordination/V/dean office shall be responsible to submit the final validated documents to RPDE directorate.
- RPDE directorate of the University shall be responsible for the dissemination of research results to the concerned stakeholders through the organization of annual research review workshops, symposia, seminars, conferences and so on.
- RPDE directorate shall make completed /Published research results available to potential users in the University's libraries, website and hardcopies shall be distributed to the offices of concerned stakeholders.
- WCU shall encourage the researchers to disseminate the research findings to the concerned stakeholders, in national and international workshops, symposia and so on.
- RPDE directorate of the University highly encourages the publication of research findings in national and international reputable journals and acknowledges researchers in the University website, notice boards and billboards.

## **10. ADMINISTRATION AND MANAGEMENT RESEARCH FUNDING**

### **18.1. Research Funding**

The PI/Co-I is responsible in managing research projects including: management of the research project within the funding limit, adherence to reporting requirement, and assurance of the demands



of sponsor. WCU financial regulations will be notified when significant changes have been made to the research project's financial utilization. The research fund shall be used effectively and efficiently and adhere to the following procedures:

- For all the internal grants, the VPARTTCS office/ RPDED/College/Campus/Institute/ School dean shall sign a contract on behalf of the University with the principal investigator and Co-PIs for purposes of accountability and management of the funds following the approval of a project to be granted.
- Expendable items and compulsory expenses that happen in the field shall be available to the project team within two months after the request made by the project team.
- Non-expendable items shall be purchased by University property management and be available to the project work since the request has been presented to the office of the VPARTTCS, RPDE directorate and coordinator/v/dean.
- The University shall avail some expendable items (equipment, chemicals reagents, drugs, and stationery materials, fuels) which can be deducted from the project's budget to ensure that the projects have access to the items on time.
- The researcher(s) shall strictly adhere to the cost breakdown indicated in the approved project document. The transfer of moneys from one budget heading to another is not allowed unless the project gets permission from the ARTTCSVP, RDPE directorate the funding agency.
- In cases when budget shortage may arise which hinders the progression of the activities, the investigator shall apply to the RDPE directorate with concrete evidences and the Director may allow for a maximum of 10% of a project budget heading to be transferred to the requested budget heading.
- Revenues generated from research activities, such as sales of research product, shall share the revenue as per the MoU made between the University and Researchers.
- WCU shall commit 15% of the budget, such as treasury and internal revenue, to be distributed as research grants, training to improve research competitiveness and dissemination of research output.
- If, for any reason, a research project is discontinued and if the work is not properly carried out within the planned time table, the researcher is required to return all fixed assets purchased to run the project and the unutilized money to the University.





- Thematic research projects that have involved two or more colleges/campus/institutes/schools shall have a project coordinator and an interdepartmental project implementation team. This coordinator and team will be supervised by RDPE directorate and ARTTCSVP. Similarly, thematic research projects that involve two or more departments/schools in Colleges/institutes/schools will have a project coordinator which will be supervised by College research and community service coordination/V/dean office.
- Research projects shall be funded with no budget ceiling provided that the project has been properly planned and the research project activities are relevant to be funded. The researchers shall produce current price quotations for each of the project budget items allocated to the research activities.
- The research project team shall strictly adhere to the cost breakdown indicated in the approved project document. In a project, transfer of money from one budget heading to another is not allowed unless approved by concerned bodies.

## **18.2. Funding Conference, Workshop and Symposiums**

Research, technology transfer and community services conference, workshop and symposiums shall be organized as per the time indicated on the annual calendar. The conferences, workshop and symposiums are organized to accommodate the views of stakeholders and pave the way for more collaboration for a common goal under win-win situation. Besides, it is used to disseminate research project outputs to the concerned bodies. Conferences, workshops and symposiums can be held at University or college/campus/institute/school level as required. In addition, the office of VPARTTCS in collaboration with the directorates shall determine the stakeholders and/or attendants within and out of the University. The office shall cover the expenses related to the external and internal attendants and resource utilized.

## **11.ENGAGEMENT OF STAFF IN RESEARCH, REWARD AND REMUNERATION MECHANISM**

A primary mandate of WCU is to encourage staff and student research by ensuring that staff and students involved in research are rewarded materially and morally within the context of "scientific professionalism." Placing a rewarding mechanism shall improve the quality of research and raise research culture contributing to the overall promotion of WCU as a renowned research University.



To do this, WCU should adopt and mainstream different modalities including making research parameters part and parcel of various human resource development policies, setting and implementing enabling regulations and guidelines and providing rewards and recognition for outstanding, innovative, young and women researchers. This shall be addressed through adopting the following procedures:

### **18.1. Engagement of Staff in Research**

- All academic staff should devote 60%, 25 % and 15% of their work time towards teaching, research and community service engagements, respectively, as stated in MoE Directive No: Research 01/2019 August 2019.
- All research staff should devote 60%, 25% and 15% of their work load in research, academics and community service engagements, respectively.
- Switching a teaching staff to a research staff should be based on the number of research projects run by the staff. A teaching staff that has two or more research projects as PI and 3 research projects as co-investigator is eligible to switch from teaching to research staff.
- The dean/director of the colleges/campus/institutes/schools shall ensure that all staff of the colleges/campus/institutes/school is fully involved in the research and maintains a good balance between teaching, research and community services.
- The academic and research load of staff is as stipulated in senate legislation. If a staff member is not involved in research or not supervising research or no justifiable reason not to initiate research projects, a letter of warning will be given through the colleges /institutes' /schools 'dean/director in consultation with college coordinator for research.
- The respective directorate/dean, with the approval of the Vice Presidents for ARTTCS terminate the contract of any staff not abiding after two warnings.

### **18.2. Research Allowance and Load**

Research project shall involve proposal writing, approval of the research project, piloting, conducting the research, data entry, cleaning and analyses, report writing and dissemination. These activities should be given a value and accounted in the academic work load. The work load shall be based on the nature of the work and expressed in terms of credit hour equivalent (CrhrE). The work load should follow the following principles and guidelines.



- Payment of subsistence allowance/per-diem to researchers shall be in line with the budget specified in the research grant and/or as agreed upon by the funding agency and WCU.
- Salary and per-diem for research supportive staff shall be based on the pay list specified in the approved proposal by funding agency and WCU.
- The salary, per-diem and other payments shall be based on the financial regulation of the government for research projects funded by the treasury.
- The members of WCU staff conducting research are not paid salaries from their research grants. However, there shall be summer payment from the research budget approved by the funding agency when a researcher is engaged on research work during their summer vacation period.
- The research project should be reviewed and registered in WCU system to account for a work load and the researcher's role in the research undertaking should be specified in the research project.
- The work load for research projects is considered during the project life time as stated in the approved proposal and projects beyond the life time will not have a work load accounted for, unless it has been given extension with justifiable reason by the University's RPDE directorate
- Since an Academic Staff is expected to spend about 25% of the time in research and 15% community service, an Academic Staff with continuous and approved research project is required to have a full teaching load of only 9 LEHs and 3 LEHs of research work and community service. A single research project shall be equivalent based on the (Table 2).

Research project category	PI	Co-Investigator
Main theme	4	3
Sub theme	3	1
Research area	2	1

### 18.3. Reward, Remuneration and Recognition Mechanism

- Staff and students in a team or individual bases involved in research with outstanding research performance and shall be awarded during the annual research symposium day or other venue as determined by the director for RPDE.



- The reward scheme shall highlights three aspects of the WCU research work: best research which is intellectual property right, and disseminated to end users, best research published and disseminated to end users.
- The application and nomination procedure for awards is indicated in a guideline (**Annex 13**).
- Researches funded by WCU shall be awarded a net payment of 10,000 ETB with recognition certificate if research output is published in reputable journals; the amount shall be shared among the researchers.
- Research published in reputable journals by affiliates of WCU shall be awarded net payment of 10,000 ETB along with a recognition certificate.
- Researchers with an output of one policy brief shall be awarded a net payment of 50,000 ETB along with a recognition certificate from the affiliates of WCU.
- The research reward shall be based on the relevance of research projects with regard to societal problem solving, novelty (intellectual property right), and the quality of research outputs (**Annex 14**). Research award a net payment of 30, 000 ETB shall be provided if research output published and technology disseminated to the end users.
- The Universities Research, Technology Transfer and Community Service Committee shall evaluate and select the outstanding researchers at colleges'/campus/institutes'/schools' level to be rewarded during annual research conference and the best nominees in each category will be presented to the University the Research, Technology Transfer and Community Service Committee for final approval.
- The academic/research staff with outstanding research shall also be sponsored to attend national conferences or sponsored to participate on local research related training (**Annex 15**).
- The University shall also consider an extra-ordinary academic promotion to any of the academic ranks having successfully published in reputable journals (**Annex16**).

## 12.RESOURCE SHARING IN RESEARCH

Resources in the context of research could include laboratory space and facilities, field research centers/sites, land for crop and animal trials, data and cars to undertake research. Resource sharing procedure is aimed at creating transparency in the allocation and utilization of research resources



and hastens resource sharing among researchers, departments and colleges/ campus institutes/schools. The resource sharing potential is addressed under the following premises:

- The research facilities obtained from the treasury and non-treasury belongs to the University and is subject to sharing if it is necessary and not jeopardizing the intended project and unit.
- Resource sharing ensures all research facilities are utilized fully and to their maximum potential.
- As a resource sharing exercise, a data center shall be in place and procedure in accessing the data by researchers and the general public shall be developed.
- There shall be a central laboratory that will be equipped with state of the art lab equipment and the policy and procedures to get access of the lab equipment and facility shall be developed.
- There shall be a common service provider unit which will be shared among researchers that will include transport services, equipment maintenance workshops, word-processing, and data summary and analysis services.
- The transport budget of research projects shall be transferred to the University on condition that the University is able to provide the transportation services required for the research activity. If this is not possible, the researchers' can be allowed to hire an external transport service as long as there is a tagged budget for the transport in the research project.
- The research outputs shall be shared among colleges/campus/institutes/schools to ensure the dissemination of knowledge and information.
- Revenues generated from research activities such as sales of research produce shall be the property of the colleges/campus/institutes/schools or University and be used to improve future research undertakings.
- The budget allocation to colleges/campus/institutes/schools shall be made every budget year based on the priority and thematic areas for research, the number of projects and the past performance of the colleges/campus/institutes/schools for which the formula budget is being developed and utilized.



