

THE OPEN UNIVERSITY OF TANZANIA



RESEARCH POLICY AND AGENDA

JULY, 2017

The Open University of Tanzania



Research Policy and Agenda

July, 2017

The Open University of Tanzania
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FOREWORD

The Open University of Tanzania (OUT) is obliged to contribute to Tanzania's social and economic development. The driving force behind the expected economic development and industrial growth is through scientific advances and technological innovations. OUT has and continues to participate in the development process through its research agenda which falls within its areas of competency.



It is fundamental that OUT's research contribution is focused effectively on areas of national priority. It is within this context that, the first Research Policy and Operational Procedures of 2008 and the OUT Research Agenda of 2010 have been reviewed to stimulate research and innovation activities. These two documents have been merged into one policy document which has been renamed "**OUT Research Policy and Agenda**". This revised version has drawn both from experiences from the implementation of the first policy version of 2008 as well as best practices elsewhere. The objective of the revised Research Policy is to provide a clear reference framework for research and publication issues. By creating a sound research support environment academicians will increasingly participate in research and innovation activities at different levels (i.e. at departments, faculties, directorates and institutes level).

This document, (Research Policy and Agenda for the Open University of Tanzania) addresses the needs of both internal and external customers either as research collaborators, funding agencies or research clientele. In this way we shall have played our role in ensuring that Tanzania keeps pace with

the global revolution in knowledge production and its use, that the University is an attractive site for research and development investment and that it provides opportunities for our researchers and innovators. This way, not only will we be the leaders in producing basic knowledge, but we will also be instrumental in disseminating new knowledge to our community, and provide training for the researchers of tomorrow.

Last but not least I would like to note that extensive work has gone into reviewing this policy. The effort of stakeholders from different institutions such as COSTECH, the University of Dar es Salaam, ESRF and REPOA among others and members of academic staff at OUT, students, local government officers and representatives from the private sector are highly appreciated. The University management expresses its gratitude to the special taskforce coordinated by the Directorate of Research and Publications which has worked tirelessly, and all those who have directly or indirectly contributed to the successful completion of this work.

Prof. Elifas T. Bisanda
Vice Chancellor
The Open University of Tanzania
July, 2017

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Prof. Deus Ngaruko

Deputy Vice Chancellor for Academic Affairs

The Open University of Tanzania

July, 2017

EXECUTIVE SUMMARY

This document is divided into five main chapters; the first chapter provides background information, the rationale for the review and vision, mission and policy objectives. The chapter further highlights OUT research capacity, challenges and opportunities. The second chapter present policy issues and operational procedures while the third chapter presents the research priority areas. Chapter four highlight the monitoring and evaluation of policy and chapter five provides the guidelines and operationalization procedures.

The review of the research policy is a result of the need to make the research policy go with taste of time and promoting innovative and creative research to address a specific problem or meet a specific need of an entity or a society/industry. Other factors which facilitated the review of the policy was the need to have a harmonised research policy instead of two but related policies which were existing (i.e. the Research Policy and Operational Procedures of 2008 and Research Agenda of 2010). Other factors included taking on board the new development as reflected in the internal, national and external factors and compliance with TCU quality assurance guidelines which requires the policy review after five years. The new Research Policy and Agenda addresses the following.

The **vision** of the policy is *“To become a world class university for creation and application of knowledge that leads to sustainable social and economic development in Tanzania, Africa and beyond”*. The **mission** is *“Unrelenting pursuit of scholarly and strategic research in OUT areas of competencies, directed towards attaining equitable and sustainable socio-economic development of Tanzania, Africa and beyond”*. Within this context, the policy document provides a framework in conducting basic and applied

research that generate new knowledge that respond to contemporary and emerging issues. Specifically the policy aims:

- a) To guide the University in enhancing the institution's research and publications capacity;
- b) To provide a reference frame for sourcing of research funds and sharing resources;
- c) To set guiding principles to facilitate effective coordination and regular monitoring and evaluation system of research at different levels;
- d) To set guiding philosophy of integrating teaching, and research in the learning process;
- e) To provide guidelines of motivating academic member of staff who are engaged in research and innovations;
- f) To set guidelines with respect to the role of OUT in defining and implementing the national research agenda in collaboration with other national and international stakeholders;
- g) To provide a framework to capture a wider range of stakeholders in supporting research activities at OUT; including involvement of industry and business community, public and private institutions, Community Based Organisations, local government authorities and development partners;
- h) To provide a comprehensive and standardized framework for conducting research and disseminating research findings and operational procedures.

The second chapter provides guidelines and direction of policy issues and operational procedures. The main policy issues include: research coordination, culture, ethics, resources, infrastructure, support environment, sharing of research resources, collaborative research, contribution to research administration, publication and dissemination of research findings, ownership of intellectual property, information and

communication technology on research, and integration of research and teaching. The policy guidelines commit implementers (administrators, researchers and sponsors), to ensure that research at the University addresses the needs of both internal (such as Tanzania Development Vision 2025; National Research Priorities (2015 – 2020; Education and Training Policy of 2014) and external policies (i.e. Sustainable Development Goals) and customers either as research collaborators, funding agencies or research clientele.

Chapter three highlights the research focus areas which are derived from Rolling Strategic Plan and Faculties, Directorates and Institutes research priorities. Other priorities are derived from the national and international policy frameworks. The main research priority areas include; open and online learning, education, special education, industrialisation and economic development, poverty reduction, business studies and entrepreneurship, IGT systems and innovations, policy analysis leadership & governance, natural resources and ecosystem management, climate change and environmental issues, agriculture, food security and pest management, vector borne diseases management, food nutrition, gender, tourism management and hospitality, social work and social diversity. Chapter four present the research guidelines and operationalization. The guidelines are divided into eight main areas. These areas are as follows; i) application for research grants, ii) administered or funded by the University, iii) Review and awarding of grants, iv) Progress reports for Research Grants, v) Publication of Research Results, vi) Equipment purchased from research funds, vii) Subsistence allowances and incentive to researchers and other personnel, viii) Research Ethical Considerations.

Last but not least chapter five presents the modalities of monitoring and evaluation of research activities. This is aimed

at helping the organization to generate and manage relevant information of maintenance of standards, improvement and future planning. Without effective monitoring and evaluation, it would be impossible to judge if the research activities are in the right direction, whether progress and success can be claimed. This is described in chapter five where monitoring and evaluation framework for research and publications is presented.

Prof. Hossea Rwegoshora

Director of Research and Postgraduate Studies

Dar es Salaam

June, 2017

LIST OF ABBREVIATIONS

ADE	Adult and Distance Education
ASTU	Assistive Technology Unit
COSTECH	Tanzania Commission for Science and Technology
CSO	Civil Society Organization
DCM	Directorate of Communication and Marketing
DHRMA	Directorate of Human Resources Management and Administration
DIEMT	Directorate of Educational and Management Technologies
DPS	Directorate of Postgraduate Studies
DRP	Directorate of Research and Publications
DVC AC	Deputy Vice Chancellor (Academic)
FED	Faculty of Education
FSTES	Faculty of Science, Technology and Environmental Studies
GOT	Government of Tanzania
HIV/AIDS	Human ImmunoVirus/Acquired Immunodeficiency Syndrome
HoD	Head of Department
ICE	Institute of Continuing Education
ICT	Information and Communication Technology
IEMT	Institute of Educational and Management Technologies
ILO	International Labour Organization
MDGs	Millennium Development Goals
MKUKUTA II	Mpango wa Kukuza na Kuondoa Umaskini Tanzania II
NCD	Non Communicable Diseases
NTD	Neglected Tropical Diseases
OCB	Open University Consultancy Bureau
ODL	Open and Distance Learning
OUT	Open University of Tanzania

PBFP	Property and Business Formalization Programme
PG	Postgraduate
PMU	Procurement Management Unit
PRSP I&II	Poverty Reduction Strategy Programme I & II
PSRP	Poverty Reduction Strategy Programme
R&D	Research and Development
SADC	Southern Africa Development Countries
SDG	Sustainable Development Goal
SDG4	Sustainable Development Goal no.4
SE	Special Education
TB	Tuberculosis
TCU	Tanzania Commission for Universities
URT	United Republic of Tanzania

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CHAPTER ONE

BACKGROUND

“Universities without research activities run the risk of becoming glorified secondary schools”

(Association of African Universities/World Bank, 1997).

1.1 Introduction

Research is one of core function of a university which complement other core functions namely teaching and consultancy. A university is therefore inherently characterized by creation of knowledge through research, preservation of knowledge through publications in hard print and in electronic form, transmission of knowledge through publications and teaching and application of knowledge through consultancy and public service. The Open University of Tanzania Charter of 2007 provides a broad mandate to initiate and conduct basic and applied research for the good of the society. This is particularly in the fields of natural sciences, technology and environmental studies, business management, social sciences, humanities, information and communication technology and other learning and knowledge generation closely related industrial development, so as to bring the desired social and economic development in Tanzania.

Apart from generating new knowledge, universities are also bridges between different fields of study and knowledge that can make a difference to their success. As such they play an important role in promoting socio-economic development through improving the quality of people’s lives in a number of ways, enhance productivity and develop technologies that simplify people’s lives. A country is classified as developed when it is able to provide quality life for her people. It is through research that universities have a noble role to play in

realising these objectives. It is within this vein of argument that The Open University of Tanzania needs to reposition itself as an institution that influences the direction and a leadership role in the pursuit of innovative and highly skilled middle income economy.

The Open University of Tanzania draws its research agenda from various national and international documents. Whereas at the national level the research agenda is drawn from documents such as Tanzania Development Vision 2025; Higher Education and Training Policy 2014; Poverty Reduction Strategy Program (PRSP) (2010 – 2025); Property and Business Formalisation Program (PBFP) and the National Research Priorities (2015 – 2020). At international level the research agenda is drawn from the Sustainable Development Goals (SDGs) 2030 among others. The concept of sustainable development is all embracing as it requires balancing environmental, societal and economic considerations in the pursuit of development and improved quality of life. Sustainability includes intergenerational equity, gender equity, social tolerance, environmental preservation and restoration, poverty eradication and natural resources conservation. The major essential tool for achieving sustainable development thus include improved quality of basic research; reorient existing research programmes to address sustainable development.

1.2 Rationale for Reviewing the Research Policy

The Open University of Tanzania formulated its first Research Policy and Operational Procedures and Research Policy Agenda in 2008. These were two separate policies. However there have been no smooth implementations of both policies as they appeared as two different policies while both documents were talking about the same thing. Hence one of the reasons of reviewing this policy was not only aimed at having a

harmonised research policy which carries both the research policy and research priorities, but also to comply with TCU and OUT quality assurance guideline which require a policy review after every five years.

Secondly, since the development of the first policy in 2008 there has been a number of new developments such as Education and Training Policy 2014, the new National Research Priorities of (2015 – 2020) which provides areas of the national priorities; Poverty Reduction Strategy Programme (PRSP) (2010 – 2025); Property and Business Formalisation Programme (PBFPP); the Government Directive of Industrialisation and Sustainable Development Goals (SDGs) 2030 among others. These new areas of focus have necessarily made the University to realign these new areas in its research priority areas which are within OUT competences, with the aim of augmenting and complementing the research efforts by other institutions in the country.

Thirdly, on the other hand, whereas there is a direct relationship between generation of knowledge and teaching, there has been very low level of alignment between teaching and research. This has been reflected by relatively low level use of research material by academic staff in their fields of specialisation. It is for this reason; the review of the policy is to instil new inspiration and attitudinal change among the academic staff by creating a positive research environment which will stimulate the academicians at individual level, departments and faculties to engage meaningfully in the research activities.

