1. 

**LIBRARY DEVELOPMENT INTERVENTION**

The main objective of this intervention shall be to support beneficiary institutions to have modern library equipment, alongside current and relevant books and holding. (Hard and e-copies as the case may be) of the various courses being offered.

Disbursement of funds shall be in two tranches of 85% and 15%

Covering Letter/Request for AIP;

A. **Requirements for issuance of Approval –In – Principle are as follows:**

   I. Executive Summary of the Proposals
   II. List of Books Stating the Author, Title, Publishers, Year of Publication, ISBN Number Quantity, Unit Cost and Amount;
   III. List of Equipment stating Manufacturer, Specifications Unit cost and Total cost
   IV. Genuine Pro-forma Invoice from reputable and relevant sources, including sample photographs of such equipment and books
   V. For furniture-related procurements, catalogues/photographs of the type of wood to be used;
   VI. For E-library, detailed specification / description of the items shall be provided with cost
   VII. At least 70% of total allocation shall be used for procurement of books and periodicals while the balance shall be for furniture and library equipment;
   VIII. Beneficiary institutions shall show evidence of a functional and properly constituted Library Development Committee (LCD) Which meets and makes recommendations to the Head of Institution on matters relating to the library;
   IX. Submission of the Library Collection Development Policy (CDP) (Including Electronic Resources (e-Resources for the institution);
   X. Submission of list of books to be procured shall be made based on the Institution’s CDP and guided by the TETFund template
   XI. Submission of other Library Resources, including tools and equipment to be procured shall be made in accordance with the TETFund template for acquisition of library resources;
   XII. All submissions shall be accompanied with the minutes (or decision extracts) of the meeting of the institution’s LDC.
   XIII. All Proposals shall be submitted in hard and soft copies (flash drive). Advance copy may be sent to **es@tetfund.gov.ng** and **essdept@tetfund.gov.ng**
B. In addition to the above requirements, Beneficiary Institutions should note that:

I. Once approval is granted for procurement of books and/or other Library resources, substitutions and/or changes in approved specifications and terms of acquisition shall not be entertained;

II. Funds for Library Development Intervention shall not be utilised for procurement of consumables or any other items outside the approval.

III. Detailed specification of proposed Equipment/Tools/Furniture (e.g ICT equipment, Binding Equipment, Furniture, and other relevant tools MUST be provided)

IV. Request for accessing first tranche should be within Four (4) months stipulated in the AIP letter.

V. Invitation for Financial Bids Opening shall be at least three (3) weeks before the opening of the tender.

VI. All procured items under this Intervention line MUST have TETFund insignia, and year of intervention stamped on them.
2. **Institution Based Research (IBR)**

The objective of the Institution Based Research (IBR) is to promote researches among academics in Public Tertiary Institutions in Nigeria (Universities, Polytechnics and Colleges of Education) through the provision of yearly grants for the purpose.

**A. To be eligible for the award of the IBR grants, applicant shall fulfil the following:**

1. i. The lead researcher shall reside in Nigeria;
   ii. Be a full-time and confirmed academic staff (Individual / Group) of beneficiary institution;
   iii. Demonstrate an independent capability to undertake and lead researches by submitting coherent research proposal based on approved template accompanied with curriculum vitae;
   iv. At least one co-investigator shall meet the requirements of the lead-researcher and should be able to take over from the lead-researcher if need be;
   v. The proposal for this intervention shall pass through internal assessment process and be recommended by relevant research committees of the Department and the Institutions; and
   vi. A scholar shall not benefit from more than one IBR grant concurrently.

2. Research proposals by eligible applicants shall be submitted to the institution’s relevant committees through the departmental research committees.

3. Recommendations from the Institutions 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:
   i. The type of research (include a copy of the accepted proposal);
   ii. Whether individual or group (indicate the number of academic staff involved and their disciplinary backgrounds);
   iii. Research budget; and
   iv. Research timeline.
   v. Minutes (or decision extracts) of the meeting of the relevant research committees of the institutions indicating approval of the research should accompany each submission from the beneficiary institution;

4. 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 essdept@tetfund.gov.ng.

**B. Decision of the Fund would be communicated to the Institutions as well as principal researchers (lead researchers). And 60% of the grant would be disbursed as first tranche.**

**C. 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 from the research in any referred reputable journal.

**D. 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.**
E. 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.

F. Where a researcher is been pursued by an individual and the researcher becomes incapacitated, the grant shall be cancelled and the balance of the grant paid back into the institutions IBR Account.

