

National Aids Control Council

Management of Research Protocols  
by

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September, 2007

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## **Introduction**

In the past, NACC received research proposals from various organisations and individuals for funding. These proposals were developed without specific guidance on priorities and themes. These were reviewed on an ad hoc basis and few received funding. In the last review, 1,200 research proposals sent to NACC received no funding because most of them were irrelevant to the national response activities coordinated by NACC.

In order to achieve the results as outlined in the Kenya National HIV and AIDs Strategic Plan (KNASP), it is critical to have effective operational research, monitoring and evaluation strategies put in place. And in line with KNASP (2005-2009/10) the following themes within the priority areas and support services have been identified by KARSCOM.

## **Call for Research Proposal**

NACC will be calling for research proposals through the print and electronic media on the following the priority research themes and sub- themes:

### **1. Prevention of New Infections**

The themes identified under this priority area are:

- Cultural and family dynamics in relation to HIV and AIDS.
- Continuous life skills in schools and families.
- Counselling and Testing (CT) services (attitude, access, compliance, seeking behaviour)
- Age group and gender related behaviours.
- The impact of alcohol and drug abuse.
- Female Genital Mutilation (FGM), Male Circumcision and other cultural practices
- Condom use and management.
- Universal Precautions (Blood and Injection Safety, Post-Exposure Prophylaxis).
- Vaccine development.

- STI management and follow up in the general and special populations (youth, sex workers, uniformed services).
- Preventive programs for vulnerable populations e.g. Orphans and Vulnerable Children (OVC), street families, widows, people living with disabilities
- PMTCT services (impact, extent, accessibility, quality etc)
- Women specific HIV and AIDS control methods (female condoms, microbicides and other empowerment.
- Stigma and discrimination.
- Migrant workers and slum dwellers.
- Pastoralist communities.

## 2. Improving the Quality of Life

The themes identified under this priority area are:

- ART uptake, monitoring drug resistance and rational drug use.
- Clinical trials.
- Community interventions.
- Innovations in home-based care (training, nutritional support, knowledge of opportunistic infections and treatment)
- Palliative care.
- Human rights, ethical and legal issues,
- Health systems and the quality of care.
- Delay of disease progression.
- Food and nutrition including traditional foods.
- Traditional medicinal plants.
- Traditional healers and birth attendants.
- Management of opportunistic infections.

### 3. Mitigation of Socio-Economic Impact

The themes identified under this priority area are:

- Economic and social impact at household, community and national levels.
- Advocacy.
- Impact of HIV and AIDS on human resource across sector.
- Impact of HIV and AIDS on livelihood and food security.
- Psychosocial needs of special groups (refugees, prisoners, OVCs, MSMs, PLWHA, IDUs, People Living with Disabilities)
- Traditional healing and support systems and alternative medicines.
- Community empowerment through strengthening mitigation strategies.
- Main streaming of mitigation initiatives into local structures.

### 4. Provision of Support Services

The themes identified under this area are:

- Accountability and transparency on HIV and AIDS programs implementation (financing and procurement).
- Human resource capacity building for HIV and AIDS research and services.
- Institutional capacities (management mechanisms, and practices including time management and efficiency)
- Resource tracking.
- Program implementation and resource absorptive capacity.
- Capacity building at the grass roots e.g. proposal writing report writing, accounting and record keeping.
- Mobilizing resource at the community level.
- Improving policies to strengthen services.

- Communication, co-ordination and networking.

### **Research Grant Application Forms**

Researchers interested in undertaking research in any of the themes or sub-themes are invited to visit NACC website and download research grant application forms, complete them in triplicate and submit the completed and duly signed copies to:

The Director,  
National Aids Control Council,  
9<sup>th</sup> Floor, Landmark House  
P.O. Box 61307 – 00200  
NAIROBI.

or through e-mail – [researchprotocols@nacc.or.ke](mailto:researchprotocols@nacc.or.ke)

A sample of the Research Grant Application Form is at Annex 1.

Processing Fee: Each application will be accompanied with a non refundable processing fee of Ksh 1,000/=

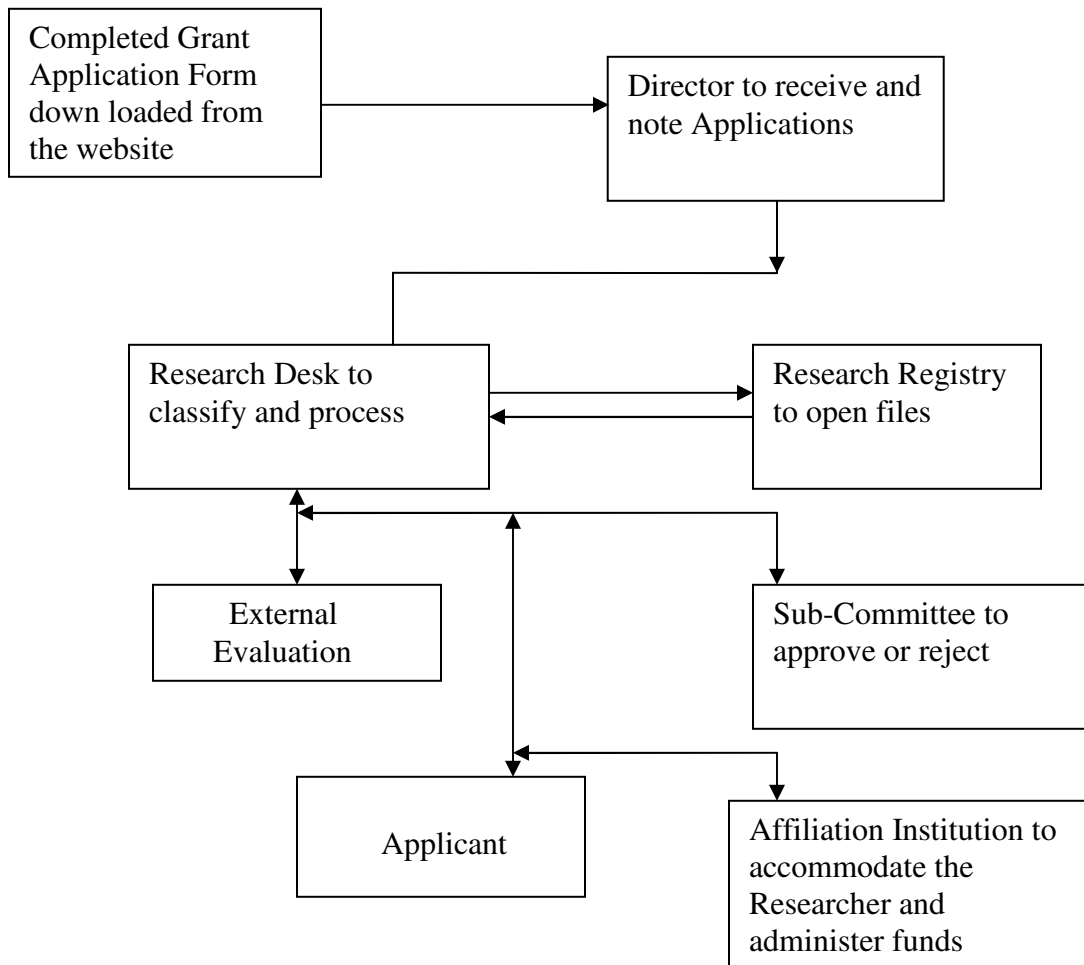
#### Receiving of Protocols/ Proposals

On receiving research applications, the Office of the Director will direct the applications to the Research Desk for classification and documentation.

The Research Desk will classify individual protocols into four main areas as follows:

Priority Area	Classification (File No.)
Prevention of new infections (P)	1. NACC/RG/P/001 2. NACC/RG/P/002 3. -----etc
Improving the Quality of life (Q)	1. NACC/RG/Q/001 2. ....etc
Mitigation of socio-economic Impact (M)	1. NACC/RG/M/001 2. ....etc
Provision of support services (S)	1. NACC/RG/S/001

## Flow Chart



From the Research Desk, the documents will be sent to the Research Registry for opening of files. Each applicant will have an individual file with unique file reference number as in the example given above. A new file containing a research proposal, a grant application form and the researcher's C.V. will then be sent back to Research Desk for acknowledgement of receipt of documents.