Last but not least, whereas the importance and role of research is underscored in the key documents of the University, such as the OUT University Charter of 2007 and OUT Rolling Strategic Plan, there has been very little translation of research

policy statements into visible actions. Some of the factors which have been responsible for the above under achievement include among other reasons, lack of clear research vision and mission, low level participation of academic staff, departments and faculties in initiating and conducting research activities, low level partnership between local communities and private sector with the University faculties and departments in identifying research issues. It is against this background that the research outputs have persistently remained invisible. It is within this context, the present policy has been reviewed to overcome the above weakness by accommodating the current University and national needs and demands. The research policy document will therefore guide OUT researchers and other collaborators when formulating and undertaking research at the University. It is our hope that researchers, policy makers and funding agencies will find this document a valuable source of information and indeed a reference material whenever one wants to engage or support research activities at The Open University of Tanzania.

1.2.1 Policy Vision

“To become a world class university for creation and application of knowledge that leads to sustainable social and economic development in Tanzania, Africa and beyond”

1.2.2 Policy Mission

Unrelenting pursuit of equitable and sustainable social economic development of Tanzania and beyond, through research, innovation and dissemination of knowledge.

1.2.3 General objectives

The general objectives of the Research Policy and Agenda is to provide a framework in conducting basic and applied research that generate new knowledge that respond to contemporary and emerging issues.

1.2.4 Specific Objectives

The specific objectives of the Research Policy and Agenda include the following:

- (i) To guide the University in enhancing the institutions research and publications capacity;
- (ii) To provide a reference frame for sourcing of research funds and sharing resources;
- (iii) To set guiding principles to facilitate effective coordination and regular monitoring and evaluation system of research at different levels;
- (iv) To set guiding philosophy of integrating teaching, and research in the learning process;
- (v) To provide guidelines of motivating academic member of staff who are engaged in research and innovations;
- (vi) To set guidelines with respect to the role of OUT in defining and implementing the national research agenda in collaboration with other national and international stakeholders;
- (vii) To provide a framework to capture a wider range of stakeholders in supporting research activities at OUT; including involvement of industry and business community, public and private institutions, Community Based Organisations, local government authorities and development partners;
- (viii) To provide a comprehensive and standardized framework for conducting research and disseminating research findings and operational procedures.

1.3 Research Capacity, Opportunities and Challenges

1.3.1 Research Capacity

OUT research capacity is well articulated with the highly trained manpower in education, natural and social sciences, business studies, agricultural sciences, natural resources and environment management sciences as well as law research.

This rich human resource includes a body of more than 350 academic staff, more than 50 ICT technicians, about 2,000 postgraduate students and about 10,000 undergraduate students. In addition OUT has a well laid down infrastructure (library, ICT etc.) capable to facilitate research activities. The available Research Policy has remained a guiding document of research activities. A Research Bulletin, which provides summary of all research work done at OUT has been a quick research reference. Furthermore funds have been available at OUT for small research activities. OUT operates in 29 regional centres spread all over the country and abroad (Rwanda, Kenya, Namibia, Uganda and Malawi) which form centres of information generation and sources of research activity facilitation. In this respect, OUT is capable of attracting and winning research grants and development support from a number of local, national and international agencies.

1.3.2 Opportunities

The opportunities the University has for promoting research activities include high demand for research information from research activities where sector development depends on research findings from academic experts in universities. Furthermore, there is emphasis for research findings as a base for development by national policies demonstrated through the National Vision 2025 objective on research requirement for development, the National Strategy for Growth and Reduction of Poverty and the Property and Business Formalization Programme. In addition, there are links with local and international institutions that can facilitate research collaborations. Moreover, Government organs and agencies are available for facilitation of collaboration and accessing of various policies and plans.

OUT works with various partners through various collaborative arrangements. Within the country OUT is collaborating with other educational institutions in research activities such as the use of science laboratories. Such collaborations provide an opportunity for OUT staff and students to conduct research wherever they are without necessarily travelling to the headquarters where laboratories are currently located. Availability of national research coordinating institutions such as COSTECH provides another opportunity for OUT to advance its research agenda. At regional and international levels OUT has a database of collaborators who have been very instrumental in providing cooperation in various aspects, including research.

The Tanzania Development Vision (TDV) 2025, the Sustainable Industrial Development Policy for Tanzania (SIDP 2020) and second Five Year Development Plan (FYDP II) (2016/17 – 2020/21) focusing on the theme “Nurturing an Industrial Economy” aim at propelling Tanzania from a least developed country to a middle income country with a high level of human development and whose economy is diversified and semi-industrialised. This national economic transformation through industrialisation provides a huge opportunity for research to contribute on researching innovative technologies and on addressing human resources skill gaps.

OUT is a unique institution of higher learning in the region since it offers programmes through open and distance learning. With time OUT has developed expertise on the field of open and distance learning. There is less research competition on the field of ODL in the region which means OUT is better placed for ODL-related research.

1.3.3 Challenges

There are several challenges which the University has to grapple with. Some of these challenges include firstly, competition for resources for research projects with other universities and research institutions, as resulting into inadequate research funding and facilities to promote research activities. The second challenge is associated with how to combine our disciplinary strengths to develop multi-disciplinary solutions for the biggest societal challenges of our time. The third challenge is inadequate human resource base (*both in quality and quantity*) for the development and management of technological change. The critical minimum human resource capacity is still to be attained. Because of that it is necessary to continue requesting the government to allow the recruitment of skilled personnel and to provide strategic research scholarship support at postgraduate level to cater for this deficiency. Last but not least, there is still low level of faculties/departments of perceiving research as a mere academic exercise. Hence, lacking the will to partner with other organizations in undertaking innovative research projects. This policy document therefore, aims at providing a guide on how to address some of these challenges and thus increase the participation of the University in the national development effort.

CHAPTER TWO

RESEARCH POLICY AND OPERATION PROCEDURES

2.1 Introduction

This chapter provides guidelines and direction of research issues and operational procedures. The policy role is to assist the University and staff to be in line with the regulations, mission and vision of the University in research assignment they take. The guidelines commit implementers (administrators, researchers and sponsors), to ensure that research at the University addresses important issues addressing both the national needs and the academic requirements at OUT. Specifically, the policy provides guidelines and direction pertaining to: research coordination, research culture, research ethics, research training, research resources, research support environment, sharing of research resources, contribution to research administration, collaborative research, publication and dissemination of research findings, ownership of intellectual property, information and communication technology on research, and integration of research and teaching. Needless to say, in view of the above, OUT sets out to conduct researches in its areas of competencies for sustainable social and economic development. The operationalization of this policy is provided in Appendix 1.

2.2 Policy Issues, Statements and Procedures

2.2.1 Research Coordination

The University lacks a clear coordination structure to link research and publication activities carried out in the departments or faculty. In this respect, research outputs from departments and faculty are very low and not clearly visible. There is a need of having a strong coordination system that will coordinate, promote, link and manage research activities

at OUT. Such a system will require capacity to handle the entire research processes (planning, training, budgeting and publication of research results).

Policy Objective

To guide coordination activities at the University in order to increase efficiency and visibility.

P1: Policy Statement

The University shall have clear research and publication coordination structures at different levels.

Policy Strategies

- (i) Link between Directorate of Research and Publication, faculties and departments.
- (ii) Ensure availability of clear reporting relationships between different coordinating units.

Operational Procedures

The Open University of Tanzania will:

- (i) Establish strong and competent research coordination committees at both the department and faculty levels.
- (ii) Establish a clear reporting structure of research and publication activities at all levels (departmental, faculties and at institutional levels).
- (iii) Put in place guiding mechanisms to guide the operationalization of the committees.

2.2.2 Research Culture

The culture of conducting and disseminating scholarly research is minimal among academic staff leading to low research productivity and visibility at OUT. In order to develop an institutional culture of research at OUT, there is a need to build an organization culture where research should become a prolific and dominant feature among academicians. Consequently, OUT envisage building an organization culture to promote research productivity that will enhance its

reputation as a research university and its contribution to national development through research.

Policy Objective

To guide academic staff to have culture to conduct and disseminate the research outputs.

P2: Policy Statement

The University shall encourage and promote academic staff to conduct research and disseminate the findings.

Strategy

Have clear mechanisms on promoting research culture at the University.

Operational Procedures

The Open University of Tanzania will:

- (i) Allocate significant resources for training and support.
- (ii) Establish collaborative research teamwork and collegiality among department/faculty members.
- (iii) Incorporate research and publications targets in the annual staff appraisal system (OPRAS).
- (iv) Introduce research method short courses and research mentoring support by senior staff to junior staff.
- (v) Introduce competitive research grants from internally generated funds.
- (vi) Grant leave to academic staff to conduct research activities.
- (vii) Provide timely promotion to staff who have published their research articles/reports/books in scholarly media and have met the required criteria.
- (viii) Award a certificate of recognition to staff who are actively engaged in research and publication.

- (ix) Introduce attractive incentives to staff with innovations that lead to patents and creation of new enterprises or products.

2.2.3 Research Ethics

Ethics in research need to be seriously observed to maintain the integrity of the profession. Ethics also needs to be closely observed to maintain intellectual honesty, confidentiality, acceptability of research results, conflict of interest, observation and avoiding offending respondents.

Policy Objective

To provide guidelines that ensure all University research activities are conducted and disseminated as per acceptable ethical standards.

P3: Policy Statement

The Open University of Tanzania shall ensure that all research activities are conducted ethically and conform to accepted ethical standards.

Policy Strategy

Put in place clear guidelines on conducting research within ethical standards.

Operational Procedures

The Open University of Tanzania will:

- (i) Establish an ethical review board in order to minimize bureaucracy in research ethical clearance.
- (ii) Ensure researchers obtain ethical approval and research clearance from relevant institutions.
- (iii) Ensure researchers carry out research in accordance with the acceptable ethical stands (such as honest, confidentiality, integrity, cheating, data fabrication, data falsification, and plagiarism).

- (iv) Ensure researchers abide by scholarly publication ethics (such as peer review systems, predatory journals and other ethical issues).

2.2.4 Research Resources

Scarcity of research resources continue to be the main constraint in undertaking research activities. With minimal funds the capacity of researchers to conduct quality research has been highly compromised. The University has set aside a small research grant scheme for staff to conduct small scale researches. However experience has shown that the scheme has not been successful in attracting researches. While the small grant scheme is still relevant, there is a need to develop capacity to access more resources for larger research projects.

Policy Objective

To provide guidelines that ensure the University has the resources needed to support research activities.

P4: Policy statement

The University shall ensure that more funds are sourced from the government, research foundations and NGOs to support research activities.

Policy strategy

Put in place mechanisms that will enable the researchers to bid for and get funds for research activities. Ensure that University's internal funds for research are allocated to those areas of interest to the University and the nation as a whole.

Operational Procedures

The Open University of Tanzania will:

- (i) Allocate adequate funds to support research activities.
- (ii) Continue to fund small scale research projects conducted by OUT staff.

- (iii) Introduce a competitive research fund for medium scale research projects to be applied by OUT staff.
- (iv) Monitor all expenditure related to research activities.
- (v) Identify areas that need more funding to support research activities.

2.2.5 Research Support Environment

Conducive research environment is very crucial for researchers and institutions to achieve their research ambition. Conducive research environment include availability of research fund, equipment and facilities, research training, libraries and resources. At the Open University of Tanzania, such kind of environment has been lacking. Research in science has been particularly affected by the fact that the University has not been able to develop its own science laboratories. The current use of research facilities in other institutions for staff and students of OUT does not encourage science research to flourish.

