

BELLS UNIVERSITY OF TECHNOLOGY
OTA, OGUN STATE, NIGERIA



UNIVERSITY RESEARCH POLICY

MARCH, 2021

TABLE OF CONTENTS

Contents

1.0	INTRODUCTION	4
1.1	Vision of the University	4
1.2	Mission of the University	4
1.3	Objectives of the Research Policy.....	4
1.4	Scope of the Research Policy.....	4
	Management Structure for Research and Development.....	4
2.1	Central Research Committee (CRC).....	5
3.0	Research and Development Unit	5
3.1	Functions	5
3.2	Research and Development Sub-units.....	6
	Functions of the Sub-units	6
3.3.1	Research, Innovations and Publications (RInP) Sub-Unit.....	6
3.3.2	Research Grants and Fellowships Management (RGFM) Sub-Unit	7
3.3.3	Research Linkages, Partnerships and Community Development (RLCD) Sub-Unit.....	8
3.3.4	Intellectual Property, (Copyright, Patent, Trademarks and Designs), Technology Transfer and Commercialization (IPTC) Sub-Unit	8
4.0	College Research Committees (CReC) and Departmental Research Committees (DRC)	9
4.1	Functions of the CReC	9
4.2	The Departmental Research Committee (DRC)	9
5.0	Research Clusters and Groups	9
6.0	Research funding	10
6.01	Internally Generated Revenue	10
6.02	External Funding of Research.....	10
6.03	Facility and Administration Fees and Royalties from Commercialized Patents.....	11
6.1	Research Development Fund	11
6.2	Conference Support.....	11
6.2.1	Attendance	11
6.3	Research remuneration	11
6.3.1	Employment of Personnel funded from Research Grants.....	12
6.3.1.1	Research Professor	12
6.3.1.2	Post-Doctoral Fellow.....	12
6.3.1.3	Temporary Research Employees.....	12
6.4	Facility and Administration (F&A) Rates	12

7.0	Research Capacity Building	12
8.0	Research collaboration	13
9.0	Intellectual Property (IP)	13
9.1	Ownership of Intellectual Property	13
9.2	Copyright.....	14
10.0	Publicity and Commercialization.....	14
10.1	Establishment of Units to enhance Research publication.....	14
10.2	Product Commercialization policy.....	14
10.3	Profit Sharing formula.....	15
11.0	Scoring of Patents for Promotion.....	16
12.0	Legal Unit.....	16
13.0	Research Instruments, Equipment and Software (Procurement,.....	17
	Disposal, Use/Re-use, Donations, etc.)	17
13.1	Procurement, ownership and use or re-use	17
14.0	Transferring Existing Grant.....	18
15.0	Collaboration in research and innovation with academic/research institutions, organizations and the industry	18
16.0	Affiliation and acknowledgement.....	19
17.0	Central Teaching and Research Laboratory (CTRL), other specialized laboratories and workstations	19
18.0	Research Misconduct	20
18.1	Penalty for Misconduct	20
19.0	Research Support Units/Centres	20
19.1.	Other Research Support Platforms/Centres	21
20.0	University Entities that will Ensure Implementation of the Policy.....	21
21.0	Policy Review.....	21

1.0 INTRODUCTION

This Research Policy of the Bells University of Technology provides the procedures and guidelines relating to planning, conduct, management and funding of quality and innovative research in the University. It has been developed as part of the University's efforts to drive her University's vision, thereby making her a centre of excellence for demand-based research towards the development and transformation of the society. The University Senate has approved and adopted this Research Policy, which came into operation from 25/03/2021. The policy remains legally binding and valid until reviewed or amended.

1.1 Vision of the University

To be a world-renowned University that is committed to the development and transformation of society through environmentally friendly technology and other innovations.

1.2 Mission of the University

To discover, disseminate and apply the knowledge of science and engineering for human well-being and the development of society.

1.3 Objectives of the Research Policy

The overall objectives of the Research Policy shall be to:

- i. Provide guidance to staff members, students, sponsors, industry and other collaborators on the research and development governance of the university
- ii. Determine Research direction and stipulate the structures for research activities and coordination in the University
- iii. Provide guidance on University-industry linkages in fostering Research and Development and on opportunities for private-public partnerships in research, innovation, technology transfer and commercialization.
- iv. Present guidelines for staff, students and sponsors on compliance with terms and conditions for research grants, intellectual property, funds management and other research-related activities.
- v. Provide the University's guidelines to facilitate continuous capacity-building in research among staff and students
- vi. To ensure standards, novelty and ingenuity of research outcomes among staff members, students, sponsors, industry and other collaborators on the research and development in the university

1.4 Scope of the Research Policy

This policy shall apply to all staff and students of the Bells University of Technology, Ota. The terms and conditions stipulated apply for students (both undergraduate and Postgraduate) and staff of the University in all categories whether on full-time or part-time engagements, sabbatical leave in the University as well as Visiting Professors and lecturers.

