

Ethiopian Civil Service College



Research Policy & Guidelines

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Preface

The *Research Policy and Guidelines* document is developed to serve as a reference source for the education business process of the Ethiopian Civil Service College. It is intended to be a "Users' Guide" that serves to assist all academic staff members of the College in their various responsibilities of carrying out the education business.

This Policy and Guidelines document contains description of appropriate procedures; including formats that would help the user better understand the research business processes of the Ethiopian Civil Service College. This should provide for more consistency as well as promote efficiency and effectiveness. The Policy and Guidelines document includes several features that should help the user. It is generally organized into major functional categories summarized by the Table of Contents.

The Policy and Guidelines document can be accessed on the college website: www.ecsc.edu.et. Besides, a copy of the document is distributed to every Institute and specialized teams in the College. Any member of staff seeking clarification on any part of the Research Policy and Guidelines should consult the specialized team leaders, the Director of the Institute or the Vice President for Academic Development.

This policy is an outcome of collective efforts. Hence, I would like to express my sincere appreciation to Ato Ermias Kebreabe and Ato Ayneabeba Andualem, who drafted the policy and guideline document. I also like to thank members of the steering committee of the Business Process Reengineering Project of the College, Dr. Samson Kassahun, Ato Abera Lulessa, Ato Yimer Mohammed, Ato Ayele Mulugeta, Ato Wagari Negari, and Ato Getachew Weldemariam, for their significant contribution towards the enrichment of the document.

Dr. Haile –Michael Aberra
President, Ethiopian Civil Service College

Part I: Research Policy

1. General Background

The Ethiopian Civil Service College (ECSC) was established with a legal mandate (Council of Ministers Regulations No. 121/2006) to operate as an institution of higher education, catering for the training needs of the civil service of the regional and federal governments of the country. In addition to the delivery of various short-term courses, undergraduate and post-graduate programmes, the College has a mandate to undertake problem solving research and studies that are geared towards policy intervention in various socio-economic areas of the country.

In addition to conducting research, the College's restated mandate includes also, the provision of consultancy services to regional and federal government offices in various fields. It is deemed that strengthening research undertakings in policy and development related areas could positively contribute to the provision of high standard consultancy services to all stakeholders. From this perspective, building a reputable research stance would mean having a respectable consultancy service as well. Moreover, empowerment of disadvantaged social sectors including women and regional governments that are lagging behind in terms of development is one of the College's core values.

2. The need for the Policy (Rationale)

To address the problems outlined above, formulation of a research policy is critical. Generally, the purpose of developing a research policy is to outline arrangements which:

- a) are systematic, coherent and internally consistent;
- b) are transparent, effective and leading to the attainment of the mission of the College;
- c) provide a conducive environment for research and publication and in particular to assist in improving the College's research procedures;
- d) provide appropriate incentives to increase the net contribution to the College from internal and external sources;

3. The Scope of the Policy

This policy applies to all research activities of the College. All Institutes are expected to abide by this policy in all of their research endeavors. Moreover, this policy applies on researchers representing the College in various research activities. The Research Coordination Office will make a concerted effort to ensure that respective Institutes can implement this policy by adopting it to suit their specific circumstances.

4. Policy Objectives

The research policy seeks to achieve the following general and specific objectives:

General Objective

The main objective of this policy is to facilitate and promote the ongoing efforts that are targeted at solving problems and building capacities of the civil service. This would enable the College to develop its reputation as a successful research institution.

Specific Objectives

Specific objectives include;

- To strengthen the education, training, and consultancy services of the College so that they play a key role in the transformation process of Ethiopia.
- To make sure that the research activities of all Institutes in the College are uniform
- To produce problem solving research outputs of high standard.
- To create an enabling environment for the transfer of research skills from an experienced to an inexperienced generation of researchers.
- To ensure effective and efficient utilization of Colleges' resources

- To ensure that researchers observe the standards of practice set out in guidelines published by the College, funding bodies, scientific societies and other relevant professional bodies.

5. Major Policy Issues and Principles

The philosophy and objectives of ECSC's research are as enunciated in its enabling decree. Thus, the College has responsibility to find answers to pressing national issues in multidisciplinary fields ranging from policy formulation/reform to management/administration; and to contribute to the improvement of the theory and practice in the various disciplines through research. In pursuit of discharging its valued responsibilities, the College has to adhere to certain fundamental principles and directions which might be termed 'research philosophy.' These include:

A. Issues

1. Roles and Responsibilities

The different bodies of the College shall perform their roles and responsibilities, in relation to Research activities, with a high degree of efficiency.