Policy Objective

To provide guidelines that ensure the University has the necessary infrastructure to support research activities.

P5: Policy Statement

The University shall ensure a conducive research environment so that academic staff and students can carry out different types of research.

Strategy

Ensure availability of indicators for conducive research environment.

Operational Procedures

The Open University of Tanzania will:

- (i) Work towards the creation of a stable internal conducive research environment. This shall include maintenance of

equipment and accessories support for purchase of basic consumables.

- (ii) Facilitate the acquisition of research fund for academic staff by collaborating with other institutions.
- (iii) Provide research support services that include the provision and continuous improvement of modern management information systems and facilitate access to international literature and databases.
- (iv) Provide basic financial management support and training to research coordinators as well as personnel in key research administrative units.
- (v) Provide the necessary infrastructure like office space and science laboratories to enable researchers to conduct research activities.
- (vi) Train academic staff and students on how to carry research activities.
- (vii) Mentor junior academic staff on research related matters.
- (viii) Provide research equipment and facilities.
- (ix) Provide library resources and other supporting research materials.
- (x) Provide funds to support dissemination of research findings.

2.2.6 Sharing of Research Resources

Conducting research and disseminating results require substantial resources investments in core facilities that provide access to advanced cutting-edge technologies, expert consultation, and other services to scientific investigators. The facilities offer a number of services, ranging from systematic analysis and data processing, using specialized instrumentation, to access and expert advice on experimental design and evaluation needs. Thus, it is important that faculties

and departments at The Open University of Tanzania avoid duplication of research resources.

Policy Objective

To provide guidelines on how best the research resources can be shared within the University.

P6: Policy Statement

The University shall create transparency in the allocation, utilization and sharing research resources.

Strategy

Have a constantly updated data base of all research resources and their uses.

Operational Procedures

The Open University of Tanzania shall:

- (i) Appoint a person to deal with matters related to research resources sharing.
- (ii) Prepare guidelines for utilizing all research facilities which are within the University.
- (iii) Issue a timetable to indicate date and time on how each facility will be used by different researchers/departments. Example, using a multi-purpose lab or equipment.
- (iv) Purchase all resource facility centrally.

2.2.7 Collaborative Research

Collaborative research is a kind of research which engages researchers in order to work on complex problems facing the community. Collaborative research can be external collaboration involving a university academic unit and an entity or entities outside the university, and an internal collaboration involving two or more academic units within the University. Many benefits of collaborative research have been

identified. These include; successful transfer of knowledge and skills, sharing of experience, perspectives and ideas that can foster creativity and expand knowledge that would not occur during sole research initiatives. This provides a unique opportunities to work with renowned researchers and acquiring new equipment and facilities that would have otherwise been impossible. Creating increased opportunities for joint publications that are extremely valuable and beneficial to research careers. Several collaborative research activities have been undertaken by OUT staff. However, there is no clearly defined mechanism to guide the collaborative research activities. There is need of putting in place a clear mechanism on the coordination and administration of collaborative research.

Policy Objective

Promote collaborative research where there are potential benefits to the University.

P7: Policy Statement

The University shall put in place a mechanism for coordinating and administration of collaborative multidisciplinary research.

Policy Strategy

Ensure that collaborative multidisciplinary research is carried out without any barriers.

Operational procedures

- (i) Appoint an officer in the Research and Publication unit to coordinate collaborative multidisciplinary research.
- (ii) Encourage OUT staff to prepare proposals and bid for collaborative research funds.
- (iii) The University shall compete to be the lead institution in the proposal.

- (iv) Ensure that a full-time employee of the University serves as the Principal Investigator.
- (v) Ensure that full-time employees of the University who serve as co-principal Investigators on collaborative grants led by other institutions shall design the proposal so that the University serves as a subcontractor.
- (vi) Promote external collaboration that will include but not limited to other universities in and outside Tanzania, research institutions, industrial partners and non-governmental institutions.
- (vii) Ensure that external collaborative projects clearly demonstrate the benefits that will increase to the University or indicate deficiencies/gaps within the University that necessitate external collaboration.
- (viii) Insist on internal collaborative projects to be inter and multi-disciplinary in nature;
- (ix) Ensure that inter and multi-disciplinary research projects are hosted in the academic unit where the principal researcher belongs.
- (x) Require that the hosting department also be the department where the majority of the research activities will be conducted.
- (xi) Require that respective components of inter and multi-disciplinary research project be approved by the relevant unit, which is department, faculty, institute or directorate.
- (xii) Insist that staff participating in the inter or multi-disciplinary collaborative research project have an obligation to report progress to their own department and shall have to report to the hosting department through the principal researcher.
- (xiii) Ensure that the collaborating academic units make provisions for administrative costs.

- (xiv) Require that the Corporate Counsel vet collaborative research agreements.

2.2.8 Contributions to Research Administration

OUT guarantee its academic staff to compete for research funds from both national and international funding organizations. Several successful grant proposals have been awarded to OUT staff as individuals or institutional research groups. The funds are managed by the Directorate of Research and Publication through its Research and Consultancy account. The staff are given leaves/time off to undertake their research activities. In addition, the staff utilizes University facilities and equipment. However, there is no clearly defined mechanism to determine the employer's time and use of University facilities. There is a need of putting in place a mechanism where the researcher contributes to the University in order to cover for employer's time and overhead costs.

Objective

Provide a conducive mechanism for external research grants to contribute for overhead, administrative and management costs.

P8: Policy Statement

The University shall ensure that external research grants contributes to overhead and administrative cost incurred.

Policy Strategy

Ensure that the research overhead contribution is shared among the research administrative units at various administrative levels.

Operation Procedures

- (i) Require that research projects contribute 12% of the total project research costs to the institutional overheads costs

- (ii) Sharing of the administrative overheads shall ensure that priority is given to where research activity is taking place. In this respect, a minimum of 6% shall be contributed to the respective department (or academic unit), 4% to the respective faculty/directorate/institute and 2% to the Directorate of Research and Postgraduate Studies.
- (iii) The sums accrued by the respective units shall be accounted for using University Financial Regulations and Procedures.

2.2.9 Publication and Dissemination of research findings

Research publication output at OUT is not satisfactory. This is clearly revealed by the number of publications produced by academic staff in a year. OUT is eager to make its research output visible and accessible in order to enhance its reputation in the research community. In that case, OUT must build strategies that may contribute to increasing the research publication output among its academic staff.

Policy Objective

To guide academic staff to publish and disseminate research findings through scholarly articles, books, public media and policy briefs.

P9: Policy Statement

The University shall support academic staff to publish and present research findings in national and international conferences and professional forums

Policy Strategy

Have clear mechanisms of promoting research publication and communicating the findings at the University.

Operational Procedures

The University will:

- (i) Provide funds to support researchers to present their research findings in the national and international conferences/professional forums.
- (ii) Invest in research publication training courses and workshops.
- (iii) Train staff on repackaging of research results in forms of posters, brochures etc.
- (iv) Establish discipline specific faculty journals and encourage staff to use local based journals to disseminate research outcomes.
- (v) Establish a reward system (financial and promotion) for staff who excel in publishing.
- (vi) Support research publication mentoring initiatives; establish writing clubs and research writing course for junior staff.
- (vii) Establish an OUT research exhibition week for staff to display and communicate research findings.

2.2.10 Ownership of Intellectual Property

Primarily, a research is undertaken to educate students, to stimulate the spirit of inquiry, to solve problems, and to discover new knowledge. Patentable inventions and other marketable forms of intellectual property may result from research conducted by staff, students and other persons associated directly or indirectly with the University. A university has an obligation to serve the public interest by insuring that such intellectual property is appropriately developed and exploited.

Policy Objective

Encourage and enable technology development, its commercialisation and transfer for the benefit of the public, University and researchers.

P10: Policy Statement

The University shall encourage the recognition and identification of Intellectual Property within the University and promote an entrepreneurial culture among personnel that fosters the development of potentially commercial Intellectual Property arising from their researches.

Policy Strategy

The University will:

Ensure that there are well stipulated guidelines, rules and regulations governing rights and ownership of research output for research done individually or collaboratively with staff.

Operational Procedures

The University will:

- a) appoint Intellectual Property Management officer to oversee IPR issues
- b) encourage the recognition and identification of Intellectual Property within OUT and promote an entrepreneurial culture among personnel that fosters the development of potentially commercial Intellectual Property arising from their research;
- c) provide legal certainty in research activities and technology-based relationships with third parties;
- d) set out the procedures on the identification, ownership, protection and commercialization of Intellectual Property;
- e) ensure timely and efficient protection and management of Intellectual Property;
- f) facilitate recording, monitoring and maintenance of the University Intellectual Property portfolio;
- g) enhance the reputation of the University as an academic research institution as well as the reputation of the researchers through bringing the research results to public use and benefit.

2.2.11 Information and Communication Technology on Research

As an open and online learning institution, The Open University of Tanzania needs to continuously invest in ICT research in order to facilitate development of innovative ICTs for online teaching and learning and management technologies. Historically, the aim of the Institute of Educational Technology (IET) which later on became the Institute of Educational and Management Technologies (IEMT) was to perform a technical backstopping role for distance teaching and learning. With time, the global changes have necessitated integration of teaching and learning with management issues. Particularly in ODL, integration of instructional and management technologies for staff and student is unavoidable. However, experience has shown that more emphasis has been on the management side and less emphasis on teaching and learning. We would wish to have an IEMT that takes teaching and learning as the major focus when researching, designing and promoting new technologies.

Policy Objective

Ensure reliable and research-based means environment for open and online learning at the University.

P11: Policy Statement

The Open University of Tanzania shall strengthen its ICT research activities for promotion of reliable and innovative means of offering open and online learning.

Operational Procedures

The Open University of Tanzania will:

- (i) Put in place a dependable and reliable ICT infrastructure at OUT Headquarters as well as in Regional Centres.

- (ii) Develop skills in ICT among researchers to enable them utilize ICT facilities for research information effectively.
- (i) Encourage OUT staff and students in the use of ICT in research and innovation activities.
- (ii) Ensure human resource skills and competence for effective ICT utilization is enhanced.
- (iii) Set up a mechanism that ensures affordability of ICT usage for research purpose.
- (iv) Strongly encourage and facilitate sharing of ICT resources.

3.2.12 Integration of Research and Teaching

Integrating new knowledge created through research with teaching has become an important area that needs prompt attention with the growing emphasis on student learning activities, quality assurance procedures and research funding mechanisms in higher education system. The link between research and teaching is not automatic. Thus, it needs to be formally created at the University in order to achieve a productive relationship and manage research activities of University staff with teaching duties.

Policy Objective

To retain a core commitment to research-based teaching and enhancing scholarship through clearly linking research, professional practice and teaching.

P12: Policy statement

The University shall encourage and reward academic staff who are committed to research-based teaching and through clearly linking research, professional practice and teaching.

Strategy

Have a clear mechanism of increasing skills of staff to teach and do research.

Operational Procedure

The Open University of Tanzania will:

- (i) Emphasize the construction of knowledge by students rather than imparting knowledge by instructors.
- (ii) Encourage publication of graduate theses and dissertations in professional journals.
- (iii) Consolidate research and publication matters as one of their major functions.
- (iv) Ensure teaching-research links are central to policies on promotion and reward.

CHAPTER THREE

RESEARCH PRIORITY AREAS AND STRATEGIES

3.1 Introduction

One of the important goals of strategic planning is to define areas in which the University has the capacity to realize its vision and mission. In the same vein, the choice of strategic research priority areas is important not only to the University but also to the wider society, because the choice will help to contribute meaningfully the desired social and economic development. For this reason the choice of the research priority areas have been influenced by the needs of internal and external factors. As already highlighted above, the research priorities have been derived from the national research priorities, National Development Vision 2025, Education and Training Policy of 2014, the second Five Year Development Plan (FYDP II) (2016/17 –2020/21) focusing on the theme “Nurturing an Industrial Economy”, and the Sustainable Development Goals 2030 among others. This chapter outlines the research focus areas for OUT in line with the above background.

3.2 OUT Research Priorities

The Open University of Tanzania research needs are explained in the rolling strategic plan and Faculties, Directorates and Institutes research priorities. Since 2001 OUT has constantly reviewed its rolling and strategic plan to address new strategic objectives and main targets. For instance, the current rolling and strategic plan for year 2010/11-2014/15 provides research issues as strategic objective number six. This strategic objective targets to enhance research and publications capacity. The main targets entails implementation of research policy, strengthening the Directorate staffing, increasing Faculty institutional research programmes, supporting OUT staff in collaborative research and access to international

research grants. Furthermore, OUT rolling strategic plan points out the need to develop a research agenda for OUT at National level in terms of significance.

The OUT research policy ensures the review of research agenda is carried out from time to time to match with emerging issues. The research policy enhances the publications profile through increased efficiency, effectiveness and internal capacity. The research policy helps through planning, funding, monitoring and standardization of the research operational procedures. Also, the research policy puts in place a comprehensive and standardized framework for conducting research and disseminating research findings.

3.2.1 Research Focus Areas in Open and Online Learning

The Open University of Tanzania is a well-known public university in the African Region with ODL being its distinctive hallmark. Since its establishment, OUT has developed expertise in ODL research in order to improve its ODL practice. At academic level, ODL is hosted in the Department of Adult and Distance Education (ADE) in the Faculty of Education (FED) that offers undergraduate and postgraduate programmes. There are some non-degree programmes offered by the Institute of Continuing Education (ICE). At practice level, all OUT departments offer programmes in varying forms of ODL. The Institute of Educational and Management Technologies (IEMT) has been a focal point in researching and innovating educational and management systems that have improved ODL practice at OUT. The priority areas under ODL systems are:

- (i) Instructional design and technology
- (ii) Open and Online Learning
- (iii) Open Education Resources
- (iv) Instructional and assessment technologies
- (v) Learning Management Systems

- (vi) Learner and teacher profiles and behaviours in ODL
- (vii) Learning and learner support systems
- (viii) Mobile learning
- (ix) Innovations in Tutoring
- (x) ODL policy and management
- (xi) ODL philosophy, theories and models
- (xii) ODL quality assurance
- (i) Library User needs and profiles
- (ii) Improvement of reference services in the library
- (iii) Library User education and information skills
- (iv) Outreach services and dissemination
- (v) Library Information and Communication Technology applications

The research agenda on Open and Online Learning will involve participation of the Faculty of Education (FED); Institute of Educational and Management Technologies (IEMT); Department of ICT; the SADC Centre of Specialisation for ODL (Teacher education) (SADC CoS); Institute of Continuing Education(ICE); Directorate of Library Services; the OUT Consultancy Bureau (OCB) and any other interested unit within the University. Each unit shall prepare detailed plans of its own research agenda and align it with OUT research agenda and with other collaborating units/institutions.

3.2.2 Research Focus Areas in Education

Education is a very important research area. Education makes one of the leading areas in PG research at OUT. Yearly, more than 500 students enrol in PG programmes in Education, leading to conducting research. In line with SDG4, and other relevant global regional and national policies, OUT is prepared to focus on Education research in the outlined subjects.

- (i) Curriculum design and development
- (ii) Teacher education and management
- (iii) Primary and secondary education
- (iv) Early childhood development, care and pre-primary education
- (v) Technical, vocational and tertiary education
- (vi) Youth, entrepreneurship and employment
- (vii) Gender disparities in education
- (viii) Youth and adult literacy and numeracy
- (ix) Leadership and performance evaluation in education
- (x) Education for sustainable development

The research agenda on Education will involve participation of the Faculty of Education (FED), the SADC Centre of Specialisation for ODL (Teacher education) (SADC CoS), Institute of Continuing Education (ICE) and OCB. Each unit shall prepare detailed plans of its own research agenda and align it with the OUT research agenda and with other collaborating units/institutions.

3.2.3 Research Focus Areas in Special Education

OUT views Special Education as both a field of research and an area of community service. The Department of Psychology and Special Education in FED offers degree and non-degree programmes in SE. At service level, ASTU plays the role of student support people with disability among OUT students and the community at large. OUT is well known in this aspect of support, especially in assisting the visually impaired and the deaf with technological skills to become digital. The following are the focus areas of research within SE:

- (i) Learning technology for people with special needs
- (ii) Identification and support
- (iii) Policy on special education
- (iv) Access and equity
- (v) Diversity and education facilities

- (vi) Inclusive education
- (vii) Peer and social interactions
- (viii) Disorders management
- (ix) Assistive technology
- (x) Bullying
- (xi) Teacher professional development for special education
- (xii) Sign language and interpretation
- (xiii) Parental involvement

The research agenda on Special Education will involve participation of the Faculty of Education (FED); the Centre for Sign Language (CSL); Assistive Technology Unit (ASTU); the Institute of Educational and Management Technologies (IEMT) and OCB. Each unit shall prepare detailed plans of its own research agenda and align it with OUT research agenda and with other collaborating units/institutions.

3.2.4 Research Focus Areas in Industrialization and Economic Development

Tanzania's gradual path to an industrial economy has been adventurous, full of challenges and, mostly, tough challenges. But all this has not been because of lack of policies, for the country has had its full share of the same since independence. Some of these policies were weak and some strong but the main problem, as so often pointed out by academicians, has been inadequate implementation to achieve the desired results. The current National industrial policy direction points to deepening the private sector-led industrial growth as a way of transforming the economy from its heavy reliance on agriculture. Two major policy documents cater for economic transformation through industrialisation. They are the Tanzania Development Vision (TDV) 2025 and the Sustainable Industrial Development Policy for Tanzania (SIDP 2020). Vision 2025: Created in 1999 the Development Vision

2025 aims at propelling Tanzania from a least developed country to a middle income country with a high level of human development and whose economy is diversified and semi-industrialised. OUT research agenda will help Tanzania achieve growth and industry economy by conducting research in the following areas:

- (i) Use of efficient technology and learning process
- (ii) Research in science and technology and innovations
- (iii) Energy resources management,
- (iv) Research to raise productivity in agriculture with priority to value addition
- (v) Research on establishing and raising productivity in small and medium scale industries
- (vi) Building capacity in export market
- (vii) Building capacity in industrial legal infrastructure and framework

In this focus area, the Faculty of Science, Technology and Environmental Studies, Faculty of Business Management, Institute of Educational Management Technology, Faculty of Law, Faculty of Arts and Social Sciences and the Open University Consultancy Bureau (OCB) will ensure the attainment of this intended research agenda. The Faculty will develop its own research agenda in line with this focus area.

3.2.5 Research Focus Areas in Poverty Reduction

The Sustainable Development Goal 1 (SDG1) clearly emphasizes the need to 'End poverty in all its forms everywhere'. According to the World Bank, more than one billion people today live on less than 1 USD per day. About 70 per cent of those people are women and almost half of the population of Sub-Saharan Africa survives at that level of income. In Tanzania poverty levels are high, figures show that in 2000/01 out of every 100 Tanzanians, 36 were poor, by 2007 this figure had declined to 34 per cent. Most of the poor in Tanzania live in the rural areas, although basic needs, which

refer to the minimum resources needed for physical wellbeing have declined from 34.4% in 2006, to 28.2% by 2012. A significant number of the rural people still live in extreme poverty. Poverty in Tanzania and elsewhere in Africa has led to the generation of people who lack access to education, health care, adequate housing, proper sanitation and good nutrition. They are the most vulnerable to disasters, armed conflict and systems of political and economic oppression and they are generally powerless to improve their circumstances.

OUT Research agenda on Poverty Reduction will involve:

- (i) Poverty Analysis
- (ii) Housing
- (iii) Urban Poverty
- (iv) Health care

In this research area the Open University Consultancy Bureau (OCB), the Faculty of Arts and Social Sciences, the Faculty of Education will set their own agenda that will guide them in conducting research that is specially focused in eradicating poverty.

3.2.6 Research Focus Areas in Business Studies and Entrepreneurship

Business and entrepreneurship is an area that helps the society and a country to move forward in terms of economic development. It is the role of the University to conduct research in such areas like business development and management, value chain analysis, customer care and business performance, strategic planning and analysis, product development, collaboration, leadership, communication, and team building. OUT Research agenda in Business Studies and Entrepreneurship will involve:

- (i) Financial markets and investment analysis
- (ii) Financial reporting and disclosure requirements

- (iii) Banking, insurance and microfinance management
- (iv) Governance in public and private sector
- (v) Organizational management and human capital development
- (vi) Application of ICTs in business
- (vii) Entrepreneurship and Business Development
- (viii) Tourism and market development
- (ix) Value chain analysis and customer care

In this research area the Faculty of Business Management will set its own agenda that will guide them in conducting research activities that are mainly focused in helping the society improve its activities in the area of business and entrepreneurship.

3.2.7 Research Focus Areas in ICT Systems and Innovations

The government Policy on Research and Development (URT 2010) states that the Government, in collaboration with other stakeholders shall facilitate the establishment of R&D institutions and centres of excellence in ICT and socio-economic disciplines; facilitate and encourage the R&D establishments to expand their research areas into ICT and socio-economic fields; and facilitate R&D institutions to increase the use of ICT in research.

OUT is one of the major research partners in Tanzania. In recent years, OUT has excelled in ICT development and utilization. Most of its operations are conducted digitally - teaching, meetings, file-tracking and management and many other operations. However more research activities are required in line with global and local contexts so that ICT impacts the society and improves their livelihood. The following are the focus areas of research in ICT:

- (i) Learning analytics
- (ii) Innovations in mobile and wireless networks

- (iii) Cloud computing
- (iv) Internet networks with sensors and activators
- (v) ICT energy efficiency
- (vi) Satellite and terrestrial networks
- (vii) Network deployment, operation and management
- (viii) Security, privacy, identity and public safety
- (ix) Smart offices and homes
- (x) Digital enterprises
- (xi) E-services
- (xii) Data capture, storage, analysis, transfer, and privacy
- (xiii) ICT governance and management education

The research agenda on ICT systems and innovations will involve participation of the Faculty of Science Technology and Environmental Studies and the Institute of Educational and Management Technologies (IEMT) and OCB. Each unit shall prepare detailed plans of its own research agenda and align it with OUT research agenda and with other collaborating units/institutions.

3.2.8 Research Focus Areas in Policy Analysis, Leadership and Good Governance

It is difficult for a government to succeed in its quest to promote the general welfare of the citizens if policies are not laid down and implemented well. For a policy to succeed the government or any other organization needs to make sure the particular policy is implemented as effectively as possible; continuously adapted to an ever changing environment; continuously fulfilling the demands, needs and expectations of all role players; and remaining within the laid down guidelines of the authorities in the various spheres of government. This cannot be achieved if existing policy is not continuously analyzed and evaluated.

In this research area the Open University Consultancy Bureau (OCB), the faculty of arts and social sciences, the faculty of education, the faculty of science and technology will set their own agenda that will guide them in conducting research activities that are mainly focused in helping the government and other forms of institutions to continuously analyze their policies in order to achieve intended policy objectives.

