The following projects items can be used by beneficiary institutions to guide costing/cost-breakdown with respect to TETFUND A/R J Publication Intervention:

1. Manuscript development which includes the following:
   a) Advert & call for papers/manuscripts.
   b) Preparation of manuscripts and other Editorial activities including establishment of the Journals secretariat, collection and collation of manuscripts from the beneficiary institutions authors, manuscripts from other institution/writers etc.
   c) Critiquing of the manuscripts via peer review mechanism/activities to ensure cross validation, minimise ‘Halo effect’ and the selection of best and suitable manuscripts for publication.
   d) Post peer-review consideration meetings by the institutions Editorial Board Committee.

2. Production of the journal publications being developed with the selected peer-reviewed manuscripts, including printing, mass production of the journals and indicating the quantities, (i.e copies to be mass produced), unit cost for the copies and justification for the budget.

3. E-publishing/hosting in the Beneficiary institutions journal website and/or other international/national institution’s journal sites.

4. Scanning and uploading of ‘Back issues’

5. The Journal website development and maintenance.

6. Marketing and distribution of the Journals developed to relevant stakeholders/contributors.

7. Abstracting and indexing


9. Contingency/miscellaneous activities or items.
Annexure 1
Form TETFUND/ESS.D/A.IBA/RA/5.10/B

Note: To be duly filled, signed by all officers of the institution indicated and forwarded to TETFund along with every beneficiary’s Institution-Based Research & Development Submission/Proposal (i.e Request) for Approval-in-Principle (AIP) as part of critical Documentation for Accessing TETFund Annual R & D Intervention Allocation/Fund.

Note: Completed and Signed version of this Template is “a must return to TETFund” without which the submission/Proposal of the defaulting Institution will not be vetted/processed.

INSTRUCTION FOR COMPLETION OF THIS TEMPLATE
Section A, B, C, to be completed, singed and dated appropriately by Head Researcher (for Group/Team Research)/Researcher (in the case of Individual Research)

Section D: To be completed signed and stamped by the appropriate Officers of the Institution indicated

A. Documentation of particulars of beneficiary institution(s) and the Research Proposal(s)/Submission(s)
   i) Name of Beneficiary Institution:...................................................................................................
   ii) Year(s) of Intervention being Accessed/Processed:........................................................................
   iii) Date of Submission/Proposal from Beneficiary Institution:..............................................................
   iv) Reference Number of the Submission/Proposal from Beneficiary Institution:......................................
   v) Title/Subject of the Research Submission/Proposal:........................................................................
   vi) Total Amount being requested/required by the Institution: N....................................................
   vii) Amount of Annual TETFUND Research Allocation for the Institution for the intervention under Processing: N..............................................................................................................
   viii) Amount of Outstanding Research Allocation of the Institution (if any): N........................................
   ix) Amount of Last Disbursement (if any): N........................................................................................
   x) Date of Last Disbursement (if applicable): N ...................................................................................

B. Type of Institution Based Research Proposal(s) being submitted and Amounts Requested.
   xi) B1: Research Studies/Project Proposals: (Tick as Appropriate) Yes [ ] B1 [ ] No
   xii) B2: Research Capacity Building and Training including Train-the-Trainers
       (Tick as appropriate)..........................................................................................................................
       Yes [ ] B2 [ ] No
   xiii) B3: Research Infrastructural Facilities Development and Equipment Procurement (Tick as appropriate)
       Yes [ ] B3 [ ] No
   xiv) B4: Group/Team Research
       Yes [ ] B4 [ ] No
   xv) B5: Individual Research
       Yes [ ] B5 [ ] No
C. Details about the Research including summary of cost and list of Researcher(s)

xvi. Research Topic: .........................................................................................................................
........................................................................................................................................................
...........................................................................................................................................................
...........................................................................................................................................................

xvii Duration of Implementation: ................................................................. (in Months)
(State commencement and completion Dates)

xviii) List expected benefits of the Research (Use additional Sheet if need be):....................
...............................................................................................................................................................
...............................................................................................................................................................
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xix) Summary of Research cost implication/breakdown

a) ........................................................................................................................

b) ........................................................................................................................
c) ........................................................................................................................