### **Proposal Review Process**

The Research Desk will prepare summaries and recommendations on each of the applications to the Scientific Sub-Committee for deliberation and decision making. If need be the Desk may identify external experts to assist in the evaluation of the proposals. In such cases copies of the research proposal and the C.V. will then be sent out to identified experts for evaluation. It is suggested that evaluation be sought from at least two independent experts.

On receipt of external evaluation, the Research Desk will summarise from external evaluators and at the same time provide NACC's assessment of the proposal and make recommendations to the Scientific Sub-Committee meeting.

The Scientific Sub-Committee will use the criteria below to evaluate each of the protocols:

### **Criteria for evaluating of Research Protocols**

1. The project proposal must:
  - (a) Fall within the research priority areas listed in the request for applications.
  - (b) The research theme should be relevant to the KNASP
  - (c) Be clearly written, realistically costed with achievable objectives and identifiable outputs.
  - (d) Have a sound and ethical methodology and be implementable within a continuous maximum period of two years from the start of implementation.
  - (e) Be of practical value to decision making and aimed at improving insight into the subject.
2. The researchers must have expertise to effectively conduct and accomplish the proposed research project.
3. The principle investigation should:

- (a) Belong or affiliated to a reputable institution (recognized university, research institute or Government Department etc) to which the funds may be disbursed. The institution will be held accountable to NACC for all the monies disbursed.
  - (b) Be a Kenyan qualified in the subject of research.
  - (c) Provide detailed curriculum vitae and those of his/her co-researchers where applicable.
  - (d) Provide an official letter from affiliation institution confirming willingness to accommodate the researcher.
  - (e) Provide evidence of ethical clearance where applicable.
4. A researcher will not be awarded more than one project at the same time. And a final report will be mandatory before being considered for another project.

Guided by the above criteria, the Scientific Sub-committee will deliberate on the application and decide whether to approve, reject or recommend revision of the proposal. In the whole process, sub-committee will not be bound to go by the recommendations from the external evaluators or the Research Desk. The final decision of the Scientific Sub-committee will then be promptly communicated to the applicant in writing.

If the committee approves the application, an Agreement Form (see copy in Annex 2) will be sent to the applicant's affiliating institution for completion and signature then returned back to the Director for signature and disbursement of the approved funds to the Affiliating Institution. Appendix 4 details a list of potential institutions for research affiliation.

### **Guidelines for Affiliating Institutions**

1. An affiliating institution must be a Kenyan Public Institution approved by the National Aids Control Council for affiliation purposes. The researcher will be expected to negotiate with the institution for research affiliation.
2. Before granting affiliation, the institution will be expected to have fair understanding of the research project.
3. All affiliating institutions, being Kenyan Public Institutions, will be obliged to look after the national interest generally and that of National Aids Control Council specifically. This includes ensuring that there is no breach of the conditions governing the research as damage or loss of property,

- export of materials and matters that may be of security nature that should be promptly reported to the Office of the President or other relevant authorities.
4. If the research is to be completed outside Kenya, for any reason, National Aids Control Council must be notified independently by the affiliating for appropriate action.
  5. The Affiliating Institution at the request of the Council shall permit officers or representatives of the Council to visit the project site(s) and shall facilitate the discussion of the results and progress of the project between the representatives of the Council and personnel responsible for the project.
  8. Upon completion of the project, the Affiliating Institution shall ensure the provision to the Council with:
    - (a) A final report detailing the work accomplished and embodying research results and any policy recommendation; and
    - (b) a complete financial statement covering all funds expended on the project, in the same form and including the detail of the subject attached to this memorandum. The financial statement shall be certified correct by the Researcher and by a Senior Financial Officer of the Affiliation institution. The latter agrees that, if the Council so requests, the final financial statement shall be certified by the Affiliation institution's external auditors and the cost of such audit shall be borne by the Council. The Affiliation institution agrees, if the Council so requests, to give the Council reasonable access to all books of account relating to the project to permit the Council to verify all pertinent financial records.
  4. The Affiliation institution agrees to remit to the Council any unspent grant moneys, within three months of the Council's notification to the Affiliation institution.

