FDRE Technical and Vocational Training Institute

The Office of Deputy Director General for Research, and Community Services

Research and Community Service Policy (RCSP)
(Draft)

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Adama, Ethiopia

Abbreviations and Acronyms

AI	Artificial Intelligence
CCCO	Cultural Centre Coordination Office
CED	Community Engagement Directorate
DDG-RCS	Deputy Director General for Research and Community Services
DMP	Data Management Plan
FDRE	Federal Democratic Republic of Ethiopia
FTVTI	FDRE Technical and Vocational Training Institute
IKS	Indigenous Knowledge and Skills
IKSCO	Indigenous Knowledge and Skills Coordination Office
IP	Intellectual Property
IPR	Intellectual Property Rights
ISO	International Organization for Standardization
KPI	Key Performance Indicator
MEAL	Monitoring, Evaluation, Accountability, and Learning
MoU	Memorandum of Understanding
MSE	Micro and Small Enterprises
NGO	Non-Governmental Organization
OCO	Outreach Coordination Office
PCO	Publication Coordination Office
PGRO	Postgraduate Student Research Office
PI	Principal Investigator
PLMSD	Policy and Labour Market Study Directorate
PSIEC	Policy Study and Impact Evaluation Coordination Office
RCO	Research Coordination Office
RCS	Research and Community Services
RCSP	Research and Community Service Policy
RDD	Research and Dissemination Directorate
RGCO	Research Grant Seeking Coordination Office
TVET	Technical and Vocational Education and Training
TSEC	Tracer Study and Entrepreneurship Coordination Office
TVTI	Technical and Vocational Training Institute
VCA	Value Chain Analysis
VCALMSC	Value Chain Analysis and Labour Market Study Coordination Office

Table of contents

ARTICLE 1: PRELIMINARY PROVISIONS

1.1. Preamble

WHEREAS the FDRE Technical and Vocational Training Institute (FTVTI) is established as a national leader and cornerstone in strengthening Ethiopia's Technical and Vocational Education and Training (TVET) sector, with a mandate to cultivate a skilled, innovative, and competitive workforce; and

WHEREAS the Institute's core mission transcends conventional training, encompassing the production of TVET trainers, leaders, and industry technicians; the conduct of problem-solving and policy-oriented research; the development and transfer of technologies; and the provision of impactful community services; and

WHEREAS in an era of rapid technological advancement and evolving economic landscapes, the strategic integration of cutting-edge research, evidence-based policy analysis, and transformative community engagement is imperative for fulfilling our national mandate and achieving our aspiration to become a recognized Centre of Excellence, guided by the declaration of this academic year as the "Year of Excellence II" and institutionalized through our commitment to international standards, notably the ISO 9001:2015 Quality Management System;

NOW, THEREFORE, this Research and Community Service Policy is hereby established as the definitive and mandatory framework for governing, integrating, enhancing, and elevating all related activities within the Institute's main campus, special campus, and all satellite campuses, both existing and future.

1.2. Authority

This Policy is promulgated under the legitimate authority vested in the FTVTI Senate and is formulated in strict accordance with the following governing instruments:

a) The Higher Education Proclamation of the Federal Democratic Republic of Ethiopia No. 1152/2019, which outlines the core responsibilities of higher learning institutions;

b) The Institute's Strategic Plan (2021-2025) and its subsequent iterations, which define our strategic direction and ambitions;

c) The requirements and principles of the ISO 9001:2015 Quality Management System, which underpin our commitment to consistent quality and continuous improvement;

d) Relevant national policies and directives issued by the Ministry of Labor and Skills and other pertinent government bodies.

1.3. Definitions

For the purpose of this Policy, the following terms shall have the meanings ascribed hereunder:

1.1. *Institute* A national body under the Ministry of Labor and Skills that delivers training, conducts applied and policy research, and advances technology development to strengthen the TVET sector.

1.2. ***Policy*** A set of guiding principles that directs how an institution plans, conducts, manages, and evaluates research, community service, and labor market studies to ensure quality, relevance, and consistent decision-making.

1.3. ***Faculty*** The functional units in the institution encompassing departments to run research, training, technology development and community services in their respective fields.

1.4. ***Satellite Campus*** A specialized unit of an institution that functions as a training center, coordinating and promoting focused research, innovation, and community services in a specific field or region.

1.5. ***Community Service*** An organized set of activities through which an institution applies its knowledge, research findings, and technical expertise to address community needs, improve livelihoods, support local development, and provide evidence for policy improvements.

1.6. ***Research Output*** A tangible or intangible product of research that includes, but is not limited to, technology, knowledge, and information.

1.7. ***Research Dissemination*** The process of delivering research outcomes to stakeholders who can convert the outcomes into socially usable products, including through publications and presentations.

1.8. ***Publication*** The process devoted to disseminating technologies, knowledge, and information resulting from the research process to the end user.

1.9. ***Invention*** A novel and useful idea relating to processes, machines, manufactures, and compositions of matter, conceived or developed when something new and useful is identified and can be exploited.

1.10. ***Multidisciplinary Research*** Research that involves collaboration and integration of knowledge across different academic disciplines to address complex scientific problems.

1.11. ***Trans-disciplinary Research*** Research that integrates knowledge not only across academic disciplines but also with non-academic stakeholders (e.g., practitioners, policymakers) to ensure research outcomes bring tangible impact to end users.

1.12. ***Research Partnerships*** Professional relationships established for the purpose of engaging in research between research stakeholders within the same or different institutions.

1.13. ***Research Theme*** A research cluster or categorization of inquiry designed to address broader and interrelating issues in a holistic and multidisciplinary manner to generate and transfer knowledge and technologies.

1.14. ***Principal Investigator (PI)*** An individual researcher responsible for the preparation, writing, implementation, and administration of a research grant or sponsored project.

1.15. ***Institution Researcher*** Employees and students of the Institution, including individuals holding adjunct, clinical, and visiting research appointments, engaged in research activities under the auspices and control of the Institution.

1.16. ***Senior Researcher*** An academic staff member with a PhD degree and more than five years of experience in researching and training.

1.17. ***Early Career Researcher*** A researcher whose PhD or equivalent degree was awarded within the last five years.

1.18. Research Student A graduate student doing research for a research project, MSc/MA thesis, or PhD dissertation.

1.19. ***Research Integrity*** A commitment to the values of honesty, trust, fairness, respect, responsibility, and courage in the process of conducting research.

1.20. ***Research Misconduct*** Any activity that tends to compromise the research integrity of the institution, including fabrication, falsification, or plagiarism.

1.21. ***Research Ethics*** A set of rules, guidelines, or conventions aimed at leading to equitable, transparent, and fair actions regarding how scientific research should be conducted and disseminated.

1.22. ***Falsification*** An act of manipulating research materials, equipment, or processes, or intentionally changing or omitting data/results to misrepresent the research.

