



UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH

TANZANIA FOOD AND NUTRITION CENTRE



Tanzania Food and Nutrition Centre Research Policy Guideline

TANZANIA FOOD AND NUTRITION CENTRE,
22 Barack Obama Avenue,
P.O Box 977,
11101 Dar es Salaam, Tanzania,
Website: <https://www.tfnc.go.tz>,
Tel: +255 22 2118137/9.

Foreword

Through viable and appropriate research policies, ensure the growth of a competitive and sustainable research culture to cope with malnutrition reduction strategies in the country. In combating malnutrition, investments in food and nutrition are critical to saving lives and yielding high economic returns. By prioritizing funding for innovative research initiatives, fostering collaboration between institutions, and implementing evidence-based programs that address the root causes of malnutrition, we will result in the creation of a healthy and productive workforce. In this context, evidence-generating research for nutrition interventions should be well guided by research policy to optimize the use of limited funds obtained from the government and its development partners.

This research policy and guideline will not only lead to generations of the best scientific evidence in food and nutrition but also will foster the environment through which technology and innovations are harnessed, while inspiring younger researchers to be productive and continue growing in knowledge and skills at the Centre. Narrowing the gap in data generation, utilization, and quality at all levels becomes a reality.

The triple burden of malnutrition (undernutrition, micronutrient deficiencies, and overnutrition) that our nation faces means that we can no longer ignore the fact that malnutrition is becoming more complex and that we need a well-designed tool to direct our research efforts. Therefore, I call upon all researchers at the Centre and research collaborators, funding agencies, or research clientele to make the best use of the TFNC Research Policy and Guideline while carrying out research activities for quality outcomes.

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ACRONYMS

REC	Research Ethics Committee
MoHCDGEC	Ministry of Health, Social Development, Gender, Elderly and Children
MTA	Material Transfer Agreement
PIs	Principal Investigators
TFNC	Tanzania Food and Nutrition Centre
TVLA	Tanzania Veterinary Laboratory Agency

DEFINITION OF TERMS

Term	Definition
Conflict of Interest	Any circumstance in which the personal, professional, financial or other interests of an individual (including the immediate family members of the individual) may potentially or actually diverge from, or may be reasonably perceived as potentially or actually diverging from, his or her professional obligations to TFNC and the interests of TFNC.
Externally Administered Research Project	All research projects that involve TFNC



EXECUTIVE SUMMARY

This research policy generally addresses the needs of both internal and external customers, either as research collaborators, funding agencies or research clientele. In 1973 Tanzania Food and Nutrition Centre (TFNC) was established by the Act of Parliament Number 24 to respond to the government's needs to promote good nutrition to reduce malnutrition in the country. TFNC has the mandate of planning and initiating nutrition intervention programmes, as well as carrying out research and advising the government and related institutions on all matters concerning food and nutrition.

In the course of realization of its vision and mission, TFNC understand that a great research institution produces, preserves, and transmits new ideas, insights, and knowledge. Its basic research activities promote and nurture scientific progress, produce solutions and creative expression, and sustain an informed nutrition society and government. In order to achieve this, TFNC has put in place research framework of conducting research such that there is uniformity in the process as well as progressive advancement of the institute. TFNC shall make sure that all staff understand their roles and responsibilities and conducive research environment is created for the researchers to design and conduct meaningful research activities. Established sets of food and nutrition research priorities are important milestone within which researchers will carry out their research activities. These priority research areas comply with National Multisectoral Nutrition Action Plan (NMNAP) and National Research Priorities addressing food quality, safety and nutrition.

Food and nutrition research funding remains the single most critical bottleneck in research performance. Meanwhile, the country is experiencing enormous demand for solutions to food and nutrition problems which link to accelerated population and economic growth, globalization and urbanization. Solving these food and nutrition problems call for a need to have research funds to ensure good quality research data made available to inform decision makers and the nutrition community. Therefore, it felt necessary that the government to substantially increase research funds to support nutrition research at TFNC. Meanwhile, TFNC continue solicit funds from outside sources such as Development partners, INGO and the private sector to complement research fund for TFNC staff.