Governance is the process of providing strategic leadership to an organization. It entails the functions of setting direction, making policy and strategy decisions, overseeing and monitoring organizational performance, and ensuring overall accountability. It is further a political and organizational process involving multiple functions and engaging multiple stakeholders. Good governance on the other hand is about the processes for making and implementing decisions. It is not about making ‘correct’ decisions, but about the best possible process for making those decisions. Many of our contemporary problems in Africa and globally are as a result of bad leadership and generally bad governance, it is imperative that studies are undertaken by universities to find better ways to oversee country resources.

OUT Research agenda on Food and Nutrition will involve:

- (i) Policy analysis
- (ii) Leadership
- (iii) Decision making
- (iv) Governance

In this research the faculty of arts and social sciences through the department of political science and public administration will set the agenda that will guide them in conducting research activities that are mainly focused on good governance and leadership.

3.2.9 Research Focus Areas in Natural Resources and Ecosystem Management

Tanzania has a lot of natural resources such as land, water, soil, plants and animals. However, with increasing population and scramble for scarce resources like water, has resulted to unsustainable use of the natural resources. The management of natural resources is an important particularly on how they affect the quality of life of the present and future generations. Research needs to make sure that natural resources are sustainably used for health ecosystem.

The OUT Natural Resources and Ecosystem Management research agenda will involve:

- (i) Land and Urbanisation,
- (ii) Land use management,
- (iii) Integrated natural resources management,
- (iv) Management of Terrestrial and Marine Ecosystems,
- (v) Sustainable natural Resources management,
- (vi) Mathematical modelling.

In this focus area, the Faculties of Arts and Social Sciences and Science, Technology and Environmental Studies will collaborate to achieve the intended research agenda. Each faculty will develop its own research agenda in line with that of the University.

3.2.10 Research Focus Areas in Climate Change and Environmental issues

Climate change and environmental pollution pose irreversible hazardous effects on the ecosystems structure, function and productivity. Human activities and natural processes are the cause of climate change and environmental pollution as they affect the natural ecosystem structure and functioning. There is a need to address these issues particularly to Tanzanian

communities on how to adapt and mitigate climate change as well as reducing environmental pollution.

OUT Research agenda of Climate Change and Environmental Issues will involve:

- (i) Climate change and mitigation,
- (ii) Waste management,
- (iii) Environmental pollution,
- (iv) Wastewater treatment,
- (v) Water quality,
- (vi) Environmental modelling,
- (vii) Environmental remediation,
- (viii) Environmental toxicology,
- (ix) Pollution control,
- (x) Environmental management.

In this focus area, the Faculties of Arts and Social Sciences and Science, Technology and Environmental Studies will collaborate to achieve the intended research agenda. Each faculty will develop its own research agenda in line with that of the University.

3.2.11 Research Focus Areas in Food Security, Nutrition and Pest Management

In Tanzania, like in any other tropical countries, agriculture is affected by a wide range of fungal, bacterial, viral and arthropod pests, and weeds. Under these conditions, losses from crops and animal products can often be significant or even total, affecting the livelihoods and food security of millions of poor communities. Despite the fact that subsistence farmers use all means including their own skills, cultural, traditional values and knowledge of the local environment to protect themselves, their crops and stored agricultural products, lack of technical resources and assistance to the majority of farmers hamper the efficient utilisation of the

scientific and traditional means to improve their agricultural productivity.

The application of improved and intensive control measures will contribute to the sustainability and enhancement of food production and hence food security. Researches are needed on this areas because livestock and food grain production is an integral component of rural farmer's food security and source of family savings and incomes.

Any effort that leads to substantial reductions in the food losses through alternative vector and pest management and improved crop husbandry practices will definitely contribute towards improved health, food security and improved household incomes. Research on Pest Management is focused on protection of agricultural, horticultural, and forest resources from insect attacks. In addition research is geared to reducing risks from insect-borne diseases and search for safer, more cost-effective, and environmentally responsible means of pest management.

On the other hand poor food storage and processing has resulted to increasing mycotoxin-related cancers. Furthermore, famine and unpredictable rainfall have caused some genetically modified products to flood our African market whose nutritional safety is not clearly known. There is a need to have such research agenda to address these food and nutrition related issues.

The OUT research agenda on Food Security and Pest management will involve:

- (i) Livestock productivity,
- (ii) Crop productivity,
- (iii) Soil management and irrigation systems,
- (iv) Ethno botany and food security,

- (v) Indigenous livestock and crop protection,
- (vi) Food Processing methods
- (vii) Traditional food processing and preservation methods.
- (viii) Food safety,
- (ix) Food fortification,
- (x) Mycotoxins and mycotoxin control in foods,
- (xi) Genetically modified foods

In this focus area, the Faculty of Science, Technology and Environmental Studies will ensure the attainment of this intended research agenda. Each faculty will develop its own research agenda in line with that of the University.

3.2.12 Research Focus Areas in Vector Borne Diseases Management

Vector-borne diseases, including malaria, dengue, schistosomiasis, leishmaniasis, Chagas disease, yellow fever, lymphatic filariasis, African trypanosomiasis, and onchocerciasis, occur in more than 100 countries and affect more than half of the world's population. Transmitted by insect vectors, or with the involvement of intermediate or reservoir hosts, these are among the most neglected tropical diseases. Vector-borne diseases account for 17% of the estimated global burden of all infectious diseases. Effective prevention strategies can reverse this trend of high disease burden. Vector control as a method to reduce or interrupt transmission is a key component of such strategies. New and improved vector control tools and strategies are needed, and research must more directly address countries' needs to improve the effectiveness of disease control. Referring from the above therefore, OUT research agenda in relation to vectors borne diseases management will involve:

- (i) Biological control
- (ii) Insecticides resistance
- (iii) Extension and Technology Transfer

- (iv) Vector diversity
- (v) Integrated Vector Management

The research agenda on areas in vector and pest management will involve participation of the Faculty of Sciences Technology and Environmental Studies. The FSTES shall prepare detailed plans of its own research agenda and align the Institutional agenda and horizontally with other collaborating National and International research institutions.

3.2.13 Research Focus Areas in Animal, Human and Public Health Management

Animals play significant role in the lives of people and communities, including livestock for food production. The management of animal health and welfare has wide-ranging implications for areas such as bio-security, public health, food production and wildlife. Research in Animal and Management focuses on improving livestock production systems, management practices, animal health and welfare, food quality and safety. Animal production research topics include but not limited to: meat and dairy production, meat and dairy cow health, management and welfare. Sustainable poultry production including indigenous poultry keeping and management. Improving access to market systems and reducing morbidity and mortality.

Health is crucial for sustainable human development, both as an inalienable human right and an essential contributor to the economic growth of society. Health is also a good summative measure of the progress of nations in achieving sustainable development. It contributes to national development through productive employment, reduced expenditure on illness care and greater social cohesion. By promoting good health at all ages, the benefits of development extend across generations. Investments in primary health care can promote health across

all social groups and reduce health inequities within and between countries.

- (i) Health promotion,
- (ii) Disease prevention and health care, with particular attention to prevention and control of communicable diseases (including but not limited to HIV/AIDS, TB, and malaria), Non Communicable Diseases (NCDs),
- (iii) Neglected Tropical diseases (NTDs), mental illness, injuries and disabilities;
- (iv) Promotion of child and adolescent health;
- (v) Sexual and reproductive health and rights, including ensuring safe pregnancy;
- (vi) Elderly care
- (vii) Emergency health services.

In this research focus area, the Faculty of sciences Technology and Environmental Studies, Faculty of Arts and Social Sciences will collaborate to achieve the intended objectives. Each faculty will thus develop its own research agenda and align it to both OUT Research Agenda and with other faculties.

3.2.14 Research Focus Areas in Legal and Human Rights Issues

Human rights are the basic rights and freedoms to which all human beings are entitled, like civil and political rights, the right to life and liberty, freedom of thought and speech/expression, equality before the law, social, cultural and economic rights, the right to food, the right to work, and the right to education to mention but a few. In order to foster and create legal and human rights awareness among the public and in particular the underprivileged section of society the need for research on human rights cannot be ignored.

- (i) Social justice
- (ii) Law

- (iii) Human rights
- (iv) Economic rights

In this research the faculty of Law will set the agenda that will guide them in conducting research activities related to legal and human rights issues.

3.2.15 Research Focus Areas in Strategic and contemporary studies

Strategic studies is an interdisciplinary academic field centred on the study of conflict and peace strategies, often devoting special attention to the relationship between international politics, geostrategic, international diplomacy, international economics, and military power. This is an area of importance in terms of maintaining peace and security in our country and elsewhere in the world. HIV/AIDS is a contemporary social problem in the world today. It is argued that HIV/AIDS can no longer be regarded as a medical problem only but also as a social problem.

OUT research agenda on **Strategic and contemporary studies** will involve:

- (i) Peace and Security
- (ii) Conflict Management
- (iii) International Relations
- (iv) Corruption
- (v) HIV/AIDS Issues

In this research focus area the faculty of Arts and Social Sciences through the Department of Political Science and Public Administration will set the research agenda and initiatives that will guide them in conducting relevant research in the area. In the focus are of HIV/AIDSs all faculties will be involved.

3.2.16 Research Focus Areas in Gender

Gender refers to the social relationship/roles and responsibilities of men and women, the expectations held about the characteristics, aptitudes and likely behaviours of both women and men (femininity and masculinity) that are learned, change over time and vary within and between cultures. Gender mainstreaming is the integration of the gender perspective into every stage of policy processes – design, implementation, monitoring and evaluation – with a view to promoting equality between women and men. It assesses how policies impact on the life and position of both women and men – and taking responsibility to re-address imbalances. Hence there is a need to recognize that development policies impact female and male differently hence the need to ensure that the needs of both are taken on board during policy development, implementation, monitoring and evaluation. There is also a need of collective process of articulating a shared vision of sustainable human development and translating it into reality (through policy, programs and budgets) hence the need for the effective participation of both women and men. there is further need for a concerted strategy to address women empowerment issues including selected focus of channelling assistance to women, as a target group, to a more mainstreaming approach of promoting gender equality as a development goal.

Despite government effort to mainstream gender issues such as ratifying ILO Declaration on the Fundamental Principles and Human Rights at work. These instruments bind the government morally and legally to pursue non-discriminatory policies and development programs and processes. The vision (2025) focus is to attain human development and achieve a fully developed economy. The vision has been operationalised through PRSP I and II (MKUKUTA), that have addressed gender in the key outcomes areas and targets. However there is

a limited and uncoordinated institutional mechanism for gender mainstreaming at national/sectoral levels, there still information and knowledge gaps e.g. lack of gender disaggregated data in most of the Government sectors and department such as health and education; difficulty in developing tangible gender indicators because most of the gender indicators are qualitative and unsustainable institutional gender capacity – including conceptual clarity on gender mainstreaming (skills, systems, tools, accountability) for effective implementation and monitoring at both GOT, CSOs and Donor agency level.