1.23. ***Informed Consent*** An ethical requirement for participation in a research study, indicating that a competent person, in possession of all the relevant information, freely agrees to participate.

1.24. ***Intellectual Property Rights (IPR)*** Rights bestowed upon a creator or inventor under law, including copyrights, trademarks, patents, utility models, and trade secrets.

1.25. ***Copyright*** The control of the intellectual property and the ownership in an original work of authorship, which is subject to the institute's legislation.

1.26. ***Patent*** The exclusive right granted by a legally recognized body to an inventor to manufacture, use, or sell an invention for a certain number of years.

1.27. ***Data*** Recorded information generated during a research process, in any form or medium, including scientific and technical records.

1.28. ***Grant*** Financial support provided by a government, institution, or organization to fund research, projects, or programs without expectation of direct repayment.

1.29. ***Consultancy*** A professional service that identifies non-government funding opportunities and delivers contractual work to support research, services, or development, generating income while fulfilling professional responsibilities.

1.30. ***Research Award*** An official recognition bestowed upon personnel of research institutions who exhibit extraordinary scholarly productivity, rigor, and excellence in research.

ARTICLE 2: CORE PRINCIPLES AND STRATEGIC FRAMEWORK

2.1. Vision Statement

Vision FDRE TVTI aspires to be a world-class institute by achieving delivery of quality training, problem-solving research, impactful community service, and technology and enterprise development.

2.2 Mission
   a) To empower TVTI trainers, industry technicians, and TVTI leaders by providing internationally standardized undergraduate and postgraduate courses as well as short-term training.
   b) To enhance the efficiency of the skill development sector by conducting problem-solving studies, research, and community service activities.
   c) To implement technology and enterprise development activities supported by research and development that enhance the productivity and competitiveness of industry.

2.3 Values

Federal Technical and Vocational Education and Training Institute's core values such as:

   a) Initiative for change
   b) Commitment
   c) Innovativeness
   d) Competence
   e) Team sprit
   f) Social responsibility
   g) Accept diversity

2.4 Guiding Principles
All activities governed by this Policy shall be conceived, conducted, and evaluated in strict adherence to the following foundational principles:
a) An unwavering commitment to the highest standards of intellectual rigor, methodological soundness, creativity, and tangible impact in all endeavors, aligned with the Institute's quest for Centre of Excellence status and its ISO 9001:2015 certified Quality Management System.
b) A deliberate and continuous alignment of all research and community service activities with Ethiopia's national development goals, evolving TVET sector priorities, and the articulated needs of industries, communities, and the labour market.
c) An uncompromising commitment to the highest standards of ethical conduct, respect for human dignity and autonomy, concern for animal welfare, protection of the environment, stewardship of intellectual property, and a profound sense of social and environmental responsibility.
d) The systematic and deliberate integration of research, training, technology development, and community services to create a virtuous and synergistic cycle where each element dynamically informs, enriches, and enhances the others, ensuring maximum relevance, efficiency, and impact.
e) The active promotion of inclusive participation and the fostering of multidisciplinary and transdisciplinary collaboration among academic staff, students, industries, policymakers, and communities to enrich the quality, applicability, and societal benefit of all outcomes.
f) A core objective of continuous human capital development, institutional system strengthening, and the creation of sustainable, long-term impacts that outlive individual projects and contribute to the enduring resilience of communities and industries.
g) The conduct of all processes—from proposal review and fund management to results dissemination and impact assessment—with the highest degree of transparency, accountability, and subject to regular, systematic monitoring and evaluation.

h) A commitment to the wide, effective, and timely dissemination of research findings and knowledge to relevant stakeholders, in accordance with ethical and proprietary obligations, to maximize public benefit, foster innovation, and inform public discourse.

ARTICLE 3: OBJECTIVES AND SCOPE

3.1. General Objective

The general objective of this Policy is to establish a coherent, robust, effective, and legally sound framework that governs, guides, supports, and regulates all research and community service endeavours within the FDRE TVTI and its satellite and special campuses, ensuring they are conducted with excellence, integrity, and strategic purpose.

3.2. Specific Objectives

To realize the general objective, this Policy shall pursue the following specific objectives:

a) To ensure that all research is conducted systematically, ethically, and is strategically aligned with national development priorities, institutional thematic areas, and the principles of academic freedom and inquiry.

b) To support postgraduate students to conceive, design, and carry out high-quality, innovative, and problem-solving research that significantly contributes to their academic and professional development while addressing real-world technical, social, and economic challenges.

c) To promote the timely, accessible, and effective dissemination and utilization of research findings through reputable publications, weekly seminars, workshops, conferences, exhibitions, digital platforms, and policy briefs to maximize scientific, societal, and economic impact.

d) To implement evidence-based, collaborative, and needs-driven community service programs that provide tangible, sustainable benefits to society, strengthen the Institute's civic engagement and social contract, and serve as a live laboratory for applied learning and research.

e) To uphold the highest global standards of research integrity by enforcing a strict code of ethics, securing mandatory ethical clearances, implementing robust, transparent mechanisms for preventing, detecting, and addressing research misconduct, and fostering a culture of responsible conduct of research.

3.3. Scope of Application

3.3.1. This Policy applies unconditionally to all academic staff, administrative staff, technical staff, postgraduate students, researchers, and affiliated personnel (including adjunct, expatriate, and visiting staff) of the FTVTI, regardless of their funding source or contractual status.

3.3.2. It is binding and enforceable across the Institute's main campus, special campus, and all satellite campuses, both currently operational and those that may be established hereafter.

3.3.3. It governs the entire life-cycle—from inception and conceptualization to archiving and impact assessment—of all research and community service activities undertaken under the Institute's name, using its resources (including facilities, equipment, data, and funds), or otherwise under its auspices and control.

3.3.4. This Policy shall be read, interpreted, and implemented in conjunction with other relevant Institute policies, statutes, directives, and national legislation. It shall be supported by detailed subsidiary documents, including Standard Operating Procedures (SOPs), Guidelines, and Manuals, which shall provide the granular operational instructions for its implementation.

3.4. Priority Thematic Areas

To ensure strategic focus, optimal resource allocation, and maximum societal and economic impact, the Institute's research and community service activities shall be strategically aligned with and prioritized within the following interconnected thematic areas. These areas are derived from a comprehensive and continuous assessment of national development plans, global technological trends, market demands, and the core competencies of the Institute's academic units:

a) *Sustainable Energy, Transport, and Pollution Control:* Encompassing research and innovation in renewable energy sources (solar, wind, biomass), energy efficiency, emission control technologies, waste-to-energy systems, and the development, maintenance, and repair of autonomous, hybrid, and electric vehicles and their associated infrastructure.

b) *Advanced Electronics, Software, and ICT Systems:* Focusing on emerging trends in electronic communication, embedded systems, control and automation technology, robotics, software engineering, cyber security, artificial intelligence, Internet of Things (IoT), and the design and application of advanced information technologies for industrial and societal benefit.

c) *Water Resources, Sustainable Construction, and Digital Building Innovation:* Including integrated water resource management, irrigation engineering, water purification, advanced and local construction materials, wood technology, sustainable architectural design, and digital innovations like Building Information Modeling (BIM), CAD/CAM, and green building technologies for resilient and sustainable infrastructure.

d) *TVET Leadership, Governance, and Institutional Reform:* Covering transformational leadership, TVET policy analysis, sector reform, strategic planning, change management, entrepreneurial ecosystem development, good governance, anti-corruption, quality assurance, and organizational culture within the TVET sector and related industries.

e) *Climate-Smart Agriculture, Agro-Processing, and Value Chains:* Addressing sustainable and productive animal and crop production systems, post-harvest loss reduction technologies, food processing and preservation, value addition, irrigation management, agricultural mechanization, and the commercialization and market linkage of agricultural products.

f) *Pedagogy, Curriculum, and Inclusive Training for the 21st Century:* Focusing on modern training methodologies (CBT, PBL), curriculum development, review and evaluation, inclusive and special needs education, gender mainstreaming, digital literacy, and 21st-century skills assessment and certification techniques in TVET.

g) *Sustainable Fashion, Textile, and Leather Technology:* Including sustainable and ethical apparel manufacturing, textile chemistry, fiber characterization, leather processing and tanning, waste management and valorization, footwear design, digitalization of the supply chain, and quality management in garment and leather industries.

h) *Employability, Career Development, and Business Communication:* Enhancing TVET graduate career development services, employability skills (soft skills, digital skills), entrepreneurship education and incubation, business plan development, and effective business communication for enhanced workplace integration and success.

i) *Tribology, Advanced Product Design, and Digital Modeling:* Involving research in tribology (friction, wear, lubrication), advanced product design and prototyping, reverse engineering, additive manufacturing (3D printing), and advanced computer-aided modeling, simulation, and computational analysis for technological development and industrial application.

j) *TVET System Strengthening and Cross-Cutting Development:* A vital cross-cutting area that integrates greening TVET for sustainable development, promoting inclusiveness and gender equality, strengthening TVET-industry linkages, vocationalization of education, documentation and integration of indigenous knowledge, labour market dynamics and intelligence, tracer studies, value chain analysis, positive mindset building, and internationalization of TVET.

ARTICLE 4: GOVERNANCE AND INSTITUTIONAL STRUCTURE

A clear, accountable, and efficient governance structure is essential for the successful implementation of this Policy. The following structure delineates the lines of authority, responsibility, and coordination for all Research and Community Service (RCS) activities.

4.1. Overall Leadership and Accountability

4.1.1. The Deputy Director General for Research and Community Services (DDG-RCS) shall be the Institute's higher executive responsible organ for providing overarching strategic leadership, vision, and policy direction for all RCS activities. The DDG-RCS shall bear ultimate accountability to the Director General and the Senate for the performance and impact of the RCS portfolio.

4.1.2. The specific duties of the DDG-RCS shall include, but are not limited to:
   a) Providing final approval for all research and community service projects, ensuring their strategic alignment and scientific merit.
   b) Overseeing the development, integration, and execution of strategic plans for the RDD, PLMSD, and CED.
   c) Representing the Institute in high-level national and international forums, negotiations, and partnerships related to research and community engagement.
   d) Ensuring the efficient and effective mobilization and allocation of financial, human, and physical resources for RCS activities.
   e) Championing a culture of research integrity, innovation, and impactful community service across the Institute.

4.2. Research and Dissemination Directorate

4.2.1. The Research and Dissemination Directorate (RDD), operating under the direct supervision of the DDG-RCS, shall serve as the central coordinating body for all research activities within the FTVTI. Its mandate is to create an enabling environment for research excellence and to ensure the widespread dissemination of research outputs.

4.2.2. The core functions of the RDD shall be:
   a) To facilitate the entire research project life-cycle, from call for proposals to final reporting and archiving.
   b) To develop and manage systems for the dissemination of research findings through publications, conferences, weekly seminars, exhibitions, and digital media.
   c) To organize and oversee institutional research events, academic conferences, and research-related cultural activities.
   d) To manage the FTVTI institutional repository, ensuring the systematic documentation, preservation, and accessibility of research outputs.
   e) To lead institutional efforts in securing and managing research grants, donations, and other forms of research funding.
   f) To coordinate and implement capacity-building programs for academic and research staff, focusing on research methodology, grant writing, publication skills, and research management.

4.2.3. To execute its mandate effectively, the RDD shall comprise the following specialized coordination offices, each headed by a coordinator:

   a) Research Coordination Office (RCO): Serves as the primary liaison with faculties and departments; facilitates the development, internal review, and refinement of research proposals; verifies proposals against funding criteria; maintains a database of ongoing and completed projects; and assists in the capacity building and supervision of research staff.

   b) Postgraduate Student Research Office (PGSRO): Manages all administrative and academic aspects of postgraduate student research; maintains student records; coordinates the assignment of thesis advisors and examination panels; manages the proposal defense and final thesis examination processes; oversees the allocation and utilization of postgraduate research budgets; and ensures the deposition of final theses in the institutional repository.

   c) Outreach Coordination Office (OCO): Works in close collaboration with the Community Engagement Directorate to strategically translate research outputs into practical community benefits; identifies high-potential research for wider dissemination; develops and delivers community training programs based on research findings; and organizes public lectures, demonstrations, and exhibitions to showcase Institute innovations.

   d) Indigenous Knowledge and Skills Coordination Office (IKSCO): Responsible for the systematic identification, documentation, validation, and digital archiving of Ethiopia's TVET-related Indigenous Knowledge and Skills; facilitates the ethical integration of IKS into curricula and research; organizes community engagement workshops for IKS promotion; and advocates for the protection and modern application of IKS.

e)   Publication Coordination Office (PCO): Manages the entire publication process for all institutional research outputs, including journals, books, conference proceedings, and technical reports; ensures compliance with international publication standards and ethics; facilitates a rigorous peer-review process; maintains the Institute's journal portfolio; and provides training and support to researchers on academic writing and publishing.

f)   Research Grant Seeking Coordination Office (RGCO): Proactively identifies and disseminates information on national and international research funding opportunities; provides dedicated support to researchers in developing competitive grant proposals; coordinates the internal review and endorsement process for grant applications; and maintains records of awarded grants and their reporting requirements.

g)   Cultural Centre Coordination Office (CCCO): Utilizes arts, culture, and creative expression as strategic tools for institutional development; designs and implements cultural programs that enhance the image and self-perception of TVET professions; organizes inclusive cultural events and festivals that foster a strong sense of community and shared identity among students and staff; and documents the Institute's evolving culture and success stories.

