RESEARCH POLICY

UNIVERSITY OF GHANA

RESEARCH POLICY

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1.0 Introduction

The mission of the University of Ghana (UG or "the University"), is to develop world class human resources and capabilities to meet national development needs and global challenges through quality teaching, learning, cutting edge research and knowledge dissemination. As an institution that recognizes the pivotal role research plays in the fulfilment of its mandate and as a means for socio-economic transformation and societal advancement, UG intends to distinguish itself and enhance its visibility and impact by prioritizing research.

In recognition of the scope and diversity of academic and professional disciplines at UG, and the evolution of the research and innovation governance landscape, this Policy has been revised to consolidate existing processes, and strengthen Research oversight and coordination capability.

2.0 Aims and Objectives of the Policy

This Research Policy outlines the general framework for the development, promotion and conduct of research at UG. It specifies principles, goals, and objectives required to ensure that research carried out under the aegis of the University, or on its premises, is ethical and of high quality, and is consistent with UG's core values and global standards.

3.0 Purpose of the Policy
The purpose of the Research Policy is to:

1. Build on our core strengths as a centre of excellence to secure and sustain world-class competitive advantages. Our core strengths include the following: high quality teaching and research, relevant institutions, good infrastructure, and unique competencies in the arts, humanities, sciences, and emerging academic and scholarly disciplines.

2. Create more awareness of the needs of our stakeholders (students, private and public sectors, government and the global community), re-orient our teaching, research, and extension activities, and harmonise synergies between disciplines to achieve operational excellence.

3. Promote innovation, relevant and cutting-edge technology, leadership development and an enterprise culture, in order to enhance the delivery of value to our stakeholders.

4. Govern its operations by the highest level of integrity, ethical standards, openness, and fairness underpinned by a reward and recognition system that is performance driven.

4.0 Application and Scope
This Research Policy applies to all stakeholders (employees and students of the University, including visiting researchers, adjunct faculty, post-doctoral fellows and honorary appointees).

5.0 Policy Principles
The Research Policy is based on the following principles:

1. Assurance of academic freedom, creativity, and innovation.
2. Promotion of quality research that meets the highest standards.
3. Ensuring that research meets global and national development goals and priorities.
4. Ensuring that research meets health, safety, and well-being standards.
5. Upholding highest standard of ethical conduct in research.
6. Ensuring Intellectual Property emanating from research is beneficial to society.
7. Promoting good practices in data acquisition, storage, and management.
8. Effective dissemination of research output.
9. Effective support in resource mobilization for research.

5.1 Assurance of Academic Freedom, Creativity, and Innovation

1. University of Ghana's core mandate of teaching, research, and extension service depends on the existence of an atmosphere in which freedom of inquiry - thought, creativity, innovation, expression, publication, and peaceable assembly - is given the fullest protection. Such protection include freedom from institutional orthodoxy, and from internal and external coercion. The diversity of scholarly endeavour that University members are supposed to engage in can only be realized if the University creates a conducive, nurturing and enabling environment.

2. Proposed mechanisms for the assurance of academic freedom, creativity and innovation include:

   i)   Providing a conducive intellectual space to deliberate on research ideas;
   ii) Promoting respect for all branches of knowledge;
   iii) Providing suitable infrastructure for research;
   iv) Protecting the rights of faculty, staff, and students to conduct research;
   v)   Promoting optimal faculty to student ratios and balance between teaching, research, and extension activities;
   vi) Encouraging research capacity building and mentoring at all levels.

Applicable Policies and Guidelines		
No.	Guideline/Policy	Access
1.	Guideline for assurance of academic freedom, creativity, and innovation	https://orid.ug.edu.gh/sites/orid.ug.edu.gh/files/pictures/Assurance%20of%20Academic%20Freedom_Guideline%20doc.pdf
2.	Academic Quality Assurance Policy	https://www.ug.edu.gh/pad/sites/pad/files/docs/AcademicQualityAssurancePolicy.pdf

5.2 Promotion of High-Quality Research that Meets Global Standards

1. The University of Ghana affirms its dedication to engaging in world-class research. It considers research a top priority as reflected in its vision, mission and strategic plan. Beyond disciplinary-specific scholarly pursuits, the University shall encourage research collaboration and networks with national and international agencies and institutions as well as individuals or philanthropists.

2. The University will expand, and diversify its range of research activities through the following:

    i)   Promotion of scientific and academic partnerships;
    ii)   Recognition and reward system for research excellence;
    iii) Fully integrating postgraduate and post-doctoral research with faculty research activities;
    iv)   Promotion of collaborative research training of postgraduate students;
    v)   Independent monitoring and evaluation of the quality of research;
    vi)   Building of faculty capacity to access national and international collaboration/funding;
    vii)   Setting out clearly the respective responsibilities of institutions involved in collaborative research.