OUT research agenda on gender will involve:

- (i) Sustainable Development Goals and Gender Equality
- (ii) Gender Based Violence
- (iii) Gender and Human Rights
- (iv) Social Protection
- (v) Gender Mainstreaming
- (vi) Gender Inequality and Poverty Reduction

In this research Faculties of Arts and Social Sciences, Education, Law will collaborate to achieve the intended objective. Each faculty will develop its own research agenda and align it both vertically and horizontally

3.2.17 Research Focus Areas in Tourism Management and Hospitality

Tourism and hospitality remains an all-important sector for all the economies of East Africa, including Tanzania. It is the a key mainstay of the region's socio-economic development and poverty reduction endeavors much as it has an unbelievable multiplier effect healthier than many other sectors. Strictly speaking East Africa is an important global tourist destination. The region receives about five million tourists and holiday makers from abroad annually. The world's total is over one

billion tourist arrivals! Tourism earns a substantial amount of foreign exchange from tourist activities making a significant contribution to the incomes of East African nations and peoples. Ironically, there are serious challenges facing Tanzania tourism and hospitality industry such as:

- a) Inadequate skilled human resources and expertise in the tourism and hospitality industry. Skilled manpower and experts can transform existing regional potential (natural beauty and tourist attractions) into meaningful economic gains by exploiting such potential, the region and its people.
- b) Lack of supportive physical and institutional infrastructure to promote tourism in the region. Physical connectivity – roads, air and waterways – in some places is poor or non-existent. Hotels, restaurants and other tourist services are inadequate and many are of low standards.
 - (i) Marketing and promotion
 - (ii) Public private partnerships
 - (iii) Domestic Tourism

In order to achieve the intended objectives the Faculty of Arts and Social Sciences (with particular reference to the department of tourism and hospitality management and history), Faculty of Business Management and Faculty of Law should work collaboratively. Each of these faculties may develop its own research agenda and work in collaboration.

3.2.18 Research focus Areas in Social Work and Social Diversity

The government has been taking initiatives towards social integration and inclusion. In promoting social integration and inclusion, the government of Tanzania has established a number of policies targeting specific groups of people who have been excluded. These policies have helped to improve

economic opportunities and access to services for women, youth, children, older persons and persons with disabilities. These government policies include, among others, the Women's Development Policy, National Youth Development Policy, Policy on Development of People with Disabilities, and the National Ageing Policy. Apart from the established policies, the Government of Tanzania has also established some specific strategies and plans to promote social inclusion for these groups. Despite the government to address the concerns of specific groups, the quality of life has not changed significantly. This is an area which calls for research intervention in addressing the persisting social inequalities and imbalances.

- (i) Pro-poor Policies (e.g. Poverty reduction strategies)
- (ii) Social inclusion and exclusion practices
- (iii) Sustainable Development Goals
- (iv) Social Protection Frameworks
- (v) Social Policies
- (vi) Social Security Funds

The research agenda of social work and specific groups in Tanzania will involve the Faculty of Arts and Social Sciences (department of sociology and social work, department of economic development) Faculty of Education (the unit of special needs education) and the Faculty of Law to work collaboratively in achieving the intended results.

3.2.19 Research Focus on Energy Resources

Tanzania has abundant and diverse indigenous energy resources which are yet to be fully exploited. The sources include; wood fuel and other biomass fuels, hydropower, natural gas, coal, uranium, wind, geothermal and solar. The recent proven natural gas reserves in Tanzania are estimated at more than 45 billion m³. Natural gas deposits in Tanzania are found at Songo Songo in Lindi region, Mnazi bay in Mtwara

Region and Mkuranga in Coast Region. The reserves at Songo Songo and Mnazi bay are estimated at 30 and 15 billion m³ respectively. Despite these initiatives, there are various challenges affecting the exploitation of natural gas technologies in Tanzania. These challenges include i) limited technical know-how, ii) high initial and investment costs for the technologies, iii) limited awareness and exposure to the existence and potentials of the technology for Tanzanians, iv) Lack of financial facilities for energy investments and v) lack of consideration and capability to calculate life cycle costs of different energy options for Tanzanians. These are areas which calls for research intervention in addressing the energy utilisation in Tanzania. Focus areas will include the following:

- (i) Renewable energy
- (ii) Fossil fuel
- (iii) Energy demand and supply
- (iv) Key problems affecting access to modern energy

The research agenda will involve different faculties and institutes collaboratively in achieving the intended results.

CHAPTER FOUR

RESEARCH GUIDELINES AND OPERATIONALIZATION

4.1 Introduction

The Directorate of Research and Publications (DRP) established in 2016 is responsible for the administration, coordination and implementation of OUT research agenda as well as monitoring and reporting on compliance of research activities to the University's research agenda and focus areas. In addition the directorate has the responsibility for managing research funds and monitoring all research activities undertaken at OUT.

There will be four categories of research that will be coordinated by the Directorate of Research and Publications; and hence controlled by the Research, Publications and Postgraduate Committee (RPPC). The categories are as follows:

- (i) Individual Initiated Projects
- (ii) Departmentally or Faculty Initiated Projects
- (iii) Research Project Initiated in collaboration with Individuals
- (iv) Commissioned Research Projects.

The operational procedures of the research shall include among other things the process of development and implementation of the research and thus it shall reflect efficiency, effectiveness and relevance of research output. These procedures have particular aim of standardization of operations and state the procedures of operations, approval and control of all research proposal of The Open University of Tanzania as elaborated below.

4.2 The Research Guidelines

The following shall be guidelines and regulations that shall govern research activities at the University.

4.2.1 Application for research grants administered or funded by the University

- (i) All research grants from various sources shall be under the jurisdiction of the Directorate of Research and Publication.
- (ii) All applications for the research grants funded by the university shall be made using the prescribed format **(Appendix 2)**.
- (iii) All applications for the research grants funded by then University shall be channelled through faculty research committees, faculty boards and finally to the Directorate of Research and Publication for deliberation.
- (iv) The Director of Research and Publication will report the final outcome to the senate. It shall not take more than three weeks for the whole process to be finalized, the faculty research committee shall report the outcome to the faculty board or the dean on behalf of the faculty board and the dean shall submit the recommendations to the Directorate of Research and Publications for deliberations.
- (v) The faculty research committee shall not consider an application from a person who is already a recipient of research funds from the University without receiving a final report on the previous grants. Such report should be presented together with at least an article that was published from the research activities.
- (vi) All grant Contract Agreement or Memorandum of Understanding (MoU) between the University and external funding organization/collaborative partners shall be approved by the Vice Chancellor after

consultation with the Director of Research and Publications. The format for application of external funds for research will depend on donor format and MOU in relation to a particular specific research project.

4.2.2 Review and awarding of grants

- (i) There shall be calls for concept notes. The concept notes will be evaluated based on pre-set criteria.
- (ii) The selected concept note(s) will be recommended for proposal development.
- (iii) The review of concept notes and full proposals will be judged by an independent panel of experts in the particular field.
- (iv) The criteria for review will be made in direct reference to the information provided in the call.

4.2.3 Progress reports for Research Grants

- (i) During the duration of the grant, the researcher will be required to submit monthly or quarterly reports depending on the time allocated for the assignment to the directorate of research and publication.
- (ii) Failure to submit reports as per the directives issued by the directorate of research and publication may result to withdraw of funds.
- (i) Recommendations for continued funding of projects shall depend on the submission of satisfactory progress report as stipulated by the directorate of research and publication.
- (v) Any balance of research grant not spent during the period for which they were awarded will not automatically be carried forward without the approval of the directorate of research and publication
- (vi) Where expenditure exceeds the approved sum, the directorate may, at its discretion and with the approval

of the Vice Chancellor, give such assistance, as it may deem fit.

- (vii) In order to keep track and records of research activities at the University, projects funded by other funding agencies will also be required to submit progress reports to the directorate.

4.2.4 Publication of Research Results

- (i) All recipients of research grant from the University are required to publish the results of the research activities through relevant media including scholarly articles, research reports and policy briefs.
- (ii) Where the research is wholly or partially financed by the University, the recipient of the grant is required:
 - a) To provide the directorate of research and publications with two copies of off prints of journal articles and conference proceedings or and book chapters where results of such research have been published or at least, one copy in the case of other published works such as books.
 - b) To ensure that acknowledgements of financial assistance from the University or other source are included in an appropriate position in all published works.
 - c) To deposit all such publications in the University library.
 - d) To ensure integrity in research and publications the Directorate of Research and Publications will formulate guidelines to foster responsible attitude and conduct in authorship, review and publication of scientific articles and to check and control fraud/plagiarism in all disciplines of research undertaken by the University.
- (iii) To ensure sustainability of the professional Journals by the University, the University through Directorate of

Research and Publications shall allocate from its budget, funds to support the production of at least one journal from each faculty.

4.2.5 Equipment purchased from research funds

- (i) Unless stated otherwise in the MoU or Agreement document, any equipment bought out of the research grant (vehicles, equipment and any supplies) are properties of the University and shall, therefore be entered in ledger books or lodged with the appropriate University authorities such as Heads of Departments, Directors, Deans of Schools, and Central Administration as the case may be at the completion of the project for which they were bought.
- (ii) All research assets shall be under the jurisdiction of the University and the Vice Chancellor shall be the final authority on behalf of the University Council.
- (iii) Where applicable, externally funded research projects shall have a Tanzanian leader who shall administer all project assets and lead the research project with counterparts.
- (iv) Project vehicles and other equipment shall be accessible to all researchers involved in undertaking project activities and this shall be determined by the project leaders.
- (v) Project vehicles shall be used solely for research or other official duties and should be parked in areas approved by the University.
- (vi) If necessary and when necessary, permission to drive project vehicles by project leader/researchers should be sought and granted by the University Authorities.

4.2.6 Subsistence allowances and incentive to researchers and other personnel

- (i) Payment of subsistence allowance to researchers shall be in line with the budget specified in the research grant or as agreed upon by the funding agency.
- (ii) Employment of research personnel (researchers, research assistants, academic and administrative staff) shall follow relevant University regulations and in some circumstances their tenure will end when the project comes to a conclusion.
- (iii) Members conducting research shall not be paid salaries from their research grants. However, provision may be made within the contract agreement for salary top-ups as compensation for extra duty associated with the implementation of the project.
- (iv) Researchers will be paid allowances for research activities as follows:
 - a) Overnight allowances for each night away from home to cover food and accommodation in Tanzania will be paid according to the government or project rate depending which rate is high and when in overseas, prevailing government rates will be applicable.
 - b) On-transit allowance at half the overnight allowance if travelling for more than six hours.
 - c) Research assistants, technicians and others shall be paid at two third the rate of what researchers are paid or at government rate depending on which is higher.
 - d) Other assistants including motor vehicle drivers shall be paid half of the rate for researchers or at government rate depending on which rate is higher.
 - e) A field allowance will be paid at half the overnight allowance if absence from the

- University campus for more than six hours but not spending a night.
- f) An administration research allowance of at least US\$500 per month will be budgeted for every project after consultation with the funder to facilitate timely writing and submitting of progress report.
 - g) Incidental expenses to cover telephone, mails, taxi, air port charges and others will be reimbursed upon submission of receipts.
 - h) The cost of air travel within Tanzania and overseas will be paid at full economy rates payable directly to the airline against a pro-forma invoice or to the researcher upon presentation of an air line ticket used.
 - i) Surface and marine fare will be paid at actual cost for each journey for the researcher, assistants, technicians and drivers.
- (v) Travel by vehicle will be handled according to University transport policy.
- (vi) Where the transport policy is silent; travel by vehicle will be reimbursed in the following ways:
- a) Taxi fares at actual cost where no other form of transport is available.
 - b) Where the vehicle is provided by an individual or institution external to the University on private basis, a mileage allowance of US\$ 1.00 per kilo meter travelled shall be paid in addition to allowances for the driver.
- (vii) Purchase of equipment will be at actual cost of invoice and when purchased overseas, the exchange rate at the date of payment will apply.

- (viii) Publication allowance up to US\$ 300 will be reimbursed per paper accepted to be published in international referred Journal to cover publication costs.
- (ix) The University shall establish a fund in a form of interest free loan to support university researchers in publishing books. The interest free loan will be paid to the prospective author or group of authors upon submission and approval of the loan application forms accompanied with a comprehensive typewritten draft manuscript in a form of a book
- (x) All payments stated in this policy will be made in Tanzania shillings except where the research fund is in foreign currency.