### **Level of Funding**

There will be three tiers of funding level namely, constituency, district and national. NACC will determine funding levels from time to time. However, for a start, the maximum amount that will be available per project will as follows:

	Amount (Ksh.)
Constituency -----	300,000
District-----	500,000
National -----	2,000,000

### **Software for Data Management**

UNESCO has free data management software known as win- ISIS. It is user friendly and only need a day also training for data entry personnel. It is currently being used by KEMRI to create and manage a data bank on health research. NACC could consider acquiring this software for the management of protocols

### **Disposal of Durable Equipment**

Durable Equipment and facilities will be disposed of as outlined under the same sub – title in the agreement in Appendix 2., Part 3.

**Appendix 1**

NATIONAL AIDS CONTROL COUNCIL

APPLICATION FORM FOR A RESEARCH GRANT

FOR OFFICIAL USE

Received by NACC on .....  
File No. NACC/RG/.....  
Classification.....

PART I

1. Surname of Principal Investigator/ Researcher

.....

Other Names.....

Nationality.....

I.D/No.: .....

Postal Address: .....

Telephone Number:.....

E-mail:  
.....

2. Name of Employer

.....

Postal Address:.....Telephone  
Number.....

3. Employment Status

Present Post:  
.....

Terms of Employment (probation, contract or permanent):  
.....

If on contract, state expiry date: .....

Field of specialization: .....

4. Highest academic and professional qualifications:  
.....

5. Give details of other investigators who will be working with you if any

Name	Address	Signature	Date
------	---------	-----------	------

6. Title of the project: .....

.....

7. Project Duration:.....Date of commencement.....

8. Is this research project expected to lead to an award of a higher degree?  
YES/NO

If Yes, give details and attach evidence from the institution where you are registered

9. Summary of project objectives (attach a separate sheet)

10. Describe the project including methodology

11. Budget Summary\*

	1 <sup>st</sup> year	2 <sup>nd</sup> year
Personal Emoluments		
Major Equipment		
Expendable Supplies		
Travelling		
Subsistence		
Data Analysis		
Publication		
Other Expenditure		
Total		

\* Each budget item should be fully justified in the proposal. For example, if research assistants are to be recruited, give the total number of man-months, salary per month, cost per year for the period of the project and total. Or if equipment have to be bought, specify quality, cost per item per year for the entire period of the project.

12. Support from elsewhere: (Give particulars of available or/and expected support from any other source e.g. funding, equipment etc)

13. Has the project been submitted to another organization for funding? If Yes, give details.

14. Estimated Total cost of the research project in Kenya shilling  
a) Amount requested from NACC Ksh. \_\_\_\_\_  
b) Amount from other sources if any Ksh. \_\_\_\_\_

Total cost of the project Ksh. \_\_\_\_\_

15. Has this project been sponsored in the past by any other institution?  
Yes/No  
If yes give details
16. Has the project been submitted to another organisation for the purpose of soliciting for funding? Yes/No.  
If Yes give details

17. Give names and addresses of two referees in connection with this application. The two referees should sign the form.

Name:

Address:

Signature of referee:

Date:

Name:

Address:

Signature of referee:

Date:

18. Name and Address of Affiliation Institution (institution accommodating the project)

19. Declaration of the Head of Affiliation Institution

I confirm that I have read this application and that;

- (a) the equipments and facilities requested for in this application are necessary and not available in the institution
- (b) the applicants are correctly indicated
- (c) the application has the support of this institution

Head of the institution:

Signature:

Name:

Institution:

Date:

20. Declaration of the Principal Investigator/Researcher:

(a) I declare that the information supplied above by me is to the best of my knowledge true and accurate and that I have read the note in Part II of this application form.

(b) I agree to deposit at least two bound

Name:

Signature:

Date:

## PART II

Notes to be read before completing the application form.

1. The forms must be completed in ink and all accompanying papers must be in A4 size.
2. The completed forms must be accompanied by three copies of a full project proposal which should include:
  - (a) Background and literature review
  - (b) Objectives
  - (c) Methods to be used
  - (d) Envisaged use of the results
  - (e) Questionnaire to be used (if any)
  - (f) A full justification of the budget
3. Full curriculum vitae of all the applicants should be attached.
4. It is important to make sure that items are neither seriously undercosted nor overcosted.
5. No grant will be given for a project similar to work already being undertaken at any of the publicly supported establishments. Similarly, grants will not be made for equipment or facilities available in the

- institution where the applicant is working or where they can be made accessible to the applicant unless there is a proven need for additional equipment and facilities.
6. An applicant who receives a grant will be required to undertake to submit quarterly and final report on the progress of work to which the grant relates.
  7. Results of a research project supported by a NACC grant will not be published or disposed of in any manner without prior consent of NACC.
  8. All publications arising from the grant must acknowledge NACC. Furthermore, grantees may be required to let NACC review draft reports and approve them for publication. Equipment and facilities funded by NACC research grant will remain the property of NACC.
  9. Shipment of research samples outside the country must be applied for and approved by NACC in accordance with national guidelines.
  10. Project proposals should be submitted at least three (3) months before effective date of starting the project.
  11. Expenditure incurred before the effective date of the grant may not be charged to the grant.
  12. The application forms and the full project proposal should not be treated as substitutes. For example, forms completed by simply saying “see attached proposal” or vice versa will not be accepted. Also forms which are not completed fully will not be accepted.
  13. The application or any request for further information should be addressed to:

The Director  
NACC  
P. O. Box 61307  
NAIROBI

**Appendix 2**

NATIONAL AIDS CONTROL COUNCIL

Original and One Copy to the Council  
One copy to Affiliation institution  
One copy to the Researcher

NACC RESEARCH GRANT AGREEMENT FORM

File No. NACC/RG/..... Effective Date:.....

PART I

GENERAL

1. Grantee: The National Aids Control Council (herein referred to as "the Council") has approved a grant of an amount of up to Kshs. .... to..... (herein referred to as "the Affiliation institution") to enable ..... (herein referred as "the Researcher") to undertake/continue the research project entitled

.....  
.....

The Grant is subject to Research Funds being available to the Council during the full course of the grant.

2. Objectives of the Project

- 1. ....  
.....
- 2. ....  
.....
- 3. ....  
.....

3. Project Duration and Release of Funds

The project is approved for ..... with effect from the date of the release of the funds. The funds shall be released by the Council to the Affiliation institution in accordance with a schedule of reports and payments and subject to the reports being approved as satisfactory by the relevant Scientific Sub-Committee of the Council.

4. Administration of the Project

(a) The Researcher shall be responsible to the Affiliation institution which shall in turn be responsible to the Council for Administering the Grant on behalf of the Council for ensuring that the conditions laid down for the project in this Agreement are observed.

\*(b) For the purposes of this Grant, the Affiliation institution is classified as a public institution whose financial regulations are approved by the Government.

Consequently, the Grant shall be administered in accordance with the Affiliation institution's financial regulations.

\*(c) For the purposes of this Grant, the Affiliation institution is classified as non-public institution and therefore the Affiliation institution shall institute financial and administrative procedures acceptable to the Council with respect to the project and shall at the request of the Council, periodically review such procedures and the progress of the project with the representatives of the Council.

\* Delete as applicable.

PART 2

FUNDS

1. The funds are provided according to approved vote items and are released by the Council to the Affiliation institution according to the format below, on a yearly basis and on submission of complete upto date progress report that is approved as satisfactory by the relevant Specialist Committee of the Council.

