

TERMS AND CONDITIONS OF **KNUST RESEARCH FUND (KREF) AWARD, 2022**

The KNUST Research Fund (KReF) provides an internal source of funding support for cutting-edge research that addresses specific societal problems. The aim is to encourage faculty members to be more innovative in identifying and conceptualising research projects with readily implementable outputs for uptake. The Fund also intends to build staff capacity in sourcing and managing external research funds. The terms and conditions of KReF awards are outlined below:

Article 1: Award Administration

The Office of Grants and Research (OGR) is responsible for the overall administration and management of the KReF on behalf of the Vice-Chancellor. The Office provides guidance and support to all applicants throughout the grant cycle. Therefore, all issues concerning KReF must be directed to the Director of the Office of Grants and Research.

Article 2: Award Duration

- The KNUST Research Fund award is given for twelve (12) months.
- All project activities and expenditures must be completed within the award period.
- The Principal Investigator (PI) shall notify the Director of OGR in time of any anticipated delays or constraints on the project's implementation
- A request for No-Cost-Extension (NCE) may be granted for a period not exceeding three (3) months after an evaluation by OGR in consultation with the KReF Scientific Committee.

Article 3: Allowable Cost

As a capacity-building grant for KNUST researchers, the KReF award is intended to provide direct funding support for research activities and not necessarily for time inputs or salaries of staff on the project. The following costs items are allowable under KReF;

- Research Materials and Supplies - include laboratory supplies, books, data samples and other research consumables
- Travel and Fieldwork- include the cost of fuel, field accommodation, hiring of vehicles, and allowance for field assistants or enumerators.
- Small Tools and Equipment – include the cost of research tools such as field data recorders, field cameras, laboratory equipment, data storage
- Meetings and Workshops Cost – the cost of meals, stationery, venue, facilitation and other related costs
- Communication and Dissemination - journal publications, media coverage, community meetings, and other dissemination activities.

Article 3: Non-Allowable Cost

The under-listed cost items are **NOT** allowable or cannot be charged to the KReF grant:

- Indirect cost or overhead – KReF grants are internally generated funds and do not attract overhead costs to the University or the host Department.
- Personnel cost or emoluments – KReF is for staff capacity development and cannot be used to pay for staff inputs or efforts on the project.
- Payment of honorarium or sitting allowance to project participants
- Laptops, desktop computers, printers and other expensive office equipment
- All additional costs that have not been budgeted and approved for in the Award.

Article 4: Fund Disbursement

The PI shall be the project's grant holder and approved spending officer. The disbursement of the funds shall be in three instalments as follows:

- 50% upon submission of the signed KReF Agreement and a Project Implementation Plan
- 40% upon submission and approval of the mid-term (progress) report
- 10% upon evidence of submission of a manuscript to a high-impact journal indexed in Web of Science or Scopus

To access funds, the PI shall make an official request to the Director of OGR.

Article 5: Fund Management

It is the responsibility of the PI to;

- Ensure efficient use of grant funds as specified in the approved grant proposal
- Provide all relevant documentation in support of all expenditure
- Maintain proper records on all expenses and support them with appropriate receipts
- Return any unused funds to the KNUST Research Funds
- Ensure that the purchase of goods and services conforms to the procurement and financial regulations of the University

Article 6: Project Implementation

Principal Investigators are required to;

- Use the reviewer comments provided to improve the approved research project
- Obtain relevant ethical approval for the research
- Develop and submit an **Implementation Plan (See Appendix I)** for the project within two weeks upon receipt of the Award

- Involve all team members and external partners indicated in the proposal
- Continuously monitor and ensure strict compliance with the project goals and objectives
- Adhere to the project timelines as provided in the Award

Article 7: Monitoring and Reporting

To achieve the objectives of KReF, all awardees shall be required to comply with the following:

- submit a Progress Report (see appendix II) latest by the sixth month after receipt award
- submit a detailed Completion Report (see appendix III) highlighting any additional outputs or deliverables from the Award
- submit a financial report and render accounts on all funds received
- Provide evidence of submission of **at least one article** to a high-impact journal indexed in Web of Science or Scopus before the project close-out
- Acknowledge the KNUST Research Fund in all publications from the Award
- Produce any other research such as;
 - Scaled up research projects
 - Policy briefs
 - Postgraduate thesis
 - Business set up
 - Inventions
 - Patents
 - Other grants proposals/ award
 - Stakeholder dissemination meetings

Article 8: Non-Compliance and Termination of Grant

- It is the responsibility of the Principal Investigator (PI) to inform OGR immediately about any unforeseen circumstances that may have a significant impact on the approved project, including any changes in the project team members or timelines.
- Non-compliance is deemed to occur if the PI fails to fulfil all the conditions outlined in the Award. This includes;
 - Failure to submit appropriate progress and financial reports on
 - Spending project funds on unapproved activities, non-allowable items, or outside the approved budget
 - Lack of progress towards the planned objectives for 6-9 months
 - Submitting the approved research project to another funding agency without the approval of KREF.



- In the event of non-compliance, KNUST is entitled to take appropriate action against the PI in line with the relevant policies and regulations
- A written reprimand may be issued to the PI requesting that the breach be remedied within a grace period.
- In the case of fund embezzlement, the PI shall be compelled to refund the amount involved to the University within a given period.

Article 9: Award Agreement

By signing this agreement, the Principal Investigator indicates their acceptance of the Terms and Conditions stated in this Award:

AWARD ACCEPTANCE	
Name of Principal Investigator:	
Contact:	
Signature:	
Date:	
Name of Witness (preferably a member of the research):	
Contact:	
Signature:	