## 13. INTELLECTUAL PROPERTY RIGHTS

### 18.1. Purpose

The output of research is intellectual property (IP) which manifests itself in such ways as new (or substantially improved) knowledge, products, services, materials, processes, designs, and artistic works. The purpose is to address issues related to IP ownership, benefit sharing and management, and in so doing assist the development of a strong research culture at the University and encourage a greater focus on and awareness of IP. This will provide a framework for unlocking the available University resource potentials and mobilizing it towards the creation of knowledge based enterprises. The University shall, in the future, develop a comprehensive intellectual property policy considering the national legal frameworks and policies (Refer Article 125 of new revised senate legislation).

### 18.2. Coverage of Intellectual Property Rights

IP rights shall encompass the following:

- a) Patents (b) Utility models (c) Industrial designs (d) Copyright of literary work (e) Trade and service marks (f) New plant varieties (g) Trade secrets and know how

In addition, the University IP policy document could consider or remove some of the contents from the document as per the national legal framework and/or policy.

### 18.3. Ownership of Intellectual Property Rights

- i) Unless it is override by the country's national legal framework/policy, the University shall own any intellectual property that is made, conceptualized, discovered or created by a member of staff, students, visiting researchers among others in the course of their employment and responsibilities or any person who makes significant use of the institution's resources in connection with the development of such intellectual property.
- ii) University resources shall be tangible resources provided by the University to inventors including; (a) Office, laboratory and studio space and equipment (b) Computer hardware, software and support (c) Secretarial services (d) Research, teaching and laboratory services (e) Supplies and utilities (f) Funding for the project (g) University time
- iii) The use of library facilities, and other facilities available to the general public, shall not be considered by WCU as significant use of the institution's facilities and equipment.



- iv) WCU shall own any intellectual property that is made, discovered or created by anybody who is specifically hired or commissioned by the University for that purpose, unless otherwise provided by written agreement between such an individual and the University.
- v) Intellectual property right resulting from research or other work where the University resources and/or time have been involved shall be considered to be the University's property.
- vi) Intellectual property right resulting from research or other work where the staff obtain the right before becoming employee of the University, shall not be considered to be the University's property. It shall be considered the property of the inventors and/or an organization as described on its history, and it shall be used by the inventors at their discretion, benefit and cost
- vii) An employee may apply for rights of the innovations to the authorities and authorized body within the country to receive a patent for the intellectual properties he/she invented, modified and improve for use.
- viii) Where research was funded by a private sector/industry, innovations shall be owned jointly by the funding organization and the University, unless otherwise provided by written agreement between such an organization/industry and the University.
- ix) Students' theses and dissertations are considered as exempted scholarly works. The students will own copyright subject to a royalty-free license to WCU to reproduce and publish for the purpose of training and research in the University.
- x) WCU shall protect the right of academic staff, students and other employees to publish the results of their work, by ensuring that where applicable, preliminary application of IP right is undertaken.
- xi) Where WCU allows inventor(s) to commercially exploit his/her/their invention, the University will retain ownership of the invention, but shall give license to the inventor(s) who will then pay royalties to the University. Such offer shall be open to competitive bidding.

#### **18.4. Disclosure of Inventions**

Disclosure shall be required for:

- (i) All IP for which the:
  - a) Creator reasonably believes that the IP will be of commercial interest or value to the University



- b) Creator undertook the development of IP commissioned by the University; and
  - c) The IP has been specifically identified as restricted and is therefore not for open source distribution. This must be notified by the creators to the University as soon as IP has been identified by, or drawn to, the attention of the creators (if the creator is unsure, he or she must assume the IP will be of commercial interest)
- (ii) Notification shall entail completing a notification form and submitting it to the Directorate Office (University-Industry Linkage and Technology Transfer).
- (iii) The University may then:
- a) Claim ownership of the intellectual property;
  - b) License the IP to the creators; or
  - c) Decide to share the IP under Joint and Several Ownership with the creator(s)
  - d) Decide to share the IP under Joint Ownership;
  - e) Decline ownership of the IP, in which case the ownership may be assigned to the creator(s)
  - f) The University, through Research and Development Senate standing Committee shall use its best efforts to respond formally to notifications within 60 working days. When a response is requested in less than (within) 60 working days the committee will use its best endeavors to respond within this shorter time.
- (iv) If the University does not wish to commercialize notified IP that is owned by the University (through employment, student, visitor or other agreement) by declining ownership, it will notify the creator(s) and the creator(s) may request that IP be assigned to his, her or them. That assignment will then be negotiated with the University in good faith.
- (v) The Directorate of UIL and TT will support the notification process by receiving the completed notification form (intellectual property Notification form) and forwarding this to the Research and Development Senate standing Committee for consideration, providing advice on aspects of the policy, and maintaining an IP register.
- (vi) Creators must keep confidential of all IP that is notified (or should be notified) to the University under this policy. Without limitation, this means they must not submit or publish any academic abstracts or other publications, make any conference presentations, release press articles or otherwise disclose or use such IP without the written approval of the University. Such use or disclosure may prejudice the patentability and commercial potential of that IP.





## **18.5. Benefit Sharing**

- i) Benefits derive from commercialization of the IP owned by the University shall be equitably shared between the creator(s) and the University. In general, the net financial return (after refunding all expenses of the University invested for the project) received by the University from commercialization and that is directly attributable to the IP developed by the creator(s), shall be shared on the basis of:
  - a) Half to the creator(s). In the case of more than one creator in proportion to their relative contributions.
  - b) Half to the University.
- ii) The calculation of the net financial return shall be available to the benefiting parties for their scrutiny.

## **18.6. Management of Intellectual Property Rights**

### **A. Nondisclosure**

To ensure the protection of IP and to safeguard the interests of the creator(s) and the University, the creator(s) and the University will undertake not to disclose the details of unprotected IP to a third party unless a formal confidentiality agreement protecting that disclosure exists between the relevant parties.

### **B. Rights of Creators**

- i) The University shall take reasonable steps to respect the right of the creator to be acknowledged as the creator of IP and to ensure that others respect that right.
- ii) Where the University uses IP, it must take reasonable steps to obtain the permission of the creator before modifying or adapting IP for uses distinctly different from the original.
- iii) Where the creator wishes not to be acknowledged as the creator of IP that has been modified or adapted, the University must take reasonable steps to respect that wish and to ensure that others respect it.

### **C. Disputes**

In case of ownership right, benefit sharing, or management of the IP, or any other matter dispute between the University and the creator(s), arising out of this policy the parties agree to refer the matter to the Research, Technology Transfer and Community Service Committee and to engage in full and frank discussions in an attempt to resolve the issue including if helpful mediation.



Failing the satisfactory resolution of the dispute by this means and arbitrator will be appointed by the ARTTCSVP. Such arbitration shall be final and binding.

#### **D. Legislative Compliance**

The University shall manage issues of intellectual property within the existing legislative framework of the University and the country.

#### **E. Retention of Data**

- i) The University shall retain a database within the of research publication and dissemination and documentation coordination office for all research findings. The research findings may be stored as video recordings, books, CD-ROM's, publications, and audio-tapes or in any other retrievable forms.
- ii) The principal investigators have the primary obligation to ensure that sufficient records are kept to document the experimental methods and accuracy of data interpretation and to provide a basis for further research. All data shall be kept, preferably, but for at least 6 years.
- iii) The research reports and related materials shall be forwarded by the departments and schools/colleges to the publication and dissemination coordination office, national collections section, for purposes of archiving for a period not less than 6 years to protect any patent resulting from the research.
- iv) The University shall establish a secured database/ Institutional repository system for all data (information) which has IP related issues.

#### **F. Access and use of Research Findings**

- (i) All research findings and publications in hard copies, electronic copies, audio typing or video tapes shall be available within the resource center and the University library, institutional repositories and website for use by members of the University. Unless the material is protected by copyrights, it shall be available for copying electronically or by photocopying.
- (ii) Where the research findings may lead to patentable rights, the University and the agency funding the research, shall pursue the patents and the University policy on patent rights shall apply thereafter. Agreements to treat as confidential information generated by research done at the University shall be unacceptable, unless it is consistent with University's missions, rules/or policies and shall be granted with approval of principal investigator.



## 14. RESEARCH CODES OF CONDUCT AND ETHICS

### 18.1. General Standards

WCU requires all academic staff and graduate students, engaged in a research proposal/project, to maintain the highest standards of rigor and integrity in conducting projects. Besides, all project related activities shall be governed by codes of ethics and conduct so as to:

- Enhance the quality and integrity of projects
- Protect the rights and welfare of the project participants
- Minimize the risk of physical and mental discomfort, harm and danger from project procedures
- Protect the welfare of project team and their right to carry out legitimate investigations
- Minimize the potential for claims of negligence made against the University, its researchers and any collaborating individual or organization and
- Ensure the reputation of the University for the Project it conducts and sponsors.