Management Structure for Research and Development

2.1 Central Research Committee (CRC)

Bells University of Technology shall establish a Central Research Committee (CRC) which shall be the highest Research Management body of the University. The CRC shall comprise thirteen (13) members:

- i. Deputy Vice-Chancellor (Chairperson)
- ii. University Bursar
- iii. University Librarian
- iv. Dean, Postgraduate School
- v. Deans of Colleges: (v. COLNAS vi. COLENVS vii. COLENG and viii. COLMAS)
- ix. Director, Research and Development Unit
- x. Director, Quality Assurance Unit
- xi. Director, Advancement Centre
- xii. University Legal Personnel
- xiii. Deputy Registrar (Secretary)

The functions of CRC shall be to:

- i. Advise the Senate on the development on research and co-ordinate all research activities in the University.
- ii. Coordinate formulation, implementation and regular review of the University Research Policy.
- iii. Ensure compliance to the Research and Development policy and guidance on matters such as Human and Animal Protection, Intellectual Property Policy, Bio-Safety and Ethical guidelines, etc. as approved by the Senate
- iv. Establish and co-ordinate research partnership between the University and Research Institutes, Industry, Government Agencies and other National and International Institutions
- v. Review research proposals and recommend as appropriate to the Vice Chancellor
- vi. Evaluate research findings submitted for Patent and Copyright Applications
- vii. Coordinate the overall activities of Research Groups/Clusters in the University
- viii. Enhance sourcing for grants to facilitate research funding and manage funded research using unique and innovative approaches in line with international best practices.
- ix. Provide strategic vision and direction for Research and Development in the University
- x. Ensure legal protection and commercialization of intellectual property, as necessary.

3.0 Research and Development Unit

The University shall establish a Research and Development (R and D) Unit, under the office of the Vice Chancellor, which shall coordinate all research activities of the University. The statutory functions of the Unit shall be:

3.1 Functions

- i. Formulate and regularly review the research policy as necessary for approval by the University Senate

- ii. Guide all staff, students and sponsors to ensure compliance to the Research and Development policy and strategic framework approved by the University Senate
- iii. Develop the infrastructure necessary for individual and inter-disciplinary /multi-disciplinary research in different fields of learning.
- iv. Build and enhance the research capacity of staff and students by continuously organising trainings, seminars/workshops on writing research proposals and sourcing for research fellowships and grants.
- v. Disseminate research funding opportunities (such as grants, aids, endowment, etc.) and provide necessary support for applications, including support for proposal development as well as pre-award and post-award activities
- vi. Recommend approval of staff and students' requests for attending national and international conferences, workshops, trainings or symposia
- vii. Protect Research and Development Intellectual Property Rights/ Copyright and Patents of staff and the University
- viii. Coordinate fund generation activities by attracting aids, grants, endowments, etc.
- ix. Propose funding strategies for participation in Learned Conferences, Seminars and Workshops, and recommend the award of research grants and remuneration as appropriate
- x. Ensure central support for, and coordination of the autonomous management and administration of research in the Colleges, Departments and Administrative Units
- xi. Be the repository of a real-time database of resources acquired through collation, collection, storage, processing and dissemination of information on research, publications, innovation and networks for the benefit of the University community and beyond.
- xii. Perform other duties and assignments as may be delegated by the Vice Chancellor, Senate and Council, in line with the main objectives of the University.

3.2 Research and Development Sub-units

The R and D Unit shall be divided into four sub-units namely:

- i. Research, Innovations and Publications (RInP)
- ii. Research Grants and Fellowships Management (RGFM)
- iii. Research Linkages, Partnerships and Community Development (RLCD)
- iv. Intellectual Property, (Copyright, Patent, Trademarks and Designs), Technology Transfer and Commercialization (IPTC)

Each of the sub-units will be headed by a Research Coordinator.

Functions of the Sub-units

3.3.1 Research, Innovations and Publications (RInP) Sub-Unit

- i. Source for grants, aids, equipment donations, etc. to facilitate research activities
- ii. Guide College staff and students to ensure that research programmes and activities are focused, directional, quality-driven and result-oriented with clear prospects of utilization value to society

- iii. Ensure research projects are conducted in full compliance with the University Policy and in accordance with NUC minimum standards.
- iv. Monitor the research database that will collate, collect, store, process and disseminate information on research, publications, innovations and networks, and updates database on Research and Development projects conducted by staff and students
- v. Organise regular training/workshops, seminars, etc. on writing proposals that will attract funds for research and publications in high impact journals, etc.
- vi. Form research groups/clusters and evaluate their activities including assisting the groups in proposal development
- vii. Compile annual Research and Development reports and monitor management of the research and development sub-link on the University's website.
- viii. Prepare and submit annual reports to the Director of Research and Development Unit.

3.3.2 Research Grants and Fellowships Management (RGFM) Sub-Unit

- i. Work with the Grants, Fellowships and Audit Sections of the Bursary to facilitate the management of grants in the University
- ii. Monitor the Unit's accounts and keep records of research grants and related activities to ensure compliance with the University and Donors' guidelines and regulations
- iii. Advise Researchers on relevant financial processes and regulations.
- iv. Disseminate information on Research Grants, Scholarships, Aids, Endowment, etc. to the University community.
- v. Monitor funded research using unique and innovative approach in line with the international best practices and assess the research outputs of the university in comparison with the level of funding.
- vi. Monitor and collate staff and students' requests for attending National and International conferences, Workshops, Trainings or Symposia
- vii. Monitor collaboration with the University's School of Postgraduate Studies in order to provide linkages, sharing and development of funding opportunities
- viii. Maintain a database of all funds received for research by the University
- ix. Work with other sub-units regarding the review of budgetary aspects of research proposals.
- x. Prepare and submit annual reports to the Director of the Research and Development Unit.

xi. **Pre-Award**

The RGFM Office shall carry out submission of multi-disciplinary or collaborative research grant proposals. The pre-award activities shall include the following:

- a. Provide support for proposal development by ensuring that proposals are aligned with specific requirements and in compliance with proposal preparation guidelines of the funding agency
- b. Coordinate proposal development which may require assisting the Research Group, setting up external collaborative partners, drafting of letters of commitment for cost-sharing requirements, award/sub-award budgets and other relevant Institutional support letters.

xii. Post-Award

The post-award process shall be managed by the RGFM sub-unit and shall ensure that research award is implemented in accordance with the terms and conditions of the funders, taking cognizance of the approved budget and financial reporting standards. RGFM shall:

- a. Ensure timely disbursement of funds and engage with the researchers to facilitate the implementation of the research.
- b. End of study closure shall be undertaken alongside with the pre-award team and the RGFM Office with a certified financial report from the University Bursar.

3.3.3 Research Linkages, Partnerships and Community Development (RLCD) Sub-Unit

- i. Secure research partnerships between the University and Research Institutes, Industry, Government Agencies and International Institutions
- ii. Monitor the translation of the University's Research and Development activities to meet the needs of the society
- iii. Monitor regular dissemination of information on research linkages, partnerships and important needs of the society to generate need-driven research
- iv. Promote inter-disciplinary/multidisciplinary research within and among Departments or Colleges
- v. Prepare and submit annual reports to the Director of Research and Development

3.3.4 Intellectual Property, (Copyright, Patent, Trademarks and Designs), Technology Transfer and Commercialization (IPTC) Sub-Unit

- i. Guide the administration and management of Intellectual Property (IP) assets of the University and be responsible for the protection and commercial development of creations and inventions.
- ii. Determine patentability, manage invention disclosures, undertake patent search, as well as complete and file applications for patents
- iii. Monitor appropriate legal protection of intellectual property by which novel research findings are protected and application of the intellectual capacity of the University to the demands of the community and the nation
- iv. Process and safeguard relevant IP agreements and documents applications for patenting together with the Legal Unit of the University

- v. Evaluate the commercial potential of an invention and, source and locate suitable commercial development partners
- vi. Organise seminars for researchers and students on patenting and intellectual property rights administration
- vii. Drive the process of research product commercialization according to the University Research Policy
- viii. Negotiate and manage licenses
- ix. Prepare and submit annual reports to the Director of Research and Development

4.0 College Research Committees (CReC) and Departmental Research Committees (DRC)

Each College shall constitute a College Research Committee (CReC) to coordinate research activities of the Colleges and oversee the implementation of the University Research Policy.

The CReC shall comprise the following membership:

- i. Dean's appointee not below the rank of an Associate Professor (Chairman)
- ii. A Representative from each Department not below the rank of a Senior Lecturer
- iii. College Officer not below the rank of an Assistant Registrar or Secretary to the Dean (Secretary)

4.1 Functions of the CReC

The CReC shall function as follows:

- i. Be the link between the R and D Unit and the University staff and students.
- ii. Vet the research proposal emanating from the college and reports all evaluations to the CRC
- iii. Manage research data-base of the Departments in the College
- iv. Perform any other research-based functions as determined by the CRC

4.2 The Departmental Research Committee (DRC)

The Departmental Research Committee (DRC) shall comprise the following Membership:

- i. Head of Department/ Departmental Coordinator (Chairman)
- ii. At least two (2) other staff members in the Department
- iii. Departmental Secretary (Secretary)

The DRC shall perform research-based functions at the departmental level as determined by the CReC

5.0 Research Clusters and Groups

Research clusters shall be established to provide platforms for conducting inter-disciplinary and multi-disciplinary research in the University for the purpose of proffering holistic solutions to research problems. The clusters shall facilitate collaborative research and enhance grant acquisition for such endeavours. Their functions shall include:

- i. Develop research proposals within their scope
- ii. Provide research-based services to the community to enhance community development
- iii. Contribute to the development of research policy or policy review related to their area of competence.
- iv. Collaborate with stakeholders/institutes/organizations to advance their core area of interest.

