



## **Internal Research Grant Policy UB-PO-AD-001/0**

### **1. Background and Purpose**

UB commits itself to the creation and promotion of a general atmosphere conducive to individual and collaborative research, to the allocation of a specific part of its budget for the support of research and research activities, to a systematic program for attracting external financing and sponsoring of research, to the dissemination of all results derived from research, and to the establishment of the best possible conditions for researching at all levels, whether in development and design or publication, dissemination and integration into the classroom. The University emphasizes research work that meets national needs, encourages sustainable development, increases self-sustainability, and prepares Belize to meet global challenges.

This policy guides the acceptable use of internal research funds at the University of Belize. This policy aims to promote the practical and economic benefit of the University's funds for research purposes.

### **2. Scope/Users**

This policy applies to all Internal Research Funds managed by the University of Belize. The Research Office is the policy owner, and is responsible for overseeing the implementation, administration, and interpretation of this policy.

This policy applies to members of the University who meet the eligibility criteria and includes:

- a) academic staff of the University
- b) honorary researchers of the University
- c) research students enrolled at the University

### **3. Definitions/Terms/Acronyms**

- a) **Basic/Applied Research** - Basic Research: basic or fundamental research involves experimental or theoretical work undertaken to acquire new knowledge without a particular application. Applied Research involves an original investigation to develop a new understanding of a specific practical aim or objective.

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- b) **Experimental Development Research** - Experimental Development Research refers to systematic work that draws from existing knowledge gained from research and/ or practical experience that is directed to produce new materials, products, and devices, install new processes, systems, and services, and substantially improve those already made or installed.
- c) **Fund holder**- The principal researcher responsible and accountable for managing and using a research fund.
- d) **Internal Research Fund**- Funds provided by the University to a Fund Holder to support UB's approved research activities.
- e) **Academic staff** are defined as academic professionals who are responsible for planning, directing, supporting, or undertaking academic teaching and research within the HE (Higher Educational) institutions. They also include vice-Presidents, medical practitioners, and other health care professionals, laboratory and field technicians, and other qualified staff who may undertake lecturing or research activities.
- f) **Honorary researcher** is a person in recognition of his or her outstanding contribution to the University with particular reference to research activity. Evidence of outstanding ability judged by research publications and ability to attract external funding. The person would have a high level of responsibility, a nationally recognized reputation in the research area, and a developing international reputation. The person may already hold or have held, similar, substantive positions at recognized universities or organizations with distinguished Research and Development disposition. A doctoral degree will be required.
- g) **Research student** is defined as one who conducts **research** under the supervision of academic staff. This may include undergraduate and graduate students.

### 4. Policy Statement

Internal Research Funds are provided by the University to pay for expenses incurred in support of research activities at the University.

a. The UB provides funds for Research Grants to support the production and dissemination of high-quality research by the University. This includes the support of academic staff, honorary researchers, and research students that lead to the production and dissemination of research and to the attraction of external or other funds to support research. The types of research supported under this policy are:

#### 1. Basic/Applied Research

#### 2. Experimental Development Research

- a) The UB may reserve a sum of money in its research grant allocation for a specific purpose.
- b) Fund Holders are expected to comply with University policies and procedures and the specific terms and conditions associated with Internal Research Funds (IRFs).
- c) IRFs may only be used for expenses related to the Fund Holder's research activities at the University. Eligible costs are outlined in the Procedures for the use of Internal Research Funds.
- d) IRFs are not considered personal compensation and cannot be used to supplement a Fund Holder's salary or to cover personal expenses.
- e) All equipment and materials acquired using IRFs are the property of the University.

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- f) Unspent balances of IRFs remain with the University.
- g) At its sole discretion, the University retains the right to withhold reimbursement of expenses or access to IRFs when a Fund Holder has deemed a contravention of this policy.

### 5. Relevant Legislation

University of Belize Act Chapter 37 Revised edition 2000.

### 6. Key Related Documents

UB Ethics Policy  
 Faculty and Staff Handbook  
 Institutional Review Board (IRB) Manual  
 Procedures for the use of Internal Research Funds (to be developed)

### 7. Policy Approval and Review

This policy will be approved by the Board of Trustees and will be subjected to a five-year review. The academic council will make recommendations for amendments to the policy to the Board of Trustees via the President's office from time to time."

### 8. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not applicable	15-07-2022