TFNC is committed to maintain the highest standards of research ethics and integrity, and has thus embedded culture of professional and responsible research practice across all disciplines and departments. The TFNC Research Ethics Committee shall support and promotes responsible research practices through the provision of guidance to researcher compliance to ethical principles.

TFNC shall maintain systems and procedures that encourage motivation and rewarding productivity to promote research integrity and contribute to improved research culture in the Centre. Remuneration for personal services to sponsored/funded projects should comply with national regulations and research projects to have a budget item on research allowances. All Principal Investigators (PIs) are required to certify their own effort as well as the effort of project staff working on their awards. Researchers shall adhere to financial regulations and procedures of the research funding organization and national financial regulations to build trust and sustaining research in the centre.

DEFINITIONS OF TERMS

Term	Definition
Conflict of interest	Entails any circumstance in which the personal, professional, financial or other interests of an individual (including the Immediate Family Members of the individual) may potentially or actually diverge from, or may be reasonably perceived as potentially or actually diverging from, his or her professional obligations to TFNC and the interests of TFNC.
Externally-Administered Research Project	All research projects that involve TFNC researchers but are administered by and granted to another institution. Such projects are subject to the policies of the institution administering the research grant and do not require approval from TFNC unless required by the granting body or agency.
Independent Research Projects	Under this policy shall entail all research activities that are conducted locally or in collaboration with external agencies for which no funding has been solicited or obtained.
Misconduct	Entails deliberate actions or attempt of a researcher to mislead the scientific community or the public or to gain excessive profit from a situation related to the research activity.
principal researcher	Individual responsible for the overall direction and administration of the research project.
Research	Research means any a systematic scientific investigation of a phenomenon which is undertaken to find and provide answer to a well-defined question.
Researcher	Any person who is conducting and directing a research project. In this policy researchers are all staff who are active in research, administration and provision of any form of support to the core functions of the centre.

CHAPTER I

1.0. Background

Tanzania Food and Nutrition Centre (TFNC) is a Government institution under the Ministry of Health Community development, Social Welfare, Gender, Elderly and Children established by the Act of Parliament Number 24 of 1973. Tanzania Food and Nutrition Centre, is the technical arm of the Government through the Ministry of Health, Social Development, Gender, Elderly and Children, spearheading national response to nutrition and ensure a coordinated, effective and efficient approach to tackling all forms of malnutrition. It provides strategic leadership to all sectors; strengthen multi-sector coordination and collaboration; advocate for resources for nutrition; promote harmonization and alignment of sector financing; provide guidance, training and technical support to implementing agencies; and monitor and evaluate progress.

1.1. Vision

To be the centre of excellence providing strategic leadership in nutrition to our clients and partners, within and outside the country.

1.2. Mission

To provide nutrition services aimed at the prevention and control of malnutrition in Tanzania and provide proactive support to the government in nutrition.

1.3. Values

- i. Quality,
- ii. Teamwork,
- iii. Commitment,
- iv. Transparency,
- v. Trust,
- vi. Integrity and
- vii. Partnership

1.4. Functions of the Centre

The key functions of TFNC are:

- i. To plan and initiate food and nutrition programme for the benefit of the people of the United Republic;
- ii. To undertake review and revision of food and nutrition programmes;
- iii. To provide facilities for training in subjects relating to food and nutrition and prescribed conditions which must be satisfied before any diploma, certificate or other award which may be granted in any such subject upon completion of any training undertaken by the Centre or other educational institution in the United Republic;
- iv. To carry out research in matters relating to food and nutrition;
- v. To advise the Government, schools and other public organizations on matters relating to food and nutrition;

- vi. To stimulate and promote, amongst the people of the United Republic, an awareness of the importance of balanced diet and of the dangers of malnutrition;
- vii. To gain public confidence in the methods suggested by the Centre for the correction or avoidance of malnutrition;
- viii. In collaboration with the Ministry responsible for Development Planning, to formulate, for incorporation in the national development plans, plans relating to food and nutrition for the benefit of the people of the United Republic;
- ix. In collaboration with producers, manufacturers and distributors of articles of food, to ensure proper nutritional value of the food marketed in the United Republic or exported to foreign countries;
- x. To make available to the Government and the people of the United Republic its findings on any research carried out by it on matters affecting nutrition;
- xi. To participate in international conference, seminars and discussions on matters relating to food or nutrition;
- xii. To do all such acts and things, and enter into all such contracts and transactions, as are, in the opinion of the Governing Board, expedient or necessary for the discharge of functions of the Centre.

