

UGANDA WILDLIFE RESEARCH AND TRAINING INSTITUTE

RESEARCH POLICY



2020



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ACRONYMS AND ABBREVIATIONS

UWRTI:	Uganda Wildlife Research and Training Institute
UNDP:	United Nation Program Development
FAO:	Food for Agricultural Organization
MTWA:	Ministry of Tourism, Wildlife and Antiquities
MOE&S:	Ministry of Education and Sports
GoU:	Government of Uganda
UWTI:	Uganda Wildlife and Training Institute
NCHE:	National Council for Higher Education
R&D	Research and development
Pas:	Protected areas
ICT:	Information and Communications Technology
EAC:	East African Co-operation
etc:	Et cetera
CBD:	Convention on Biological Diversity
UWA	Uganda wildlife authority
GC:	Governing Council
RC:	Research Committee
WRP:	Wildlife Research Policy
MTWA:	Ministry of Tourism, Wildlife and Antiquities
NGO:	Non-Governmental Organizations
PI:	Principal investigator
UNCST:	Uganda national Council of Science and Technology

FOREWORD

Uganda wildlife research and training institute is the leading tertiary education institute in the country provided with mandate to spearhead wildlife research and training by an act of parliament. It has skilled human power and infrastructure to generate new wildlife knowledge through research. The overall aim is to strengthen the institute's status as a regional institute that withstands and adds value to the Ugandan wildlife research culture, to the natural environment and to the economy and society of Uganda and the wider world. The institute, therefore, shall put in place a research agenda with priorities that address national, regional and global wildlife conservation challenges.

The Research Policy supports the overall ambitions of the institute, providing both gravity and scope to the articulation of institute goals as a wildlife research center of excellence institute, and setting out key strategic approaches to be undertaken to enable the achievement of these objectives.

The research policy cannot be implemented in isolation: areas of interaction with other aspects of the institutional strategy, for example the strategic plan, quality assurance policy, human resource policy, ICT policy and plans for services and administration will be apparent. It is important that such interactions are fully explored and approaches agreed upon to enable successful implementation of this policy.

The **Research Policy** for UWRTI addresses internal and external stakeholders' needs either as research collaborators, funding agencies or research clientele and provides a framework to address the main obstacles to unresolved research performance. Once implemented, this should propel UWRTI forward to maintain a leading position as a research-led institute in the region.



Chairperson Governing Council
Uganda Wildlife Research and Training Institute

MISSION STATEMENT

To provide relevant, accurate and timely evidence based information that will guide sustainable Uganda Wildlife and biodiversity conservation inside and outside Protected Areas for the benefit of the present and future generations of Ugandans and the global community

INTERPRETATIONS OF TERMS/DEFINITIONS

- Data security:** Data security is the practice of keeping data protected from corruption and unauthorized access. The focus behind data security is to ensure privacy while protecting personal or corporate data.
- Ethics:** These are norms for conduct that distinguish between acceptable and unacceptable behavior
- Licensing:** The granting of permission to use intellectual property rights, such as trademarks, patents, or technology, under defined conditions
- Policy:** A principle or rule to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol.
- Re-export:** (In relation to specimens) to export specimens previously imported into Uganda.
- Research Committee:** This is a management sub-committee formally designated to approve, monitor, and review proposals, progress, reports and output of research at the institute.
- Research:** Systematic investigation towards increasing the sum of knowledge. This can be in the form of acquisition of new knowledge or collection of data from secondary sources (monitoring and evaluation could also be taken as research).
- Specimen:** Any wild plant or animal, alive or dead, whether or not native to Uganda, and readily recognizable parts or derivatives of such a plant or animal.
- Wild animal:** Any animal that is *rerae naturae*, but does not include any domestic animal.
- Wildlife Conservation Area:** A national park, wildlife reserve, wildlife sanctuary, community wildlife area or any other area provided for under Sections 18 and 19 of the Wildlife Act, 2019.
- Wildlife Protected Area:** A national park or wildlife reserve
- Wildlife:** Any wild plant or animal of a species natural to Uganda and includes wild animals which migrate through Uganda.

1.0 INTRODUCTION

1.1. Background to this policy

The Uganda Wildlife Research and Training Institute (UWRTI) is established under the UWRTI Act, 2016 No.17.

In accordance with its mandate, the main functions of UWRTI include ***conducting research in wildlife resource conservation in and outside protected areas of Uganda***. This mandate is contained in section 5(a-h) and 2 of the Act establishing the Institute. Thus UWRTI has to provide guidance towards research that is relevant to conservation of wildlife and ultimately development of the wildlife industry.

In essence the policy is intended to facilitate the processing of applications by individuals proposing to conduct/engage in research on wildlife, on the one hand. On the other hand, the policy indicates the obligations of wildlife researchers to the Institute. In this case, the policy is a way for UWRTI to fulfill its mandate on wildlife research

Research for development and innovation today absorbs very considerable resources. These research and development activities have great influence on the policies and growth of institutions, both public, and private. Research must be entrenched in the interaction between these activities and environmental, economic, social, political and institutional processes. A policy in this direction must respond to problems posed by Research and Development (R&D), technology, science, and related activities concerned with the acquisition of knowledge (learning) and its exploitation.

The aforementioned mandate is still in its infancy with unrealized research arm visibility since the milliard research endeavors have not been undertaken or is still based at individual level within the institute rather than necessarily the institution itself. The Research guideline/policy the first of its kind under the new mandate seeks to reverse this status by changing the approach: encouraging and providing more opportunity for team/multidisciplinary research on the one hand, and rationalizing these research efforts in a broader institutional framework of research. The policy puts emphasis on provision of research opportunities, quality and ethics in research and innovation, efficiency and effectiveness in research coordination and management at the institute.

In achieving the aims of this policy, the Institute is committed to working closely with national and international organizations that support and monitor research activities. In Uganda, this refers to such organizations like the Uganda National Council of Science and Technology, National Agricultural Research Systems, and National Council for Higher Education. The Research Policy has been developed under the overarching framework of the Institution vision, mission and core values.

The ultimate benefit of research lies not only in the generation of new knowledge but finding solutions/interventions to the conservation challenges of the 21st Century, effective translation of knowledge into actions and strategies and appropriately deliver wildlife conservation for the

benefit of mankind. In order to reach this objective, it is imperative that the entire research process be pursued within the context of contemporary knowledge, good research ethics, effective policy, adequate resources and international, regional and local collaborations /partnerships. Within the context of UWRTI, research necessitates multi-level, multi-disciplinary approaches that support the exploration of new methodologies and come up with solutions to solve the wildlife teething challenges.

This document has been developed to provide a working outline to guide the national wildlife research programmes for the Uganda Wildlife Research and training institute (UWRTI). It aims at highlighting major research issues that will be addressed by UWRTI.

Rationale for the wildlife Research Policy

Despite Uganda Wildlife Authority conducting monitoring of wildlife resources guided by its research and monitoring policy, the data that UWA is utilizing for monitoring is largely generated through researches conducted by external researchers not necessarily answering Uganda's conservation challenges.

Despite the country's rich endowment of wildlife there is little history of scientific studies on the flora and fauna and related ecological functions and processes need further investigations. This work is necessitated by the ever-increasing human activities that threaten wildlife ecosystems, for which mitigation measures are required. Also, currently there are geographical areas or taxa that have received no any or comparatively less attention from research that has been carried out in the country. In recognition of this situation, UWRTI has drawn up a Wildlife Research Agenda providing with priority aspects for research that would contribute towards sustainable conservation and management of wildlife and better understanding of biodiversity in general. The research agenda is therefore a guiding principle for all wildlife research in the country. Accordingly, prospective researchers are therefore expected to prepare and submit proposals for work that is in tandem with the national research agenda.

