



JARAMOGI OGINGA ODINGA JOOUST OF SCIENCE AND TECHNOLOGY

AFRICA CENTRE OF EXCELLENCE IN SUSTAINABLE USE OF INSECTS AS FOOD AND FEEDS (INSEFOODS)

Guidelines for JOOUST Thesis Research Grant (JTRG)

1. Overview of the JOOUST Thesis Research Grant

- a) This document is issued as a high level summary of the general guidelines to all postgraduate students who wish to apply for the JOOUST Thesis Research Grant (JTRG) offered by Jaramogi Oginga Odinga University of Science and Technology (JOOUST). The brief will be updated regularly and made available through the JOOUST INSEFOOD Website: [https:// www.insefood.jooust.ac.ke](https://www.insefood.jooust.ac.ke).
- b) Thesis Research Grants are competitive fellowships designed to support master's and doctoral students' theses research. These fellowships are given as grants-in-aid and may not cover the full costs of students' theses research. Funds must be used only to cover expenses directly related to thesis research, with recipients submitting final reports to the respective Deans of Schools, detailing their progress and the use of funds (Accounts).

2. Principles, Guidelines and Procedures for Accessing the JTRG grants

General Provisions

- a) These principles, guidelines and procedures apply to all funding awarded by JOOUST.
- b) JTRG is awarded competitively to registered JOOUST students to implement activities in the approved thesis-proposal, in line with the national research priorities and budget.
- c) Those awarded funding are expected to adhere to set regulatory and basic principles of research ethics, as set by JOOUST.
- d) No funds shall be awarded for the preparation of applications or developing thesis proposals.
- e) Awarded grants are not transferable to any other person or institution, without prior written approval from JOOUST.
- f) The proposal must be endorsed by the Director, Board of Postgraduate Studies in consultation with Director INSEFOOD.
- g) Proposed budgets shall not exceed the maximum limit allowed for each category.
- h) The maximum grant available is Kshs 200,000 and Kshs 300,000 for masters and doctoral students, respectively.

Specific Provisions

- a) Merit Review of Applications – All eligible proposals submitted for JTRG will undergo a formal merit review process undertaken by experienced, independent peer reviewers. The reviewers are research and academic experts who are assembled through an institutional call process. The proposal shall be subjected to Ethics and Review Committee, before approval for funding consideration. The JTRG Funding applications shall undergo a Standard Operating Procedure (SOP), which shall comprise the following steps:
 - i). Screening for eligibility and short listing of candidates
 - ii). Recommend those that merit funding
 - iii). Review of the budget proposal by appointed financial experts
 - iv). Reference checks
 - v). Award of grants
 - vi). Communicating the award to successful applicants
- b) Applications that are recommended by reviewers for funding will be presented to Board of Postgraduate Studies/INSEFOOD before approval. Applicants who are approved shall receive notification of the award and shall be given letter of offer and a Contract for consideration and signing. The contract specifies among others, the following details:
 - i). The grant amount approved
 - ii). Plan for monitoring progress of the funded project (e.g. disbursement offunds, when and how, regularity of progress reports etc.)
 - iii). Procedure for contract renewal and termination
 - iv). Publication and Dissemination (acknowledgement of JTRG funding in reports and papers, submission of electronic and hard copy of reports to the JTRG.)
 - v). Ownership of equipment and other materials purchased by the project funds, after project completion; and
 - vi). Intellectual property issues.
- c) The timeframe from submission of proposals to announcement of awards shall not exceed two months.
- d) Applicants must specify the mode of disseminating their findings. This must include depositing the results of their research with the BPS appointed repository.

- e) The University shall have a stake in all intellectual property rights arising from all JOOUST-funded research projects.

3. Eligibility

- a) The principal investigator must be a student currently enrolled in a masters or doctoral program in JOOUST.
- b) Non-nationals can apply for JTRG funding provided they are enrolled in masters or doctoral program in JOOUST.
- c) The applicant must have an approved Thesis Proposal form on file in The BPS at the time of application
- d) The applicant must not be a previous recipient of a JOOUST Thesis Research Grant

4. Processing of applications

- a) Calls for JTRG will be advertised on the JOOUST website, institutional notice boards and any other appropriate channels.
- b) JOOUST shall receive and acknowledge all applications
- c) All applicants must complete and submit JTRG application form available on the JOOUST Website
- d) Each application shall be reviewed, scored and ranked by appointed JOOUST Committee of reviewers
- e) The Director of BPS in consultation with Director INSEFOOD shall determine the number of proposals to be funded and the level of funding based on available funds.
- f) There will be feedback to all the applicants on the outcome of their applications within 2 months.
- g) Awards shall be made to individual applicants.
- h) The awardees shall be required to sign a contract that details fund administration grant conditions.
- i) Funds shall be allocated upfront and released as per grant conditions.
- j) Periodic progress reports are expected for each research project as stipulated in BPS rules and regulations.
- k) Regular Monitoring and Evaluation shall be conducted on all funded projects.