1.5. Rationale of Research Policy

TFNC has been conducting research without research policy to guide development and implementation of research activities. This has led to low levels of participation of staff in research at the Centre. Meanwhile there have been high demands of research information from research activities by government and nutrition stakeholders. The research policy document will therefore provide guidance in all food, nutrition and related research activities undertaken by the Centre or in collaborative with other institutions. The policy sets to create a positive environment which will stimulate the researchers at individual and department level to engage in research activities. TFNC puts emphasis on generating quality and rich body of evidences, disseminating them to our community to improve nutrition, and use that evidence to advice government and nutrition stakeholders on planning better policies and implementation of programmes which are cost effective and timely to maximize impacts.

1.6. The objectives

The overall objective of this policy is to create and provide guidance on the operationalization of TFNC mandate of researching to generate evidences that are useful on initiating programmes and advice policy makers on matter relating to food and nutrition.

Specifically, the Research Policy seeks to:

1. Provide guidance that will facilitate assurance that all nutrition research conducted at TFNC conforms to national priority and socio-economic context.
2. Protect the rights and safety of citizens and national interest of the United Republic of Tanzania and other nations who are enrolled in research as participants.
3. Facilitate endorsement of attractive terms and conditions of service for researchers so as to motivate research and reward productivity.

4. Strengthen the food and nutrition research infrastructure in TFNC by placing due emphasis on institutional development and improving logistical and technical support to research operations.
5. Build capacity of TFNC staff, students in higher learning institutions and other citizens in conducting research.
6. Fosters collaboration among researchers within TFNC and between other research institutions within and outside the country.
7. Increase use of available research findings in guiding nutrition policy decisions, strategies, plans and interventions in Tanzania.
8. Encourage and rewarding individual initiatives in securing research funds.
9. Protect Tanzanian citizens and its endowed biodiversity from bio-hazards and other hazardous materials that are used or produced from food and nutrition research activities.
10. Establish ethical guidance and ensure quality in carrying out research
11. Facilitate repackaging of research finding for effective dissemination to intended users within and outside Tanzania.

1.7. Scope of Research policy

This policy applies:

- 1) To all members of staff of TFNC specifically researchers, administrators, supporting staff and partners involved in collaborative researches.
- 2) All non TFNC staff researchers who are directed to submit their research for ethical approval as per the TFNC regulations on research.
- 3) All food and nutrition related researches that are undertaken by TFNC employees (researchers) as part of their work within TFNC.
- 4) All food and nutrition related research projects that are undertaken by other institutions/organizations which involve TFNC employees (researchers) or facilities of the centre.
- 5) Creative activities involving the generation of new ideas, innovations, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise.
- 6) Publication, presentation and communication of the research outcomes and related activities.

1.8. Research Priorities

Research priority areas for food and nutrition shall base on the priority areas identified in the National Multisectoral Nutrition Action Plan (NMNAP) of the respective year and for the interim period NMNAP 2016–2021. These nutrition research priority areas shall also align with other national plans and strategies such as the National Development Vision 2025 on Economic and Social Growth and political manifesto of the ruling party among others. Therefore nutrition research shall focus on ethical evidence on:

- Improving Maternal, Infant, Young Child and Adolescents nutrition status.
- Prevention and Management of Micronutrient Deficiencies.
- Enhancing up Integrated Management of Acute Malnutrition (IMAM).
- Prevention and Management of Diet-Related Non-Communicable Diseases (DRNCDs).
- Promoting food quality and safety, Health; Water Sanitation and Hygiene (WASH); Education; Social Protection; and Environment and Climate Change
- Strengthening Multisectoral Nutrition Governance
- Establishing a Multisectoral Nutrition Information System

CHAPTER II: INSTITUTIONAL FRAMEWORK AND SUPPORT AVAILABLE FOR RESEARCH ACTIVITIES

2.1 Policy Issue

The Organization Framework of TFNC shall provide enabling environment to support research activities from planning, implementation and dissemination of findings.

Policy Objective

To strengthen institution framework to ensure coordination of research activities at TFNC to increase efficiency and visibility in research work.

Policy Statements

The TFNC shall institutionalize research acumen within its organization framework to nurture and support research activities by implementing this policy.

Policy Strategies

- Defining the roles and responsibilities of departments, units, and sections within TFNC in undertaking research activities.
- Strengthen linkages between departments, units, and sections in fulfilling the research roles.
- Establishing the internal Institutional Review Board to enhance coordination and compliance with internationally acceptable ethic principles in research activities undertaken by the Centre.

2.2 Procedure

2.2.1. TFNC Management

TFNC Management shall:

- Provide suitable environment for research by maximizing research possibilities and providing support to research projects.
- Encourage research activities that contribute to the achievement of TFNC institutional objectives as outlined in its strategic plan.
- Encourage development of collaborative research projects which involve the formation of disciplinary and interdisciplinary research teams among TFNC Research Officers and external researchers.
- Recognizes the freedom of its Scientific and Support staff to initiate and pursue research consistent with TFNC's vision and mission.
- Support research by linking the research officers with funding organizations, and research funding opportunities.
- Support professional development of its research officers and support staff through research activities.
- Support staff capacity development activities to enhance their research skills and professional development through seminars on topics including granting agencies, proposal development, academic integrity and research ethics.

2.2.2. Research coordinator

Effective implementation of the research function of the Centre as stipulated in the TFNC Act of 1973, the need is recognized to have a fully flagged coordination framework for Food and Nutrition Research, Development and Innovation. This coordination framework is necessary for providing strategic leadership and coordination of research, development and innovation related to food and nutrition in the centre. In view of this the interim research coordinator shall:

- Coordinate Food and Nutrition research, development, innovation and technology transfer in the Centre.
- Updating the Food and Nutrition research, development, innovation and technology transfer in the Centre and operational procedures to assist in setting, securing funding, planning research, providing capacity building and monitoring research projects;
- Organize seminars and conferences at the Centre;
- Disseminate Food and Nutrition research, development, innovation and technology transfer in the Centre findings and conference/seminar outputs;
- Strengthen capacity building in Food and Nutrition research, development, innovation and technology transfer in the Centre;
- Promote high quality publications.

2.2.3. Directorate of Finance, Personnel and Administration

Directorate of Finance, Personnel and Administration shall:

- Ensure transparency in financial management of research funds in compliance with donors and government regulations.
- Administer timely internal and external funds used to support research.
- Ensure financial prudence on the financial and accounting systems of research funds.
- Ensure that disbursement of funds follows approved accounting procedures.
- Ensure that funds are disbursed according to the approved budgetary and time allocation.
- Ensure adherence to financial regulations and procedures of the research funding organization and national financial regulations.
- Ensure that all project costs have been appropriately charged.
- Support drafting and assent of contract agreement for research projects which are funded by donors and other funding agencies
- Ensure compliance and alignment of financial report to funding agency standard.
- Scrutinize all contractual requirements to be fulfilled as planned after a proposal has been funded. Any proposed change shall be agreed upon by all parties in affair, participatory, genuine and transparent manner.
- Ensure timely submission of financial reports to funding agencies.

2.2.4. Chief Internal Auditor

The chief Internal Auditor shall:

- Ensure adherence to financial regulations and procedures of the research funding organization and national financial regulations.
- Ensure compliance and alignment of financial report to national standard.

- Support drafting and assent of contract agreement for research projects which are funded by donors and other funding agencies
- Advise the Management on national standards for financial management for all financial matters related to research projects undertaken by the centre.
- Ensure that all research projects are implemented to ensure value for money is attained (through Value for money Audit)
- Ensure that all research projects implemented shall apply a risk concept and integration of Risk Management framework in all activities.
- Ensure participation of TFNC Internal Auditor during Monitoring and Evaluation processes.

2.2.5. Procurement Management Unit

The Procurement Management Unit shall:

- Ensure that procurement and disposal of all assets that are accrued to support research project adhere to relevant national procurement policies and procedures.
- Advise the Management on all matters related to management of assets that are accrued to support research projects undertaken by the centre. In principle all equipment procured for research is the property of TFNC

2.2.6. Legal Unit

The Legal Unit shall:

- Support drafting and assent of contract agreement for research projects which are funded by donors and other funding agencies
- Ensure that all contracts, memorandum of understanding and similar agreement for research projects are in line with national laws, regulation and other legal frameworks.
- Support the protection of intellectual property rights of the Centre in research activities, innovations and product development.
- Provide legal advice to the Management on all matters related to research projects undertaken by the centre.

2.2.7. ICT Unit

The ICT Unit shall:

- Facilitate the utilization of Information and Communication Technology platforms, tools and resources during development and implementation of research projects.
- Advise the research team on the integration of Information and Communication Technology applications, tools and resources in research projects.

2.2.8. Research Officers

Research Officers shall

- Proactively searching for research funding opportunities and developing research proposals for possible funding.

- Participate in initiatives designed to secure financial support for research activities from external sources (e.g. government funding, industry partnerships and development partners).
- Ensure that they conduct research in a manner that respects TFNC Policy on research ethics and integrity.
- Ensure that they develop proposals and budgets that conform to requirements of external granting agencies.
- Ensure that the regulations of the external granting agencies are respected during the execution of the research project.
- Ensure the provision of material products, such as software prepared during research, substances, or equipment, to third-parties for non-commercial research purposes within or outside of Tanzania must have the approval of the IRB.
- Form core team of researchers which include Principle Investigators and Research Officers participating in the research project to develop competitive proposals.
- Ensure that estimated direct and indirect costs of research activities must be consistent with TFNC costing guideline or sponsored agency.
- Understanding, rigorously applying and ensuring conformity to the policy while conducting research.
- Respect all clauses of Policy on Integrity in research.
- Ensure that all co-researchers will have free access to all primary data and other products of the research at all times. Before any member of the research team makes copies of the primary data for their own use, they must obtain the permission of the principal researcher. The principal researcher must have a valid reason for refusing such requests by members of the research team.

CHAPTER III: INTERNAL INSTITUTIONAL REVIEW BOARD

3.1. Policy Issue

TFNC should establish and nurture a strong commitment to lawful and ethical behavior. All researchers are expected to carry out their research responsibilities in accordance with applicable legal and ethical principles.

Policy Objective

To ensure that all research activities undertaken by the Center comply with national and international standards.

Policy Statements

TFNC shall establish and maintain an internal Institutional Review Board to ensure that any research conducted by the Centre is scientifically and ethically reviewed and approved prior to their initiation.

Policy Strategies

- Establish Institutional Review Board for internal researches undertaken by the Center.
- Ensure the Institutional Review Board for internal research undertakes its roles.

3.2. Procedures

3.2.1. Composition of Institutional Review Board

TFNC management shall nominate and support members of the Institutional Review Board for internal researches undertaken by the center basing on the following guideline:

- Four representatives from Research Departments of the Centre.
- Legal Officer who will be the Secretary of the committee.
- Two members from Faith Based Organizations, one being from Christian Social Services Commission and another from Baraza Kuu la Waislamu Tanzania.

3.2.2. Functions of Institutional Review Board

The appointed members of the Institutional Review Board for internal researches undertaken by the center shall:

- Conduct ethical review of research which is implemented by TFNC to ensure that they meets ethical requirements.
- Keep inventory of current and past research projects at the center;
- Support TFNC researchers on compliance to ethic principles during the research proposal development stage and during implementation.
- Support peer review of research papers and posters submitted by researchers for consideration to publication in journal or presentation in conferences that are organized by TFNC.
- Support dissemination of TFNC research findings to various target users.
- Refer any act of professional misconduct and violation of the code of ethic in research by TFNC to the TFNC Management.
- Review and recommend revisions to the TFNC Research Policy

- Implement, circulate, promote and monitor the Policy on Integrity in Research.
- Promote the awareness and application of this policy in its entirety throughout its research operations, among the principal actors involved in applying the policy.
- Review, evaluate and revise the current policy on an annual basis.
- Provide TFNC staff with regular instruction on the policy and will formally notify them in case of any changes.
- Submit all such changes to this policy to the Workers Council for adoption by the TFNC Board of Directors.
- Prepare an annual report.

3.2.3. Miscellaneous

- The centre shall meet the overhead cost for the IRB by allocating resources from the administration funds from research projects.
- All research projects that are not involving external collaborating researchers from foreign countries shall not require ethical clearance from external IRB such as NIMR.

CHAPTER IV: OPERATIONAL COST FOR INTERNAL RESEARCH AND INCENTIVES SCHEME

4.1 Policy Objective

To describe operational costs of internal research undertaken by the center and strategies to motivate researches.

Policy Statements

- TFNC shall maintain systems for guiding the contribution of research projects into its operational costs.
- TFNC shall maintain systems and procedures to reward researchers upon development of research proposal that succeed in attracting funds.

Policy Strategies

- Establish formula to guide the calculation of contribution of research funds to institutional overhead cost.
- Establish formula to guide the calculation of enumerations of principle researcher and research team.

4.2 Procedures

4.2.1. Operation Cost of Research

In order to compensate Institutional Administrative Overhead costs from research funds TFNC shall:

- Deduct not less than 10% of overall research project grant as institutional overhead fees for all research projects¹ which are undertaken by the Centre.
- Develop contractual agreement on sharing of Administrative Overhead Costs in all collaborative research whose funds are managed by other institution.
- Deduct institutional overhead cost, not less than 5% of consultancy fees paid to research officers who undertake individual consultancy projects commissioned by other organizations.

4.2.2. Protection of Intellectual Property Rights

In order to protect the intellectual property rights of researchers and ensure their fully participation in research projects which emanates from their innovations, TFNC shall:

- Register researchers who develop specific concept notes, proposals, research projects, new products and technologies.
- Include the innovators of concept notes, proposals, research projects, new products and technologies in the core team of participants of the said project.

4.2.3. Research incentive

In order to motivate researchers and reward productivity in research work TFNC shall:

¹ Institutional overhead fees will be used to cover administrative cost of the Centre which include land rent, electricity, water, communication, security, general cleanliness and maintenance among others.

- Nominate the researcher who contributes substantively to the development of research project which successfully attracted fund as Principle/co-Investigator.
- Include other researchers who contribute to the development of research project which is successfully in attracting fund as Team Members.
- Allocate remuneration for principle investigators, members of the research team and staff involved in the project or programme basing on their contribution as per time sheet.
- Pay the Research Team Members daily subsistence (per diem) allowances and Extra duty allowances (where applicable) at not less than the Government of Tanzania approved rates.
- Negotiate for official contract of the research or consultancy to be done in the name of TFNC, or with a mention of TFNC as a trustee to ensure that the Centre benefits from the research carried out by its staff.

4.2.4. Research Performance Rewarding System

In order to institutionalize Research Performance Rewarding System at the centre TFNC shall:

- Establish transparent criteria/indicators to measure research excellence.
- Evaluate research performance of individuals, centers and multidisciplinary research teams on an annual basis.
- Reward research performance at individual, centers and research teams each year.
- Ensure that research outputs constitute a major criterion in the promotion of scientific staff.

4.2.5. Collaborative Research

In order to facilitate strategic partnerships and collaboration within and between the Centre, other research institutions and the private sector within and outside the country TFNC shall:

- Appoint an officer to coordinate collaborative multidisciplinary research.
- Encourage TFNC staff to prepare proposals and bid for collaborative research funds.
- Ensure that full-time employees of the TFNC who serve as co-principal Investigators on collaborative grants led by other institutions shall design the proposal so that the TFNC serves as a subcontractor.
- Promote external collaboration within and outside Tanzania, research institutions, industrial partners and non-governmental institutions.
- Require a valid contract² if collaborative research project involves a foreign researcher in need of biological/chemical materials from the country.

²Contract in such research should state duration, technical supervision, deliverables with reference to TFNC's Material Transfer Agreement (MTA), Data Transfer Agreement (DTA), rules and regulations, confidentiality with reference to TFNC Intellectual Property (IP) policy, publication rights, other services required from TFNC, payment and payment modalities and reports (especially progressing scientific reports and financial report on funds received), as well as responsibilities and timing for the activities planned. Neither the Institute's Authorities nor the researchers should sign a contract on behalf of the other party without such a party either knowing or expressing consent to accept the consideration and enter into contractual agreement. A breach of any of these agreements/elements may lead to failure of the contract

- Encourage internal collaborative projects to be multi-disciplinary in nature.
- Ensure that the collaborating Centre's agree on sharing administrative costs.
- Ensure that the collaborating center's agree on allocation of equipment to be acquired in the project and be clear on modalities for transferring them to Centre's at the end of the project or program.
- Promote equal partnerships in collaborative research.
- Promote transfer of technology

4.2.6. Research Support Environment

Research support environment is very instrumental for progressive research activities in an institution; the support environment should be conducive for researchers in terms of funding, equipment and facilities, research training, libraries and resources.

TFNC shall

- Maintenance of equipment and support for purchase of basic consumables.
- Have a budget line for research funding in the MTEF to support the centre in carrying out research activities.
- Provide research support services that include the provision and continuous improvement of modern management information systems and facilitate access to international literature and databases.

4.2.7. Dissemination of research findings

Findings generated from the research activities conducted by TFNC researchers and their collaborators must be disseminated to help in guiding nutrition policy decisions, strategies, plans and interventions in the country. Under this policy, the TFNC research committee shall therefore encourage researchers to disseminate their research results to key stakeholders to reflect their contribution in the community. This will promote and improve diffusion of their research outputs to target beneficiaries.

The TFNC research committee shall:

- Promote the publication of research work undertaken by researchers.
- Support and provide mechanisms for diffusion of innovations through technology transfer and commercialization.
- Organize forums or collaborate with other forums for sharing, discussion and dissemination of research results both within and outside the TFNC. This could be in the form of policy dialogue, meetings, conferences and symposium.
- Create platforms/establish institutional repository for staff to disseminate research outputs such as seminars and local journals, newsletters and bulletins (both hardcopy and electronic).
- Support TFNC researchers to present/display research findings and innovations in external forums such as exhibitions, workshops and conferences.
- Support regular public presentations and debates on topical areas of national or international concern.

either to be signed by one party or to be implemented successfully, and when it comes to worse, legal penalty may be accompanied.

- Encourage TFNC researchers and their collaborators to publish their findings in peer reviewed journals.

4.2.8. Equipment purchased from the research fund

- Basing on the funding agreement, the funding agency may own some equipment purchased from research funds.
- Equipment purchased from research funds which are not owned by the funding agency will remain the property of TFNC.
- When undertaken by TFNC, the procurement of equipment for use in research will follow the national regulations.
- TFNC shall adhere to National regulations for the disposal of public assets when disposing equipment for use in research.

4.2.9. Monitoring and Evaluation of Performance

Policy monitoring and evaluation of research activities has critical role to play in effectively implementation and delivery of services, maintenance of standards, improvement and subsequent planning. A transparent mechanism for research performance measurement shall be established TFNC and fairly monitors and evaluate performance of center, departments and individual researcher. TFNC shall:

- Set achievable target for the center, department level and individual researcher to simulate research at the center.
- Monitor and evaluate the research performance of individual staff.

APPROVAL

This Research Policy was approved by the Board on its 146th Meeting held on 21 February, 2020


BOARD CHAIRPERSON


BOARD SECRETARY

REFERENCES

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3. National Nutrition Research Priorities 2018-2023
4. Research priorities for Tanzania 2015-2010
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6. The National Research and Development Policy (NRDP) - (October 2006)
7. The National Science and Technology Policy for Tanzania (NSTP) –(A1996)
8. The National Strategy for Growth and Reduction of Poverty (NSGRP) –(April 2005)
9. The Tanzania Development Vision 2025 (TDV-2025)

APENDIX

- Time sheet
- Registration Form of innovators of concept notes, proposals, research projects, new products and technologies
- Declaration of Conflict of Interest
- Framework for Research Proposal
- IRB Application Form
- Data and Material Transfer Agreement (DTA) Form