Applicable Policies and Guidelines		
No.	**Guideline/Policy**	**Access**
1	**Guideline for Promotion of High-quality Research that meets International Standards**	https://orid.ug.edu.gh/sites/orid.ug.edu.gh/files/pictures/Promotion%20of%20high%20quality%20cutting%20edge%20Research.pdf

5.3 Ensuring that Research meets Global and National Development Goals and Priorities

1. The University will proactively develop and pursue where possible, a research agenda targeted at addressing national and global development needs and priorities including the Sustainable Development Goals (SDGs). Besides prioritisation and alignment of research with national and global priorities, the University acknowledges the right of its members to engage in other forms of research for knowledge generation, provided such pursuits are consistent with the core values and mission of the University.

2. The University will achieve this through the following:

    i)   Promotion of academic, private and public partnerships to identify areas of research priority in support of national and global development.
    ii) Influencing the development and implementation of national policies and programmes in all areas of knowledge generation.
    iii) Proactively engaging government to ensure adequate and sustainable funding for the University's research agenda.

5.4 Upholding Highest Standards of Ethical Conduct of Research

1. All research carried out shall comply with institutional, national, and international guidelines and principles. UG recognises the importance of research, so it will ensure the protection of the dignity, rights, safety and well-being of human participants, prevent cruelty to animals, and demand respect for the environment in all research carried out under its auspices.

2. The University also recognises that Research ethics encompasses broader issues such as, avoidance or prevention of misconduct, plagiarism, data forgery, misuse of University resources and conflict of interest, among others.

3. To uphold highest standards of ethical conduct of research, the University will:

   i) Maintain an institution-wide system for ethical approval;
   ii) Mandate the established ethics and Research Committees / Boards, to review and oversee proposed research (involving human and non-human participants) and research on the environment;
   iii) Institute mechanisms to promote continuous or regular training, guidance, and certification in research ethics and practices for all staff and students, in accordance with established standards;
   iv) Maintain robust procedures and mechanisms for handling research misconduct.

The University has established five (5) Ethics Committees as follows:
- **Noguchi Memorial Institute for Medical Research Institutional Research Board (NMIMR-IRB**)
  https://www.noguchimedres.org/index.php/Research-support/2018-02-18-07-20-11/irb

- **Ethical and Protocol Review Committee (EPRC**)
  https://chs.ug.edu.gh/Research/ethical-protocol-review

- **Ethics Committee for the Humanities (ECH)**
  https://isser.ug.edu.gh/Research/ethics-committee-humanities

- **Ethics Committee for Basic and Applied Sciences (ECBAS)**
  https://cbas.ug.edu.gh/Research/ethics-committee

- **Institutional Animal Care and Use Committee (IACUC)**
  https://www.noguchimedres.org/index.php/Research-support/2018-02-18-07-20-11/niacuc

Applicable policies and Guidelines		
No.	**Guideline/Policy**	**Access**
1	**UG Ethics Policy**	https://or.ug.edu.gh/sites/orid.ug.edu.gh/files/UG%20Research%20Ethics%20Policy.pdf
2	**Conflict of Interest Policy**	This policy is at the approval stage
3	**Guidelines on Allegation of Research Misconduct**	https://orid.ug.edu.gh/sites/orid.ug.edu.gh/files/UG%20Guideline%20on%20Allegation%20of%20Research%20Misconduct.pdf
4	**Plagiarism Policy**	https://www.ug.edu.gh/sites/default/files/documents/PLAGIARISM%20POLICY.pdf

5.5 Ensuring that Research Meets Health, Safety and Well-being Standards

1. The University will put into place structures and mechanisms to ensure that research is conducted safely in line with applicable institutional and national regulations and international safety standards.

2. Towards this end, the University will:
   i) Provide regular safety training and supervision, and safeguard the physical and mental wellbeing of all researchers.
   ii) Establish mechanisms to ensure that requisite approvals (e.g., regulatory) are obtained where such are required.

5.6 Ensuring Intellectual Property Emanating from Research is Beneficial to Society

1. UG will hold all rights to all Intellectual Property conceived, created, discovered, or reduced to practice, by any employee or student of the University, during their association with the University, unless otherwise stated.

2. Employees and students are required to disclose to the University, any Intellectual Property owned prior to appointment or enrolment at the University.

3. Employees and students are required to disclose any Intellectual Property created during the period of employment or enrolment to the University prior to public disclosure.

4. To achieve this, the University will:

   i) Maintain an institution-wide system for Intellectual Property.
   ii) Mandate the established Intellectual Property Committee to provide guidance on Intellectual Property emanating from research, innovative and creative activities undertaken by employees and students of the University.
   iii) Make rules and produce guidelines as appropriate for the disclosure, protection, development, commercialisation, and use of (including the distribution of royalties arising from) any Intellectual Property.