4.2.7 Research Ethical Considerations

The university aims to uphold the highest standards of ethics in its research activities and specifically those research activities that are conducted by academic staff, students and administrative staff. To achieve those researchers shall:

- (i) Ensure originality and objectivity in conducting research.
- (ii) Seek all relevant permits to conduct the intended research.
- (iii) Observe and respect human and moral values.
- (iv) Treat information obtained from respondents with confidentiality unless there is permission not to do so.

To make sure that all ethical issues are taken into consideration the ethics committee in the directorate of research and publications will have the responsibility of ensuring compliance by monitoring and evaluating all research activities that are undertaken at the University.

4.3 Applicability of the Research Policy and Priority Areas

Based on the priority of the research areas to OUT, the University is expected to fund the researches focus on priority areas internally and the DRP assist in making information on external funding sources available to researchers.

- (i) The University must build research capacity of academic staff through regular research training workshops, especially to young academicians.
- (ii) The DRP and faculty deans shall make sure that research teams are active in writing research grant proposals and submitting them to both internal and external funding sources.
- (iii) One of the priorities of OUT research agenda is to fulfill one of the co-functions of the University which is research and publication. This will be achieved by enforcing PHD postgraduate students to publish at least one article of their results in peer reviewed journals.
- (iv) It is expected that through established links with various development sectors, OUT will be able to establish collaborative research projects on various issues as per priority research areas.

4.4 Concluding Remarks

The research policy and agenda for OUT is expected to promote research activities in the University and make the institution a centre for knowledge source and solutions for development problems arising in our society.

CHAPTER 5

POLICY MONITORING AND EVALUATION

5.1 Introduction

Monitoring and evaluation of research activities help the organization to generate and manage relevant information of maintenance of standards, improvement and future planning. Without effective monitoring and evaluation, it would be impossible to judge if the research activities are in the right direction, whether progress and success can be claimed, and how future efforts might be improved. This chapter describes a monitoring and evaluation framework for research and publications at OUT. The framework operates at three levels: institutional, faculty, and departmental.

5.2 Institutional Level

- a) The Deputy Vice Chancellor responsible for research has responsibility for the evaluation of the University's Research performance. Annually the DRPS will advise the DVC on the University's performance, its status with regard to external research funding sources available, opportunities for development and the impact and intensity of its research.
- b) The Directorate of Research, Publications and Postgraduate Studies will publish an annual list of staff and student publications.
- c) The Directorate of Research, Publications and Postgraduate Studies will be improved to carry out the following M&E responsibilities:
 - (i) M&E of staff and student research proposals
 - (ii) Ensure compliance to research ethical standards
 - (iii) Approve research proposals that meet standards.
 - (iv) Receive quarterly and annual reports from faculties
 - (v) Coordinate large-scale and multidisciplinary research projects

- (vi) Conduct planned and incidental evaluations of research projects by staff or students
- (vii) Conduct institutional conferences for research dissemination
- (viii) Coordinate publication of research outputs into journals and books
- (ix) Evaluation of research outputs for commercialization purposes
- (x) Establish Approval of Research Procedures: Internal procedures for approval control and monitoring of research projects provides the guiding framework for the approval control and monitoring of research process and outputs. Tools for internal research administrative process are also suggested. In principle, all research proposals have to be subjected to department and faculty approval process before being accepted for funding irrespective of the source of funding and that researchers are to enter into a research contract with OUT when the project has been approved irrespective of the source of funding.
- (xi) Introduce Research Performance and Rewarding system: A transparent mechanism for research performance measurement shall be established. The mechanism shall be applied to evaluate research performance of individuals, and multi-disciplinary research teams on an annual basis and reward of research performance at individual, department/faculty and research teams each year shall be effected on the basis of criteria set.

5.3 Faculty level

- a) The relevant Dean or Director will monitor the performance of faculty, or directorate in accordance with the evaluation of OUT research agenda.

- b) Faculty/directorate boards will receive and discuss research and publication matters and make recommendations to RPPC for improvement.
- c) Faculties and academic directorates will have strong research and publications committees to perform the following M&E activities:
 - (i) Receive and discuss proposals from both staff and students
 - (ii) Monitor supervision process of a student research
 - (iii) Monitor and evaluate seminar presentations at faculty/directorate level
 - (iv) Hold annual conferences where results of activities will be disseminated
 - (v) Receive quarterly and annual reports from departmental research and publications committees
 - (vi) Ensure implementation of the faculty research agenda.

5.4 Departmental level

- a) Staff and their heads of departments are required to plan and implement performance targets for research and publications. The performance will be evaluated and rewarded annually.
- b) Staff are required to supply full and accurate details of their research outputs as required by their Head of Department. This will be done annually. The information will be supplied to the Faculty and to the Directorate of Research and Publications
- c) Departments will have research and publications committees to be led by a senior academic staff. The committee will have the following M&E responsibilities:
 - (i) Monitor knowledge generation in their respective fields

- (ii) Prepare and monitor implementation of research projects within the departmental research agenda
- (iii) Prepare Research Quality Assurance where there will be a development and disseminate research quality guidelines/checklist. And ensure that these are used for application review, performance monitoring and evaluation.
- (iv) Institute a peer review system for research performed.

5.5 Future Foresight Research Policy and Agenda Review

Once every five years OUT will review its research policy and priority areas as it is expected that these research areas will be changing in order to cope with the national priority research areas as well.

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APPENDICES

Appendix 1: Implementation Strategies

Table 1: Strategies, Activities and Responsibilities

S/No.	Strategy	Activities	Actors
(ii)	Strengthen the capacity of the Directorate of Research	<ul style="list-style-type: none"> - Identify resource gaps - Staffing and training - Office allocation - Material procurement 	DRP DRP/DHRMA DRP/DPP DRP/PMU
(iii)	Sensitize staff to fully be aware of the research agenda and funding sources	<ul style="list-style-type: none"> - Publicise the research agenda in OUT website, News bulletin, mails (OUT, OUTASA) and - Distribute the research agenda to staff - Disseminate information on funding sources - Provide assistance and support to prospective research staff 	DRP/ DIEMT/ DCM/ Faculties DRP/PMU/Faculties DRP/Faculties DRP/ Faculties
(iv)	Prepare long and short strategic plan of implementation of the research agenda and research activities	<ul style="list-style-type: none"> - Develop short term research plans - Develop long-term research plans - Make research continuous and sustainable 	DRP/ Faculties DRP/ Faculties DRP/Faculties

S/No.	Strategy	Activities	Actors
(v)	Establish a strategy for ensuring there is a sustainable inflow of research Funds	<ul style="list-style-type: none"> - Prepare guidelines on payment of incentives for excellence in research - Mobilize resources for incentives - Use the guidelines to motivate research activities 	DRP Deans/directors/DRP Deans/directors/DRP
(vi)	Create a favourable research support environment	<ul style="list-style-type: none"> - Consolidate Faculty research coordination units - Allocate time for research activities - Create research mentorship initiatives - Prepare research fund application templates - Improve research funding within faculties/institutes/directorates - Improve OUT journals for publication 	<ul style="list-style-type: none"> - Deans/directors - Deans/directors/DVC AC - Deans/directors - Deans/directors/DRP - Deans/directors/DRP - Deans/directors/DRP
(vii)	Promote research activities among OUT staff by providing incentives	<ul style="list-style-type: none"> - Prepare guidelines on payment of incentives for excellence in research - Mobilize resources for incentives - Use the guidelines to motivate research activities 	
(viii)	Establish link with local and international research institutions to collaborate	<ul style="list-style-type: none"> - Create a database of local and international collaborators in all research priority areas 	Deans/directors Deans/directors/DRP Deans/directors/DRP

S/No.	Strategy	Activities	Actors
	with OUT	<ul style="list-style-type: none"> - Establish or consolidate collaborations - Develop interdisciplinary research projects - Collaborate with international institutions in developing bi-national and multinational research projects 	Deans/directors/DRP DRP Deans/directors/DRP Deans/directors/DRP DRP
(ix)	Establish link with various development sectors, industries and the community to collaborate and use the research findings	<ul style="list-style-type: none"> - Identify key sectors - Establish working relations with key individuals from the sectors - Organize workshops and round table discussions 	DRP DCM
(x)	Establish an Information management system for research data	<ul style="list-style-type: none"> - Identifying supporting staff - Designing of information management system - Training researchers on the use of the IMS 	DRP DICT DHRMA DPD
(xi)	Create and maintain data base of research funding organizations	<ul style="list-style-type: none"> - Identify sources of funding - Identify systems used for data storage 	DRP DICT
(xii)	Disseminate on regular basis information on	<ul style="list-style-type: none"> - search information on research funding from various sources 	<ul style="list-style-type: none"> - research coordinator - DCM, ICT help desk

S/No.	Strategy	Activities	Actors
	research funding opportunities and mobilize research team to apply	<ul style="list-style-type: none"> - compile information on research funding from different sources - disseminate on quarterly basis information on research funding - mobile research teams from different faculties/directorate to apply 	Directorate website - HoD, Deans
(xiii)	Establish a regulatory mechanism for continuous monitoring and evaluating research activities	<ul style="list-style-type: none"> - establish reporting system (e.g. on monthly, quarterly basis) - put in place template and indicators to monitor and evaluate progress 	<ul style="list-style-type: none"> - DRP - Research Coordinator
(xiv)	Disseminate widely research results to relevant users	<ul style="list-style-type: none"> - Provide researchers and other stakeholders access to reliable and current information - Enhance communication between researchers, local authorities and communities, and policy makers - Strengthening access to and use of both printed and electronic research information resources - Ensure timely publications of journals. - Establish specialized faculty journals - Facilitate local and international 	DRP DEANS IEMT

S/No.	Strategy	Activities	Actors
		research conferences - Participate in relevant national and international exhibitions - Organise annual research week and conference - Establish research seminar presentations at faculty level.	
(xv)	Review and update of research agenda in line with national and international research and development priorities	- Periodically review research agenda - Periodically review research policy. - Periodically review terms of references for Faculties Research and Publications Committees	DRP DEANS
(xvi)	Integrate Research with Teaching	- Use of research findings including graduate dissertation/thesis in teaching - Publications of graduate theses and Dissertations into professional Journals	DRP DPS DEANS

Appendix 2: Format for Application for Research Grant

A. Internal Grants

1. Name(s) of researchers(s)
2. Nationality
3. Academic qualifications
4. Department/Faculty/Institute
5. Research Theme
6. Title of the research project
7. What has already been done; background
8. What remains to be done; definition of the problem
9. Objectives of the proposed research project
10. Methodology and nature of the work
11. Expected results and importance
12. Probable duration of the project
13. Detailed budget and the amount requested from the Research and Publications Committee.
 - a) Equipment and other materials
 - b) Travel (mileage based on approved rates).
 - c) Subsistence (use current rates)
 - d) Others (specify the items and their costs)
14. Are you in receipt of a research grant from the Research and Publications Committee or from any other sources?
15. Names and addresses of two referees
16. Declaration of the application:

I/We the undersigned have read and understood the Rules and Regulations governing the granting of research funds by the University and undertake to abide by them if my/our application is successful.

