



GUIDELINES FOR ACCESSING TETFUND INTERVENTION FUNDS

MAY, 2017

1.0 INTRODUCTION

The Tertiary Education Trust Fund (TETFUND) was established by an Act of the National Assembly in June 2011. The Act replaced the Education Tax Fund Act Cap. E4 Laws of the Federation of Nigeria 2004 and Education Tax Fund (Amendment) Act No 17, 2003. The Fund was set up to administer and disburse education tax collections to the Public tertiary educational institutions in Nigeria defined under the Act as universities, polytechnics and colleges of education. The main source of income available to the Fund is the 2% education tax paid from the assessable profit of companies registered in Nigeria. The tax is collected by the Federal Inland Revenue Service (FIRS).

1.1 AREAS FOR INTERVENTION

Beneficiary institutions are required to apply the money for the following:

- a) Provision of essential physical infrastructure for teaching and learning;
- b) Provision of Instructional materials and equipment;
- c) Research, Book Development and Publication (Journals and books);
- d) Academic Staff Training and Development; and
- e) Any other need, which in the opinion of the Board of Trustees is critical and essential for the improvement of quality and maintenance of standards in the educational institutions.

The Board of Trustees (BOT) of the Fund is statutorily charged with the responsibility of administering, managing and disbursements of these funds to beneficiaries in the public tertiary educational institutions under established guidelines.

1.2 RATIO OF DISTRIBUTION TO BENEFICIARIES

The enabling Act establishing the Fund prescribes the distribution of the funds in the ratio 2:1:1 respectively to Universities, Polytechnics and Colleges of Education (COEs). The Act provides that fairness and equality should be ensured in the distribution of the funds to the beneficiary institutions.

2.0 GUIDELINES TO ACCESSING TETFUND INTERVENTION FUNDS

TETFund intervention funds can easily be accessed following the guidelines established by the Board of Trustees of the Fund in line with its enabling Act. This presentation shall detail every requirement that should mandatorily be met in order to qualify as a beneficiary of the Fund on one hand and detail out conditionalities for accessing the intervention funds once enlisted as a beneficiary institution.

3.0 ENLISTMENT AS A BENEFICIARY

An institution must be enlisted by approval of the Board of Trustees of TETFund to qualify as a beneficiary of TETFund intervention funds. To be enlisted as a TETFund beneficiary, the following must be fulfilled by prospective institutions:

- i. The prospective beneficiary must be a Public Tertiary Institution, that is, Federal or State University, Polytechnic or College of Education (COE);
- ii. The institution must be recognized by the relevant regulatory body – NUC, NBTE or NCCE as the case may be and evidence of this should be available both with the institution and the regulatory body for citing;
- iii. The institution must have been established by law via an Act of Parliament or Edict of the State House of Assembly and signed into law by the President or State Governor, as the case may be;
- iv. Academic activities, that is, Student Admission, teaching and learning, must have commenced at the institution;
- v. The prospective institution shall formally apply to the Fund to be enlisted as a beneficiary of the Fund;
- vi. TETFund shall visit to verify that academic activities have commenced and thereafter recommend to the Board of Trustees for enlistment as a beneficiary;
- vii. Following approval by the Board of Trustees, the institution shall be enlisted and formally notified.

4.0 FOCUS AND TETFUND INTERVENTION CATEGORIES

Beneficiaries of the Fund are required to submit project proposals upon which the funds would be applied. TETFund requires that such projects must be in line with

the beneficiary institution's core mandate and should be relevant to teaching, learning and research; including improving the learning and teaching environment.

As approved by the Board of Trustees, TETFund Interventions can be categorized as follows:

a) REGULAR (ANNUAL) INTERVENTIONS comprising:

- i. Infrastructural and Equipment/Furniture-based Intervention projects
- ii. Equipment Fabrication
- iii. Entrepreneurship
- iv. ICT Support
- v. Library Intervention
- vi. Academic Staff Training and Development
- vii. Research
- viii. Journal Publication
- ix. Conference Attendance
- x. Manuscript Development
- xi. Teaching Practice
- xii. TETFund Project Maintenance

b) SPECIAL INTERVENTION

- i. High Impact Intervention
- ii. BOT Special Intervention

The **Regular Intervention** is **yearly** for all beneficiary institutions of TETFund. The **Special Intervention** is usually at the discretion of the Board of Trustees, on equality of geo-political zones as enshrined in the enabling Act.

5.0 ACCESS TO THE REGULAR(ANNUAL) TETFUND ALLOCATIONS: THE BROAD PRINCIPLES

Allocation to beneficiaries of TETFUND is made yearly and this constitutes the Regular Intervention allocation. To access the funds of the allocation, the following must be fulfilled:

A. Infrastructure/Equipment/Furnishing-Based Interventions

1. Beneficiary institutions must present and defend project proposals before a TETFund panel on an annual basis after release of allocation letters by the Fund.
2. The Beneficiary institutions must have fully completed the previous year's regular intervention projects.
3. For beneficiary institutions with arrears of unaccessed regular allocations, the Board of Trustees allows for a merger of up to 4years of the allocations; subject however to the satisfactory completion and verification of the previous year's intervention projects. Furthermore, concurrent utilization of yearly allocations is not allowed, that is, the Fund does not approve of intervention projects of different years running together.
4. Submission of proposed projects to the Fund must be in line with TETFund's Core Mandate of supporting provision of infrastructure for Teaching, Learning and Research.
5. Such submissions should be in pursuit of the strategic priorities of the institution as contained in their Academic Briefs and Strategic Plans.
6. The proposed projects must be justified and total cost attached to each item. Details shall be attached in the appendices to the submission.
7. The proposed project submission will be vetted by the Fund and Approval-in-Principle (AIP) granted if satisfactory.
8. Due Process of vendor engagement must be undertaken in line with the Public Procurement Act (PPA) 2007 and on conclusion, all relevant details of the proceedings are presented to the Fund for vetting and release of first tranche.
9. Subsequent tranches will be disbursed to the Beneficiary Institutions after satisfactory retirement of prior tranches.
10. On no account should vendors be allowed to commence project execution prior to disbursement of first tranche.
11. All Beneficiary Institution submissions must be accompanied with a duly completed checklist.

B. Content-Based Interventions

1. Submission should be made to the Fund not later than **two (2) months** to the time of commencement of the programme.
2. All submissions should be made in both hard and soft copies. The soft copies should be in **Microsoft Excel format** and submitted in a **new flash drive**.

5.1 ACCESS TO THE SPECIAL TETFUND ALLOCATIONS: BROAD PRINCIPLES

A. HIGH IMPACT

The Special High Impact Intervention seeks to massively inject funds into selected tertiary institutions to achieve a major turnaround through **Programme Upgrade** and **Improvement in the Teaching and Learning Environment**. Beneficiary institutions are selected by the Board of Trustees on the recommendation of Management. The principle of equality of zones is employed in making the recommendations to the Board.

B. BOT SPECIAL INTERVENTION

These are interventions which in the opinion of the Board of Trustees are deemed critical and essential for the improvement of quality and maintenance of standards in the tertiary educational institutions.

This intervention also seeks to address peculiar situations that may arise in some beneficiary institutions arising as a result of:

- (i). Natural disaster;
- (ii). Other unforeseen circumstances;
- (iii). Government directives.

These interventions are also subject to the broad principles outlined in Section 5.0 (A) except (2) and (3).

6.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR PHYSICAL INFRASTRUCTURE FOR TEACHING AND LEARNING

To access allocated funds for the infrastructure/equipment-based intervention, two (2) major stages are involved:

- a) Obtaining Approval-in-Principle (AIP) for projects; and

- b) Post AIP stage, that is, undergoing the Due Process of vendor engagement in line with the Public Procurement Act 2007, leading to access of funds.

