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## **DIRECTORATE OF RESEARCH AND PUBLICATION**

### **Budget and Accountability Guidelines for Internal Research Grants**

This guideline describes items that shall be funded by Kabale University's internal research grants. This is to ensure that applicants do not include activities that are ordinarily considered as part of their intellectual contribution to the research process in budgets.

#### **A. Budget items**

1. **Research Ethics Approval** (Cost of ethics approval)
2. **Stationery** (paper, pens, cartridges, etc). If photocopies are required applicants should indicate the number of pages of each document to be photocopied, and the cost of photocopying per page should be indicated.
3. **Training of research assistants**
  - i. Transport reimbursable (must be justified)
  - ii. Training venue
  - iii. Subsistence
4. **Piloting of research instruments/tools**
  - i. Transport cost
  - ii. Day safari allowance or a day's subsistence allowance (Kabale University rate)
5. **Data collection**
  - i. Per-diems for investigators ((Kabale University rate)
  - ii. Fees for Research Assistants (Kabale University rate)
  - iii. Transport hire per day (Kabale University rate)
  - iv. Local guides eg LCs (a reasonable amount)
  - v. Communication
6. **Data processing**
  - i. Data capture and cleaning
  - ii. Data transcription
7. **Data analysis** (Only exceptional cases such as laboratory tests etc. This is because investigators are expected to interpret the results as part of the research process)
8. **Dissemination of research results**
  - i. Workshop to give feedback to the community (this is a requirement)
  - ii. Publication in Journals or book chapters or books (This is a requirement)
9. **Editorial costs** (Final reports and publications)

Applicants who **need budgeting assistance** should contact the Directorate of Research and Publications before submitting their proposals for Faculty consideration.

Faculties are required to ensure that proposals submitted are within their respective **research agenda**. Proposals outside the research agenda shall not be considered for funding.

Faculties must provide a detailed proposal evaluation report in the format provided and the report must be accompanied by **Faculty Research Committee minutes**.

## **B. Accountability of research funds**

Accountability shall take the following forms:

### **1. Value for money**

- i. Progress reports must be submitted quarterly to the Directorate of R&P
- ii. Final research reports shall be presented Faculty Research Committee and or Faculty seminar before submitting to the Directorate.
- iii. Final research reports (3 copies) submitted to the Directorate of R&P after plagiarism assessment with a plagiarism detector report.
- iv. Published articles in indexed, professional, or journals hosted by academic and research institutions must be submitted to the Directorate of R&P.

### **2. Financial Accounting**

- i. Accountability of advanced funds **must be made in compliance** with approved budget items.
- ii. Financial accountability with evidence on how advanced funds were used must be **submitted to the Directorate of R&P**. It is the responsibility of the Directorate of R&P to recommend financial accounts to the University Secretary.