G. The grant is to cover researchers in all disciplines of any of the Beneficiary institution.

H. In addition to the above requirements, Beneficiary Institutions should note that:
   1. New requests for funding shall no longer be considered for Institutions with 3 or more outstanding batches of research projects;
   2. Beneficiary Institution must attach the duly completely Annexure II form-Final Report Template (to be downloaded from the TETFund website).
   3. A Researcher cannot be re-presented by the Institution to the Fund for consideration of a new IBR project if he/she has not concluded a previously funded project.

I. The maximum amount to be disbursed per research project is N2,000,000.00. The grant is to cover researches in all disciplines in the Beneficiary Institution.

J. 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:

1. Personnel Cost
   i. Extant stipends and allowances for Research Assistants;
   ii. Document the basis used for calculating the cost; and
   iii. Personnel cost must be less than 10% of the total grant.

2. Supplies Expenses
   i. Only supplies that are directly relevant to the research plan;
   ii. Explain in detail why specific supplies are needed; and
   iii. Do not request general office supplies or general laboratory supplies.

3. Equipment and Tests
   i. Explain the line items (why they are necessary); do not merely restate the proposed expenditure;
   ii. Provide accurate price quotes for equipment with sample pictures;
   iii. Provide sufficient details to justify rationale for acquiring the item under the proposed study;
   iv. Explain why items are essential in relation to the aims and methodology of the study as well as meeting the goals of the study;
   v. Articulate how the funds requested are reasonable to complete the research; and
   vi. Give accurate cost of running samples, conducting tests and analyses, where applicable (attach the advertised rates by the laboratory).
4. **Transportation Travels**  
   i. Request for reasonable amounts, showing the number of travels and cost;  
   ii. State exactly which relevant academic meeting you plan to attend to present data;  
   iii. Include number of people, number of days, purpose and location of travel with unit and cumulative cost; and  
   iv. Expenditure on travels must not exceed 25% of the total budget.

5. **Other Direct Cost**  
   a. Show the cost of Data collection and how this is arrived at.

6. **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.
3. **ACADEMIC MANUSCRIPT INTO BOOKS**

The main objective of this intervention is to support scholars in Beneficiary Institutions to convert their manuscripts into books.

**A. ELIGIBILITY**

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

i. A tertiary level text;

ii. Written by a staff (or group of staff) of beneficiary institution;

iii. Where contributions are from different institutions, the Lead Author’s institutions should be the one to forward the manuscript for funding; and

iv. Request for fresh funding can only be considered by the Fund with evidence of close-out on earlier submission by the beneficiary institution.

**B. THE PROCESS**

i. The proposed manuscripts for sponsorship should be submitted to the Fund via the beneficiary institution together with the following requirements;

  a. Recommendation note by the beneficiary institution duly signed by the Head of the Institution;
  b. Completed TETFund manuscript development form (duly signed and endorsed);
  c. Detailed cost breakdown, indicating the number of copies to be produced not less than 1,000 copies, but not exceeding 2500 copies;
  d. A copy of the manuscript (Manuscript in languages other than English should come with Abstract in English);
  e. Evidence of issuance of ISBN from the National Library of Nigeria;
  f. Implementation plan indicating the expected dates of commencement and completion;
  g. Copy of committee’s meeting with list of members and their designation where the proposed manuscript(s) were approved;
  h. Copies of invoice and acceptance letter from a Reputable Academic Publisher to publish the manuscripts;
  i. Evidence of favourable External Peer Review Report from an expert in a relevant field of study or Academia from a different Beneficiary Institution; and
  j. Resume(s) of author(s) (CV’s).

ii. After internal vetting, disbursement will be made in a first Tranche payment of 85%;

iii. Payments to the publishers should be made directly by the Beneficiary Institution;

iv. The published books should be received by the Beneficiary Institution;
C. As part of the requirement for the conclusion of the Intervention, the Fund must be invited by the Beneficiary Institution to verify the book(s) accompanied with;
   a. Five (5) copies of the book(s);
   b. Evidence of legal deposit with the National Library of Nigeria; and
   c. Evidence of payment to the publishers.

D. After the verification exercise, the final tranche payment of 15% is disbursed.

E. **SCOPE**

The total amount for the intervention varies from year to year. 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.