4.3. Policy and Labour Market Study Directorate

4.3.1. The Policy and Labour Market Study Directorate (PLMSD), under the leadership of the DDG-RCS, is mandated to generate robust, evidence-based insights that directly inform TVET policy formulation, strategic planning, and labour market alignment at both institutional and national levels.

4.3.2. The key responsibilities of the PLMSD include:
   a)   Cascading the institute's strategic plan into actionable annual operational plans for the directorate and its units.
   b)   Ensuring the methodological rigor, relevance, and quality of all policy studies, impact evaluations, and labour market analyses produced.
   c)   Developing and monitoring Key Performance Indicators (KPIs) for the directorate's performance.
   d)   Forging and managing strategic partnerships with government agencies, research institutions, and industry bodies for collaborative studies.

4.3.3. The PLMSD shall operate through three core coordination offices:
   a)   Policy Study and Impact Evaluation Coordination Office (PSIEC): Conducts in-depth policy analysis and research on TVET systems; designs and implements impact evaluation studies to assess the effectiveness of TVET policies and programs; and translates complex research findings into clear, concise, and actionable policy briefs and recommendations for policymakers.
   b)   Value Chain Analysis and Labour Market Study Coordination Office (VCALMSC): Develops and applies rigorous Value Chain Analysis (VCA) methodologies across key economic sectors; engages deeply with industry stakeholders to identify current and future skill demands and gaps; and undertakes comprehensive Labour Market Studies to understand employment trends, wage patterns, and workforce dynamics.

c) Tracer Study and Entrepreneurship Coordination Office (TSEC): Conducts systematic annual tracer studies to monitor the employment status, career paths, and earnings of FTVTI graduates; analyzes the findings to identify skill gaps and inform curriculum review; facilitates entrepreneurship mindset, skills development, and incubation support for students and graduates; and manages a dynamic alumni database to foster ongoing engagement and feedback.

4.4. Community Engagement Directorate

4.4.1. The Community Engagement Directorate (CED), reporting to the DDG-RCS, shall provide the institutional leadership, strategic direction, and operational coordination for all community service and outreach activities. The CED is the primary channel through which the Institute fulfills its social responsibility mandate.

4.4.2. The Director of the CED shall be responsible for:
   a) Mobilizing and coordinating the participation of academic staff, students, and departments in structured community service programs, including student internship.
   b) Conducting and updating community needs assessments to ensure that interventions are demand-driven and relevant.
   c) Designing and implementing strategies for the effective dissemination, adaptation, and application of Institute-generated technologies and innovations within communities.
   d) Proactively mobilizing resources (financial, material, technical) to support community engagement initiatives via voluntary services.
   e) Continuously monitoring, evaluating, and reporting on the impact and outcomes of community service projects, ensuring accountability and learning.

4.4.3. The CED shall be supported by a team of Community Engagement Coordinators who shall facilitate the detailed planning, stakeholder liaison, logistical support, and day-to-day management of community projects, acting as the critical link between the Institute and its community partners.

4.5. Roles of Academic and Support Units

The successful implementation of this Policy requires the active and coordinated engagement of all academic and support units within the Institute.

4.5.1. Faculty Deans shall:
   a) Provide strategic leadership and coordination for all RCS activities within their respective faculties, ensuring alignment with institutional priorities.
   b) Develop and implement faculty-level RCS plans and budgets, and compile consolidated annual RCS reports.
   c) Identify and pursue potential funding sources and strategic partnerships relevant to the faculty's expertise.
   d) Oversee the implementation of Memoranda of Understanding (MoUs) and collaborative agreements at the faculty level.
   e) Champion the development and maintenance of research facilities and resources within the faculty.

4.5.2. Faculty Associate Deans for RCS shall:
   a) Assume direct responsibility for the day-to-day coordination, oversight, and administration of all RCS activities within the faculty.
   b) Lead and coordinate faculty-level tracer studies and labour market analyses to inform curriculum development.
   c) Provide direct support and guidance to academic staff and students engaged in research and community service.
   d) Promote interdisciplinary and transdisciplinary partnerships within and outside the faculty.
   e) Monitor faculty RCS performance and ensure the timely submission of accurate reports to the relevant RCS Directorates.

4.5.3. Department Heads shall:
   a) Provide direct leadership and foster a supportive environment for departmental research and community service activities.
   b) Facilitate partnerships with industry, community organizations, and other external stakeholders for collaborative projects.
   c) Prepare and manage departmental RCS plans and budgets, and monitor their implementation.
   d) Support and oversee postgraduate research, including the timely assignment of advisors and the monitoring of student progress.
   e) Ensure the proper utilization of resources and evaluate the RCS performance of departmental staff.

4.5.4. Department Research Coordinators shall:
   a) Act as the departmental focal point for all RCS matters, ensuring compliance with institutional policies and standards.
   b) Provide hands-on guidance and support to researchers and students in the development of research proposals and community service plans.
   c) Verify that proposals meet internal and external funding criteria before submission.
   d) Maintain up-to-date records and documentation of all departmental RCS projects.
   e) Monitor project progress, facilitate thesis/dissertation presentations, and recommend staff for research capacity-building training.

4.5.5. Individual Researchers (including academic staff and postgraduate students) shall:
   a) Take primary responsibility for the conception, design, and ethical execution of high-quality research and community service projects.
   b) Actively seek and secure external and internal funding to support their research endeavors.
   c) Disseminate research findings through reputable peer-reviewed publications, conference presentations, and other appropriate channels, ensuring proper acknowledgment of the Institute and funding sources.
   d) Submit accurate and timely performance and financial reports as required by the Institute and funding bodies.
   e) Act as mentors to junior researchers and effectively supervise postgraduate students, providing guidance and fostering their academic and professional development.

ARTICLE 5: RESEARCH AND COMMUNITY SERVICE LIFECYCLE

All research and community service activities shall adhere to a standardized lifecycle management process to ensure scholarly excellence, ethical integrity, strategic alignment, and accountability from inception to archiving.

 5.1. Project Initiation and Approval

5.1.1. No research or community service project shall commence, and no institutional resources (including name, facilities, data, or funds) shall be committed, until the proposal has successfully undergone a formal submission, peer review, and approval process. This process is designed to ensure that all projects are scientifically and methodologically sound, ethically compliant, feasible, aligned with the Institute's strategic goals, and have a clear plan for resource utilization and impact.