Therefore there is no operational wildlife research policy to provide guidance to research activities in the research agenda. The initial few on-going research activities are carried out without having in place an approved, documented and well formulated policy. It is expected that this policy will improve research organization and management, stimulate research resource sourcing, guide the relevance and responsiveness of research, ensure quality and ethical conduct, and increase dissemination of research outputs and guide wildlife management.

1.1 Policy goal

To strengthen and improve the technical capacity of UWRTI to coordinate wildlife research at regional, national and global levels to influence attitude, policies and practices towards the relationships between wildlife, environment and human society by promoting the collection and provision of relevant, accurate data and timely information as required for the conservation and management of Uganda's wildlife resources and its biodiversity. This will be achieved through eight strategic objectives as shown in Section 1.2.

1.2 Overall strategic Objectives

- i. To create an enabling and efficient environment for conducting research in wildlife management.
- ii. To build capacity of the UWRTI to fulfill its mandate of undertaking wildlife research and training to ensure a sustainable wildlife-based industry across the country that contributes to the fulfillment of the Country's Vision 2040.
- iii. To encourage the establishment of a broad-based research approach which meets Uganda wildlife research and training institute's mandate to meet conservation and management needs.
- iv. To encourage the collection of research data to enable establishment of realistic long-term monitoring of ecological and sociological trends and assess the effectiveness of management interventions.
- v. To promote research management, coordination and encourage the dissemination of research findings.
- vi. To improve findings for wildlife research and expand the research knowledge base.
- vii. To foster research culture and ethics, including protection of research subjects, safeguarding the environment, acknowledging work done by others, copyrights and patents, integrity and honesty in arriving at research results.
- viii. To promote the prioritization of research activities towards addressing challenges of wildlife conservation and society

1.3 Overall Guiding Principles

- i. The institutional capacity of UWRTI for carrying out research is limited. As such, non-UWRTI staff will do most of the research in the fields of conservation and management.
- ii. Considerable relevant knowledge already exists, as such; much could be learnt by compiling, collating and analyzing it and redress the balance between enforcements and accountability to achieve better biodiversity governance
- iii. There is a need to set standards for data collection, analysis, and storage and set a bio-data bank with strong security control.
- iv. There is a need to focus research on the interests and concerns of wildlife management including the emerging issues. This includes the need to find better ways of ensuring that management makes the best possible use of research findings.
- v. The knowledge base for sustainable use of protected area (PA) resources is very limited.
- vi. Responsibility for research in wildlife conservation both inside and outside PAs under its jurisdiction lies with UWRTI.

1.4 Overall Strategies

- i. Draw up research priorities at both the national and protected areas (PA) level.
- ii. Produce UWRTI Procedural Guidelines for applying for and undertaking wildlife research in Uganda.
- iii. Track and co-ordinate relevant research activities and encourage the disbursement of research findings.

- iv. Establish formal and strengthen collaborative linkages between academic research institutions and/or individuals, and the general industry in research and development, innovation, financing and training.
- v. Establish a research advisory committee that is responsible for promotion of co-operation between UWRTI and other research organizations.
- vi. Enhance the wildlife science technology innovation and human resource capacity of UWRTI
- vii. Strengthen the institutional mechanisms to support wildlife science technology development.
- viii. Scale up the adaptability of the new and available wildlife science knowledge and technologies.

1.5 Research Agenda Setting

The Research Policy recognizes that the UWRTI research agenda is instrumental in orienting research towards the goals of the Institute. The research agenda need to be based on the institution's vision, mission, conservation needs and strategic plans. It is hoped that the following strategies will help formulate and operationalize the research agenda.

1.5.1 Policy objective

To ensure that researches conducted at UWRTI are guided by the Institutional and national wildlife policy priorities.

1.5.2 Guiding principles

The UWRTI shall;

- (a) Develop the UWRTI Research Agenda
- (b) Ensure that the Research Agenda is in line with institutional and national wildlife policy research priorities.

1.5.3 Strategies

The UWRTI will;

- (a) Ensure that Government Departments private sector, and other institutions formulate research priorities that will feed into the institute's research agenda.
- (b) Ensure that priorities identified reflect national wildlife research objectives, priorities and relevant international trends.
- (c) Ensure that the research agenda shall promote both basic and applied wildlife research.

2.0 RESEARCH CULTURE AND RESEARCH IN AND OUTSIDE PROTECTED AREAS

2.1 RESEARCH CULTURE

Research culture is described as “a pattern of basic assumptions about research - invented, discovered, or developed by a given group as it learns to cope with the external and internal problems of research -that has worked well enough to be considered valid and therefore, to be taught to new members as the correct way to perceive, think and feel in relation to research. Research culture reflects the values, ideals and beliefs about research within the organization. They, in turn, are reflected in the research behaviors, research actions and research symbols of the organization”.

UWRTI was established in 2016, hence there has not been sufficient time to develop a research culture. However, this is the right time to start developing an effective and successful research culture which will be instilled in Staff, students and visiting researchers.

2.1.1 Policy objectives

To ensure that UWRTI develops a performance enhancing organizational research culture which is manifested by shared or common research values, behaviors and perceptions which will be passed from one generation of researchers and students to the next.

2.1.2 Guiding principles

The UWRTI shall:

(a) Establish an environment that will promote the development and maintenance of common or shared research values and behaviors that will catalyze and accelerate productive research.

2.1.3 Strategies

The UWRTI will:

(a) Ensure that the institutional vision, mission, research policy and research agenda are well understood and adhered to across the institution.

(b) Learn from other institutions with established research history and effective research cultures.

(c) Encourage inter-institutions’ problem solving sessions or brain storming.

(d) Facilitate research proposal writing workshops or seminars.

(e) Encourage the development of inter-institutional collaborative research teams.

(f) Facilitate establishment of good laboratory practices.

(g) Encourage and foster the attitude of profound and critical thinking amongst staff and students.

(i) Introduce regular research presentations at institute.

2.2 RESEARCH IN AND OUTSIDE PROTECTED AREAS

Despite severe reductions in populations, considerable numbers of wildlife exist both within and outside PAs. The Wildlife Act, 2019 Section 3, states that the ownership of every wild animal and wild plant existing in its wild habitat in Uganda is vested in the Government on behalf of, and for the benefit of, the people of Uganda. In addition, Uganda Wildlife Research and Training Act, 2016 mandates UWRTI to undertake wildlife research on wildlife and build capacity through training to ensure a sustainable wildlife industry in Uganda to guide planning and management of wildlife heritage. To obtain the required information for such an activity, research activities geared to wildlife conservation need to be carried out. No one will be allowed to conduct research on wildlife in Uganda, except in accordance with the National Wildlife Research Agenda and with approval of National Council for Science and Technology. Anyone wishing to conduct such research shall follow the procedures and guidelines outlined in Appendix 1.

2.2.1 Strategic Objective

To prioritize, co-ordinate, monitor and supervise wildlife research activities both within and outside PAs.

2.2.2 Guiding principles

a) Create an enabling environment for research

The policy recognizes that a positive harmonious, transparent and efficient environment is essential to foster research in the institute. Within the range of the institute activities, research, teaching and community outreach programmes should be appropriately balanced to ensure efficient creation of knowledge and its transfer. Such an environment will be created through the following strategies:

- a) Create center of excellence **with research satellite units that** are adequately equipped and maintained for use by all stakeholders in a sustainable manner. The institute shall, therefore:
 - (i) Develop and update guidelines for setting up satellite research centers.
 - (ii) Support the establishment of state-of-the-art laboratories with user guidelines and kits for researchers
 - (iii) Promote the formation of multidisciplinary research teams at center of excellence
 - (iv) Build capacity for use and maintenance of the state of the art equipment through effective training of technical staff and users.
 - (v) Acquire research equipment and other resources required
 - (vi) Develop and set guidelines for use of equipment including bench fees and disposal of such resources by the center.