Thus, the code of conduct and ethics, mentioned in this policy are adhered to the following general standards:

- Researchers shall consider that they owe a duty of accountability to society, to their profession, to the University, to all participants in the research, technology transfer and community services and to its funders. Besides, they must accept full responsibility for their own conduct and student activities and others under their direction or supervision.
- Researchers shall be committed to the highest standards of professional conduct in undertaking and supervising projects. They have a duty to maintain the highest standards of probity in research, technology transfer and community services applicable to their discipline, and thus to protect and enhance the reputation of WCU.
- The project team should only participate in work that conforms acceptable ethical standards, which they are competent to perform. When in doubt they should seek assistance from their colleagues or peers, debate on, and criticism of, research work are essential parts of the research process.
- The project team has a responsibility to ensure the safety of all those associated with research. It is also essential that the design of projects confirm to the ethical guidelines that will be stated in this policy document.



- The code of conduct and ethics indicated in this policy applies to all academic staffs, full time researchers, graduate students, visiting and emeritus researchers, whether they are working on the University's premises or elsewhere.
- The code of conduct and ethics indicated in this policy applies to all research deliverables and outputs in whatever form, and to all research activities, irrespective of how it is funded.

## 18.2. Ethical Guidelines

### 14.2.1. The Need for Code of Ethics

Research project is a public trust that must be ethically conducted, trustworthy, and socially responsible if the results are to be valuable. All parts of a project from the project design to submission of the results have to be upstanding in order to be considered ethical. When even one part of a project is conducted unethically, the integrity of the entire project will be questionable. Thus, the need for this code of ethics, in WCU, arises to foster an atmosphere of honesty, trust and collaboration between project team, to improve the quality and quantity of projects and to avoid factors that endanger the reputation of the University and possibly damage the project implementer's career.

### 14.2.2. Contractual Responsibilities

The terms of any contract relating to a project must not compromise the overriding principles of non-maleficence, beneficence and legal obligations. *Maleficance* is avoidance of official misconduct in projects, while *beneficence* is the requirement to serve the interest and wellbeing of others, including respect for their rights. Both principles enhance the safeguard or physiological, social, political, religious, cultural and economic rights of the participants in a project.

### 14.2.3. Informed Consent

It is generally held that rational competent adults should be free to make their own decisions. Consequently, respect for the individual right to choose is at the core of ethical research. Gaining informed consent is an essential element of ethically valid project. Individuals can only participate in projects when there is an appreciation and understanding of the facts and implications of any actions within a given project. Thus three basic principles shall apply. Consent needs to be:



- **Informed-** possession and understanding of the principal, relevant information about the project shall be given
- **Voluntary-** has to be given freely and not as a result of coercive pressure (real or perceived);
- **Competent-** has to be given by somebody capable, in virtue of their age, maturity and mental stability, of making a free, considered choice.

Therefore, in practice a project team should ensure that:

- Each participant is adequately informed of the aims, methods, anticipated benefits and potential hazards of the project and any discomfort it may entail;
- Any documentation given to potential participants must be comprehensible and there should be an opportunity for them to raise any issues of concern;
- Potential participants are informed that they are free to withdraw consent to participation at any time;
- There should be a procedure for making complaints and participants should be made aware of this;
- Any inducement offered to participants should be declared and should be in accordance with appropriate guidelines;

#### **14.2.4. Anonymity and Confidentiality**

- Anonymity refers to concealing the identities of participants in all documents resulting from the project.
- Confidentiality is concerned with who has the right of access to the data provided by the participants.
- In a project participants' confidentiality and anonymity shall be maintained and their personal privacy shall be protected. The identity of participants shall not be revealed unless written permission is obtained prior to the research being carried out.

#### **14.2.5. Obscenity and Public Decency**

All members of the project should pay particular attention to the implications of projects undertaken in public places and observe the laws of obscenity and public decency. The impact of the environment shall be a key issue.



#### 14.2.6. The Role of Supervisors of graduate student research

Research supervisors shall ensure that students are aware of the ethical standards relevant to their work, which includes the nature of intellectual property. Supervisors should ensure that work submitted by students is the students' own and that where there are data they have been validly obtained.

### 15. PUBLICATION

Any research project outputs that are intended to be published shall stick firmly to the following codes:

- i. All scholars involved in publishing must be careful in using material from other authors and ensure that it is properly acknowledged. The deliberate copying of other people's work and the presentation of it as one's own constitutes plagiarism, which is unacceptable to the University. Those who use material which is not produced by them have a responsibility to make its status and origins quite clear to those to whom it is presented.
- ii. It is a fundamental principle of academic life that individuals can claim credit for and make material use of only those works or parts of works to which they have a legitimate claim. Academic staffs have responsibilities to provide guidance to, and oversight of, students in these matters when requesting a student to write draft material for publication. Typically, the criterion for acknowledgement of authorship of any scholarly publication is the significance of the contribution to the final publication.
- iii. 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 contributions are 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.
- iv. The research project funder should be notified in advance when research might be published, publicized or disseminated
- v. Any person who has not participated in a substantial way in conceiving, executing or interpreting at least part of the relevant project is not to be included as an author of a publication derived from that project



- vi. A publication which is substantially similar to other publications derived from the project must contain appropriate reference to the other publications;
- vii. A project owner who submits substantially similar work to more than one publishers should disclose that fact to the publishers at the time of submission;
- viii. Publication and dissemination of work electronically or on the Web should be treated with the same degree of integrity as every other form of publication

## **16. ETHICAL MISCONDUCT**

All academic staff whose project is sponsored by the University shall possess honesty and high integrity in conducting research projects. Failures to maintain these and other ethical standards can lead to misconduct that endanger the effectiveness of the project. In research project misconducts, usually shown by the project implementer, includes but is not limited to:

- The fabrication or falsification of data, including changing records;
- Claiming results that have not been obtained;
- Plagiarism, including the direct copying of textual material, the use of other peoples data without acknowledgement and the deliberate use of published or unpublished ideas from other people without adequate attribution;
- Misleading ascription of authorship, including the listing of authors without their permission and attributing work to others who have not in fact contributed to the research and failing to acknowledge work primarily produced by a research student/trainee/associate;
- Misrepresentation of data, such as by suppression of relevant findings, or knowingly, recklessly or by gross negligence presenting a flawed data interpretation;
- Misrepresentation of interests, including failure to declare material interests either of the researcher or of the research funders;
- Misrepresentation of qualifications and/or experience, including claiming or implying qualifications or experience not held;
- Disclosing improperly the identity of individuals or groups involved in research without their consent, or any other breach of confidentiality;
- Placing any of those involved in research in danger, whether as subjects, participants or associated individuals, without their prior consent, without the approval of ethical committee even with consent



- Not observing legal and reasonable ethical requirements or obligations of care for human or animal subjects, human organs or tissue used in research, or for the protection of the environment;
- Other serious misdemeanors in specific disciplines including breaches of relevant professional practices and codes of ethics such as in human or animal experimentation, departing from protocols approved by the University;
- Other research/community service practices which bring or are likely to bring the University into disrepute.

### **17. INSTITUTIONAL REVIEW BOARD**

Institutional review Board are groups of academic staffs, at the College/Campus/Institute/School level, appointed to review the project protocols involving human and animal subjects to ensure that the dignity, fundamental rights, safety, and well-being of project ethical standards are duly respected and protected. At College/Institute/School, the IRB shall be established by the respective College/Institute/Schools and approved by the office of ARTTCSVP. The IRB, in consultation with the Research and development coordination offices and respective directorates, shall ensure the protection of ethical guidelines on each project. The office of ARTTCSVP shall not release funds on behalf of funding agencies or WCU for approved projects unless they receive notice of approval from the IRB with reference to the following issues:

#### **18.1. The Use of Animals in projects**

- i) There will be occasions when the use of live animals in research is considered essential and justifiable. The use of animals for research or teaching at WCU is governed by the relevant Act of the Laws of Ethiopia. No person may carry out research, testing, or teaching involving the use of animals unless that person is authorized by relevant laws to carry out the research, testing, or teaching. Academic staffs, full time researchers and student shall not carry out any project unless their project is approved by the IRB.
- ii) Approval must be sought for the killing of an animal in order to undertake research or teaching on a dead animal or their tissues.
- iii) Any therapy or prophylaxis necessary or desirable for the welfare of any animal will not require approval by the IRB but may require veterinary approval in order to meet the requirements of relevant laws.





- iv) Failure to comply is not only an offence under the existing legislation but is a breach of the provisions of this policy.
- v) The IRB recommends the project team effort or intention to consult members informally before submitting an application. This will help to minimize delays and keep paperwork to an acceptable level.
- vi) If the academic staff, full time researcher and students of WCU conduct the project, in collaboration with staffs from another institute/research institute, that needs approval under the animal welfare act, approval must be sought and granted from the institute which host the project and WCU as well.

## **18.2. Human Participants in projects**

- (i) All academic staff, full time researcher and student, who involve human participants in a project, must receive the approval of the IRB prior to commence the project.
- (ii) The IRB shall
  - a) Review all proposed projects involving human participants,
  - b) Ensure compliance with ethical standards,
  - c) Provide advice and assistance with regard to ethical standards to the project team
  - d) Provide an avenue for handling complaints or queries made by the project team or any other academic staff.
  - e) In undertaking these functions, the committee is not only concerned with the welfare and interests of project participants, but also with that of the project implementers and the general interests of the University where appropriate.
- (iii) There shall be approval from the IRB for the projects involving questionnaires, interviews and surveys (including web based surveys) within and outside the University, before the project commences. The IRB shall concern itself with the following key issues involving human participants.
  - a) The IRB shall identify and stick its mandates given by the national science and technology research ethics guideline or policy.
  - b) When WCU academic staff, full time researcher and students conduct clinical trials, related to treatment of the patients, on human participants in the premises of a health provider, the



researcher must seek the approval of the relevant authorities in the country. This shall be implemented according to the national science and technology research ethics guideline.

- c) Where the researcher intends to interview, observe, test performance of any nature there must be informed consent of the participant.

### **18.3. Procedures for dealing with Allegation of Misconduct**

#### **17.3.1. Dealing with misconduct in projects by students**

Misconduct by a student, in a project, shall be dealt as follows:

- (i) If the misconduct in project involves unacknowledged copying or plagiarism it is treated as an “**examination offence**” pursuant to the University examination, rules and regulations.
- (ii) If the misconduct in project involves any dishonest practice from the preparation to the submission of the project, it shall be treated as an “**examination offence**” pursuant to the University examination, rules and regulations.
- (iii) The procedures to be followed in determining whether misconduct in research has occurred by a student and the penalties which may be imposed where it is found to have occurred in those circumstances are outlined in the University examination regulations and disciplinary actions. The examination rules and regulations are to be read in conjunction with this policy.

#### **Dealing with misconduct in projects by academic staff**

Where any person, including a non-University member, has any concerns that an academic staff member or other member of the University may have committed misconduct in a project, the following procedures shall apply

- (i) Such a person shall be referred to as the complainant;
- (ii) The complainant shall submit his or her concerns in written form for the chairperson of the IRB at the college/school
- (iii) If the complainant issue can't be handled, reasonably, by the IRB, the issue shall be referred to the ARTTCS senate standing committee.
- (iv) The complainant shall be advised that any information, supplied by him or her in relation to misconducts of another person in a project, will be kept confidential.
- (v) All individuals involved in the process of handling misconduct shall protect their confidentiality for the issues applied by the complainant.



(vi) The office of ARTTCSVP, directorates, RPDE, deans and department heads can also raise a research concern on misconducts. In such instances these offices are referred as complainants.

#### **Appointment of the investigative committee**

- a) The ARTTCSVP shall appoint Investigative Committee to investigate and decide upon a possible cause of misconduct in project. Where the respondent is an academic staff member, the appointment will be made pursuant to University disciplinary procedures.
- b) In appointing the Investigative Committee, the ARTTCSVP shall
  - (i) Include, in a committee, a member or members of the senate standing committee of research and community services
  - (ii) Appoint persons in the committee who are not directly affected by the project in question or who have any other conflict of interest pursuant to the University disclosure of interest policy.
  - (iii) Appoint someone in the committee who understands the discipline concerned;
  - (iv) Include a lawyer within the committee.

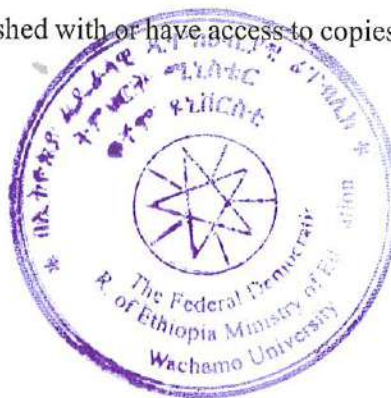
#### **Investigation of possible misconducts**

The following procedures shall be followed to investigate research misconduct:

**The Allegation:** Individuals are encouraged to consult initially with a RCSC, college/school dean, department head before bringing research misconduct allegations. Accusations of research misconduct are serious allegations. A Complainant should organize and provide the allegations to the IRB only when he/she is confident that sufficient credible evidence supports the accusation.

**Preliminary Assessment:** When allegations are provided to the IRB, the committee shall conduct a preliminary assessment to determine if the allegation fits within the definition of research misconduct in this policy and if the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

**Initial Inquiry:** If the IRB determines that the allegation indicates possible research misconduct, an initial inquiry shall be immediately initiated. The purpose of the initial inquiry is to conduct preliminary information-gathering and preliminary fact-finding to determine if an allegation or apparent instance of research misconduct has substance. The inquiry process includes the respondent, which supports or refutes the allegations, with the objective of determining whether the allegation has substance. The respondent shall be kept informed of the evidence and the substance of the interviews and shall be furnished with or have access to copies of all documentary



evidence. If an allegation has substance, then an investigation is warranted under the disciplinary rules of the University.

**Preliminary and Final Reports:** When the IRB has reached a conclusion on whether or not the allegations have substance, it shall prepare a preliminary report that sets forth the name and position of the respondent, a description of the allegation, the names of committee members and any non-voting consultants, a list of the documentary evidence reviewed, summaries of any interviews, and the basis for finding or not finding that the allegation has substance, as well as the determination by the committee whether an investigation is warranted under the disciplinary rules of the University. The preliminary report shall be provided to the respondent and the complainant. This preliminary report should ordinarily be made within two weeks after the final meeting of the committee. The respondent, after taking the preliminary report, file with the committee a written response and then the committee shall reconsider its conclusion in light of the response and issue a final written decision, normally within five days of receiving the response. That decision, along with copies of the preliminary report and the written response of the respondent, shall constitute the final report and shall be forwarded to the ARTTCSVP and respective directorates.

**Report to Sponsor:** If the IRB has determined in its final report that an allegation has sufficient substance to warrant an investigation under the disciplinary rules of the University, the respective IRB shall inform to the sponsoring entity and others affected by the allegations, such as co-authors.

**Investigations:** When the IRB determines that the allegation has substance so as to warrant further investigation, such investigation and any disciplinary sanctions, if necessary, will be handled under the appropriate University legislation of research misconduct. The further investigation shall include an examination of all the documentation; and interviews, when possible, of the respondent, the complainant, and others who may have information concerning relevant aspects of the case. Investigation summaries shall be provided to those interviewed for comment, and shall be included in the investigation file.

**Investigation Reports:** The final investigation report will be prepared and consist of the, the comments of the respondent and the complainant, if any, and any additional findings of the investigative committee. The final investigation report shall be forwarded to the respondent, the complainant, the office of ARTTCSVP and directorates. The ARTTCSVP shall forward the report to the relevant oversight agency or funding entity.



**Sanctions:** Appropriate sanctions shall be imposed by the University when a final investigation report finds that research misconduct has occurred. Sanctions shall be commensurate with the severity of the research misconduct.

#### **18.4. Referral by IRB to ARTTCSVP**

The IRB may refer possible cases of misconduct in research or any other relevant information to the office of ARTTCSVP and the respective directorates for his or her guidance and/or recommendation on any matters including on what action should be taken if the concern/s are established.

#### **18.5. Protection of Interested Parties**

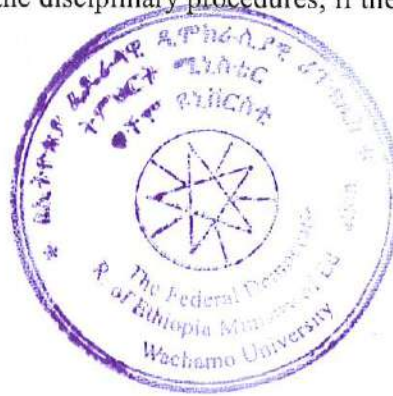
In a possible case of misconduct, it is important that all interested parties are protected as far as reasonably practicable. Interested parties in any given case may include:

- a) The person/s who raised the concern/s;
- b) The respondent;
- c) Possible research students and staff working with the person/s concerned;
- d) The department/s in which the research is or was conducted;
- e) Publishers, actual or potential, of possibly fraudulent work;
- f) Funding bodies which have contributed to the research;
- g) Human participants of ongoing or past research;
- h) In some cases the public, -for example, if a medicine is involved.
- i) As to the privacy of a person or persons who raise concern/s in good faith should be maintained as far as reasonably practicable. If necessary, efforts should be made to protect the reputation and career of this person/s.
- j) The respondent should be afforded confidentiality as far as reasonably practicable during the investigative stages.

#### **Outcome of Misconduct Investigation**

If it is found that, pursuant to these guidelines, there is misconduct in research by the respondent:

- a) Action shall be taken pursuant to the examination regulations and/or the disciplinary procedures if the respondent is a student.
- b) Disciplinary action shall be taken pursuant to the disciplinary procedures; if the respondent is an academic staff member



- c) It may be necessary to clarify the position of past or present co-workers with respect to the research in question;
- d) It may be necessary to inform other individuals or organizations, including but not limited to donors to the research project;
- e) It may be necessary to take remedial action, such as a change to attributed authorship and any other remedy to repair any damage caused by the misconduct;

If it is found that, pursuant to these guidelines, there is no misconduct by the respondent:

- a) Action may be needed to restore the respondent reputation or to redress any damage he/she faced, including any costs incurred in defending himself or herself;
- b) A statement should be placed on the respondent's record to this effect;
- c) It will be necessary to consider whether the initial concerns were made maliciously and, if so, what appropriate action should be taken.

#### **Action if the Respondent Resigns**

If a respondent against whom an allegation of misconduct in research has been made resigns or leaves the University prior to the conclusion of an investigation into misconduct in research, IRB will nevertheless report on the status of the research and on any necessary remedial action needed to protect affected people.

In addition, it may be necessary to provide a report concerning the allegation, the status of the research and on any remedial action recommended to any external funding bodies that supported the research or the staff member involved.



# ANNEXES

## Annex 1: Thematic Research Fund Application Form



Wachemo University  
 Thematic Research Fund Application Form  
 Office of Research, Publication and Dissemination Ethics Directorate  
 Address- Telephone: ----- E-mail- ----- P.O.Box – 667  
 To be completed by the principal Investigator

Principal investigator				
No.	Name	Email	Telephone	Signature
1				
Application			Date of	
Co-Investigators				
No	Name	Email	Telephone	Signature
1				
2				
3				
4				
5				
6				
.				
.				
Summaries of CVs of investigators and partners should be attached, maximum to two pages per investigator				

### Annex 2: Proposal development format

#### 1. Title of the Project

The titles of the research project must emanate from or relate to the identified thematic research areas (**max. 2 lines**)

#### 2. Executive summary

This is an overview of the intentions of the project, the actions that lead to the desired outcomes. It concisely yet perfectly captures the essence of the research as a whole (**max. 2 pages**).