Research clusters shall be led by cluster leader and membership shall be limitless.

Research groups shall be constituted within each Research cluster to investigate a research topic. Each Research Group shall comprise of 4 - 10 members headed by a Group Leader (GP) or Principal Investigator (PI) with an Assistant (API). Research proposals from the groups are to be forwarded through the Cluster Leader to the Director, R and D Unit, following the approved format. The PIs in research projects have the primary responsibility of ensuring the quality, reliability and integrity of research outputs disseminated by them. Evidence of research capability shall be a significant requirement for recruitment process. Unless otherwise reviewed, the University shall be structured into nine Research clusters namely:

- i. Agriculture, Food Security and Biotechnology
- ii. Industrial, Environmental and Medical Microbiology
- iii. Material Science and Engineering
- iv. Software Engineering, Modelling & Intelligent System
- v. Information and Communications Technology
- vi. Physics and Applied Mathematics with Statistics
- vii. Chemistry and Biochemistry
- viii. Urban Environmental Issues & Natural Development
- ix. Business Administration, Accounting and Management Technology

6.0 Research funding

Funding for research shall be achieved from three levels:

6.01 Internally Generated Revenue

The University shall continue to fund research from internally generated revenue and grants for the proposal award administered through the Central Research Committee. Research funding shall be through cluster system. The Cluster Leader shall be responsible for monitoring and accounting the progress of the study while the PI will be responsible for the integrity of the study and accountable to financial services on the disbursed funds.

6.02 External Funding of Research

Staff members and research students shall seek for research funding nationally and internationally. Industry-funded research shall be explored to expand research infrastructure and capabilities to address industry and society's needs.

6.03 Facility and Administration Fees and Royalties from Commercialized Patents

Research management fees and royalties from commercialized patents shall be used to strengthen research and innovation; and upgrade research and innovation infrastructure of the University.

The procedure for accessing funds shall always be available at the R and D office.

6.1 Research Development Fund

The University shall establish and operate a Research Development Fund (RDF). The fund shall be made available to all academic staff following open and competitive granting awarding processes. A definite proportion of the annual RDF will also be reserved for early career researchers. The principal function of the RDF shall be to develop the necessary capacity in grantsmanship. The RDF shall derive its funding principally from:

- i. A line item in the University budget;
- ii. One percent (1%) of the University's share of the indirect costs of grants;
- iii. One percent (1%) Bells University Parent Forum (BUPF) funding
- iv. One percent (1%) of profit from all contract awards
- v. Ten percent (10%) of share of profit from Intellectual Property (IP)
- vi. Any other source.

The RDF shall be managed by the Research and Development Unit and funding shall be through the Cluster system.

6.2 Conference Support

Funding support for attending and presenting papers at conferences may be obtained from within or outside the University. Any support from the University must however meet the existing requirements for such funding. The University will ensure availability of funds for the dissemination of research findings at meetings, conferences and workshops. The guidelines and procedures shall be obtainable from the R and D office. The Dean of Postgraduate School shall screen all postgraduate applications and recommend to the R and D Unit. Applications from Departments will also be screened at the Departmental level by the Departmental Research Committee (DRC), and through the CReC, shall be recommended to the R and D Unit as appropriate.

6.2.1 Attendance

Staff shall be eligible for sponsorship to only one local conference per academic year. This is in line with the local conference support policy.

6.3 Research remuneration

The research-based salary structure for the University shall guide remuneration of external grants by staff members.

6.3.1 Employment of Personnel funded from Research Grants

6.3.1.1 Research Professor

A full-time Professor of the University, with teaching responsibilities, shall receive a short-term appointment as Research Professor, to be able to devote sufficient full-time attention to research. In this circumstance, the Grants Agency may fund the computed teaching effort of the Professor that would be used to hire an adjunct that will teach the courses. Nevertheless, Research Professors shall continue to engage the community in advancing research through Seminars, Workshops and Conferences. Appointment of a Research Professor shall be in accordance with the University Appointment and Promotion Guidelines.

6.3.1.2 Post-Doctoral Fellow

Post-Doctoral Fellows (PDFs) who, at the time of appointment, have completed a Doctoral degree, shall be employed to implement funded research within the time frame of the funding by Principal Investigators in a Research Group. The main objectives of the post-doctoral researchers are usually to broaden their research expertise, build expertise with established researchers and strengthen their publication records, thus enhancing their future employment opportunities. The guidelines and terms and conditions for employment of PDFs are as provided by the Human Resources Unit of the University.