Applicable Policies and Guidelines		
No.	Guideline/Policy	Access
1	UG Intellectual Property Policy	https://orid.ug.edu.gh/ug-intellectual-property-policy
2	Guidelines for Intellectual Property Committee	https://www.ug.edu.gh/ttips/sites/tdtc/files/Guidelines%20-%20IP%20Committee_%20V3_%2010.%202019.pdf
3	Guidelines for Invention disclosure	https://www.ug.edu.gh/ttips/sites/tdtc/files/Guidelines%20for%20Invention%20Disclosure_revised_%20V3_%2010.%202019.pdf
4	Guidelines for Evaluation of Invention Disclosure	https://www.ug.edu.gh/ttips/sites/tdtc/files/Guidelines_%20Evaluation_%20Invention%20Disclosures_%20V3_10.%202019.pdf
5	Guidelines for Industry Engagement	Kindly contact the Office of the Pro Vice Chancellor; Research, Innovation and Development
6	Guidelines for Technology Commercialisation	Contact the Office of the Pro Vice Chancellor for Research, Innovation and Development (orid@ug.edu.gh)
	Guidelines for Disclosure and Evaluation of Copyrightable Works	https://orid.ug.edu.gh/sites/orid.ug.edu.gh/files/Guidelines%20%20for%20Disclosure%20and%20Evaluation%20of%20Works.pdf
	Guidelines for Evaluation of Trademark Disclosure	Contact the Office of the Pro-Vice Chancellor for Research, Innovation and Development (orid@ug.edu.gh)
	Guidelines for Distribution of Income from Commercialisation of IP/Technology Transfer*	Yet to be approved

5.7 Good Practices in Data Acquisition, Storage, and Management

1. The credibility of research findings depends on appropriate data acquisition, good record keeping and data management.

2. Thus, the University will put in place a system for:

    i)   Acquiring, storing and retrieving research materials/data in a robust and confidential manner in line with national and international guidelines and standards.
    ii) Managing research data/ material in line with institutional and national policies, and with requirements of applicable contractual agreements.
    iii) Ensuring timely submission of research progress reports to responsible institutional, national and international funding agencies.

Applicable Policies and Guidelines		
No.	**Name of Policy/Guideline**	Access
1	**Guideline on Good Practices: Record Keeping and Data Management**	Contact the Office of the Pro Vice Chancellor for Research, Innovation and Development (orid@ug.edu.gh)
2	**Data Protection Act (Act 843)**	https://nita.gov.gh/th-eevooc/2017/12/Data-Pro-tection-Act-2012-Act-843.pdf

5.8 Effective Dissemination of Research Output

1. The results of scholarly research undertaken at UG will be disseminated in an open and timely manner to the broader scholarly community, the public and other stakeholders in keeping with UG's mission. In addition to dissemination in academic publications, critical target audiences for research findings include policy and decision makers, the private sector as well as civil society organizations. To reach all its audiences, it may be necessary to present research findings in formats which are understandable and accessible, such as non-traditional forms of presentation.

2. **In line with this, the University will:**
   i) Create an enabling environment for dissemination of research output in credible and reputable academic databases and recognised outlets.
   ii) Protect the right to publish, disclose and disseminate research results and methods within the limits of applicable ethical, privacy and confidentiality norms and regulations.
   iii) Support the development and sustainability of institutionally affiliated journals.
   iv) Outline a standard approach for acknowledgement of institutional affiliation on all research outputs, in line with best practice.
   v) Support training of researchers in appropriate research communication, dissemination and translation techniques and methods.
   vi) Encourage active faculty and student participation in public events such as lectures, seminars, workshops, exhibitions, and fairs.
   vii) Require research publications to be made available to the UG Institutional Repository.
   viii) Streamline academic authorship practices based on recognised criteria and within the tenets of academic freedom.
   ix) Promote the integration of research carried out at UG into its teaching processes.

5.9 Effective Support for Resource Mobilisation for Research

1. UG will promote effective resource mobilisation to support

Applicable Guidelines and Policies		
No	Name of Guideline/Policy	Access
1	**Guidelines for making research findings understandable and accessible**	Contact the Office of the Pro Vice Chancellor for Research, Innovation and Development (orid@ug.edu.gh)

research. In line with this, UG has established the UG Research Fund (UGRF) from its internal resources and will facilitate extramural funding for research.