### 3. Introduction

The purpose of introduction is to introduce the research project to the readers. The nature of the problem and why it is of interest should be conveyed in the opening paragraphs. This section should describe clearly but briefly the background information on the problem, what has been done before (with proper literature citations), and the objectives of the current project. A clear relationship between the current project and the scope and limitations of earlier work should be made so that the reasons for the project and the approach used will be understood. Introduction can be split in to the following subsections. (Max 3 pages)

**3.1 Background (Relevance and the state of knowledge):** Provide a general presentation and analysis of the problem(s) and their interrelation at all levels with sufficient, relevant and updated literature review to justify the specific objectives that will contribute to the resolution of the problems by the action to be taken in the envisaged years. Hence, the background of a proposal should proceed to introduce the subject to a stranger and then begin with a capsule statement of what is being proposed. It should give enough background to enable an informed layman to place the particular research problem in a context of common knowledge and should show how its solution will advance the field or be important for some other work.

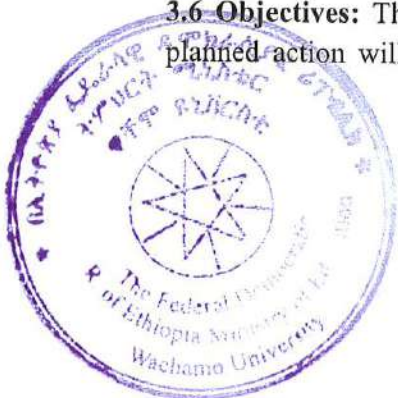
**3.2. Statement of the Problem:** A problem statement is a brief overview of the issues or problems existing in the concerned area selected for the research. It is an explanation of the issues prevalent in a particular sector which have driven the researcher to take interest in that sector for in-depth study and analysis, so as to understand and solve them. Briefly this section focuses on why the study is undertaken. The proposal should contain a clear and logical discussion of the theoretical scope of the framework of ideas that will be used to back the research.

**3.3. Significance of Research:** This section is crucial, because it is one place in which the researcher tries to convince the sponsor that the research is worth doing. Here, the significance or relevance of the topic needs to be explained. A research proposal, proposed to conduct a piece of research need to be convincing to the reader that what is proposed should be done and can be done, and should in fact be done exactly as planned.

**3.4. Research question:** A research question is the question that the research project sets out to answer. In actual fact, a research study may set out to answer several questions. The methodology used for that study, and the tools used to conduct the research, all depend upon the research questions being asked. Developing a good research question is one of the first critical steps in the research process. The research question, when appropriately written, will guide the research project and assist in the construction of a logical argument. The research question should be a clear, focused question that summarizes the issue that the researcher will investigate. Without a question, you can't have a hypothesis. Without the hypothesis, you won't know how to study what you're interested in.

**3.5.Hypothesis (Optional):** At its most basic, the research hypothesis states what the researcher expects to find – it is the tentative answer to the research question that guides the entire study.

**3.6 Objectives:** The title must be supported with major and specific objectives to which the planned action will contribute and aim to achieve. Specific objectives can be set as well in





connection to or emanating from the general (major) ones. In other words, these objectives (major and specific) must be achievable with reasonable certainty by the action that will be taken during the life of the project. As with the problem formulation, the overall objective should be framed in a single sentence. The overall objective should be written as an infinitive sentence. A specific objective consists of one infinitive sentence and should be phrased in a way that makes it possible to draw a conclusion from within the scope of the research. The more precisely you formulate your specific objectives, the simpler it will be to define the type of study and which method(s) you will use in your further research.

#### **4. Review of literature:**

Refers to an account of what has been published on a related topic by accredited scholars and researchers and what he/she is intended to do. It should survey the existing state of knowledge that supports in proposing this very research project.

#### **5. Materials and Methods**

The description of the *study areas* which is to be encompassed by the project, the *study subjects* of the project, the *study design* (study type, sample size and sampling procedure), method of data collection, and data management and analysis should be mentioned. This part must also provide an overview of the *general methodology* to indicate the actions of the research components fit together. Such a description can give an overview of the general plan of action, whose various components should be described in detail in the sub-research proposals (**Max. 3 pages**)

#### **6. Risks and uncertainties**

Provide an initial risk analysis and eventual contingency plans for the same. At the minimum, list the risks for each proposed action and suggest possible mitigation measures (**max. 2 pages**).

**7. Description of the action and its effectiveness:** This section describes the action to be taken, their effectiveness, and the relevance of the participating partners, collaborators and other stakeholders. Attempt to indicate the contribution of each in the actions to be taken and the effectiveness of each in achieving the desired objectives and finally the ultimate goal of the proposal (**max. 2 pages**).

**8. Expected outcomes:** Describe the major achievable milestones or deliverables that the proposal is designed to accomplish. These can be described in the knowledge that can be created (possible number and types of publications: journal articles, conference papers, modules, public lectures, etc.) and usable technologies that could be achieved during and after the completion of the project years (**max. 1 page**).

**9. Beneficiaries:** Describe the short and long-term beneficiaries of the action to be taken (**max. 1 page**).

**10. Ethical clearance:** Wherever human and animal subjects are used in the action, ethical clearance should be obtained from the appropriate office. The proposal must describe the risks involved, the levels of damages to which the research subjects are exposed to and the assurance of mitigations (**max. 1 pages**).



**11. Monitoring and evaluation:** This should be internal and external monitoring and evaluation of the implementation of the project; internal by the project management team and external by the responsible offices. The finding can be communicated by seminar presentations, annual reports, bi-annual meetings with stakeholders, end-users and donors, etc. **(max. 1 page).**

**12. General breakdown of the costs and costs by phases of each year:** Show the total cost of the proposed project with a breakdown by research components as pieces of the jigsaw and the costs per phase of each year so that the annual fund requirements can be known (max. 2 pages).

**13. Logical framework analysis:** This condenses the proposal and helps in analyzing the existing situation (the priority area) that is being dealt with, establish a logical hierarchy of the means by which the desired objectives could be met, identify the potential risks to achieve the objectives, establish how outputs (results) and outcomes (new knowledge and usable technologies) can be monitored and evaluated, and even monitor actions during implementation of outcomes, where possible **(max. 2 pages).**

**14. References:** All materials used in the compilation of the proposal should be referenced.

**15. Declaration of applicants (investigators):** The investigators need to take the responsibility of executing the research as described in the methodology, obey to ethical clearance regulations, if applicable, commit to regular monitoring of activities and financial conduct by the office of the VPARTTCS, make available publications or any product of the research to the same office and build on the development of research culture at Wachemo University **(max. 1 page).**

**Annex 3. Proposal Evaluation guideline to be filled by each review team member**

Proposals Rating Sheet

Title of the project: -----

Evaluation Criteria	Mark Given by Reviewers (Write the appropriate score (final score in the scale of 100 points))
<b>1. Content of the Proposal</b> 1.1. Originality of Project topic 1.2. Adequacy of Literature Review and Justification, 1.3. Clarity and achievability of the project 1.4. Clarity and appropriateness of the research design and methodology	0- 25 points _____ Score
<b>2. Feasibility of the project in terms of:</b> 2.1. Technical capacity of the researchers, 2.2. Availability of research inputs and testing facilities, 2.3. Cost effectiveness	0- 15 points _____ Score
<b>3. Relevance of the project</b> 3.1. Measurability of the impact or the contribution of anticipated outputs of the project 3.2. Clarity of potential beneficiaries	0- 20 points _____ Score





- 3. -----
- 4. -----
- 5. -----

**Annex 4. Ethical standard/ clearance**

The ethical clearance shall follow a review guide developed by ETHIOPIAN SCIENCE & TECHNOLOGY COMMISSION, NATIONAL HEALTH SCIENCE & TECHNOLOGY COUNCIL, and HEALTH DEPARTMENT for health disciplines.

**Annex 5. Research contract agreement form for WCU sponsored projects (To be signed by the researchers and University representative for research) College -----, /WCU (hereinafter referred to as the college/University):**

And \_\_\_\_\_  
 (Hereinafter referred to as the Researcher)

Whereas, the college/WCU allotted Birr \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ / the researcher is desirous to undertake the Research project entitled:

\_\_\_\_\_ as per the attached project document

Therefore, it is hereby agreed and declared by and between the parties here to as follows.

**ARTICLE 1**

**UNDERTAKING BY THE RESEARCHER**

The researcher shall:-

- 1.1. Undertake the project in accordance with the terms and conditions set forth in the agreement.
- 1.2. Submit progress, final and financial reports in accordance with Article 4 of this agreement
- 1.3. Present a paper in annual research conference of faculties/University or other scientific forum
- 1.4. Submit a copy of publications, journals, policy briefs to the faculties/University

**ARTICLE 2**

**AMOUNT OF GRANT**

The University agrees to allocate a sum of Birr \_\_\_\_\_,

\_\_\_\_\_ / to the researcher in the research period commencing this day of



The fund shall be administered through the coordinator of research faculty -----  
-----/and director of research and community service.

### **ARTICLE 3**

#### **SCHEDULE OF DISEMBERSEMENT**

Dismemberment of the fund shall be made as follows:

- 3.1. Birr \_\_\_\_\_ / \_\_\_\_\_ / shall be released to the researcher within 5 days after the signing of this Agreement.
- 3.2. The preceding provision of funds shall be made in accordance with the budget breakdown in the project document and based on the presentation of financial statement of previously released funds, and/or according to a procedure to be agreed up on between office of research and development directorate of WCU.

### **ARTICLE 4**

#### **SUBMISSION OF REPORTS**

- 4.1. The researcher shall submit the progress and financial reports every three months, and final report after the completion of this agreement to the office of research and development directorate of WCU.
- 4.2. After the research is completed, the researcher must present the results to the University community.
- 4.3. The researcher is encouraged to submit the report to the local and international journal for a better local utilization of the results to the end user.
- 4.4. The researcher shall also commit to prepare policy briefs for a better use of the research output to the end users.