5.1.2. The submission and review pathway shall be structured according to the scale, complexity, and scope of the project to ensure appropriate levels of scrutiny:
   a) Small-scale Research Projects (e.g., individual faculty initiatives, preliminary studies) shall be submitted to and undergo a rigorous peer review process at the relevant Departmental level, coordinated by the Department Research Coordinator and Head.
   b) Medium-scale Research Projects (e.g., collaborative projects within a faculty, seed-funded projects) shall be submitted to and undergo a peer review process at the relevant Faculty level, coordinated by the Faculty Associate Dean for RCS.
   c) Large-scale Research Projects (e.g., multidisciplinary institute-wide projects, externally funded strategic grants) shall be submitted to and undergo a comprehensive peer review process coordinated by the Research Directorate (RDD) or the Policy and Labour Market Study Directorate (PLMSD), as appropriate.
   d) All Community Service Projects shall be submitted to and undergo a review process by the Community Engagement Directorate (CED) to ensure community relevance, appropriateness of methodology, and alignment with community service priorities.

5.1.3. Following a successful technical and ethical review at the appropriate level, all research and community service projects, without exception, require final approval from the Deputy Director General for Research and Community Services (DDG-RCS) or their formally designated representative before official commencement.

 5.2. Project Implementation and Monitoring

5.2.1. The RCS Directorates are committed to the genuine, proactive monitoring and periodic evaluation of all approved research and community service projects. This is not merely an audit function but a supportive mechanism to ensure project success.

5.2.2. The M&E process shall ensure that projects:
   a) Remain on schedule to achieve their stated objectives and deliverable.
   b) Adhere strictly to the approved research protocol, methodology, and ethical guidelines.
   c) Proactively identify, manage, and mitigate potential risks.
   d) Utilize financial and other resources effectively, efficiently, and as budgeted.

e)   Provide a platform for problem-solving and providing necessary support to Principal Investigators.

5.2.3. Principal Investigators are contractually obligated to submit regular progress reports (at least annually) and a comprehensive final report upon project completion. The format and frequency of reporting shall be stipulated in the project approval document and any associated funding agreement.

 5.3. Data Management and Archiving

5.3.1. As a default principle, all primary data, records, research materials, and analyzed datasets generated from research and community service projects conducted under the auspices of, or with significant use of resources of, the FTVTI are the exclusive property of the Institute. This policy applies fully to all postgraduate student research, and the data from Master's theses and Doctoral dissertations are considered vital institutional assets.

5.3.2.For projects funded by external donors or partners, the terms of the signed grant or collaboration agreement, particularly those clauses pertaining to data ownership, sharing, accessibility, and embargo periods, shall take precedence. The DDG-RCS is responsible for ensuring these terms are clearly defined, fair, and compliant with the broader principles of this policy before the project agreement is signed.

5.3.3. Regardless of the funding source, all Principal Investigators are required to develop and adhere to a Data Management Plan (DMP), which must be approved at the project's inception. The DMP must be a practical document that outlines robust procedures for ensuring data integrity, confidentiality, security, backup, and preservation throughout the project life-cycle and beyond.

5.3.4. Upon formal completion of a project, all finalized research data, analyzed datasets, codebooks, and final reports must be deposited in the FTVTI's central institutional repository. For postgraduate students, the submission of their complete data-set is a mandatory requirement for the award of their degree, ensuring the secure and permanent archiving of these scholarly assets for future reference, verification, and potential reuse.

5.3.5. The Institute, primarily through the RDD and PCO, is responsible for managing the institutional repository to guarantee secure, organized storage, appropriate metadata tagging, controlled access in line with ethical and contractual obligations, and long-term digital preservation in compliance with national legislation and international best practices.

ARTICLE 6: RESEARCH INTEGRITY AND ETHICS

The FTVTI is unwavering in its commitment to the highest standards of research integrity and ethical conduct. This commitment is fundamental to maintaining public trust, upholding the Institute's reputation, and ensuring the safety and dignity of all research participants.

 6.1. Ethical Standards and Clearance

6.1.1.All research activities involving human participants, human biological materials, personal data, animals, or those dealing with environmentally sensitive or security-

related matters must undergo a formal ethical review and receive written clearance from the designated Institutional Review Board (IRB) or Ethics Committee before any recruitment of participants or data collection commences. Research shall not proceed without this clearance.

6.1.2. The ethical review process shall ensure that all research is conducted in accordance with the core principles of:

a) Respect for Persons-protecting the autonomy of all participants, with special provisions for those with diminished autonomy.
b) Beneficence-maximizing possible benefits and minimizing potential harms to participants and society.
c) Justice-insuring the fair distribution of the benefits and burdens of research.
d) This includes, but is not limited to, obtaining voluntary and informed consent, ensuring privacy and confidentiality, assessing and minimizing risks, and maintaining the highest standards of animal welfare where applicable, in line with national guidelines and international declarations (e.g., Belmont Report, Helsinki Declaration).

 6.2. Artificial Intelligence in Research

6.2.1. The use of Artificial Intelligence (AI) tools by FTVTI researchers is strictly limited to an assistive and supplementary role for specific, non-substantive tasks. Permissible uses are:

a) To improve the grammar, spelling, clarity, and flow of a text originally drafted by the researcher.
b) To generate initial ideas or explore different perspectives on a research topic, which must then be critically evaluated and developed by the researcher.
c) To suggest improvements to the structure or outline of a research report or presentation.

6.2.2. The use of AI for any of the following activities is strictly forbidden:

a) Generating literature reviews, manuscripts, theses, dissertations, or any section of a research output.
b) Conducting data analysis, interpretation, or creating summaries of results.
c) Formulating research questions, hypotheses, or conclusions.
d) Creating or synthesizing literature, data, or source citations.
e) Any other activity that constitutes a core, substantive intellectual task of the research process.

6.2.3. Mandatory Disclosure and Acknowledgment: For any permissible use under Article 6.2.1, researchers must explicitly acknowledge the use of AI in the methodology section. The disclosure must specify the AI tool used, its version, and the specific, permissible task for which it was employed. The use of AI in a manner that falls under the prohibited list (Article 6.2.2) constitutes research misconduct.

6.2.4. Prohibition of AI in Peer Review: The use of AI tools to conduct peer review of manuscripts, research proposals, or theses for the FTVTI or on its behalf is strictly

prohibited. Reviewers must perform the review based on their own expert knowledge and critical assessment.

6.2.5. Ultimate Researcher Accountability: Researchers bear full and ultimate responsibility for the entire content, integrity, and validity of their work. This includes all text, data, analysis, ideas, and citations, regardless of any AI assistance used in permissible ways. Researchers are accountable for ensuring that no part of their work, directly or indirectly, originates from a prohibited use of AI as defined in this policy.

6.3. Research Misconduct

6.3.1. The Institute maintains a zero-tolerance stance towards research misconduct. This encompasses, but is not limited to, fabrication, falsification, plagiarism, inappropriateness of authorship, duplicate publication, and other serious deviations from accepted ethical and scientific practices including the use of AI tools for purposes not allowed in this policy.

