UNIVERSITY OF CAPE COAST

RESEARCH POLICY

GAZETTE

Volume 52…………..N0. 11…………December, 2014

Published by Authority

TABLE OF CONTENTS

1. Preamble

The University of Cape Coast (UCC) has the mandate to facilitate teaching, research and outreach programmes as its contribution to the socio-economic development of Ghana. Its vision is to have a University strongly positioned with worldwide acclaim and has a mission to become the University of Choice in Ghana. In line with its activities to actualize the mission, the University is vigorously pursuing research as a key thrust of its Strategic Plan. This quest led to the production of the University's 2012-17 Research Agenda and the establishment of the Directorate of Research, Innovation and Consultancy (DRIC).

The Research Agenda themed "Health, Education and Environmental Sustainability for National Development in Changing Global Contexts" offers faculty in the University of Cape Coast the opportunity to align with both national and international research agenda. The establishment of DRIC is to coordinate research activities in the University and more importantly, ensure that research undertaken by faculty meets international standards thereby achieving relevance and attracting funding. To achieve this, the University has developed this Research Policy to provide broad guidelines on the conduct of research in the University of Cape Coast.

2. Goal and Objectives of the Research Policy

The overall purpose of this Research Policy is to provide a framework for the governance and conduct of both basic and applied research, as well as, promote the positioning of research as a priority pursuit in the University of Cape Coast.

The specific objectives are to:
- Streamline research activities;
- Create an enabling environment for the conduct of research;
- Strengthen research management and coordination;
- Improve research culture and practice;
- Mobilize and manage funds for quality research and innovations; and
- Increase the returns for the conduct of research to achieve international researcher visibility and attract of both human and financial resources to the University.

3. Research Policy Framework

The University instructively acknowledges and more importantly, takes sance of the explicit relationship between research, innovation and consultancy. In this respect, providing operational definitions to demarcate the areas of overlap and independence are important for developing its Research Policy. Thus, for the avoidance of doubt, the following definitions/explanations have been adopted for the operationalization of the Research Policy.

3.1 Unsolicited Research

This is in two categories. The first relates to scientific inquiry initiated and wholly funded by an academic faculty in the University. The second evolves as a result of a faculty submitting a research proposal to an organization, a group or individual for support beyond the proposed areas. For the purposes of this Research Policy, the second case shall be considered as a Research Grant if contractual funds are received for the conduct of the research.

3.2 Research Grant

This refers to contractual funds received to conduct scientific inquiry either from the University or an external institution or individual. Grants received for research are geared to deepen our understanding of a phenomenon and advance the frontiers of knowledge. Funding received is premised on the view that academic faculty need either financial or technical support to engage in their research activities. The implicit assumption is that some level of commitment in the form of counterpart funding either from the faculty or the University is expected.

3.3 Research Contract

This refers to contractual funds received by faculty of the University to conduct scientific inquiry. Research contracts are targeted at addressing a specific concern of an entity. The entity seeking the services of an academic faculty expressly spells out the terms of reference. This implies that research contracts are tied to specific deliverables and timelines. Failure to deliver has legal implications both for the academic faculty involved and the University.

3.4 Consultancy

This refers to services including research, training and advisory activities demanded by either an external or internal entity from a faculty in the University. The engagement in this service attracts a commercial fee for both the faculty involved and the University. Faculty using resources of the University shall expressly seek permission from the University through DRIC. In such a circumstance, the entity demanding the service shall financially

compensate the University for the use of its resources as enshrined in the University of Cape Coast's Consultancy Policy, Section 14, sub-section 14.4 and 14.6.

While the link between consultancy and research grant/contract is duly recognized (see Figure One), this Research Policy focuses on Unsolicited Research, Research Grants and Research Contracts. In a separate document, the guidelines on the consultancy engagements in the University have been documented (University of Cape Coast Consultancy Policy).

3.5 Innovation
This refers to a discovery of any new idea or devise emanating from a scientific inquiry or a technological creativity or intervention.

3.6 Intellectual Property
This refers to legal rights resulting from the creation of the mind, which leads to inventions, scientific discoveries, literary and artistic works.
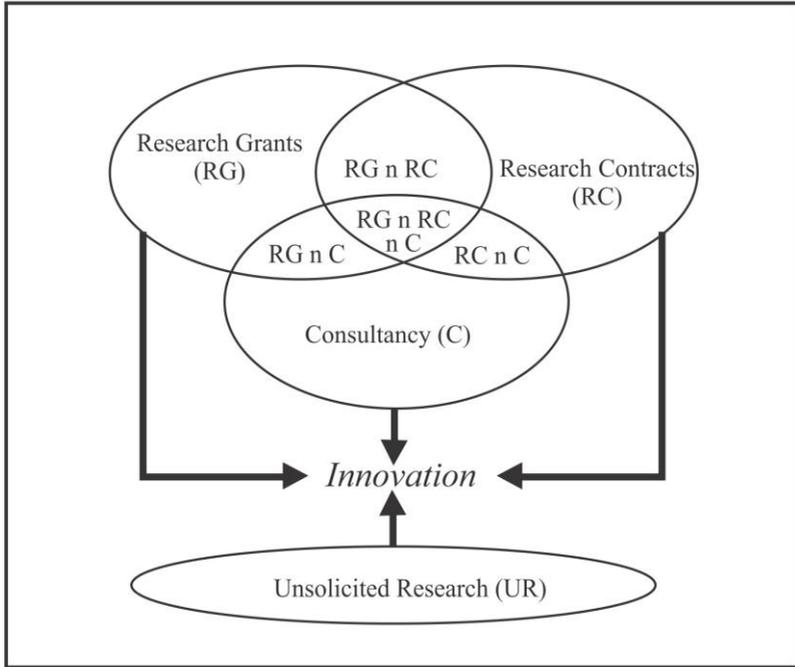
Figure One: Types of Research and Linkages with
Consultancy and Innovation

4. Operationalization of the Research Policy

DRIC is obliged to play a key role in providing information on the contextual environment to ensure the operationalization of the Research Policy. For the Research Policy to be binding on faculty in the University, DRIC will collaborate with Provosts and other relevant Sections/Boards/Committees of the University such as the Directorate of Academic Planning and Quality Assurance (DAPQA), Appointments and Promotions Boards and the Directorate of Finance.