### **ARTICLE 5**

#### **UTILIZATION OF THE FUND**

- 5.1. The fund granted shall be utilized in accordance with the budget breakdown presented in the project document
- 5.2. The researcher shall not utilize the funds for purposes other than what is stated in the attached project document
- 5.3. Utilized funds shall be either earmarked for the continuation of the same research/project for the next stage of its development with the consent of the University, or shall be returned to the University.



5.4. After the completion of this agreement, any equipment of material acquired from this research fund shall be the property of the University.

**ARTICLE 6**

**CHANGE IN THE PROJECT DOUCUMENT**

6.1. Any major change such as in the objectives, methodology, work plan etc. in the project document shall be reported and get approval in research and ethical committee of the University, and director for research and development of the University.

**ARTICLE 7**

**BREACH OF AGREEMENT**

The following acts shall be considered as breach of agreement:-

- 7.1. Utilization of the fund granted partially or wholly for purposes other than what is stated in the project document.
- 7.2. Failure in submission of progress and final report that has included technical and financial requirements.
- 7.3. Failure to submit the publications and proceedings aroused from the funded research project to the University's library and research and development directorate office of the WCU.
- 7.4. Failure to present the research results in annual research conferences of the University.

**ARTICLE 8**

**EFFECT OF BREACH OF AGREEMENT**

- 8.1. The researcher shall be liable partially or wholly if there exists a breach of agreement pursuant to Article 8 of this agreement.
- 8.2. The researcher shall be liable for non-performance of his/her responsibilities stated in this agreement.
- 8.3. Breach of agreement will lead to termination of the fund or any other measures as the case may be.

**ARTICLE 9**

**EFFECTIVE DATE OF AGREEMENT**

This agreement shall come in to force on the date of its signature this day of

\_\_\_\_\_  
For the University  
Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
The researcher  
Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**WITNESSES**

Name \_\_\_\_\_ Name \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_



## **Annex 6. Guiding Principles to Make Contract Agreement with Other Partner Institutions**

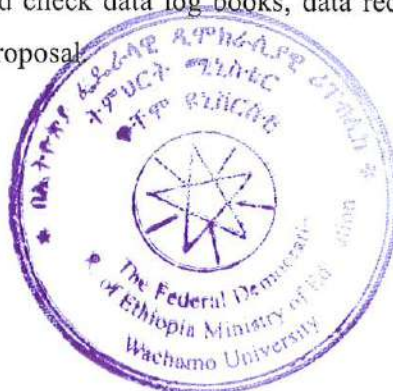
The contract agreement with partner institutions shall be developed by WCU and partner institution guided by the following principle,

- A. The project shall be under the thematic and priority areas of WCU and devoted in meeting the research strategic issues of WCU as stipulated in WCU strategic plan and research policy of WCU.
- B. The implementation of project shall be monitored and evaluated in both the University and partner institution system.
- C. The project shall commit to submit progress, annual and terminal reports to the University and also present the findings in the annual research conferences of the University.
- D. The project shall commit to submit the publications, proceedings and other out puts aroused from the research project for University's library and research and development directorate office of the WCU.
- E. The financial administration shall be based on the project document agreed between WCU 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 representative and the partner institution shall sign MOU.

## **Annex 7. Guidelines for M & E of Research Undertakings**

M& E is mainly designed to play a supportive role in the conduct of research. The implementation of M& E in WCU is to verify the status of research activities, to identify problems encountered in the process of implementing research project, to take immediate measures, and to present challenges to the respective management for those not solved during field follow-up. The M&E is regularly done by the University's IRB. The University's IRB shall develop a checklist for monitoring and evaluating a project that suites a discipline in question. The research and ethical review committee shall undertake a periodical M&E in various forms such that;

- a. The committee shall review quarterly, progress and terminal report and write a report whether the conduct of the research is in line with the project proposal and protocol of the project.
- b. The committee shall arrange a field visit and check data log books, data record books and check the data collected as per the research proposal.



- c. The committee also shall check whether the research project is undertaken in the time frame as documented in the proposal.
- d. The committee shall monitor the management and utilization of financial and physical resources to the planned project.
- e. The committee shall write a report and provide a feed back to the researcher, the department where the research project is based and dean of the faculties.
- f. The researcher shall send a response letter to department, dean of the faculties and IRB of the University's stating the arrangements made to improve the research undertaking.
- g. The researcher failing to report as per the recommendations of the IRB shall not be getting a financial support to continue the project and will account the expenses born for the research.

**Annex 8. Format for Thematic Research Progress Report**

1. Code and title of the research:

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1. Thematic Research Project management /WCU

a. Name of Principal Researcher/investigator

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b. Research team member (s) in the University (if any) and their specific role in the research project:

Name	Profession	Department	Faculty/College	Specific role	e-mail





c. Other partner/collaborating organizations (outside WCU) with addresses of contact person (s) and their role in the project:

Name	Profession	Department	College/school	Specific role	e-mail

2. Research duration and period:

---



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3. Reporting period:

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4. Funding

a) Source of funding

---



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b) Amount (In phases if any)

---



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5. Fund utilized: indicate the amount of money utilized for the reporting period

Sr. No	Period covered _____ To _____					
	Items	Amount brought forward <sup>1</sup>	Fund received <sup>2</sup>	Total fund in this period <sup>3</sup>	Fund expended <sup>4</sup>	Balance <sup>5</sup>
1	Expendable items					
2	Equipment					



3	Literature and stationery					
4	Local travel and communication					
5	Honorarium					
6	Personnel					
7	Other expenses (specify if any)					

1. Amount in Birr, which was brought forward if the research is on-going
2. The break down should be as shown in the budget approved for the reporting period and it is a fund came in this period
3. This amount is the sum of the amounts in the third and fourth columns
4. Fund expended is the fund in column five less the expense stated in column six
5. The balance should reconcile with approved budget. If there is over expenditure, there has to be a clear justification.

6. Objectives of the research

a. General

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b. Specific objectives:

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7. Work plan used for the current reporting period (state briefly the work plan for the project until the current reporting is made).

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8. Achievements/progress: give the highlights of the work done during the reporting period.

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9. Problems encountered (state any major problems encountered while conducting the research):  
Describe advances and/or problems encountered towards the completion of the plan of work for this reporting period.

---

---

10. Measures to be taken:

---

---

11. Summary of scientific results obtained

---

---

a. Publications in interventional scientific journals, local journals and congress proceedings:-  
**please attach full papers**

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---

b. List submitted, accepted, in progress, and published papers, leaflets, proceedings, books:-  
**please attach full papers**

---

---

c. Presentation in conferences/seminars:-**attach if there are publications such as manuals produced**

---

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d. Any special contribution of the project



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e. Training and extension:- **indicate if there was a training and extension activity**

---

---

f. Development activities

---

---

12. Work plan (description of the work plan for the next funding, including the research timetable):

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13. Financial expenditure (detailed expenditure for the upcoming research period):- **This has to be filled in consultation with the finance office of the University**

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14. Additional remarks

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**Annex 9. Guideline for Reviewing Progress Report (to be filled by the Reviewers)**

A. General evaluation

Editorial quality

Lay out

Length

Quality of references

Comment

---

---

B. Administration information



1. Project title and code

2. Principal investigator and co-investigators and colleges/institute/school

3. Research/Project duration and period

I. Reporting period (Phase)

4. Sources of fund and amount in each phase

C. Technical

1. The extent of the objectives achieved as per the research/project document

Comments:

2. Method used: Is the research methodology for this report sufficiently described?

Comments:

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

Comments:

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

Comments:

5. Scientific results (Publications, seminars, workshops, training): Are the scientific results sufficient in line with the plan?

Comments:

6. The work plan: Is the future plan realistic and achievable?

Comments:

7. Fund utilization: Is the fund utilized as per the previous plan?



Comments:

---

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

- i. Accept the report without change
- ii. Accept the report with minor change
- iii. Accept the report with major revision
- iv. Not accepted, that needs re-writing

9. Reasons for the recommendation

- 1. -----
- 2. -----
- 3. -----
- 4. -----
- 5. -----
- 6. -----

Reviewer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Annex 10. Guidelines for Writing Terminal Reports

Research report content: A research report should include the following headings:

**ABSTRACT:**

**ACKNOWLEDGMENT**

**TABLE OF CONTENT**

**LIST OF FIGURES**

**LIST OF TABLES**

**LIST OF SYMBOLS/ABBREVIATIONS/ACRONYMS**

**INTRODUCTION/BACKGROUND:**

**OBJECTIVES:**

**LITERATURE REVIEW:**

**METHODOLOGY: EXPERIMENTAL DETAILS:**

**RESULTS AND DISCUSSION:**

**CONCLUSIONS AND RECOMMENDATIONS:**

**REFERENCES:**



Tables, Plates and Figures should either be included in the text at the appropriate place or they should be at the end of the text after references

Annexs

Report formats:

All headings should be left justified

Line spacing should be 1.5 spaced and font size should be 12 fonts

Left margin should be 1.5 inch and 1 inch on all other sides

Typing should be both sides of A4 pages

### **Annex 11. The Review Form for Terminal Report (to be filled by the Reviewers)**

N.B. The research report should be sent to the reviewers in addition to the proposal to ascertain that the proposal is in line with the terminal reports

1. Title of the research project: \_\_\_\_\_

2. General comments (comments on: the worth of the Knowledge /technology package/generated, sufficiency of information generated, and conclusion drawn). **(10%)**

- i. Highly appropriate (8-10)
- ii. Moderately appropriate (5-7)
- iii. Inappropriate (< 5)

Score \_\_\_\_\_ ( )

3. Comments on the content and organization of the report (this refers to the report format, editorial quality, layout, length, adherence to fonts, line spacing, margin etc) **(10%)**

- i. Highly appropriate (8-10)
- ii. Moderately appropriate (5-7)
- iii. Inappropriate (< 5)