- c) Support staff members' access to the internet and other ICT services. The Institute shall, therefore:
 - (i) Provide internet and other ICT facilities at every academic/research unit for purposes of knowledge creation and dissemination.

(ii) Provide access to the e-resources and other ICT related common services/software for the purpose of data management and analysis

d) Support researchers to attend and present papers/posters at national and international conferences and other wildlife conservation fora's. This shall be achieved through the following:

(i) Provision for travel support in the units' budgets to facilitate staff attendance at conferences and workshops

(ii) Inclusion of a budget line for attendance at conferences in the research projects

(iii) A requirement for staff to be supported to have obtained invitations to present papers/posters or to chair sessions at these meetings

(iv) Support shall be in part or total depending on availability of funds

e) UWRTI shall generate a research agenda

To realize this agenda, periodically;

(i) the center of excellence with its satellite units shall formulate wildlife research priorities

ii) The priorities identified shall reflect national wildlife research objectives, priorities and relevant international trends.

(iii) Research agenda shall promote both basic and applied wildlife conservation research.

(iv) The review of the research agenda shall be pegged to the review of the institute Strategic Plan.

f) Facilitate national, regional and international collaboration, and global networking.

To this end, the institute shall

(i) Enter into MoUs with leading research and education institutions

(ii) Operationalize and nurture existing MoUs at UWRTI

g) Provide research support services including management information systems and library resources that facilitate access to international literature and data bases. The institute shall, therefore:

(i) Subscribe and/or continue to subscribe to relevant data bases that provide information to researchers.

(ii) Create and maintain a research data base accessible to the institute's community and the general public

(iii) Establish a wildlife research journal under which information will be published

2.2.3 Strategies

a. Equip and direct research towards good management.

b. Recruit well-qualified, trained and facilitated research staff

c. Develop research programmes.

d. Develop well written research proposals.

e. Develop protocols for wildlife research for in and outside PAs.

f. Develop research agenda and Prioritize research areas/topics.

- g. Encourage collaboration with other institutions involved in research at national, regional and international.
- h. Involve the stakeholders including local authorities in setting priorities and where possible in participating in wildlife research activities both within and outside PAs.

3.0 COLLABORATION

Research programmes will be developed and implemented in collaboration with relevant stakeholders. UWRTI headquarter research unit will play a major role in coordinating all programmes being implemented in areas under its jurisdiction.

3.1 strategic Objectives

- i. To ensure effective participation of other stakeholders.
- ii. To minimize the cost of research for the institute.
- iii. To actively participate in the development and implementation of regional and international initiatives.
- iv. To ensure efficient and effective development and implementation of wildlife research programmes.
- v. To allow for research mentorship and capacity building of the organization
- vi. To avoid overlap and duplication of research projects.

3.2 Guiding principle

As a young institute, UWRTI does not have sufficient resources to effectively carry out wildlife research. UWRTI will therefore collaborate with other research institutions to leverage resources and capacities.

3.3 Strategies

- a) Identify potential institutional collaborators and research interests and capabilities.
- b) Formulate joint research programs and ways of conducting research.

3.3.1 Independent researchers

While it may be in the best interest of UWRTI to allow independent research which does not conflict with her objectives, UWRTI will at all times encourage researchers to consider her own priorities.

3.3.2 Institutions / organizations

There is a need to optimize partnerships with institutions and other organizations involved in research. Their programmes of research within the PAs should, as far as possible fit into UWRTI's priorities. The relationship between UWRTI and the other research institutes will be governed by memoranda of understanding and standard operation procedures for conducting research.

3.3.3 Regional and international co-operation

Benefits can be realized and effectiveness increased through regional and international co-operation in wildlife research.

3.3.3.1 Objective

To actively participate in the development and implementation of regional and international initiatives for the enhancement of wildlife conservation through evidence based information obtained through research.

3.3.3.2 Guiding Principle

Wildlife issues or problems cut across national / regional boundaries. International cooperation is therefore essential for effective and efficient resource mobilization and optimization of research capacities and knowledge transfer.

3.3.3.3 Strategies

- i. Co-operate closely with the research institutions in the region within the framework of the East African Community (EAC); and in particular, the functioning of the tourism and wildlife and the environment committees of EAC without compromising sovereignty and primary interests for their support and co-operation.
- ii. Collaborate with neighboring countries in carrying out research on trans-boundary species and ecosystems in line with the international laws and protocols.
- iii. Promote awareness about regional and global wildlife research issues and concerns to policy makers and the general public in Uganda for effective drafting of enabling policy frameworks and decision making.
- iv. Establish a research advisory committee to promote co-operation between UWRTI and other research bodies. The major role of this committee will be to ensure, and promote collaboration among stakeholders and interested parties and consistency in research programmes to avoid duplication and wastage of resources.

4.0 RESEARCH MANAGEMENT AND COORDINATION

Research Management involves the capabilities that research-focused organizations harness so as to optimize and amplify the processes and impacts of their research activity and outcomes. It consists of, inter alia: research planning, strategy and policy development; research ethics and integrity researcher development; partnerships and collaboration; research funding; managing funded research; research data and research information management; research uptake and utilization; organization and delivery of a research management service. Research Management also includes transversal areas such as societal and research values, innovation, utilization of technologies, internationalization, knowledge management as well as simultaneous mainstreaming for equity and equality.

The research policy recognizes that research challenges are multidimensional and hence require multidimensional solutions. This cannot be done without a proper organ that will coordinate and harmonize all research activities including planning, sourcing of research funds, budgeting, implementation, monitoring, evaluation and reporting. The policy also recognizes that research activities carried out through various research programs in the institute have to be managed

and coordinated properly for the benefit of the entire institute and the scientific world in a fair and transparent manner. This will be achieved through different strategies:

4.1 Policy Objectives

- i. To enable wildlife research to be managed ethically, strategically and profitably so as to ensure that it contributes to wildlife conservation, societal development and economic outcomes.
- ii. To ensure that UWRTI has mechanisms in place for coordination of all research activities including planning, proposal writing, resource mobilization, research implementation, monitoring and evaluation and reporting of research results.

4.2 Guiding Principles

- i. Observe the highest standards of the ethical conduct of research
- ii. Embrace the highest ethical, professional and scholarly standards in research
- iii. Demonstrate intellectual honesty
- iv. Establishing guidelines for retention and disposal of research data and records that accord with legal, statutory, ethical, professional and funding body requirements
- v. Promote a strong research culture
- vi. Protect the rights, dignity, health, safety and privacy of individual research participants and the wider community
- vii. Strive to ensure that the benefits of research results are passed to other researchers, professional practitioners and the wider community
- viii. Emphasize quality and originality
- ix. Be open to scrutiny and debate of research methods and results
- x. Promote Professionalism, Integrity and Networking
- xi. Accountability
- xii. Clarifying standards for secure data retention
- xiii. Optimizing the benefits of research through collecting, storing and making research data accessible in such a way that it can be used in future by members of the community

4.3 Strategies

Mandate the research directorate to coordinate all research activities including planning, proposal writing, searching for sources of funding, research implementation, monitoring and evaluation and reporting of research results

a) Support institute staff and other stakeholders to continually update their skills in research management. This shall be achieved through:

- (i) Conduct regular training workshops/seminars at both unit and center level in grant proposal writing, financial management, scholarly writing and dissemination, among others.
- (iii) Develop and update research management tools such as hand books and guidelines
- (iv) Support to staff to attend skills enhancement courses locally and internationally where appropriate and when funds allow.

b) Provide regulations for sourcing services related to research

Develop guidelines for employing staff using research funds related to staff time

c) Promote a mentoring and apprenticeship culture/approach in research to allow continuity

- (i) Require as part of the eligibility criteria for research support with partnering research members to work with institute staff members and/or students on research projects for mentoring and supervision
- (ii) Mainstream gender and actively involve women and the youths in research activities

c) Provide guidelines for research supervisors and supervisees during the research process to ensure harmony, quality and timely research completion.

To this end, the institute shall:

- i) Develop, operationalize and review periodically guidelines for research supervision.
- ii) Disseminate widely the rules and regulations on research supervision

d) Strengthen the research management and coordination function at UWRTI center of excellence and at satellite levels.

To this end:

- (i) The Institute shall develop a governance structure for research and coordination
 - a) There shall be a research, innovation and publications committee at unit level
 - b) Administrative responsibilities regarding research management at unit level shall be specified by the research committee
- (ii) Provide tools for internal procedures for approval, control, monitoring and Coordination of research and innovations

5.0 SPECIMEN COLLECTION, EXPORTS AND RE-EXPORTS

The Convention on Biological Diversity (CBD) provides for access to genetic resources and equitable benefit sharing. UWRTI will operate within the national framework guidelines governing access to genetic and biological resources.

Collection of specimens shall be done with prior approval of UNCST and UWA. Any need for specimens shall be clearly indicated on the research application form. The number of specimens required per species shall be indicated in the proposal and will be reviewed on a case by case basis.

5.1 Policy Objective

To strengthen the national guidelines and regulations by developing a management system to access wildlife genetic resources

5.2 Guiding Principles

- i. Specimens may be collected for purposes of academic research and training or commercial interests.
- ii. Unless properly regulated, specimen collection can result in erosion of ecosystems or wildlife population alteration or disturbance.
- iii. Specimens collected contribute to an increase in scientific knowledge, allow for information exchange, and are useful tools for teaching.

5.3 Strategies

- Formulate guidelines for specimen collection in close consultation with UWA and other stakeholders.
- Minimise ecosystem or wildlife population disturbance or alteration by specifying ceilings for numbers of specimens.
- Participate in developing a national policy and enabling legislation for the regulation of access to genetic resources.

5.4 Specimen export and re-export

Section 62(1) of the Wildlife Act, 2019 states that the CITES Management Authority on the advice of the CITES scientific Authority may, issue to any person a permit in the prescribed form, to import, export or re-export any wildlife species or wildlife specimen. The Act further states that any person who imports, exports or re-exports any wildlife species or wildlife without valid permit commits an offence.

5.4.1 Policy Objective

To control the export and re-export of specimens in accordance with national and international regulations, with a view to guarding our biological and genetic resources erosion

5.4.2. Guiding Principles

- Specimens may be exported for research or academic or commercial purposes, or as a means of information exchange.
- National, regional and international laws and regulations exist that govern the export and re-export of goods and services, including specimens. However, in some cases these regulations and laws are too generic and do not adequately address the unique issue of export and re-exports of specimens.
- Unless properly regulated, the export and re-export of specimens could lead to the unintended exchange of plant and animal diseases, trafficking in wildlife specimens, bio piracy and other undesired impacts. There are several institutions in the country which deal with various aspects of export and re-export of specimens. There is room, therefore, to make the export and re-export approval process more efficient by way of harmonization.

5.4.3 Strategies

- Collaborate with CITES Management Authority and CITES Scientific Authorities to facilitate movement of specimens of wildlife origin for research and training
- Sensitize researchers on policies and laws relating to export and import of specimens of wildlife origin.

6.0 DATA MANAGEMENT

It is generally recognized that research activities are expensive to undertake. Furthermore, for research data and information to be useful to users, they must be easily accessible.

All researchers will be required to submit periodical and final reports, including all the data results obtained. Satellite field stations on the other hand will be required to submit quarterly reports on their research activities.

A research database will be maintained at UWRTI to:

- i. provide easy storage and retrieval of data/information;
- ii. monitor progress of on-going activities and keep up-to-date on reporting requirements and dates;
- iii. Provide information on research organizations and personnel.

Management decision making in UWRTI takes place at different levels and at each level, there is a role to play in information management.

Based on the fact that the research is carried out in areas under UWA's jurisdiction, after publication of results, UWA will retain the right to access the data so obtained in any way required by management, while acknowledging its source.

6.1 Policy Objective

To put in place systems that increase the efficiency with which research data is managed, so that relevant and accurate information is available and easily accessible.

6.2 Guiding principles

- i. If research databases are to be useful they must be current and readily accessible.
- ii. Many researchers are reluctant or do not appreciate the need to provide regular, progress and final reports to the host institution.
- iii. Though substantial research work has already been carried out on the wildlife resources of Uganda, there are no comprehensive inventory reports.
- iv. There are limited resources or funds for data management.

6.3 Strategies

- a) Establish appropriate databases for information storage and retrieval
- b) Popularize use of the existing research databases
- c) Develop capacity for data analysis and use

- d) Develop a research information exchange system with relevant institutions at the national, regional and international levels
- e) Develop capacity to establish and maintain a meta-database for wildlife related information.
- f) Standardize the format for data collection and reporting
- g) Establish a deposit or performance bond regime to ensure that researchers comply with the reporting procedures of UWRTI

7.0 IMPROVE RESEARCH AND PUBLICATIONS CULTURE

In order for the institute to attain and maintain a visibility in research output, the policy recognizes that the research and publication culture for a wider dissemination must be enhanced.

7.1 Policy Objective

To promote and enhance the diffusion of UWRTI research outputs (publications and innovations) to target beneficiaries

7.2 Guiding principles

The UWRTI shall;

- (a) Promote the publication of research by Staff, Students and Researchers under the Institute.
- (b) Establish an electronic journal under which research can be published.
- (c) Support and provide mechanisms for diffusion of innovations through technology transfer and commercialization
- (d) Facilitate forums for debates and discussion of research results both within and outside the institution.
- (e) Provide guidelines for the publication of research results

7.3 Strategies

Improving research and publication shall be realized through measures described hereunder:

a) Provide incentives for research

- (i) Research Staff shall have upto 80% of their time spent on research and dissemination while academic staff shall only spend upto 20% of their time on research and related activities,

To this end, the institute shall:

- (a) Require researchers to publish papers in peer reviewed journals and or research reports
- (b) Develop, operationalize and update periodically a system for tracking of research and outputs
- (c) Require researchers to formulate policy briefs from their research to inform management decisions and policy development.

b) Provide and support platforms for dissemination of research outputs

The institute shall:

- (i) Create platforms for researchers to disseminate research outputs such as seminars and peer reviewed journals, newsletters and bulletins (both hardcopy and electronic)
- (ii) Organize regular scientific conferences
- (iii) Support regular public presentations and debates on topical areas of national or international concern
- (iv) Establish and support the institute press. To this end, the Institute shall:

- (a) Establish, operationalize and periodically review the editorial governance structure of the press.
- (b) Develop guidelines for establishment and role of the editorial board
- (c) Provide financial support to the Institute Press
- (vi) All research reports shall be deposited with the Institute Library at the researcher's cost.

e) Promote ethical conduct of research in the UWRTI

The institute shall:

- (i) Support the establishment of Institutional Review Boards to oversee ethical conduct of research units
- (ii) Develop, operationalize and periodically review guidelines on best practices for research

f) Improve funding for research and Innovations

The policy realizes the importance of securing sufficient funds for staff and other researchers to conduct meaningful research, to attend national and international conferences, and to contribute to the research income of the institute. It is envisaged that the strategies highlighted hereunder will improve funding for research and innovations.