6.1 REQUIREMENTS FOR APPROVAL IN PRINCIPLE

A. For Infrastructural (Construction-related) Projects:

- i. Soil Test result, especially for difficult consistently wet terrain; for areas with weak soil structure and for high rise structures;
- ii. Detailed Architectural Working Drawings, with seal of Architect and signed, including evidence of Practice License;
- iii. Detailed Engineering Design Drawings (Structural, Electrical and Mechanical), sealed and signed by the Design Engineer. Design should integrate result of soil test in engineering design;
- iv. Detailed Bills of Quantities (BOQ), devoid of Prime Cost (PC) items and Provisional sums, especially of works measurable from the drawings;
- v. Where Consultants are engaged, submission to TETFUND must include copies of letters of commissioning of the consultants and their acceptance. The details of consultancy fees in line with the Federal Government approved Scale of Fees for Professionals in the Construction Industry must be included;
- vi. The project must be fully functional – built, finished, furnished and equipped/installed in the case of equipment; and
- vii. **For Rehabilitation Projects**, the following shall be required for vetting:
 - ✓ Photographs showing the current state of the facility to be rehabilitated/renovated
 - ✓ Schedule of Dilapidation
 - ✓ For projects that involve conversion, submission of the as-built drawings
 - ✓ Submission of the drawing showing the new proposed layout
 - ✓ Bill of Quantities

B. For Procurement-related Projects:

- i. **Inventory of items** to be procured should be submitted, which should contain quantity of items to be purchased, unit rate and total cost. Unit rates should consider importation cost (where applicable, and taking the official exchange rate into consideration), cost of clearance at port, relevant

- statutory charges, transportation to site, installation cost, training cost (where applicable), profit margin;
- ii. **Genuine Proforma Invoice**, with Cost submission **quoted in the Nigerian Currency – the Naira** and not in foreign currency. All conversions must have been done, taking into consideration the factors highlighted in 6.1B (i) above;
 - iii. **Submission of Manufacturer’s Catalogue/Brochure of technical specifications**, showing sample photographs of the equipment, unit cost, and other technical specifications of the equipment;
 - iv. **Sample Photographs** of the items to be purchased. Dimensioned drawings of sketches of furniture are also acceptable;
 - v. Inclusion of **VAT where applicable**. Withholding Tax (WHT) inclusion is not acceptable;
 - vi. **Installation and Training requirements** with cost (where applicable);
 - vii. **Non-inclusion of consumables.**

6.2 SPECIFIC TECHNICAL REQUIREMENTS

- **All presentations are to be done in A3 Format;**
- **The Sheet should have Title Panel showing the details of the project, including scale, date, drawing title, consultant (where applicable), sheet in serial number.**

A. Architecture

- i. Site Location in Institution’s Master Plan;
- ii. Site Topographical layout Plan;
- iii. Site Plan showing the proposed development with access road(s), landscaping and existing Municipal Services – water and power lines;
- iv. Working Drawing of all Floor Plans with visible dimensions and finishes specifications;
- v. 2No detailed Section Drawings taken through relevant, seemingly difficult areas of Plan, well annotated and showing relevant finishes specifications;
- vi. Roof Plan;
- vii. Elevations as harmonized with the Floor Plan(s) and Sections;

- viii. Schedule of Doors & Windows;
- ix. Check for inclusion of Expansion Joints especially for buildings longer than 30metres;
- x. Finishes Specifications;
- xi. Architect's Seal on drawings with signature; and
- xii. Copy of Practice License.

B. Civil/Structural Engineering

- i. Foundation Plan and Sections incorporating the soil test-recommended depth of foundation;
- ii. Structural Design of Columns and their bases, with reinforcement details;
- iii. Structural Design of Beams & Lintels;
- iv. Staircase reinforcement details (where applicable);
- v. Structural Design of Floor Slab;
- vi. Detailed Structural Design/specification of Steel Roof structure (where applicable);
- vii. Bending Schedule (where applicable);;
- viii. Calculation Sheets, duly endorsed by a Registered Structural Engineer with affixed seal;
- ix. Culvert design for external works;
- x. Drainage design showing peaks and slope directions with gradient; and
- xi. Professional Seal on drawings.

C. Electrical Services Engineering Design

- i. Lighting Points design;
- ii. Power/Socket Outlet design;
- iii. Fire Detection/Fire Alarm layout;
- iv. Load Analysis;
- v. General Schematic Distribution Diagram;
- vi. General External Lighting designs of the site; and
- vii. Professional Seal on drawings.

D. Mechanical Services Engineering Design

- i. Site Plan showing Soil waste drainage system;
- ii. General Water Supply Layout;

- iii. Roof drainage layout;
- iv. Water Tank details (where applicable);
- v. Air-conditioning system layout (where applicable);
- vi. Fire Extinguisher layout (where applicable);
- vii. Fire Detection and Fire Alarm layout (where applicable);
- viii. Septic tank/Soak away pit design; and
- ix. Professional Seal on drawings.

E. Quantity Surveying/Bills of Quantities (BOQ)

- i. Use of Standard Method of Measurement (SMM), presented in Excel format. Hand-written entries are not acceptable;
- ii. Ensure clarity of description of works in the bills and bills should harmonize with specifications and quantities in the design drawings;
- iii. Preliminaries should be broken down in details;
- iv. Rates of works must be realistic and consistent all through;
- v. Rates should be reflective of the market prices in the geo-political zone where institution is situated;
- vi. Elements whose quantities are numeric in nature should be confirmed from the drawing to ascertain the accuracy of its measurement;
- vii. Inclusion of State Taxes in the bills is not allowed. Only VAT, Preliminaries and Contingencies are allowed;
- viii. All PC sums should be measured and priced; likewise Provisional sums where applicable; and
- ix. Professional Seal on the Bills of Quantities.

6.3 POST AIP STAGE AND REQUIREMENTS FOR DISBURSEMENT OF FUNDS

Funds disbursement is done after the AIP has been granted and the Due Process requirements have satisfactorily taken place. For Construction-related projects, disbursements are in three (3) tranches of 50%, 35% and 15%; while for Procurement-related projects, disbursements are in two tranches of 85% and 15%. The Due Process leads to accessing the First (1st) Tranche of funds and must be carried out in line with the provisions of the Public Procurement Act 2007.

6.3.1 Due Process Requirements for Accessing the First (1st) Tranche of Funds are as follows:

a) Advertisement

This is the first thing to do after obtaining AIP. The requirements are as follows:

- i. Advert must be in at least two (2) National Newspapers and the Federal Tenders Journal;
- ii. Advert must state criteria/conditions upon which interested bidders would be assessed for pre-qualification. The conditions shall be in line with the provisions of the Public Procurement Act 2007; and
- iii. Evidence of observance (copy of advertisement) must be submitted to the Fund.

b) Pre-Qualification

The Technical and Financial capabilities of Expressers of Interest (E.O.I) are evaluated at the Pre-Qualification stage. The Pre-Qualification stage is very important, as it is the stage where technical and financial competences of bidders are measured. Beneficiaries (i.e., the Procuring Entity) should be wary of persons/companies in receivership, who are insolvent or are bankrupt. Evidence of the Pre-Qualification exercise must be submitted to the Fund alongside other documents.

c) Tender Action

- i. Successfully pre-qualified bidders should be formally communicated and issued Tender documents for pricing;
- ii. Invitation to Tender should state Closing Date and Time and copies of this should be submitted to the Fund;
- iii. TETFund should be invited to witness Opening of Tenders, with such invitation reaching the Fund not later than two (2) weeks to the date of the event;
- iv. Record of Attendance of all those present at the Opening of Tenders should be taken in the handwriting of all attendees. Each person should sign the attendance register, indicate the organization they represent, with contact phone numbers and email address; and

- v. Copy of the attendance record should be submitted to the Fund in raw form.

d) Bid Evaluation

- i. All opened and validated bids shall be evaluated and analyzed professionally to decide on the most responsive and best evaluated bid (not least tender);
- ii. The Tenders Board of the Procuring Entity shall make recommendations on the winning bids;
- iii. In instances where thresholds exceed the approval limit of the procuring entity, a higher approval should be sought – that is, Ministerial Tenders Board (MTB) or the Federal Executive Council (FEC), depending on the cost of the project; and
- iv. Copy of Minutes of Tenders Board meeting and where applicable, the MTB should be forwarded to the Fund, including, where applicable, the “Certificate of No Objection”/Federal Executive Council (FEC) approval of award.

e) Letter of Commitment

All beneficiaries are expected to include a Letter of Commitment in their Due Process submission to the Fund. The Letter of Commitment is an undertaking from the beneficiary to immediately commence the project execution on receipt of the first (1st) tranche of funds. This is to discourage the practice of keeping money in fixed facility over a period before commencing the project. TETFund strongly objects to the practice of money fixing by the beneficiary institutions.