Score \_\_\_\_\_ ( )

4. Comment on the abstract: Does the abstract adequately summarize the report? **(5%)**



- 
- 
- i. Highly appropriate (4-5)
  - ii. Moderately appropriate (2.5-3)
  - iii. Inappropriate (< 2.5)
- Score \_\_\_\_\_ ()

5. Comments on the introduction and objective section: Does the introduction sufficiently detailed for this form of research? Are the research objectives clear and do they reflect what has been achieved in the research?(15%)

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- i. Highly appropriate (13-15)
  - ii. Moderately appropriate (8-12)
  - iii. Inappropriate (< 7.5)
- Score \_\_\_\_\_ ()

6. Comments on the **Methodology** and **Research Design** section: Is the research method sufficiently described and are the experimental details well described and can they be repeated?(15%)

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- i. Highly appropriate (13-15)
  - ii. Moderately appropriate (7.5-12)
  - iii. Inappropriate (< 7.5)
- Score \_\_\_\_\_ ()

7. Comments on the **Results** and **Discussion** section: Are the results well presented? (20%)

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- i. Highly appropriate (16-20)
  - ii. Moderately appropriate (10-15)
  - iii. Inappropriate (<10)
- Score \_\_\_\_\_ ( )





2. **Conclusions and recommendations:** Are the conclusions and recommendations relevant and consistent with the analyses, are the conclusions and recommendations match with research objectives? (10%)

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- i. Highly appropriate (8-10)
- ii. Moderately appropriate (2-7)
- iii. Inappropriate (< 5)

Score \_\_\_\_\_ ( )

3. Comments on the **references:** Are the references relevant, exhaustive and up-to date?(5%)

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- i. Highly appropriate (4-5)
- ii. Moderately appropriate (2.5-3)
- iii. Inappropriate (< 2.5)

Score \_\_\_\_\_ ()

4. Comments on the project plan vis-á -vis implementation and budget utilization? (10%)

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- i. Highly appropriate (8-10)
- ii. Moderately appropriate (5-7)
- iii. Inappropriate (< 5)

Score \_\_\_\_\_ ()

11. Any additional comments

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12. The reviewer should show his comment in the following rates as justified from the comments at each section

- i. Accept without modification
- ii. Accept with minor modification as per the comments
- iii. Accept with major modification as per the comments



iv. Reject the report to be done again as per the comments

13. The justifiable reasons for the section forwarded by the reviewer

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Reviewer's Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Annex 12. Procedure for Selection of Best Researcher:**

1. The director for research and development requests University to nominate individual (s) to forward candidates based on the guideline (Annex 14).
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 the office of research and community service.
8. The director for research and development in consultation with the Vice President for Research and Academic 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 Vice president for Academic and research affairs 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

**Annex 13. Evaluation Criteria to Nominate Best Researcher Award**



The direction of WCU to cultivate research culture is through placing incentive and reward mechanisms. Best researchers shall be nominated in each department, faculties and at WCU level every year. The faculties and 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 technology as approved by the patent office of Ministry of Ethiopian Science and Technology	50
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 WCU 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

3. Departments or research projects who have more than 2 candidates either in research activities or publications will be awarded a certificate.

Sr. No	Criteria	Score
1	The quality of the thesis as evaluated by the examiners board	40
2	The quality of the thesis as evaluated by the Research and Ethical review committee	40
3	Paper published from the thesis in a reputable journal	20

#### Annex 14: WCU Research Thematic Areas

These research thematic areas are focused domains within a broader field of study that guide inquiry, analysis, and exploration. They serve as frameworks for organizing research efforts, identifying critical issues, and addressing specific challenges or opportunities. Here is s a more detailed description of research thematic areas:

#### Theme 1: Agricultural Productivity, Livelihood, Natural resource Management and Environmental Sustainability

The identified theme represents a multifaceted domain that is critical to addressing national challenges. This thematic area aims to enhance agricultural productivity through innovative practices and technologies to meet the growing food demand. It encompasses strategies to ensure food security by stabilizing supply chains, improving storage infrastructure, and promoting equitable access to nutritious food at country level.

**Livelihood:** This component focuses on the socio-economic dimensions of agricultural practices, exploring how farming activities contribute to the livelihoods of rural communities. The research will assess the impacts of agricultural productivity on income generation, food security, and poverty alleviation, emphasizing the importance of equitable access to resources and opportunities for marginalized groups.



**Natural resource management** is a crucial aspect, as it involves the sustainable usage of land, water, and biodiversity resources necessary for agriculture practices. Effective management practices seeks to balance resources extraction with conservation efforts, thereby maintaining ecosystem services that are vital for long-term agricultural viability.

**Environmental sustainability** is a fundamental element of this thematic area, promoting practices that minimize ecological foot prints. Researchers investigate methods such as agro ecology, precision farming, and integrated pest management, aimed at reducing environmental degradation while maintaining or increasing yields. The overarching goal is to create resilient agricultural systems capable of withstanding climate change impacts while preserving natural habitats.”

To support the overarching theme of “agricultural productivity, livelihood, natural resources management and environmental sustainability” several sub-themes have been identified:

**Crop Breeding and Improvement:** The process of developing new crop varieties with desirable traits such as higher yields, resistance to diseases, and better adaptation to environmental conditions.

**Pests and Disease Management:** Strategies to control or eliminate pests and diseases that affect crops and livestock, ensuring healthy production and minimizing losses.

**Food Security:** Ensuring that all people have access to sufficient, safe, and nutritious food to maintain a healthy and active life, focusing on availability, access, and stability.

**Post-Harvesting and Protection:** Techniques for handling, storing, and preserving crops after harvest to prevent spoilage, loss, and maintain food quality.

**Agro ecology and Sustainable Practices:** An approach to farming that integrates ecological principles to create sustainable, environmentally friendly, and resilient agricultural systems.

**Climate Change and Resilience:** Adaptation and mitigation strategies to cope with the effects of climate change on agriculture, ensuring continued productivity and sustainability.

**Soil and Water Management:** Practices that maintain soil health and conserve water, improving crop production and minimizing environmental degradation.

**Farm Integration and Intensification:** Combining different farming activities or intensifying existing practices to increase productivity, efficiency, and sustainability on farms.

**Biotechnology:** The use of biological processes and organisms to develop products or processes that improve agriculture, such as genetically modified crops or disease-resistant plants.



**Bio Fertilizer and Biofuel Production:** The use of natural organisms like bacteria and fungi to enhance soil fertility and the production of renewable energy sources like biofuels from agricultural waste.

**Animal Production and Health:** Managing livestock to improve productivity, breeding, and health, focusing on disease prevention and animal welfare.

**Agro-Processing:** The transformation of raw agricultural products into processed goods, adding value to crops and livestock, and contributing to economic growth.

## **Theme 2: Human Health, Nutrition and Well-being**

This research theme addresses a wide range of pressing human health issues, focusing on understanding, preventing, and managing health challenges faced by individuals and communities dealing on relationship between diet, lifestyle, and health outcomes. It encompasses a broad range of topics, including:

**Communicable or Infectious Diseases:** Investigating the causes, transmission, and a control of infectious diseases. This includes studying outbreaks, public health responses, and the impact of social determinants on disease spread.

**Non-Communicable Diseases (NCDs):** Examining the rising prevalence of NCDs such as cardiovascular diseases, diabetes, and respiratory conditions. Research focuses on risk factors, early detection, management strategies, and health promotion efforts to encourage healthier lifestyles.

**Mental Health:** Addressing mental health issues, including anxiety, depression, and Stress-related disorders. This area explores the biological, psychological, and social factors contributing to mental health and evaluates effective interventions and support systems.

**Maternal and Child Health:** Focusing on healthcare access and quality for mothers and children, this research investigates prenatal care, nutrition, maternal mental health, and childhood development to improve health outcomes.

**Environmental Health:** Investigating the effects of environmental factors such as pollution, climate change, and exposure to hazardous substances on human health. This includes studying the impact of these factors on vulnerable populations and developing policies for healthier environments.



**Nutrition and Lifestyle:** Explores the relationship between dietary habits, physical activity, and health outcomes. Research in this area emphasizes the importance of preventive measures and lifestyle interventions to combat various health issues.

**Technological Innovations and e-Health:** exploring the intersection of technology and healthcare, focusing on how innovative technological solutions can enhance health delivery, improve patient outcomes, and promote accessibility to health services, like telemedicine, mobile health application

**Pharmaceutical and Ethno-Medical Practices:** Focusing on the intersection between modern pharmaceutical developments and traditional ethno-medical practices, exploring how they can complement each other in promoting health and treating diseases. It includes the study of herbs, traditional treatment modalities, and their integration into contemporary healthcare.

**Health Promotion and Disease Prevention:** Centering on strategies and interventions designed to improve health outcomes and prevent diseases within populations. It emphasizes the importance of promoting healthy lifestyles and behaviors while addressing the social determinants of health.

**Global Health Challenges:** Addressing health issues that transcend national borders, such as epidemics, global access to healthcare, and the impact of globalization on health. Research aims to foster international collaboration and develop solutions for global health problems.

### **Theme 3: Science, Technology and Innovation, and Sustainable Energy**

This theme, by integrating science, technology, and innovation with sustainable energy practices, aims to contribute significantly to the development of a sustainable energy future. It encourages interdisciplinary collaboration among researchers, industry stakeholders, and policymakers to drive transformative change and create resilient energy systems that support both economic growth and environmental stewardship.

**Sustainable Mobility, Power and Electrification, Smart Energy Systems and Digitalization, Renewable Energy Technology:** This area focuses on creating efficient, eco-friendly transportation systems, integrating renewable energy sources into power grids, and utilizing digital technologies to enhance energy management and reduce carbon footprints.