DRIC through the Vice-Chancellor's office has the responsibility to provide institutional-level support for research, within the framework of the relevant University policies and regulations.

5. Conduct of Research

The conduct of research is one of the three core activities undertaken by faculty in the University hence this Research Policy provides guidelines with the aim of promoting adherence to good practices in the industry and to systematically track research engagement undertaken in the University. With reference to section four of this Research Policy document, research can be classified into unsolicited research, research grants and research contracts. These research engagements are expected to lead to the following: peer reviewed journal articles, working papers, publication in either reviewed or non-reviewed conference proceedings, news briefs, policy briefs and technical reports.

Faculty members engaging in research activities are expected to:
  i.   Inform DRIC and follow due processes and standards such as research ethical considerations in the submission of proposals and undertaking of research activities;
  ii. Submit their proposals through DRIC;
  iii. Disclose complete and perfect information regarding the conduct of any research to the University through DRIC;
  iv. Indicate to DRIC the use of both tangible and intangible resources of the University;
  v.   Submit a copy of all outputs that will result in the engagement of the research exercise;

vi.   Archive all research data through DRIC in collaboration with the Centre for Data Archiving, Management, Analysis and Advocacy (C-DAMAA);

vii.   State institutional affiliation on all research outputs; and

viii.   Outline both the immediate and wider benefits of the research to the University.

The following expectations are specific to faculty engaging in research contracts:

ix.   Ascertain clearance from the University legal team through DRIC on the terms of the research contract;

x.   Include five percent of the personnel cost as overheads for DRIC; and

xi.   Include five percent of the personnel cost as overheads for the department in which the faculty belongs.

6. Provision of Research Support Services

The University management recognizes the need to offer support to promote research activities and therefore seeks to create an enabling environment for the conduct of research and use of research findings and also, to strengthen research management and coordination.

The University, through DRIC and in collaboration with other relevant sections in the University, will provide the following research support services:

i.   Set University-wide research agenda;

ii.   Ensure that all research protocols go through ethical clearance at the University and any other relevant organization;

iii. Provide research grants for the pursuance of University-wide research agenda;

iv. Provide counterpart funding, where necessary, to promote the engagement in research grants;

v. Support faculty to attend conferences;

vi. Encourage academic faculties and departments to organize conferences;

vii. Support the evolution and sustenance of journals in the University;

viii. Subscribe to databases that provide relevant information on research funding, ethics and best practices;

ix. Produce a report on research output in the University;

x. Provide research support services including access to journal databases, micro data repositories, statistical softwares, state-of-the- art laboratories and other library resources that facilitate access to relevant literature and databases;

xi. Organize and/or support training workshops and seminar on proposal writing for research grant and research contract, scholarly writing, publication in impact-factored journals, dissemination and others for research staff of the University;

xii. Promote adherence to research ethics through the Institutional Review Board;

xiii. Ensure that principles of intellectual property are upheld in the University;

xiv. Provide incentives for outstanding researchers and innovators through the institutionalization of an award scheme.

7. Sources of Funding for Research

Funds for the conduct and enhancement of research skills as well as management/administration of research-related activities shall be generated both within and beyond the University.

7.1 Internally Generated Funds for Research

The University management, through DRIC, shall provide 'small' research grants to harness research ideas. Funds for harnessing research ideas shall be generated from multiple sources within the University including returns on research contracts (see Section 5x of this Research Policy), University's Research Fund and transfers/profits from income-generating interventions in the University such as Sandwich Programmes and Printing Press' activities. The Vice-Chancellor, in consultation with the Director of Finance and DRIC, shall determine the various sources of income-generation interventions and the proportion of profit to be transferred to DRIC to fund research ideas.

Funds for research skills enhancement and management/administration of research-related activities shall be sourced from returns on consultancy activities undertaken by faculty in the University.

7.2 External Sources of Funds for Research
- DRIC shall regularly furnish faculty with information on calls for research grants and contracts.
- DRIC shall be the sole entity in the University with the mandate for registering the University on all external research-funding platforms.

- DRIC shall approach external agencies such as development partners, Government of Ghana and private organizations/individuals to attract research funds.

8. Implementation and Amendment

- DRIC has the oversight responsibility of monitoring and enforcing the implementation of the Research Policy in the University of Cape Coast.
- The policy shall become operational as soon as it is approved by the University Council on the advice of the Vice-Chancellor.
- This policy shall be implemented in a manner consistent with the mandate, mission, vision and the strategic plan of the University.
- The Board of DRIC on the advice of the Vice-Chancellor shall review the Policy periodically.
- Any amendment to the policy shall be through Academic Board and by the approval of University Council on the advice of the Vice-Chancellor.
- Faculty members who fail to comply with the provisions outlined in this policy and/or are unable to deliver as per the terms of a contractual agreement shall be referred to the Executive Committee of the University for the relevant sanctions to be applied.