LAGOS STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY, IKORODU, LAGOS

DIRECTORATE OF RESEARCH, INNOVATION AND DEVELOPMENT (DRID)

(RESEARCH POLICY)

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TABLE OF CONTENTS

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CHAPTER ONE

1.0 INTRODUCTION

1.1 Preamble

Lagos State University of Science and Technology was established by the Lagos State Government in February 2022 via the LASUSTECH law of 2021 cap 265. The University, which places a high priority on both high-quality instruction and technical breakthroughs, is a premier global center for learning, teaching, and research. The mission statement and vision statement both demonstrate its dedication to being a center of excellence. As contained in the university's mission statement, the teaching methods, research, and community services are all focused on generating graduates who are highly skilled and suitable for their chosen fields. Accountability, transparency, inventiveness, resourcefulness, and research-focus are among the university's key values.

The LASUSTECH Research Policy outlines the criteria and guidelines for the University's policies and expectations as it relates to ethical research conduct. Research is one of the core missions of the University. By adopting this research policy, Lagos State University of Science and Technology considered the importance of research and research–led teaching as the primary responsibilities of its academics. Therefore, declare its intention to increase capacity in fields with a high degree of research-based competence. This Policy states clearly the University's guidelines and expectations in relation to the conduct of research at the University. The University is dedicated to the rigorous pursuit of new knowledge and to excellent research. As such, it pledges to conduct its study with the utmost academic and scientific integrity. It demands that every researcher adheres to these guidelines. Thus, the mission and vision of the Lagos State University of Science and Technology (LASUSTECH) serve as the foundation for this strategy.

1.2. Vision and Mission

1.2.1 LASUSTECH Vision and Mission

The Vision Statement of the University

To be a centre of excellence in the provision of scientific and technological education for the sustainable development of the human capital for the transformation of the local and national economy

The Mission Statement of the University

To develop and deploy outcomes-based curricula in science and technology to produce highly-skilled human resources for self-reliance and sustainable development.

1.2.2 LASUSTECH Research Vision

We foresee a favorable research environment that fosters great achievement from generations of accumulated knowledge, and inventions for the good of the State, the Nation, and the entire Globe.

1.2.3 LASUSTECH Research Mission

A research-focused university will produce creative and imaginative researchers of the highest caliber, able to meet the specific industrial and technological needs of our community. Our ongoing research in agriculture and raw materials aims to provide creative answers to the societal concerns of food and energy security.

1.3 Scope

The scope of LASUSTECH's research policy encompasses all areas of science, technology, and engineering, including:

a) Applied sciences: engineering, and agriculture

b) Pure sciences: mathematics, physics, chemistry, and biology

c) Social sciences: economics, management, and education

d) Humanities: arts, languages, and philosophy

The scope of this policy paper applies to all personnel working for the University, adjunct staff, and all students involved in activities related to research.

1.4 LASUSTECH Research THEMES

The research emphasis of LASUSTECH is based on the primary development objectives of Lagos State, which are THEMES-based, were addressed through the formation of the research emphasis. This will ensure the development of high-quality research that is globally relevant for the University.

THEMES is an acronym translated to mean:

T- Traffic Management and Transportation
H- Health and Environment
E- Education and Technology
M- Making Lagos a 21st century city
E- Economic, Entertainment and Tourism
S- Security and Governance

1.5 LASUSTECH Research Focus

i) Agriculture and Food Security
ii) Engineering
iii) Entrepreneurship and wealth creations
iv) Environment, Housing and Urban Development

v) Health and Social Welfare
vi) Information Technology, Computing & Telecommunications
vii) National integration and National Security
viii) Transportation and Geo-sciences
ix) Tourism, Sport and Developments
x) Water and Sanitation