**Material Science, Manufacturing, Process Industries and Technology Transfer:** This field examines the properties and applications of materials, improving manufacturing processes, and facilitating the transfer of innovative technologies from research to industry for practical use.



**Built Environment and Sustainable Development:** This discipline explores the design, construction, and operation of buildings and infrastructure with an emphasis on sustainability, resource efficiency, and minimizing environmental impact while enhancing the quality of life.

**Mathematical and Statistical Modeling:** This area involves the development of mathematical frameworks and statistical methods to represent, analyze, and predict real-world phenomena, aiding in decision-making and problem-solving across various fields.

**Artificial Intelligence, Data Science & ICT:** This field integrates AI and data analytics with information and communication technologies to extract insights, automate processes, and create intelligent systems that enhance various applications, from business to healthcare.

**Actuarial Sciences:** This discipline applies mathematical and statistical methods to assess risk in insurance, finance, and other industries, helping organizations to make informed decisions regarding policy pricing, reserves, and risk management.

**Energy Storage Technologies:** This area focuses on the development and optimization of technologies that store energy for later use, such as batteries, flywheels, and pumped hydro storage, to enhance the reliability and efficiency of energy systems.

**Innovative Energy Materials:** This field investigates the development of new materials that improve the efficiency and performance of energy technologies, such as solar cells, batteries, and fuel cells, aiming to advance renewable energy solutions.

**Utilization, Policy, Economics, and Social Aspects of Energy:** This area studies how energy is consumed, the policies governing energy use, the economic implications of energy resources, and the social dimensions, including equity and access to energy services.

**Water Resource Engineering:** This discipline involves the planning, development, and management of water resources, focusing on sustainable practices to ensure clean water supply, flood control, and the protection of aquatic ecosystems.

#### **Theme 4: Migration Dynamics and Economic Integration**

**Description:** This thematic area investigates the complexities of both internal and international migration, with a particular focus on the experiences of migrants, the management of migration processes, the effective utilization of remittances, and the development of rehabilitation strategies for migrant reintegration.





**Migration Patterns:** This aspect analyses trends and drivers of both internal and international migration, considering the economic, social, and environmental factors that influence individual's migration decisions

**Management and Policy Framework:** It examines the existing policies and institutional frameworks in place for managing migration, including the support systems available for migrants and their families.

**Remittance Utilization:** This component investigates how remittances contribute to economic well-being of households and communities, focusing on their role in poverty alleviation, investment in education, healthcare, and local businesses.

**Rehabilitation and Reintegration Strategies:** This area assesses current rehabilitation programs designed for returning migrants, addressing the challenges they encounter during reintegration and identifying best practices to support their transition back into society.

#### **Theme 5: Potential for Sustainable Integrated Community Development**

This thematic area investigates strategies to foster holistic community development while balancing social, economic, and environmental factor. This region, rich in cultural diversity and natural resources, presents unique opportunities and challenges for sustainable growth. The focus is on empowering local communities through participatory governance, economic diversification, sustainable resources management and capacity building. The main focus this theme is to identify actionable pathways that enhance community well-being promote equitable resources use, and ensure long-term sustainability.

**Infrastructure development:** Examine the current state of transportation, energy, and communication infrastructure, how improvements can facilitate agricultural productivity, industrial potential, and access to services.

**Agricultural Potential:** analyses agricultural practices, land use, and resource management in the region to identify opportunities for increasing productivity, ensuring food security, and fostering agro-businesses.

**Industrial potential:** Assess the existing industrial base, including SMEs and large enterprise, and explore potential areas for diversification, innovation, and investment to boost economic resilience

**Service Provision:** Evaluate the quality and accessibility of essential services and their role in supporting economic activities and enhancing human capital development.



## **Theme 6: Societal Dynamics, Governance and Indigenous Knowledge**

This research theme examines the intricate relationships between societal behaviors, governance structures, and the rich sources of indigenous knowledge that shape communities and their development paths. It seeks to understand how indigenous perspectives and practices can inform and enhance contemporary governance models and contribute to social cohesion, environmental stewardship, and sustainable development. Here are some sub-themes under the broad categories of Social dynamics, governance and Indigenous Knowledge.

**Peace and Security:** Efforts to prevent conflict, maintain public order, and ensure safety and stability within societies.

**Gender, Social Inclusion and Development:** Promoting equal rights and opportunities for all genders and marginalized groups, fostering social inclusion and sustainable development.

**Psycho-Social Issues:** Addressing mental health, well-being, and social challenges that affect individuals and communities.

**Human Rights:** Protecting the basic rights and freedoms to which all individuals are entitled, ensuring dignity and equality.

**Public and Private Laws:** Legal frameworks governing the relationship between individuals, organizations, and the state, including civil, criminal, and corporate law.

**Federalism and Rule of Law:** A political system with power divided between central and regional authorities, ensuring justice, accountability, and effective administration.

**History and Heritage Management:** The preservation and promotion of cultural heritage, history, and traditions to maintain identity and educate future generations.

**Social Change:** The transformation of societal structures, values, and behaviors over time, often driven by shifts in culture, politics, and technology.

**Urbanization and Population Growth:** The process of population growth in cities and the challenges related to infrastructure, housing, and services that accompany urban expansion.

**Cultural Heritage and identity:** role of indigenous knowledge in shaping cultural identity, traditions and languages.

**Medicinal practices:** Investigate traditional healing practices, traditional medicine, and the role of indigenous knowledge in health and wellness.

**Governance and indigenous Right:** Analyze the integration of indigenous knowledge with governance, land rights and self-determination



**Biodiversity conservation:** Explore the contributions of indigenous knowledge conservation efforts and sustainable use of ecosystems.

**Global Health and Pandemics:** Emerging infectious diseases, health crises like pandemics (e.g., COVID-19), and the importance of strengthening global health systems, pandemic preparedness, and universal healthcare access.

### **Theme 7: Enterprise Development, Economic Transformation and Poverty Alleviation**

This research theme focuses on the interconnectedness of entrepreneurship, economic change, and efforts to reduce poverty in various contexts. It seeks to explore how fostering enterprise development can act as a catalyst for economic transformation and contribute to sustainable poverty alleviation strategies. Key areas of focus within this theme include:

**Entrepreneurial Ecosystems:** This area examines the components that contribute to a vibrant entrepreneurial ecosystem, including access to finance, mentorship, education, infrastructure, and supportive policies. Research will investigate how these elements interact to facilitate startup growth and innovation, particularly in underserved communities.

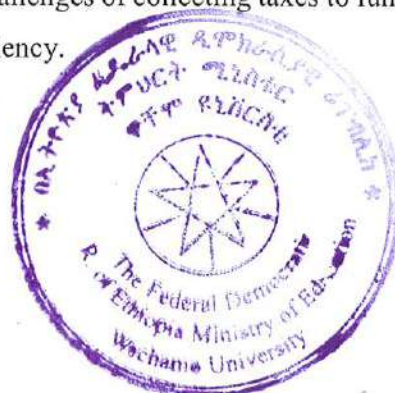
**Small and Medium-sized Enterprises (SMEs):** SMEs are critical for economic growth and job creation. This segment analyzes their role in driving local economies, promoting inclusive growth, and addressing unemployment. It will explore challenges faced by SMEs, such as access to capital and markets, and strategies to enhance their competitiveness and sustainability.

**Innovation and Technology in Enterprise Development:** This aspect focuses on the role of innovation and technology in transforming enterprises and driving economic changes. Research will explore how digital tools, e-commerce, and emerging technologies can enhance productivity, create new business models, and open up opportunities for underserved populations.

**Economic Policy and Transformation:** This component analyzes the impact of economic policies on enterprise development and poverty alleviation. Research will look at the effectiveness of policies aimed at stimulating entrepreneurship, attracting investment, and creating an enabling environment for businesses to thrive.

**Income Diversification and Inequality:** The process of increasing sources of income to reduce dependence on one sector, addressing economic disparities and promoting equity.

**Taxation Practices and Problems:** The systems and challenges of collecting taxes to fund public services, with issues like tax evasion, fairness, and efficiency.



**Value Chain Management:** The coordination and optimization of activities involved in producing and delivering goods or services, from raw materials to end customers.

**Institutional Leadership and Change Management:** Leading organizations through change, focusing on strategy, structure, and culture to adapt to new challenges.

### **Theme 8: Educational Equity, Quality, Relevance, and Leadership**

This theme seeks to investigate how educational equity ensures that all students, regardless of their socio-economic status, gender, ethnicity, or geographical location, have access to high-quality educational resources and opportunities. Key areas of focus within this theme include:

**Educational Equity:** This aspect examines disparities in access to education, resources, and opportunities. It looks at systemic barriers that marginalized groups face and identifies strategies to promote inclusive practices that foster equal educational opportunities for all students.

**Quality of Education:** This component assesses the standards of education provided in various contexts. It emphasizes the importance of qualified teachers, effective curricula, and supportive learning environments. The research will explore indicators of quality education and how they correlate with student success and engagement.

**Relevance of Education:** Investigating how education systems can align more closely with the needs of students and the demands of the wider society, this area focuses on curriculum design, teaching methodologies, and the incorporation of real-world skills. It aims to address the gap between what is taught in schools and the skills required in the workforce, ensuring that education is meaningful and applicable.

**Leadership in Education:** This segment emphasizes the role of leadership in driving change and fostering a culture of equity and quality within educational institutions. It explores the characteristics of effective educational leaders, their influence on school policies, and their ability to inspire and mobilize stakeholders towards common goals.



**Replacement and Effective Date**

**This** guideline replaces the previous research guidelines of WCU; it will take effect upon approval by the WCU Senate on December 27, 2024.

*Handwritten signature*  
**Dawit Hayeso Borsamo (PhD)**  
**President**  
*01/01/2025*

Dawit Hayeso (PhD)  
President, Wachemo University



December 2024  
Hossana, Ethiopia