



NATIONAL OPEN UNIVERSITY OF NIGERIA

Plot 91, Cadastral Zone, University Village, Nnamdi Azikiwe Expressway Jabi, Abuja
(OFFICE OF THE REGISTRAR - ACADEMIC)

FRAMEWORK FOR ACCESSING TERTIARY EDUCATION TRUST FUND (TETFUND) FACILITIES

1.0 GUIDELINES

1.1 Various facilities available to the academic staff of the University at TETFUND

The Committee identified the following TETFUND intervention facilities available for the benefit of NOUN academic staff:

- a. National Research Grant
- b. Academic Staff Training and Development (AST&D)
- c. Academic/Manuscripts Development
- d. Academic/Research Journals
- e. Institution Based Research (IBR) fund
- f. Conference Attendance

1.2 Framework to guide the University towards accessing the TETFUND facilities

1.2.1 About TETFUND Interventions

The Tertiary Education Trust Fund (TETFUND) was established by an Act of the National Assembly in June 2011. The Act replaced the Education Tax Fund Act Cap. E4 Laws of the Federation of Nigeria 2004 and Education Tax Fund (Amendment) Act No 17, 2003. The Fund was set to administer and disburse education tax collections to public tertiary educational institutions in Nigeria defined under the Act as universities, polytechnics and colleges of education. The main source of income available to the Fund is the 2% education tax paid from the assessable profit of companies registered in Nigeria. The Federal Inland Revenue collects the tax.

Generally, the intervention covers several areas like:

- *Provision of essential physical infrastructure for teaching and learning*

- *Provision of instructional materials and equipment*
- *Research, Book development and publication (journals and books)*
- *Training and Development of Academic Staff*
- *Any other need, which in the opinion of the Board of Trustees is critical and essential for the improvement of quality and maintenance of standards in the education institutions.*

According to the TETFUND, to be qualified as a beneficiary of the intervention fund, an institution must be enlisted by the approval of the Board of Trustees of TETFUND. Such an institution must fulfill the following:

- Must be a Public Tertiary Institution i.e. Federal or State university, Polytechnic or College of Education (COE)
- Must be recognised by the relevant regulatory body - NUC, NBTE or NCCE as the case may be and evidence of this should be available both with the institution and the regulatory body for citing
- Must have been established by law via an Act of Parliament or Edict of the State House of Assembly and signed into law by the President or State Governor, as the case may be
- Academic activities, i.e. student admission, teaching and learning must have commenced at the institution
- Shall formally apply to the Fund to be enlisted as a beneficiary of the Fund
- TETFUND shall visit to verify that academic activities have commenced and thereafter recommend to the Board of Trustees for enlistment as a beneficiary
- Following the approval by the Board of Trustees, the institution shall be enlisted and formally notified

The regular intervention is yearly while the special intervention is usually at the discretion of the Board of Trustees, on equality of geo-political zones as enshrined in the enabling Act. The special interventions comprise: high impact intervention and Board of Trustees (BOT) special intervention. The regular interventions include: infrastructure, equipment, furnishing and content based interventions.

1.3 NOUN FRAMEWORK FOR ACCESSING TETFUND FACILITIES

1.3.1 GUIDELINES FOR THE COMPLETION OF TETFund NATIONAL RESEARCH FUND (NRF) GRANT APPLICATION FORM

These guidelines are meant to assist applicants in completing the Application Form for the National Research Fund (NRF) grant under TETFund. Please read the guidelines carefully.

A. Research Project Category/Thematic Area:

The categories and specialized subject areas being supported by TETFund under NRF are as tabulated below. Select the most appropriate category and thematic area to which your research belongs. Researchers must clearly identify their research category/thematic area to avoid their proposals being sent to the wrong thematic group for assessment.

CATEGORY	THEMATIC AREA
a. Humanities and Social Sciences	1. National Integration and National Security 2. Education and Training 3. Economic Development 4. Social Welfare 5. Population Studies
b. Science, Technology and Innovation	1. Agriculture and Food Security 2. Health and Social Welfare 3. Transport 4. Energy and Power 5. ICT & Telecommunications 6. Space Science 7. Geological Sciences
c. Cross Cutting Themes	1. Environment, Housing & Urban Development 2. Entrepreneurship & Wealth Creation 3. Resource Governance 4. Science and Technology Management

B. Project Title:

Give the title of the project. The title should not be more than 20 words.

C. Executive Summary:

Provide a summary of the research project paying due attention to the short and long term goals of the research, the problems and opportunities the project will help to address, the methodology to be adopted and the estimated project budget.

[Maximum of 600 words]

D. Keywords:

Provide a minimum of three (3) and a maximum of five (5) keywords that describe your research project.

E. Project Duration:

How long will the project last? State clearly the commencement and completion date of the project.

1.3.2 GENERAL BACKGROUND OF THE RESEARCH PROJECT

a. Background and Statement of Problem:

Provide details on the project, including definition of research problems, scope and coverage of the research project as well as justification for the conduct of the research with respect to developmental needs of Nigeria.

b. Research objectives:

State clearly the main and specific objectives of the project.

c. Statement of the Problem:

State clearly the problems to be addressed by the research project. This can be in terms of research questions.

d. Conceptual framework of the Study:

Provide the general framework for the conduct of the study geared towards addressing the research problems.

e. Project Goals:

Provide a summary of the short and long term goals of the project. Indicate clearly the problems the project will help to address. This will serve to determine the scope of the project.

f. Project Impact:

Applicant(s) should provide information on broad and long-term impact of the project within the context of social, economic and technological benefits. Indicate the direct beneficiaries of the project.