6.3.2. A formal, written, transparent, and confidential procedure shall be established and made publicly available. This procedure will govern:

a) The secure and protected reporting of allegations of misconduct.
b) The impartial and prompt preliminary assessment of allegations to determine if an inquiry is warranted.
c) A thorough, fair, and confidential formal investigation if an inquiry is warranted.
d) Adjudication by a competent body based on the investigation report.
e) The implementation of appropriate corrective actions and sanctions, which may include retraction of publications, correction of the scholarly record, restitution of funds, and disciplinary action up to and including termination of employment or expulsion.

6.3.3. The procedures shall include strong safeguards to protect the rights and confidentiality of both the complainant (whistleblower) and the respondent, and to protect complainants acting in good faith from retaliation.

6.4. Conflict of Interest

6.4.1. All staff and students engaged in research must proactively declare any real, potential, or perceived conflicts of interest that could compromise, or be reasonably seen to compromise, the objectivity, integrity, or impartiality of their research. This includes, but is not limited to, financial interests (e.g., investments, paid consultancies, ownership stakes), personal relationships, academic rivalries, supervisory responsibilities, and institutional affiliations.

6.4.2. Declarations must be made in writing at the inception of a project (e.g., at the proposal stage) and must be updated immediately as new conflicts arise during the project's life-cycle.

6.4.3. The Institute will establish a formal framework, overseen by the DDG-RCS or a designated committee, for the disclosure, review, and management of such conflicts. Management actions may include public disclosure of the conflict, recusal from certain decisions (e.g., in peer review), divestment of a financial interest, or the appointment of

an independent monitor. The chosen management strategy is mandatory and must be documented.

ARTICLE 7: INTELLECTUAL PROPERTY MANAGEMENT

The FTVTI recognizes that the intellectual property arising from its research and development activities is a valuable institutional asset. This policy establishes a framework to protect, manage, and commercialize IP for the benefit of the inventors, the Institute, and the wider society.

7.1. Ownership of Intellectual Property

7.1.1. Unless otherwise agreed in a written agreement signed by an authorized representative of the Institute prior to the commencement of work, all intellectual property created by Institute staff, students, and other personnel (a) within the scope of their employment or studies, or (b) with significant use of Institute resources, facilities, funds, or proprietary information, shall be the sole and exclusive property of the FTVTI.

7.1.2. Creators (inventors, authors, developers) have a contractual obligation to promptly disclose any potentially patentable or commercially viable intellectual property to the Institute through a formal disclosure process administered by the RDD. Disclosure must be made before any public disclosure (e.g., publication, presentation, thesis submission) that could invalidate patent rights.

7.1.3. Intellectual property created by students as part of their coursework or for-credit activities is owned by the Institute. IP created by students independently and without significant use of Institute resources may be owned by the student, subject to a specific review process.

7.1.4. Ownership of IP arising from collaborative research or research sponsored by an external entity shall be governed by a written agreement that clearly defines the rights and obligations of all parties. Such agreements must be negotiated and signed by the DDG-RCS or their delegate.

7.2. Protection of Indigenous Knowledge

7.2.1. The Institute acknowledges the immense value of Ethiopia's Indigenous Knowledge and Skills (IKS) and is committed to their respectful recognition, documentation, protection, and promotion.

7.2.2. The documentation and use of IKS shall be conducted ethically and collaboratively with the knowledge-holding communities. This requires obtaining their Prior Informed Consent (PIC), which includes a clear explanation of how the knowledge will be used, recorded, and potentially commercialized, and ensuring that the communities agree to these uses.

7.2.3. Where the use of IKS leads to commercial or other benefits, the Institute shall establish fair and equitable benefit-sharing arrangements with the concerned communities. Furthermore, validated and consented IKS shall be actively integrated into relevant training curricula, research programs, and community service initiatives for the benefit of society.

7.3. Commercialization and Revenue Sharing

7.3.1.The Institute, through the RDD and in partnership with relevant technology transfer offices, shall actively pursue the commercialization of its intellectual assets. This includes technologies, prototypes, software, datasets, and other research outputs with commercial potential.

7.3.2. Commercialization may be effected through various mechanisms, including but not limited to: licensing the technology to existing companies; creating spin-off or start-up companies; or the direct sale of products and services.

7.3.3. A transparent, written, and equitable revenue-sharing framework shall be established and approved by the Senate. This framework shall govern the distribution of net income (gross income minus directly attributable patenting, legal, and marketing costs) from commercialization. The framework shall fairly allocate proceeds among the creators (inventors/authors), their affiliated academic units (departments/faculties), and the Institute's central RCS fund, providing a direct incentive for innovation and its successful application.

7.4. Institutional Repository

7.4.1. Mandatory Central Repository: The FDRE TVTI shall establish, maintain, and fund a secure, centralized, and sustainable digital institutional repository. Its purpose is to archive, preserve, and provide appropriate access to the Institute's research and knowledge outputs.

7.4.2. Content and Management: The repository shall contain, at a minimum, finalized research data, published and unpublished manuscripts, theses and dissertations, technical reports, policy briefs, and community service reports. The repository shall employ standardized metadata, version control, persistent identifiers (e.g., DOI), and regular backups to ensure quality, discoverability, and long-term preservation.

7.4.3. Access Rights and Compliance: Access rights shall be strategically managed to promote open access to non-sensitive, non-commercial research findings wherever possible, while rigorously protecting confidential, personally identifiable, or commercially valuable content. The repository's operations shall comply fully with copyright law, data protection regulations, and institutionally approved ethical standards.

ARTICLE 8: PUBLICATION AND DISSEMINATION

The FTVTI is committed to the widespread, timely, and effective dissemination of its research findings to advance knowledge, inform public policy, stimulate innovation, and maximize societal benefit.

8.1. Publication Standards
8.1.1. Adherence to Publication Ethics: All researchers shall adhere to the highest global standards of publication ethics as outlined by bodies such as the Committee on Publication Ethics (COPE). This includes, but is not limited to:
   a)   Avoiding plagiarism in all its forms, including self-plagiarism.
   b)   Prohibiting duplicate or redundant publication (publishing the same research in multiple journals without appropriate cross-referencing and justification).

c) Promptly reporting errors or inaccuracies in one's own published work to the journal.

d) Ensuring that all co-authors have met the criteria for authorship.

8.1.2. Internal Pre-Submission Review: Prior to submission to any external journal, conference, or publisher, all manuscripts, particularly those originating from student theses or institute-funded projects, shall undergo an internal quality and ethics review. This review, coordinated by the PCO, will include screening with approved plagiarism and AI-detection software. Clearance from this internal review is mandatory before submission.

8.1.3. Reputable Venues: Researchers are strongly encouraged to disseminate their findings in high-quality, peer-reviewed, and reputable journals, conferences, and other scholarly venues. The Institute, through the RDD and PCO, shall maintain and regularly update a list of recommended reputable journals and shall alert researchers to the dangers of predatory publishers and conferences.