2. No virement (re-allocation of funds between budget items) or alterations of budget items or over-expenditure on individual budget items or the total budget shall be made without the written authority of the Council.
3. No transfer of funds from one project to another shall be made without the written authority of the Council.
4. (a) It is understood that at the date of signing this Agreement the Researcher has declared to the Council in writing any other support that this project has received before or is expected to receive in the future from sponsors other than the Council.
- (b) While it is the Council's policy to encourage co-funding of projects, the researcher and the Affiliation Institution agree to obtain the Council's written permission before involving or entering into agreements relating to the project with other sponsors after signing this agreement.
- (c) Involvement of a sponsor other than the Council shall not alter conditions of this grant unless such alterations have been approved by the Council. It will be the responsibility of the Researcher and the Affiliation institution to seek such alterations from the Council where they are found to be in the interests of the satisfactory execution of the project and to ensure that the interests of additional sponsors do not conflict with those of the Council.
5. Any revenue arising out of the project shall be remitted to the Council.

Grant Allocation

Grantee: .....

Amount: .....

Breakdown	Kshs.
Expendable supplies.....	
.....	

.....  
.....  
Total Kshs. ....

PART 3  
DURABLE EQUIPMENT

1. Structures, and other durable equipment bought or constructed with the Council's Grant shall be the property of the Council and the Council shall reserve the right to dispose of such equipment and structures as it deems appropriate. The Affiliation institution shall be responsible for the safe operation and keeping of these items during the period they are entrusted in its custody.
2. The cost of maintaining and insuring equipment bought under this Grant shall be met from the Grant upto the termination date of the project. Where necessary, the Council shall consider a supplementary budget for these items.
3. On termination of the project, the Council shall provide the Researcher with five copies of a prescribed form for handing over equipment. The form together with the equipment shall be handed over to the Council within three months from the date of notification of the Researcher by the Council.

PART 4  
REPORTS

1. The Researcher shall submit progress reports and financial statements to the Council at six-monthly intervals and at such other time as may be requested by the Council provided that the Council shall give the Researcher at least three weeks notice in the latter case. The progress reports including financial statements shall be submitted in accordance with a prescribed format to be provided to the Researcher by the Council. In the case of research for a degree award, the Researcher shall submit the report through the supervisor.

2. The financial statement shall be signed by the Researcher and senior official of the Affiliation institution and shall indicate the following among others:-
  - (a) The granted funds;
  - (b) The total expenditure against each item at the date of the report;
  - (c) The balances on each item at the date of the report.
3. On completion of the project, the Researcher shall submit to the Council a comprehensive final report on the project.
4.
  - (a) The Council has interest in all discoveries, inventions and improvements in respect of processes, apparatus and machines made with the NACC Research Fund. Results of the project shall not be published or utilized in any manner without the written approval of the Council.
  - (b) It is agreed that following consultation with the Affiliation institution where appropriate, the Council may publish, release or distribute any material, including writings, films and tapes, published or produced as a result of the Council grant, or may authorize such publication, release or distribution by a third party.
  - (c) All articles and exhibitions resulting from the research project shall bear explicit acknowledgement of sponsorship of the project by the Council.
  - (d) Prior to publication or production of any material by the Researcher or the Affiliation institution including writings, films and tapes, which results from the project, the Researcher or the Affiliation institution shall consult with the Council regarding the form of acknowledgement of the Council's role in supporting the project and if required by the Council, shall consent to the acknowledgement in-terms agreed to by both parties. The Researcher shall also deposit

four copies of any written materials and one copy of any audiovisual materials to the Council.

PART 5  
COMPLIANCE WITH NATIONAL LAWS OF KENYA

In carrying out the project the Affiliation institution and the Researcher shall be responsible for complying with the Laws of Kenya.

PART 6  
CONTRACTUAL OBLIGATIONS

1. Employer-employee relationships and contracts in respect of the project shall be sole responsibility of Affiliation institution, the Researcher and the employees, and the Council shall not be held responsible for such contracts and relationships. However, if the need arises, the Council shall be entitled to verify that the type and grade of manpower agreed upon for the project is actually employed on the project.
  
2. (a) It is the policy of the Council that all research involving individuals is carried out in accordance with high ethical standards. Therefore it is a condition of this grant that the Researcher shall be responsible for obtaining all necessary clearances and that both the researcher and the Affiliation institution shall take all reasonable steps to ensure that individuals from whom data is collected have:
  - (i) the right to privacy
  - (ii) the right to anonymity as to the source of the data;  
and
  - (iii) the right to discontinue their participation in the project at any time.
  
- (b) The research shall be carried out in compliance with the methodology developed by the principal investigator and as approved by the Council.

PART 7  
OTHER OBLIGATIONS OF THE RESEARCHER

The Researcher undertakes to carry out the project to its logical conclusion without undue interruption and will only vary this condition with a prior consultation and agreement with the Council.

PART 8  
OTHER OBLIGATIONS OF THE AFFILIATION INSTITUTION

1. The Affiliation institution at the request of the Council shall permit officers or representatives of the Council to visit the project site(s) and shall facilitate the discussion of the results and progress of the project between the representatives of the Council and personnel responsible for the project.
2. Upon completion of the project, the Affiliation institution shall ensure the provision to the Council with:
  - (a) A final report detailing the work accomplished and embodying research results and any policy recommendation; and
  - (b) a complete financial statement covering all funds expended on the project, in the same form and including the detail of the subject attached to this memorandum. The financial statement shall be certified correct by the Researcher and by a Senior Financial Officer of the Affiliation institution. The latter agrees that, if the Council so requests, the final financial statement shall be certified by the Affiliation institution's external auditors and the cost of such audit shall be borne by the Council. The Affiliation institution agrees, if the Council so requests, to give the Council reasonable access to all books of account relating to the project to permit the Council to verify all pertinent financial records.
4. The Affiliation institution agrees to remit to the Council any unspent grant moneys, within three months of the Council's notification to the Affiliation institution.

PART 9  
DISCLAIMER

It is understood that the Council grant shall in no way be construed to mean that the Affiliation institution or the Researcher or any other person or institution involved in the project constitute agents or representatives of the Council. The Council assumes no liability with respect to any accident to any person or any loss or damage to any person or property arising from the project except with respect to any accident, loss or damages arising from the negligent acts or omissions of the Council's employees, officers or agents acting within the scope of their employment or authority.

PART 10  
TERMINATION OF PROJECT

1. If the project falls behind schedule for three months in the submission of satisfactory reports it shall be frozen and if it falls behind six months it shall be terminated and the necessary sanctions instituted. The freezing and termination of the project shall be automatic in the first instance irrespective of the reasons given for the non-submission of satisfactory progress reports. The unfreezing or re-institution of the project shall then be re-negotiated where there is reasonable basis to do so, but no expenditure shall be incurred on the project when the re-negotiation is going on.
2. Breach of the conditions of this Grant or the Laws of Kenya or matters pertaining to the security of Kenya as they relate to this grant may constitute adequate ground to stop or modify the project.
3. Non-submission of satisfactory progress reports;
  - (a) Project funds shall be frozen or project terminated upon non-submission of progress reports or upon submission of unsatisfactory progress reports.
  - (b) The Researcher will be notified by the Council of the date the progress report is due and will be reminded about the progress report during the immediately following two months after

notification. If the Researcher will have not submitted the progress report or will have submitted unsatisfactory progress report as judged by the quality of work and the expenditure on funds, the project will automatically be frozen.

- (c) On freezing the project, the Researcher shall be allowed three months within which to make representation as to why the project should not be terminated. Upon termination of the project and in relation to the Council's funds that shall have been spent on the project, the Researcher shall be required to submit, within three months of the termination notice, a terminal report which shall be vetted by a panel of experts in the Researcher's field of expertise. The decision of the competent Committee of the Council on the report shall be final.
  
- (e) If the terminal report is found to be unsatisfactory then the Council shall institute any measures deemed necessary to recover the Council's grant in part or in full from the Researcher. Such measures shall include a surcharge of the Researcher by his/her Affiliation institution or a court attachment.

#### 4. Non-submission of satisfactory final reports;

- (a) The Researcher shall be notified by the Council of the period the final report is due which shall be in accordance with the stipulated duration of the project.
- (b) Such a final report shall be expected to be submitted within six months from the expiry of the project duration. The Researcher shall receive at least two reminders during the six month period.
- (c) Upon the expiry of the allowed period and in the absence of agreed arrangements between the Researcher and the Council on the date of the submission of the final report, the Council shall assume that

the Researcher is unable to submit the final report. Such measures as stipulated under this part in A5 above shall then be taken.

- (d) If the final report is submitted, vetted as under this part in A4 above and found to be unsatisfactory then the Council may again take such measures as stipulated under A5 above.

5. Non-surrender of the durable equipment purchased from the Council grant

- (a) Upon the submission of the final report, the Researcher shall be provided with a form for handing over the durable equipment and the equipment must be surrendered to the Council within three months of the notification of the Researcher by the Council.
- (b) Any durable equipment not surrendered to the Council six months after the submission of the final report shall be construed as having been converted by the Researcher for personal use and the Researcher will be expected to re-imburse the Council for the cost of the equipment. Such measures as a stipulated under this part in A5 may again be taken as necessary.

## PART II

### VIOLATION OF THE TERMS OF AGREEMENT

Violation of any of the terms of the agreement shall constitute a breach of the contract for which the Council shall take such measures as it deems necessary.

## PART 12

### SIGNATORIES TO THE AGREEMENT

This Agreement shall be signed by the Researcher, at least the Chief Finance Officer, the Head of Department or Deputy Vice-Chancellor in the case of an institution of higher learning, the Director in the case of a Research Institution, and the Director, National Aids Control Council. The signatories to the Agreement hereby agree to abide by the terms of the Agreement.

Signed by Researcher..... Date .....

Name of Researcher.....

Signed on behalf of the Affiliation Institution..... Date.....

Name of Signing Official.....

Designation.....

Signed on behalf of the Council..... Date.....

Name of Signing Official.....

Designation.....

### Appendix 3

#### LIST OF INSTITUTIONS FOR RESEARCH AFFILIATION PURPOSES

1. Faculties, Departments of the University of Nairobi  
Contact address:  
P.O. BOX 30197  
Nairobi Kenya
  
2. Institutes of the University of Nairobi  
  
Housing Research and Development Unit  
Institute of African Studies  
Institute of Development Studies  
Population Studies and Research Institute  
Industries Research and Consultancy Unit  
Institute of Computer Sciences  
Institute of Development Studies
  
3. Faculties, Departments of Kenyatta University  
Contact address:  
P.O. Box 43844,  
Nairobi, Kenya
  
4. Faculties, Departments of Egerton University  
P.O. Private Bag  
Njoro
  
5. Faculties, Departments of Moi University  
P.O. BOX 3600  
Elodret
  
6. Faculties, Departments of Jomo Kenyatta University of Agriculture and  
Technology
  
7. Faculties, Departments of Maseno University
  
8. Government Public Institutions  
  
Kenya Agricultural Research Institute  
P.O. Box 30148  
Nairobi  
  
Kenya Trypanosomiasis Research Institute

P.O. Box 362  
Kikuyu

Kenya Medical Research Institute  
P.O. Box 54840  
Nairobi

Kenya Marine and Freshwater Fisheries  
Research Institute  
P.O. Box 81651  
Mombasa

Kenya Industrial Research and Development Institute  
P.O. Box 30650  
Nairobi

National Museums of Kenya  
P.O. Box 40658  
Nairobi

Institute of Primate Research  
P.O. Box 24481  
Nairobi

Kenya Wildlife Service  
P.O. Box 40241  
Nairobi

Kenya Rangeland Ecological Monitoring Unit,  
P.O. Box 47146  
Nairobi

Kenya Polytechnic  
P.O. Box 52428  
Nairobi

Mombasa Polytechnic  
P.O. Box 90420  
Mombasa

Kenya Science Teachers College  
P.O. Box 30596  
Nairobi

Kenya Technical Teachers College  
P.O. Box 44600

Nairobi

Kenya Institute of Education  
P.O. Box 30231  
Nairobi

1. Any other Kenyan public research institutions that may be approved by National Aids Control Council
2. Others

Harambee Institutes of Technology  
Kenya voluntary organizations: (considered on their own merits)  
Any other research oriented organizations that may be approved by  
National Aids Control Council