

DILLA UNIVERSITY



Research and Dissemination Office

Guideline for:

Research Incentive and Reward Package

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List of Abbreviations

DURIRPG	Dilla University Research Incentive and Reward Package Guideline
RIRAC	Research Incentive and Reward Advisory Committee
VPRTT	Vice President for Research and Technology Transfer
RDO	Research and Dissemination Office

1. Introduction

Academic staffs of the university are expected to be actively engaged in the core business of the university teaching-learning, research and community services. The University's researchers are expected to conduce high quality research to contribute to quality education, solving societal problems and for guiding national policies. Thus, writing research proposals, securing research grants, conducting research that is relevant to the development agenda of the country and publishing /disseminating the findings thereof, is a major academic responsibility of every academic staff member. The university, colleges, institutes, schools, centers and departments have the responsibility to lay the foundation for staff members to contribute their part in generating and disseminating scientific knowledge.

It is common that people respond best to incentives. As a result, it becomes more effective to motivate researchers through incentives whenever they successfully complete funded research projects, publish research findings in reputable journals or in contexts researchers secure external funding. In addition, in contexts like our country where people cannot easily travel abroad due to financial constraints, it becomes strong motivating factor if the university provides travel grant for participation in international and/or national scientific conferences. Therefore, introducing appropriate incentive mechanisms will encourage and support academic staffs to be fully engaged in research activities within the context of the University. Emphasis should also be given to securing research funds from foreign and international institutions towards addressing national and local priorities, and publishing their findings in peer reviewed reputable publications. Therefore, it is very important to put in place incentives for researchers to enhance their productivity, to acknowledge their research contributions in Dilla University.

This document lays out the framework for a scheme that will acknowledge and reward researchers for their productivity as well as create suitable situation that promotes active engagement in research. Under this scheme, academic staffs may get incentives in terms of financial or material reward through competitive process.

1.1. Rationale

In Dilla University, researchers have long been engaged in research activities that in one way or another may benefit the local communities and the nation at large. However, there has not been incentive mechanism to recognize researchers for their contributions. As a result, the university could not ensure its researchers' full engagement in result-oriented research activities. Thus, to increase research outputs, stimulate participation in research endeavors, enhance competitiveness and raise the university profile at national and international levels, it is important to create incentive and award system for acknowledging staff for their contributions. Therefore, this document is meant to provide a framework for merit-based recognition of researchers. The ultimate goal is to build motivated and devoted scientific/scholarly community in the university.

1.2. Definition of Terms and Concepts

The following definitions apply to key terms shown below as they are used in this guideline unless the context requires otherwise:

1. **Research:** a systematic investigation into a problem or an issue to establish new knowledge and/or the use of existing knowledge in a new and more creative ways.
2. **Reward:** incentive or benefit given to researchers in kind or in monetary terms for recognition of their measurable research-related achievements.
3. **Research Output:** tangible or intangible product of research that includes, but not limited to, technology, knowledge and information.
4. **Award:** a prize given to a researcher or a group of researchers to recognize the research endeavors and attainments.
5. **Research Incentive:** an initiative or a package of inducement set in a form of payment or concession to stimulate a researcher or group of researchers to carryout research with greater motivation and commitments.
6. **Research Benefit:** an advantage gained by virtue of one's contribution in producing measurable research outputs.
7. **Researcher:** a scholar with specialized stock of knowledge and expertise and employed on contractual or permanent basis to work as a researcher at least for 25% of his/her time in the university.

8. **Research Publication:** any scholarly publication (book, book chapter, journal article, proceedings, and conference paper that is published as an original work of a researcher(s) or through critical scholarly review, and published in reputable journals or book publishers.
9. **Patent:** is an exclusive right granted by a legally recognized body to an inventor to manufacture, use, or sell an invention for a certain number of years.

1.3. Objectives

☞ The primary objective of the proposed incentive scheme is to motivate the staff members of our university to undertake quality research, consultancy, publication, dissemination and other research related activities.

- ➡ Advance the University's mission of promoting active research.
- ➡ Retain as well as attract distinguished scholars to the University.
- ➡ To give special thrust to research culture in the university, and thus improve the profile of the university in the country.
- ➡ Honor and award researchers who have carried out proven, innovative, demand-driven, and problem-solving research activities and those whose research outputs have made outstanding achievements in fulfilling the national priority areas;
- ➡ Encourage staff members to devote enough time to communicate their research findings to the scientific community and the general public.
- ➡ Encourage staff to secure externally funded research, scholarship and sponsored program projects, and reward those who successfully secure extramural funds.

1.4. Scope of Application

The provisions stipulated in this document are applicable to individual researchers or a group of researchers in Dilla University who have achieved outstanding research findings, produced quality research output and disseminate their outputs to national and international community, publish research works on reputable journals or books and solicit funding/collaboration through Dilla University.