8.1.4. Mandatory Deposit in Institutional Repository: A final copy of all peer-reviewed, accepted manuscripts (the post-print version) and published versions (where copyright permits) resulting from institutional research shall be deposited in the FTVTI's institutional repository upon acceptance for publication. This is a condition of institute-funded research and is strongly encouraged for all research. For postgraduate students, the deposition of the final, examined thesis/dissertation is a non-negotiable requirement for graduation.

8.2. Authorship and Affiliation

8.2.1. Criteria for Authorship: Authorship must be based on substantial intellectual contributions to the conception, design, execution, or interpretation of the research; drafting or significant critical revision of the article; and final approval of the version to be published. All persons designated as authors should meet all these criteria.

8.2.2. Acknowledgment of Institute and Funders: All publications arising from work conducted at or representing the Institute must clearly and unambiguously acknowledge the FDRE TVTI affiliation of the authors and any funding sources that supported the research. The specific grant numbers should be provided where applicable.

8.2.3. Prohibition of Gift/Honorary Authorship: Gift, guest, or honorary authorship—listing individuals who do not meet the criteria for authorship—is strictly prohibited and shall be considered a form of research misconduct.

8.3. Retraction Procedures

8.3.1. Responsibility for Correction: In cases where a published work is found to contain significant errors, unsubstantiated data, or is the product of research misconduct, the Institute and the authors have a collective responsibility to ensure the integrity of the scholarly record is maintained.

8.3.2. Cooperation with Retraction: The authors, in coordination with the Research Directorate, shall promptly and fully cooperate with the publisher to retract the publication in accordance with established publishing ethics and procedures.

8.3.3. Institutional Action: Upon a confirmed retraction, the Institute shall take immediate steps to remove the retracted work from its institutional repository, website, and any other official listings, and shall place a clear and permanent link to the formal retraction notice wherever the work was previously cited or listed.

8.4. Research and Cultural Events

8.4.1. The Institute shall organize a stratified portfolio of events, each serving a distinct strategic purpose:

a) Weekly/Monthly Research Seminars: Serve as an internal platform for presenting nascent research ideas, reviews, proposals, and works-in-progress for constructive critique, professional development, and the selection of promising ideas for further development and funding.

b) Annual Faculty and International Conferences: Serve as formal platforms for disseminating completed, peer-reviewed research. Presented papers shall be compiled into high-quality, edited proceedings with an ISBN/ISSN, published by the Institute.

c) Cultural Events: Shall be strategically designed to cultivate a positive mindset towards TVET professions, celebrate technical creativity, and strengthen communal bonds and a shared institutional identity among students and staff.

8.4.2. All events, regardless of scale, must be submitted for prior authorization through a standardized institutional event management system. This process ensures strategic alignment, avoids scheduling conflicts, facilitates logistical coordination, and mandates a comprehensive risk assessment.

8.4.3. For conferences, the PCO in collaboration with the RCO shall oversee the production and wide dissemination of conference proceedings. For seminars, the Research Directorate shall document key outcomes, feedback, and funding recommendations to populate the institutional repository and inform strategic decision-making.

8.4.4. Every event shall be designed to be inclusive and accessible to all members of the Institute community. Organizers must consider physical accessibility, diverse speaker representation, and the use of inclusive communication practices.

ARTICLE 9: COMMUNITY SERVICE AND OUTREACH

The FTVTI affirms its deep commitment to meaningful, mutually beneficial, and sustainable engagement with communities as a core pillar of its social responsibility and national development mandate.

9.1. Community Service Framework

9.1.1. All community service initiatives must begin with a participatory and joint needs assessment conducted in partnership with the target community. Activities shall be prioritized based on the urgency of the need, the relevance to the Institute's expertise, and the potential for sustainable impact.

9.1.2. Community service is not an ad-hoc activity but a strategic instrument for achieving national development goals, supporting social transformation, and strengthening the vital linkage between the Institute, industry, and the community. It shall be fully integrated into the Institute's strategic and operational planning.

9.2. Priority Areas and Modalities

9.2.1. The community service program shall strategically focus on the following priority areas to ensure concentrated impact:

a) Local Manufacturing and Skills Support: Delivering hands-on technical training for Micro and Small Enterprises (MSEs) on production skills, quality control, equipment operation, maintenance, repair, and occupational safety.

b) ICT Literacy and Digital Inclusion: Providing basic computer literacy, internet safety, and essential digital skills training for students, teachers, community workers, and unemployed youth, while supporting local service offices and SMEs with the development of simple digital solutions.

c) Research-Based Community Problem Solving: Conducting demand-driven, applied studies on specific local community challenges (e.g., waste management, water access, local product marketing) and providing practical, evidence-based recommendations and implementation support.

d) Community Capacity Building: Providing employability skills training, entrepreneurship development, soft skills, and life skills training targeted at women, unemployed youth, and persons with disabilities, coupled with mentoring and coaching for community-based enterprise groups.

9.2.2. Modalities of Engagement: The Institute shall employ a flexible mix of engagement modalities to realize the transfer and application of its knowledge and skills:

a) Technical Support: Providing expert knowledge, diagnostic services, and technical assistance to solve specific community or industry problems.

b) Demand-Based Training: Offering tailored, short-term training programs that directly respond to identified skill gaps and community needs.

c) Volunteer Service: Encouraging and facilitating the voluntary participation of staff and students in organized community initiatives, leveraging their skills and time for public good.

d) Unpaid Consultancy Service: Delivering professional advice and analysis to community groups, government offices, and non-profits without charge, as a form of public service.

e) Technology Transfer: Actively facilitating the dissemination, adaptation, and adoption of proven, context-appropriate technologies developed by the Institute to enhance community productivity and well-being.

9.3. Ethical Considerations

9.3.1. All community service engagements must be conducted in a manner that upholds and reflects the Institute's mission, vision, and core values, with a particular emphasis on equity, respect, and dignity for all, especially vulnerable and marginalized groups.

9.3.2. The Institute strictly prohibits any form of exploitation or harm. Misuse of resources, falsification of community engagement data, unauthorized participation, or any action that causes harm or disrespect to vulnerable groups constitutes a serious ethical violation.

9.3.3. The Institute is committed to transparency in its intentions, accountability for its actions, and the pursuit of social justice in all community partnerships. The outcomes of projects shall be disclosed to beneficiaries and partners as required and agreed upon.

9.4. Monitoring and Evaluation

9.4.1. Regular and systematic monitoring of project commencement, progress, participant engagement, and resource use is mandatory and shall be conducted by designated project leaders and the CED.

9.4.2. The timely submission of comprehensive technical and financial reports upon project completion is required. Furthermore, system-level feedback mechanisms shall be established to ensure that the outcomes and lessons from community service are effectively utilized to improve future training, research, and policy advocacy.

