

GREAT LAKES UNIVERSITY OF KISUMU (GLUK)



RESEARCH POLICY

VERSION 1:2017

PREFACE

The sole purpose of research is to inform action. It is a tool for building knowledge. Research goes beyond personal experiences and knowledge and involves all and sundry. For this reason, any research activity carried out should be of high quality, following due procedure and in line with the laid down rules and regulations. Advancement in Science and Technology has been fueled by research. Research has made it possible to identify gaps and missing links in the way things operate. Research has necessitated innovations, intervention and creation of policies to try to fill in the missing links in the society.

However, it is very rare to find a single research project resulting in a direct breakthrough. Basic research findings often support fundamental advancement in the world of science. As much as they do not translate directly into better ways of doing things, these findings translate into patents, drug developments, policy creations, clinical guidelines among others. The weight of the cumulative evidence of research findings are what drives change and shifts priorities.

It also goes without saying that many are the times that we experience Eureka moments in research and what follows is creation of relevant policies to address the issue at hand. The overall objective in this policy is to provide its readers with guidelines in conducting research in an ethical way. The policy upholds the belief that bad science, in both design and methodology, is unethical. As a consequence, the policy was created to promote, monitor and implement high quality research activities. The GLUK fraternity understands that the society can only grow through innovation and inventions that are knowledge based. The only thing that can fuel this is research. This policy is an effort of the GLUK Research Centre to realize this.

I would like to express my sincere and heartfelt appreciation to the Vice Chancellor-Great Lakes University, the Deputy Vice Chancellor Academics, The Research Centre Staff and the Great Lakes University Community at large. This document would not have come into being without your immense support. God bless you.

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INTRODUCTION AND BACKGROUND

Introduction

Background of the research policy.

This policy document sets out guidelines for operations at the Research Centre at Great Lakes University of Kisumu (GLUK). The policy is underpinned by 18 years history of grant-funded development, significant research work, and products and the desire to escalate the research and development enterprise to higher levels. Research programs and operations would adhere to GLUK'S mission and vision statements as stated:

Mission: The mission for GLUK is the development of effective concerned managers, leaders with a vision for effective transformation of socio-economic development in the Great Lakes Region of Eastern Africa and beyond.

Vision: To be a Centre of excellence in teaching, research and service provision towards empowering communities in the Great Lakes region and beyond, bridging academics with community and institutional based development for healthy, peaceful, prosperous and sustainable development.

UNIVERSITY'S STATEMENT OF COMMITMENT

The Great Lakes University of Kisumu GLUK believes that all people and communities have capacities to undertake individual, collective and collaborative actions to solve their own problems. As partners we build on these capacities. The university recognizes, affirms, and builds on the strengths, of all stakeholders engaged in the struggle to transform socio-economic situation of people through formal, informal and non-formal learning processes. The university is therefore dedicated to the following;

1. Provision of an intellectual, social, and cultural environment that attracts, serves, and empowers a pluralistic society;
2. Enabling, empowering and equipping individuals and communities with the necessary professional, intellectual, and practical capacities to serve the society with excellence;
3. Provision of opportunities for professional, intellectual and personal growth;
4. Preparation of individuals for careers and professions in a dynamic world and instilling in all persons a commitment and discipline to serve with excellence and distinction as concerned leaders, managers and workers;
5. Encouragement of all University members to be concerned about the welfare of all persons in campus, community and society as a whole;

6. Provision of the most suitable means to improve the creative, innovative, moral, social and economic capacities and conditions of the person, and of society as a whole; and
7. Assisting institutions to function effectively in a globalizing and integrating social and economic environment.

Values and principles of the university

All members of the University in their individual and collective capacities shall be fully committed to high standards of good governance and shall act in a manner consistent with the following values and principles, which shall provide the framework within which all university activities shall be performed:

1. Excellence;
2. Results orientation;
3. Mutual respect in diversity;
4. Upholding the dignity of all peoples;
5. Promoting inclusive democratic participation;
6. Building healthy, inclusive communities in diversity.
7. Maintaining high standards of integrity and honesty;
8. Responsible and prudent stewardship and accountability of resources;
9. Promoting justice in health and development, sensitive to marginalizing factors;

Mission, vision, Values of the Research Center

Our Vision

The Center of Research, Partnership and Postgraduate will create an outstanding climate of support for GLUK researchers; empower communities in the Great Lakes region and beyond, bridging research with community and institutional based development for healthy, peaceful, prosperous and sustainable development.