To this end, the institute shall:

- i. Commit at least 30% of the Institute budget to research annually.
- ii. Require all research projects to contribute 15% of the research costs as institutional overheads/indirect costs. This shall be reviewed by the Institute from time to time
- iii. Continue to solicit research funds from national and international organizations, both public and private. Solicitation of funding shall be encouraged and facilitated at individual and institutional level.
- iv. The UWRTI may subscribe to databases that provide information on funding opportunities
- v. Provide general information including databases on possible sources and modes of research funding on a regular basis
- vi. Engage the private sector to contribute towards research and innovations
 - (a) Sponsoring of research projects
 - (b) Through joint ventures, licensing, patents and trade marks

To improve gender-responsiveness of the institute through research

- i. Provide opportunities for staff and students to train in gender focused research methodology
- ii. Integrate gender in biodiversity research proposals
- iii. Encourage involvement of women in biodiversity research teams.

8.0 SHARING BENEFITS AND RESOURCES

Researchers, both academic and commercial, must value wildlife related indigenous knowledge. Any immediate and downstream values arising from utilization of this knowledge should be shared equitably, as provided for in Article 15 of the CBD.

8.1 Policy Objective

To provide mechanisms for sharing benefits generated from research activities.

8.2 Guiding principles

- i. Some of the research activities are for commercial programmes.
- ii. Indigenous knowledge, which exists amongst the local population, should be rewarded whenever used.
- iii. By equitably sharing in research benefits, all stakeholders will have reason to be supportive.

8.3 Strategies

- i. Ensure that UWRTI receives its due share (benefits) from research applications and findings based on wildlife resources.
- ii. Reward local populations for use of appropriate indigenous knowledge related to research on, wildlife resources.
- iii. Develop research agreements that are explicit on equitable sharing of immediate and downstream benefits among all stakeholders.
- iv. Encourage public participation, including indigenous people and local communities by involving, informing, and consulting them in planning, management, and other research decision making activities.

9.0 SOURCING OF RESEARCH FUNDS

Funding is the most critical constraint in research performance. The policy realizes the importance of securing sufficient funds for institute to conduct meaningful research, and for researchers to attend national and international meetings, and to contribute to the research income of the institute. It is envisaged that the strategies highlighted hereunder will improve funding for research.

9.1 Policy objective

To ensure availability of adequate research funding at institute through increased awareness of funding opportunities, increased grant applications and motivating successful applicants.

9.2 Guiding Principles

UWRTI shall;

- (a) Facilitate the formation of multidisciplinary research teams and application for research grants from various funding agencies to continue to solicit research funds from diverse sources of funding.
- (b) Ensure that researchers receive timely information about research funding opportunities.
- (c) Establish an incentive package for awarding researchers who succeed in winning research grants.

9.3 Strategy

The **institute** will:

- a) Encourage individual researchers and consortia to solicit funds from alternative sources.
- (b) Provide general information to staff and other researchers on research opportunities, sources of funding, and mode of applications.

- (c) Enhance visibility/recognition of UWRTI by national and international institutions to promote formation of research consortia.
- (d) Lobby for an increased share of the national financial resources allocated for research.
- (e) Encourage demand-driven and multi-disciplinary research for maximum impact.
- (f) Reward researchers who succeed in winning grants by awarding them 2% of the administrative fee from the research grant as incentive.
- (g) Solicit “institutional” research funds from within and from external sources.
- (h) Allocate funds to facilitate writing of institutional grants.
- (i) Engage the private sector to contribute towards research through:
 - (a) Sponsoring of research
 - (b) Through joint ventures, licensing, patents and trademarks
- (j) Subscribe to databases that provide information on funding opportunities.
- (k) Encourage Visiting Researchers with research grants to come and conduct their research in the Institutions’ laboratories/facilities

10.0 RESEARCH PERSONNEL

The policy realizes that the success of research and innovation depends largely on the adequacy and appropriateness of human resource. The level and discipline of training, the research experience, the motivation, innovativeness and adaptation to the dynamic world of science are essential ingredients of a successful research team. It is envisaged that the strategies highlighted hereunder will improve the productivity of research personnel.

10.1 Policy Objective

To ensure UWRTI has the right number and right kind of research personnel at the right time to ensure efficient and effective research productivity

10.2 Guiding principle

The UWRTI shall:

- (a) Recruit adequate numbers of research personnel who are well trained in disciplines that are appropriate for successfully carrying out the Institution’s mission and vision.
- (b) Train young researchers to become future research team leaders.
- (c) Establish an incentive scheme as strategy for retaining good researchers to ensure continuity of research programs.

10.3 Strategy

The UWRTI will:

- (a) Establish a database management system which shows a list of research staff and their respective research areas.
- (b) Establish a researcher retention scheme that can attract research talents at the institute.
- (c) Involve the students in research activities.
- (d) Develop short term research skills training programs for both students and staff.
- (e) Utilize research staff in the areas of their competence
- (f) Prepare guidelines for promoting and enhancing teamwork and multidisciplinary research
- (g) Maintain a good balance between teaching and research.

(h) Develop support systems for new researchers and especially female researchers to enhance their capacities in research activities.

11.0 ETHICS AND INTEGRITY IN RESEARCH

The research and scholarly work of members of the UWRTI must be held in the highest regard and be seen as rigorous and scrupulously honest. Scholarly work is expected to be conducted in an exemplary fashion, be of high quality and ethical, promote safety for researchers and research facilities and contribute to the creation, application and refinement of knowledge. Stewardship of resources associated with research must be transparent and comply with all UWRTI research funding policies and regulatory requirements.

11.1 Policy objective

To ensure that research conducted at UWRTI complies with principles of ethics, integrity, quality and safety.

11.2 Guiding principle

The UWRTI will;

Ensure that research conducted at the institute adheres to research ethics, integrity, and quality and safety regulations.

11.3 Strategies

The UWRTI will;

(a) Establish and operationalize this research policy to make sure that research conducted at the institute adheres to the principles of Integrity, objectivity, accountability, openness, honesty, leadership and ethics. UWRTI shall ensure the establishment and implementation of the following research governance guidelines;

(i) Responsible Conduct of Research guidelines

(ii) Biosafety guidelines

(iii) Data Security guidelines

(iv) Conflict of Interest guidelines

(v) Human Research Ethics guidelines

(vi) Animals Use and Care in Research guidelines

(vii) Procedures for addressing reported breaches of Responsible Conduct of Research regulations.

12.0 POLICY IMPLEMENTATION

Policy implementation involves the successive detailing of policy from the level of intent, through the structuring of actions required to achieve intended policy outputs and impacts.

12.1 Policy and legislative framework

Policies at the institutional level must in turn be governed by sectoral policies. The sectoral policy on wildlife on the other hand derives from the national environment policy and the overall government policy. Implementation of the Wildlife Research Policy (WRP) is subject to the existence of an enabling legislative framework. The Constitution is the supreme law of Uganda.

There also exist important sectoral and cross - sectoral laws that further define the environment under which research can take place.

12.1.1 Policy Objective

To create or advocate for an overall enabling policy and legal framework for the implementation of the Wildlife Research Policy.

12.1.2 Guiding Principles

- National, cross-sectoral and sectoral policies and legislation that deal with wildlife resources should promote research in the sector.
- A legal framework should provide a mechanism for formulating, reviewing and updating cross-sectoral and sectoral laws related to wildlife and research.
- A broad framework for both punitive and incentive measures should be provided.
- For research findings to be useful they must be accessible. A legal framework should spell out the terms and conditions of access to data and information.

12.1.3 Strategies

- Maintain an institutional framework as the principal national agency for the co-ordination and supervision of all activities in the field of wildlife research.
- Create a right of access to research data and information, and protect proprietary information.
- Participate in reviewing and updating of cross-sectoral and sectoral policies and laws in conformity with the principles, strategies and actions for sound wildlife and research.