1.6 Objectives of Research, Innovation and Development

The following are the objectives of Research, Innovation and Development (RID):

a) To develop a broad RID agenda and policies for LASUSTECH with strategic priority areas that are both internationally relevant and in line with national and state interests.
b) To inspire and assist students, research associates, and scholars across all domains and specialties.
c) To improve the University's reputation as a globally renowned center for innovation and research.
d) To explicitly train, assist, and motivate aspiring and growing researchers to become accomplished scholars.
e) To assist and motivate seasoned researchers to earn, preserve, and raise their scholarly standing.
f) To assist in the distribution of research findings by publishing them in peer-reviewed conference proceedings, books, and book chapters for subject matter experts, as well as approved journals.
g) To improve and provide guidance for professional practice, graduate studies, and teaching and learning.
h) To promote the University's community involvement and teaching and learning initiatives by utilizing research findings and activities.

CHAPTER TWO

2.0 RESEARCH ADMINISTRATIVE STRUCTURE

2.1 Directorate of Research, Innovation and Development

In order to coordinate, manage, and monitor all facets of research, innovations, and developments at Lagos State University of Science and Technology (LASUSTECH), the Directorate of Research and Innovation (DRID) was established as the central research office. The directorate is anticipated to act as the hub for the application of research output, whether as the creation of new products or services, for the benefit of human kind and national development. The following are some of the roles that DRID fulfills:

i) Create research policies and conduct recurring reviews of best practices for management approval; spreading knowledge about research-related activities, such as grant applications, and enhancing the caliber of research proposals created by personnel to provide them a competitive edge.

ii) Help the university community build research partnerships with national and international external organizations.

iii) Management of externally supported research grants that are issued in accordance with the established procedures, monitoring and reporting of these awards, and, if necessary, interaction with sponsors.

iv) Regularly hosting seminars and workshops that are both physical and virtual, or physical-virtual, to educate researchers, employees, and students, on how to write grants proposals and the methods for reviewing, closing out, and disseminating those proposed study findings.

v) Compliance advice, administration of intellectual property rights, update interdisciplinary research strategies on a regular basis among colleges, students, and outside collaborators.

vi) Promotion of connections with business, academia, and research institutions on a national and worldwide level with the express purpose of converting research and innovation output into entrepreneurial developments.

vii) Showcase the results of research and innovations and to encourage collaboration with other universities, organizations, and companies; and through organizing research fairs.

viii) Information sharing on possibilities for professional growth for college, staff, and students to enhance their capacity for innovation and research.

ix) Promotion of fresh research findings through protection of intellectual property administration.

x) Celebrate and publicize excellence in research performance via the Vice Chancellor's annual Excellent in Research and Innovation Awards.

xi) Ensure adherence to all safety regulations, guidelines, and research governance recommendations, including those in the Research and Innovation Policy regarding biosafety, intellectual property policy, and human and animal protection.

xii) Creation of a database of all research and innovation projects carried out by university personnel and students.

xiii) Regularly compile a list of all innovative projects by students and staff that were completed successfully into a booklet format.

xiv) The practical use of research and innovation to address social, cultural, economic, scientific, and technological issues.

2.1.1 The Structure of the Directorate

According to the approved establishment, a professor will be appointed by the vice-Chancellor to serve as Director or an academic staff not below the rank of Senior Lecturer in Acting capacity, with full complement of staff, which includes deputy directors, an administrative officer, auditors, accountant, procurement officers, administrative support staff, and ICT expert.

2.1.2 Purpose of the Directorate

The goals of the Directorate on Research and Innovation for the University isto position the Institution as a University of high repute in Research and Innovation:

i) By advising college members, students, business partners, and other collaborators on governance research and innovation at the University:

ii) By creating innovation centers and a repository for research output using the ideas of appropriate technology, technological transfer, and the encouragement of talent and technology driven entrepreneurship.

iii) Creation of a framework for public-private collaboration in research and innovation:

a) By supporting technology transfer and the commercialization of research outputs,

b) Sharing of knowledge on different types of innovation and research support systems that are accessible,

c) Educating the university community and all local and international research collaborators on the value of adhering to the university's research and innovation policy.

d) Establishing a solid reputation for innovation and research that will help the university ranking.

2.2 University Research Committee

The University Research Committee (URC) shall be set up by the vice-chancellor on the advice of the Director of the DRID. The director of DRID will serve as chairman of the committee, which operates in accordance with the university's research policy. The committee will include nominated members from University's colleges and faculties. The Directorate Research, Innovation and Development Office (DRID) shall serve as the secretariat of the University Research Committee. This Committee shall:

a) Review research safety concerns related to human, environmental, plant, animal, chemical, and nuclear research.

b) Examine several multidisciplinary research projects that have been authorized by the college research committees.

c) The Research Policy shall be reviewed on a regular basis in light of the latest academic difficulties as well as societal and commercial expectations.

d) Serve as the Directorate of Research and Innovation's liaisons amongst the various faculties to ensure a smooth exchange of information, and

e) Any additional responsibilities that the committee may occasionally be given by the Vice Chancellor

2.3 College Research Committee

The College Research Committee (CRC) is constituted by the Dean to manage issues. pertaining to research and innovation in the College. The oversight of the College's Research policy will fall under the purview of this committee. At this level, the study protocol review for college and student research projects will take place. Prior to the University's approval, proposals must be examined and approved by the College Research Committee. A Research Administrator will be employed by the College and have received specialized training in both research administration and industry activities in order to successfully complete this task.

2.4 Departmental Research Committee

The Head of Department will form this group in order to evaluate the department and student research ideas before sending them to the Departmental Research Committee (DRC). A database on proposals and research initiatives will be created and shared with the college. To guarantee that research management complies with university policy, departments must employ Research administrators who have received training in research administration.

CHAPTER THREE

3.0 MANAGEMENT OF INTERNALLY AND EXTERNALLY FUNDED RESEARCH

The roles of the several University organs responsible for the management of research funds, including the source of the money, their disbursement, utilization, and retirement are highlighted in this chapter. The University shall attach high attention to accountability, which is a crucial component of research.

3.1 Research Funding

For effective planning and maintenance of a research program that is in line with the shifting requirements of society, the university must have a substantial portion of its academic endeavors funded in a steady way. It is expected that a major part of the funds for research will come from the University through annual budgeting. Therefore, it is suggested that the University will appropriate every year not less than 2% of the University's total budget expenditure to research.

A LASUSTECH Research Grant (LRG) will be established and maintained by the University. The development of grantsmanship skills will be the main goal of the LRG.

Notwithstanding the above source of funding, the University will encourage and help source funds from:

a) Government subvention to the University in support of research, innovation and development such as TETFund grants.

b) Research Grants and Contracts: These grants and contracts may be signed with a private organization or business, or with a federal, state, or local government body.

c) Developmental grants from international organizations: These might come from private people, corporations, or foundations.

d) Industry/University Cooperative Research Initiatives

e) Foundations: Research and academic endeavors are supported by a large number of not-for-profit organizations, governmental and private foundations, and foundations.

f) Funds for fellowships and scholarships.

3.2 Research Grants

3.2.1 Criteria and Conditions for Accessing Research Grants

a) Grants should be opened to all academic staff in the University Community.

b) To qualify for Research grant(s), the proposal must not only be congruent to the area of specialization of the applicant but it should also be multi-focused/ multidisciplinary.

c) Every applicant for grant(s) **MUST** use the official email address assigned to him/her by the University. Personal email addresses are not allowed so as to project the University as the brand being advertised;

d) There must be originality in research proposals to be forwarded for grant sponsorship;

e) Research proposals must seek to address specific/pertinent issues.

3.3 Internally Funded Grants

These are research projects that have undergone an internal competitive peer review procedure before being chosen and financed. They can serve as the springboards required to launch initiatives and generate momentum for planning and drafting a significant external grant submission. The University must implement a policy mandating the creation of an internal grant-making program and a unit or committee responsible for seeing to it that the program's goals are met.

3.3.1 Sources of funds for internally funded research

The University can support college research proposal awards managed by DRID using revenue generated internally. This kind of research may also be financed by 10% of specific deductions from projects that are funded externally.

