BOOK/EQUIPMENT
&
RESEARCH SUPPORT POLICIES

POLICY AND GUIDELINES ON BOOK/EQUIPMENT ALLOWANCE

1.0 Introduction

This document sets out the original intent and framework of the Book/Equipment Allowance Policy for Senior Members of Pentecost University. However, it also reflects the current reality that the Book/Equipment Allowance has been integrated into staff salaries and it is no longer disbursed separately.

2.0 Policy Statement

The University is committed to ensuring that all Senior Members have access to the necessary books, tools, and equipment to perform their academic and administrative duties effectively. In line with this commitment, the Book/Equipment Allowance, which was previously administered through a separate claims process, has now been incorporated into the consolidated salary structure of all staff.

3.0 Policy Objectives

The objectives of this Policy are to:
- Ensure that lecturers have access to the current and relevant books and other materials for teaching and research.
- Support the acquisition of necessary equipment to enhance teaching and academic delivery.
- Enable non-teaching Senior Members and all non-Senior Members to also obtain appropriate tools and equipment to facilitate their professional responsibilities.

4.0 Scope of the Policy

This policy applies to all Senior Members (academic and non-academic) of Pentecost University.

5.0 Policy Update and Guidelines

Following a review of the University's remuneration structure, the following changes have been made to the implementation of this policy:
- Effective January 2025, the Book/Equipment Allowance is no longer administered as a separate benefit.
- An appropriate amount corresponding to this allowance has been incorporated directly into the gross annual salary of all eligible Senior Members.
- Staff are now responsible for procuring the required books, tools, and materials from their consolidated salary packages.
- The University encourages staff to continue investing in materials and tools that support their professional development and work output, in line with the original spirit of this policy.
- The previous application and approval process involving invoices, refunds, and committee vetting no longer applies.

6.0 Implementation Mechanism

With the integration of the Book/Equipment Allowance into staff salaries, the administrative mechanisms previously in place (e.g., submission of invoices, committee approvals, verifications) have been discontinued.

7.0 Effective Date of Revised Policy

The revised implementation structure, wherein an appropriate amount corresponding to the Book/Equipment Allowance is paid as part of staff salaries, come into effect from 2nd January 2025. It supersede any previous policies and arrangements which made book and equipment allowance a separate benefit.

8.0 Governance and Oversight

The Book & Research Allowance Committee, previously responsible for reviewing and approving allowance claims, will no longer oversee this function. However, the University may, from time to time, set up internal audits or assessments to ensure that staff are using their resources to enhance academic and administrative work as required.

9.0 Historical Committee Composition (Now Defunct)

For record-keeping purposes, the original committee comprised the following members:
- Director, PGSR
- Dean, FBA
- Dean, FHAS
- Dean, STML
- Dean, FESAC
- Dean, FLAW
- Internal Auditor
- Head of Research
- Executive Secretary, PGSR

A quorum consisted of two-thirds (2/3) of members.
Note: This committee has now been dissolved in relation to the implementation of this policy.

10.0 Monitoring and Professional Development

- While the allowance is now part of the salary, Senior Members are encouraged to allocate a reasonable portion of their earnings towards continuous professional development, including the purchase of current academic literature, specialized software, and essential equipment.

- Heads of Departments and Deans are encouraged to promote a culture of resource sharing and knowledge exchange through departmental libraries or staff common rooms.

- The University may periodically conduct needs assessments or staff development audits to identify areas where additional institutional support may be required.

- In exceptional cases, and subject to available resources, the University may provide additional institutional support for the acquisition of critical teaching or research materials that go beyond the scope of an individual's capacity.

- Staff are encouraged to report constraints affecting their ability to procure essential materials to their respective Deans, who will escalate the matter to Management if necessary.

11.0 Policy Review

This policy shall be reviewed every three (3) years or earlier, if deemed necessary, to reflect changes in institutional strategy, national policy directives, or staff welfare frameworks. The review shall be coordinated by the Directorate of Postgraduate Studies and Research in collaboration with the Human Resource Unit, and any proposed changes shall be submitted to Management for consideration.

POLICY AND GUIDELINES FOR ACCESSING PENTECOST UNIVERSITY'S INTERNAL RESEARCH POT

1.0 Purpose

This policy outlines the framework for research support available to Faculty Members and Research-active staff of Pentecost University (PU). It replaces the former Research Allowance with a centralised "Research Pot," accessible through a competitive application process. This shift aims to ensure merit-based and impactful allocation of research funds.

2.0 Policy Statement

Pentecost University is committed to supporting the scholarly work of its Faculty Members and Research-active individuals through a Research Pot. This fund, allocated annually through the University's budget, provides financial assistance for research projects, publications, and conference participation, that are aligned with the mission of the University.