2. UG's support for resource mobilisation for Research will include but not be restricted to:

    - Grants and research funding from government
    - Grants from donor research funding agencies (including collaborative research)
    - Foundations
    - Internally generated research funds
    - Contract Research funds
    - Consultancies
    - Donations and endowments

3. To this end, the University will:

    i) Provide administrative, institutional, and logistical support to facilitate resource acquisition from external sources.
    ii) Facilitate and provide internal resources for research, within the limits of its financial capabilities and priorities.

iii) Develop guidelines to govern administration and oversight of Sponsored Research, including guidelines governing grant and contract negotiation, overheads, engagement of research staff, and grant expenditure.
iv) Develop guidelines to govern acquisition and management of research materials, goods, and services.

5.9.1 General Considerations for Sponsored Research

In conformity with its mission, vision, and strategic objectives, UG considers as essential (and welcomes external support for) research activities, programmes and projects carried out under its auspices. However, it is expected that the objectives of funded research should not be inconsistent with the academic interests or priorities of the University, including academic freedom.

6.0 Policy Implementation, Administration and Management

1. This policy as presently set forth, and as it may be amended

Applicable Guidelines and Policies		
No	**Name of Guideline/Policy**	**Access**
1	**Guidelines for Research Fund Raising**	https://orid.ug.edu.gh/ sites/orid.ug.edu.gh/files/ pictures/Guideline%20for%20 Research%20Fundraising.pdf

from time to time, is binding on employees, students, and stakeholders of the University.

2. The Office of Research, Innovation and Development is responsible for the implementation, administration, management, enforcement, and monitoring of this Policy.

3. Provosts, Deans and Directors are responsible for ensuring that employees and students within their units as well as Stakeholders who engage with their units comply with provisions in this Policy.

4. The University will develop guidelines and other relevant documents to facilitate the execution of this Policy. The absence of these other documents shall not in any way, nullify the applicability or enforceability of this Policy, in its current state or as may be amended, from time to time.

5. This Policy shall take effect immediately upon adoption by the University Council. Any amendment shall be effected in a similar manner.

6. The Policy shall be implemented in a manner that is consistent with the mandate, vision, mission and strategic plan of the University.

7. A breach of this Policy shall be considered as a violation of university policy which may lead to the imposition of sanctions or disciplinary actions.

7.0 Key Definitions

Word/Term	Definition(s)
Contract Research	Refers to a specified research project undertaken by the University or its members for another organization (e.g., industry or government agency).
Consultancy	The provision of expert or professional advice by UG faculty or staff to another organization or a third party. It also refers to the use of (research) equipment owned by the University on a specific project.
Conflict of Interest	A divergence between an individual's professional obligations and his or her private interests. Such conflicts may not be unethical and do not constitute or imply any wrongdoing. But they may lead to actual misconduct when considerations of personal gain (especially financially) influence or compromise an individual's judgment and actions in the performance of his or her primary responsibilities.
Copyright	An exclusive right granted to creators over their literary and artistic works.
Donor	A person or organization that provides funds to support research. A donor may be active (i.e., one currently providing funding to UG for research or supported UG previously) or prospective (i.e., institutions, organisations or individuals with a potential to offer research funds to the University).

Endowment	Nonprofit investable assets which are used for operations or programmes of the University consistent with the wishes of the donor or donorss. It also refers to income derived by the University from donations.
Intellectual Property	This refers to creations of the mind used in commerce. Intellectual property includes inventions, literary and artistic works, symbols, names, images and designs.
Innovation	An improvement on or significant contribution to an existing product, process or service. Innovation relates to the commercialization of new ideas.
Invention	A new solution to a specific problem in any field of technology. An Invention may relate to a process or product.
Inventor	A person who has invented something.
Patent	An exclusive right granted for an invention.
Research	A systematic investigation (i.e., the gathering and analysis of data) designed to develop or contribute to knowledge.
Research Ethics	This refers to the standards of conduct of scientific research, and seeks to protect the dignity, rights, and welfare of research participants.
Research Material	Refers to records of research, data (including datasets, photos/ pictures, linguistic materials) transcribed/ recorded audio, research consumables and materials such as chemical compounds and biological materials, whether patentable or not.

Scientific Misconduct	Fabrication, falsification, plagiarism, or other practices that seriously deviate from those commonly accepted within the scientific community for proposing, conducting, or reporting Research. It does not include honest error or honest differences in judgment or interpretation of data. Also regarded as "Scientific Misconduct" is retaliation of any kind against a person who, acting in good faith, reported or provided information about suspected or alleged misconduct.
Sponsored Research	Refers to research activity that is sponsored (funded) by an external organisation, e.g., government, private organization or agency. Sponsored Research is usually proposal driven and won on a competitive basis.
Stakeholder	An individual or group that has interest in any decision or activity of the University. Stakeholders include honoraries, adjunct faculty and staff, contract lecturers, research collaborators.
University	Refers to the University of Ghana and to all affiliated institutions or organisations governed by the University.

8.0 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	November 1, 2012	Council of the University of Ghana	June 2022
2	August 11, 2022	Council of the University of Ghana	