12.2 Institutional framework

For policies to be effective, an appropriate institutional framework must be in place for their implementation.

12.2.1 Policy Objective

To maintain institutional mechanisms needed to implement the wildlife research policy of UWRTI.

12.2.2 Guiding Principle

The formulation of the WRP should be carried out at the highest level within UWRTI (the Governing Council).

12.2.3 Strategy

Maintain a research directorate responsible for co-ordination, supervision and monitoring of wildlife research activities.

12.2.4 Research Unit

The Research Unit (RU) is a directorate at the UWRTI's headquarters responsible for planning, research and supervision of research. The RU will be the research arm of UWRTI, itself a government Agency under the Ministry of Tourism, Wildlife and Antiquities (MTWA).

The RU is mandated to fulfil the following functions:

- i. set priorities for wildlife research both nationally and for each of the PAs under UWA's jurisdiction;
- ii. set standards and provide guidelines and rules for wildlife research commensurate with conservation guidelines;
- iii. review and approve wildlife research proposals;
- iv. ensure development and implementation of collaborative monitoring and research programmes to provide basic data for planning and management purposes;
- v. Co-ordinate and supervise activities of UWRTI's research facilities based in the infield and satellite centers.
- vi. analyze research findings and translate them into management options;
- vii. maintain a monitoring information system and a database of relevant research activities and research findings;
- viii. Maintain a meta- database for spatial and attribute data; and
- ix. Build capacity for, and provide assistance to, PAs on research activities.

12.2.5 Role of Protected Areas Management

Monitoring is one of the many activities that managers of PAs carry out or supervise. Their role should be:

- i. to participate in identification of monitoring priorities.
- ii. to ensure that monitoring programmes are developed, implemented and efficiently managed.
- iii. Establishing and strengthening monitoring networks, linkages, and partnerships

12.2.6 Non-Governmental Organizations and Civil Society Organisations

Non-governmental organizations (NGOs) and Civil Society Organisations (CSOs) provide critical incremental support for wildlife research. They therefore supplement the efforts of the Government and UWRTI in ensuring that at least there is an acceptable level of wildlife research activity. UWRTI will therefore promote increased involvement of NGOs and CSOs capable of assisting in implementation of the WRP, taking into account the capabilities of the particular organisation and the specific situation. Particular attention will be directed to those NGOs and CSOs that have the capacity to support management - oriented research activities specified in the WRP. UWRTI will, where appropriate, consider the involvement of NGOs and CSOs in management of wildlife research, particularly outside PAs.

12.3 Financial resources

The principal purpose of UWRTI is to perform a service for the benefit of the nation. A secondary objective is to operate efficiently, and to that end to generate revenues in such a way as to meet expenditures related to policy implementation. Research is one potential area for revenue generation.

12.3.1 Policy Objective

To source adequate and sustainable financing mechanisms for wildlife research activities of UWRTI

12.3.2 Guiding Principles

- i. In general, students have limited resources to conduct research. On the other hand, commercial establishments are generally able to afford their research commitments.
- ii. Processing of research applications by UWRTI requires personnel, time and direct expenses. UWRTI must recover these costs from researchers.
- iii. When researchers are in the wildlife protected areas, they invariably use resources of UWRTI, which must realize value from these resources.
- iv. Different sources have to be identified to finance research programmes.

12.3.3 Strategy

Establish a research fund

- i. Funding for research programmes may be solicited from: government, private local and international organizations, individuals, tourists, etc.
- ii. Develop a standard fee schedule for clients wishing to do research.
- iii. Generate revenue from research contracts and consultancies, sale of publications and fund-raising for research activities.

12.3.4 Fees

In attempting to generate revenues from this area, care must be taken to ensure that charges are realistic and affordable. It is important that the fees structure does not unduly discourage researchers.

A fees schedule is included in [Appendix 2](#).

12.3.5 Application Fees

Processing an application will attract a non-refundable application fee determined by UWRTI. This fee may be reviewed from time to time as deemed appropriate.

12.3.6 User Fees

All researchers will be required to pay a user fee at UWRTI headquarters at the rates subject to periodic reviews

12.3.7 Specimen Permit Fees

Organizations and individual researchers may be charged a permit-processing fee for export of specimens.

12.4 Administration of the Research Fund

Funds collected under this research fund will be held on a separate account to generate interest. The funds will be obtained from:

- i. fees levied on all researchers and specimen permits;
- ii. research proposals formulated and funds sourced from interested organizations;
- iii. donations from interested parties.

12.4.1 Policy objective

To ensure proper management of grants from a variety of sources for efficient and effective research implementation.

12.4.2 Guiding principles

- i. Having the capacity, ability, skills and attributes to manage **research** and its **funding** to a level which meets or exceeds both the needs and legitimate expectations of all stakeholders.
- ii. apply logical reasons in arriving at a decision
- iii. Sustainability
- iv. Accountability and Transparency
- v. Excellence
- vi. Responsibility and Trust
- vii. Fulfilment of obligation or duty in a reliable and trustworthy way;
- viii. act in a professional manner,
- ix. operate within legal and accepted practices

12.7.3. Strategies

- i. The wildlife research fund account shall be operated centrally, implying that all research related fees shall be payable at UWRTI headquarters. The money shall only be used to support research programmes targeting UWRTI's priority areas.
- ii. The signatories to this account shall be the institute's Director, the Head of the Research Directorate and the Bursar.
- iii. Develop guidelines for management of the research fund including eligibility to receive funding from the research fund.

13. GUIDELINES AND REGULATIONS

13.1 Research grants administered or funded by UWRTI

- (a) Save for conditional grants, all research grants from various sources shall go into the research fund.
- (b) All research projects and activities conducted under the auspices of UWRTI and by staff of UWRTI shall be duly registered with UWRTI and issued with an identifier registration number. This requirement shall apply regardless of the source and mode of funding. Projects shall be registered using a form in Appendix 6 to this policy.

13.2 Application for Research grants administered by UWRTI

- (a) All applications for research grants funded by UWRTI shall be made using the prescribed format (Form for Application for Research Grant– Appendix 2).
- (b) All applications for research grants shall be submitted to the Directorate of Research who shall review and make comments on the following:
 - (i) Relevance and importance of the research projects.
 - (ii) Competence of the applicant to undertake it.
 - (iii) Any other matter which the directorate thinks would help the Council in making an appropriate decision on the application.

- (c) The Directorate shall not consider any application from a person who is already in receipt of a grant from the Institute, unless and until the Institute has already accepted satisfactory report on the previous grant.
- (d) The format for externally funded projects will depend on each individual donor format.
- (e) All grant Contract Agreements or Memoranda of Understanding between UWRTI and the donor/collaborating partner shall be approved by the Director upon advice by the Legal counsel. Procedures for approval of externally funded projects are presented in (Appendix 4).

13.3 Progress reports for Research grants

- (a) All research projects and/or activities conducted under the auspices of UWRTI shall be required to file in annual progress reports for the period ending June of each year (Appendix 4). Such progress reports shall need to be received, discussed and approved by respective research committee before submission to the GC within the first quarter of the subsequent financial year.
- (b) For a project failing to submit annual progress report three months after the deadline shall have the processing of the respective project funds suspended until such a report is submitted. This includes granting permission to travel outside UWRTI on such project activities.
- (c) In the case of Institute's funded projects, any balance of research grant not spent during the period for which they were awarded will not automatically be carried forward without the approval of the Research Committee.
- (d) Unless satisfactory reasons are given to the Directorate of Research and the Institute, expenditure already incurred by an applicant on a research project before his/her application is approved shall not be reimbursed. Further, projects expenditure must be restricted to the approved budget.