1.3.3 RESEARCH DETAILS

a. Literature Review:

Provide detailed review of recent related works so as to properly situate the proposed research in the knowledge space in the field.

b. Research Methodology:

Please provide sufficiently detailed description of the methodology of your proposed research. Describe the approaches and methods you will use to achieve the desired outputs of the project.

c. Research Activity/Output indicators:

TETFund Research Grant is expected to deliver results. All outputs are expected to contribute to the achievement of the overall objectives of the project. Identify the major activities of your project and the output expected at the end of each activity. Clearly state the indicator(s) of each major activity of the project.

d. Time Frame:

How long will the project last? Present clearly the various activities/tasks using a Gantt chart template as presented in the Application Form.

e. Activity Indicators:

Researchers are expected to state clearly the indicator for each activity. These indicators will form the basis of the assessment by the Monitoring and Evaluation (M & E) Committee of progress being made by the research team after the award.

f. Study Location:

The research project is expected to be located in a recognized institution with responsibility for providing space and the required support. Most importantly, the institution will be responsible for ensuring that the project is implemented in accordance with the approved budget.

g. Data Management and Analysis:

Provide an overview of how data will be collected and managed to safeguard the interests of the key stakeholders.

h. Ethical and Environmental Considerations:

NOUN is to have an ethics policy in addition to a designated unit or committee with the responsibility for handling ethical issues that may arise in the conduct of the research. Typical example of such research projects are those involving human and animal specimens. The adopted procedures of such projects must be critically examined and approved by the ethics committee.

i. Monitoring and Evaluation Mechanism:

State clearly the evaluation mechanism to be adopted in achieving the stated objectives of the project.

j. Dissemination Strategies:

Indicate the steps you will take to ensure the project outcomes are brought to the attention of key stakeholders. This can be through seminars, journal or other publications, workshops, conferences, etc.

1.3.4 COMPOSITION OF THE RESEARCH TEAM AND COLLABORATION PROFILE

a. Composition of the Research Team:

Provide contact details of all the members of the research team. Indicate clearly who the Principal Researcher (PR) is. Include an abridged Curriculum Vitae (C.V.) of each member with greater emphasis on relevant research outputs. The PR must be of at least a Senior Lecturer Grade in a university or a Chief Lecturer in a polytechnic/college of education. The grant is also a platform for mentoring young researchers through their involvement with field studies and other activities as research assistants. Of interest are the:

- Quality of Research Leadership;
- Quality of Research Team;
- Potential for Mentoring; and
- Multidisciplinary nature of participation

b. Research Works to Date:

- List all your relevant publications to the research project

- List not more than three relevant on-going research works
- c. **Previous Research Grants:**
Please provide a short summary of the grants won at the national, international or both levels within the last five years. Include names of grantors, amount, date, duration and present status.
- d. **Group Research**
For group research, applicants are encouraged to consider gender, age and disciplinary representation. They should provide details about roles and responsibilities of each member and also previous working relationship as a group. Graduate students may be involved as research assistants/mentees but NOT to be funded from the grant towards the award of postgraduate degrees. Such funding is available under the capacity building window of funding by TETFund.

1.3.5 FINANCIAL ASPECTS OF THE PROJECT

a. **Project Budget:**

The grant from NRF is primarily intended to cover the cost of:

- Personnel
- Equipment
- Laboratory consumables
- Data collection and analysis
- Travels related to the research activities. International travels will be funded only when absolutely necessary
- Report writing
- Dissemination of results, involving reports, validation workshops with stakeholders and journal publications.

Please note that not more than 25% of the total budget may be spent on Equipment, not more than 20% on Personnel Cost, and not more than 3% on Dissemination. Provide detailed budget requirement for the project. Indicate the amount against each budget line provided in the Application Form. The institution is expected to make contributions in monetary terms and also in kind towards the project implementation. This must be clearly stated.

b. **Budget Justification:**

This is to provide an opportunity to establish the basis of the budget estimates. It is however pertinent to note that there should be no attempt to go beyond the stipulated budget limits for items such as Equipment (not > 25% of budget), Personnel Costs/Allowances (not > 20% of budget) and Dissemination (not > 3% of budget). For example, request for equipment in excess of the stipulated maximum of 25% of budget may be interpreted as a lack of institutional research infrastructural capacity to execute the proposed research project.

c. Additional Source(s) of funding:

Provide full details of additional source(s) and amount of funding support. NRF encourages collaborative funding while insisting on its disclosure.