6.3.1.3 Temporary Research Employees

The employment of Temporary Research Staff such as Research Assistants, Project Staff, and Project Supervisors or Adjunct Investigators shall be based on Bells University of Technology Human Resources Policy on the employment of temporary research staff

6.4 Facility and Administration (F&A) Rates

The F&A rates for all grants shall be between 10 – 25% for all grants. However, approved rates in sponsors' policy shall guide the F&A rates that will be computed in proposal submissions. The Research Grants and Fellowships Management (RGFM) Sub-unit of the Research and Development Office shall support budget preparation, disbursement and reporting.

7.0 Research Capacity Building

- i. The University shall promote multi-disciplinary, trans-disciplinary and international collaborative research aimed at knowledge, skill and technology exchanges and transfer. There shall be a constant focus on building research capacity among staff and students through training in Grantsmanship, Research Methodology and Research Management. It shall be the responsibility of postgraduate supervisors to ensure that their students and junior academic staff are properly mentored to conduct high quality research. The University shall ensure that resources for cutting-edge research are available and adequate at all times.
- ii. All academics must participate in seminars - Departmental, Colleges, University, short courses on techniques, methodologies and other such skills as may be identified from time to time to foster collaborative research.

- iv. In addition to their teaching responsibilities, academic staff will be expected to seek funding for their research activities both from within the University and from external agencies.

8.0 Research collaboration

- i. Senior academics are encouraged to involve junior academics and students in Research projects as a form of mentorship
- ii. There shall be a Principal Investigator (PI) for every research project
- iii. All PIs must seek and understand the University Policy relating to the conduct of research
- iv. The PI shall be responsible for coordinating the research, ensuring that it meets the stated objectives and that it is carried out as laid out in the approved proposal, giving due cognisance to financial accountability
- v. The responsibilities of PIs will include the direction of research and scholarship and the education and training of students where required.
- vi. PIs will also ensure that required reports are submitted to the R and D office and other appropriate bodies according to stated timelines.

9.0 Intellectual Property (IP)

The University shall operate an Intellectual Property Policy by which all staff, students and visiting scholars shall abide. Staff and students prospecting to patent their products will obtain forms from the R and D office. Copyright form will also be available. The cost of copyright form, copyright registration fee, patent search fee (for initial search and validation of the novelty of their claims for filed patent application) and patent processing fees shall be as determined from time to time by the R and D Unit and approved by the University. The duration of registration of copyright, and of processing of patent application to acceptance or rejection level shall also be as determined by the R and D office.

9.1 Ownership of Intellectual Property

- i. Ownership to scholarly, pedagogical, or artistic works, including those of students, created in the course of their education, such as dissertations, papers, and articles shall remain with the creator, unless the work is commissioned by Bells University of Technology or supported by a direct allocation of funds through the University for the pursuit of a specific project. Exceptions shall also be made where the creator makes significant use of the University's resources or personnel, and/or is otherwise subject to contractual obligations.
- ii. Ownership of any IP developed during an internship or research project performed as part of a relationship with an outside entity will reflect the relative roles and contributions of the student, the outside entity and Bells University of Technology to the creation of the work or the development of the invention.
- iii. Visitors who make more than incidental use of the University research facilities and equipment shall credit the IP created here to the University, and the University will share ownership of such IP with the visitor's employer or otherwise manage the intellectual property in a mutually-agreeable way.

9.2 Copyright

Copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law.

- i. All rights in copyright shall remain with the creator unless the work is commissioned by the University, supported by a direct allocation of funds through the University for the pursuit of a specific project, makes significant use of University resources or personnel, it is a work-for-hire, or is otherwise subject to contractual obligations.
- ii. Bells University of Technology claims no ownership of novels, textbooks, unpatentable software, or other works of artistic imagination which are not institutional works and have not made significant use of University resources or services of University non-academic employees working within the scope of their employment.
- iii. The University shall however retain ownership of Institutional works or research which include:
 - a. Works that are supported by a specific allocation of University funds or that are created at the discretion of the University for a specific University purpose
 - b. Works whose authorship cannot be attributed to one or a discrete number of authors but rather result from simultaneous or sequential contributions over time by multiple staff and students. However, the mere fact that several individuals have contributed to the creation of a work shall not cause the work to be regarded as constituting an institutional work.
- iv. Copyrightable works that are a subject of sponsored research agreements or other contractual obligations of the University shall be owned by the University

10.0 Publicity and Commercialization

The research activities and findings of Bells University of Technology shall be widely publicized. The University shall constantly identify her high potential research outputs and work toward their dissemination and commercialization.

10.1 Establishment of Units to enhance Research publication

Scopus Unit shall be established by R and D Unit to drive publication of research findings from the University in high impact, nationally and internationally reputed journals.

