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Office of Academic Research

USIU Funded Projects Process and M&E Guidelines

All USIU funded projects are primarily governed by the faculty handbook guidelines along with administrative processes as presented below.

1. Fall Semester

- a. The research office will announce calls for proposals every August for Fall Semester.
- b. Applications which meet the deadlines and criteria are submitted to the Faculty Council's Academic and Research Committee (ARC) for evaluation and selection.
- c. Selected applicants are recommended to Research Office for the award of the grants which will be apportioned depending on the amount available.
- d. Recipients are notified by Research Office about the award of the grant through the "Transmittal Memo" (**exhibit 1**) and provided with guidelines.
- e. The Monitoring and Evaluation (M&E) in the Research Office organizes a workshop for all recipients to review guidelines and expectations. A PI's project folder will be handed out along with "Project Approval Process Form" (**exhibit 2**).

2. Spring Semester

- a. It is anticipated that all data collection will be done in Spring Semester, with minor exceptions such as when the USIU funding is part of a larger externally funded project where the timelines will need to be intermarried and communicated to M&E person in Research Office for scheduling of deliverables for USIU portion and payments.
- b. Researchers are allocated an account in Finance office from which approved research expenses (certified by M&E) will be paid as follows:
 - i. All vendor expenses including but not limited to accommodation, car rental, equipment, supplies etc, will require quotations coordinated with the Purchasing office. The **pre-paid** cheque will be in the name of the vendor.
 - ii. All contingency and per diem expenses will be **prepaid** but will require submission of receipts to Finance Office upon return while reimbursement expenditures such as "Mileage Reimbursement" (**exhibit 3**) will be **postpaid** upon filing of the claim form.
 - iii. All personnel compensations including researchers, students, external participants etc will require filling out of the "Contract Requisition Form" (**exhibit 4**) by recipient, signed by the Principal Investigator (PI) and approved by ADVC Research. The **post-paid** cheque will be in the name of the recipient.
- c. This activity should amount to about 60% of the awarded research budget.
- d. The researchers are expected to complete and submit a draft report accompanied by an "M&E Form" (**exhibit 5**) to the research office to qualify for the next tranche of 30%.

3. Summer Semester

- a. It is anticipated that data analysis and report writing is done during the summer semester with the same payment method as in 2b above.
- b. This activity should amount to about 30% of the awarded research budget.
- c. The researchers are expected to complete and submit a final report (to be reviewed and approved by the ARC) accompanied by an "M&E Form" (**exhibit 5**) to the research office to qualify for the next tranche of 10%.

4. Fall Semester

- a. All recipients are expected to present findings at the university colloquium and develop a "Policy Brief Template" (**exhibit 6**) guided by research office before they receive the final tranche of 10%.
- b. To qualify for USIU funded future research grants, all recipients are expected to do more dissemination of their findings, including but not limited to media launching of the project, presentation at conferences, journal publications, book publications etc.