13.4 Publication and dissemination of research findings

- (a) All research grant recipients are required to publish and disseminate research findings through the media including scholarly articles, popular publications, and public media and policy briefs. Researchers are therefore required;
 - (i) To provide the Institute with two copies of off-prints of journal articles and conference proceedings, where the results of such research have been published or at least one copy in the case of other published work, such as books.
 - (ii) To ensure that acknowledgments of financial assistance from the institute or other sources are included in an appropriate position in all published works.
 - (iii) To deposit all such publications with the UWRTI library.
- (b) All innovations and patents must report to the office of the institute's Director who will advise and co-ordinate all interactions with business and industry.
- (c) To ensure integrity in research and publications, the institution will formulate guidelines to:
 - (i) Foster responsible attitude and conduct in authorship, review and publication of scientific articles.

- (ii) Check and control fraud in science and other disciplines
- (d) To ensure the sustainability of scientific journals hosted by professional associations affiliated to UWRTI, the institution, through the Research Committee, shall allocate from its budget funds to partially support the production of such journals.

13.5 Equipment purchased from research funds

- (a) Purchase of equipment shall be at the actual cost of invoice and when purchased overseas, the exchange rate at the date of payment shall apply.
- (b) All equipment bought out of research grant (vehicles, equipment and any supplies) are the property of the institution and shall therefore be entered in the asset register or lodged with the appropriate Institution authorities (i.e. Head of directorate, Departments and Central Administration as the case may be) at the completion of the project for which they were bought. All research assets shall be under the jurisdiction of the Institution and the director shall be the final authority on behalf of institution Governing Council.
- (c) All collaborative and externally funded research projects operating at UWRTI shall have an UWRTI Research member of staff as its leader. Such a leader shall be appointed by consensus among the collaborators or by the institution upon recommendations of the Research Committee if the situation may so require.
- (d) All equipment including vehicles shall be utilized and administered according to general institution regulations and guidelines for purposes of ensuring equitable access to the facilities by all researchers.
- (e) Project vehicles shall be used solely for research or other official duties and shall be parked in areas approved by the Institution.
- (f) If and where necessary, permission to drive project vehicles by researchers shall be sought from institution Authority.

13.6 Administrative Costs for Research Grants

For grants solicited by individuals, departments, UWRTI shall charge a mandatory flat rate of 15% of the total grants to meet overhead costs of administering grants and contribute to infrastructural and capacity building at UWRTI. It shall be the responsibility of the prospective grantees to ensure that 15% grants administration fee is included in each grant disbursement.

13.7 Research Associateship Scheme

The institute encourages and allows Research Associates external to the Institution and foreign scholars wishing to conduct research in Uganda and at UWRTI. In order to obtain such Associateship, researchers should apply to the Director on prescribed forms indicated in Appendix 5. The details and current fees for such Associateship are as in the guidelines to research Associateship.

13.8 Guidelines to Research Associateship

- (a) **Objective:** To enhance collaboration with researchers/students from a reputable institution in Uganda or abroad, who wish to undertake research in Uganda with UWRTI being contact institution during the course of the research.

- (b) **Qualifications:** An applicant for registration as a Research Associate shall be a holder of registered for a Master's or PhD degree, or an equivalent qualification in a recognized institution of higher learning.
- (c) **Application:** Requirements for a complete application are as follows: -
- (i) An application must be submitted to reach UWRTI at least 2 months prior to the date the applicant intends to commence the research work.
 - (ii) A concise statement of the proposed project, including: objective, description of problem area, methodology, expected out-put, the period of research and places in Uganda where the work will be carried out.
 - (iii) Confirmation of availability of financial support to cover travel, fees, research funds and up-keep allowances, and/or any other material support to the intended research.
 - (iv) The applicant's full curriculum vitae.
 - (v) Names of two referees who are qualified in the field of research in which the applicant wishes to undertake.
 - (vi) Name of contact person(s) in the Department of intended study.

(d) **Registration:**

If the applicant meets the minimum requirements, Research Associateship will be awarded for a period ranging from a minimum of one month, depending on the applicant's request. Depending on the type of intended research work, the registration may be single or of multiple periods.

Applications for renewal should be submitted to the UWRTI at least two months before the expiry of foregoing registration. For renewal, the following will be required: Application forms fully completed; Confirmation of availability of funds to cover all related costs; and Justification for continuation of the project.

(e) **Fees:**

There will be fees payable upon arrival at the UWRTI as follows: Registration fee (one time): US\$ 100; Administration fee (one time): (US\$ 200); Bench fee: US\$ 80 per month. The bench fee is designed to cover the services to be offered by the host unit e.g. laboratory facilities (40%), contact persons fee (40%) and library services (20%). The other Research Associateship fees will be administered as will be approved by the institute from time to time.

(f) **Research Budget:** This will be determined by the sponsor and/or the researcher. The Institute will have no obligation on the administration of such funds unless requested to do so.

(g) **Obligations**

- (i) To report to the Office of Research upon arrival for registration and before departure, without fail.
- (ii) To be responsible to the Dean/Head of autonomous Department in which he/she is based for daily administrative matters
- (iii) To ensure having proper immigration documents including a Residence Permit before embarking on research activities where applicable.

- (iv) To obtain an introductory letter from the Director for intended field work outside UWRTI.
- (v) To participate in scholarly activities at UWRTI.
- (vi) To give a seminar at the end of the research period.
- (vii) To submit a report plus any publications at the end of the research period.

APPENDICES

Appendix 1: Procedures for Clearing Research Proposals

Appendix 2: Research Application Form

Appendix 3: Research Proposal Format

Appendix 4: Research Contract

Appendix 5: Format for research project registration

APPENDIX 1: Procedures for Clearing Research Proposals

Anyone applying to conduct research in PAs shall follow the procedures outlined below:

1. Obtain research application forms (Appendix 2) from headquarters of UWRTI, the website or any other place UWRTI may designate. Application forms shall be submitted together with copies of research proposals following the format outlined in Appendix 3 and a curriculum vitae of the principal researcher at least three months before the proposed date of commencement of the research.
2. The application form is to be completed in duplicate.
3. Students in higher institutions of learning wishing to conduct their research in UWRTI shall need a letter from their institutions of affiliation, certifying their studentship and the fact that the proposal submitted has been reviewed and approved by the institution (or research supervisor).
4. Processing the application requires payment of an application fee (see Appendix 2).
5. The proposals shall be vetted by the PA authorities of interest and experts in the particular field of concern within or outside the organization, before research approval by UWRTI.

Note: Foreign researchers are required by law to seek clearance from the Uganda National Council for Science and Technology after approval from UWRTI.

6. Once a proposal has been approved, the researcher is not allowed to make changes to the proposal as regards methodology and number of people involved in the research. The researcher will be required to pay a non-refundable monthly user fee.
7. All researchers are required to submit reports to UWRTI at specified intervals plus a final report at the end of the research.
8. Foreign researchers will be required to pay a report/security deposit at UWRTI headquarters (see appendix 2). This fee will be determined by UWRTI and will be given back on submission of the final report. A researcher, whether local or foreign, who fails to submit a report will not be accepted to carry out any other research within Uganda's PAs again.
9. All researchers will be required to sign a contract with UWRTI, included here as Appendix 4.

APPENDIX 2: Research Application Form

Uganda wildlife Research and training Institute
P.O. Box 173, Kasese

The application has to be submitted in duplicate to UWRTI's Research Unit. These forms should be submitted at least 3 months before the intended starting date of the research together with a non-refundable application fee of UShs 50,000 for local or US\$ 50 for foreign researchers. Please attach a detailed proposal, a copy of your CV and a passport size photo to each of the copies.

All researchers are required to submit reports to UWRTI at specified intervals plus a final report at the end of the research; they also (except Ugandan students) have to pay a monthly research fee. Foreign researchers will be required to pay a report/security deposit at UWRTI headquarters. This will be given back on submission of the final report. Please note that researchers are required by law to get clearance from the Uganda National Council for Science and Technology after approval from UWRTI. For details on fees and instructions on how to complete the research application form please refer to the attached information sheet.

PROJECT

Permit number		to be completed by UWRTI
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Project title _____

Short title (3 – 6 Words) _____

Key words (2 – 6 Words) _____

Name of Protected Area _____

Purpose of Research (e.g. M.Sc.) _____

Date of application (day/month/year) _____ Signature _____

APPLICANT

Name _____ Title _____

Nationality _____ Date of birth _____

Qualifications

Institution

Previous research

ADDRESSES

PERMANENT ADDRESS

POSTAL ADDRESS IN UGANDA

.....

 Town/City
 Country

P.O Box
 Town/City
 Telephone

INSTITUTIONAL AFFILIATION

.....

 Town/City

Telephone
 Fax
 e-mail
 Country

INSTITUTIONAL AFFILIATION

.....

 Town/City

Telephone
 Fax
 E-mail
 Country

SUPERVISOR

Name, title
 Position
 Institution

SUPERVISOR

Name, title
 Position
 Institution

UWRTI COUNTERPART

CO-WORKERS

Name
 Position

Name
 Position
 Name
 Position

OBJECTIVES AND ACTIVITIES

Overall goal
(long-term)
Objective
(short-term)

Output 1

Activity/ies

.....

.....

Output 2

Activity/ies

.....

.....

Output 3

Activity/ies

.....

.....

Output 4

Activity/ies

.....

.....

Output 5

Activity/ies

.....

.....

Output 6

Activity/ies

.....

.....

if the space provided is not enough, please continue over-leaf

METHODOLOGY, DURATION, BUDGET etc

Methods

.....

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.....

.....

Application-
Relevance

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Duration	anticipated period (day/month/year)	From	_____ / _____ / _____	To	_____ / _____ / _____
	progress report(s) due (month/year)		_____ / _____		_____ / _____
	final report due (month/year)		_____ / _____		
Funding body/ bodies				
Budget				

Specimen collection Yes No if yes, please give details over-leaf

Equipment

.....
.....
.....
.....

if the space provided is not enough, please continue over-leaf

to be completed by UWRTI only

APPROVAL

COMMENTS (if the space provided is not enough, please continue over-leaf)

1	Name	Date
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2	Name	Date
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3	Name	Date
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4	Name	Date
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.....
.....

5	Name	Date
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.....

Category

Applied Y/N

Approved and recommended to UNCST for clearance

Date of approval

/ /

Approved by

Data entry

/ /

Reporting

Progress report submitted

/ /

Final report submitted

/ /

INSTRUCTIONS FOR COMPLETING IN THE UWRTI RESEARCH APPLICATION FORM

Key words: A set of words designed to convey the subject and methods of the proposed research.

Name: Write the family/surname in capital letters and other names in small letters, e.g. KAHWEZI Thomas.

Qualifications: e.g. Bachelor of Education, B.Sc. (Forestry), M. Sc. (Envt.), Ph.D. in environmental planning.

Counterpart: Name of person you intend to work with.

Co-worker: Name of the person(s) assisting you (working for you).

Overall goal: Describes why the research objective is being pursued, i.e. long-term objective to which your research is contributing. Example: To reduce conflict between Queen Elizabeth National Park (QENP), recovering elephant population and the growing human population neighbouring the park.

Objective (Purpose): Describes what the research is to accomplish, i.e. what you plan to achieve at the end of the research. Example: To determine the variables that influence elephant/human interactions around QENP.

Outputs (Results): Describe what the research is to achieve. Examples: Human demographic trends in neighbouring areas identified. Seasonal habitat and natural resource patterns in relation to elephant requirements determined.

Activities: Describe how the results are to be attained, i.e. actions to be undertaken in order to produce the outputs. Examples: Determine past & present human population dynamics. Record foraging behaviour of elephants.

Application relevance: Describes how the planned research project contributes to the needs of the protected area management and UWA.

Budget: Please specify amount and currency.

Specimen collection: Specify the type and numbers if applicable

Equipment: List of equipment to be used in carrying out the research. Do not include consumables, e.g. pencils, notebooks, etc.

Fees Structure

	FC (US\$)	FS (US\$)	UC (US\$)	US (US\$)
Non refundable	50	20	60,000	18,000
Research (monthly) non refundable	100	45	100,000	-
Report/security deposit	300	300	-	-

FC- Foreign Citizen

UC –Ugandan Citizen

FS – Foreign Student

US –Ugandan Student

APPENDIX 3: RESEARCH PROPOSAL FORMAT

Title Page

Section I: Introduction

Section II: Objectives

Section II: Justification and Relevance

Section IV: Methodology

Section V: Expected Output

Section VI: Budget

Section VII: Work plan

APPENDIX 4: RESEARCH CONTRACT

This Agreement is made between the UGANDA WILDLIFE RESEARCH AND TRAINING INSTITUTE of P. O. Box Kasese (hereinafter referred to as “Institute”) on one part and _____ of address

_____ (hereinafter referred to as “the Researcher”)

WHEREAS the researcher is desirous of carrying out research under the Institute in the _____ (Place)

and WHEREAS the Institute has agreed to the said research to be carried out in the said area, under the terms and conditions herein stipulated,

IT IS NOW AGREED AS FOLLOWS:

1. The Institute has authorized and allowed the researcher to carry out the research described herein below, in _____.
2. The research shall be restricted to: _____
3. The said research shall be commenced _____ days after execution of this agreement and shall have a duration of _____ days/months after which the said research shall cease to be carried out.
4. The researcher shall pay a monthly research fee of Shs/USD _____ as consideration for the permission to carry out the research above described.
5. The researcher shall produce a progress report in _____ months/years on the activities covered under the research to the Institute and shall at the completion of the research submit a final report on the research which shall include analyzed data, findings and recommendations.
6. As security for the conditions set out in paragraph 5 above, the researcher shall pay a security deposit of Shs/USD _____ to the Institute and this deposit shall be refunded on submission of a final report on the research to the Institute.
7. The researcher shall where necessary secure permission to collect, take and/or use any specimens for the carrying out of the said research. Such application shall be made to the relevant authorities and shall indicate the exact need for the specimens and the number and categories of specimens required.
8. The researcher shall not hunt, collect, take, kill or injure any wild plant or animal or any part or derivative thereof and shall not collect, take or use any specimen without prior written approval of the relevant authorities. Such approval shall be sought through the Institute.
9. The Institute or any other relevant authority shall have a right to stop the researcher from commencing or continuing with the research herein above described, for good cause.
10. This agreement shall be governed by and be subject to the laws of Uganda.

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have set their hands, hereunto on the day and year above mentioned.

Signed for and on behalf of Uganda Wildlife Research Training Institute		
In the presence of	Director	Date
Signed for and on behalf of	Witness	Date
In the presence of	The Researcher	Date
	Witness	Date

Appendix 5: Format for Research Project Registration

1. Title of the project		
2. Name of the project leader		
3. Collaborating Researchers and departments of affiliation	1. UWRTI researchers 2. Others:	
4. Starting Date		
5. Duration		
6. Expected date of completion		
7. Project main objective		
8. Research target sites		
9. Sponsor/Funding agency		
10. Total Budget		
11. Annual disbursement		
12. Signature of project leader		
Date		
	Remarks	Signature
13. Head of Unit		
Date		
14. Head Research Directorate		
Date		
15. Director		
Date		
Registration number (to be issued by Director, UWRTI):		