Our Mission

To enable the achievement of excellence in research, partnership and postgraduate studies, the Center of Research, Partnership and Post Graduate Studies:

- Partners with the community to create a culture of high achievement
- Promotes shared responsibility, the ethical conduct of research, and compliance

- Enhances researchers' abilities to obtain and manage grants
- Strategically invests in promising research and researchers
- Creates integrated services, transparent research administration, infrastructure, and streamlined processes
- Advocates for the needs of the GLUK research community
- Broadens awareness of the value of GLUK research
- Develops strong relationships with sponsors
- Enhances the ability to perform research in a globally
- Supports strong infrastructure for interdisciplinary research

Values Of The Research Center:

Research, whether with human or animal subjects, has to be carried out in accordance with the set down rules and regulations. The values of the Centre are drawn from the three basic principles of Research¹:

1. Respect for person,
2. Principle of non-maleficence
3. Justice,

In this regard, the values of the Center are as follows:

- Accountability,
- Civility,
- Excellence,
- Hope,
- Integrity,
- Leadership

STRATEGIC RESEARCH OBJECTIVES

The research objectives of the Research Center are based on GLUK 2020 Strategic Plan:

1. To undertake research, document best practices and disseminate sustainable innovative models with proven effectiveness, to conduct innovative research;

2. To be at the forefront of technological innovations and its specific application within the local context;
3. To participate in the discovery, transmission, and preservation of knowledge, and to stimulate cultural and intellectual life of the society;
4. To undertake community service, facilitate and strengthen community-based health and development initiatives focusing on disadvantaged communities in rural and urban settings;
5. To forge academic and investment partnerships and linkages with other academic institutions, professional bodies, industry and commerce at national and international levels.

DEFINITION OF TERMS.

Unless stated otherwise, the following terms shall be used in the policy as defined.

1. **Data:** Unprocessed information/ samples collected from research participants
2. **Ethics Review Committee:** A panel of individuals who review research proposals to ascertain that the ethical principles are incorporated into the study design; that the proposed research activities include no unnecessary risks and that the potential risks to study participants are minimized and that the overall benefits to the society is reasonable in relation to the risks involved.
3. **Equity:** fairness and impartiality. In research it is used in the context of subject selection whereby the benefits and risks of the research exercise are fairly distributed.
4. **GLUK:** Great Lakes University of Kisumu.
5. **Intellectual Property:** A new, authentic and useful creation of the human mind that is intangible.
6. **Justice:** (As used relevant to research) Obligation of the researcher to ensure equal distribution of risks and benefits of participation in a research study; the recruitment and selection of research participants should be done in an equitable manner cutting across all classes of the society and also taking into account age, gender, economic status and ethnic considerations.
7. **Principle of Non-Maleficence:** States that the overall goal of the research exercise or a clinical trial should be the well-being of the research participant. The researcher

is wholly responsible for the participant's physical, mental and social well-being in relation to the research study. All risks should be kept at a minimum.

8. **Research:** Systematic investigation that includes research development, testing and evaluation, designed to develop new knowledge or to contribute to generalizable knowledge.
9. **Researcher:** an individual who carries out academic or scientific research.
10. **Student:** Shall mean any individual who has registered for an academic program in GLUK.

POLICY IMPLEMENTATION.

The policy shall be implemented alongside other policies, rules and regulations of the institution. The policy is also subject to change and revision from time to time as deemed necessary.

RESEARCH PRIORITIES

The following are the research priority areas. They are subject to review from time to time.

- 2.1.1 Health systems and services research
- 2.1.2 Clinical research
- 2.1.3 Bio-medical Research

RESEARCH GOVERNANCE STRUCTURE.

The University Research docket is headed by the Director of Research and Post graduate studies whose sole purpose is to ensure that the university's research, innovations and extensions set goals are achieved through effective management. The director shall provide leadership in developing capacity and new initiative in research and partnership activities. The office of the Director shall be supported by the Research Governance Board/Committee.

Table 1



Apart from the provision of administrative leadership, the research governance team is also responsible for the promotion and facilitation of all research activities in the campus. This is especially in areas related to the goals of the institution.