6.3.2 Requirements for Accessing the Second (2nd) and Final Tranches

Release of the second (2nd) tranche is subject to the following:

- i. Beneficiaries must apply to the Fund and show physical proof through photographs that the funds released in the 1st tranche have been fully utilized;
- ii. Inspection visit by Officers of the Fund during Project Monitoring;
- iii. Submission of two (2) copies of financial renditions, with a copy addressed to the Internal Audit Unit (IAU) of the Fund through the Executive Secretary;

iv. Issuance by the IAU of a Clearance Certificate to process the funds.

6.3.3 Requirements for Release of the Final Tranche

To qualify for release of the Final Tranche, all the above listed documentations in item 6.3.2 shall be required. However, the projects must have been fully completed, duly inscribed with the TETFund insignia and Year of Intervention and verified by Officers of the Fund.

6.3.4 Commissioning of TETFund projects

At the release of final tranche, beneficiary institutions should notify the Fund of arrangement of commissioning of completed TETFund projects.

7.0 MULTIPLE PROJECTS INTERVENTION

In order to ease the problem of non-release of funds at the final tranche stage due to problems associated with differential completion periods of projects on a given intervention, the Fund may unbundle the intervention – Construction on one hand and Procurement on the other, so that they run as parallel projects within the same intervention. In effect, the submission on such intervention will no longer be as a single submission, but as separate interventions which would be reconciled and processed as such. This is to eliminate the long-standing problem of contractors who have been able to fully complete their segment of the intervention but cannot access the final tranche because the other components within the same intervention is still on-going.

8.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR LIBRARY DEVELOPMENT, INSTITUTION-BASED RESEARCH, ACADEMIC MANUSCRIPT/BOOKS PUBLICATION AND ACADEMIC RESEARCH JOURNAL

8.1 LIBRARY DEVELOPMENT

The following requirements are to be fulfilled by each beneficiary institution before obtaining approval-in-principle for library development intervention from the Fund:

- i. Beneficiary institutions must show evidence of a functional and properly constituted Library Development Committee [LDC] which meets and makes recommendations to the head of institution on matters relating to the library;
- ii. Submission of the library Collection Development Policy [CDP] for the institution;
- iii. Submission of list of books and other library holdings to be procured must be made based on the institution's CDP and guided by the TETFund template;
- iv. Submissions of other library resources, including tools and equipment to be procured must be made in accordance with the TETFund template for acquisition of library resources;
- v. All submissions must be accompanied with the minutes of the meeting of the institution's LDC;
- vi. For electronic resources (e-Resources), the institution's electronic resources policy must be submitted together with any request for acquisition of such resources;
- vii. All proposals must be submitted in hard and soft copies (flash drive). Advance copy may be sent to es@tetfund.gov.ng and ess@tetfund.gov.ng;
- viii. At least 70% of total allocation shall be used for the procurement of books and periodicals;
- ix. All submissions must be accompanied with a covering letter signed by or on behalf of the head of the institution;

- x. Executive summary of the proposal by the institution should at all times, be submitted to the Fund.

In addition to the above requirements, beneficiary institutions should note that:

- a. Once approval is granted for procurement of books and/or other library resources, substitutions and/or changes in the approved specifications and terms of acquisition shall not be entertained;
- b. Funds for library development intervention shall not be utilized for procurement of consumables or any other items;
- c. After the issuance of the AIP, beneficiary institutions are expected to commence the process of vendor-hiring in accordance with the provisions of the Public Procurement Act 2007;
- d. Due process requirement for the release of 1st tranche as contained in subsection 6.3.1;
- e. Due process requirement for final tranche as contained in subsections 6.3.3 and 6.3.4.

8.2. INSTITUTION – BASED RESEARCH FUND

The core objective of the IBR intervention is to avail Nigerian scholars working in any of the Fund's beneficiary institution, with small grants to support and promote well-defined research projects and to enable individual researchers to collaborate with, and bring benefits to, other individuals, institutions and organizations. Disbursement of the intervention grant is guided by:

A. ELIGIBILITY

To be eligible for the award of the IBR grant, applicants must fulfil the following:

- i. the lead researcher must reside in Nigeria;
- ii. be a full-time and confirmed academic staff of the beneficiary institution;
- iii. demonstrate an independent capability to undertake and lead researches by submitting a coherent research proposal based on approved template accompanied with curriculum vitae;

- iv. co-investigators must meet the requirements of the lead-researcher and should be able to take over from the lead-researcher, if need be;
- v. the proposal in (iii) above must pass through internal assessment process and be recommended by relevant research committees of the department and the institution; and
- vi. a scholar shall not benefit from more than one **IBR** grant concurrently.

B. THE PROCESS

- i. Research proposals by eligible applicants must be submitted to the institution's relevant committees through the departmental research committees;
- ii. Recommendations from the institution should be sent to the Fund accompanied with all relevant documentation and a cover letter signed by, or on behalf of, the head of the institution, stating:
 - a. The type of research (include a copy of the accepted proposal);
 - b. Whether individual or group (indicate the number of staff involved and their disciplinary backgrounds);
 - c. Research budget; and
 - d. Research timeline.
- iii. Submissions should be made in both hard and soft copy (on memory stick not CD-ROM). Advance copy may be sent to es@tetfund.gov.ng and ess@tetfund.gov.ng;
- iv. Minutes (or decision extracts) of the meeting of the relevant research committees of the institutions should accompany each submission from the beneficiary institutions;
- v. Approval of the Fund would be communicated to the institution while award letters would be communicated to the principal researchers (lead researchers) through their institutions. And 60% of the grant would be disbursed as first tranche;
- vi. Disbursement of the 2nd tranche` of 40% is contingent upon submission of progress report by the researchers (via the beneficiary institution) as well as evidence of publication of at least one article in

- a relevant first quartile journal (Q1) or at least two articles in second quartile journals (Q2 journals);
- vii. The research funds will be central and competitive within the beneficiary institution. Selection shall be on merit, based on the strength and quality of individual or group proposals; and
 - viii. TETFund should be acknowledged as the sponsor of the research in a footnote in the first page of a paper/monograph or as appropriate in a book/report.

NOTE

- (i) Where a research is being pursued by an individual and the researcher becomes incapacitated, the grant shall be cancelled and the balance of the grant payed back into the institution's IBR Account; and
- (ii) The grant is to cover researchers in all disciplines of any of the beneficiary institution.

C. GUIDELINES FOR IBR BUDGET

Institution Based Research (IBR) proposal needs to have a detailed budget justification which demonstrates that the researcher has given a thorough and careful consideration of the cost of the study. The following should serve a general guide for budget preparation to access the IBR Intervention funds:

- i. **PERSONNEL COST**
 - a) Extant stipends and allowances for Research Assistants;
 - b) Document the basis used for calculating the cost; and
 - c) Personnel cost must be less than 10% of the total grant.
- ii. **SUPPLIES EXPENSES**
 - a) Only supplies that are directly relevant to the research plan;
 - b) Explain in detail why specific supplies are needed; and
 - c) Do not request general office supplies or general laboratory supplies.
- iii. **EQUIPMENT AND TESTS**
 - a) Explain the line items (why they are necessary); do not merely restate the proposed expenditure;
 - b) Provide accurate price quotes for equipment;

- c) Provide sufficient details to justify rationale for acquiring the item under the proposed study;
 - d) Explain why items are essential in relation to the aims and methodology of the study as well as meeting the goals of the study;
 - e) Articulate how the funds requested are reasonable to complete the research; and
 - f) Give accurate cost of running samples, conducting tests and analyses, where applicable (attach the advertised rates by the laboratory).
- iv. **TRANSPORTATION & TRAVELS**
- a) Request for reasonable amounts, showing the number of travels and cost;
 - b) State exactly which relevant academic meeting you plan to attend to present data and findings;
 - c) Include number of people, number of days, purpose and location of travel with unit and cumulative cost; and
 - d) Expenditure on travels must not exceed 25% of the total budget.
- v. **OTHER DIRECT COST:**
- a) Show the cost of Data collection and how this is arrived at
- vi. **OTHER INDIRECT COST:**
- a) Publication and dissemination costs (give detail);
 - b) Equipment maintenance and service contract (justify need); and
 - c) Give detailed breakdown of each cost.