1.1 Senate Standing Committee

- Promotes, facilitates and provides support to the advancement of research undertakings in the College

1.2 Institute Director

- Promotes, facilitates and provides support to the advancement of research undertakings in the respective Institutes

1.3 Research and Consultancy Coordination office (RCCO)

- Disseminates research findings and / or outputs
- Coordinates inter-institute research, and consultancy services

1.4 Research Program Manager

- Plans and coordinates the day to day research activities of the respective institute

2. Research Theme:

Any research undertaking should be consonant with the vision and mission of the College and should respect and promote the College's values.

1. Staff Responsibilities and Motivation

All full-time academic staff should actively and responsibly participate in the research activities

of the College and their involvement will get credited.

2. Source (s) of Fund:

- The source of the research fund will be the ECSC; donors (local as well as international)
- Respective Institutes can raise funds for research on their own
- The funds allocated by the College are distributed to the Institutes on a competitive basis.

3. Networking and Collaboration:

The institutes and researchers will be encouraged to work in collaboration with other universities, public sector institutions and governments (Regional as well as Federal), donors (local as well as international), to achieve common research objectives where appropriate. It (the responsible Institute) should also ensure the existence of an appropriate inter-institute collaboration that will facilitate the conduct of research that (is expected to) transcends the Institute's boundaries.

4. Dissemination of Research:

Exchange of information, discussion and interchange of ideas are basic elements of research. To this end, research output(s) will be disseminated through various channels, like workshops, conferences, books, journals, etc

1. Report writing language

Research reports could be in Amharic or English

2. Evaluation and Reporting

Respective Institutes are expected to send results of their accomplished research activities to the Research and Consultancy coordination office. A comprehensive research audit will be conducted to assess how well the Institutes are adhering to the College's research objectives.

3. Research Project Management

Research Projects will be managed on the basis of agreed conditions and principles.

B. Principles

5 Quality of Research:

The research work should be original, scientific, free of plagiarism¹, problem solving and should be carried out in accordance with relevant professional ethical codes and internationally accepted ethical guidelines for researchers

1. Assessment of proposal and research reports:

Proposals/research reports should be developed and submitted according to the schedule set for submission.

Proposals and research reports should be developed and evaluated rigorously - based on the assessment criteria and proposal/report format of ECSC. The evaluation will be done by internal and external assessors. Proposals will be from various sources. Assessment results will be disseminated through different channels such as e-mail, telephone, post, etc.

6. Policy Implementation Strategies

- Respective Institute research program managers, in consultation with the coordination office and Institute directors, shall be responsible for the implementation of

¹ Means using ideas or words of another person without giving appropriate credit

this policy and the implementation process may be adapted to suit their specific circumstances.

- Institutes shall organize short induction training courses on the research policy for new academic staff members and are expected to emphasize the use of research activities for promotion and other incentives.
- The research business process shall ensure that this policy is widely shared among the staff of the College
- This policy has a separate guidelines document

PART II: - Research Guidelines

Introduction

The Research Policy contains major policy issues and principles. This section gives details of such policy issues and principles.

1. Roles and Responsibilities

1.1. Senate

- Promotes, facilitates and provides support to the advancement of research undertaking(s) in the College.
- Identifies thematic areas of research in consultation with the Institutes and the RCCO.

1.2. Institute Director

- Promotes, facilitates and provides support to the advancement of research undertaking(s) in the respective Institutes.
- Facilitates the integration of research outputs with other businesses.
- Plans research activities, set schedules and makes arrangements for required resources.

1.3. Research and Consultancy Coordination office (RCCO)

The Officer for the RCCO is accountable to the Vice President for Academic Development. He/she shall be the leader of a designated

case team and is expected to accomplish the following major activities (as part of the team):

- 1) Facilitate linkages of ECSC Institutes with other higher learning and research institutions.
- 2) Monitor ECSC research and consultancy business activities as per policy and guidelines.
- 3) Gather feedback and propose improvement on policy and guidelines for the research and consultancy business activities.
- 4) Publication of Journals, books, conference bulletins.
- 5) Coordinates inter-institute research, consultancy services
- 6) Organize conferences, workshops, seminars, lectures...
- 7) Report activities to the senate standing committee.

1.4. Research Program Manager

The Research Program Manager reports directly to the Institute Director and has the following duties and responsibilities:

1. Identifies, articulates and prioritizes research themes in collaboration with the RCCO and Institute directors.
2. Designs fund raising strategies.
3. Assigns the researchers in consultation with the respective Institute Director.
4. Receives and reviews research requests.
5. Plans, coordinates and manages the research business process.

