



**Africa Center of Excellence For Neglected Tropical Diseases
and Forensic Biotechnology (ACENTDFB)
Ahmadu Bello University, Zaria, Nigeria**

Policy on Technology Seed Grant Scheme

Preamble

ACENTDFB seed grant on entrepreneurship/start-up technology to promote entrepreneurial activities as well as encourage start-ups and spin-offs within the core mandate of the center. The grant shall be awarded to Faculty members and postgraduate students of the University. Through the ACENTDFB seed grant, the ABU community can engage in establishing companies and business ventures by using their novel ideas in the area of Neglected Tropical Diseases (NTDs) and Forensic Science.

Objectives of the Policy

- To provide one-time seed grant (in two installments) specifically for entrepreneurship endeavors and establishment of start-ups and spin-offs to address any challenge in the area of NTDs and forensic science.
- To encourage as well as motivate young researchers to conduct preliminary research and studies specifically targeting entrepreneurial and innovative start-ups

Nature and Duration of Support

- The Seed grant shall be the sum of 5 million Naira as a one-time grant for one year (in two installments) and covers support to procurement of equipment, software, consumables, and other relevant requirements/materials for the proposed start-ups, spin-offs or entrepreneurship activities.
- There shall be 10 awards every year, depending on the budget.

Criteria and Guidelines for Selection of Awardees

- Only ABU Faculty Members and registered postgraduate students are eligible to apply for the Seed Grant and the proposal must be in line with the research thematic areas (NTDs and Forensic Science) of ACENTDFB.
- Seed grant shall be a grant for one year (in two instalments) and covers support for procurement of equipment, software, consumables, and any other necessary requirement for the establishment of a scientific enterprise.
- There shall be a Core and Expert Committee and the CL shall nominate the Members of the Core and Expert Committee to the management of ACENTDFB. When approved, the committee shall review proposals related to Seed Grant and make recommendations to the CL. The committee shall comprise of relevant experts among the Faculty members of ACENTDFB.
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make recommendations to the CL. The committee shall comprise of relevant experts among the Faculty members of ACENTDFB.

- The Core and Expert Committee shall evaluate all the applications using an acceptable pre-set rubric. There shall be three reviewers for each application and the average scores of the applications shall be used in ranking the applications.
- All applications will be screened by the Core and Expert Committee for selection of eligible applicants and proposals. Selected applicants will be invited to make a Presentation to the Committee
- The Core and Expert Committee shall make recommendations based on the average scores and ranking of the applications. However, a minimum score of 70% is needed before any application can be recommended.
 - ✓ After recommendations from the Core and Expert Committee, the final approval is granted by the CL, who shall duly inform the ACENTDFB Management
 - ✓ Approval Letter shall be issued to the awardee from the CL while the ABU Research and Innovation Unit and Vice Chancellor are informed.
 - ✓ Decision by the CL is deemed final
 - ✓ After the receipt of approval letter, the awardees may request for advance/initiate procurement through the Procurement officer of the Centre
 - ✓ All expenses related to Seed Grant shall be maintained in a separate file by the awardees
 - ✓ All payments to Seed Grant shall be made directly to the account of the beneficiaries/awardees. The first instalments shall comprise of 50% of the total approved grant and the second instalment (50%) shall be paid after satisfactory progress report, six months after the first instalment was paid.
 - ✓ It is the responsibility of awardees to provide all bills duly certified for the expenditure incurred for the Project to the Accounts Team on a timely manner
 - ✓ Equipment and resources can be utilized with prior approval from Dean and HODs of the respective Faculty/School.

Deliverables

The key deliverables include:

- Development of entrepreneurship and/or scientific enterprise relevant to the core mandate of ACENTDFB

- Establishment of start-ups, spin-offs or any business venture for solving problems related to NTDs and forensic biotechnology
- In the case of grants for entrepreneurial and/or innovation studies, publication in high impact journals will be considered as a key deliverable.
- Submit a hard bound cop of report of the project on completion

Monitoring criteria for successful awardees

- Quarterly reports from the PI through the HOD of the Staff / Student
- Seminar presentation
- It is the responsibility of Investigating Team to provide all bills duly certified for the expenditure incurred for the Project to the Accounts Team on a timely manner

Measures and Recovery Procedures for Defaulters

- The University recovery of funds of the University Board of Research shall apply
- Each awardee shall submit a letter duly signed by a verified guarantor who will aid recovery **if the awardee defaults**

Appendix 1. Pro-Forma for Seeking Seed Grant to carry out on Entrepreneurship /Start-up Technology

Name of the Principal Investigator:					
Department and Faculty:					
Investigating Team Members/ Collaborators (The supervisor of a student is automatically the first collaborator), If any				1. 2. 3.	
Head of the Department/Research Centre:					
Title of the Project:					
Project Proposal:				As per the attached Format	
Ethics Approval Required				Yes/No	
Funds Requested (Inclusive of GST):					
Items to be Procured					
S. No.	Technical Specifications	Unit (N)	Price	Total Quantity Required (Nos.)	Total Estimated Cost (N)
a. Equipment:					
b. Consumables:					
c. Software:					
d. Fabrication:					
e. Laboratory Testing Services					
f. Biological Specimens					

g. Others (Specify):		
Grand Total [Should Not Exceed five million Naira]:		
Declaration by the Principal Investigator and Team:		
<p>I _____ Principal Investigator (PI) of the above-mentioned Project is fully aware of the rules relating to Seed Money Policy. In the event, any discrepancies are found and notified in future, I as PI and/or the Investigating Team accept responsibility to reimburse the “seed money” claimed from the Centre.</p>		
Signature of the PI and Team	<ol style="list-style-type: none"> 1. 2. 3. 	Date

Appendix 2. Format for Research Proposal (Not more than THREE Pages)

1. Title of the Proposal (Not more than 20 Words)	
2. Aim:	
3. Objectives:	a. b. c.
4. Background Study and Rationale (not more than 250 Words)	
5. Description of the Project (not more than 500 Words)	

6. Business plan (not more than 500 words)	
7. Envisaged Outcomes and Deliverables (not more than 100 Words)	a. b. c.

Signatures

Principal Investigator:

Supervisor (If applicable):

Head of Department/Unit: