



REPUBLIQUE DU BENIN
MINISTERE DE L'ENSEIGNEMENT SUPERIEUR ET DE LA RECHERCHE SCIENTIFIQUE
UNIVERSITE D'ABOMEY-CALAVI
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RESEARCH FUNDS POLICY

POLICY CODE: TIDRC/RG/RFP-01

VERSION 1

2026

TIDRC/UAC RESEARCH GRANTS MANAGEMENT OFFICE

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1.0 Preamble

The Tropical Infectious Diseases Research Center of the University of Abomey-Calavi (TIDRC/UAC), Benin, has the mandate to facilitate teaching, research and outreach programs as its contribution to the socio-economic development of Benin. Its vision is to be a Center of Excellence in Benin and Africa for producing highly skilled professionals capable to conduct cutting-edge research and community-led action that allows innovative, locally rooted solutions for malaria, neglected tropical diseases (NTDs), and emerging zoonotic threats.

In alignment with its vision, TIDRC/UAC is actively pursuing research as a key pillar of its strategy. This commitment led to the establishment of Research Grants Management Office (RGMO) office.

The establishment of RGMO aims at coordinating research activities in the Center and more importantly, at ensuring that research undertaken by TIDRC/UAC meets international standards thereby achieving relevance and attracting funding. To achieve this, the Center has developed this Research Policy to provide broad guidelines on the conduct of research within its institution.

2.0 Goal and Objectives of the Research Policy

The overall purpose of this Research Policy is to provide a framework for the governance and conduct of both fundamental and applied research, as well as, promote the positioning of research as a priority pursuit in the TIDRC/UAC.

The specific objectives are to:

- Streamline research activities;
- Create an enabling environment for the conduct of research;
- Strengthen research management and coordination;
- Improve research culture and practice;
- Mobilize and manage funds for quality research and innovations; and
- Increase the returns for the conduct of research to achieve international researcher visibility and attract of both human and financial resources to the Center.

3.0 Research Policy Framework

The Center instructively acknowledges and, more importantly, takes account of the explicit relationship between research, innovation and consultancy. In this respect, providing operational definitions to delineate the areas of overlap and independence is important for developing its Research Policy. Therefore, to eliminate any ambiguity, the following definitions/explanations have been adopted for the operationalization of the Research Policy.

3.1 Unsolicited Research

Unsolicited Research falls into two categories. The first relates to scientific inquiry initiated and wholly funded by the Center. The second evolves as a result of a Center submitting a

research proposal to an organization, a group or individual for support beyond the proposed areas. For the purposes of this Research Policy, the second case shall be considered as a Research Grant if contractual funds are received for the conduct of the research.

3.2 Research Grant

This refers to contractual funds received to conduct scientific inquiry either from the Center or an external institution or individual. Grants received for research are geared to deepen our understanding of a phenomenon and advance the frontiers of knowledge, and to translate knowledge to inform decision making process. Funding received is premised on the view that researchers need either financial or technical support to engage in their research activities. The implicit assumption is that some level of commitment in the form of counterpart funding either from the researchers or the Center is expected.

3.3 Research Contract

This refers to contractual funds received by researchers of the Center to conduct scientific inquiry. Research contracts are targeted at addressing a specific concern of an entity. The entity seeking the services of a researcher expressly spells out the terms of reference. This implies that research contracts are tied to specific deliverables and timelines. Failure to deliver has legal implications both for the researchers involved and the Center.

3.4 Consultancy

This refers to services including research, training and advisory activities demanded by either an external or internal entity from another institution. The engagement in this service attracts a commercial fee for both the researchers involved and the Center. The researchers using resources of the Center shall expressly seek permission from the Center. In such a circumstance, the entity demanding the service shall financially compensate the Center for the use of its resources as enshrined in the TIDRC/UAC 's Consultancy Policy, Section 14, sub-section 14.4 and 14.6.

While the link between consultancy and research grant/contract is duly recognized (see Figure One), this Research Policy focuses on Unsolicited Research, Research Grants and Research Contracts. In a separate document, the guidelines on the consultancy engagements in the Center have been documented (TIDRC/UAC Consultancy Policy).

3.5 Innovation

This refers to a discovery of any new idea or device emanating from a scientific inquiry or a technological creativity or intervention.

3.6 Intellectual Property

This refers to legal rights resulting from the creation of the mind, which leads to inventions, scientific discoveries, literary and artistic works.

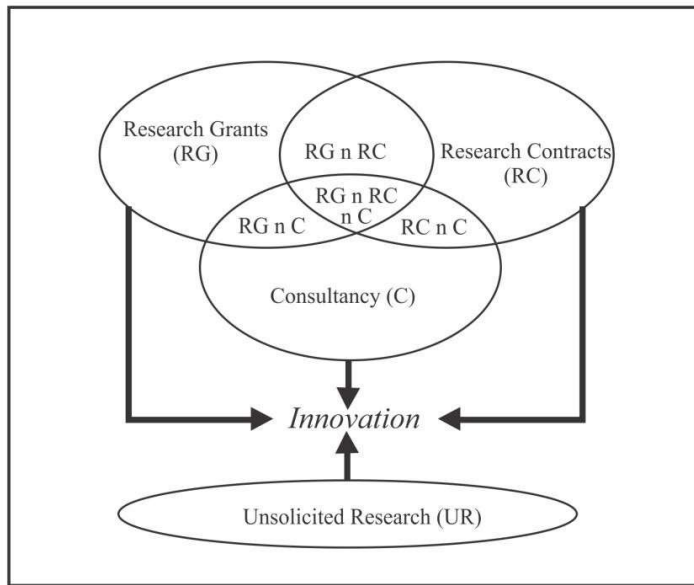


Figure One: Types of Research and Linkages with Consultancy and Innovation

4.0 Operationalization of the Research Policy

RGMO is obliged to play a key role in providing information on the contextual environment to ensure the operationalization of the Research Policy. For the Research Policy to be binding on researchers in the Center, RGMO will collaborate with other relevant offices, staff and institutional committees. RGMO, with support of the Director or deputy Director, has the responsibility to provide institutional-level support for research, within the framework of the relevant TIDRC policies and regulations.

5.0 Conduct of Research

The conduct of research is one of the three core activities undertaken by Researcher in the Center hence this Research Policy provides guidelines with the aim of promoting adherence to good practices in the communities and to systematically track research engagement undertaken in the Center. With reference to section four of this Research Policy document, research can be classified into unsolicited research, research grants and research contracts. These research engagements are expected to lead to the following: peer reviewed journal articles, working papers, publication in either reviewed or non-reviewed conference proceedings, news briefs, policy briefs and technical reports.

Researchers engaging in research activities are expected to:

- i. Inform RGMO and follow due processes and standards such as research ethical considerations in the submission of proposals and undertaking of research activities;
- ii. Submit their proposals through RGMO;
- iii. Disclose complete and perfect information regarding the conduct of any research to the researchers through RGMO;
- iv. Indicate to RGMO the use of both tangible and intangible resources of the Center;

- v. Submit a copy of all outputs that will result in the engagement of the research exercise;
- vi. Archive all research data under the supervision of RGMO or within the Center;
- vii. State institutional affiliation on all research outputs; and
- viii. Outline both the immediate and wider benefits of the research to TIDRC/UAC.

The following expectations are specific to staff engaging in research contracts:

- ix. Ascertain clearance through RGMO on the terms of the research contract;
- x. Include five percent of the personnel cost as overheads for TIDRC/UAC;

6.0 Provision of Research Support Services

TIDRC/UAC recognizes the need to offer support to promote research activities and therefore seeks to create an enabling environment for the conduct of research and use of research findings and also, to strengthen research management and coordination.

The Center, through RGMO will provide the following research support services:

- i. Set Center-wide research agenda;
- ii. Ensure that all research protocols go through ethical clearance within its institution and beyond where necessary;
- iii. Provide counterpart funding, where necessary, to promote the engagement in research grants;
- iv. Support staff to attend conferences, workshops, seminar etc.;
- v. Organize workshops, conferences, seminars...;
- vi. Subscribe to databases that provide relevant information on research funding, ethics and best practices;
- vii. Produce a report on research output in the Center;
- viii. Provide research support services including access to journal databases, micro data repositories, statistical software, state-of-the-art laboratories and other library resources that facilitate access to relevant literature and databases;
- ix. Organize and/or support training workshops and seminar on proposal writing for research grant and research contract, scholarly writing, publication in impact-factored journals, dissemination and others for research staff of the Center;
- x. Promote adherence to research ethics through the Institutional Review Board;
- xi. Ensure that principles of intellectual property are upheld in the Center;
- xii. Provide incentives for outstanding researchers and innovators through the institutionalization of an award scheme.

7.0 Sources of Funding for Research

Funds for the conduct and enhancement of research skills as well as management/administration of research-related activities shall be generated both within and beyond the Center.

7.1 Internally Generated Funds for Research

TIDRC/UAC through RGMO, shall provide 'small' research grants to harness research ideas.

Funds for harnessing research ideas shall be generated from multiple sources within the Center including returns on research contracts (see Section 5x of this Research Policy), transfers/profits from income-generating interventions in the Center. The Director or the Deputy Director in consultation with RGMO, shall determine the various sources of income-generation interventions.

7.2 External Sources of Funds for Research


- RGMO shall regularly furnish researchers with information on calls for research grants and contracts.
- RGMO shall be the sole office in the Center with the responsibility for registering the Center on all external research-funding platforms.
- RGMO shall approach external agencies such as development partners, Government of Benin and private organizations/individuals to attract research funds.

8.0 Implementation and Amendment

- RGMO has the oversight responsibility of monitoring and enforcing the implementation of the Research Policy in TIDRC/UAC.
- The policy shall become operational as soon as it is approved by the management team of the Center.
- This policy shall be implemented in a manner consistent with the mandate, mission, vision, development strategic plan and the research strategic document of TIDRC/UAC.
- The policy shall be reviewed periodically.
- Staff members who fail to comply with the provisions outlined in this policy and/or are unable to deliver as per the terms of a contractual agreement shall be referred to the management team of the Center for the relevant sanctions to be applied.

Approval & adoption

This Research Funds Policy, code: TIDRC/RG/RFP-01 is hereby formally approved and adopted as the official policy of the Tropical Infectious Diseases Research Center/University of Abomey-Calavi, effective February 18, 2026


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