1.5. Short Title

This Document may be cited as “*Research Incentive and Reward Package Guideline, 2018*” or can be shortly written as “RIRPG, 2018”.

1.6. Eligibility

To be eligible for research Incentive

- The project must be within the Dilla University's research priority areas
- A full-time academic staff is eligible to apply for incentives within the conditions prescribed within this guideline.
- Individuals who are not affiliated to the university shall not claim for incentives based on research outputs;
- For incentives claimed based on research output, Dilla University must be indicated as the applicants’ affiliation. The publication must explicitly mention its university affiliation as “**Dilla University**”.
- The applicant must have no record of research ethics disciplinary misconduct.
- The project must be original research work
- Researchers applying should have relevant qualifications and competence in the subject area of the proposed project.
- Incentive compensation can only be earned twice a year in December and June.
- Applications should be received one month before the two incentive delivery periods.

2. Categories of Incentives

1. Publication of research articles/Books/teaching materials evaluated by DU reputability guideline.
2. Presentation of research findings on national/international conferences.
3. Winning external funding for DU (both for research and teaching).
4. Innovation (technological innovation accredited by nationally/internationally recognized accrediting institution).
5. Result-oriented Extension/dissemination work (disseminating research outputs).
6. On time completion of DU funded projects.

3. Criteria for Evaluating Applications

No.	Criteria	Weight
Category I: Publication Award		100%
1.1.	Originality of the research paper	30%
1.2.	Reputability of the journal/book	40%
1.3	Significance of the results to academic community, policy makers, practitioners or local communities	30%
<p>Note: The minimum cut point will be 80%; where publications that get $\geq 95\%$ are ranked 1st, 87.5-94.5% ranked 2nd and 80-87% ranked 3rd.</p> <p>Where: First rank will get 15,000 ETB Second rank will get 10,000 ETB Third rank will get 7,500 ETB The above payments will be per publication and to be divided among authors equally.</p>		

Category II: Conference Participation

☞ To be eligible for conference participation grant, the following requirements should be fulfilled.

- 2.1. The paper to be presented should be assessed by a review team and positively accepted.
- 2.2. The research project can be either individually funded or by DU or externally funded but institutionalized.
- 2.3. Conference acceptance letter from recognized universities, institutions, societies, and associations is required.
- 2.4. Conference participation where by the cost of participation is partially covered by organizers will be given priority.

Note: A maximum of two full grant and five partial grants will be provided per year on competitive bases. However, a staff member, who fails to produce at least one publication that attracts DU research and dissemination office subsidy within one year of his/her first DU sponsored conference attendance, will no longer receive subsequent funding for national/international conference attendance.

Category III: Securing External Funding

Staff members who secured external funding for the university will be incentivized according to the following categories:

- 3.1. Individually initiated, secured funding and institutionalized (7% of the total funding will be given for the individual who secured the funding in the form of incentive).
- 3.2. Individually initiated collaboration and institutionalized it for team-based funding projects (5% of the total funding will be given for the team members where by the individual who initiated the collaboration will get double the amount of each members).
- 3.3. Participated in University initiated project and secured funding for the university (5% of the total funding will be given for the team members).

Category IV: Successful Completion of DU Funded Projects

To be eligible for this category of incentive, the following requirements should be fulfilled:

- 4.1 Completed project within the time framework stated in the agreement, and got measurable results
- 4.2 Demonstrated measureable result (publication, innovation, output for extension etc)
- 4.3 Positively reviewed by review team for its scientific merit

Note: Researchers who fulfill the above requirements will be rewarded 10,000 Birr per project to be equally divided by team members, and a certificate of recognition from Research and Dissemination Director and Vice President for Research and Technology Transfer for each member.

Category V: Exceptional Award

☞ Achieving all or more than 50% of the following works over the last two years makes the applicant eligible for award:

- 5.1 Presentation on high-level international conferences;
- 5.2 Presentation as keynote speaker or invited guest speaker on national conferences;
- 5.3 Contributions to national agenda issues through media presentation, writing on newspapers, magazines, dialogue, debates;
- 5.4 Serving as committee member at national level representing the university or individually;
- 5.5 Contributions in solving nationally or globally recognized problems;
- 5.6 Publishing over three reputable scientific works per year;
- 5.7 Role in internationalization of the University through collaborations;
- 5.8 Membership in institutional, national, and international reputable journals as editorial or advisory board member;
- 5.9 Track records in attracting research funding from national and international organizations
- 5.10 Membership in editorial work or research conference committee.

Note: Researchers who fulfill the above requirements will be rewarded 15, 000 Birr and a certificate of recognition from Research and Dissemination Director and Vice President for Research and Technology Transfer.

4. Release of Technology /Lab Equipment/Patent

Staff members may obtain patents for their original contribution in the form of product or innovation from international and national agencies. These staff members will get 5,000 ETB per patent as incentive.

