

## **GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR INSTITUTION-BASED RESEARCH (IBR)**

The objective of Institution-Based Research (IBR) is to promote research among academics in public tertiary institutions in Nigeria (Universities, Polytechnics and Colleges of Education) through the provision of yearly grants for the purpose.

**To be eligible for the award of the IBR grants, the applicant shall fulfill the following:**

- a) The lead researcher shall reside in Nigeria;
- b) Be a full-time and confirmed academic staff (Individual / Group) of the beneficiary institution;
- c) Demonstrate an independent capability to undertake and lead research by submitting a coherent research proposal based on an approved template accompanied by curriculum vitae;
- d) At least one co-investigator shall meet the requirements of the lead researcher and should be able to take over from the lead researcher if need be;
- e) The proposal for this intervention shall pass through the internal assessment process and be recommended by relevant research committees of the department and the institutions; and
- f) A scholar shall not benefit from more than one IBR grant concurrently.
- g) Research proposals by eligible applicants shall be submitted to the institution's relevant committees through the departmental research committees.
- h) Recommendations from the institutions should be sent to the Fund accompanied by all relevant documentation and a cover letter signed by, or on behalf of, the head of the institution, stating:
  - i) The type of research (include a copy of the accepted proposal);
  - j) Whether individual or group (indicate the number of academic staff involved and their disciplinary backgrounds);
  - k) Research budget; and
  - l) Research timeline.
- m) Minutes (or decision extracts) of the meeting of the relevant research committees of the institutions indicating approval of the research should accompany each submission from the beneficiary institution;
- n) Submissions should be made in both hard and soft copy (on memory stick not CD-ROM). Advance copy may be sent to [es@tetfund.gov.ng](mailto:es@tetfund.gov.ng) and [ess@tetfund.gov.ng](mailto:ess@tetfund.gov.ng).
- o) The decision of the Fund would be communicated to the institutions as well as principal researchers (lead researchers). And 60% of the grant would be disbursed as the first tranche.
- p) Disbursement of the 2<sup>nd</sup> tranche` of 40% is contingent upon the submission of a progress report by the researchers (via the beneficiary institution) as well as evidence of publication of at least one article from the research in any referred reputable journal.
- q) The research funds will be central and competitive within the beneficiary institution. Selection shall be on merit, based on the strength and quality of individual or group proposals.
- r) TETFund should be acknowledged as the sponsor of the research in a footnote on the first page of a paper/monograph or as appropriate in a book/report.
- s) Where a researcher is been pursued by an individual and the researcher becomes incapacitated, the grant shall be canceled and the balance of the grant paid back into the institution's IBR Account.

- t) The grant is to cover researchers in all disciplines of any of the beneficiary institutions.

### **Other Requirements**

- i. In addition to the above requirements, Beneficiary Institutions should note that:
- ii. New requests for funding shall no longer be considered for Institutions with 3 or more outstanding batches of research projects;
- iii. Beneficiary Institution must attach the duly complete Annexure II form-Final Report Template (to be downloaded from the TETFund website).
- iv. A Researcher cannot be presented again by the Institution to the Fund for consideration of a new IBR project if he/she has not concluded a previously funded project.
- v. The maximum amount to be disbursed per research project is N5,000,000.00 for STEM-based projects and N4,000,000.00 for Arts & Humanities. The grant is to cover research in all disciplines in the beneficiary institution.

### **Budget Requirements**

Institution-Based Research (IBR) proposal needs to have a detailed budget justification which demonstrates that the researcher has given a thorough and careful consideration of the cost of the study.

The following should serve as a general guide for budget preparation to access the IBR Intervention funds:

#### **1. Personnel Cost**

- Extant stipends and allowances for Research Assistants;
- Document the basis used for calculating the cost; and
- Personnel costs must be less than 10% of the total grant.

#### **2. Supplies Expenses**

- Only supplies that are directly relevant to the research plan;
- Explain in detail why specific supplies are needed; and
- Do not request computer, general office supplies or general laboratory supplies.

#### **3. Equipment and Tests**

- Explain the line items (why they are necessary); do not merely restate the proposed expenditure;
- Provide accurate price quotes for equipment with sample pictures;
- Provide sufficient details to justify the rationale for acquiring the item under the proposed study;
- Explain why items are essential in relation to the aims and methodology of the study as well as meeting the goals of the study;
- Articulate how the funds requested are reasonable to complete the research; and
- Give the accurate cost of running samples, and conducting tests and analyses, where applicable (attach the advertised rates by the laboratory).

#### 4. **Transportation Travels**

- Request for reasonable amounts, showing the number of travels and cost;
- State exactly which relevant academic meeting you plan to attend to present data;
- Include the number of people, number of days, purpose and location of travel with the unit and cumulative cost; and
- Expenditure on travel must not exceed 25% of the total budget.

#### 5. **Other Direct Cost**

- Show the cost of Data collection and how this is arrived at.

#### 6. **Other Indirect Cost**

- Publication and dissemination costs (give detail);
- Equipment maintenance and service contract (justify need); and
- Give a detailed breakdown of each cost.