10.2 Product Commercialization policy

Products or inventions for commercialization shall be implemented as advised by the Intellectual Property, Patenting, Technology Transfer and Commercialization (IPTC) sub-unit and approved by the Central Research Committee. For product commercialization:

- i. Before recommending any product for commercialization to the university, the IPTC must have consulted relevant experts and agencies to ascertain the veracity of the claims by the innovator or inventor or creator and the fitness of the product for commercialization.
- ii. The R and D Unit through the CRC must recommend any product that meets the conditions of commercialization to the University Management for approval.

- iii. Products approved by the University for Commercialization shall require the guidance of the inventor in setting up the production process.
- iv. Inventors whose product(s) are approved for commercialization should sign a memorandum of understanding (MOU) with the university as guided by the commercialization policy of the University. Such MOU will however be void in the event of force-majeure or death of the product

Product commercialization by the University shall be based on the following:

- i. Joint ownership of intellectual property (patent or copyrights) by the researcher and the University
- ii. Perpetual earning by the researchers from the product.
- iii. Safety of the Product must be confirmed and it must not likely lead to litigation on commercialization
- iv. Product must be profitable, safe and beneficial, with a verified working prototype, new or adding value to an existing market brand
- vi. With mutually signed agreement between the University and other Stakeholders of the product as well as approval or likely approval by the relevant Government Agency
- v. The inventor must stand to benefit perpetually from the product, the employment status of the inventor notwithstanding.
- vi. Among multiple inventors/innovators/creators of a single patented invention or copyright, personal shares will be allocated among inventors/innovators/creators, according to a written agreement among them, or if there is no agreement, in equal shares.

Procedures for seeking university's sponsorship for the commercialization of products shall be as stated by the R and D Unit

10.3 Profit Sharing formula

- i. For the purpose of sharing profit among the parties, only the net profit indicated by audited account documents shall be shared. This means that all direct costs incurred by the University in obtaining, maintaining, and protecting the patent or other protection for the property, licensing, and/or marketing shall be recovered. All royalties generated from licenses or other marketing arrangements concerning university IP shall be paid directly to the university. After recovery of the above costs, the remainder of the royalty income shall be distributed as follows:
 - 30% to the creator(s) of the IP
 - 5% to the research vote of the creator(s) of the IP,
 - 25% to the University
 - 10% to Research Development Fund
 - 5% reserved for Corporate Social Responsibility (where applicable),
 - 10% to the IPTC Office of the R and D Unit
 - 7.5% to the Colleges of the creator(s) of the IP, and
 - 7.5 % to the Departments of the creator(s) of the IP.

- ii. Prior to commencement of a project, each principal investigator shall ensure that all members of the project team sign a statement acknowledging and accepting the royalty distribution schedule outlined above.
- iii. For multiple creators of an IP, the royalty due to the team members will be shared according to the mutually agreed arrangement established in writing and approved by the R and D office. The established distribution arrangement shall be submitted to the R and D office, at the time of disclosure. Where multiple researchers cannot reach a mutually-acceptable arrangement or where no arrangement is submitted, the royalty, to which the researchers are entitled under Section 10.3 of this policy, shall be used in distributing to inventors in portions deemed appropriate under the circumstances as recommended by the Director, R and D Unit. Such decision will be binding on the researchers. Where there are several Departments involved in the research, the percentage of the royalty due to the Colleges of the Researchers under Section 10.3 of the policy will be shared among the participating Departments based upon the mutually-agreed distribution arrangements.
- iv. The Colleges' share of royalty under Section 10.3 shall be administered by the Deans of Colleges to support the Colleges' research programmes. The Departments' share of the royalty under Section 10.3 shall be administered by the Heads of Departments of the researchers and shall first be used to support the purchase of research equipment for the furtherance of the research goals of the Department.
- v. Intellectual property agreements executed by the University shall be governed by the IP policy in existence as at the effective date of the agreement. The researcher's IP royalty-sharing agreement shall survive his/her termination of association with the University and, in the event of the death of a researcher, his/her share of the royalty shall go to his/her Estate.

The royalty sharing formula shall be reviewed from time to time by the CRC as necessary.

11.0 Scoring of Patents for Promotion.

To encourage the filing of patents of research outputs, patent files of staff shall be scored in line with the procedures approved by the Appointments and Promotions Committee. This is underscored by the usual delay in the immediate publication of research findings when Patents are being processed for filing.