The administration is also mandated with the responsibility of building and providing sufficient support and conducive environment for researchers to enhance their research capacity at the institution.

They are also tasked with developing useful links between the research center and researchers in both the public and private sectors. This is usually at the local level, the national level and the international level.

ACADEMIC POLICIES, ACADEMIC FREEDOM AND RESEARCH

As stated in the academic policies of GLUK, the staff needs to balance teaching, research and extension activities. The center's staff needs to be trained and sensitized on the need for and importance of research. Adequate time should also be allocated for research activities.

CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT

The University encourages its members to interact with the wider community, by undertaking sponsored research, consulting, and engaging in other activities, which may benefit the University, the public, or the individual. Such activities must be consistent with principles of openness, trust, and free enquiry. In such activities it is sometimes difficult to reconcile the responsibility of the individual to the University and to the external organization. The guiding principle is that each member of the University has a commitment to act in the best interests of the University and must not allow external activities or financial interests to interfere with that commitment.

Conflict of Interest

A conflict of interest occurs when a member of the University has an opportunity, whether real, potential, or perceived, to place his or her personal interests, or the interests of external organizations, ahead of the interests of the University.

In the academic environment there are many opportunities for conflicts of interest to occur. Not all can be covered by formal procedures. All members of the University are expected to conduct their affairs in such a way that they can stand close scrutiny and are in accordance with scrupulous ethical and moral standards. In cases of doubt, advice should be sought before proceeding. If a member of the University has any reason to believe that some activity constitutes, or has the possibility of constituting, a conflict of interest involving research, it is required that a disclosure statement be lodged in the Research Office. The disclosure statement (Appendix) involves:

- a) A statement of the nature of the conflict
- b) A proposal from the staff member of how the conflict of interest is to be managed
- c) A procedure for the management or elimination of the conflict agreed with the Principal Investigator, Head of School, Dean, or line manager as appropriate. This procedure may demand public disclosure, varying levels of oversight, and may include prohibition of the activity.

To assist members of the University in the process for disclosure, a Disclosure Form is provided, which will also contain a check list to help establish the nature of the conflict.

Failure to disclose the existence of a conflict of interest may constitute dishonesty in terms of the University's disciplinary code and may lead to disciplinary action. The emphasis is on self-regulation.

Conflict of Commitment

A conflict of commitment takes place when the commitment of a member of the University to external activities affects his/her ability to meet his/her University commitments. Generally, University researchers have commitments to their teaching, their research programs, their research supervisions, and their administrative duties. It is expected that these commitments will be fully met, not just in the formal requirements of university policies and practices, but also in the spirit of the University's vision of excellence. In undertaking external activities, members of the University should take into account the possibility of conflict of commitment. Members of the University are further required to abide by the University policy governing private remunerative work.

CATEGORIES OF RESEARCHERS

Early-career Researcher

This type engages in research but is not active enough at a level to generate measurable output in the form of peer-reviewed publications. Some are registered for doctorates, which are their primary research work, but may also be involved in other research projects. A few have doctoral degrees. Funding for research is mostly from the projects, research work or self sponsored.

Mid-level Researcher

This type is research active and publishes sporadically in a period of five years. They may benefit from funds received under mentors, may be supplemented by University funds.

Established and Senior Researcher

This type has a track record of accessing research grants and consistently produces peer reviewed publications each year. This type may receive University research grants on regular basis. A few have well over 70% of their research funds from funding agencies other than the state.

RESEARCH OUTPUT INCENTIVES FOR INTERNAL STAFF**Table 2**

Research Output	Early Career researcher	Mid-level researcher	Established and senior researcher
Lead author on a call that gets funded	30% top up on salary	30% top up on salary	30% top up on salary
Co-author on a call that gets funded (Show evidence to contributing in proposal writing)	5% top up on salary	5% top up on salary	5% top up on salary
Lead author on a published peer reviewed paper	CUE guidelines	CUE guidelines	CUE guidelines
Co-author on a published peer reviewed paper	CUE guidelines	CUE guidelines	CUE guidelines
Published unit (s) for Books	CUE guidelines	CUE guidelines	CUE guidelines
Published Chapter (s) in a Book	CUE guidelines	CUE guidelines	CUE guidelines
Conference Oral Presentation	CUE guidelines	CUE guidelines	CUE guidelines
Successful supervision of a graduating doctoral student	NA	1.00	1.00
Successful supervision of a graduating Masters (thesis) student	NA	0.25	0.25
Successful supervision of a graduating doctoral student	NA	0.25	0.25
Successful supervision of a graduating doctoral student	NA	0.10	0.10
Research Coordination	10% top up on	10% top up on	10% top up on

	salary	salary	salary
GLUK Research Ethics Committee	Allowance given to each attendee for attending the committee meeting		

POSTGRADUATE PROGRAMS

Supervising a PhD/Master's Students

All staff supervising postgraduate research students **MUST** have received training before the start of Supervisory period. All staff supervising postgraduate research students **MUST** attend Supervisor training every 5 years. Three-hour training events will be advertised via email once every trimester. The training aims to:

- i) Update Supervisors on what is expected from them by funding bodies, the University and by students, including regulations, administrative structures and support for Supervisors;
- ii) Provide an opportunity to discuss with other Supervisors how to deal with challenges, including supporting students to take advantage of skills training, career advice, and other development opportunities.

THE SUPERVISORY TEAM

Each postgraduate student will have a minimum of two Supervisors, under University regulations. The Primary Supervisor will be responsible for the daily and strategic direction of the student's work; supervisor must have expertise in the student's area of research and must be a member of academic staff at GLUK.

The Second Supervisor may be a member of academic staff at GLUK or a member of academic staff from Associated Institutions. To obtain approval, prospective supervisors from Associated Institutions must submit a CV to the Postgraduate Programs Office and are required to attend supervisor training at GLUK.

CODE OF CONDUCT FOR RESEARCH

Guiding principles

The pursuit of knowledge is the pursuit of truth. It is to be carried out with:

- i) Honesty and integrity
- ii) Safe and responsible methods
- iii) Fairness and equity for the participants

Requirements for observance

This code applies to all individuals participating in research under the auspices of the University. This includes:

- i) Academic Staff
- ii) Staff providing technical or administrative support for research activity
- iii) Staff employed through research grants or contracts administered by the University
- iv) Staff of research Centre, departments or schools
- v) Graduate or undergraduate students participating in research
- vi) Any other individuals, such as honorary appointees and visiting researchers making use of any University resource

All researchers working at GLUK must complete a statement confirming that they are familiar with the Code and undertake to observe it. Contracts of affiliation between the University and independent research institutes should ensure that the independent institutes adhere to a comparable code of ethics. Where appropriate, the Code specifies formal procedures and regulations. Nevertheless, it recognizes that, in ethical questions, it is not possible to legislate for every eventuality. The over-riding principle is an expectation of all researchers that they are expected to act with integrity in the interests of the University and to be scrupulous in conducting their affairs.

Breaches of the code

Failure to observe the requirements of the Code may be grounds for disciplinary action under the Code of Conduct applying to University employees or under the Student Disciplinary.

Rules as appropriate.

Advice and help

Advice and help in interpreting the Code may be obtained from DKCRCPG Executive Director, or Chairperson of the GLUK Research Ethics Committee.

RESEARCH MISCONDUCT DEFINED

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- i) *Fabrication* is making up data or results and recording or reporting them.
- ii) *Falsification* is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- iii) *Plagiarism* is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Research misconduct does not include honest error or differences of opinion.

Findings of Research Misconduct

A finding of research misconduct requires that:

- i) There be a significant departure from accepted practices of the relevant research community;
- ii) The misconduct be committed intentionally, or knowingly, or recklessly; and
- iii) The allegation be proven by a preponderance of evidence

Notes:

- i) Research, as used herein, includes all basic, applied, and product-related and demonstration research in all fields of research. This includes, but is not limited to, research in economics, linguistics, medicine, psychology, social sciences, statistics, and research involving human subjects or animals.
- ii) The research record is the record of data or results that embody the facts resulting from scientific enquiry, and includes, but is not limited to, research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, and journal articles.
- iii) Research misconduct as so defined is a serious disciplinary offence. It is classified as
 - a) Misconduct under the Code of Conduct applying to UWC employees and under the Student

- b) Disciplinary Rules. In cases where investigation leads to a recommendation for disciplinary action, this will be taken under the provisions of whichever of these codes is applicable.