9.4.3. To move beyond outputs and assess genuine outcomes, the Institute shall conduct rigorous internal and external impact evaluations of its community service portfolio periodically (e.g., every four years). The findings of these evaluations shall be reported to top management and the Senate to inform strategic decision-making and resource allocation.

ARTICLE 10: RESOURCE MOBILIZATION AND GRANT MANAGEMENT

Sustainable and effective resource mobilization and management are critical enablers for achieving the ambitious goals set forth in this Policy.

10.1. Grant Seeking Principles

10.1.1. The Institute actively promotes and supports the mobilization of financial and other resources from a diverse range of sources. These include government budget allocations, bilateral and multilateral development agencies, local and international non-governmental organizations, industry and private sector partners, corporate social responsibility (CSR) initiatives, and competitive grant programs.

10.1.2. All grant-seeking efforts must be strategically aligned with the national development priorities, the Institute's strategic goals, and the approved thematic research and community service focus areas outlined in this Policy. Proposals for grants that fall outside these priorities require special justification and approval.

10.1.3. The Institute, primarily through the RGCO, shall support staff engagement in grant development by providing timely information on funding opportunities, organizing capacity-building workshops on grant writing and budgeting, and offering continuous consultation and technical review throughout the proposal development process.

10.2. Grant Administration

10.2.1. The Research Grant Seeking Coordination Office (RGCO), in close consultation with the Research Directorate and the Finance Directorate, shall provide comprehensive administrative oversight throughout the entire grant cycle, from pre-award negotiations to post-award closure.

10.2.2. Responsibilities of Principal Investigators (PIs): The designated PI holds the primary responsibility for the following:
   a) The scientific, technical, and ethical execution of the project according to the approved proposal.

b)   The prudent and compliant financial management of the grant funds, in accordance with both the sponsor's requirements and the Institute's financial and procurement procedures.

c)   The maintenance of accurate, complete, and up-to-date documentation of all project-related activities and expenditures.

d)   The timely submission of high-quality progress and final reports (both scientific and financial) to the Institute and the funding agency.

e)   Regular communication and consultation with their department, faculty, and the RGCO on administrative and technical matters.

10.2.3. Responsibilities of Co-Researchers: Researchers supporting a project under the leadership of a PI shall contribute to project activities, support data generation and analysis, assist in dissemination and reporting, ensure compliance with all obligations, and help mentor junior staff and students involved in the project.

10.2.4. Overhead (Indirect) Costs: All externally funded research and community service projects are subject to the payment of institutional overhead costs, which cover the use of Institute infrastructure, administration, and utilities. The specific overhead rate and any exemptions (e.g., for student research stipends) shall be determined by a separate guideline approved by the Senate.

10.3. Financial Management and Reporting

10.3.1. The RGCO shall collect and review annual progress reports from all internally funded projects. For externally funded projects, reporting shall adhere strictly to the schedule and format specified by the funding agency. Reports must detail project achievements, financial utilization, challenges encountered, and plans for the next period.

10.3.2. Upon project completion, PIs must submit comprehensive scientific and financial final reports. These reports must be reviewed and endorsed by the relevant department/faculty and the RGCO before being submitted to the funder and archived in the institutional repository.

10.3.3. The Institute will formally close a project administratively only when all deliverable have been met, all financial accounts have been reconciled and audited as necessary, and all reporting requirements to the funder and the Institute have been fulfilled.

ARTICLE 11: INCENTIVES, RECOGNITION, AND IMPACT

To foster a vibrant and sustainable culture of research and community engagement, the Institute shall implement a system of incentives, recognition, and impact measurement.

11.1. Research Incentives and Awards

11.1.1. The Institute shall provide tangible incentives to individual researchers or teams who are successfully awarded competitive research grants. These incentives may include monetary rewards, dedicated material support for their research, reduced teaching loads, or official certificates of achievement, as detailed in a separate incentives guideline.

11.1.2. At the end of each budget year, during a major institutional event such as the annual research seminar or a graduation ceremony, the Institute shall present "Awards for Research Impact" to researchers or teams whose work demonstrates exceptional

scientific quality, originality, and, most importantly, clear and measurable societal, economic, or environmental benefit.

11.2. Community Service Recognition

11.2.1. The Institute recognizes that impactful community service is a professional and moral responsibility. Significant and verifiable contributions by staff and students to community service shall be formally acknowledged through official certificates of appreciation, public recognition in Institute communications, and, where institutional policy allows, positive consideration in annual performance evaluations and promotion criteria.

11.2.2. Outstanding community service projects and the most dedicated participants (both staff and students) shall be acknowledged and celebrated at an annual awards event, highlighting the Institute's commitment to its social mandate.

11.3. Impact Measurement Framework

11.3.1. A dedicated Monitoring, Evaluation, Accountability, and Learning (MEAL) system shall be established under the oversight of the DDG-RCS. This system will be responsible for tracking the progress, outputs, outcomes, and long-term impact of all major research and community service activities.

11.3.2. Defining and Measuring Impact:
   f) Impactful Research is defined by its ability to address real-world problems faced by communities and industries, leading to tangible improvements such as new or improved products and processes, enhanced policies, empowered individuals, strengthened institutions, and contributions to broader societal well-being and sustainable development.
   g) Impactful Community Service is defined as voluntary or institutionally mandated work that directly addresses verified societal problems and produces clear, measurable, and sustained positive change in the lives of its beneficiaries or the wider community.

11.3.3. Tools for Impact Assessment: The MEAL system shall employ a suite of tools, including progress reports, on-site monitoring visits, stakeholder satisfaction surveys, tracer studies, economic rate of return analyses, and case studies, to build a robust evidence base for the Institute's contribution to national development.

ARTICLE 12: FINAL PROVISIONS

12.1. Effective Date

This Research and Community Service Policy shall come into full force and effect upon the date of its formal approval by the FTVTI Senate. All its provisions shall be binding from that date forward for all new projects and for the ongoing phases of existing projects.

12.2. Policy Review and Amendment

12.2.1. To ensure its continued relevance and effectiveness, this Policy shall be subject to a comprehensive review every three years from the date of Senate approval, under normal circumstances. The review process shall be coordinated by the Office of the DDG-RCS and shall involve broad stakeholder consultation.

12.2.2. Notwithstanding the scheduled review, the Senate reserves the right to amend any part of this Policy at any time if such an amendment is deemed necessary to address emerging challenges, opportunities, or changes in the national or institutional legal and strategic environment.

12.3. Repeal of Previous Policies

Upon the effective date of this Policy, all previous research policies, community service policies, directives, and regulations governing related activities within the FDRE Technical and Vocational Training Institute are hereby expressly repealed and superseded in their entirety.

Date of Senate Approval: _____