Remarks by Project Leader

Date: Signature:

Remarks by the Head of Department:

Date: Signature:

Remarks by the Faculty/Institute/Centre Research and Publications committee:

Date: Signature:

Remarks by the Faculty/Institute/Centre Board:

Date: Signature:

Remarks by Research and Publications Committee

Date: Signature:

Remarks by the Directorate Research and Postgraduate Studies Board

Date: Signature:

B: External Grants

1. Submission of the proposal to the Director responsible for research and publications should be done at least 5 working days before the deadlines.
2. Approved proposals will be issued with letter of support or grant agreement will be signed by the Vice Chancellor.
3. Research proposals to be approved should conform to OUT's research focus areas and guidelines.

Appendix 3: Criteria for Selecting Research Project for Funding

Research grants will be awarded on competitive basis. There will be calls for research proposals upon availability of funds. Below are the selection criteria for proposed projects.

- (i) Relevance to OUT Research focus areas
- (ii) Consistency with the Research Focus and expected outputs.
- (iii) Applied research and/or basic research where similar studies have not been conducted
- (iv) Multidisciplinary projects will be more encouraged
- (v) Consideration of relevant cross-cutting issues
- (vi) Cost-effectiveness
- (vii) Policy relevance

Appendix 4: Format for Research Project Registration

Title of the project:		
Name of the Project leader:		
Collaborating researchers and Departments of affiliation:	2. Others:	
Starting date:		
Duration:		
Expected date of completion:		
Project's Main objective		
Research target sites		
Sponsor/Funding Agency:		
Total budget:		
Annual disbursement:		
Signature of Project leader:		
Date:		
	Remarks	Signature
Head of Department:		
Date:		
Dean/Director:		
Date:		
Director RP:		
Date:		
Registration number issued by the office of the Director, RPGS):		

Appendix 5: Format for Research Clearance

(i) *Swahili version*

CHUOKIKUU HURIA CHATANZANIA OFISI YA NAIBU MAKAMU WA MKUU WA CHUO TAALUMA

Kumb:Tarehe:.....

Prof./Dk/Bw./Bi.....

UTAFITI WA WAALIMU NA WANAFUNZI WA CHUO KIKUU HURIA CHA TANZANIA

Madhumuni ya barua hii ni kuwatambulisha/kumtambulisha kwako Ndugu:

.....

.....

ambao/ ambaye ni mtafiti/ watafiti/ mwalimu/ walimu/ mwanafunzi/ wanafunzi wa Chuo Kikuu Huria cha Tanzania. Huyo/Hao ndugu hivi sasa yumo/ wamo katika shughuli za utafiti. Kufuatana na Hati Ridhia ya Chuo Kikuu Huria cha Tanzania, 2007, Makamuwa Mkuu wa Chuo alipewa madaraka ya kutoa vibali vya kufanya utafiti nchini kwa Waalimu, Wanafunzina Watafiti wake kwa niaba ya Serikali na Tumeya Sayansi na Tekinolojia. Hivyo basi tunaomba uwapatie/ umpatie Wataalamu/ Mtaalamu waliotajwa/ aliyetajwa hapo juu msaada/ misaada atakaohitaji/ watakaohitaji ili utafiti wake/wao uweze kufanikiwa. Gharama zautafiti, malazi na chakula chake/ chaopamoja na usafiri wake/ wao atalipia/watalipia mwenyewe/ wenyewe. Msaada anaohitaji/ wanaohitaji zaidi ni kuruhusiwa kuonana na viongozi na wananchi ili aweze/ waweze kuzungumza nao na kuwauliza maswali aliyo/ waliyo nayo na kufanya shughuli nyingine za utafiti.

Utafiti wake/ wao ni juu ya

.....

.....

Sehemu anazofanyia/wanazofanyia huo utafiti ni.....

.....Ikiwa kuna baadhi ya sehemu ambazo zinazuilika ni wajibu wako kuzuia zisitembelewe.

Muda wa utafiti huo ni kuanzia tarehe.....

.....Hadi.....

Ikiwa utahitaji maelezo zaidi wasilianana Naibu Makamu wa Mkuu wa Chuo.

NAIBU MAKAMUWAMKUUWACHUO

Nakala kwa mtafiti/watafiti

(ii) *English version*

**OPEN UNIVERSITY OF TANZANIA
OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC)**

Ref: Date.....

To:

.....

**RE: RESEARCH BY RESEARCH ASSOCIATES,
STAFF OR STUDENTS FROM THE OPEN
UNIVERSITY OF TANZANIA**

The main purpose of this letter is to introduce to you

Prof./Dr./Mr./Mrs/Ms.....

Who is/are Research Associate(s), staff or student(s) of The Open University of Tanzania. The individual(s) mentioned above is/are planning to undertake research activities in your areas. With reference to the OUT charter of 2007 the Vice Chancellor is authorized to issue permit(s) for undertaking research in the country to University staff, student(s) and Research Associate(s) on behalf of the Government and Commission for Science and Technology.

I therefore request that this/these expert(s) mentioned above be given the necessary assistance so that he/she/they can accomplish his/ her/ their research undertakings.

Accommodation, food and transport costs will be paid by himself/herself/themselves. The main assistance he/she/they need(s) is permission to meet different people so that he/she/they can interview them.

The main objective(s) of the research is/are.....

.....
.....
The areas selected for conducting the research are:

.....
If there are restricted areas, it is upon you to restrict this/these researcher(s) from visiting them. The expected date of commencement is.....
up to

If there are any queries, please contact the Deputy Vice Chancellor, Open University of Tanzania, P.O. Box 23409, Dar es Salaam, Tanzania

.....
DEPUTY VICE CHANCELLOR (ACADEMIC)
cc: Researcher(s)

Appendix 6: Format for Research Progress Report and Financial Statement

1. Period being covered:
2. Project title:
3. Researcher(s):
4. Department(s):
5. Project objective:
6. Original hypothesis or problem defined:
7. Project implementation during the stated period

Planned Target	Status of Implementation	Problems Encountered	Corrective Measures

8. Expected date of completion (if extension is being sought, state reasons)
9. Publication(s) to date (indicate title and media):
10. Project work plan and budget for the next period:
11. Financial statement certified by University Bursar (To be attached)
12. Remarks from the project leader

.....

 Date: Name:Signature:

13. Remarks from the Head of Department:

 Date: Name:Signature:

14. Remarks from the Chairman of Faculty Research and Publications Committee.

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.....
.....

Date: Name:Signature:

15. Remarks from the Chairman of the College/Institute /Directorate Board Committee.

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.....
.....

Date: Name:Signature:

16. Remarks from Chairman of Senate Research and Publications Committee

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.....
.....

Date: Name:Signature:

Appendix 7: Format for Terminal Research and Financial Reports

1. Name (s) of researcher(s):
2. Department/School/Institute:
3. Title of the research project:
4. Field of research:
5. Research Objective:
6. Research duration:
7. How much has been done:
8. What are the main results of the research and recommendations:
9. Publications on the project:
 - i) Papers published in recognized journals
 - ii) Papers presented in scientific conferences and symposia and published in proceedings
 - iii) Papers submitted for publication (attach evidence from Editor(s))
 - iv) Other papers in preparation
 - v) Retrievable extension materials
10. Attach the terminal financial statement certified by the University Bursar. The Research and Publications Committee requires this statement before consideration and approval of any terminal report.

Additional remarks

11. Comments from the project leader

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.....
.....

Date: Name:Signature:

12. Comments from the Head of Department:

.....
.....
.....
Date: Name:Signature:

13. Comments from the Chairman of Faculty Research and Publications Committee.

.....
.....
.....
Date: Name:Signature:

14. Comments from the Chairman of the College/Institute /Directorate Board Committee.

.....
.....
.....
Date: Name:Signature:

15. Comments from Chairman of Senate Research and Publications Committee

.....
.....
.....
Date: Name:Signature:

Appendix 8: Application for Authorisation to Conduct Research in Tanzania

1. Surname:
Other names:
Nationality:
Qualifications:
2. Institution of affiliation (to attach letter of recommendation):
3. Source of funds (to attach letter of approval):
4. Estimated period of research: Start date, Completion date.
5. Field and topic of research
6. Research objectives
7. Location of research (e.g. Region, District, etc.) and duration of stay in each location.
8. Access sought:
 - a) Public records: Yes/No
If Yes which records:
 - b) Interview with Government Officers: Yes/No
If Yes which classes of Government Officers?
 - c) Interview with members of the Public: Yes/No
If Yes, on what subjects, where and how will they be selected?
9. Please, attach:
 - a) Short description of your research proposal of one page in length (3copies)
 - b) Your curriculum vitae (3copies)
 - c) Name and addresses of three referees
 - d) Home contact person and address in case of emergency
10. Declaration by applicant(s):
I have read and agree to abide by the regulations and guidelines for research associateship if my application is

approved. I also abide to conduct myself with discretion while in Tanzania.

Signature:Date:.....

FOR OFFICIAL USE ONLY

- a) Recommended/not recommended by the Board of the Faculty/Institute of
- b) Local contact person(s) nominated:
- c) I confirm that this application has been recommended for approval by the Board of the Faculty/Institute/Centre of

Signature (Dean/Director):Date.....

- d) Recommended for approval by Research and Publications Committee:

Signature (DRPGS): Date.....

- e) Approved by Senate

Signature (Vice Chancellor): Date.....

Please note that:

- i) *Applications must be submitted at least four months prior to the intended period of commencement of research.*
- ii) *Applicants should not arrive in Tanzania before receiving a letter from the University, formally according them the status of Research Associate-ship.*

Appendix 9: Criteria for Selection, Evaluation and Award of “Researcher of the Year Award” (Category One: Excellence in Research)

6.10.1 The University-wide Committee responsible for Research and Publications will lead the exercise of selection and evaluation of a researcher of the year. Around July each year, each academic department/ Institute/Centre will be required to identify one name to be submitted to the committee for consideration for the award. Identification will be based on:

- i) The number of research projects one is involved in and the exhibited level of active participation (leadership in the project, conduction of studies and overall participation in the project activities) (1.0 point each for leadership and 0.2 for members)
- ii) The number of students supervised (PhD: 1.0, Masters: 0.5 and undergraduates: 0.2 points each)
- iii) The number of publications, considering the type: peer reviewed journals, articles in book(s), conference proceedings, bulletins etc. Assignment of points for each publication will follow the one used for promotion.
- iv) The number of presentations made by the candidate e.g. at conferences, seminars etc. (0.5 point each)
- v) The number of accepted research proposals (1.0 point each)
- vi) The number of popular publications (0.5 point each)
- vii) The number of new innovations and indication for adoption (2.0 point each)

6.10.2 For easiness of the exercise, the level of authorship will not be considered but the departmental committee may wish to establish from the project team, the extent of contribution of the candidate in all of the multi-authored publications where more than one candidate seem to tie up for the total number of points.

6.10.3 Upon receiving the names from the departments/institutes/centres the research and publication committee will convene to select the winner of the award. The committee will eventually write to the winner to congratulate him, invite him for the award, providing information about the time and venue for the award event. This will normally be in accordance with the prize giving ceremony which takes place during the graduation and convocation seasons.

Appendix 10: Criteria for Selection, Evaluation and Award of ‘Researcher of the Year Award’ Category Two: Best Researcher in Attracting Research Grants to OUT

All research projects at OUT will be registered soon as the contract agreements are signed. The total amounts of project funds will be recorded for each registered project. Making reference to the period 1st July to June 30th of two adjacent years, a project whose contract agreement will have been signed with in the period happening to have attracted the highest amount of funds will qualify for the award. The Research and Publication Committee will have to satisfy itself that the award goes to the right candidate by having gone through the list of all registered projects at OUT. Seniority will not matter as far as this award is concerned. A junior researcher attracting the highest amount of research funds will get the award just like for the senior researcher.