3.3.2 Categories of internally funded research

The University can take into account the following categories of internally funded research: University senate research grants (LASUSTECH research grants-(LRG)), Funding for doctoral and post-doctoral study scholarships, Research sponsored by college fellowships et-cetera.

3.4 Externally Funded Grants

Externally financed grants, sometimes known as sponsored awards, are sums of money given to a particular college member in support of a particular project they are carrying out after a proposal or application has been presented to the sponsor. The proposals normally include a clear scope of work, a justification, and an itemized budget. The project and the extent of the work that must be done are always mentioned in the terms and conditions that come with this kind of award. Sponsored grants are filed and received through the submitting offices of the University or DRID.

3.4.1 Categories of externally funded research

The DRID will look for state, national and international research funding: Industry-funded research must address the needs of the industry and society. The mode of funding could be by project funding, which pays a team of people to work on a specific project for an extended period of time, and center funding, which pays for a program of work that includes several projects.

Sponsored awards that receive external funding must be administered in accordance with the agreements reached with the sponsor as well as any rules, procedures, and policies of the University. The University may take into account external support from a variety of government agencies, the not-for-profit sector, including foundations and charities, commercial sector partners, and international organizations.

3.4.2 Administrative /Overhead cost

The utilization of university facilities and royalties from licensed patents are two sources of administrative or overhead expenditures. Thus, upgrading the University's infrastructure for research and innovation will boost such expenditures

3.5 Disbursement of Grants

All grants sponsored by the university and other external grant sponsors are distributed in accordance with the Sponsored Research Agreements (SRA) between the sponsors, individual recipient and the University.

3.5.1 Guidelines for disbursement of funds

Researchers should adhere to the established guidelines for the release of funds by making a request for the release of funds to the Vice Chancellor via DRID or the URC to ensure the fast release of research funding. The researcher must sign the applicable commitment papers as outlined in the agreement concluded by the parties concerned after DRID's approval is given.

Following the approval of the DRID, the Bursary unit shall process and distribute funds for the research. Before approving a new payment, prior advances must be taken into consideration.

It is mandatory to account for previous advances before new payment can be approved.

3.5.2 Budget for sponsored projects

All of the Principal Investigators are obliged to create accurate budgets. This section of the project must include, among other things:
   i) A list of particular requirements and their costs,
   ii) The reliability of the costs,
   iii) The consistency of the requirements, and
   iv) The justification of the requirements.

3.5.3 Financial report

Each sponsored project must have a final financial report submitted by each beneficiary to the DRID or University Research Committee.

3.5.4 Research grant variation

The project's principal investigator may occasionally make a special request for more financing if the amount granted is not enough to finish the research

3.6 Procurement and Use of Research Grants Equipment

The University's research policy regarding the acquisition and usage of research grant equipment is as follows:

i) Purchase research grant equipment through the Directorate of Purchasing and Supply of the University using the Local Purchase Order (LPO) instrument and any other method approved by the university.

ii) The cost of research equipment must include:

a. Provision of space to accommodate the equipment if not available,

b. Installation, maintenance, and operation of research equipment must be included in the cost of the equipment.

iii) All the equipment bought under the grant must be registered with the DRID and on completion of the project, and/or before leaving the service of the University, handed over to the Department/Unit to which the researchers are attached, with certificate· of handover/take-over forwarded to the Directorate of Research and Innovation Development (DRID). A researcher will be deemed to be indebted to the University to the tune of the book value of the equipment until he has completed the said handover.

iv) Training and compensation of a research assistant to operate the machinery.

v) If the research equipment requires a controlled environment, such as a computer, arrangements would be made for the room where it will be kept to have air extractor fans, windows, air conditioning if it is not already installed, fume cupboards, etc., or as may be specified in the project's SRA, operation manual, material safety data sheet, or both.