Total = N........................................

xx) Name and particulars of Lead Researcher: (Attach the cost/particulars of all Researchers
involved in the Research) with this Form/Template
...............................................................................................................................................................
...............................................................................................................................................................
...............................................................................................................................................................

.................. Signature of Lead Researcher with Date

D Approval/Non Approval (To be completed by the Approving Authorities)

Approved? (Tick in the box as appropriate) Yes [ ] No [ ]

xxi) Name and particulars of Chairman Institution’s Committee on Research (i.e ICR)
...............................................................................................................................................................
...............................................................................................................................................................

xxii) .......................................................... Signature of Chairman, ICR with Date & Stamp

xxiii) Name and Particulars of Director of Academic Planning
...............................................................................................................................................................
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xxiv) .......................................................... Signature of Director of Academic Planning with
date & stamp
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<tr>
<th>S/N</th>
<th>TETFUND ACADEMIC/EDUCATION RELATED INTERVENTION PROGRAMMES</th>
<th>Q1: OUTLINE HOW PROCESSING OF YOUR SUBMISSION/PROPOSALS FOR UTILIZATION OF INTERVENTION FUNDS IN TETFUND ACADEMIC/EDUCATION INTERVENTION PROGRAMMES SHOULD BE FACILITATED</th>
<th>Q2: LIST RECOMMENDATIONS AND OUTLINE ASSOCIATED STRATEGIES TO ENSURE EFFECTIVE DELIVERY OF THE UNDERLISTED TETFUND ACADEMIC/EDUCATION-BASED INTERVENTION PROGRAMMES INCLUDING SUGGESTIONS WITH RESPECT TO MODE OF A.I.P, PROCESSING OF DISBURSEMENTS, MONITORING &amp; EVALUATION AND COMMUNICATION BETWEEN BENEFICIARY INSTITUTIONS AND TETFUND</th>
<th>OTHER REMARKS</th>
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Name of Participant & Official
Institution of the Participants
Designation Phone No.
Signature of Participants & Date
Representing
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<th>S/N</th>
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<th>Q2 = LIST RECOMMENDATIONS AND OUTLINE ASSOCIATED STRATEGIES TO ENSURE EFFECTIVE DELIVERY OF THE UNDERSLISTED TETFUND ACADEMIC/EDUCATION-BASED INTERVENTION PROGRAMMES INCLUDING SUGGESTIONS WITH RESPECT TO MODE OF A.I.P, PROCESSING OF DISBURSEMENTS, MONITORING &amp; EVALUATION AND COMMUNICATION BETWEEN BENEFICIARY INSTITUTIONS AND TETFUND</th>
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<td>Academic/Research Journals Publication (A/RJP) Intervention</td>
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**Use Additional Sheet**

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<td>Academic Staff Training &amp; Development (AST &amp; D) Intervention</td>
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Use Additional Sheet

Name of Participant & Official  
Institution of the Participants  
Signature of Participants & Date
## TETFUND Stakeholders Strategic Workshop Participant's/Beneficiary Institution's Input

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<tr>
<th>S/N</th>
<th>TETFUND Academic/Education Related Intervention Programmes</th>
<th>Question 1: Outline how processing of your submission/proposals for utilization of intervention funds in TETFUND Academic/Education intervention programmes should be facilitated</th>
<th>Question 2: List recommendations and outline associated strategies to ensure effective delivery of the underslisted TETFUND Academic/Education-based intervention programmes including suggestions with respect to mode of A.I.P, processing of disbursements, monitoring &amp; evaluation and communication between beneficiary institutions and TETFUND</th>
<th>Other Remarks</th>
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Signature of Participants & Date: ....................................................
Designation Phone No.: .................................................................
Representing: .................................................................................