8.3. PUBLICATION OF ACADEMIC /RESEARCH JOURNALS

The objective of this intervention-line is to support the establishment and/or publication of scholarly journals in the beneficiary institutions. Disbursement of this intervention is guided by the following:

- i. Scholarly journal to be established or supported must be multidisciplinary [departmental journals are not eligible for this support];
- ii. Up to a maximum of three (3) journals may be supported per beneficiary institution;
- iii. Having in place, a properly composed editorial board with at least two-third of the members not in the employ of the beneficiary institution [provide list of members and their affiliation];

- iv. Submission of a copy of the Guide to Authors, including editorial policy, detail house style [submission template] as well as copyright and permissions;
- v. Submission of evidence of registration with relevant abstracting and indexing services;
- vi. Submission of evidence of registration of title with the National Library of Nigeria [issuance of ISSN];
- vii. Evidence of availability and accessibility of the journal to be supported on at least one major knowledge gateway;
- viii. Having in place a functional and dynamic website for the journal to be supported, that can also be accessed via at least one major knowledge gateway;
- ix. The hard copies to be produced for circulation should be at least 3,000 copies;
- x. Submission of copies of the last edition of the journals (where it exists) or an artist impression of the cover page (it is being established);
- xi. Three (3) copies of each TETFund funded edition should be forwarded to the Fund;
- xii. The funds shall not be utilized for furnishing of journal secretariat, procurement of office equipment, or any other expenditure outside that of the production of the journal itself; and
- xiii. The Fund shall be acknowledged as the sponsor of the publication.

8.4. ACADEMIC MANUSCRIPTS INTO BOOKS

The main objective of this intervention is to support scholars in beneficiary institutions with small grants to be used to convert their manuscripts into books.

A. ELIGIBILITY

For any manuscript to be eligible for support under this intervention;

- i. It must be tertiary level text;
- ii. Written by a staff (or a group of staff) of beneficiary institutions;
- iii. Where contributors are from different institutions, the Lead Author's institution should be the one to forward the manuscript for funding; and

- iv. Be submitted to, and accepted by, an academic publishing house for the purpose of publishing.

B. THE PROCESS

- i. Manuscripts accepted by academic publishers should be submitted to the Fund via the beneficiary institution together with
 - a. Reports of reviewers (editors);
 - b. Notice of acceptance from the publisher;
 - c. Publisher's bill on an official invoice addressed to the beneficiary institution;
 - d. Recommendation note by the beneficiary institution; and
 - e. Resume(s) of the author(s).
- ii. After the internal vetting, disbursement would be made to the beneficiary institution in single tranche;
- iii. Payments to the publishers should be made directly by the beneficiary institution;
- iv. The published books should be received by the beneficiary institution;
- v. As part of the retirement of the intervention, the following should be submitted to the Fund;
 - a. Ten (10) copies of the book;
 - b. Evidence of legal deposit with National Library; and
 - c. Evidence of payment to the publishers.
- vi. The Fund shall be acknowledged as the sponsor of the publication.

NOTE

Beneficiary institutions are expected to optimize the use of the fund bearing in mind the necessity to make high quality print as well as promoting texts in disciplines with shortages and/or expensive texts.

8.5 CHECKLIST FOR EDUCATION SUPPORT SERVICES

All submissions to the Fund in respect of library development, IBR, AMB should be accompanied with the [ESS checklist](#). The ESS checklist is in Appendix II.

9.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR ACADEMIC STAFF TRAINING & DEVELOPMENT (AST& D) PROGRAMME, CONFERENCE ATTENDANCE AND TEACHING PRACTICE

9.1 ACADEMIC STAFF TRAINING DEVELOPMENT (ASTD)

The following guidelines should be adhered to by all beneficiary institutions as well as prospective TETFund scholars:

A. Programmes supported under the ASTD

- i. Beneficiary institutions should only recommend scholars for sponsorship to study for a Master degree (MA, MEd, MSc etc.) or doctorate degree (PhD, DSc, DLitt. etc) at home or abroad;
- ii. Beneficiary Institutions may recommend for sponsorship, a scholar pursuing a doctorate degree in Nigeria, to travel abroad for bench work for a period not exceeding twelve (12) months and not less than three (3) months provided the programme is science-based;
- iii. On no account should beneficiary Institutions make recommendations for online or part-time Masters and PhD degree programmes.

B. Choice of Universities under the ASTD

- i. All applicants seeking for sponsorship to study at home (in Nigeria) must note that:
 - a. Only Universities with National Universities Commission (NUC) approved graduate courses would be accepted in Nigeria;
 - b. Scholars would not be sponsored if they are to study at the University where they also work. Inbreeding will not be supported;
- ii. All applicants seeking for sponsorship to study abroad must note that:
 - a. Public fund would only be expended to train Nigerian scholars in the top ranking Universities around the world;
 - b. Choice of country of study must be guided by the [World University Ranking of Times Higher Education](#). Scholars should seek for admission in countries that have Universities ahead of the best university in Nigeria (based on the ranking of that year);

- c. In those countries, scholars should be guided by the University league tables of the countries to ensure that they are seeking for placement in the top-of-the-league Universities.

Specifically,

- **Only Universities that are among the top 20 percent on the league tables of Universities in developed countries would be approved for the purpose of TETFund scholarship;**
 - **Only Universities that are among the top 10 percent on the league tables of Universities in developing countries that satisfy (b) above, would be approved for the purpose of TETFund ASTD scholarship.**
- iii. Change of Institution or course of study after the award of scholarship is not permissible. Scholars found to have changed their course or Institution of study would be asked to refund the scholarship and be barred from enjoying the Fund's support.

The AST&D allocation should be disbursed as follows:

- a. A maximum of 50% of allocation is to be spent on foreign scholarship;
- b. A maximum of 10% of the allocation is to be spent on bench work;
- c. At least 40% of the allocation is to be spent on sponsoring scholars to study in Nigerian Universities.

In addition, local sponsorship for Ph.D in Science based discipline is ₦1,500,000.00 per annum while other discipline is ₦1,200,000.00 per annum to a maximum of three (3) years. In the same vein, the sponsorship for Masters degree for Science based disciplines is ₦1,500,000.00 while other discipline is ₦1,200,000.00 [i.e ₦750,000.00 and ₦600,000.00 per annum, respectively, to a maximum of two (2) years].

C. Eligibility

To be eligible for TETFund scholarship under its ASTD intervention a nominee must:

- i. Be a full-time confirmed Nigerian Academic Staff, working at and nominated by a beneficiary institution;
- ii. Have secured admission to pursue a full-time programme of study as specified

- in 'A' above in any University that satisfies the guidelines in 'B' above;
- iii. Not be applying to study for a second Master's degree or a second doctorate degree;
 - iv. Be bonded by the institution;
 - v. A nominee for doctorate scholarship who has benefitted from the Fund's scholarship for Masters degree must have lived the bond period of the Masters degree before applying to be sponsored for the doctorate study;
 - vi. Must not be in receipt of any other scholarship; and
 - vii. Must provide evidence of medical fitness from a Public Hospital and not Health Centres.

D. The Process

All submissions from beneficiary institutions in respect of recommendation for the utilization of the ASTD intervention must be accompanied by the minutes of meeting of the relevant selection Committee [TETFund Interventions Implementation Committee or Academic Board Committee or Committee of Deans & Directors etc.].

