

## **8.2. INSTITUTION – BASED RESEARCH FUND**

The core objective of the IBR intervention is to avail Nigerian scholars working in any of the Fund's beneficiary institution, with small grants to support and promote well-defined research projects and to enable individual researchers to collaborate with, and bring benefits to, other individuals, institutions and organizations. Disbursement of the intervention grant is guided by:

### **A. ELIGIBILITY**

To be eligible for the award of the IBR grant, applicants must fulfil the following:

- i. the lead researcher must reside in Nigeria;
- ii. be a full-time and confirmed academic staff of the beneficiary institution;
- iii. demonstrate an independent capability to undertake and lead researches by submitting a coherent research proposal based on approved template accompanied with curriculum vitae;
- iv. co-investigators must meet the requirements of the lead-researcher and should be able to take over from the lead-researcher, if need be;
- v. the proposal in (iii) above must pass through internal assessment process and be recommended by relevant research committees of the department and the institution; and
- vi. a scholar shall not benefit from more than one **IBR** grant concurrently.

### **B. THE PROCESS**

- i. Research proposals by eligible applicants must be submitted to the institution's relevant committees through the departmental research committees;
- ii. Recommendations from the institution should be sent to the Fund accompanied with all relevant documentation and a cover letter signed by, or on behalf of, the head of the institution, stating:
  - a. The type of research (include a copy of the accepted proposal);
  - b. Whether individual or group (indicate the number of staff involved and their disciplinary backgrounds);
  - c. Research budget; and
  - d. Research timeline.
- iii. 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);
- iv. Minutes (or decision extracts) of the meeting of the relevant research committees of the institutions should accompany each submission from the beneficiary institutions;
- v. Approval of the Fund would be communicated to the institution while award letters would be communicated to the principal researchers (lead researchers) through their institutions. And 60% of the grant would be disbursed as first tranche;
- vi. Disbursement of the 2<sup>nd</sup> tranche` of 40% is contingent upon submission of progress report by the researchers (via the beneficiary institution) as well as evidence of publication of at least one article in a relevant first quartile journal (Q1) or at least two articles in second quartile journals (Q2 journals);

vii. 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; and

viii. TETFund should be acknowledged as the sponsor of the research in a footnote in the first page of a paper/monograph or as appropriate in a book/report.

## **NOTE**

(i) Where a research is being pursued by an individual and the researcher becomes incapacitated, the grant shall be cancelled and the balance of the grant payed back into the institution's IBR Account; and

(ii) The grant is to cover researchers in all disciplines of any of the beneficiary institution.

## **C. GUIDELINES FOR IBR BUDGET**

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 a general guide for budget preparation to access the IBR Intervention funds:

### **i. PERSONNEL COST**

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

### **ii. SUPPLIES EXPENSES**

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

### **iii. EQUIPMENT AND TESTS**

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

### **iv. TRANSPORTATION & TRAVELS**

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

v. **OTHER DIRECT COST:**

a) Show the cost of Data collection and how this is arrived at

vi. **OTHER INDIRECT COST:**

a) Publication and dissemination costs (give detail);

b) Equipment maintenance and service contract (justify need); and

c) Give detailed breakdown of each cost.