5. Paper Presentation at National /International Conferences

- 5.1. A full-time staff member who presented his/her DU funded research on a national conference /symposium shall be remunerated 2,500 ETB.
- 5.2. A full-time staff member who presented his/her DU funded research on an international conference (hosted inside Ethiopia) shall be remunerated 4,000 ETB.

- 5.3. A full-time staff member who presented his/her research on an international conference (hosted outside Ethiopia) shall be remunerated 5,000 ETB.\
- 5.4. Author(s) shall make a presentation of the paper in the Department before submitting the claim for any incentive.
- 5.5. It is expected that knowledge gained by the recipient of such funding, after attending a conference, be shared with staff members and students of the relevant Department/School in the form of an oral presentation during a seminar organized for this purpose. The Director of the Department/School should ensure compliance.

☞ **Note:** Award shall not be given for papers presented more than once at any conference.

6. Applications, Nomination Procedures and Notification of the Awards

6.1. Applications and Nomination Procedures

- 6.1.1. A call for application and nominations shall be made in October and April by Research and Dissemination Office (RDO);
- 6.1.2. Applications can be made by individuals directly or he/she can be nominated by head of respective college/institute/school/center of DU;
- 6.1.3. A complete application form should be submitted to the RDO and then directed to Research Incentive and Reward Committee (RIRC) together with supporting documents;
- 6.1.4. The RIRC shall review the nominations and submit its recommendations to RDC (Research and Dissemination Council) for approval;
- 6.1.5. Upon the approval by RDC, the Research and Technology Transfer Vice President will offer a letter of confirmation on the Award and orders respective offices for implementation;
- 6.1.6. A staff member can simultaneously apply for more than one category of award as far as he/she fulfills the criteria set for each category of award but not possible to apply for the same category more than once per year;

- 6.1.7. The university reserves the right to withdraw the awards at any time if the recipient is considered to be unethical or not fulfilling the requirements within the honor and status of the awards as stipulated in the Senate Legislation.

6.2. Required Documents

1. Application letter
2. CV of the applicant; *and*
3. Supporting letters/testimonies from respective colleges/institutes/school/center

6.3. Notification of the Awards

Awardees shall be notified the result of the application within one month upon the deadline.

7. Research Incentive and Reward Committee (RIRC)

Research Incentive and Reward Committee (RIRC) will be appointed by the Vice President for Research and Technology Transfer of Dilla University.

The committee is entrusted with the responsibility to discharge the implementation of this DURIRP guideline.

The RIRC members are:

1. The Director of Research and Dissemination Office (Chairman)
2. Two Directors of Research Centers and Institutes to be assigned by Research and Dissemination Council (RDC) (Members)
3. Director of Community Service (Member)
4. Four ad hoc members representing colleges to be assigned by the Research and Dissemination Council (RDC)

8. Terms of Office of the RIRC Members

Except Directors of Research and Dissemination, and Community Service, others work only for one year(two incentive terms).

9. Compliance

In recognition that the research allowance scheme is designed to encourage academic staffs to engage in active research programs, the academic unit in which the PI is housed has the duty to evaluate and report the compliance to the progress of the research project. Compliance evaluation shall be conducted regularly and reported to the office of Vice President for Research and Technology Transfer annually. Deficiency in sufficient progress in the research project or abrogation to the terms of the external funding entity may result in suspension of the monthly research allowance of all academic staffs engaged in a research project as deemed appropriate by the Vice president for research and community services.

The authorized body or office is duty bound to make reasonable effort to ensure compliance with this policy element. The items that need to be periodically evaluated and updated are, but not limited to, the following:

A current list of reputable journal that are updated annually

Select and maintain the most appropriate unbiased impact factor of journals of the previous Gregorian calendar year

- A current list of the nations priority areas of research
- The contribution of other potential author is not disregarded
- The publication under consideration is an original work and that work or a significant part of it has not been previously published
- The work is free from plagiarism, ethical lapses, etc.

10. Restrictions

10.1. Plagiarized works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action, including recovery of awards made earlier and loss of staff position at the University.

10.2. Publications submitted, under review, or “in press” do not qualify.

10.3. However, publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews and other publications like text books and teaching materials etc. shall be counted and calculated as per the DU reputability Guideline.

11. Miscellaneous Provisions

11.1. Obligation to Comply and Right to Appeal

All departments, other academic and administrative units, and staff members of the University community shall have duty to observe and implement the provisions of these Guidelines.

11.2. Inapplicable Laws

No guideline or customary practice may, in so far as it is inconsistent with the provisions of this guideline, be applicable with respect to matters covered under this guideline.

11.3. Policy Duration

☞ Amendment is possible to this guideline provided that it is supported by the majority of the Senate members.

11.4. Effective Date and Notification

☞ This Guideline shall enter into force up on the date of approval by the University Senate.

☞ The VPRTT Office shall notify this guideline to all concerned bodies up on approval by the University Senate.