

Annex VI: JKUAT Research Guidelines

CONTRACTUAL AGREEMENT FOR RESEARCHERS

1. Title of Project:

2. Full details of Principal investigator and collaborators

<i>Name (s)</i>	<i>Physical address</i>	<i>Telephone numbers and Email address</i>	<i>Role in the project</i>	<i>Signature</i>
1.				
2.				
3.				
4.				

3. **Funding agency:** _____

4. **Sponsor's code number (if external):** _____

5. **JKUAT Reference number:** _____

6. Compliance with Project Proposal

The project shall be implemented as per the details contained in the approved Project Proposal. Any changes in project plans shall be undertaken only if approved by the University and or the project sponsor.

7. Duration of Engagement

The project shall be undertaken for a period ofmonths/years plus any additional extension approved by the parties, and I undertake to avail my professional services for the full life of the project.

8. **Funding**

The University, or the external sponsor through the University, undertakes to provide funding for the proposed project for the total amount of Ksh _____. Funds will be disbursed annually at a maximum of Ksh. 1,500,000 per year for a maximum of three years. The first installment shall be released on satisfactory completion of this agreement, dully filled forms of Key Performance Indicators (KPI), Logical Framework and Gantt charts. Annual disbursements of subsequent installments shall be subject to satisfactory technical/ financial reports and Monitoring & Evaluation report.

10. **Planned disbursement schedule**

Installments	Date	Amount
1 year	_____	_____
2 year	_____	_____
3 year	_____	_____
Total		_____

11. **Adherence to JKUAT employment policy**

All supporting staff, e.g. secretarial, technical and auxiliary will be from among the JKUAT staff/students. Permission to employ staff outside JKUAT, if for an extended period of time and/or on regular basis should be obtained from the DVC (RPE) before it is effected.

12. **In case of unsatisfactory technical and/or financial performance:**

- (i) JKUAT reserves the right to withhold disbursements, partially or fully, if it is not satisfied with the progress of the project.
- (ii) If poor performance is detected over two consecutive progress evaluations, JKUAT shall have the right to terminate the project forthwith, in accordance with policy on premature project termination.
- (iii) The researcher(s) shall be required to refund the JKUAT payments received fully or in part in case of non-performance.
- (iv) In case a project does not commence six months after the award, JKUAT reserves the right to rescind the decision.
- (v) In case the Principal Investigators leaves/resigns or abandons the project, JKUAT reserves the right to appoint a new PI. This is subject to submission of satisfactory technical and financial reports.

14. **Intellectual property rights**
Copyright ownership shall be determined in accordance with the JKUAT policy currently in force.
15. **Declaration:** I, _____, being the Principal Researcher / Co-Researcher (delete as appropriate) in the project named above, undertake to implement the project under the terms and conditions stated herein.

Principal investigator

Witness (HoD, Research)

Deputy Vice Chancellor (RPE)
(Affix University Seal/Rubber Stamp)

Date