1.3.6 COMMITMENTS

Researcher(s) and NOUN must commit themselves to the successful implementation of the project.

a. Researcher(s) Declaration

It is the responsibility of the PR to ensure that the information provided in the Application Form is to the best of his/her knowledge complete and correct. The Research Partners must also commit themselves through signing the Declaration.

b. Declaration by the Vice Chancellor

Approval must be given by the Vice-Chancellor to:

- i. Confirm that the researcher(s) are NOUN staff and collaborating institution(s) where appropriate.
- ii. NOUN will provide space for the successful conduct of the research.
- iii. The NOUN will guarantee the proper usage of the TETFund grant for project execution in line with the approved budget. The Vice-Chancellor must sign and stamp the application form in the space provided.

1.4 Institution-Based Research (IBR) Fund

A. OBJECTIVES

The fundamental objective of the IBR intervention is to avail NOUN scholars with small grants to support and promote well-defined research projects and to enable researchers to

collaborate with and bring benefits to other individuals, institutions and organisations.
Disbursement of the intervention grant is guided by:

Eligibility

To be eligible for the award of the IBR grant, the staff concerned must fulfill the following:

- i. The lead researcher must be a staff of NOUN resident in Nigeria
- ii. The lead researcher must be a minimum of Senior Lecturer
- iii. Must be a full time and confirmed academic staff of NOUN
- iv. Demonstrate an independent capability to undertake and lead researches by submitting a coherent research proposal based on approved template accompanied with curriculum vitae (CV).
- v. Co-investigators must meet the requirements of the lead-researcher and should be able to take over from the lead researcher, if need be
- vi. The proposal in (iv) above must pass through internal assessment process and be recommended by:
 - The Department Research Committee
 - Faculty Research Committee
 - The Committee of Deans and Directors (CDD).
- vii. The lead researcher shall not benefit from more than one IBR grant concurrently.

B. The Process

- i. Research proposals by eligible applicants must be submitted to the CDD through the Department and Faculty Research Committees,
- ii. Recommendations from NOUN should be sent to the TETFUND accompanied with all relevant documentation and a cover letter signed by, or on behalf of the Vice-Chancellor stating;
 - The type of research (include a copy of the accepted proposal)

- Whether individual or group (indicate the number of staff involved and their disciplinary backgrounds)
 - Research budget
 - Research timeline
- iii. Submissions should be made in both hard and soft copy (on memory stick not CD-ROM). Advance copy may be sent to es@tetfund.gov.ng and ess@tetfund.gov.ng;
- iv. Extracts of the decisions taken and the Minutes of the meetings of the Department Research Committee, Faculty Research Committee and Committee of Deans and Directors (CDD) should accompany each submission;
- v. Approval of the Fund by TETFUND would be communicated to NOUN while award letters would be communicated to the principal researchers (lead researchers) through NOUN. Sixty Percent (60%) of the grant would be disbursed at first tranche;
- vi. The Disbursement of the balance of forty percent (40%) which is 2nd tranche is contingent upon submission of two (2) copies of progress report to TETFUND by the researchers through NOUN (1 copy of the report for TETFUND and one for the University) as well as evidence of publication of at least one article in a relevant first quartile journal (Q1) or at least two articles in second quartile (Q2) journals;
- vii. The research funds will be central and competitive within the University. Selection shall be on merit, based on the strength and quality of individual or group proposals (Departmental and Faculty Research Committees to take note);
- viii. TETFUND should be acknowledged as the sponsor of the research in a footnote in the first page of the paper/monograph or as appropriate in a book/report.

NOTE:

- ❖ Where a research is being pursued by an individual and the researcher becomes incapacitated, the grant shall be cancelled and the balance of the grant paid back into NOUN IBR account; and
- ❖ The grant is to cover researchers in all disciplines in NOUN.

C. Guidelines for IBR Budget

Institution-Based Research (IBR) proposal requires a detailed budget justification, which demonstrates that the researcher has given a thorough and careful consideration of the cost of the study.

The following should serve as a general guide for budget preparation to access the IBR Intervention funds and the Department and Faculty Research Committee must ensure that applicants strictly comply with these guidelines:

i. Personnel Cost

- a) Extant stipends and allowances for Research Assistants;
- b) Document the basis used for calculating the cost; and
- c) Personnel cost must be less than 10% of the total grant.

ii. Supplies Expenses

- a) Only supplies that are directly relevant to the research plan;
- b) Explain in detail why specific supplies are needed; and
- c) Do not request general office supplies or general laboratory supplies.

iii. Equipment and Tests

- a) Explanation of the line items (why they are necessary); do not merely restate the proposed expenditure;
- b) Provision of accurate price quotes for equipment;
- c) Provision of sufficient details to justify rationale for acquiring the item under the proposed study;
- d) Explanation of why items are essential in relation to the aims and methodology of the study as well as meeting the goals of the study;

- e) Articulation of how the funds requested are reasonable to complete the research; and
- f) Provision of accurate cost of running samples, conducting tests and analyses; where applicable (attach the advertised rates by the laboratory).

iv. **Transportation & Travels**

- a) Request for reasonable amounts, showing the number of travels and cost;
- b) Adequate information about the relevant academic meeting envisioned to attend to present data and findings;
- c) Inclusion of the number of persons, days, purpose and location of travel with unit and cumulative cost; and
- d) Provision of expenditure on travels, which must not exceed 25% of the total budget.

V. **Other Direct Cost**

- a) Provision of the cost of Data collection and how this is arrived at.

vi. **Other Indirect Cost**

- a) Publication and dissemination costs (give details);
- b) Equipment maintenance and service contract (justify need); and
- c) Provision of a detailed breakdown of each cost.

D. **CHECKLIST**

Below is the sample checklist for vetting IBR 1st Tranche

SUBMISSION CHECKLIST FOR VETTING INSTITUTION BASED RESEARCH (IBR)

1st TRANCHE

S/N	SUBMISSION CHECKLIST	60%	
		NOT OK	OK
i.	A letter of request duly signed by the Vice-Chancellor		
ii.	Copy of Letter of employment with the NOUN		
iii.	Copy of letter of confirmation of appointment		
iv.	Eligibility of nominee (to checkmate round tripping of nominees)		
v.	Copy of minutes of meeting/Approval from Department and Faculty Research Committees and Committee of Deans and Directors		
vi.	Lead Researcher's Profile form		
vii.	Completed and duly signed Annexure 1 Form		
viii.	CV of the Researcher(s)		
ix.	Research Budget in line with guidelines		
x	Research duration		
xi.	E copy submitted (flash drive)		
xii.	A letter of request duly signed by the Vice-Chancellor		
xiii.	A copy of the Research Proposal		
xiv	Total amount requested N2,000,000.00 or less per Research Proposal		

SUBMISSION CHECKLIST FOR VETTING INSTITUTION BASED RESEARCH (IBR)

2 ND TRANCHE			
S/N	SUBMISSION CHECKLIST	40%	
		NOT OK	OK
i.	A letter of request duly signed by the Vice-Chancellor		

ii.	Letter of Award to Nominee		
iii.	Submission of progress report by the researchers via NOUN		
iv.	Publication of at least one article in a relevant first quartile journal (Q1) or at least two articles in second quartile journal (Q2 journals) (Copy of articles or evidence of acceptance)		
v.	Acknowledgement of TETFund as the sponsor of the research in a footnote in the first page of a paper/monograph or as appropriate in a book/report		

1.5 PUBLICATION OF ACADEMIC/RESEARCH JOURNALS

A. Objective

The objective of this intervention line is to support the establishment and/or publication of scholarly journals in NOUN. The disbursement of this intervention is guided by the following:-

- i. Scholarly journal to be established or supported must be multidisciplinary (departmental journals are not eligible for this support);
- ii. Up to a maximum of three (3) journals may be supported;
- iii. Having in place, a properly composed editorial board with at least two-third of the members not in the employ of NOUN (provide list of members and their affiliation);
- iv. Submission of a copy of the Guide to Authors, including editorial policy, detail house style (submission template) as well as copyright and permissions;
- v. Submission of evidence of registration with relevant abstracting and indexing services;
- vi. Submission of evidence of registration of title with the National Library of Nigeria (issuance of ISSN);
- vii. Evidence of availability and accessibility of the journal to be supported on at least one major knowledge gateway;
- viii. Having in place a functional and dynamic website for the journal to be supported that can also be accessed via at least one major knowledge gateway;
- ix. The hard copies to be produced for circulation should be at least 3,000 copies;

- x. Submission of copies of the last edition of the journals (where it exists) or an artist impression of the cover page (it is being established);
- xi. Three (3) copies of each TETFund funded edition should be forwarded to the Fund;
- xii. Three (3) copies of each TETFund funded edition should be forwarded to the departments, faculties, all Study Centres and other tertiary institutions.
- xiii. The funds shall not be utilized for furnishing of journal secretariat, procurement of office equipment, or any other expenditure outside that of the production of the journal itself; and
- xiv. The fund shall be acknowledged as the sponsor of the publication.

SUBMISSION CHECKLIST FOR VETTING ACADEMIC RESEARCH JOURNAL

1st TRANCHE			
S/N	SUBMISSION CHECKLIST	85%	
		NOT OK	OK
i.	A letter of request duly signed by the Vice-Chancellor		
ii.	Back copies of the last editions of the journal (where it exists) or an artist impression of the cover page (if it is being established)		
iii.	Evidence of Constitution of the Editorial Board		
iv.	Composition of Editorial Board (2/3 of membership must be from other institutions)		
v.	Editorial policy, frequency (annual, quarterly etc), copyright and other details (usually contained under “Notes to contribution”)		
vi.	Evidence of Registration of title with National Library of Nigeria as an international serial (i.e. ISSN)		
vii.	Implementation plan		
viii.	Copy of Committee’s minutes where manuscripts were approved		
ix	List of Committee members with designations		
x.	Detailed cost breakdown indicating the number of copies, not		

	exceeding 3,000 copies to be produced		
xi.	Evidence of index of the journal		
xii.	Establishment of dynamic website hosting the journal		

SUBMISSION CHECKLIST FOR VETTING ACADEMIC RESEARCH JOURNAL

2 ND TRANCHE			
S/N	SUBMISSION CHECKLIST	15%	
		NOT OK	OK
i.	A letter requesting for final tranche duly signed by the Vice-Chancellor		
ii.	Three (3) copies of published journal		

1.6 ACADEMIC MANUSCRIPTS INTO BOOKS

A. Objective

The main objective of this intervention is to support scholars in NOUN with minor grants to be used to convert their manuscripts into books.

B. Eligibility

For any manuscript to be eligible for support under this intervention:

- i. It must be a tertiary level text;
- ii. Written by a staff (or a group of staff) of NOUN;
- iii. Where contributors are from different institutions, the lead author should be from NOUN and the one to forward the manuscript for funding;
- iv. It must be submitted to and accepted by an academic publishing house for the purpose of publishing.

C. The Process

- i. Manuscripts accepted by academic publishers should be submitted to the Fund via NOUN together with:
 - a. Reports of reviewers (editors)
 - b. Notice of acceptance from the publisher;

- c. Publisher’s bill on an official invoice addressed to NOUN
- d. Recommendation note by the Vice-Chancellor;
- e. Curriculum Vitae(s) of the author(s)
- ii. After the internal vetting by the desk officer, disbursement would be to NOUN in single tranche;
- iii. Payments to the publishers should be made directly by NOUN;
- iv. The published books should be received by NOUN;
- v. The hardcopies to be produced for circulation should be a minimum of 1000 copies
- vi. As part of the retirement of the intervention, the following should be submitted to the fund:
 - a. Ten (10) copies of the book
 - b. Evidence of legal deposit with National library
 - c. Evidence of payment to the publishers
- vii. The Fund shall be acknowledged as the sponsor of the publication.

NOTE:

NOUN is expected to optimise the use of the fund bearing in mind the necessity to make high quality print as well as promoting texts in disciplines with shortages and/or expensive texts.

SUBMISSION CHECKLIST FOR VETTING ACADEMIC MANUSCRIPTS INTO BOOKS

1 st TRANCHE			
S/N	SUBMISSION CHECKLIST	85%	
		NOT OK	OK
i.	A letter of request for funding duly signed by the Vice-Chancellor		
ii.	A Copy of the manuscript		
iii.	Evidence of constitution of editorial committee		
iv.	Minutes of meeting of the Faculty’s Editorial Committee showing approval for funding the manuscript		

v.	Completed TETFund Academic Manuscript/Book Development Author's form		
vi.	Curriculum Vitae (CV) of Author(s)		
vii.	Evidence of ISBN from National Library of Nigeria for the book to be published		
viii.	Evidence of favourable external peer review report		
ix.	Detailed cost breakdown, indicating the number of copies to be produced		
x	Evidence of acceptance to publish by a reputable academic publisher		
xi.	Submission of manuscripts must be accompanied by invoice and letter of acceptance to publish by a reputable academic publisher		
xii.	Submission of a detailed implementation plan		
xiii.	Publisher's Bill on an official invoice addressed to NOUN		
xiv	Recommendation note by NOUN		

SUBMISSION CHECKLIST FOR ACADEMIC MANUSCRIPTS INTO BOOKS)

2ND TRANCHE			
S/N	SUBMISSION CHECKLIST	15%	
		NOT OK	OK
i.	A letter of request for final tranche duly signed by the Vice-Chancellor		
ii.	10 copies of published text book		
iii.	Evidence of legal deposit with National Library		
iv.	Evidence of payment to publishers		

1.7 ACADEMIC STAFF TRAINING AND DEVELOPMENT (AST&D) PROGRAMME

The following guidelines are to be adhered to by NOUN and its scholars:

A. Programme Supported under the AST&D

- i. NOUN should only recommend scholars for sponsorship to study for a Master degree (M.A, M.Ed, MSc. etc) or doctorate degree (PhD, DSc, DLitt. etc) at institutions within or outside the country.
- ii. NOUN may recommend a scholar for sponsorship undertaking a doctorate degree in Nigeria to travel abroad for bench work for a period not exceeding twelve (12) months and not less than three (3) months provided the programme is science-based;
- iii. On no account should NOUN make recommendations for online or part-time Masters and Ph.D degree programmes.

B. Choice of Universities under the AST&D

- i. All applicants seeking for sponsorship to study at institutions in Nigeria must note that:
 - a. Only universities with graduate courses accredited by the National Universities Commission (NUC) would be accepted in Nigeria;
 - b. Scholars would not be sponsored if they are to study at the University where they also work. Inbreeding will not be supported;
- ii. All applicants seeking for sponsorship to study abroad must note that:
 - a. Public fund would only be extended to train Nigerian scholars in the top ranking universities around the world;
 - b. Choice of country of study must be guided by the **World University Ranking of Times Higher Education**. Scholars should seek for admission in countries that have universities ahead of the best university in Nigeria (based on the ranking of that year);

- c. In those countries, scholars should be guided by the university league tables of the countries to ensure that they are seeking for placement in the top-of-the league universities.

Specifically,

- Only Universities ranked among the top 20 percent on the league table of universities in developed countries would be approved for the purpose of TETFund scholarship;
 - Only universities that are ranked among the top 10 percent on the league tables of universities in developing countries that satisfy (b) above, would be approved for the purpose of TETFund AST&D scholarship.
- iii. Change of institution or course of study after the award of scholarship is not permissible. Scholars found to have changed their course or Institution of study would be mandated to refund the scholarship and barred from benefiting from the Fund's support.

The AST&D allocation should be disbursed as follows:

- a. A maximum of 50% of allocation is to be spent on foreign scholarship;
- b. A maximum of 10% of the allocation is to be spent on bench work;
- c. At least 40% of the allocation is to be spent on sponsoring scholars to study in Nigerian Universities.

In addition, local sponsorship for Ph.D programme in Science disciplines is one million, five hundred thousand Naira (₦1,500,000.00) per annum while any other discipline is one million, two hundred thousand Naira (₦1,200,000.00) per annum for a maximum period of three (3) years. In the same vein, the sponsorship for Masters degree for Science based disciplines is one million, five hundred thousand Naira (₦1,500,000.00) while other disciplines is one million, two hundred thousand Naira (₦1,200,000.00) [i.e. seven hundred and fifty thousand Naira (₦750,000.00) and six hundred thousand Naira (₦600,000.00) per annum, respectively, for a maximum of two (2) years].

C. Eligibility

To be eligible for TETFund scholarship under its ASTD intervention a nominee must:

- i. Be a full-time confirmed NOUN Academic Staff, working at and nominated by NOUN;
- ii. Have secured admission to pursue a full-time programme of study as specified in 'A' above in any University that satisfies the guidelines in 'B' above;
- iii. Not be applying to study for a second Master's degree or a second doctorate degree;
- iv. Be bonded by NOUN;
- v. A nominee for doctorate scholarship who has benefitted from the Fund's scholarship for Masters degree must have subsisted the bond period of the Masters degree before applying to be sponsored for the doctorate study;
- vi. Must not be in receipt of any other scholarship; and
- vii. Must provide evidence of medical fitness from a Public Hospital and not Health Centres.

D. The Process

All submissions from NOUN in respect of recommendations for the utilization of the ASTD intervention must be accompanied by the minutes of meeting of Department, Faculty Research Committees and Committee of Deans & Directors etc.

In addition,

- i. Submissions should not be made in piece-meal. Submissions must be made at the beginning of each quarter of the year and at least 3 months to the deadline of registration;
- ii. All submissions must be accompanied with supporting documents (Admission Letter, Duly completed TETFund Nomination Form, Resume` of the Applicant, Schedule of fees from the University, Bond Form, Medical Certificate & Bank Details);
- iii. All submissions must be accompanied with the following information:
 - a. Foreign Beneficiary Institution's Account Number
 - b. Foreign Beneficiary Institution's Full Address
 - c. Beneficiary Bank Swift Code
 - d. Beneficiary Bank Name
 - e. Beneficiary Bank Address

- f. Currency of Payment
 - g. Payment Details in Full
 - h. Foreign Beneficiary Country Code
 - i. Intermediary Bank Code (If Required)
 - j. Intermediary Bank Name
 - k. Intermediary Bank Address
- iv. In addition to the hard copy, submissions must be accompanied by a soft copy in a memory stick (not CD-ROM) prepared in MS-Excel format in accordance with the approved template. An advance soft copy may also be sent to es@tetfund.gov.ng and astd@tetfund.gov.ng;
 - v. Approval must be sought and obtained from the Fund before any scholar commences a programme. No request for re-imburement will be entertained on expenditure incurred by beneficiaries without prior approval by the Fund;
 - vi. All successful nominees for sponsorship would be issued with a scholarship award letter by TETFund through NOUN, specifying their entitlements, fees and other conditions clearly spelt out there-in;
 - vii. Requests for variation in the cost of sponsorship will not be entertained after approval has been granted and funds released to NOUN;
 - viii. On completion of the vetting process, the Fund would communicate approval or otherwise to NOUN as well as the individual scholars.

Thereafter, successful scholars would be paid their living expenses through NOUN who would release them to commence their study fellowship;

- ix. Yearly progress reports on each scholar under the scheme should be provided to the Fund by NOUN based on the approved reporting template. Failure to submit progress report will affect subsequent disbursements;

NB: Copies of these reports should be forwarded to the Head of Departments and Deans.

- x. The tuition fees would be paid directly to the foreign institution by the Fund;

- xi. The living expenses of Ph.D scholars should be paid to the scholars account on annual basis after receiving satisfactory progress report;
- xii. All Ph.D dissertations of successful returnee scholars should be submitted to the Fund by NOUN in both soft (pdf format) and hard copies for consideration for publication by the Fund's Book Development Committee;
- xiii. All submissions for ASTD sponsorship must represent 60% for science and technology based courses, while 40% to represent arts and social science courses;
- xiv. All Ph.D programmes, should not exceed 3 years anywhere in the world; and
- xv. All Masters programmes should not exceed 2 years in Nigeria and 1 year in Europe and North America. However, Master's degree programmes in Malaysia, India, Taiwan, Thailand, and the United Arab Emirate could be for a maximum of 2 years.

1.8 CONFERENCE ATTENDANCE:

A. The Conference

- 1. For any NOUN Academic to be qualified to participate in any conference under the TETFund conference attendance intervention;
 - i. It must be an Academic conference organised by Academic institutions, learned society, and/or recognised and reputable professional bodies identified by the Departments and Faculties.

Predatory conferences being organized by third party Predatory Conference Organizers (PCOs) must not be recommended to the Fund;
 - ii. The registration fee for the conference must not exceed N100,000.00 (One Hundred Thousand Naira) for conferences in Nigeria, and \$500 (Five hundred US dollars) for conferences abroad;
 - iii. The duration of the conference must not exceed five (5) days.
- 2. Teaching Staff of NOUN could attend group conferences as the case may be subject to the following:

- i. Only a maximum of seven (7) teaching staff of a department could attend a group conference (and not workshop) within a given intervention year.
- ii. Non-Teaching Staff could attend group workshops organized by recognised Public Institutions.

NB

Departments and Faculties have the responsibility to draw the attention of Staff to the prevalence of fraudulent conferences, scam conferences and predatory conferences organised by revenue-seeking companies and individuals to exploit researchers, especially from the third world.

B. The Process

All submissions from NOUN in respect of recommendations for the utilization of conference attendance intervention must be accompanied by the minutes of meeting of the Department, Faculty Research Committees and Committee of Deans & Directors (CDD)].

In addition;

- i. Submissions of recommendation for conference attendance should be received at the Fund at least two (2) months before the conference date;
- ii. Submissions should not be made in piece-meal. A maximum of four (4) submissions per allocation year should be made;
- iii. In addition to the hardcopy, all submissions must be accompanied with a soft copy in a memory stick (not CD-ROM) prepared in MS-Excel in accordance with the **approved template**. Advance soft copy could also be sent to es@tetfund.gov.ng and astd@tetfund.gov.ng; and
- iv. On completion of the vetting process, the Fund would communicate approval or otherwise to NOUN;
- v. NOUN should release approved funds to successful staff on time to attend the conferences;

- vi. NOUN should submit two (2) copies of financial returns with supporting documents to show evidence of release of funds to staff. Such documents include: payment vouchers, approved memos, copy of certificate of attendance (if any), cheque(s) issued or e-payment schedule and bank statement amongst others. These would also form the basis for clearance in order to qualify to access subsequent allocations from the Fund.

No expenditure should be incurred on behalf of the Fund without its approval.

C. Eligibility

To be eligible for sponsorship under the TETFund conference attendance intervention, a person;

- i. Must be a Nigerian full-time and confirmed Staff of NOUN;
- ii. Must apply to attend and participate in an Academic conference organised by Academic Institutions, learned society (regional, national or international one), and/or recognized professional bodies;
- iii. Must have a paper accepted for presentation at the conference to be attended;
- iv. Staff previously sponsored by the Fund to attend and present paper at any conference must present evidence of attendance and presentation [certificate of attendance, conference proceedings etc.] before qualifying to be sponsored to attend another conference with TETFund support;
- v. Any Staff that was previously sponsored by the Fund to attend and present a paper at an international conference must present evidence of publishing at least one (1) article in any first quartile journal or two (2) articles in any second quartile journals before qualifying to be sponsored to attend another international conference (Departments and Faculties are to keep detailed record of staff sponsored by fund);
- vi. Staff of NOUN can only be sponsored to attend and present paper at an international conference once every two (2) years;

- vii. Principal Officers of NOUN can be recommended to attend local or international conference once in three (3) years. All subsisting requirements under this guideline apply;
- viii. Submission for Conference attendance should indicate the present status and salary scale of attendees.

D. Acknowledgement

The Fund should be acknowledged as the sponsor of the scholar in the presentation to be made at the conference.

E. CHECKLIST FOR ACADEMIC STAFF TRAINING & DEVELOPMENT AND CONFERENCE ATTENDANCE

The AST&D checklists, as shown below, should accompany submissions to the Fund in respect of scholarship, conference attendance and teaching practice:

SUBMISSION CHECKLIST FOR ACADEMIC STAFF TRAINING AND DEVELOPMENT & CONFERENCES

1.	ACADEMIC STAFF TRAINING AND DEVELOPMENT	CHECK BOX
A.	<p>All submissions which should represent 60% Science and Technology based courses as against 40% Arts and Social Sciences must contain the following:</p> <ul style="list-style-type: none"> i. Current Admission letter; ii. Duly signed and stamped TETFund Nomination Form; iii. Curriculum Vitae of Applicant; iv. Schedule of fees from the University, in case of Foreign Admission; 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>v. A copy of signed Bond Form with NOUN;</p> <p>vi. Medical Certificate;</p> <p>vii. Bank details of Nominees.</p>	<input data-bbox="1307 195 1435 226" type="text"/> <input data-bbox="1307 289 1435 321" type="text"/> <input data-bbox="1307 342 1435 373" type="text"/>
B.	<p>All submissions must:</p> <p>i. Be accompanied by soft copies in memory sticks (not CD-ROM) prepared in MS-Excel format in accordance with the approved template of the Fund.</p> <p>ii. Be made at least 3 months to the deadline of registration and at the beginning of each quarter of every given year and not in piece meal.</p>	<input data-bbox="1307 583 1435 615" type="text"/> <input data-bbox="1307 825 1435 856" type="text"/>
2.	CONFERENCE ATTENDANCE	
	<p>All submissions should be made at least two (2) months before the conference date and must contain the following:</p> <p>i. Duly completed TETFund Nomination Form;</p> <p>ii. Conference flyer indicating conference fees, venue and date of conference;</p> <p>iii. Evidence of paper accepted or presentation at the conference to be attended by applicants for foreign conference sponsorship;</p> <p>iv. Minutes of meeting of the relevant selection committee (Department, Faculty Research Committees and Committee of Deans and Directors [CDD])</p>	<input data-bbox="1307 1245 1435 1276" type="text"/> <input data-bbox="1307 1339 1435 1371" type="text"/> <input data-bbox="1307 1518 1435 1549" type="text"/> <input data-bbox="1307 1780 1435 1812" type="text"/>

	<p>v. Soft copy of submissions in memory sticks (not CD-ROMs) prepared in MS Excel format in accordance with the approved template of the fund.</p>	<div data-bbox="1312 331 1442 369" style="border: 1px solid black; width: 80px; height: 18px; margin: 0 auto;"></div>
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1.9 INTERNAL AUDIT CLEARANCE CERTIFICATE

The Internal Audit Unit (IAU) issues Audit Clearance for release of 2nd and final tranches.

1.10 AUDIT CLEARANCE FOR AST&D/CONFERENCE ATTENDANCE

- i. Domiciliary account for AST&D;
- ii. Bank Statement for AST&D account;
- iii. Payment vouchers from the institution attended;
- iv. Admission letter of the scholar;
- v. Approval-In-Principle;
- vi. Disbursement Letter;
- vii. E-payment schedule;
- viii. Scholars passport data page (if foreign);
- ix. Copy of Visa;
- x. Photocopy of the NOUN identity card;
- xi. List of scholars in NOUN, their schools (within or outside the country), course of study, start date, expected completion date and total amount released to each of them in the year being reported; and
- xii. List of conferences attended, by whom or amount paid.

1.11 AUDIT CHECKLIST (RESEARCH PROJECT)

- i. Annexure Form 1;
- ii. Lead Research Form;
- iii. Bank Statement;
- iv. Payment Vouchers;
- v. E-payment Schedule;
- vi. Approval-In-Principle; and
- vii. Disbursement Letter.

1.12. CHECKLIST FOR INTERNAL AUDIT

NOUN must comply with the checklist for audit clearance requirements.

1.13 MONITORING OF PROJECTS

The Fund is required by Law to monitor and evaluate execution of projects for which intervention funds have been provided to beneficiaries. The following are some of the strategies put in place for monitoring the utilisation of TETFund funds:

a. AST&D Monitoring

This is the monitoring of scholars under the sponsorship of the Fund's AST&D programme. The essence is to ensure that beneficiary scholars undergo the studies in compliance with relevant guidelines and approvals.

b. Financial Monitoring

This involves an annual routine audit verification exercise carried out either by Audit Consultants appointed by the Fund, staff of the Fund and officers from the Office of the Auditor-General or Accountant-General of the Federation. Accounts and records on TETFund operations would be checked for compliance with financial and other

Government regulations, deduction and remittance of due taxes and generally acceptable accounting and auditing standards.

The Fund also carries out Special Audit Verification visits on any of the Intervention lines whenever this is deemed necessary.

1.14 TETFUND DESK OFFICERS

1.14.1 QUALIFICATIONS

NOUN is required to appoint Desk Officers with relevant competences and experience in the various aspects of interventions of the Fund. The Desk Officers are also required to work in harmony with the NOUN Bursary Department for the submission of accurate and complete rendition of financial transactions on TETFund interventions. The officer should ensure that such guidelines and checklists for all submissions are complied with.

a. Content-Based Interventions

As stated in page 36 of the “*Guidelines for Accessing TETFUND Intervention Funds*”, of May, 2017,

“The Institution’s Director of Academic Planning is recommended as Desk Officer for appointment for all Content-based interventions, viz, Academic Staff Training and Development, Research and Journal publications, Conference Attendance, Book and Manuscript Development.”

1.14.2 RESPONSIBILITIES OF DESK OFFICERS

The Desk Officer has the responsibility of:

- a. Liaising with TETFund for all categories of intervention; and
- b. Consulting the TETFund website regularly to keep the Beneficiary Institution up to date on all TETFund Guidelines.

1.15 TIMELINE FOR THE DELIVERY OF TETFUND - RELATED INTERVENTIONS

1.15.1 FOR ACADEMIC/CONTENT-BASED AND LIBRARY INTERVENTIONS

All Academic-based interventions **MUST** be submitted in not more than **THREE (3)** installments

S/N	ACTIVITY	TIME ALLOWED	
1	Submission of Documents to TETFund after receipt of Allocation Letter	Not later than 6weeks	
2	Vetting and Processing of Academic-based intervention proposals for Approval	Vetting and Processing of Academic-based intervention proposals for Approval	
3	Processing of letters of release of funds by the initiating Department	1week from date of receipt from the ES' office	
4	Processing of funds and crediting of account of beneficiary for Academic-based interventions	1week from date of receipt in Finance Department of TETFund	Audit Unit - 2working days
			Finance Dept. - 3working days

1.16 PUBLICITY OF TETFUND INTERVENTION

The NOUN TETFund Desk Officer in liaison with the Directorate of Information and Communication Technology (DICT) is expected to carry out adequate publicity of TETFund Interventions on NOUN website. The publicity should include pictorials on completed TETFund projects and information on other intervention lines such as AST&D, Library Intervention etc.