3.0 Policy Objectives

The objectives of this policy are to:

a) Ensure that academics and research-active staff have access to resources to undertake meaningful research and publications.
b) Encourage collaboration and joint publication between internal and external researchers.
c) Promote the development of grant-writing competencies among staff.
d) Support faculty and staff participation in academic conferences and professional engagements.

4.0 Policy Guidelines and Application Procedures

4.1 Accessing the Research Pot

- PU shall allocate an internal research grant facility (dubbed, "PU Research Pot") as part of its annual budgetary provisions.
- The Pro Vice Chancellor's office in collaboration with the Postgraduate Studies and Research (PgSR) Directorate shall announce available internal calls and research grants by April 15 each year.
- Applicants would submit their applications to the Pro Vice-Chancellor's office by May 31 each year or at a date announced through the call.
- Decisions on applications shall be communicated by July 31 or at a date specified by the call.
- Following successful contract negotiations, agreed project outcomes, approved budget and timelines, ordinarily, funded research projects shall commence by September 1 of each year. Where this is not applicable, a suitable date shall be communicated to the successful applicants.
- Applicants must submit a comprehensive research proposal meeting the call requirements for it to be considered for funding.
- Access to the Research Pot shall be competitive. It shall depend on the quality of the research proposal, project feasibility, budget, intended outcomes, demonstration of previously successful research projects, strength and capabilities of project team members,

research timelines and alignment of the intended research to the University's research priorities and global trends.

- Proposals may cover multi-year projects. In such cases, the total amount requested for the full duration should be clearly indicated and justified.
- To facilitate collaborative research and equip PU academics to be globally competitive, proposals from PU research groups or projects which are cross-departmental with clear positive societal impact will be prioritised.
- The Directorate of Postgraduate Studies and Research (PgSR) will review all applications and submit recommendations to the Pro Vice-Chancellor for Management's final consideration.

4.2 Joint Research and Publications

- PU encourages joint research projects with collaborators within and outside the University.
- Where external collaborators are included in the research project, the role of the PU staff involved must be clearly defined and justified to qualify for funding under this policy.
- Under this scheme, only research done in the name of Pentecost University shall be considered for support.

4.3 Conference Support

Faculty Members may apply for support to participate in academic conferences under the following conditions:

- The conference must be related to the applicant's field of specialisation.
- Applicants must submit proof of accepted abstracts or papers.
- Applications for conference support should be routed through the Pro Vice-Chancellor to the PgSR Directorate for review.
- Recommendations will be submitted to Management for final decision.
- Priority will be given to conferences and workshops that are related to approved ongoing research projects or conferences that could lead to the development of international research groups at PU, enhance the research and teaching capabilities of applicants or lead to the allocation of further research grants to PU.
- Each Faculty Member is eligible to attend one funded conference per academic year. This is on condition that the conference meets the requirements already defined. Request for funding for additional online and local conferences shall be considered on case-by-case basis.
- Travel outside Ghana will only be supported for faculty members with **a minimum of $1,000 in their PU Provident Fund account**. Those not meeting this threshold may apply for support to attend **online or local conferences.**

5.0 Acceptance or Rejection of Application

Applications shall be assessed based on the provisions of sections 4.1 to 4.3. The PgSR Directorate will conduct the review and make recommendations to Management through the Pro Vice-Chancellor. Approval is subject to availability of funds and alignment with institutional priorities.

6.0 Date of Commencement

This policy takes effect from 2nd January 2025, superseding any previous policies relating to direct research allowances.

7.0 Implementation of the Policy

The Directorate of Postgraduate Studies and Research (PgSR) is responsible for the operational implementation of this policy. The Directorate shall ensure that:

- All submissions are properly vetted.
- Selection is merit-based and transparent.
- Records of approvals and disbursements are maintained.
- Final approval rests with Management based on the Directorate's recommendations through the Pro Vice Chancellor's office.

Management reserves the right to constitute a committee of experts (comprising internal and/or external persons) to support the review of vetted applications.

8.0 Former Book & Research Allowance Committee

For record purposes, the previous Book & Research Allowance Committee consisted of:

- Director, PGSR
- Dean, FBA
- Dean, FHAS
- Dean, STML
- Dean, FESAC
- Dean, FLAW
- Internal Auditor
- Head of Research
- Executive Secretary, PGSR

A quorum was constituted by two-thirds (2/3) of the members.

Note: This Committee has been dissolved, and its responsibilities now lie with the PgSR Directorate, who may appoint a team of reviewers (internal and/or external) for the various applications submitted. The process of evaluating proposals shall be by critical blind review of submitted application documents against a well defined criteria specified in the call documents.

9.0 Policy Review

This policy shall be reviewed every three (3) years, or earlier if necessary, to reflect institutional changes or improvements in research administration. The PgSR Directorate shall initiate the review process and submit revisions through the Pro Vice Chancellor's office to Management for consideration.