12.0 Legal Unit

The principal relationship with the Legal Unit of the University shall be the provision of high quality legal support to the R and D Unit. In particular, the Legal Unit shall:

- i. Ensure that the interests of the University are adequately protected legally and safeguarded in all research contracts/MOUs;
- ii. Provide legal advice, opinion and guidance to the R and D Unit on matters pertaining to research contracts/MOUs; and shall be consulted prior to the execution of any intellectual property Agreement.
- iii. Advise the R and D Unit on University regulations and policies relating to research contracts;

- iv. Assist the R and D Unit in drafting, perusing, vetting, finalizing and interpreting all legal documentations relating to research contracts/MOUs;
- v. Provide the R and D Unit with legal advice on the Federal laws, University Policy and other relevant legal issues pertaining to intellectual property rights, copyrights, patents, trademarks, inventions and their commercialization and facilitate the registration of all the university's intellectual property rights

13.0 Research Instruments, Equipment and Software (Procurement, Disposal, Use/Re-use, Donations, etc.)

This policy provides guidance on the procurement, use/re-use (by single/several parties), disposal, sale of research equipment and software in the University. This guidance is to ensure that the University provides responsible management, accountability and effective use of resources (instruments, equipment, software and other materials) that are procured or donated in the course of conducting research in the University.

Ownership of, and title to, equipment acquired by means of sponsored research grants shall be vested in the University. Such equipment shall not be sold, transferred or otherwise disposed of without approval of the University. Notwithstanding the foregoing, special circumstances may arise, such as movement of a Principal Investigator (PI) to another institution, when such equipment may need to be transferred to another institution with the consent of the management of Bells University of Technology, Ota.

13.1 Procurement, ownership and use or re-use

For very delicate and expensive instruments and equipment, a maintenance plan and insurance shall be considered at procurement. Also, the use of sponsored research equipment for training or other research in the University shall be carefully negotiated to provide access for university research and training. Restriction in the use of equipment will only be considered when alternatives are available. The University's procurement guidelines shall guide the procurement of all research equipment. The following conditions shall guide the ownership, use/re-use of research instruments, equipment and software in the University of Lagos.

i. Research instruments, equipment and software purchased with university resources

All research equipment purchased with internal funds shall be the property of the University. These materials shall be logged in the University's Assets Register and shall not be relocated in the event of the Investigator leaving the University. Other Investigators shall continue to use the equipment, but shall be reassigned and documented appropriately. In situations where there is no anticipated use of the equipment or when it becomes obsolete, it shall be stored safely and well documented.

ii. Research instruments, equipment and software purchased with grants from grant-awarding agencies either national or international

The guidelines of the sponsors or agencies awarding the grant shall guide ownership, use and disposal of instruments, equipment and software. Usually, the University will retain the research instruments, equipment and software for future research and training of students.

iii. Research instruments, equipment and software purchased with research contract funds:

The terms and conditions of the contract on ownership and/or disposal of the equipment shall be followed. However, these will be negotiated at the agreement drafting stage to support further use for research in the University. Where the University retains ownership of the equipment, the guidance on disposal described by the University shall apply.

All research equipment purchased with funds from the University and/or funding agencies should at expiration of the project be kept at the Central Teaching and Research Laboratory or other R and D Unit's designated Laboratories/Centres for the benefit of other researchers.

14.0 Transferring Existing Grant

The procedure for transferring an existing grant to another institution shall be as follows. The PI shall take the following actions:

- i. Obtain approval from R and D Unit to Transfer the grant
- ii. Disclose and confirm the status of any cost-sharing or matching commitment by Bells University of Technology.
- iii. Conform with the sponsors' conditions for transfer
- iv. Discuss any Intellectual Property (IP) issues with the Bells University of Technology
- v. Complete all necessary paperwork and processes required by Bells University of Technology and the sponsor

On Transfer of existing grants, the R and D Office shall take the following actions:

- i. Review any cost-sharing or matching commitments, ascertaining those that have been met and those which will be transferred
- ii. Ascertain the exact amount of unexpended or uncommitted funds
- iii. Review agreements for sub-grants, if any, ascertaining which ones have been completed and which have not
- iv. Review agreements for equipment purchases; capitalized equipment purchased on the existing grant may move with the PI
- v. Review commitments to personnel, including graduate students.

15.0 Collaboration in research and innovation with academic/research institutions, organizations and the industry

The University shall enter into research and innovation collaboration with other academic/research institutions, industry and other organizations and agencies in order to:

- i. Consolidate its research and innovation capacity
- ii. Facilitate technology transfer (including adaptation and adoption of knowledge), Licensing and Commercialization of research outputs
- iii. Provide Research and Development platforms for the industry and other organizations in a mutually beneficial way
- iv. Develop research networks for joint research proposal development, knowledge creation and implementation.
- v. Enhance students' hands-on exposure to real-time industry or organizational practices for the purpose of enhancing their employability and job creation capability.
- vi. Provide unique and well-tailored Research and Development; and quality assurance backbone to Small-Medium Entrepreneurs, so as to ensure the competitiveness of their products and services.
- vii. Create extensive data for analyses, and policy formation
- viii. Encourage the application of demand-driven research of the University towards human well-being and national development.

16.0 Affiliation and acknowledgement

All categories of students and staff must use Bells University of Technology, Ota as an affiliated University in their research and other scholarly publications. This will apply to Creative Arts, Innovation and Patents, whether produced in the University or elsewhere, provided they remain staff or students of Bells University of Technology, Ota.

Staff and students who are beneficiaries of research grants, sponsorships, conference support, etc. are expected to acknowledge the Research and Development Unit of Bells University of Technology for support funding for the research work in all their publications. This is important since the university, through the R and D Unit, funds or supports the research. Hence, staff, students and visiting scholars shall acknowledge the contributions by the University to the success of their research activities in all publications and research outputs. Where a research grant is obtained, the grant name and number is expected to be indicated in the acknowledgement, and where fund was accessed from other sources, this should also be clearly stated.

17.0 Central Teaching and Research Laboratory (CTRL), other specialized laboratories and workstations

Research laboratories and workstations for a wide range of research in Engineering, Information and Communication, Biotechnology, Agriculture, Material Science, Food Microbiology, Management Technology, Food Technology, Medical Microbiology, urban environment, business administration, software engineering, etc. shall provide platform to conduct innovative research in the University. The Laboratories and Workstations shall comply with best practices in line with quality standards that align with the appropriate requirements of the International Standard Organization (ISO) as well as that of the relevant Professional bodies. This will ensure the validity of results generated from the laboratories and workstations and provide students the platform to further familiarize themselves with global laboratory work standards.

18.0 Research Misconduct

Every member of the University community is responsible for fostering an environment that promotes intellectual honesty and integrity, and which does not tolerate any form of misconduct in any aspect of research or scholarly endeavour. An act of research misconduct will therefore be regarded as a serious breach of the University Code of Conduct.

Acts of research misconduct shall include but not limited to the following:

- i. Fabrication, falsification, plagiarism, or other practices that seriously deviate from norms generally accepted by the University for proposing, conducting, or reporting research. Fabrication entails making up data or results and recording or reporting them. Falsification includes manipulating research materials, equipment, processes, or changing data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- ii. Misappropriation of approved research funds, and failure/neglect and/or refusal to complete research projects funded by the University or external sponsor.
- iii. Misleading ascription of authorship. This includes listing of authors without their permission, attributing works to others who have not contributed to the research and the lack of appropriate acknowledgement of work produced by others involved in the research.
- iii. Serious academic deficiencies in conducting or reporting research. This includes reckless disregard for accuracy, failure to supervise adequately, non-disclosure of conflicts of interest, and other lapses in professional conduct or neglect of academic duties.

18.1 Penalty for Misconduct

Any suspected or reported act of misconduct will be investigated by the R and D Unit. Where any such act is established, the CRC will make a report to the University for appropriate actions in accordance with the existing ordinances, rules and regulations of the University.

19.0 Research Support Units/Centres

a. Information and Communications Technology Resource Centre (ICTRC)

The ICTRC shall support the R and D's activities of the University using appropriate technologies for data management, communication and visibility of research outputs, innovations and applications of Research into Development.

b. University Library

The University library will collaborate with the R and D Unit in various ways to achieve the good quality and innovative research and packaging of research output towards development. These include making research support resources available and accessible in the University, facilitating plagiarism checks to ascertain research integrity and checkmate misconduct, etc.

c. Scopus sub-committee

Scopus sub-committee will facilitate publication of research findings in Scopus indexed journals and enhance visibility of staff and the University to improve national and international rating of the University. The Unit will also showcase research outputs from the University to the International community.

d. The Postgraduate School

The management of the Postgraduate School will ensure that students' research is conducted in accordance with the University Research Policy and facilitate high quality and Innovative research outcomes.

e. Central Teaching and Research Laboratory (CTRL)

The Central Teaching and Research Laboratory (CTRL) will support the R and D Unit in improving research standards and monitor students and other researchers to ensure that conduct of research in the laboratory is in accordance with the University Research Policy.

f. Quality Assurance Unit

The Quality Assurance Unit shall work in collaboration with the R and D Unit to promote and strengthen quality assurance across the University's platforms that support research activities and development.

19.1. Other Research Support Platforms/Centres

The following units shall also provide supports toward the smooth and safe conduct of research in the University: i. Physical Planning and Works Unit, ii Corporate Affairs Unit, iii. Centre for Agricultural Technology and Entrepreneurial studies (CATES), iv. University Health Centre and v. Security Unit.

20.0 University Entities that will Ensure Implementation of the Policy

The following University entities shall be at the forefront of the implementation of this Research Policy:

- i. The University Central Research Committee (CRC)
- ii. Research and Development Unit
- iii. Centres/Units
- iv. Academic units: Postgraduate School, Colleges and Departments

21.0 Policy Review

This policy shall be reviewed periodically.

Research and Development Unit
Bells University of Technology, Ota
Ogun State
Nigeria