- l) At the end of each project, a final report shall be submitted to INSEFOOD and will include:
 - i). Full financial report
 - ii). List of all publications and other outputs arising from the award
 - iii). JOOUST reserves the right to reject applications based on quality, merit or otherwise

5. Evaluation procedure

Each proposal shall be evaluated on the basis of set criteria as outlined below:

- a) Originality and Innovativeness of the research project
- b) Relevance/Potential impact/applicability of the research findings
- c) Competency of the applicant
- d) How the research program benefits the applicants career development and JOOUST
- e) Plan for utilization and dissemination of knowledge

6. Budgeting

- a) All applicants must complete the budget section of the Postgraduate Thesis Research Grant Application Form available on the JOOUST Website.
- b) Provide clearly itemized yearly budget. You can add rows to this template to fit list of your budget items
- c) Masters students to complete Year 1 and Year 2 ONLY while PhD students to complete Year 1, Year 2 and Year 3
- d) Total budget applied for must not exceed the maximum limit. Any applications exceeding the limit will not be considered). Masters students may apply up to a maximum of KShs 200,000 while PhD KShs 300,000.
- e) Budget items may include the following items among others
 - i). Expendable supplies
 - ii). Equipments (Specify and describe each item) Equipment normally found in most Labs may not be supported by this grant
 - iii). Local travel (local traveling costs, accommodations, allowances - should not be more than 20% of the total budget) - This grant does not support international travelling costs at all.

- iv). Documentation, publication costs, conferences
- f) Institutional overheads/charges, administration fee are not accepted under this grant. Emphasis on budget allocation should be placed on expendable supplies. (This Grant does not support the acquisition of :- Laptops; Desktop Computers; Printers; Cameras; Mobile phones, payment of tuition fees, salaries, consultancies fees, subscription fees).
- g) Any equipment procured will remain property of the host institution.

7. Nature of awards

Within a particular thesis research proposal, funds may cover:

- a) Supplies and consumables (Main costs of the funded projects)
- b) Equipment
- c) Personnel emoluments (i.e. Allowances for the researcher (Per diems rates applicable to JOOUST), applicable meals allowances rates)
- d) Local travelling costs i.e. (Fuel, Hiring vehicles, Public transport bus fare)
- e) Communication (e-mail, courier, postage)
- f) Thesis write-up
- g) Literature
- h) Publication/dissemination

NB: TRG does NOT support any payment of Tuition Fees, Emoluments or standing Stipends.

8. Administration of the Grant

- a) The Grant shall not be subject to any administrative costs, levies or fee
- b) The Grant shall be administered based on JOOUST grants guidelines
- c) Funds must only be spent on approved research activities, and adhering to the work plan as set out in the approved research proposal without any amendments unless with written approval from BPS/INSEFOOD
- d) The Grant shall be released only after the grant contract is duly signed between JOOUST and the grant recipient.

9. Monitoring, Evaluation and Reporting Mechanism

JOOUST shall carry out formative and summative monitoring and evaluation of all funded projects. The approved projects shall be subjected to the following reporting and monitoring mechanisms:-

- a) Progress report shall be submitted to BPS/BPS on biannual/Annual basis during the project duration indicating the milestones covered as per the approved work plan.
- b) Final technical and financial report to be submitted at the end of project in both hard and electronic copies.

10. Termination of Funding Contract

JOOUST shall suspend/terminate the Grant agreement if the grant recipient fails to comply with the terms and conditions of the GRANT AGREEMENT. The recipient shall be required to refund all moneys in case of misappropriation and utilization of the fund for purposes not related to the approved project activities.

11. Publication and Dissemination

JOOUST encourages Grant beneficiaries to publish and disseminate their findings. The grant recipients should submit to JOOUST, copies of any publications arising from their projects. All publications, policy briefs, posters, and reports must acknowledge the funding support of the JTRG.

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