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6. Facilitates the integration of research/outputs with other business activities of the College and other similar sister institutions.
7. Prepares periodic evaluation reports and TOR.
8. Facilitates staff and students upgrading program in research skills with the Center for Academic and Professional Development.
9. Ensures quality research as per the guideline of quality assurance.
10. Facilitates compilation and adaptation of best practices.
11. Ensures the collection of research related payment (if any).

2. Research Theme:

Based on the mandate of the College, the Senate Standing Committee, in collaboration with the Institutes and RCCO, will identify thematic areas for research. The following programmes broadly constitute thematic focus areas for research.

- Urban Development Studies.
- Public Management and Development Studies.
- Federalism and Legal Studies.
- Tax and Customs Administration.
- Certification of Accountant and Auditors.
- Cross Cutting Issues (Gender, HIV /AIDS, etc.).

3. Staff Responsibilities and Motivation

3.1. Staff Responsibilities

To promote research based teaching and enhance scholarship through clearly linking research, professional practice, creative work and teaching. All full-time academic staff of ECSC are expected to:

- remain abreast of current research and research methods in their respective academic fields;
- be up to date with new developments in their respective academic fields so that they can use the resulting insights to produce study material and textbooks of high quality;
- collaborate with other researchers in their field (both nationally and internationally);
- enhance the College's status through the quality of their publications;
- promote excellence by submitting their research for peer review;
- maintain a research culture by acting as reviewers, editing scholarly journals, organizing conferences and similar activities that are indispensable to research and scholarship.

Research activities of the academic staff will be considered for any promotion and benefits sought by the staff. The research activities could include, but not limited to, evaluating research

proposals/articles, advising theses, attending seminars; producing academic articles, teaching materials, books, book chapters etc. An academic staff is expected to produce, at least, one publication in three years.

3.2. Staff Motivation

In order to encourage academic staff involvement in research and to build a research culture in the College, the following activities will be promoted:

Material rewards: The College shall materially reward academic staff based on their performance in research. Awarding best performing researchers could provide an important incentive for raising the research culture. Giving appropriate recognition and material rewards to researchers who manage to get their works published in scientific journals will also contribute positively towards cultivating a research culture.

Research award for best researcher (s): The performance of the College is measured not only by the number of graduates but also by the quality of output of research undertakings. Devising mechanisms to recognize individuals or groups for extraordinary research performance could enhance the quality of research and help build a research culture. In line with this, the ECSC will issue research awards annually. The basis for the evaluation of research

outputs in order to award best researchers should come out of factors such as originality of the idea, its relevance to developmental needs of the country, the researcher's dedication towards his work and his/her willingness to engage in constructive dialogue with his/her colleagues.

Research activities will also be used for promotion and this will be indicated in the work load policy.

4. Source (s) of Fund:

The source of the research fund will be the ECSC; donors (local as well as international); and through cost recovery mechanisms. Research at ECSC is funded through a combination of internal and external funding. The internal funding is allocated through the Institutional Planning and Assessment process. The external funding for research activities could be provided from two main sources:

- Research contracts with Federal and/ or Regional governments;
- Funding from local and/or international donors.

Respective institutes can raise funds for research on their own but the management of the fund will be as per the college financial system.

4.1. Distribution of Funds

Centrally available funds of the College are distributed to the Institutes on a competitive basis. The criteria for competition include; effective use of the budget allocated, number of research outputs produced, quality of research outputs, etc. In addition, the relevance of their planned research will be taken into account.

4.2. Conditions for Funding Research

A. Research grants are made available to ECSC staff members according to:

- i) Quality of the proposed project.
- ii) Proposed project activities.
- iii) Cost of the proposed project.

Research grants for an approved project proposal will be paid on an installment basis as follows:

- 50% as first installment upon approval of the proposal and readiness of the researcher to commence the proposed research work.
- 35% as second installment after submitting a satisfactory/acceptable Progress Report and application for the installment.
- 15% as the final installment on completion and submission of Final Report.

B. Research grants to non-ECSC researchers are provided:

Conditions are limited to the following situations;

- i) If considered acceptable for funding, especially in accordance with the College's mandate.
- ii) If it is in response to invitation that is called for by the College.
- iii) If there is other convincing reasons such as involving an exchange of academic staff between the College and another higher institution.

5. Networking and Collaboration:

The Institutes and researchers will be encouraged to work in collaboration with other universities, public sector institutions and governments (Regional as well as Federal), donors (local as well as international), to achieve common research objectives where appropriate. It (the responsible institute) should also ensure the existence of appropriate inter-institute collaboration that will facilitate the conduct of research that (is expected to) transcends the institute's boundaries.