3.7 Regulations or Conditions for Use of Research Grant by Recipients

a) The Lagos State University of Science and Technology Directorate of Research and Innovation (DRI) is to be acknowledged in publications, patents and copyrights resulting from the grant provided by it.

b) Two copies each of the publications arising from this grant and two bound copies of the written report on the project should be deposited in the Library through the Directorate of Research and Innovation (DRI).

c) It is mandatory that the Directorate of Research and Innovation (DRI) receive feedback by means of progress report on an approved format and annual research reports, when requested to do so by the Academic Planning Unit and Directorate of Research and Innovation (DRI). An end-of- project report marks the completion of the research project without which a new proposal or supplementary application cannot be considered.

d) For journal page charge, every researcher will be required to produce from the editor, evidence of acceptance of the paper as well as the demand to pay for page charge and reprint for publications emanating from the research project. In all letters, memos and reports in connection with a project, the assigned reference number must be quoted.

e) Three major reports will be required of each successful application for funds namely, **Progress Report, Financial Report and Final Report**. Copies of all project reports shall be deposited with the DRID LASUSTECH. Final Project Report shall also be deposited in the library archives / Institutional Repository.

3.8 Principal Investigator/Lead Researcher

a) Every research endeavor must have a Principal Investigator (PI) or Lead Researcher (LR).
b) University regulations pertaining to research conduct must be sought out and understood by all PI/LRs.
c) The PI/LRs is in charge of organizing the study, making sure it accomplishes the goals and is carried out in accordance with the authorized plan, and paying careful attention to financial accountability.
d) The PI/LRs is ultimately in charge of the management-sponsored study, subject to budgetary constraints.
e) At LASUSTECH, the duties of PI/LRs encompass overseeing research and scholarship as well as student instruction and training.
f) PI/LRs are responsible for making sure that the necessary reports are sent to the Research Policy and Grants Advisory Committee and appropriate bodies on a timely basis.

3.9 Research Collaboration and Partners

The foundation of DRID's operation is the formation of partnerships and collaborations in national and international research. Through partnerships, our researchers can build new visions and map out new trajectories for our society and the rest of the world. Partnerships also provide opportunities for the dissemination of research findings and the building of new research platforms. As a result, DRID will develop an environment that is conducive to the growth of long-lasting collaborations through student and professional exchange programs, as well as by giving researchers, organizations, and businesses a platform to discuss research challenges and form collaborative efforts to find solutions. In order to better understand and address public health concerns in the context of Africa, DRID will work to develop significant partnerships.

In order to exploit the best scholarly exchange traditions and avoid the risks of reliance that frequently follow, DRID will envision worldwide research collaborations. Both individual and collaborative research projects (including faculties, schools, or departments) will be supported by DRID. The following steps must be followed in order to create partnerships and external or internal research collaborations; The two parties involved in the research collaboration or partnership must each specify their intentions in a protocol; Based on the jointly accepted or mutually advantageous protocol of intent, a memorandum of understanding (MOU) must be created between the cooperating parties; The legal directorate should get the memorandum of understanding for proper evaluation; Both parties involved in the partnership or collaboration must sign the review MOU before submitting it for approval to the governing council and senior management.

3.10 Proper Use of University Resources

The Directorate of Research and Innovation Development (DRID) must give approval for the use the University facilities, personnel, equipment, or confidential information, as part of their outside consulting activities or for any other non-University purposes.

CONCLUSION

Guideline for The Revision of University Research Policy

a) Copies of this general research policy, and of all the more specific policies and procedures to which it refers, are made available online on the LASUSTECH intranet, in order to ensure the transparency of research management.

b) This policy document, and all the more specific policy documents to which it refers, are revised regularly (at least once in three years) to ensure that research and innovation at LASUSTECH continues to be managed in the University's long-term interest. Proposed amendments to the policy must comply with the LASUSTECH Policy on Policy/Rules Formulation.

c) As with any other policy, the success of this policy depends on the cooperation of the students, staff and university management, in collaboration with the Directorate of Research Innovation and Development (DRID).