Dealing with research misconduct

Research misconduct is rare. Most researchers operate according to the highest standards, and, as a consequence, there is generally a high level of trust between them. Individuals are naturally reluctant to entertain any suspicion about the activities of a colleague. A serious case of research misconduct may lead to the end of a research career, and may reflect badly on colleagues and on the University. If suspicion does arise it can lead to considerable agony of mind on the part of a potential whistleblower in deciding how to proceed. It is important, therefore, to emphasize that the University is committed to the following principles:

- i) Any allegation of research misconduct must be dealt with expeditiously. If such misconduct is established there is an absolute responsibility to expose it.
- ii) A finding that research misconduct has occurred will be dealt with openly and all steps to correct its effects will be taken.
- iii) The rights of any researcher accused of misconduct must be protected.
- iv) The rights of any individual reporting suspicions of such misconduct in good faith must be protected.
- v) An individual who suspects that research misconduct may have occurred is strongly encouraged to discuss the problem in confidence, with the chairperson of the appropriate specialist ethics committee: Health Research Ethics Committee, Animal Research Ethics Committee or the Science and Humanities Research Ethics Committee, who will confidentially provide counseling to determine whether the concerns fall within the definition of research misconduct. Because the consequences of research misconduct are so severe, there are several stages in the process for investigating it:
 - a) Should an individual believe that research misconduct may have occurred the facts should be reported to the Deputy Vice-Chancellor responsible for research ethics?
 - b) In consultation with the Human Resources Department and the University Proctor, as appropriate, the Deputy Vice-Chancellor (Academic) shall, without delay, appoint a committee of investigation to establish the facts of the matter and to recommend whether there is a *prima facie* case to be answered.

The committee shall:

- i) Inform in confidence those directly affected by the investigation of its nature. This will include the appropriate line manager, or supervisor of the individual involved;
- ii) Conduct an investigation to establish the facts;
- iii) Report to Executive Director within one month of establishing the committee. This should either be a final report or a motivation to extend the investigation for a limited period.

The final report shall recommend:

- i) Whether there is a prima facie case for disciplinary action;
- ii) What immediate action, if any, must be taken to rectify any irregularity;
- iii) Full details of such action shall be made available to all interested parties inside and outside the University, either immediately, or, if necessary, after the completion of a disciplinary case.
- iv) On receiving the report, the Executive Director will, without delay, take appropriate action, based on the recommendations of the committee, referring the matter for disciplinary action, if necessary.
- v) After the completion of any disciplinary case a full report of the facts of the case and the actions that have been taken to rectify the situation will be documented. The decision to make these findings public will rest with Executive Director.
- vi) All steps will be taken to protect the interest of bona fide individuals reporting misconduct.

Responsibility of the Executive Director

The Executive Director of the Centre delegates responsibility for developing, monitoring, and maintaining all University ethics policies and procedures, including research ethics. In particular, the GREC committee is charged with the responsibility of approving and monitoring research proposals and programs that require specific ethical clearance.

GUIDELINES ON ETHICAL CLEARANCE

Health Research

All health-related research involving human subjects requires prior ethical clearance.

Application must be made on the appropriate form to (www.gluk.ac.ke) the GREC for ethical clearance and then permission sought from NACOSTI (www.nacosti.go.ke) for research permit. NACOSTI application is completed on line.

Animal Research

University staff intending to make any use whatsoever of animals in their work, whether in research or for teaching purposes, are required to apply to NACOSTI for ethical clearance and research Permit by submitting an application on the appropriate form on line. During the research, the animals need to be treated in a humane manner that would maintain their dignity. The animals should also be subjected to minimal pain and suffering throughout the research.

Science and Humanities Research Ethics Committee (non-Biomedical/Health)

A research involving human subject, which is non-biomedical/health-related, requires ethical clearance from the GREC and research permit application is to be made on line.

Institutional Bio-safety Committee

Projects involving hazardous biological or chemical materials will be reviewed by the Institutional Bio-safety Committee in addition to the usual ethical review.

MANAGEMENT OF RESEARCH DATA AND RECORDS

The University is committed to openness in research. The data on which published research is based must be available for evaluation by the broader research community. There will be a database registry for all research being carried out in the University. Agreements, under which data is kept confidential for a period in order to protect intellectual property rights, must conform to this Code.

Data storage and maintenance

- i) It is the responsibility of the Principal Investigator to arrange for safe storage of all data and specimens on which research is based. Costs of such storage should be included in the budgets of research programs.
- ii) Electronic data sets should have adequate arrangements for back-up. Ensuring this is the responsibility of the researcher.

- iii) The primary data should be stored at the Research Center or in the Faculty/School in which the project is based. The intention of this is to ensure safety and integrity of the data set. The overall responsibility for this rests with the Principal Investigator and the Dean/Head of School. Data on which any research publication is based should be retained at the Research Center or at the Faculty/School for at least five years after publication.
- iv) If a researcher leaves the University, the University and the researcher are jointly responsible for ensuring that satisfactory arrangements are made for maintenance of the data set. If there is no contractual arrangement to determine what is to be done with the data, then possible arrangements are:
 - a) The data set is retained in the University. The researcher has access to the original data set and may keep copies.
 - b) The data set is transferred to the research institution to which the researcher is moving, provided that adequate facilities are available for conservation and storage.
 - c) If no publications based on the data set have appeared within the last five years it may be destroyed.

13.2 Confidentiality of data

- i) Researchers are entitled to keep data sets confidential before publication.
- ii) After publication, when the research is in the public domain, the data should, upon request, be available to other researchers by the Principal Investigator. It is recognized that there may be technical or cost problems which prevent it being freely available, but the principle is that there should be the opportunity for checking any data on which material in the public domain is based.
- iii) In no way do the requirements for data availability override the right to confidentiality and privacy of individuals or organizations who are the subjects of research.

PUBLICATION

General

The University encourages the widest dissemination of research results by appropriate publication. Pressure to publish is a modern fact of academic life with a strong bearing on the career and standing of the researcher. It is important that this pressure does not lead to ethical problems. Such problems are generally related to one of three causes:

- i) Failure to give appropriate credit to the work of others;
- ii) Taking more personal credit for collaborative work than is justified by one's contribution;

- iii) Overuse of a limited body of work to provide more publication credit than is justified;

The guidelines that follow cover many aspects of publication but cannot cover every eventuality. Researchers should always satisfy themselves that

- i) They have given full credit to the work of others, whether by citation, acknowledgement, or co-authorship,
- ii) That they are prepared to take responsibility for all aspects of collaborative work,
- iii) That the work that they are submitting for publication is original and worthy of publication.

Authorship

The principles in this section of the code are based on part of the Vancouver Protocol, originally developed at a meeting in Vancouver by a group of editors of medical journals. Many of the principles of the Vancouver protocol are of wider application.

- i) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
- ii) One or more of the authors, as corresponding author, should take responsibility for the integrity of the work as a whole.
- iii) Credit as an author should be based only on participation in each of the following aspects of the work:
 - a) Substantial contribution to conception and design, or acquisition of data, or analysis and interpretation of data.
 - b) Either drafting the article or commenting critically on the draft.
 - c) Approving the final version, to the extent that each author is prepared to take joint responsibility for it.
 - d) The acquisition of funding, the collection of data, or the general supervision of the research group, does not, by themselves, justify authorship. Such contributions should be listed in the acknowledgements.
 - e) The order of authorship should be a joint decision of authors, decided at an early stage of drafting the paper.

- f) In most fields of research, the first author is recognized as having made the most significant contribution. This is the preferred style unless the conventions of the field of research require another ordering.
- g) In joint publications of graduate student and his supervisor, the graduate student should be first author unless the supervisor's contribution goes well beyond material on which the graduate student has worked.

Citation and acknowledgement

It is important in all publications, including such documents as research proposals, to cite all sources properly. The form of citation is usually specified by the journal in which the article is published. In GLUK, the American Psychological Association (APA) style is preferred.

Citations serve two purposes

- a) To direct the reader to further information;
- b) To give due credit to the source of ideas, quotations, or data;

Any of the following require appropriate citation of the source:

- a) Direct quotations of published material – longer quotations may require a release from the copyright holder;
- b) The description, summarizing, or paraphrasing of any previous work;
- c) Use of previously published data presented in any form, such as graphs, calculations, or tables. Use of such data also requires permission in the form of clearance from the holder of the copyright.
- d) Ideas that originate from other published or unpublished sources

Acknowledgement of financial support

The University gives a substantial amount of support to research, indirectly by paying the salaries of researchers, and providing an infrastructure for research. Outside bodies provide substantial direct research support. Collaborations between researchers may lead to indirect support for a research publication from several different institutions. It is important that all such support is appropriately acknowledged:

- i) Direct acknowledgement of the University's indirect support through salary or basic infrastructure is not necessary but any papers resulting from such support must give the University's address as the author address.

- ii) The author address shall be the University address for work done entirely while an author is at the University. This applies even if the paper has been published after the author has left the University.
- iii) If the work has been done at more than one institution then the addresses of each institution should be used as the author address, either as alternate addresses, or with the main address being that of the institution at which most work was done and a footnote for the addresses of other institutions.
- iv) University staff is paid and get other benefits during sabbatical leave. The author address for work done while on sabbatical leave should include the University address.
- v) Direct support for research in the form of grants should be acknowledged at the end of the paper in the form required by the grant-giving body. University productivity awards and similar university funding need not be acknowledged specifically.

Peer Review

The world of academic publishing is dependent on the willingness of researchers to give freely of their time to referee papers submitted to journals and to recommend on their publication. The University encourages its members to participate in this process. Such refereeing is done under conditions of confidentiality and is privileged. Referees should be meticulous about all the following:

- a) Referees undertake to complete their work expeditiously. If they cannot complete the review in a reasonable time they should ask the editor to select another referee.
- b) No use should be made of any of the ideas or results in the work under review until it has been published.
- c) Care should be taken to avoid a conflict of interest. If the referee is following a very similar line in his/her own work the work under review should in no circumstances be held up. If therefore is in any doubt of his/her impartiality, the work should be returned to the editor with the request that another referee be found.
- d) It is acceptable to consult a colleague for technical advice, provided that there is agreement that this is done on the same basis of confidentiality as is required of the referee. Such consultation should be disclosed to the editor.

Plagiarism

Plagiarism is the unattributed and unaccredited use of the ideas and work of others, whether this is in published work or in unpublished documents. It is not just the word-for-word reproduction of the work of another without attribution. Such reproduction certainly

constitutes plagiarism and may also be an illegal breach of copyright, but plagiarism is also the use in any form of another's original ideas without attribution. There is a range of culpability. As ideas become absorbed into common knowledge, it may become difficult to determine their source. For this reason the highly publicized cases tend to be concerned with the direct reproduction of another's work as one's own. Nonetheless, researchers must continually be alert to the possibility that they may be unconsciously using the ideas of others. Care must be taken therefore to acknowledge all sources.

ENVIRONMENT

All research must be conducted taking into account Section in the Bill of Rights of the Constitution of Kenya which requires that research should not result in an environment that could lead to harm to health or well-being. GLUK is keen in ensuring that all research is done in a way that preserves the environment. The environment must be protected, for the benefit of present and future generations. Pollution and ecological degradation must be avoided in order to:

- i) Promote conservation; and
- ii) Secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

RESEARCH PARTNERSHIPS

National and international research partnerships are at the core of the functioning of the Centre. Partnerships offer avenues for research capacity development, dissemination of research findings and new research platforms upon which our researchers may build new visions and chart new directions for our society and the world more broadly. Hence;

- i) The Center will create enabling environment to foster sustainable partnerships through student and professional exchange programs, and provide forums for researchers, institutions and companies to identify research challenges and develop problem solving partnerships.
- ii) The Center will strive to build meaningful partnerships that deepen our commitments to comprehending and responding public health issues in African context.
- iii) The Center will envisage international research partnerships that seek to harness the best traditions of scholarly exchange while averting the risks of dependence that often follows

from historically entrenched structural inequities between institutions in the north and south.

The Center will encourage individual research initiatives as well as other partnerships involving faculties/ schools/departments and the Center in establishing international research networks.

INTELLECTUAL PROPERTY RIGHTS.

Research is driven by knowledge and product creation. Great Lakes University of Kisumu in conjunction with the Research Centre seeks to protect and safe guard all intellectual property. This is in line with the institution's Intellectual Property Rights Policy. The IRP can be sourced from the website.

CONSULTANCY

The research center is keen on provision of adequate resources for research activities. This involves human resource. The result of this is quality research findings that not only contribute extensively to the world of academia; but also to national development at large. The center's consultancy policy provides guidelines as to how the activities can be done. (link)

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5. International Guiding Principles for Biomedical Research Involving Animals: Council Organization of Medical Sciences, 1985.
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