

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

1 ST 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		

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2 nd 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		

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1 st 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

1 st 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		

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JOURNAL

2 ND 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

1 ST 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		

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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		