



National Open University of Nigeria

SOP Title	Directorate of Research Administration (DRA)
SOP No:	NQSA/SOP/RIT/001
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Research Administration (DRA)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

This SOP is designed to guide the staff members of the directorate on carrying out their daily activity which is line with the stipulated rules and regulations of the university.

Directorate of Research Administration (DRA) Activities

1. Drafting of Research Policies
2. Notification of availability of Research Grants (Internal and External) for applications
3. Processing and Approval of Internal Research Grants
4. Processing and Approval of External Research Grants

5. Publication of Annual Research Reports
6. Management and coordination of student research activities
7. Research capacity Building
8. Plagiarism issues
9. Intellectual Property Issues
10. Research Publications
11. Postgraduate Research
12. Research Fairs/ Exhibitions
13. Research policy Review

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1.	Drafting of Research Policies	1. Setting up of university wide ad-hoc Research Coordination and Consultative Committee with Representation from Faculties.	90 Days		Itemised drafted research policies submitted to the university for approval with the attached memo for submission.
		2. Draft outcome submitted for validation with input from external stakeholders- Tefund, NUC and National Office for Technology Acquisition and Promotion (NOTAP) etc.			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		1. Validated policies submitted for further review by a committee of senior academics. 2. Reviewed policies submitted to Senate for approval.			
2.	Notification of availability of Research Grants (Internal and External) for applications	Calls and Notices are sent to Faculties and Departments for interested applicants (both online and offline)	90 Days		Itemised applications received for grants classified into internal and external, thematic areas, and date.
3.	Processing and Approval of Internal Research Grants	1. Recommendations are made from Faculty Research Committees of proposals from academics.	90 Days		List of approved internal research grants showing the thematic areas, total cost, grant life cycle, and date.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		2. Subjected to further processing at DRA.			
		3. Final approval.			
4.	Processing and Approval of External Research Grants	1. Recommendations from Faculty Research Committees.	90 Days		List of approved external research grants showing the thematic areas, total cost, grant life cycle, and date.
		2 Forwarded to DRA for further processing			
		3. Final approval.			
5.	Publication of Annual Research Reports	1. Input from Faculties by collating annual research output of academics.	90 Days		List of published research reports by year, faculty, department, thematic areas, commercialisation status, impact on the university, impact on national economy.
		2. Collation and Coordination.			
		3. Printing.			
6.	Management and coordination of student research activities	1. Notifications.	90 Days		1. Itemised specific actions taken by the directorate on student research activities.
		2 Collation and Coordination			2. List of innovative students' research by
		3. Supervision.			

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
					year, student name, matric number, faculty, department, State what is novel in the research, proposed guidance for the student.
7.	Research capacity Building	1. Organise workshops and seminars.	90 Days		1. List of organised research workshop by topics and dates. 2. List of attendance per workshop supported with video clips and photos from the workshops. 3. Outcomes of the workshops
		1. Call for nominations.			
		2. Workshop Reports.			
8.	Plagiarism issues	1. Complaints.	90 Days		List of plagiarised works. State the nature, evidence, action taken, and date.
		1. Investigation			
		2. Reports			
9.	Intellectual Property Issues	1. Patenting.	90 Days		List of patent works with dates
		2. Copyright.	90 Days		List of copyrighted works with dates
10.	Research Publications	Processing and approvals for Journals, Books and Monographs.	90 Days		List of published research works by title, author(s), name of journal, Journal category (Indexed or not-indexed), date of

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
					publication,
11.	Postgraduate Research	PhD seminars, project evaluation and other related issues.	90 Days		Itemised activities carried out on PhD seminars, project evaluation, and others with dates.
12.	Research Fairs/ Exhibitions	Participation, presentation and exhibition of products and creative items.	90 Days		<ol style="list-style-type: none"> 1. List of research fair and exhibitions with dates, supported with video clips and photos. 2. List of three outstanding exhibitions with impacts.
13.	Research policy Review	Review and validation after every five years cycle.	90 Days		<ol style="list-style-type: none"> 1. Juxtaposition of the old and new policy with major highlights that call for review. 2. The reviewed policy submitted to the university Senate for approval with a memo.

Team of Developers

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