In addition,

- i. Submissions should not be made in piece-meal. Submissions must be made at the beginning of each quarter of the year and at least 3 months to the deadline of registration;
- ii. All submissions must be accompanied with supporting documents (Admission Letter, Filled TETFund Nomination Form, Resume` of Applicant, Schedule of fees from the University, Bond Form, Medical Certificate & Bank Details);
- iii. All submissions must be accompanied with the following information:
 - a. Foreign Beneficiary institution's Account Number
 - b. Foreign Beneficiary Institution's Full Address
 - c. Beneficiary Bank Swift Code
 - d. Beneficiary Bank Name
 - e. Beneficiary Bank Address
 - f. Currency of Payment
 - g. Payment Details in Full
 - h. Foreign Beneficiary Country Code

- i. Intermediary Bank Code (If Required)
 - j. Intermediary Bank Name
 - k. Intermediary Bank Address
- iv. In addition to the hard copy, submissions must be accompanied by a soft copy in a memory stick (not CD-ROM) prepared in MS-Excel in accordance with the [approved template](#). Advance soft copy may also be sent to es@tetfund.gov.ng and astd@tetfund.gov.ng ;
- v. Approval must be sought and obtained from the Fund before any scholar commences a programme. No request for re-imburement will be entertained on expenditure incurred by beneficiaries without prior approval by the Fund;
- vi. All successful nominees for sponsorship would be issued with a scholarship award letter through their institutions with their entitlements, fees and other conditions clearly spelt out there-in;
- vii. Requests for variation in the cost of sponsorship will not be entertained after approval has been granted and funds released to the beneficiary institutions;
- viii. On completion of the vetting process, the Fund would communicate approval or otherwise to the beneficiary institution as well as the individual scholars. Thereafter, successful scholars would be paid their living expenses through their institutions who would release them to commence their study fellowship;
- ix. Yearly progress reports on each scholar under the scheme should be provided to the Fund by all beneficiary institutions based on the approved reporting template. Failure to submit progress report will affect subsequent disbursements;
- x. The tuition fees would be paid directly to the foreign institution by the Fund;
- xi. The living expenses of PhD scholars should be paid to the scholars account on annual basis after receiving satisfactory progress report;
- xii. All PhD dissertations of successful returnee scholars should be submitted to the Fund by the beneficiary Institution in both soft (pdf format) and hard copies for consideration for publication by the Fund's Book Development Committee;

- xiii. All submissions for ASTD sponsorship must represent 60% for science and technology based courses, while 40% to represent arts and social science courses;
- xiv. All PhD programmes, should not exceed 3 years anywhere in the world; and
- xv. All Masters programmes should not exceed 2 years in Nigeria and 1 year in Europe and North America. However, Master's degree programmes in Malaysia, India, Taiwan, Thailand, and the United Arab Emirate could be for a maximum of 2 years.

9.2 CONFERENCE ATTENDANCE:

A. The Conference

1. For any conference to be qualified for the participation of Nigerian Academic Staff under the TETFund conference attendance intervention;
 - i. It must be an Academic conference organized by Academic institutions, learned society, and/or recognized and reputable professional bodies. Predatory conferences being organized by third party Predatory Conference Organizers (PCOs) must not be recommended to the Fund;
 - ii. The registration fee for the conference must not exceed N100,000.00 (One Hundred Thousand Naira) for conferences in Nigeria, and \$500 (Five hundred US dollars) for conferences abroad;
 - iii. The duration of the conference must not exceed five (5) days.
2. Non-Teaching Staff on the other hand can be sponsored to attend Workshops/Conferences but for a period not exceeding 5 days;
3. Teaching and Non-Teaching Staff of beneficiary Institutions could attend group conferences or workshops as the case may be subject to the following:
 - i. Only a maximum of 7 Teaching Staff of a department could attend a group conference (and not workshop) within a given intervention year.
 - ii. Non-Teaching Staff could attend group workshops organized by recognized Public Institutions.

NB

Beneficiary Institutions have a responsibility to draw the attention of their Staff to the prevalence of fraudulent conferences, scam conferences and predatory conferences organized by revenue-seeking companies and individuals to exploit researchers, especially from the third world.

B. The Process

All submissions from beneficiary institutions in respect of recommendations for the utilization of conference attendance intervention must be accompanied by the minutes of meeting of the relevant selection committee [TETFund Interventions Implementation Committee or Academic Board Committee or Committee of Deans & Directors, etc.].

In addition;

- i. Submissions of recommendation for conference attendance should be received at the Fund at least two (2) months before the conference date;
- ii. Submissions should not be made in piece-meal. A maximum of four (4) submissions per allocation year should be made;
- iii. In addition to the hardcopy, all submissions must be accompanied with a soft copy in a memory stick (not CD-ROM) prepared in MS-Excel in accordance with the [approved template](#). Advance soft copy could also be sent to es@tetfund.gov.ng and astd@tetfund.gov.ng ; and
- iv. On completion of the vetting process, the Fund would communicate approval or otherwise to the beneficiary institution;
- v. The beneficiary institutions should release approved funds to successful staff on time to attend the conferences;
- vi. The beneficiary institution should submit two (2) copies of financial returns with supporting documents to show evidence of release of funds to staff. Such documents include: payment vouchers, approved memos, copy of certificate of attendance (if any), cheque(s) issued or e-payment schedule and bank statement amongst others. These would also form the basis for clearance in order to qualify to access subsequent allocations from the Fund.

No expenditure should be incurred on behalf of the Fund without its approval.

C. Eligibility

To be eligible for sponsorship under the TETFund conference attendance intervention, a person;

- i. Must be a Nigerian full-time and confirmed Staff of a beneficiary Institution;
- ii. Must apply to attend and participate in an Academic conference organized by Academic Institutions, learned society (regional, national or international one), and/or recognized professional bodies;
- iii. Must have a paper accepted for presentation at the conference to be attended;
- iv. Staff previously sponsored by the Fund to attend and present paper at any conference must present evidence of attendance and presentation [certificate of attendance, conference proceedings etc.] before qualifying to be sponsored to attend another conference with TETFund support;
- v. Any Staff that was previously sponsored by the Fund to attend and present a paper at an international conference must present evidence of publishing at least one (1) article in any first quartile journal or two (2) articles in any second quartile journals before qualifying to be sponsored to attend another international conference;
- vi. Staff of beneficiary Institutions can only be sponsored to attend and present paper at an international conference once every two (2) years;
- vii. Principal Officers of beneficiary Institutions can be recommended to attend local or international conference once in three (3) years. All subsisting requirements under this guideline apply;
- viii. Submission for Conference attendance should indicate the present status and salary scale of attendees.

D. Acknowledgement

The Fund should be acknowledged as the sponsor of the scholar in the presentation to be made at the conference.

9.3 TEACHING PRACTICE

Teaching Practice Supervision

The core objective of the Teaching Practice intervention is to support beneficiary institutions to be able to conduct the supervision of Teaching Practice effectively and efficiently. Trainee-teachers that are sent to Basic Education schools for practical teaching experience need to be supervised by the lecturers to complete their professional teacher-training programme and as part of the requirement for the award of the National Certificate in Education (NCE).

To be able to access the Teaching Practice intervention, a beneficiary Institution must fulfill the following:

- i. Provide the Fund with the names and addresses of all the primary schools where the trainee-teachers to be supervised would be posted during the intervention year;
- ii. Provide the names and contact details of the Head Teachers (Headmasters, Principals etc.) of the Basic Education schools where the trainee teacher's to be supervised would be posted during the intervention year;
- iii. Notify the Fund at least three (3) months before commencement of teaching practice supervision;
- iv. Submission on Teaching Practice supervision should be made twice within a given intervention year and not in piece-meal;
- v. All Staff involved in Teaching Practice supervision must be Academic Staff who hold a permanent appointment in the Fund's beneficiary institutions. No Staff on temporary appointment should be eligible for teaching practice support from the Fund;
- vi. Requests for procurement of teaching aids by beneficiary institutions must be for micro teaching laboratory equipment only. On no account should the fund be used for the purchase of motor vehicle, CCTVs, etc.

- vii. All submissions must be made on the Fund's [template for Teaching Practice](#) and must be in both hard and soft copies on a flash drive. Advance copy may be sent to es@tetfund.gov.ng and astd@tetfund.gov.ng; and
- viii. Annual Teaching Practice report should be compiled and submitted to the Fund in accordance with the approved TETFund Teaching Practice template.