6. Dissemination of Research:

Research output(s) will be disseminated through:

Workshops, conferences

- The RCCO will conduct , at least, 2 national conferences annually
- RCCO will conduct at least three seminars to be used as forum for staff to exchange information and have debate on issues of the respective disciplines.
- Publication of research results will also be another way of disseminating results (for detailed information look at the Publication portion of this guideline)

7. Report writing language

Research reports will mainly be in English. However, to facilitate knowledge transfer reports/publications can be translated into other local languages whenever appropriate.

8. Reporting and Evaluation

8.1. Research Report

Respective Institutes write bi-annual reports on the research activities they carried out as indicated in their plans. (See Appendix B)

8.2. Research Audit

A research audit will be conducted by RCCO once every three years to assess how well the Institutes meet the College's research objectives. The areas which the audit should focus on include:

- The scope and extent of the research activity.
- The strengths and weaknesses of the research activity.
- The effectiveness of the training provided to the emerging/junior researchers.
- A financial report on revenue and expenditure. The report should also include the names of major sponsors, clients and stakeholders.
- The focus and future direction of the research activity.
- Linkages/relations to other clusters of the college and other research institutes.

On the basis of the findings, a strategy to improve their research performance is drawn up. The audit report and strategy are submitted to the College senate for approval.

9. Research Project Management

The following conditions apply to all ECSC – sponsored research projects

- **Accountability**

Under this scheme, any grant made available for research shall be used mainly for the purpose for which it has been granted;

- **Strategies for Monitoring**

The following strategies will be used to monitor sponsorship of a research project by the college:

- i) Acknowledgement of receipt of Research Funds;
- ii) Progress report on each phase of research; and
- iii) Terminal report.

- **Inspection Rights**

ECSC may, at any time, call upon an institution or any individual to whom a research fund has been granted to provide any information which, in the opinion of the College, is necessary to satisfy itself on the proper utilization of research grants.

- **Variations to Terms and Conditions of Funding**

Depending on the circumstance, the ECSC reserves the right to modify any part of the terms and

conditions under which its funds are provided for research.

▪ **Limits to Number of Projects**

As a general policy, ECSC will not sponsor more than one research project at a time, either for an individual researcher or for a group of researchers.

▪ **Request for Extension**

Where a researcher makes a request for extension of time, the circumstances surrounding the request shall be objectively examined by the RCCO. The decision taken will be based on the merits of each case. The decision of the RCCO is final.

▪ **End-Product of Research**

The end product of a research project must be submitted to the RCCO by the researcher(s) in triplicate. In addition, a soft copy should also be submitted.

▪ **Right of Ownership**

The end product of any research project, fully sponsored and funded by the College is the sole inalienable property of the Ethiopian Civil Service College.

10. Quality of Research:

The Ethiopian Civil Service College (ECSC) maintains the highest standards of integrity in its research activity. Ethical standards are of paramount importance in the College's Research Policy and Strategy. ECSC's existing structures (established to promote and disseminate ethical research practice, and emphasizing on integrity and rigor), seek to sustain a culture in which the following general principles are understood and observed: Honesty, openness and leadership and cooperation.

Honesty

Central to all research endeavors, regardless of discipline is the need for researchers to be honest in respect of their own actions in research, and in their responses to the actions of other researchers. This applies to the whole range of research activities, including the generation and analysis data, applying for research funds, publishing research results and acknowledging the direct and indirect contributions of colleagues, formal collaborators and other researchers. All Researchers in the College must refrain from plagiarism², deception, fabrication³ or falsification⁴ of research results. Committing any of these actions is regarded as a serious

² Using ideas or words of another person without giving appropriate credit.

³ refers to making up data or results

⁴ means intentionally misreporting data or results

disciplinary offence. Researchers are required to declare any conflicts of interest.

Openness

Whilst recognizing the need for researchers to protect their own research interests in the process of planning research work and obtaining results, the College encourages researchers to be as open as possible in discussing their work with other researchers and the public.

Leadership and Cooperation

The culture and tone of procedures in any organization must be set by those in authority. Within the College it is the responsibility of the Management and staff to ensure that a climate of mutual cooperation is created. This should allow research to be conducted in accordance with good research practice. Management and staff should create a research environment in which all members of research staff are encouraged to develop their skills and in which the open exchange of ideas is fostered.

Research misconduct is least likely to arise in an environment where good research practice (e.g. documentation of results, peer review, regular discussion and seminars) is encouraged and where there is adequate supervision at all relevant levels.

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Research misconduct includes the following: whether deliberate, reckless or negligent;

- Unauthorized use of information which was acquired confidentially.
- Fabrication, falsification or corruption of research data.
- Distortion of research outcomes, by distortion or omission of data that do not fit expected results.
- Dishonest misinterpretation of results.
- Publication of data known or believed to be false or misleading.
- Plagiarism or dishonest use of unacknowledged sources.
- Misquotation or misrepresentation of other authors.
- Inappropriate attribution of authorship.
- Fraud or other misuse of research funds or research equipment.
- Inciting others to be involved in research misconduct.

The above list is not exhaustive and other acts of misconduct specifically related to research activities may be dealt with under this procedure.

The college takes seriously any allegation of research misconduct. Any member of the college who believes that an act of research misconduct has occurred or is occurring should, in a responsible and appropriate manner, notify the Program Manager or RCCO as appropriate.

The RCCO should decide on an appropriate course of action to deal with the misconduct. The following measures can be taken depending on the severity of the misconduct;

- Removal from the project.
- Letter of reprimand.
- Special monitoring of future work.
- Probation or suspension.
- Salary or rank reduction.
- Termination of employment.

11. Assessment of proposal and research reports:

11.1. Proposals

11.1.1. Types of research proposals

Under ECSC research scheme, the kinds of proposals that are accepted for consideration may be either of the following two categories. These are:

Solicited Research Proposals:

- From time to time, ECSC identifies areas of pressing national and global issues and invites interested researchers to submit proposals for the conduct of enquiry into the identified problems.

- Each Institute of the College will ensure that a reasonable number of research works is initiated and undertaken by its relevant units every year.

Unsolicited Research Proposals:

- Any researcher or scholar may, on his or her own initiative and at his or her own expense, propose to conduct an inquiry into any problem of his or her choice. However, to qualify for sponsorship, such a proposal must fall within ECSC's research focus.

11.1.2. Proposal Format

It is difficult to suggest an all embracing proposal design. This is partly because experience has shown that research problems are characterized by a diversity of methodological considerations and other theoretical and analytical perspectives. In fact, styles and substantive orientations differ greatly among researchers, as does the objects of research. However, all proposals to be sponsored by ECSC must, as a minimum requirement, follow the format outlined below:

- Title of research
- Background to, or clear statement/definition of the problem of research
- Objective(s) of research
- Scope of research

- Hypothesis or hypotheses to be tested or research question(s) to be answered (in case of experimental research)
- Review of literature
- Research methodology
- Estimated duration of research
- Brief description of the end product of research
- Significance/relevance of the product of research
- Tentative bibliography
- Estimated research budget
- Curriculum Vitae of Researcher(s) (contents shown on appendix A)

11.1.3. Sources of Research Proposals

The College entertains research proposals from ECSC academic-staff and external researchers and scholars. For this purpose, external researchers include:

- Individuals in higher education and in management institutions inside and outside Ethiopia.
- Public Servants within and outside the country.
- Private sector individuals within and outside Ethiopia.
- Corporate institutions (on specific requests).

11.1.4. Research Proposal Submission Procedures

Researchers submitting proposals should adhere to the following conditions. The proposal should be:

- of about 4 pages in length.
- typed in double-space, font size 12, Times New Roman.
- addressed to the respective institutes.
- Submitted in soft copy via e-mail.

11.1.5. Criteria for the Assessment of Proposals

Proposals will be evaluated rigorously based on the assessment criteria. The evaluation is done by internal and external assessors. For this purpose, the Institute directors will assign academic staff by considering the work load policy and subject matter expertise. External assessors will be selected by the respective institutes in consultation with the RCCO.

Subject to any amendment by the pertinent body of the College, proposals will be assessed on the following criteria.

- ***Objective and Relevance of the Study***
These relate to the timeliness of the study's focus and its intended significance as well as its relevance to the ECSC's mandate.
- ***Methodology***

Methodology includes elements such as clarity of problem statements, efficiency of the method of study, economy of work schedule, and the logical flow and consistency of the parts of the proposal.

▪ ***Cost and Feasibility***

Proposals are assessed on the adequacy of facilities and the reasonableness of the research budget proposal.

▪ ***Rank-Order of Criteria***

The criteria for the assessment of proposals are weighted as follows:

i) Objective and Relevance of the Study

= 45%

ii) Methodology

= 35%

iii) Cost and Feasibility

= 20%

Total

= **100%**

For a proposal to qualify for acceptance, it must score at least 70% of the total marks made up of not less than 50% of the score allotted to each of the three criteria.(Refer Appendix C)

11.2. Guidelines for Submission of Manuscripts

11.2.1. Mode of submission of manuscripts

Authors wishing their manuscripts to be published by ECSC should submit three copies of the manuscripts typed, double spaced. Manuscripts must be typed in double line spacing on one side of A4 papers. In addition, the submission should include soft copy of the manuscripts; with pages numbered consecutively. A typed manuscript, to be submitted in triplicate, should bear the author(s) brief curriculum vitae (See appendix A).

11.2.2. Conditions of Submission of Manuscripts

Manuscripts must be the original works of their author(s). They must not have been published elsewhere. Where references have been made to published works, they must be duly acknowledged. Under no circumstances will ECSC accept responsibility or liability for plagiarism.

- **Bibliographical References** should be cited (using APA style) in the text by the author's surname (last name) and date,
- **Abstracts:** it describes the study in 100 to 150 words and includes the problem under study, characteristics of the participants, the procedures

used, the findings of the study, and the conclusions reached by the researcher/s.

11.2.3. Assessment of Manuscripts for Publication

Research reports will be assessed meticulously as per the assessment criteria. The assessment is done mainly by the academic staff of ECSC. The respective institute directors will appoint academic staff by taking into account the work load policy and subject matter expertise. Post graduate students of the College are encouraged to submit their thesis to the Institutes so that if they are successful in the evaluation their papers will be published/disseminated through various channels.

The Criteria for Assessing Manuscripts Include:

- i) Originality of work
- ii) Analytical rigor, clarity of language and presentation, and appropriateness of research methodology
- iii) Relevance to current issues of importance in any sphere of national life.

Rank-Order of Criteria

Members of the panel of reviewers will have a fair knowledge of their respective disciplines and hence are expected to reasonably judge on the basis of the following objective

criteria. The criteria for the assessment of manuscript shall be weighted as follows:

▪ Originality	=	30%
▪ Relevance	=	35%
▪ Methodology	=	<u>35%</u>
Total	=	<u>100%</u>

For a manuscript to qualify for publication, it must score at least 70% of the total marks made up of **not less than 50% of the score allotted to each** of the three criteria.

(Refer Appendix D)

NB: book reviews, critiques and comments could be placed at the end of the journal and selection shall be on other criteria.

11.2.4. Team of Assessors

Manuscripts shall be assessed by a group of professionally qualified external assessors within and out of the country. The comments made by this group of assessors will be taken into account while interpreting and applying the rank order criteria given above. Hence, the use of external assessors is mandatory for the assessment of manuscripts for publication.

11.2.5. Security of Manuscripts

The RCCO /Institutes take every reasonable care of manuscripts. The RCCO /Institutes cannot be held liable for the loss or damage while in transit from the author.

12. Publications

RCCO undertakes publication in the form of books, journals, and other written works in series.

- **Books:** are published as frequently as publishable manuscripts are available.
- **Journals:** at least one journal per year
- **Institute Conference and Seminar Series:** Published as and when available

The **RCCO** will:

- Select best research manuscripts from the different Institutes and publish them in *ECSC Journals* (appears bi-annually)
- Publish and disseminate international best practices in the different disciplines by adapting them to the Ethiopian context to assist the transfer of knowledge.

12.1 Distribution of Publications

- a. In line with the Publication Decree of the national Library of Ethiopia and other standard practices, the required

number of each publication is to be made available to the National Library of Ethiopia. At least, two copies of each publication are to be deposited in the ECSC Library.

- b. The College management receives at least one copy of each publication. Where more copies are required, they will be provided. The distribution of these will be at the discretion and directive of the President.
- c. The Public Relations and Marketing Office in collaboration with RCCO will maintain a mailing list of reputable persons or organizations to which complimentary copies of these publications are forwarded.
- d. The market for written works published by ECSC are to be promoted through available venues, including:
 - ECSC bookshops
 - Book exhibitions/fairs
 - Conferences, Seminars, Workshops and Lecture Venues
 - Venues for special display of literary works
 - Major bookshops and book stands
 - Direct supply to libraries and approved educational institutions
 - Publisher's promotional channels/Launching
 - Marketing by Author(s)
 - Advertisement in magazines and newspaper

- Regular Production of Publishers Lists.

12.2 Data Storage and Retention

- Data (including electronic data) must be recorded in a durable and appropriately referenced form.
- Data must be held for sufficient time to allow reference.
- Sufficient copies of research publications should be safely documented (In hard as well as soft copy).
- Wherever possible, original data must be retained in the Institute in which they were generated. Individual researchers should be able to hold copies of the data for their own use.

12.3 Royalties & Catalogue

- a. The royalty accruing to the author of a book published by ECSC can be negotiated but will not be less than 50% of the sales price of the publication. This should be paid en bloc as soon as the publication is on sale.
- b. The catalogue is compiled and revised every year. It contains an annotated listing of works already published by ECSC as well as forthcoming publications.

12.4 Responsibilities of the Author in relation to Publication of manuscripts

On his or her part, the author of any book to be published or already published by ECSC shall:

- i) Strictly adhere to the terms and conditions under which the manuscript was accepted by ECSC for publication;
- ii) Not pass to other publishers, without the knowledge and explicit permission of ECSC, any manuscript already accepted for publication; and
- iii) Carry out all necessary revisions and modifications as may be required.

12.5 Responsibilities of the RCCO in relation to Publication of manuscripts

The RCCO undertake to:

- (i) Publish in any format they deem fit, manuscripts submitted to, and approved by publication;
- (ii) Pay royalties to authors according to terms mutually negotiated or as stated under the section on royalties;
- (iii) As much as possible, publicize, market, and sell published works; and confirm in writing, the acceptance or rejection of manuscripts submitted for publication.

12.6 Relationship with Authors

- a. The status of the manuscript, either accepted or rejected, would be communicated to the author(s) within a reasonable time.
- b. Rejected manuscripts are usually returned promptly to the author(s) with comments from the assessor as to why they have been rejected. The manuscript can, however, be re-submitted for consideration after the necessary amendments have been effected a rejected manuscript can be re-submitted only once.
- c. The author(s) of any publication by ECSC will receive three complimentary copies in the case of monographs, special series, and other periodicals. Where there are two authors or more for any publication, they receive two copies each. A contributor to any publication with multiple authors receives a copy of the publication. In the case of books, ten (10) complimentary copies would be made available to the author(s). For journals, two (2) complimentary copies would be sent to the contributors of each article.

13. Availability and Revision of this Research Policy and Guideline Document

- To ensure the transparency of research management at ECSC, copies of this general research policy and all the more specific policies and procedures to which it refers to, are made available to process owners/Directors of respective Institutes/ and, on request, to any member of staff by the RCCO . In addition, all the documents will be availed in electronic form on the ECSC network.
- This policy document, and all the more specific policy documents to which it refers, are revised regularly to ensure that research at ECSC continues to be managed in the College's long-term interest. Suggestions with regard to all aspects of research and its management at ECSC may be submitted to the RCCO. Changes in the College's research policy must be approved by the Senate.

Appendices

Appendix A

The Contents of the Curriculum Vitae of Researcher(s) should include:

- Name(s) of researcher (s)
- Address: (postal, telephone and email)
- Qualifications: All post-secondary school studies
- Present organization: name of organization/status/designation/rank of researcher(s)
- Job experience:
- Previous research projects executed (if any)
- Other relevant information
- Names and addresses of three references (letters of reference are required from, at least two referees).

Appendix B

ETHIOPIAN CIVIL SERVICE COLLEGE
RESEARCH AND CONSULTANCY
COORDINATION OFFICE



INSTITUTES ANNUAL RESEARCH REPORT

Each Institute shall submit to the RCCO a report on the activities of the Institute in the preceding year.

All entries on this form should be printed or typed.

Section A - Identification

Name of Institute

--

**Director of
Centre (s)**

--

Section B

Please outline the resources and staffing that have been available for the Centre

\$

Please list the research higher degree candidates associated with the Centre, including their topic, supervisors and lapse time

Please outline the activities and achievements of the Centre during the past year including performance against planned targets

Research Policy & Guideline

Please set out aims for the following year.

Please identify any significant difficulties/risks encountered or anticipated and how they will be managed

Signature of Director

Name (please print)

Date

/ /

Section C - Academic Output

A1	A2	A3	A4	B	C1	C2	C3	C4	D	E1	
E3	E4	F	G								

Indicate any output to date associated with the Centre in the past year.
Where relevant, write the number in each box and provide full citation of academic output on an attached sheet (eg name of journal, title of conference and when/where held, title and publisher of book or chapter in book).

Research Policy & Guideline

No	Field	No	Field
A1	Books - Authored Research	E2	Conference Publications - Full Written Paper - Non-Refereed Proceedings
A2	Books - Authored Other	E3	Conference Publications - Extract of Paper
A3	Books - Edited	E4	Conference Publications - Edited Volume of Conference Proceedings
A4	Books - Revision/New Edition	F	Audio-Visual Recordings
B	Chapters in Books	G	Patents
C1	Journal Articles - Article in Scholarly Refereed Journal		
C2	Journal Articles - Other Contribution to Refereed Journal		
C3	Journal Articles - Non-Refereed Articles		
C4	Journal Articles - Letter or Note		
D	Major Reviews		
E1	Conference Publications - Full Written Paper - Refereed Proceedings		

Note: Please attach details of publications and other research output, giving full details.

Appendix C

Ethiopian Civil Service College
Research, Publication and Consultancy Coordination Office
Evaluation of Research Proposal



I. Title of the Proposal:

II. Name and address of Reviewer/Evaluator:

III. Rank of the Reviewer/Evaluator:

IV. Date of sending the proposal to the reviewer:-----

*V. Date of submission of the feedback by the reviewer
to RPCCO:*

-

VI. *Criteria for reviewing the Proposal:*

Objective and Relevance of the Study = 45%

- *Is the proposal inline with the College's Mission and vision?*
- *Is the topic of the study significant and worthy of investigation? Is it of any theoretical and/or practical value? And have these been clearly and accurately stated?*
- *Is the problem clearly and concisely stated?*
- *Is the problem adequately narrowed down into a researchable problem?*
- *Is the problem significant enough to warrant a formal research effort?*
- *Is (are) the objective (s) explicitly and clearly stated?*

Methodology = 35%

- *Is the proposed sample size adequate?*
- *Is the proposed sample representative of the defined population?*
- *Is the method for selection of the sample appropriate?*
- *Are the criteria for selecting the sample clearly identified?*

- *Is the research design adequately described?*
- *Is the design appropriate for the research problem?*

- *Does the research design address issues related to the internal and external validity of the study?*
- *Are the data collection methods appropriate for the study?*
- *Are the data collection instruments described adequately?*
- *Do the measurement tools have reasonable validity and reliability?*

- *Is the result section clearly and logically organized?*
- *Is the type of analysis appropriate for the level of measurement of each variable?*
- *Are the tables and figures clear and understandable?*
- *Is the statistical test the correct one for answering the research question?*

Cost and Feasibility

= **20%**

1. *Is the proposed cost feasible?*
2. *Is the study feasible to be conducted?*

VII. **Reviewer's overall assessment.** *As a whole, by any standard of scientific inquiry, the proposal is (show with a thick mark in one):*

Researchable Proposal

Researchable proposal with minor re-work

Research Policy & Guideline

Researchable proposal with major re-work

Not at all researchable

VIII. Reviewer's comments (briefly describe the strengths and weaknesses of the proposal and the specific points to be addressed so that the proposal may be researchable). (If needed attach additional paper.)

The strength of the proposal

The weakness of the proposal

Appendix D



Ethiopian Civil Service College
Research, Publication and Consultancy Coordination Office
Evaluation of an Article for Publication

IX. *Title of the Article:*

X. *Name and address of Reviewer/Evaluator:*

XI. *Rank of the Reviewer/Evaluator:*

-
XII. *Date of sending the article to the reviewer:*

XIII. *Date of submission of the feedback by the reviewer to RPCCO:*

XIV. *Criteria for reviewing the article:*

▪ **Originality** = **30%**

- *Is the topic investigated original study? (Is there copy paste or cut paste issues?)*
- *Does the Title of the study fully reflect the content thereof?*

- *Is the abstract clear and concise in reflecting the purpose, methods and procedures, major findings, and recommendations of the study?*

▪ **Relevance** = **35%**

- *Is the topic investigated inline with the mission and vision of the college? (20%)*
- *Is the topic of the study significant and worthy of investigation? Is it of any theoretical and/or practical value? And have these been clearly and accurately stated? (15%)*

▪ **Methodology** = **35%**

- *Is the sample size adequate?*
- *Is the sample representative of the defined population?*
- *Is the method for selection of the sample appropriate?*

- Are the criteria for selecting the sample clearly identified?

- Is the research design adequately described?
- Is the design appropriate for the research problem?
- Does the research design address issues related to the internal and external validity of the study?

- Are the data collection methods appropriate for the study?
- Are the data collection instruments described adequately?
- Do the measurement tools have reasonable validity and reliability?

- Is the result section clearly and logically organized?
- Is the type of analysis appropriate for the level of measurement of each variable?
- Are the tables and figures clear and understandable?
- Is the statistical test the correct one for answering the research question?

XV. ***Reviewer's overall assessment.*** *As a whole, by any standard of scientific inquiry, the article is (show with a thick mark in one):*

Publishable as it is in a reputable journal

Publishable with minor re-work in a reputable journal

Publishable with major re-work in a reputable journal

Not at all publishable in a reputable journal

Research Policy & Guideline

XVI. Reviewer's comments (briefly describe the strengths and weaknesses of the manuscript and the specific points to be addressed so that the manuscript may be publishable in a journal). (If needed attach additional paper.)

The strength of the paper

The weakness of the paper