9.4 CHECKLIST FOR ACADEMIC STAFF TRAINING & DEVELOPMENT, CONFERENCE ATTENDANCE & TEACHING PRACTICE

Submissions to the Fund in respect of scholarship, conference attendance and teaching practice should be accompanied by the [AST&D checklists](#), which is in Appendix III.

10.0 INTERNAL AUDIT CLEARANCE CERTIFICATE

The Internal Audit Unit (IAU) issues Audit Clearance for release of 2nd and Final tranches.

10.1 AUDIT CLEARANCE FOR PROGRAMME UPGRADE/PROCUREMENT

The following are basic requirements of the IAU for the processing of the 2nd and Final tranche disbursements for Beneficiary Institutions:

- i. Complete Bank Statement for TETFund dedicated accounts;
- ii. E-Payment schedules;
- iii. Approval-In-Principle;
- iv. Disbursement Letter;
- v. All Payment Vouchers used to expend money from the project account with photocopies of supporting documents such as (Award Letter, APG's, Contractors receipts, Store Received Vouchers for all procurement made) etc.;
- vi. Bank Reconciliation Statement;
- vii. Evidence of remittance of WHT and VAT;
- viii. Returns on Expenditure Form (Form No. TETF/DF/IAU/FR/02); and
- ix. Financial Returns Form (Form No. TETF/DF/IAU/FR/01).

10.2 AUDIT CLEARANCE FOR AST&D/CONFERENCE ATTENDANCE

- i. Domiciliary account for AST&D;
- ii. Bank Statement for AST&D account;

- iii. Payment vouchers from the institution;
- iv. Admission letter of the scholar;
- v. Approval-In-Principle;
- vi. Disbursement Letter;
- vii. E-payment schedule;
- viii. Scholars passport data page (if foreign);
- ix. Copy of Visa;
- x. Photocopy of the school identity card;
- xi. List of scholars in the institution, their schools (within or outside the country), course of study, start date, expected completion date and total amount released to each of them in the year being reported; and
- xii. List of conferences attended, by whom or amount paid.

10.3 AUDIT CHECKLIST (RESEARCH PROJECT)

- i. Annexure Form 1;
- ii. Lead Research Form;
- iii. Bank Statement;
- iv. Payment Vouchers;
- v. E-payment Schedule;
- vi. Approval-In-Principle; and
- vii. Disbursement Letter.

10.4 AUDIT CHECKLIST (TEACHING PRACTICE)

- i. Teaching Practice Form;
- ii. Bank Statement;
- iii. Payment Vouchers;
- iv. E-payment Schedule;
- v. Approval-In-Principle; and
- vi. List of staff on teaching practice and amount paid to them.

10.5 CHECKLIST FOR INTERNAL AUDIT

Beneficiary Institutions should comply with the checklist for audit clearance requirements.

11.0 MONITORING OF PROJECTS

The Fund is required by Law to monitor and evaluate execution of projects for which intervention funds have been provided to beneficiaries. The following are some of the strategies put in place for monitoring the utilization of TETFund funds:

a. Project/Programme Monitoring

This includes regular, snap or general monitoring and evaluation, commissioning etc.

The objective of the exercise is to track progress and evaluate performance of the projects. The strategies employed during Monitoring and Evaluation exercise include:

- i. Monitoring of projects with a view to determining and ensuring compliance with specifications/approvals from the Fund;
- ii. Ascertaining the level of implementation of the on-going projects for which funds had been released;
- iii. Ensuring that project funds are judiciously utilized, and thus ***achieving value for tax payer's money;***
- iv. Determining the progress of projects implementation and performance Evaluation;
- v. Addressing bottlenecks and delays in implementation;
- vi. Identifying the challenges facing the beneficiary institutions that are unable to complete their projects within the cycle limit; and
- vii. Examining to find if there are grey areas that will require the Fund's attention.

b. AST&D Monitoring

This is the monitoring of scholars under the sponsorship of the Fund's AST&D programme. The essence is to ensure that beneficiary scholars undergo the studies in compliance with relevant guidelines and approvals.

c. Financial Monitoring

This involves an annual routine audit verification exercise carried out either by Audit Consultants appointed by the Fund, staff of the Fund and officers from the Office of the Auditor-General or Accountant-General of the Federation. Accounts and records on TETFund operations would be checked for compliance with financial and other Government regulations, deduction and remittance of due taxes and generally acceptable accounting and auditing standards.

The Fund also carries out Special Audit Verification visits on any of the Intervention lines whenever this is deemed necessary.

12.0 TETFUND DESK OFFICERS

12.1 QUALIFICATIONS

Beneficiaries are required to appoint Desk Officers with relevant competences and experience in the various aspects of interventions of the Fund. The Desk Officers are also required to work in harmony with the institution's Bursary Department for the submission of accurate and complete rendition of financial transactions on TETFund interventions. The officer should ensure that such guidelines and checklists for all submissions are complied with.

a. Infrastructure/Equipment-Based Interventions

Desk Officers having the following competences are recommended:

- Registered Architect, Civil/Structural/Builders or Quantity Surveyor with relevant Professional certification;
- Not less than 10years post-graduation and working experience;
- Versatility in Site/Project Administration;
- Project Management Qualification and experience; and
- The Desk Officer under this Intervention could be the Director, Physical Planning or Director of Works.

b. Content-Based Interventions

The Institution's Director of Academic Planning is recommended as Desk Officer for appointment for all Content-based interventions, viz, Academic Staff Training and Development, Research and Journal publications, Conference Attendance, Book and Manuscript Development.

c. Library Intervention

The Institution's Librarian shall act as Desk Officer for all matters involving Library Intervention.

12.2 RESPONSIBILITIES OF DESK OFFICERS

The Desk Officer has the responsibility of:

- a. Liaising with TETFund for all categories of intervention; and
- b. Consulting the TETFund website regularly to keep the Beneficiary Institution up to date on all TETFund Guidelines.

13.0 TIMELINES FOR THE DELIVERY OF TETFUND-RELATED INTERVENTIONS

13.1 For Infrastructure-Based Interventions

| S/N | ACTIVITY | TIME ALLOWED | |
|-----|---|--|---|
| 1 | Submission of Documents to TETFund after receipt of Letter of Allocation | For Infrastructure-based projects | Not more than 10weeks (including Due Process to engage Consultants and preparation of detailed designs) |
| | | For others involving Procurements and Academic-based interventions | Not more than 6weeks |
| 2 | Processing and Issuance of Approval-in-Principle (AIP) | 2weeks from date of receipt in the processing Department of the Fund | |
| 3 | Conclusion of Due Processes and Submission of Due Process Report Vendor engagement (excludes those requiring higher approvals, that is those outside the institution's threshold) | Not later than 9weeks from Date of receipt of AIP | |
| 4 | Vetting & Processing of and crediting of the 1 st Tranche into Beneficiary's Account | 2weeks from date of receipt of Application for 1 st tranche | |
| 5 | Commencement of Project implementation on site | 2weeks from date of receipt of funds by beneficiary | |
| 6 | Monitoring of Project after the first release | 6weeks from date of release of funds to beneficiary | |
| 7 | Monitoring Visit for the release of the 2 nd Tranche | 2weeks from date of receipt of beneficiary's request (time includes obtaining approval to travel and payment of travel allowances) | |
| 8 | Issuance of Audit Clearance to relevant processing Department | 3working days from date of receipt of Financial returns | |
| 9 | Submission of Field Inspection Report | 3working days from date of Arrival | |

| | | |
|----|---|---|
| | | back in Office |
| 10 | Processing of 2 nd and Final Tranche Payment to crediting of beneficiary's account | 1week from date of submission of Field report |
| 11 | Monitoring Visit for the final tranche to payment of final tranche | The periods stated in items 7 to 10 shall apply |

13.2 FOR ACADEMIC/CONTENT-BASED AND LIBRARY INTERVENTIONS

All Academic-based interventions MUST be submitted in not more than THREE (3) installments

| S/N | ACTIVITY | TIME ALLOWED | |
|------------|---|---|---|
| 1 | Submission of Documents to TETFund after receipt of Allocation Letter | Not later than 6weeks | |
| 2 | Vetting and Processing of Submission for AIP (for Library Only) | 2weeks from date of receipt in the processing Department | |
| 3 | Vetting and Processing of Academic-based intervention proposals for Approval | 2weeks from date of receipt in the processing Department | |
| 4 | Processing of letters of release of funds by the initiating Department | 1week from date of receipt from the ES' office | |
| 5 | Processing of funds and crediting of account of beneficiary for Academic-based interventions | 1week from date of receipt in Finance Department of TETFund | Audit Unit – 2working days Finance Dept. – 3working days |
| 6 | Observance of Due Process of Library-Based interventions and submission of documents to the Fund for release of funds | 9weeks from date of receipt of AIP | |
| 7 | Vetting of Library intervention Due Process Report | 1week from date of receipt in processing Department | |
| 8 | Processing of funds for Library intervention by the Finance Department to crediting of beneficiary's account | 1week | Audit Unit – 2working days Finance Dept. – 3working days |
| 9 | Monitoring Visit for release of the Final tranche on Library intervention to payment of beneficiary | The periods stated in 14.1 (7) to (10) shall apply | |

14.0 PUBLICITY OF TETFUND INTERVENTION

Beneficiary Institutions are expected to carry out adequate publicity of TETFund Interventions on their Institutions websites. The publicity should include pictorials on completed TETFund projects and information on other intervention lines such as AST&D, Library Intervention etc.

15.0 CONCLUSION

All the guidelines contained in this manual shall remain valid and binding from the date it becomes effective, unless otherwise modified by approval of the Board of Trustees.

Any modification or variation of the TETFund guidelines manual for accessing intervention funds shall only be made by the TETFund Board of Trustees, after due consideration to any proposal for modification or variation from any beneficiary or stakeholder.

**TERTIARY EDUCATION TRUST FUND
MAY, 2017**

APPENDICES

APPENDIX 1

Annex 1

INSTITUTION BASED RESEARCH (IBR) RESEARCH PROPOSAL TEMPLATE/FORMAT

| |
|--|
| Principal Researcher/Investigator |
| Name: |
| Institution: |
| Department: |
| Telephone no: |
| E-mail Address: |
| Co- Researcher (s) (if any) |
| 1. Name: |
| 2. Name: |
| Project Title: |
| |
| Executive Summary: |
| |
| Introduction |
| |
| Problem Statement/Justification |
| |
| Objective(s) of the Study |
| |
| Literature Review |
| |

Methodology (Should include description of study area/site/subjects, data collection and data analysis)

Results (Expected outputs/Results)

Work Plan/Time Frame (Provide activity by activity in the form of a GANTT Chart)

Budget (Provide a budget break-down by activity/line item)

References

Signature of Principal Researcher:

Signature of Chairman ICR:

Signature of Head of Department:

Signature of Head of Institution:

Annex 2

INSTITUTION BASED RESEARCH (IBR) PROGRESS REPORT TEMPLATE/FORMAT

| |
|---|
| Progress Report No: |
| |
| TETFund Reference No: |
| |
| Period of Reporting: |
| |
| Title of Research Project: |
| |
| Name of Principal Researcher: |
| |
| Department: |
| |
| Institution: |
| |
| Effective Date of Starting the Project: |
| |
| Expected date of completion: |
| |
| Grants approved and expenditure incurred during the period of the report |
| Total Amount Approved: |
| Total Expenditure incurred so far: |

| |
|--|
| Balance: |
| Report of the Work done (please attach a separate sheet): |
| Brief Objective of the Project: |
| Work done so far and results achieved: |
| Challenges/difficulties if any, experienced in implementing the project: |
| Estimated time of completion: |
| Status of Activities in the Work Plan (completed; on-going; yet to start): |
| |

Signature of Principal Researcher:

Signature of Chairman ICR:

Signature of Head of Department:

Signature of Head of Institution:

Annex 3

Institution Based Research (IBR) Final Report Template/Format

| |
|--|
| Title of Research Project: |
| |
| Name and Address of Institution: |
| |
| TETFund Reference No: |
| |
| Name and Address of Principal Researcher: |
| |
| Tenure of the Project: |
| |
| Total Amount Approved: |
| |
| Total Amount Received: |
| |
| Final Expenditure (give details on a separate sheet): |
| |
| Objective(s) of the Project and whether objectives achieved (give details): |
| |
| Summary of the findings of the study (Use separate sheet): |
| |

| |
|---|
| |
| Value added to knowledge: |
| |
| Challenges/difficulties if any, experienced in implementing the project: |
| |
| Dissemination of the findings (publications of the results in journals, monographs, etc; presentation in conferences & seminars, etc) |
| |

Signature of Principal Researcher:

Signature of Chairman ICR:

Signature of Head of Department:

Signature of Head of Institution:

APPENDIX II

**TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF EDUCATION SUPPORT SERVICES
SUBMISSION CHECK LIST FOR VETTING INSTITUTION BASED RESEARCH
(IBR)**

| 1ST TRANCHE | | | |
|-------------------------------|--|-------------------|-----------|
| S/N | SUBMISSION CHECKLIST | 60% | |
| | | NOT OK | OK |
| (i). | A letter of request duly signed by the Head of the Institution | | |
| (ii). | Letter of Employment with the institution (Copy) | | |
| (iii). | Confirmation of appointment by the Institution | | |
| (iv). | Eligibility of Nominee (to Checkmate round tripping of nominees) | | |
| (v). | Copy of minutes of meeting/Approval from Institution's Research Committee (IRC); | | |
| (vi). | Lead Researcher's Profile form | | |
| (vii). | Completed and duly signed Annexure 1 form | | |
| (viii). | CV of the Researcher(s) | | |
| (ix). | Research Budget in line with guidelines | | |
| (x). | Research duration | | |
| (xi). | E copy submitted (Flash Drive) | | |
| (xii). | A letter of request duly signed by the Head of the Institution | | |
| (xiii). | A Copy of the Research Proposal | | |
| (xiv). | Total Amount Requested N2,000,000.00 or less per Research Proposal | | |

TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF EDUCATION SUPPORT SERVICES
SUBMISSION CHECK LIST FOR VETTING INSTITUTION BASED RESEARCH
(IBR)

2nd TRANCHE

| S/N | SUBMISSION CHECKLIST | 40% | |
|--------|---|--------|----|
| | | NOT OK | OK |
| (i). | A letter of request duly signed by the Head of the Institution | | |
| (ii). | Letter of Award to Nominee | | |
| (iii). | Submission of progress report by the researchers (via the beneficiary institution) | | |
| (iv). | Publication of at least one article in a relevant first quartile journal (Q1) or at least two articles in second quartile journals (Q2 journals) (Copy of articles or evidence of acceptance) | | |
| (v). | Acknowledgment of TETFund as the sponsor of the research in a footnote in the first page of a paper/monograph or as appropriate in a book/report | | |

**TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF EDUCATION SUPPORT SERVICES
SUBMISSION CHECK LIST FOR VETTING LIBRARY DEVELOPMENT
INTERVENTION**

| APPROVAL-IN-PRINCIPLE (AIP) | | | |
|------------------------------------|---|-------------------|-----------|
| S/N | SUBMISSION CHECKLIST | | |
| | | NOT OK | OK |
| (i). | A letter of request duly signed by the Head of the Institution | | |
| (ii). | Evidence of Constitution of Institution's Library Development Committee [LDC] | | |
| (iii). | Submission of the library Collection Development Policy [CDP] | | |
| (iv). | Duly Signed list of books to be procured based on the institution's CDP and guided by the TETFund template | | |
| (v). | Minutes of meeting where LDC approved the list of Books to be procured | | |
| (vi). | Adherence to 70% /30% TETFund policy on fund utilization (at least 70% for procurement of Books, Journals / Periodicals and 30% for Library Equipment) | | |
| (vii). | Executive summary of the proposal by the institution | | |
| (viii). | Proforma Invoices | | |
| (ix). | List of equipment to be procured indicating Manufacturers, Specifications, Sample Photographs, Unit Cost and Total Costs | | |
| (x). | List of proposed books to be procured (both in hard and soft copy) to be provided, stating the Author, Title, ISBN Number, Publishers, Years of Publications, Quantity, Unit Costs and Total Amount | | |

**TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF EDUCATION SUPPORT SERVICES
SUBMISSION CHECK LIST FOR VETTING LIBRARY DEVELOPMENT
INTERVENTION**

1st TRANCHE

| S/N | SUBMISSION CHECKLIST | 85% | |
|---------|---|--------|----|
| | | NOT OK | OK |
| (i). | A letter of request duly signed by the Head of the Institution | | |
| (ii). | A copy of AIP issued to the Institution | | |
| (iii). | Evidence of Constitution of Institution's Library Development Committee [LDC] | | |
| (iv). | Submission of the library Collection Development Policy [CDP] | | |
| (v). | Submission of hard copy | | |
| (vi). | Submission of e-copy in flash drive | | |
| (vii). | Adherence to 70% /30% TETFund policy on fund utilization | | |
| (viii). | Executive summary of the proposal by the institution | | |
| (ix). | Evidence of Advertisement for pre-qualification in the National Dailies and the Federal Tenders Journal, in line with the provisions of the Public Procurement Act 2007 | | |
| (x). | Evidence of Pre-qualification | | |
| (xi). | Minutes of Tenders Board Meeting | | |
| (xii). | Tender analysis | | |
| (xiii). | Letters of Commitment | | |
| (xiv). | Evidence of Invitation to Tender Opening | | |
| (xv). | Letter of Award of Contracts | | |

TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF EDUCATION SUPPORT SERVICES
SUBMISSION CHECK LIST FOR VETTING ACADEMIC RESEARCH JOURNAL

1st TRANCHE

| S/N | SUBMISSION CHECKLIST | 85% | |
|---------|--|--------|----|
| | | NOT OK | OK |
| (i). | A letter of request duly signed by the Head of the Institution | | |
| (ii). | Back copies of the last editions of the journal (where it exists) or an artist impression of the cover page (if it is being established) | | |
| (iii). | Evidence of Constitution of the Editorial Board | | |
| (iv). | Composition of Editorial Board (2/3 of membership must be from other Institutions) | | |
| (v). | Editorial policy, frequency (annual, quarterly e.t.c.), copyright and other details (usually contained under “Notes to Contributions” | | |
| (vi). | Evidence of Registration of title with National library of Nigeria as an international serial (i.e. ISSN) | | |
| (vii). | Implementation Plan | | |
| (viii). | Copy of Committee’s minutes were manuscripts where approved | | |
| (ix). | List of Committee Members with Designations | | |
| (x). | Detailed cost break down indicating the number of copies, not exceeding 3000 copies to be produced | | |
| (xi). | Evidence of Index of the Journal | | |
| (xii). | Establishment of Dynamic website hosting the Journal | | |

TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF EDUCATION SUPPORT SERVICES
SUBMISSION CHECK LIST FOR VETTING ACADEMIC RESEARCH JOURNAL

2ND TRANCHE

| 2ND TRANCHE | | | |
|-------------------------------|---|-------------------|-----------|
| S/N | SUBMISSION CHECKLIST | 15% | |
| | | NOT OK | OK |
| (i). | A letter request final tranche duly signed by the Head of the Institution | | |
| (ii). | 3 Copies of published Journal | | |

TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF EDUCATION SUPPORT SERVICES
SUBMISSION CHECK LIST FOR VETTING ACADEMIC MANUSCRIPTS INTO
BOOKS

| 1ST TRANCHE | | | |
|-------------------------------|--|-------------------|-----------|
| S/N | SUBMISSION CHECKLIST | 85% | |
| | | NOT OK | OK |
| (i). | A letter of Request for funding duly signed by the Head of the Institution | | |
| (ii). | A Copy of the manuscript | | |
| (iii). | Evidence of Constitution of Editorial Committee | | |
| (iv). | Minutes of meeting of the Institution’s Editorial Committee showing approval for funding the manuscript | | |
| (v). | Completed TETFund Academic Manuscript / Book Development Author’s form | | |
| (vi). | Curriculum Vitae (C.V.) of the Author(s) | | |
| (vii). | Evidence of ISBN from National Library of Nigeria for the book to be published | | |
| (viii). | Evidence of favourable external peer review report | | |
| (ix). | Detailed cost breakdown, indicating the number of copies to be produced | | |
| (x). | Evidence of acceptance to publish by a reputable academic publisher | | |
| (xi). | Submission of manuscripts must be accompanied by invoice and a letter of acceptance to publish by a reputable academic publisher | | |
| (xii). | Submission of a detailed implementation plan | | |
| (xiii). | Publisher’s Bill on an official invoice addressed to the Beneficiary Institution | | |
| (xiv). | Recommendation note by the Beneficiary Institution | | |

TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF EDUCATION SUPPORT SERVICES
SUBMISSION CHECK LIST FOR VETTING ACADEMIC MANUSCRIPTS INTO
BOOKS

| 2ND TRANCHE | | | |
|-------------------------------|--|-------------------|-----------|
| S/N | SUBMISSION CHECKLIST | 15% | |
| | | NOT OK | OK |
| (i). | A letter of Request for final tranche duly signed by the Head of the Institution | | |
| (ii). | 10 Copies of Published Text book | | |
| (iii). | Evidence of Legal Deposit with National Library | | |
| (iv). | Evidence of payment to Publishers | | |

APPENDIX III



**TERTIARY EDUCATION TRUST FUND
ACADEMIC STAFF TRAINING AND DEVELOPMENT DEPARTMENT
CHECKLIST FOR AST&D INTERVENTION PROGRAMMES**

| 1 | ACADEMIC STAFF TRAINING AND DEVELOPMENT | CHECK BOX |
|----|--|--|
| A. | <p>All submissions which should represent 60% Science and Technology based courses as against 40% Arts and Social Sciences must contain the following:</p> <ul style="list-style-type: none"> i. Current Admission letter; ii. Duly signed and stamped TETFund Nomination Form; iii. Curriculum Vitae of Applicant; iv. Schedule of fees from the University, in case of Foreign Admission; v. A copy of signed Bond Form with Beneficiary Institution; vi. Medical Certificate; vii. Bank Details of Nominees. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| B. | <p>All submissions must:</p> <ul style="list-style-type: none"> i. Be accompanied by soft copies in memory sticks (not CD-ROM) prepared in MS-Excel format in accordance with the approved template of the Fund; ii. Be made at least 3 Months to the deadline of registration and at the beginning of each quarter of every given year and not in piece meal. | <input type="checkbox"/> <input type="checkbox"/> |
| 2 | CONFERENCE ATTENDANCE | |
| | <p>All submissions should be made at least two (2) Months before the conference date and must contain the following:</p> <ul style="list-style-type: none"> i. Duly completed TETFund Nomination form; ii. Conference flyer indicating conference fees, venue and date of conference; iii. Evidence of paper accepted for presentation at the conference to be attended by applicants for foreign | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

| | | |
|----------|--|---|
| | <p>conference sponsorship;</p> <p>iv. Minutes of meeting of the relevant selection committee (TETFund interventions implementation committee or academic board or committee of Deans and Directors);</p> <p>v. Soft copy of submissions in memory sticks (not CD-ROMs) prepared in MS Excel format in accordance with the approved template of the Fund.</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| 3 | TEACHING PRACTICE | |
| | <p>All submissions should be made at least three (3) Months before commencement of Teaching Practice Supervision and must contain the following:</p> <p>i. Names and Grade levels of the supervisors nominated for the Teaching Practice Supervision;</p> <p>ii. Completed TETFund personnel nomination forms;</p> <p>iii. Names and Addresses of all the primary schools where the trainee-teachers to be supervised would be posted during the intervention year;</p> <p>iv. Names and contact details of the Head Teachers (Headmasters, Principals, e.t.c) of the Basic Education schools where the trainee-teachers to be supervised would be posted during the intervention year;</p> <p>v. Soft copies of submissions in memory sticks (not CD-ROM) prepared in MS-EXEL format in accordance with the Fund's approved template.</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |