



OROMIA POLICE COLLEGE
RESEARCH AND PUBLICATION GUIDELINES

DECEMBER, 2021
ADAMA-OROMIA



Kolleejjii Poolisii Oromiyaatti

Daarektoreetii Qorannoo, Qo'annoo fi Tajaajila G/Hawaasaatiif

Adaamaa

Dhimmi saa:-Qajeelfama Kaffaltii Maxxansaa Qorannoo, Qo'annaa Fi Xiinxalaa Mirkanaa'e Isin Beeksiisuu Ta'a

Akkuma armaan olitti ibsamuuf yaalametti Kolleejjii Poolisii Oromiyaa haala baruu fi barsiisuu keessatti bu'uura leejisleshinii Kolleejjii Poolisii Oromiyaa lakk. 02/2010 tiin qajeelfama raawwii kaffaltii faayidaa adda addaa hojjettoota akkaadaamii lakk. 03/2010 baasuun kaffaltiin raawwatamaa kan ture ta'uun isaa ni beekkama.

Bu'uuruma kanaan, Qajeelfama Qorannoo fi Qo'annaa akkasumas faayidaalee ogeessotaaf barbaachisu akkaataa qajeelfama dhaabbilee barnoota ol'aano lakk. 56/2011 tiin akka raawwatamu Boordii koolleejjii poolisii Oromiyaa lakk.xaalayaa kpo/16-1/1609 gaafa guyyaa 04/05/2014 barreesseen kan murtaa'e ta'uu isaa isin beeksisaa, raawwii hojiitiif akka tolu qajeelfama dhaabbilee barnoota ol'aano fooyya'ee raawwii irratti argamu waraqaa fuula 66 ta'u, xaalayaa gaggeessitu kanaan wal-qabsifnee kan isiniif ergine ta'uu isaa isin beeksifna.

G/G

Kolleejjii Poolisii Oromiyaatti

- Waajjira Daarektara Ol'aanaa tiif
- It/A/Daar/ Ol. Bul/Qabeenyaa fi Misoomaa tiif

Adaamaa

Nagaa Wajjin

Yaa'datee
Gar/Komishinaraa
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ረ/ኮምሽነር
Daayrektara Ol'aanaa
ዋና ዳይሬክተር



Kolleejjii Poolisii Oromiyaatiif

Adaamaa

Dhimmi saa:-Qajeelfama Kaffaltii Manxansa Qo'annaa fi Xinxalaa Mirkanaa'e Isin Beeksiisuu Ta'a

Akkuma armaan olitti ibsamuuf yaalametti Kolleejjiin Poolisii Oromiyaa haala baruu fi barsiisuu keessatti bu'uura leejisleshinii Kolleejjii Poolisii Oromiyaa lakk. 02/2010 tiin qajeelfama raawwii kaffaltii faayidaa adda addaa hojjettoota akkaadaamii lakk. 03/2010 baasuun kaffaltiin raawwatamaa kan ture ta'uun isaa ni beekkama.

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G/G

Bulchiinsa Mootummaa Naannoo Oromiyaatti

- Waajjira pirezidantii tiif
- Walitti Qabaa Boordii Kolleejjii Poolisii Oromiyaa tiif
- Biiroo MWD Oomiyaatiif

Finfinnee

Nagaa Wajjin

Shaafii Huseen Ahima'
Hogganaa Biiroo

Walitti Qabaa Boordii Kolleejjii Poolisii Oromiyaa
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OROMIA POLICE COLLEGE
RESEARCH AND PUBLICATION GUIDELINES



DECEMBER, 2021
ADAMA-OROMIA

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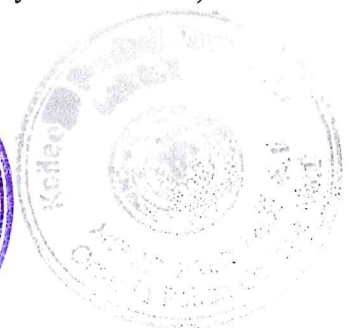
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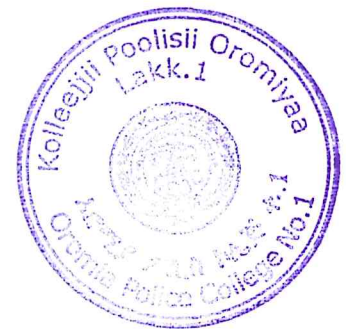
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ACRONYMS

- BoFEC-----Bureau of Finance Economic Corporation,
ETB----- Ethiopian Birr,
FPPAD-----Finance, Procurement and Property Administration Directorate,
OPC-----Oromia Police College,
PR-----Principal Researcher
RPG----- Research and Publication Guideline
RPD----- Research Publication Directorate
RTA-----Research Thematic Areas
SSCRP----- Senate Standing Committee for Research and Publication
VCDRCS-----Vice Chief Director for Research and Consultancy Service



PART ONE: INTRODUCTION

1.1 Background

Oromia Police College (OPC) is one of the public institutions of higher learning in Ethiopia, established in 2010(2002 E.C) by decree No.129/2010 of the Council of Administration of Oromia. Following its foundation, Oromia Police College was provided a diploma program for Woreda community policing officers through cooperation of Ethiopian Police University. Consequently, the College started to provide Diploma and Degree program regularly in Police science. As a higher education institution, Oromia Police College has set itself core responsibilities, with a focus on regionally relevant teaching-learning programs, problem-solving research projects, and community-based services.

In accordance with its core mission, that is, contributing to the peace, security and economic development of Oromia, OPC is committed to promoting practical research culture and dissemination of findings to end-users and appropriate stakeholders. Within the context of academic institutions, it is evident that quality and relevant research contributes significantly to the search for excellence and to the ongoing efforts to ensure quality learning and teaching with the ultimate goal of cultivating and nurturing the new generation for the future of Oromia. The significance of research for changing the Policing in the region and wider communities and improving their wellbeing is beyond doubt. Research projects initiated by the College can often yield very useful findings with direct bearings on security policy initiatives, generation of new development insights, application of technologies and innovations, and ultimately on the quality of life of our citizens.

In recognition of the fact that, practical and problem-oriented research is a basis for the regional and national development, Oromia Police College has committed itself to providing fertile grounds for the research culture and capability to flourish within all aspects of its core mission. Oromia Police College is cognizant of the significance of creating optimum working condition and research environment, whereby quality teaching and training are exercised, the production of capable and responsible police officers is realized, and the expectations of meaningful contributions towards all-round regional and national development are ultimately actualized.



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1.2. The Need for Research and Publication Guidelines

As a higher education institution, OPC has set core responsibilities, with a focus on nationally and internationally relevant training, teaching-learning programs, problem-solving research projects, and community-based services.

In accordance with its core mission, that is, contributing to the economic development of Oromia Regional state in particular and Ethiopia in general, OPC is committed to promote practical research culture and dissemination of findings to end-users and appropriate stakeholders. Within the context of academic institutions for police science, it is evident that quality and relevant research contributes significantly to the search for excellence and the ongoing efforts to ensure quality learning and teaching for sustainable peace and security with the ultimate goal of cultivating and nurturing the new generation for the future of Ethiopia. The significance of research for changing the lives of the immediate and wider communities and improving their wellbeing is beyond doubt. Research projects initiated by the College can often yield very useful findings with direct bearings on policy initiatives, generation of new development insights, application of technologies and innovations, and ultimately on the quality of life of our citizens.

It is found to be very important to design systematic and coordinated ways of managing and administering all research initiatives and endeavors. This necessity has called for the development of guidelines that would govern the entire research processes of the College. The present document is an outcome of the response to this institutional requirement. This holistic document encompasses general and specific rules and regulations including thematic areas aimed to guide not only research projects and publications but also the production of teaching materials and textbooks.

The research activities need systematic and well-organized research guidelines. This has led to a state of regularity, and consistency in all aspects of research initiation, administration, dissemination, motivation and evaluation in the College. As a result, to improve the research practice of the College, it has been found a matter of urgency to develop the first guidelines and working document that deals with stipulations and provisions that will govern and guide the research ventures and maintain consistency, fairness, and reliability in all processes of research and publications, including the preparation of teaching materials and textbooks. It is hoped that the research guideline will help to define course of actions to select and pursue in OPC research activities and that it will determine the present and future decisions in the College in relation to



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research and related endeavors.

1.3. Mission, Vision and Core Values of the College

1.3.1. Mission

To produce police force that involve societal participation in order to maintain security of our region, respecting and ensuring the observance of the constitution by providing education and training that equip with higher efficiency, continuously assess and updates its educational and training programs, generating new ideas so as to improve the effectiveness and work processes of the Police continuously through conducting research, delivering community and security consultancy service.

1.3.2. Vision

To be an exemplary Police University at East Africa and well known in Africa level with effective educational works, training, research, and community and security consultancy service in Police profession by the year 2030 G.C.

1.3.3. Core Values

- Accountability
- Transparency
- Respecting & enforcing supremacy of constitution and law
- Professional ethics
- Readiness for change
- Commitment
- Participatory
- Excellency
- Customer focused

1.4. Goals and Objectives of the RPG

1.4.1. Goals of the RPG

The major goals of the RPGs are to enhance the research visibility and recognition of OPC as one of the public higher education institution in Ethiopia and to maximize the relevance and usefulness of its research programs and projects in building peace and security of the nation.



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1.4.2. Objectives of the RPG

Some of the objectives of the RPG are:

- ✓ To manage and administer research-related issues properly and systematically,
- ✓ To prioritize projects of high institutional and national significance;
- ✓ To ensure that resources are allocated and utilized for research purpose appropriately and vis-à-vis the policy of the college;
- ✓ To ensure that initiation and reviewing of research projects and the processes of conducting research, reporting findings, and evaluating whole research activities are conducted appropriately;
- ✓ To identify duties and responsibilities of the VCDRCs, RPD, academicians, researchers, fund providers, and other stakeholders, and
- ✓ To ensure that research guidelines, procedures, and practicalities are clearly written and communicated to appropriate parties.

1.5. Oromia Police College Research Thematic areas (RTA)

The overall direction of research at OPC is determined by the thematic areas. Broadly defined, thematic research is research undertaken to address an overarching goal addressing a priority regional national problem. It is a cooperative research program designed to address issues of broader context and scope (than possible with individually initiated and conducted research projects) that extends from knowledge to useable policy and technology creation.

A thematic research addresses a local regional and national priority problems with clear potential for peace, security and economic benefit (commercialization or have significance for the social or cultural benefit of societies). Thematic Research by definition is multidisciplinary, extending across more than one discipline and or field of study and incorporating a number of research groups. As Oromia Police College research thematic area is based on enhancing sustainable peace in Oromia as well in the country through research. OPC research thematic areas are identified based on needs assessment from all stakeholders at different levels.



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So the main Research Thematic Area for Oromia Police College is as follows:

- 1 Crime Prevention and Community Policing
- 2 Crime Investigation and Policing
- 3 Police Education and Learning
- 4 Police Administration and Organization Building
- 5 Police roll in State and Nation Building

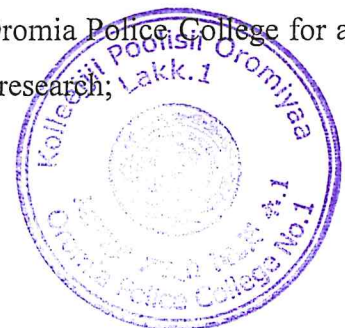


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PART TWO: GUIDELINES AND PROCEDURES FOR RESEARCH PROJECTS

2.1. General Guidelines

1. Oromia Police College's academic staff members shall have full guarantee of certain freedoms in carrying out the research mission of the College effectively. They shall have the right to disseminate the results of their research without suppression or modification from external body. As members of the academic staff, they also have the right to engage in external research and consultancy activities, subject to the College's rules and regulations;
2. Academic staff members must also be aware of their various obligations in the conduct of research. They should realize that this document is abiding for years to come and agree to abide by the rules and guidelines as provided by and stipulated in, the document;
3. Academic staffs of the College are expected to devote 25% of their time to research and 15% of their time to Consultancy and Community Service and 60% of their time to teaching- learning process.
4. Research staffs in Oromia Police College are expected to devote 60% of their time for Research, 15% of their time for Consultancy and community Service and 25% of their time for teaching. However, the budget and number of Research projects the Research staffs initiate shall be different from the academic staffs, as they devote most of their time in the research activity.
5. Research grants are awarded to academic staff (an Ethiopian or expatriate, of the College who is engaged in full time or part time teaching and/or research), and academic staff (including librarians, technical assistants). Priority is given to fulltime staff members. However, the expatriate shall not be entitled for financial management, weather he/she is PR or Co-researcher.
6. Normally, the principal researcher (PR) for team-based projects should be a permanent full-time College member;
7. Part-time and full-time fixed term staff members may qualify as co-investigator upon the recommendation of their respective directorate and department head. However, a part time staff who is co-investigator must have taught at Oromia Police College for at least two consecutive terms and must have a track record in research;



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2.2.4. Initiation of Research Proposals

The following issues are worth considering while initiating research project proposals: As appropriate, there shall be ways of informing and publicizing the initiation of the research project;

1. Research proposal initiation shall be set based on the research thematic and priority areas of the College;
2. A researcher who is already granted a research fund by the College and who has not completed the research project is not entitled to initiate additional a research proposal (as a PR or co-researcher) for a receipt of further grant fund.
3. A researcher who proposes a new project as a PR or co-researcher can initiate/participate in any other Research project. However, academic qualification determines maximum number of research projects. Details maximum number of research projects are provided as follows table.

Table-1: Maximum number of research projects allowed for each academic qualification in OPC

Academic Rank	Principal	Co-investigator	Total
Professor	2	5	5
Assoc. Prof	1	3	3
Asst. Prof	1	2	2
Lecturer	1	1	1
Asst Lecturer	1	1	1
GA II	1 (small grant, Young)	1	1
GA I	0	1	1
TA	0	1	1
Research staff	2	2	3
PhD student	1	1	1



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4. A researcher whose project is funded by a grant from an external source is encouraged to initiate a new proposal and apply for funding by the College;
5. There shall be steering committee which will be appointed by the General Director of the College for the purpose of running and evaluating external project. Among the committee RPD shall serve as secretary.
6. There shall be Research innovative fund run by the Chief/General/ Director office of the College. However, this fund is very limited and highly competitive. Only innovative Research proposals shall be funded. The total budget under this program shall be a minimum of 500,000.00 ETB. However, based on the total research budget allocated for the College research activity, the budget under this program subjected to change.
7. In addition to Oromia Police College academic staff, research proposals can also be initiated by any academic staff from any Ethiopian academic Institution or a researcher from research institute;
8. All proposals shall be initiated by at least two members from the same or different fields of study and from the same department or from different departments;
9. In the events where proposals to be funded externally are initiated, the guidelines for preparing such proposals shall be in line with the formats of the funding agency, if available. If not, Oromia Police College research guidelines and the format for proposal writing shall be used.
10. In the events where Research proposals initiated to be funded externally, there shall be 5%, 10% overhead costs for the steering committee and the College respectively.

2.2.5. Submission of Research Proposals

1. Call for proposal will be announced on July of every year and the deadline for the submission will be on the end of August 31 to Research and Publication Directorate.
2. The deadline for the submission of project proposals to Research Directorate shall be strictly observed. Late project proposals will be rejected;
3. Project initiators should fill out the Research Fund Application Form, (Appendix 1), addressing all items and requirements of the format accordingly;



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4. Research proposals shall be submitted, both electronically and in hard copy (4 copies), to research directorate of the College.

2.2.6. Criteria for Evaluating and Approving Project Proposals are:

1. Research proposals must undergo a review at the level of department and Colleges for approval or rejection before they are submitted to RPD for further reviewing and screening. The review shall take into account, among others, the social and security priorities as stipulated in the Research and Thematic Areas (RTAs) document of Oromia police college, research ethical issues, scientific research conventions and standards, and financial feasibility of the project;
2. Research directorate of the College's will arrange a College level Proposal review day, on which all new research proposals are presented and reviewed publicly for amendments, approval, or rejection;
3. Ad hock panel of experts will participate in the review process, using guidelines for Research Proposal Reviewers (Appendix 2);
4. Ad hock panel of experts will be appointed by RPD up on the consultation of VCDRCs.
5. Project initiators whose proposals are reviewed and approved are requested to revise their proposals by incorporating the comments of the Ad hock panel of experts.
6. The revised and improved proposals will be further approved and signed duly, and formally by the research and publication committee and submitted, both in hard copy and electronically to Research and Publication Directorate.
7. The RPD together with VCDRC invited internal and/or external researchers/experts and stakeholders, will participate in the critical review process at college level, using the Guidelines for Research Proposal Reviewers (Appendix 2);
8. Stake holders or beneficiaries from the Research findings will be invited on the review of Research proposals day at College level.
9. A project shall be approved only if:
 - a) It is relevant to Oromia Police College RTAs;
 - b) It will make an impact on and contribution to training and education in the college as well as the quality of life of the society;



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- c) It will produce new knowledge or contribute to different field/areas of specialization in the College ;
 - d) It is part of the research thrusts of the College or the region or the country as a whole;
 - e) If it is in response to invitation that is called by the College;
 - f) If there is other convincing reasons such as involving an exchange of academic staff between the College and another higher education
10. Priority given to research projects may be pursued subject to the following conditions:
- a) The project is urgently needed for the national and regional needs, and
 - b) No previous similar local projects have been conducted.
11. For proposals that require sensitive information or cooperation from other institutions/companies, the staff investigator will be required to show proof of consent from the said institutions before the approval of the proposal;
12. If a PR or co-investigator has an ongoing (on schedule/delayed) or deferred project, and he/she proposes a new one, approval of the new project will be deferred until the earlier project is completed;
13. The RPD can approve or disapprove projects and make overall modifications, as required, including financial revisions;
14. The VCDRCS and/or RPD will take the research projects to the Senate of the College for final approval.
15. The research proposal projects shall need the approval of OPC senate.

2.3. Research Financing: Planning, Allocation, and Management of Research Funds

The following guidelines are used to supervise, control, regulate, and direct the research funding and utilization processes.

1. All research projects funded by the Oromia Police College shall comply with the rules and regulations of the College and other pertinent government laws. The rules and



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regulations issued by the Bureau of Finance and Economic Cooperation (BoFEC) need to be adhered to in the utilization of financial and other resources related to research projects.

2. The office of the VCDRCS and RPD will be responsible for supervising the overall processes of research financing including preparation, approval, allocation, and utilization of research budget in the College during the fiscal year. Accordingly, all requests for disbursement or reimbursement from research project funds are channeled through the office of the VCDRCS. No checks may be prepared for research-related expenses unless the corresponding Payment Requisition Slip is signed by the VCDRCS/Appropriate body;
3. All proposals to be funded will be collected by the Research and Publication Director and sent to VCDRCS for subsequent review steps by the SSCRCP and ultimate decisions by the College senate.
4. After the budget proposal has been approved by the College Senate, the PR will be communicated through college RD to submit a copy of the final draft of the proposal to the RD. At this stage, project contract agreement will be signed between Oromia Police College and the PR and Co-Researcher using Research Fund Grant Agreement Form (Appendix III). The PR should fill out the form, affix his/her signature, and submit it in 4 copies to RD;
5. Collaborative research and research funded outside Oromia Police College shall be registered and agreement shall be signed between PRs, donor(s), and OPC indicating the role of each party, benefit sharing, and equipment ownership and patenting issues based on the guiding principles as stated in Appendix 4;
6. Research funding shall be effected at least in two phases. The initial payment will be released right after signing the contractual agreement. The second half will be released, in the middle of the proposed project duration, provided that the initiator has settled the initial payment, and he/she has submitted a successful progress report to RD, after it has been approved by SSCRCP and VCDRCS. Then progress report should be made using a Progress Report Form (Appendix 5). The investigator has to submit a written request for the release of the second-round fund release along with statement of expenditures to the RD.



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2.3.1. Follow-up of Research Progress and Budget Utilization

In all research projects, the PR takes both the technical and financial responsibilities from the beginning up to the end of the project.

1. Liquidation of previous cash advances should be supported by acceptable cash invoices/original official receipts; its validity should be confirmed by the signature of the PR, VCDRCS and RD affixed in the Progress Report Form;
2. Investigators who fail to liquidate cash advances within the proposed period are sent a warning for them to submit all supporting documents two weeks after receipt of notice. This requirement must be fulfilled before subsequent requests for cash advances;
3. Once a research project is approved and the budget is secured, the researcher cannot normally change the place of work, work plan, methodology or objective of the study. However, in the event of compelling circumstances, the researcher should submit a formal request (written application supported with necessary documents) for any of such alteration to the RD. The RD will forward the case to the office of VCDRCS with all supporting documents. The final decision will be made by SSCR. In case the SSCR approves the change, the RD will notify the researcher in writing the approval of the change(s);
4. No disbursement of funds in excess of the approved budget is allowed. However, those with exceptional cases may file a request for additional funds to the office of VCDRCS. The RD in consultation with the VCDRCS may approve requests;
5. The researcher should strictly adhere to the cost breakdown indicated in the approved project document. Deviation from this is prohibited unless permitted by RD and the Finance and property Directorate (FPD) of the College. Likewise, funds approved for one project shall not be allocated for another project unless permitted by the VCDRCS;
6. Payment of fees for research personnel (e.g. research assistants, data collectors, laborers, etc) is to be handled by the investigator;
7. Checks for project equipment/supplies must be submitted with a corresponding Materials Requisition Form, signed by the RD and VCDRCS before processing.
8. As stated above, the PR needs to submit progress and final reports along with financial expenditure documents related to the research project. A PR failing to submit progress or final reports of a project funded by the College after the required time of reporting will be



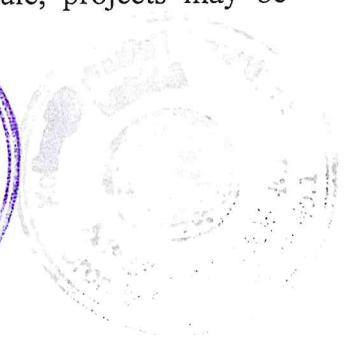
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notified (warned) by RD. within two weeks of this notification, if the PR fails to comply with this privilege, he/she will be then obliged to refund all the funds used or supposed to have been used during the research period;

9. The progress report shall be reviewed by VCDRCS, SSCRCP and RD using a format designed for this purpose (Appendix 6). The RD, SSCRCP, and VDRCS shall arrange periodical monitoring and interim evaluations of projects to know that the research activities are properly handled as planned in the research protocol. This will take place in the form of field visits and quarterly progress reports.
10. The review results of the progress report shall be communicated to the PR by the RPD. The RPD shall accommodate the feedback of the team into the report, get it signed by the RPD, and resubmit it to the VCDRCS;
11. The PRs shall cooperate with the team by providing the necessary document or information, including access to research protocol and pictures of research activities (where applicable) to assist the evaluation or monitoring mission. After all, the PR should be cognizant of the fact that subsequent fund disbursement is subject to a prompt submission of successful progress reports and liquidation of previous cash advances and that monitoring and evaluation by the team may also provide appropriate technical and professional support for his/her project;

2.3.2. Expendable and Non-expendable Research Resources

1. Part of the research fund given to a research project could be utilized for the purchase of items and equipment that are essential to the proposed research work. Purchase of all items and equipment should follow the College's purchasing system;
2. Items and equipment not exceeding 5000.00 ETB can be purchased by the PR himself/herself; those exceeding 5000.00 ETB at a single procurement should be purchased by the College Finance, Procurement and Property Administration Directorate (FPAD). The investigator should clearly indicate in the budget breakdown of the project proposal which items can be purchased by himself/herself and which ones should be purchased by the College;
3. Staff investigators are advised to defer projects if, due to certain difficulties, necessary equipment has not been procured or delivered. As a general rule, projects may be



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- deferred for a maximum period of two terms, after which they must be implemented. If not, they are considered as unfeasible and will be officially cancelled by the RD;
4. The investigator should use resources already available in OPC (e.g. fixed items, chemicals, laboratory equipment, library resources, IT facilities and services). If the approved fund for the project involves the cost of these resources, this cost will be deducted from the project's budget.
 5. Purchase of resources already available in the College is not allowed as it leads to misuse and unnecessary expenditure of the research budget. Requests for use of such resources, facilities, and services may be made through written application, outlining the resources required, to be endorsed by the Director of Research Directorate or the VCDRCS and submitted to concerned department;
 6. The investigator must secure a written permission from the RPD before taking equipment or a non-expendable item out of College for the research purpose.
 7. All fixed assets purchased by the College research grants and all resources borrowed from the College for the research purposes are the properties of the College and, therefore, must be returned to the College upon completion of the project.
 8. The equipment, books, journals, and any other fixed items and resources acquired by the PR under his/her research project must be registered by the property administration of the College and should become institutional property upon completion of the project;
 9. Incomes generated by the researcher(s) from research activities such as sales of research outputs shall be the revenue of the College, and they will be used entirely to enhance research. However, the researcher who is responsible for the revenue shall paid certain amount of the revenue generated from his Research activities on the decision of the College management.
 10. A researcher(s), who is /are responsible to bring a project outside of the College, shall paid 15% of the project fund as a reward. However, the amount is subjected to change based on the donors demand and in consultation with VCDRCS.

2.4. Hiring Research Assistant(s) and other Personnel

1. Other technical staff required for the implementation of the research project may be hired on a fixed amount for a fixed period on contractual basis. Modalities for utilization of the research fund under such provision may include:



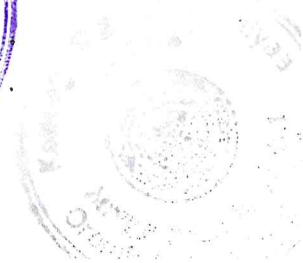
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- a) Hiring a person for technical assistance who fulfills the qualifications required to undertake the duties and responsibilities stated in the Term of Reference of the contract to be signed. The prime decision to recruit and employ such personnel lies in the principal researcher and research directorate director;
 - b) Acquisition of consulting/advisory services that is necessary for undertaking the research project. Such consultancy/advisory fees are payable to consulting firms or individuals who are not members of the College;
 - c) Acquisition of institutional services for specialized technical/ laboratory works for which the College has no such infrastructure or services;
 - d) Short term employment of unskilled workers who may be engaged on daily wages for expedition, field work and the like.
2. Details about research assistants, data analysts, laborers, and so on must be provided clearly in the project proposal;
 3. Requests for research personnel may be made to RD in writing and endorsed by the College VCDRCS;
 4. Compensation for research-related work is subject to standard salary deductions;
 5. An investigator with a rank of Assistant Professor and above can hire a graduate student as his/her research assistant(s). However, there should be a clear delineation of work between the parties. Research assistance(s) should be properly acknowledged in any publication resulting from the project;
 6. An investigator should submit a certification at testing the number of hours of work that were rendered by his/her research assistant(s).

2.5. Research Travel Cost, Allowance, and Other Payments

Modalities for the utilization of research funds for travel/fieldwork are based on the following circumstances:

1. The amount allocated under the travel/fieldwork/allowance/per Diem of the research proposal is to be utilized for the implementation of the ongoing project only. This should not be used for attending conference, seminar, workshop, or attending any training courses;



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2. The travel/fieldwork is to be undertaken only for data collection and collection of other information within the general scope and sphere of the research project. No foreign travel is permissible within this scheme;
3. Payment of allowance/per-diem/travel costs to researchers shall be in line with the amount allocated under travel and fieldwork in the research grant or as agreed upon by the funding agency and Oromia Police College;
4. Salary (where applicable), per diem, and other payments(data entry, data analysis, etc) shall be based on the financial regulation of the government for research projects funded by the treasury;
5. No salary is paid for researchers, whether they are members of Oromia Police College staff or not, from their research grants. However, there shall be payment for researchers whose projects are sponsored by a funding agency other than Oromia Police College when they are engaged in research work during their annual vacation.

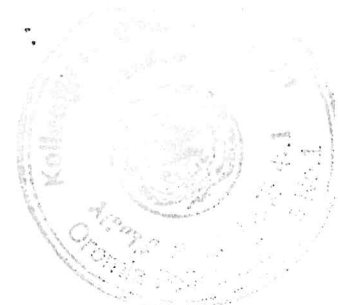
2.6. Dissemination

OPC disseminates the research findings to the end users via publication, conference, mass media, extension work, pamphlets, and community service projects. The researchers whose changed the research result in to community services shall get the reward as follows:

- Training only----- 20,000.00
- Technology only-----25,000.00
- Technology and training----- 30,000.00
- Research project converted to community service and brought significant impact evidence by scientific study and/or tangible things= 50,000
- Evaluation criteria to be identified by RPD
- Paper accepted for international conference- double trip air ticket cost was paid.

2.7. Reward, Remuneration, and Recognition

1. Up to 3 (three) researchers with outstanding research performance and merit will be awarded on the annual research symposium or on another event as determined by



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VCDRCS and RD; the reward will be based on relevance of research projects and the quality of research outputs as indicated below;

2. The team of experts shall evaluate the projects indicating their rank order, submitted to the RPD for further evaluation.
3. The outstanding papers shall be awarded. The awards shall include recognition certificate, financial reward, and other material rewards (optional). Accordingly, the first researcher will be awarded 15,000.00 ETB, the second-ranking 12,000.00 ETB, the third 8,000.00ETB;
4. The researcher(s) with outstanding research merit shall also be sponsored to attend national research conferences in the thematic area or sponsored to participate on local Police research related training;
5. Reviewers of research proposals, progress reports, and final reports shall be offered incentives.
6. Researchers whose College funded research papers are published on internationally reputable journals will be awarded with 20,000 ETB.

2.8. Research Honorarium

1. The total honorarium allotted for one research project shall be Birr **25,000.00** which shall be effected upon submission of the entire research project.
2. Research Presentation
 - For internal staff 2,000.00 Birr
 - For invited researchers 5,000.00 Birr, with full accommodation and transportation facilities.
3. Moderating, presentation and discussion sessions
 - Committee work for internal staff, 2,500.00 Birr per sessions,
 - For invited staff 4000.00 Birr per paper with full accommodation and transportation facilities.
4. Chair person
 - For internal staff 2,000.00 Birr
 - For invited researchers 5,000.00 Birr with full accommodation and transportation facilities.



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2.9. Completion and Reporting of Research Projects

1. All projects have date of commencement and date of termination (project life cycle), and all PRs are required to observe the duration of their project. The researchers who have gone beyond the research period without justifiable reason will not be entitled for future grants for at least two (2) fiscal years. No extra funding or load extensions (if the researcher had been allowed some reduction in teaching loads) shall be given for a research project that has been extended without justifiable cause;
2. A project period extension will be allowed only if there is a convincing reason, and the necessity of the extension is approved by SSCR. The researcher should apply to the Research Directorate office one month prior to the desired extension to allow time for considering the application and making appropriate decisions. Requests for extension of deadlines should always be accompanied by a current status report;
3. The SSCR will also set a limit to the project extension period. However, no project will be allowed more than one year extension period from the original deadline of project completion. Failure to complete and submit the final report within the extension period results in an automatic termination of the project;
4. If a PR should leave Oromia Police College due study leave or other reasons without completing the research work, the PR should delegate a co-investigator who can act as PR until the original PR returns or until the research project is completed;
5. A project is considered complete only if it complies with the following provisions and provided that the researcher has settled all the funds used for the projects (as confirmed by the FPPAD), submitted all non-expendable items or equipment either purchased by the project fund or taken from the College (if applicable);
6. The report (including technical and financial information) shall be submitted to RD for evaluation and documentation using a format prepared for this purpose (Appendix 8).
7. The report shall be presented on an open defense to the department heads of academic staff, reviewed/evaluated by SSCR, which initially approved the project proposal, or by relevant evaluators selected from academic staff members upon recommendation by the Department Head/ RD;
8. Alternatively, the report will be evaluated by anonymous reviewers. In this case, the identities of the investigator(s) and the evaluator(s) are kept confidential. The



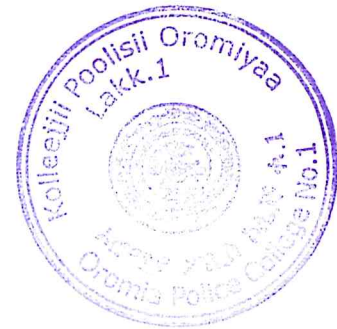
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- investigator(s) is (are) discouraged from seeking the identity of the evaluator(s) and vice versa. Consultations between the investigator(s) and the evaluator(s) are likewise discouraged;
9. Evaluators will use an appropriate form (Appendix 9), which will be provided by the school RD. A copy of the review results of the tentatively completed report shall be communicated to the PR by the RD;
 10. The revisions recommended by evaluators should be incorporated in the final output, where applicable, before the project is considered completed. However, the investigator is not required to comply with evaluator's comments that are not found to be valid, and is allowed to explain his/her stance;
 11. In cases where clarification(s) pertaining to the evaluation results are needed, the PR may write his/her clarifications to the evaluator(s), through RD, who will then forward the queries to the evaluator concerned;
 12. The research will be submitted to a second evaluator(s) only if:
 - ❖ the evaluation outcome is not substantial and not recommended for publication;
 - ❖ the evaluator(s) has (have) requested that evaluation outcomes should be withheld;
 - ❖ There are differences in the opinion between the proponent and the evaluator.
- i. If there is a conflict or disagreement between the first evaluator and the investigator, the second evaluator will decide on the point of conflict or the issue(s) of disagreement.
 - ii. If a conflict arises between the first and second round evaluation, the matter will be brought to the RD for the final resolution of the evaluation. In some cases, the SSCRIP may decide on the differences in opinion between the investigator and the evaluator(s).
 - iii. The PR should accommodate all justifiable and acceptable comments given into the report and submit three (3) hard copies and a softy copy of the report to the RD. Failure on the part of the PR to submit these documents shall result in the



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- Other fees (e.g. computerization, seminar fees and others) and unused equipment and items should be properly turned over to the College;
4. Repayment for research honorarium and direct expenses for a terminated project is made through salary deduction system;
 5. The College RD sends an authorization form to investigator for salary deduction. The authorization form is then forwarded to the FPPAD;
 6. In the event where the investigator is no longer connected with OPC, the RD notifies the College VCDRCS through a formal letter to terminate the project.



PART THREE: RESEARCH ETHICS

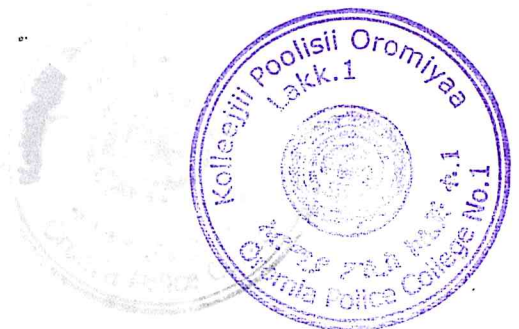
3.1. Guiding Principles

Ethics is very important in research and publications. Ethics should be applied at all stages of research, such as planning, conducting, and evaluating a research project. Research ethics is a commitment to integrate social value, transparency, and accountability in research and research-related issues. Research ethics also involves the application of fundamental ethics and principles to a variety of topics involving scientific research. These include the design and implementation of research involving human experimentation, animal experimentation, and various aspects of academics scandals, including scientific misconduct (fraud, data fabrication, and plagiarism, etc). As part of ethical standards, the following considerations are worth taking into account:

- ❖ Avoiding any risk of harming the people and the environment;
- ❖ Avoiding deception on people participating in research or experiment;
- ❖ Preserving privacy and confidentiality whenever possible;
- ❖ Taking special precaution when involving population or animals which may not understand fully the purpose of the study (experiment);
- ❖ Avoiding fabrication, falsification, plagiarism, faulty order of authorship or other practices that seriously deviate from the accepted scientific practices for proposing, conducting, and reporting research.

Oromia Police College has to develop norms of behavior that suit its various aims and goals. Research-related norms help academic and research communities to coordinate their actions or activities and to establish the research staff trust and discipline. Ethical norms also serve the aims or goals of research and apply to people who conduct scientific research or other scholarly or creative activities. Based on these principles, Oromia Police College adheres to the following **ethical norms in research:**

- ❖ Norms that promote the aims of research such as knowledge, truth, and avoidance of error. For example, prohibitions against fabricating, falsifying, or misrepresenting research data promote the truth and avoid error;
- ❖ Norms that involve a great deal of cooperation and coordination among research staff in different disciplines (fields);



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- ❖ Norms that promote the values those are essential to collaborative work such as trust, accountability, mutual respect, and fairness. For example, many ethical norms in research such as guidelines for authorship, copyright and patenting policies, data sharing policies, and confidentiality rules in peer review are designed to protect intellectual property interests while encouraging collaboration. Most researchers want to paid credit for their contributions and do not want to have their ideas stolen or disclosed prematurely;
- ❖ Norms that help to ensure that researchers can be held accountable to the public. For instance, federal policies on research misconduct, conflicts of interest, the human subject protections, and animal care and use are necessary in order to make sure that researchers who are funded by public money can be held accountable to the public;
- ❖ Norms that help to build public support for research. People are more likely to fund a research project if they can trust the quality and integrity of research.

3.2. Basic Ethical Values in the conduct of Research

Oromia Police College maintains the highest standards of integrity in its research activity. Ethical standards are of paramount importance in the College research policy and strategy. The following are the general principles;

3.2.1. Honesty

All Researchers in the College must refrain from plagiarism, deception, fabrication or falsification of research results. A researcher has to strive for honesty in all scientific communications. It is the duty of a researcher (an author), expert-reviewer, and a member of journal editorial board to report data, results, methods and procedures, and publication status honestly. The peer-review process has to contribute to the quality control, and it is an essential step to ascertain the standard and originality of the research. The researcher has to keep his/her promises and agreements and act with sincerity as an integral part of codes of research ethics.

3.2.2. Openness

Whilst recognizing the need for researchers to protect their own research interest in the process of planning research work and obtaining research results, the College encourages researchers to open. Commitment to be openness in research prohibits secrecy, including limitations on publishing of the results. Unless pre-specified conditions like; violations of



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agreement that specify restricted/circulations of outputs, data that might evoke individual and communal values, if the results threaten national security.

3.2.3. Respect for Intellectual Property

This means honoring patents, copyrights, and other forms of intellectual property. It is prohibited to use unpublished data, methods, or results without permission or through plagiarism.

3.2.4. Confidentiality

Protecting confidential communications such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records shall be the most important code and policy of Oromia Police College.

3.2.5. Responsible Publication

Publish in order to advance research and scholarship, not to advance just your own career. Avoid wasteful and duplicative publication.

3.2.6. Non-Discrimination

Avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, or other factors that are not related to their scientific competence and integrity.

3.2.7. Legality

Know and obey relevant laws and institutional and governmental policies.

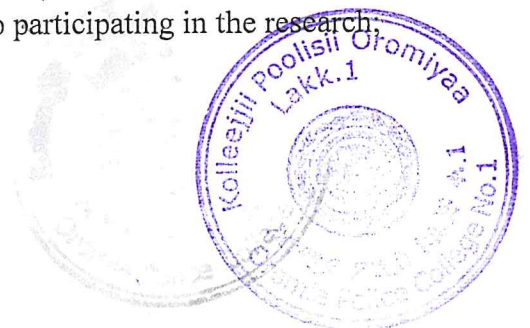
3.2.7. Animal Care

Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

3.2.8. Human Subjects Protection

Minimize harms and risks and maximize benefits when conducting research on human beings, respecting their dignity, privacy, and autonomy. As the components of ethically valid information:

- ❖ Potential participant must be informed as fully as possible of the nature and purpose of the research, the procedures to be used, expected benefits, foreseeable risks, stresses, and discomforts, and alternatives to participating in the research.



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- denial of future grants and clearance if the researcher wants to leave the College for scholarship, transfer, pension, and so on;
- iv. The RD should submit the revised and finalized report (hard copies and the soft copy), accompanied by a letter, to VCDRCS and to the Library;
 - v. The PR funded by external sources is also obliged to present progress and final reports following appropriate format (Appendix 5 and Appendix 8) or using a format developed by the funding agency. These reports shall be submitted to RD and reviewed by the SSCRCP.
 - vi. The completed and reported research projects shall be registered at the RDO and the outputs shall be publicized to the OPC community and stakeholders by placing hard copies at College libraries and releasing them online. In addition, there will be an annual research conference where research outputs in all departments will be presented and reviewed. Funds for such conferences will be allocated from the College research budget.

2.10. Termination of Research Projects

1. If the investigator fails to complete the research project (if the project is discontinued) due to resignation or any other reason, he/she should return to the College all fixed assets purchased or borrowed from the College for research activities, the direct expenses incurred, and all unutilized money to run the project. An automatic deduction from the investigator's.
2. Payment to be paid from Oromia Police College is likewise made. This will be done in accordance with the relevant law of the country.
3. Direct expenses incurred that must be paid back are:
 - Personnel fees (research assistants, typist, illustrator, laboratory technician, consultant, and others);
 - Materials and supplies, chemicals, reagents, and other consumable items which have been used by the investigator;
 - Cost of unconsumed materials which cannot be turned over to the laboratory/ department or which the laboratory/ department has no need of/use for;
 - Reproduction of materials;
 - Research-related travel and transportation;



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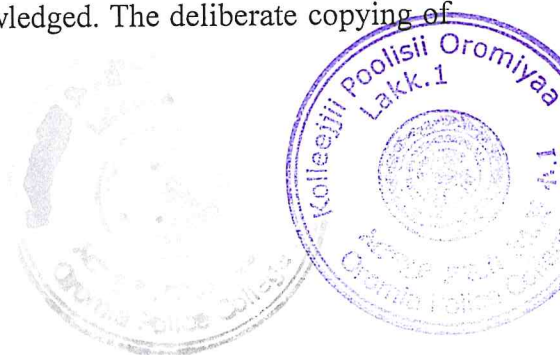
- ❖ Statements that describe procedures in place to ensure the confidentiality or anonymity of the participant should be clearly made. The informed consent document must also disclose what compensation and medical treatment are available in the case of a research-related injury. The document should make it clear whom to contact with questions about the research study, research participants' rights, and in case of injury;
- ❖ The participant (target group) must understand what has been explained and must be given the opportunity to ask questions and have them answered;
- ❖ The participant (target group) must be a volunteer and free of any promises in order to be a potential participant in research, and
- ❖ The participant must be competent to give consent. If the participant is not competent due to mental status, disease, or emergency, the action is considered as violating a research ethical code.

3.3. Retention of Data

Original data of published material should be kept, preferably indefinitely, but for at least 6 (six) years. Each academic staff should be responsible for deciding an appropriate policy for the storage of research data. Any policy must take into account the need to comply with ethics, approvals, and contracts in any particular work of research. Individual research workers should be entitled to have copies of the data. While such action does not itself prevent the falsification of primary data, it is vital if there are questions asked subsequent to publication. If data are not available, genuine errors may be mistaken for misconduct to the detriment of individual research workers and the College. Long-term retention of original data that consists of personal information needs to be justified to avoid a breach of privacy.

3.4. Expectations for Research and Publications

- 1 It is neither desirable nor practical for the College to supervise the creation of books, papers or articles. The very nature of the College makes this a matter of responsibility for each person to whom these policies apply;
- 2 All persons to whom these policies apply must be very careful in using material from other authors and ensure that it is properly acknowledged. The deliberate copying of



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other people's work and the presentation of it as one's own constitutes plagiarism, which is unacceptable to the College. Those who use material which is not produced by them have a responsibility to make its status and origins quite clear to those to whom it is presented. It is a fundamental principle of academic practice that individuals can claim credit for and make use of only materials, or part of materials, to which they have legitimate claim. Further, these policies do not distinguish between plagiarism for purposes external and internal to the College;

- 3 In addition to the above obligations, an academic staff also has responsibilities to provide guidance to, and oversight of, students in these matters when requesting a student to write a draft material for publication. In such a case, the academic staff member must clarify for the student at the outset the terms of the student's role, including matters relating to acknowledgement and authorship. It is the responsibility of the academic staff member to ensure as far as practicable that the student does not have any misunderstandings and mistaken expectations as to acknowledgement or authorship;
- 4 The principles governing attribution of authorship apply independently of whether an author is paid for the time. Typically, the criterion for acknowledgement of authorship of any scholarly publication is significance of the contribution to the final publication;
- 5 It is important that all authors listed on the publication should have contributed in a significant way to the work. The principal author is responsible for the entire publication and should ensure that other authors accept, in writing, responsibility either for the entire paper or, where the contribution is distinguishable, for that part of it which they have authored. When collaboration between institutions is involved in a publication, each institution should be aware that all authors have accepted appropriate responsibility;
- 6 Where an author submits similar papers, articles or abstracts to several journals, he or she must properly declare this to the publishers concerned.

3.5. Use of the College Resources

- 1 The use of College resources for the understanding of research must be approved in accordance with the policies on funding for research of the College;



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- 2 In particular, a person to whom this policy applies may not engage another person to undertake research and remunerate them out of College funds unless specific approval has been given for that remuneration by the College or unless he or she is entitled to do so, for example by virtue of scholarship. A person to whom this policy applies and who does not comply with this requirement and who has an interest in the research being undertaken may be in breach of the Disclosure of Interest Policy of the College.

3.6. Research Misconduct (Policy on Allegations, Investigations & Reporting)

Each member of the College has a responsibility to foster an environment which promotes intellectual honesty and integrity, and which does not tolerate misconduct in any aspect of research or scholarly endeavor. Research misconduct is extremely troublesome, in spite of its infrequency, because when it occurs, it is highly destructive of the standards the College attempts to instill in our students, the esteem in which academic science in general is held by the public, and the financial support of the government and other sponsors for academic research. Below are some specific ethical concerns in research:

- 1 **Plagiarism** : Authors who present the words, data, or ideas of others with the implication that they are their own, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and, thus, of research misconduct;
- 2 **Misuse of Privileged Information**: serious form of plagiarism that could preempt priority of first publication or use of the original idea to which the source author is entitled;
- 3 **Integrity of Data**: Fabrication and falsification of research results are serious forms of misconduct. A researcher must not report anticipated research results that had not yet been observed at the time of submission of the report;
- 4 **Use and Misuse of Data**: Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct;



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3.7. Ethical and Research Review Board

Ethical and Research Review Board shall be established by RPD in consultation with Chief Director of the College. Ethical and Research Review Board shall be established from the College and out of the College (from University or research institute). Payments for the board shall be paid as per financial rules and regulation (Directive no. 56/2011).

3.8. Ownership of and Access to Data:

- 1 Research data obtained in studies performed at Oromia police College and/or by employees of the College are not the property of the researcher who generated or observed them or even of the principal investigator of the research group. They belong to the College, which can be held accountable for the integrity of the data even if the researchers have left the College.
- 2 A principal investigator who leaves the College is entitled to make a copy of data to take to another institution so as to be able to continue the research or, in some cases, to take the original data, with a written agreement to make them available to the College on request within a stated time period.

3.9. Responsibilities of a Research Investigator:

A principal investigator who leads a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group;

3.10. Responsibilities to Funding Agencies:

- 1 An investigator should be aware that the same standards of accuracy and integrity pertain to grant applications and proposals as to manuscripts submitted for publication;
- 2 An investigator must submit progress and final research reports to the sponsor at times specified in the award;
- 3 Investigators, who enter into agreements with commercial sponsors of research, as negotiated by RD, should familiarize themselves with the special terms of such agreements, such as those, for example, concerning reporting of results, disclosure of inventions, and confidentiality.



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3.11. Special Obligations in Human Subject Research:

- 1 Research protocols involving human subjects must be approved and certified in advance;
- 2 The confidentiality of information relating to each subject must be respected and maintained. It is not permissible to collect for research purposes private information that may be linked (e.g., by names, initials, or other personal identifiers) to individual subjects without prior written consent of the subjects as approved by the College;



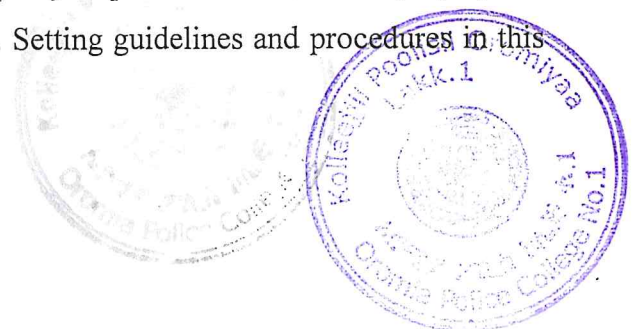
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PART FOUR: PUBLISHING RESEARCH ARTICLES

Publishing research results is an integral part of a researchers' professional life. It is also a way of disseminating research findings to the scholarly community and relevant audience. Indeed, publishing research results is an integral part of both the research process and the career in academia. The process leading to publication is equally important as the content, style, and organization of the published paper. Setting guidelines and procedures in this regard is necessary in order to promote valid and successful research-oriented publications in Oromia police College.

4.1. Publication of Oromia Police College funded Research Projects in other Journals

- 1 Researchers whose projects have been funded by OPC and who have completed their research project are also encouraged to publish their work in other journals;
 - 2 Proper acknowledgement of the grant should be made in any publication of the report;
 - 3 All intellectual properties of OPC funded projects shall be governed by VCDRCS;
 - 4 It is an ethical obligation for an investigator at the College to make research findings accessible, in a manner consistent with the relevant standards of publication;
 - 5 Costs of publication on national and international journals other should be refunded to the author by the College to encourage researchers. However, the maximum amount to be covered by Oromia police College shall not exceed 200\$.
 - 6 Oromia Police College will not pay for any of predator journals presented by researchers for publication. Reputable journals are advised for the researchers to publish their research works.
- Publishing research results is an integral part of a researchers' professional life. It is also a way of disseminating research findings to the scholarly community and relevant audience. Indeed, publishing research results is an integral part of both the research process and the career in academia. The process leading to publication is equally important as the content, style, and organization of the published paper. Setting guidelines and procedures in this



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regard is necessary in order to promote valid and successful research-oriented publications in OPC.

- An investigator who has completed his/her research project is encouraged to publish his/her work in a local and/or international journal

4.2. Publishing in the Journal of Oromia Police Science (JOPS)

- The journal of OPS which is a blind reviewed journal published twice a year by the College; it is the first option to publish outputs resulting from OPC funded projects.
- The journal publishes research articles pertaining to various subject paradigms within Oromia and Ethiopia
- The journal of OPS shall have an Editor-in-Chief, Associate Editors, and an International Advisory Board.
- The Editor-in-Chief will be the OPC Staff with the rank of assistant professor and above who has at least three publications as first author.
- Associate Editors will consist of OPC senior academic staff members with the rank of senior lecturer and above who has at least three publications as first author.
- Associate Editors will be recruited based on the consent of the proposed individual. The International Advisory Board will be made of prominent researchers and professionals from national and international universities, research institutions, and centers. Members of the Board will be recruited based on recommendation by the OPC General Director, VCDRCS, and the consent of the professionals concerned.
- Researchers are invited to submit their manuscript to RPD/editor in chief based on the guidelines for article submission.
- The manuscript will be considered by the Editor and/or Associate Editors and 2-3 anonymous reviewers. The reviewers should be professionals in the area of interest and those who have a rank of Assistant Professor and above (including members of the Editorial Board).



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- If the manuscript is submitted to an online system, the author will be paid an acknowledgement and a reference number. The author is advised to use this reference number if he/she needs to follow up on the manuscript;
 - After submission of the manuscript to editor in chief/RPD, there are four possible outcomes:
 - i. **Desk reject** – that is, the manuscript will not be sent out for review. This will be decided by the Editor and Associate Editors. Reasons for a desk rejection may include: deviations from the OPC journal guidelines, difficulty in finding appropriate reviewers, obviously speculative paper, inadequate literature base, weak methodology, and weak contribution of the research to knowledge, poor organization and format for the manuscript, poor writing and reporting skills, and other reasons as identified by the Editor and Associate Editors. The author will be notified of the result immediately. The author shall conform to the result whether or not he/she accepts it and will not over-react;
 - ii. **Conditional accept with major revisions** – due to several factors and depending on the level of revisions, the manuscript may need to be resubmitted as a new manuscript. The authors are strongly advised to stick to this condition. The resubmitted manuscript shall be sent to the reviewers for confirmation and for their final judgment. Authors who fail to comply with this condition will automatically find their manuscript rejected;
 - iii. **Conditional accept with minor revisions** – these papers generally do get accepted, provided the minor revisions are adhered to. The authors are strongly advised to stick to this condition.
 - iv. **Accept without change** – this outcome is extremely rare and it may not be encouraged in OPS journal.
1. Authors would be required to sign a Manuscript Submission Form. Once their manuscript is accepted, the accepted manuscript would be sent to the corresponding author's e-mail.



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2. Publications must give appropriate credit to all authors for their roles in the research. If more than one researcher are involved in the research, the decision of which name(s) is(are) to be listed as co-author(s) and in what order should reflect the relative contributions of various participants in the research;
3. Publications should be timely but should not be hastened unduly if premature publication involves a risk of not subjecting all results to adequate internal confirmation or of not considering adequately all possible interpretations;
4. Researchers should not publish in OPC journal the same article published in another journal.
5. Authors should not divide a research paper that is a self-contained integral whole into a number of smaller papers merely for the sake of expanding the number of items in the author's bibliography. However, if sufficient data with more than one objective are available and justifiable scientifically, the author shall divide and publish accordingly.
6. Manuscript reviewers shall agree to abide by the guidelines for manuscript evaluation. In particular, the reviewers shall not refuse auditing a manuscript for the second round to check whether the comments have been included as per the initial comment by the reviewer. It is unprofessional for the reviewer to resend the same comments given during the first-round review without actually reviewing the manuscript. Such reviewers will be denied chances of reviewing any article for publication in OPC journal, and they will not be entitled to publish in the journal;
7. The reviewer shall be paid a professional fee of 2,000.00 ETB per a manuscript. The payment is effected upon presenting the two reports as stated above.

As per the provisions in 2.2.10, CRCSC, VDRCS, CRP, RPD, and SSCRCs are mandated to review research proposals, progress reports, and terminal reports. As appropriate, a reviewer may also be invited from outside these groups. The reviewers shall be offered incentive based on the type of work. This incentive may not be lucrative but the professional obligation is more than the incentive.



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- i. . Reviewers stated above shall be paid 2000.00 ETB for evaluating a project proposal and a progress report. They will also be paid allowances and per diems for fieldwork or supervision (if any). The per diems shall be paid as per the government rate;
- ii. The review of terminal/final report shall be at two stages. The reviewer shall be given a manuscript and provide comments to the researcher. The reviewer is also expected to check whether the comments have been included as per the initial comment by the reviewer. The reviewer shall be paid 2000.00 ETB for both stages. The payment is effected upon completing the two stages of the review;
- iii. The member of the research review team shall be offered a customized training to discharge their duties and responsibilities in the research review process.
- iv. It is an ethical obligation for an investigator at the College to make research findings accessible, in a manner consistent with the relevant standards of publication;
- v. The college will not pay cost of publication for any article/s that are supposed to be published in any of the predatory journals and/or will not compensate the cost for researchers who paid from their own and published their work in such journals Interested researchers who want to send their article/s for publication can seek advice from the RPD before sending their articles for publication.



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PART FIVE: PREPARATION OF TEACHING MATERIALS AND TEXTBOOKS

Teaching materials and textbooks which are relevant to the objective realities of the College and the region should be prepared by the College academic staff. Enhancement and maintenance of the quality of teaching materials and textbooks based on research necessitates issuance of rules and regulations on the preparation of teaching materials and textbooks for Oromia Police College.

5.1. Rules, Regulations, and Procedures for Teaching Material Preparation

5.1.1. Determination of Priority Areas

1. Each department or unit or school or college shall, on the basis of urgency of teaching materials for courses that do not have any teaching material and for courses whose teaching materials must be updated and/or upgraded, decide the areas of priority that must be followed in the preparation and/or updating of teaching materials;
2. In deciding the areas of priority that must be covered in the preparation and updating of teaching materials necessitated by objective realities, a department or unit or school or college must take into consideration:
 - i. The need for a teaching material made relevant and oriented to the particular prevailing objective realities of OPC that necessitate their preparation;
 - ii. The teaching material that is based on the quality expected from the college, considering both the availability of necessary data and the academic caliber of the would-be author or authors.
3. Preparation of a teaching material should be initiated only through knowledge and recognition of the department or unit or school or college or all together in collaboration.
4. If department or unit or school or college is/are identified and decided for the necessity of teaching materials, department or unit or school or college shall plan the budget and submit ahead of one year to Vice Chief Director of Academic Affairs. However if the teaching materials or manual or module is urgently required by the appropriate bodies, the required teaching materials or manual or module shall be prepared as required without planning. Evaluation and approval of teaching materials as per criteria (annex)



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will be done together with RPD and Vice Chief Director of Academic Affairs. The criteria will be developed by Vice Chief Director of Academic Affairs in consultation with RPD.

5.1.2. Manuscript Already Produced

Any manuscript (lecture notes, laboratory manuals, etc) already prepared and found to meet the criteria (annex) established for teaching materials in accordance with these regulations shall be equivalent to a teaching material approved under these regulations.

5.1.3. Criteria for Preparing a Teaching Material

An academic staff member should fulfill the following criteria to prepare a teaching material:

1. Teaching the course for a minimum of 2 years, and
2. Having an academic rank of a lecturer and above.

5.1.4. Working Conditions of an Author Preparing Teaching Materials

An academic staff member the college or from other academic institutions preparing an approved teaching material shall be entitled to paid funds, time, and any other facilities necessary for the preparation of teaching materials from the department or unit or school or college and/or from other funding sources. Time for completion of the work shall be considered by the department or unit or school or college in such a way that:

1. The department or unit or school or college that will be the beneficiary of the teaching material shall fix the period of time necessary for the preparation, taking in consideration:
 - The time that can be saved by the amount of work already invested in the classroom material already prepared by the author, and
 - The availability of facilities needed by the author to produce the teaching material
2. Any academic staff member approved as an author of a teaching material shall complete the work within the period fixed for the work by the department or unit or school or college.

5.1.5. Criteria for a Manuscript to be Acceptable as a Teaching Material

To qualify as a teaching material a manuscript must:

- Have a sufficient coverage of, at least, the core contents of the course as per course curriculum for which it is prepared (20%)



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- Have a practical approach to the subject dealt with (10%)
- Be prepared in as simple and comprehensive manner as possible, taking into consideration the level of understanding of its primary audience, the students (5%);
- Comply with the rules, procedures, and ethics of academic research(5)%;
- Include all tabulations, graphs, illustrations, exercises and answer keys, where necessary, for respective subjects with examples from own research or other current research outcomes (30%);
- It is not a copy of other materials (10%)
- Prepared based on at least 10 standard books and references (5%)
- Meet all other standards as to accuracy of facts and new technologies (15%).

Accordingly, the quality of the material should be judged, rated against the criteria, and the scores should be calculated out of 100%. A minimum score of 80% can be considered 'excellent', and the material below this score should be subject to revision.

5.1.6. Procedures for Making Decisions

1. A permanent or an ad-hoc committee shall be formed by the RPD in collaboration with respective Department head to discharge its duty and to render the decision expected of it,
2. The RPD can assign one or more (not more than three) internal evaluators in the same specific field to be dealt with. Moreover, the committee, in consultation with the RPD, shall assign an anonymous specialist (as much as possible) in the same field outside the RPD within or outside OPC;
3. Qualification of the evaluators shall be equivalent or above the qualification of the author;
4. Where the committee is of the opinion that the manuscript qualified by a responsibility center as excellent is overrated or undervalued, it must, before giving its decision, have the qualifications of the manuscript assessed by anonymous specialists, as much as possible, in the field outside the responsibility center concerned. The committee may, in such circumstances, reverse the findings of the RPD only where the committee's opinion is seconded by such specialists, and only to that extent.



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5.1.7. Obligations of the Evaluator

1. The evaluator assigned to evaluate the manuscript is obliged to review the points critically with regard to points mentioned above.
2. The evaluator is further obliged to review and submit the manuscript within a period of 8 weeks after receiving the manuscript.

5.1.8. Approval of an Author and the Manuscript as Teaching Material

The Vice Chief Director of Academic, through RPD has the final authority to accept or reject the teaching material produced.

5.1.9. Effects of Non-compliance

1. Any decision of the committee rendered without strict compliance with the provision of the preceding article shall be appealed to the concerned office, and
2. The concerned office shall, where he/she is of the opinion that the decision was not given in strict compliance with the provision of the preceding article, returns the case to the ad hoc committee with instructions that it should render its decision in compliance with the provisions of the article violated.

5.1.10. Author's Honorarium and other Benefits

1. An author of a manuscript found acceptable as a teaching material shall paid an honorarium of 10,000.00-30,000.00 ETB based on the credit hours of the course (i.e., 10,000.00, 12,000.00, 15,000.00, 20,000.00, 25,000.00, and 30,000.00 for 1, 2, 3, 4,5 & 6 credit hours respectively);

Table 2: Payment Scale for Teaching Material

TEM	Page number	Cr/hr	Amount paid
Accepted Manuscript of Teaching Material	50-75	1	5000.00
	75-100	2	7000.00
	100- 150	3	8500.00
	150-200	4 & above	10,000.00



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2. An author of a manuscript found acceptable as a teaching material shall also be entitled to benefits as stipulated in OPC's Senate Legislation;

5.1.11. Evaluation and Edition

1. For a 1 and 2 credit hour course teaching material:

- An internal subject matter evaluator shall paid 5000.00 & 6,000.00 ETB; for 1&2 credit hours respectively
- An external subject matter evaluator shall paid 5000.00 & 6,000.00 ETB; for 1&2 credit hours respectively
- Language editor shall paid 5000.00 & 6,000.00 ETB; for 1&2 credit hours respectively
- A member of the ad-hoc committee will be paid ETB 1000.00. (if applicable)

2. For a 3 and 4 credit hour course teaching material

- An internal subject matter evaluator shall paid 7000.00 & 8,000.00 ETB; for 3&4 credit hours respectively
- An external subject matter evaluator shall paid 7000.00 & 8,000.00 ETB; for 3&4 credit hours respectively
- Language editor from shall paid 7000.00 & 8,000.00 ETB; for 3&4 credit hours respectively
- A member of the ad-hoc committee will be paid ETB 1000.00. (if applicable)

3. For a 5 and 6 credit hour course teaching material

- An internal subject matter evaluator shall paid 9,000.00 & 10,000.00 ETB; for 5&6 credit hours respectively
- An external subject matter evaluator shall paid 9,000.00 & 10,000.00 ETB; for 5&6 credit hours respectively
- Language editor from shall paid 9,000.00 & 10,000.00 ETB; for 5&6 credit hours respectively
- A member of the ad-hoc committee will be paid ETB 1000.00. (if applicable)

5.1.12. Upgrading a Teaching Material to a Textbook

Any author who has produced any manuscript that qualifies as a teaching material shall be encouraged to upgrade, without any prejudice, the quality of his/her teaching material



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to a textbook within a period of three years, starting from the time of its acceptance as a teaching material.

5.1.13. Ownership of Teaching Materials

1. Ownership of any teaching material for which the author has been remunerated shall be vested in the College;
2. The copy right and/or ownership right should be addressed based on the Ethiopian copyright rules;
3. The manuscript that qualifies as a teaching material can be sold to students and other users at reasonable price.
4. The price of the teaching material shall be decided by the responsible center;
5. As the owner of such teaching materials, the department shall encourage the author to upgrade the teaching material and the right to transfer the duty to another academic staff member in case the author fails to discharge his/her responsibility.

5.1.14. Obligation of the College

The college shall have, at its expense and as soon as circumstances permit, the teaching material available in as many copies as are needed in a medium appropriate for the purpose for which the teaching material is intended.

5.2. Rules, Regulations, and Procedures for Textbook Preparation

Without prejudice to the provision of the following articles, the preceding rules and procedures governing the production of teaching materials shall be applied to the production of textbooks, unless specified in the following articles.

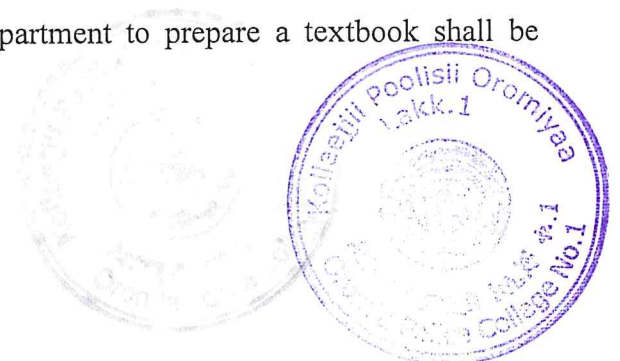
5.2.1. Criteria for Selecting Textbook Writer

To be qualified as an author of a textbook, an academic staff member must have

- Taught the course for a minimum of three years;
- Demonstrated his/her competence in research, for example, by producing at least two articles published in a reputable journal in the same field.

5.2.2. Working Conditions for an Author

1. An academic staff member accepted by a department to prepare a textbook shall be



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entitled to:

- A reduction of three credit hours per week from her/his teaching load for the period of one up to two academic years;
- A fund and provision of facilities by the college to cover the expenses for the preparation of the textbook.

2. The author shall conclude a binding contract to this effect with the relevant college authorities.

5.2.3. Criteria for Qualifying a Manuscript as a Textbook

To qualify as a textbook, in addition to the criteria that qualify a manuscript as a teaching material, a manuscript must meet the standards of originality.

5.2.4. Need for Expert Assessment

A manuscript recommended as a textbook by department shall be assessed by one anonymous, as much as possible, internal expert and one anonymous external expert in the field, outside the college. The academic qualification of these evaluators shall be equivalent or above the qualification of the author. A manuscript, to be published as a textbook, must be deemed acceptable by such experts, and corrections or additions recommended by them must be incorporated in the textbook. The SSRP committee, through RPD and in consultation with the concerned departments, shall make the final decision.

5.2.5. Textbook Author's Honorarium and other Benefits

An author of a manuscript found acceptable as a teaching material shall be paid an honorarium according to the table 3 below.

Table 3: Payment Scale for Text Book Authors

Book type	Solo	First author	Co-author
Text book	30,000.00	60% of the solo	40% of the solo is divided equally for the co-authors
Reference book	30,000.00	60% of the solo	40% of the solo is divided equally for the co-authors
Chapter in a book	10,000.00	60% of the solo	40% of the solo is divided equally for the co-authors



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5.2.6. Evaluators'/Editors' Fee

1. For a 100 and 200 pages books:
 - An internal subject matter evaluator shall paid 7000.00 ETB;
 - An external subject matter evaluator shall paid 7000.00 ETB;
 - Language editor shall paid 7000.00 ETB
 - A member of the ad-hoc committee will be paid ETB 1500.00.
2. For more than 200 pages books
 - An internal subject matter evaluator shall paid 10,000.00 ETB;
 - An external subject matter evaluator shall paid 10,000.00 ETB;
 - Language editor paid 10,000.00 ETB, and
 - A member of the ad-hoc committee will be paid ETB 1500.00.

5.2.7. Obligations of Textbook Authors

Any author who has produced any manuscript that qualifies as a textbook shall be encouraged to update his/her work. As the owner of such work, the college shall encourage the author to update the textbook and the right to transfer the responsibility to another academic staff member, in case the author of the textbook fails to discharge his/her responsibility.

5.2.8. Obligations of Evaluators/Editors

1. The evaluator assigned to evaluate the textbook is obliged to review the text book critically with regard to points mentioned under Teaching Material production;
2. The evaluator is further obliged to review and submit the textbook with in a period of 16 weeks after receiving the manuscript.

5.3. COPYRIGHT

The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the college or institute shall appear with the proper acknowledgement to the proprietor. All intellectual rights shall belong to the proprietor unless specified otherwise in agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.



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5.4. EFFECTIVE DATE

These regulations shall come into force upon their approval by Oromia Police College Board.

Finfinnee, December 23, 2021G.C

OBBO SHAAFII HUSEEN
CHAIR PERSON OF OROMIA POLICE COLLEGE BOARD



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APPENDICES

Appendix I: Research Fund Application Form

To be completed by the Principal Researcher/s

Title Of The Research Project _____ _____	V. Duration of The Project <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Commencement</td> <td style="width: 20%;">Date</td> <td style="width: 30%;">Termination</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>Date _____</td> </tr> </table>	Commencement	Date	Termination	_____	_____	Date _____
Commencement	Date	Termination					
_____	_____	Date _____					
Name Of The Principal Investigator: _____ _____	VI. Proposed Fund In Birr: _____ _____						
III. Present Position: _____ IV. Department: _____ Address: _____ Mobile: _____ E-Mail: _____ Fax: _____ P.O.Box: _____	VII. Purposes Of Application: New Research: <input style="width: 50px; height: 20px;" type="text"/> Application Of Research: Results: <input style="width: 80px; height: 20px;" type="text"/>						
For Office Use							
Project Code No: _____ _____	Department: _____ Date: _____ Signature: _____ Remark: _____						
Research Directorate: Date: _____ Signature: _____ Remark: _____ _____ _____	Senate standing committee of research and publication: Date: _____ Signature: _____ Remark: _____ _____ _____						



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Title of the Project:¹

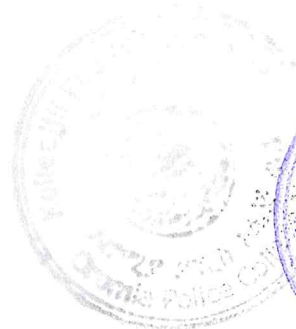
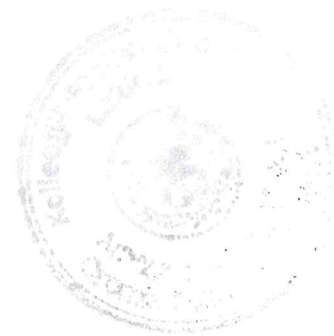
Short Summary of the Project:²

Research Work to date (if any):³

¹The title of the project should be short and simple and clearly describe the basic objectives of the proposed project.

² Maximum 400 words and sufficiently informative to the reader. It should contain problem statement of the project, objectives and a brief description of how these will be accomplished with expected results.

³ List all your major publications, especially those related to your proposed research project and participation in workshops, seminars, conferences, etc.



4. Proposed Research Project

4.1. Background and Justification:⁴

4.2. Objectives:⁵

4.3. Methodology:⁶

⁴ Describe basic assumptions/concerns that led you to carry out this research and the gaps that the proposed research is intended to fill. Also, include information on the likely contribution to knowledge or practice that the research will make.

⁵ State the specific (short-term) objectives of the project and how they relate to the general (long-term) objectives and the questions that the project will attempt to answer.

⁶ It should describe the methods to be used with sampling methods, research design, experimental procedures, data collection and analysis.



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5. Significance & Beneficiaries:⁷

6. Expected Output⁸

7. Time Schedule or Research work plan:⁹

8. References:¹⁰

⁷ List the significance of the project and the beneficiaries.

⁸ Indicate expected outputs from the project

¹⁰ Reference style should be in APA style

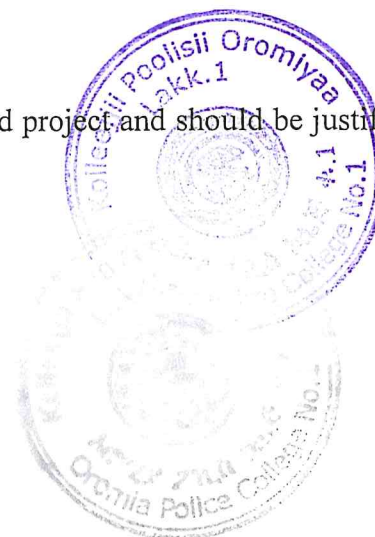


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9. Financial (Budget) Requirements of the Proposed Research Project ¹¹		
Item	Unit	Cost
Research assessment		
Surveying		
Data entry & analysis		
Data entry & analysis		
Vehicle & related		
Fuel		
Repair		
Field subsistence:		
Per diem interviewer		
“ “ researcher		
Services:		
Laboratory		
Computer & data production		
Secretary		
Photocopy, Print & Binding		
Equipment & materials from:		
1. OPC		
2. Outside OPC		
Consumable:		
Stationery		
Materials		
CD, Paper, pen, pencil		
Communication:		
Fax		
Tele		
Postage		
Total amount		

⁹ Use chart or table (activities and duration)

¹¹ The budget and items must be relevant to the proposed project and should be justified. It can be modified depending on the project.



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10. Any Other Funding ¹²

11. Assurance of the researcher/s

The Undersigned Researcher/s agrees to accept responsibility for:

1. Scientific and the technical conduct of this research project,
2. The handover of fixed items purchased for the project during/after completing the project to the respective Department /College,
3. Settling the budget used,
4. The provision of the required progress report, and
5. The presentation of the final report as required.

Name Of The Investigator (S)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVAL		
Name of the Department	Signature	Date
_____	_____	_____

Approval: For RD Office Use

Amount of Approved Budget:

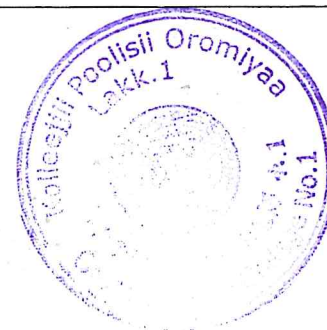
Period of Allocation: _____

Research Directorate

NAME	SIGNATURE	DATE
_____	_____	_____

Vice Chief Director of Research and Consultancy Service

NAME	SIGNATURE	DATE
_____	_____	_____



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Appendix II: Guidelines for Research Proposal Reviewers Format

Title of the Proposal:

Thematic Area: _____.

If the project has no relevance and degree of research priority in relation to Oromia Police College list of research priority and themes that demonstrates responsiveness to national and regional needs, automatic rejection is possible.

Department: _____.

List of Investigators:

Name of Reviewer: _____.

Academic Rank: _____.

Specialization: _____.

Work experience: _____

Teaching: _____

Research: _____

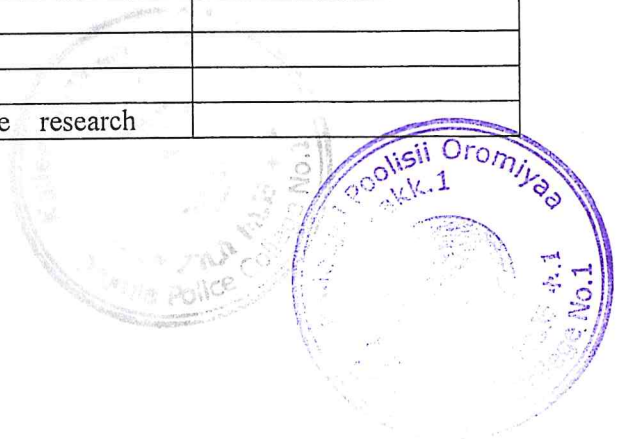
Other: _____

Number of publications: _____

Make the evaluation only if you are relevant, competent and willing to evaluate ethically.

Evaluation criteria for the Research project proposal

Criteria	Point (0= no, 1=yes)
1. Title:	
1.1. Clear	
1.2. Current	
1.3. Relevant to thematic area	
1.4. Reflect the content of the proposal	
1.5. Relevant to the study area	
2. Background and Justification	
2.1. Introduce the study area	
2.2. Introduce the study topic	
2.3. Identified the research gap	
2.4. Identify policy gap	
2.5. Use proper flow	
2.6. Put the scope of the study clear	
2.7. Objectives stated clearly, achievable	
3. Literature Review	
3.1. Relevant theories Reviewed	
3.2. Relevant Empirical Work reviewed	
3.3. Literature is critically analyzed in relation to the topic of the study	
3.4. Literatures are in chronological order of year	
3.5. Literature from Global to Local	
3.6. Literature can show current local, regional and global situations	
3.7. They are not copy paste	
3.8. Literature used are properly cited/acknowledged	
3.9. Literature are not misquoted	
3.10. Literature reviewed helped the investigators to identify the research	



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methodology and objectives	
3.11. Literature Reviewed helped the investigator to identify the research gap.	
4. Methodology	
4.1. The study area is well- explained/ described	
4.2. The study population is clear	
4.3. The design (sampling, measurement, experiment, sample size...)	
4.4. The design is appropriate for the objectives of the study	
4.5. Data collection tools are standardized and appropriate to answer objectives (refer under annexes sub-section of questionnaires/tools)	
4.6. The method of data collection is appropriate	
4.7. The method of data analysis is appropriate for specific objectives	
4.8. The methods are related to the literature review parts	
4.9. The method proposed are appropriate for the qualification of the investigator	
4.10. Relevant variables are given appropriate categories and supported with literature reviews/conceptual frame work	
4.11. Ethical consideration and plan for dissemination of findings exists	
5. Expected outputs and benefits	
5.1. The project is expected to help for comprehensive development of peace and security, crime prevention and crime investigation of mandate areas	
5.2. The project is expected to produce evidence for policy change	
5.3. The project can produce methods/theories/knowledge for scientific advancement	
5.4. The project can help to improve quality of education in	
5.5. The project can be converted to publishable article	
5.6. The results of project can be converted to community service	
6. Work plan	
6.1. The work plan is well thought and workable	
6.2. Work plan is related to the research objectives and project life	
7. Budget	
7.1. All items requested are relevant for the study	
7.2. Cost/ price estimations are fair and based on current market price and justified very well	
7.3. Number of items planned are fair	
7.4. does it has scientific significances to change into community services projects after its completion	
Grand Total	= /100%

NB: for partially existed criteria under each main component; it is possible to give points between 0 and 1.

Shortcoming of the proposal (please list)



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Strength of the proposal (please list)

Presentation during proposal defense (evaluates genuinely and uses the result for your recommendation justification)

1. Quality of the slide
2. Clearly presented proposal
3. Give proper answer to the questions
4. Respect the audience and take comments
5. Use presentation time effectively
6. Stakeholders support the project
7. Seems to have proper knowledge of the proposed project
8. The team have equal understanding about the project
9. Presentation and the document agree
10. Have symptom of working for the people rather than personal benefit

Recommendations

1. **Accept as it is**
2. Accept after making the following modifications (**please list**)

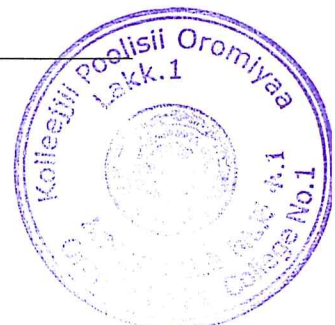
3. Have to be re-evaluated after making the modifications (**please list**)

4. Reject because of the following reasons(**please list**)

Research proposals are funded when they meet the set criteria. Three reviewers shall be involved to review a project and the average of the three evaluators will serve to decide on the funding of the projects. The research and ethical board of the colleges/institutes shall provide weights to the projects by considering the open defense and the incorporation of the comments during open defense.

If the total score is 50 and above and if you believe the project is worth funding with appropriate modifications, please give your general summary comments to make improvement in the space provided.

Reviewer's Name _____ Signature: _____ Date: _____



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Appendix III: Research Fund Grant Agreement Form Oromia Police College

Research and Publication Directorate

Research Fund Grant Agreement Form

Agreement dated _____ between Oromia Police College (hereinafter referred to as “OPC”, Address: P. O. Box 552, Adama, Ethiopia, Telephone +251- - - , Fax +251-22-----) on the one part and the principal researcher (name of applicant) _____ (here inafter referred to as “PR” Address: OPC , P.O. Box ____ and telephone _____ E.mail _____).

Whereas:

- a) The PR has requested a research grant from OPC for the purpose of financing the project entitled: “ _____ ”
- b) The grant is to be administered by OPC, and OPC has agreed to allocate Birr _____ (_____) to the PR upon the terms and conditions hereinafter set forth

Now, therefore, the parties hereby agree as follows:

Article 1: Undertaking by the Principal Researcher

The PR shall:

Section 1.1: undertake the project in accordance with the terms and conditions set forth in this Agreement.

Section 1.2: undertake the project immediately after the release of the initial research grant.

Section 1.3: substitute the co-researcher(s) indicated in the proposal in case he/she fails to carry out the project for any reason.

Section 1.4: submit progress and completion reports as per Article 6 of this agreement.



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Article 2: Amount of Grant

Section 2.1: OPC agrees to allocate a sum of Birr _____ (_____) to the PR for the period of _____ months or _____ year(s) commencing as of this day of _____.

Section 2.2: The fund shall be administered through the OPC rules and regulations.

Article 3: Accountability of Oromia Police College

Section 3.1: OPC shall administer the researcher's project and provide all services and facilities Consistent with the terms and conditions stated in the agreement.

Section 3.2: OPC shall be responsible for the proper administration of the fund allocated for the project.

- a) Fund disbursements are made in accordance with the project document.
- b) Fund disbursements are valid and supported by adequate documentation.
- c) An appropriate system of internal control is maintained and can be relied upon.
- d) Financial reports are fair and accurately presented, and
- e) Uncommitted fund is returned to OPC at the end of the project life.

Section 3.3: OPC shall administer the funds under its financial regulations, rules, practices and Procedures

Section 3.4: As part of fulfilling its judiciary responsibility for the management of the allocated Resources, OPC shall designate authorized officials and provide written Certification thereon for:

- a) Withdrawal from the special account,
- b) Requests for advances of project funds, and
- c) Requests for OPC to disburse project funds directly.

Section 3.5: OPC shall ensure maintenance of proper accounts and records of the allocated resources for the project to enable the PR to prepare accurate report on the financial Status of funds.



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Article 4: Disbursement and Accounting of Fund

Section 4.1: The PR will submit a formal request for an advance of payments according to the Approved work plan and budget using OPC form.

Section 4.2: Subsequent request for satisfactory and scheduled progress and financial reports and the audit utilization certificates of earlier released funds should accompany Release of funds as necessary and appropriate.

Section 4.3: The research fund from OPC is subject to auditors. The result will be published and copies will be made available to all stakeholders.

Section 4.4: Unless otherwise agreed by the parties involved, any unutilized balance must be refunded to OPC by the end of the project life.

Article 5: Utilization of the Fund

Section 5.1: The fund granted shall be utilized in accordance with the budget breakdown Presented on the project document.

Section 5.2: OPC's accounting and procurement procedures will apply for the administration and management of the fund.

Section 5.3: The PR shall not utilize the fund for purposes other than what is stated in the attached project documents.

Section 5.4: Unutilized funds shall be either earmarked for the continuation of the same Research/ project for the next stage of its development with the consent of MB, or shall be returned to OPC.

Section 5.5: After the completion of this agreement, any equipment or materials acquired from this research fund shall be the property of the institute.

Section 5.6: OPC furnishes with a report listing non-expendable property purchased during the project period within 30 days following the end of the project.



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Article 6: Monitoring and Evaluation

Section 6.1: OPC shall follow the progress of the research activity and ensure that work schedules, the production of targeted outputs and required actions are proceeding according to plan.

Section 6.2: The PR shall submit progress and financial reports in 2 copies, within 45 days of signing this agreement. Failure to submit reports will enforce directives to cease expenditure of funds until the report is paid.

Section 6.3: All reports would be examined and reviewed for completeness, attachment of required documentation by OPC as appropriate, and if further actions are required, the PR may be asked to provide explanations.

Section 6.4: Reports should be submitted according to the guidelines for performance and progress report formats after approved by concerned department and school. A complete final report should be submitted showing results of the undertaking and Expected impacts.

Article 7: Publication and Ownership of Intellectual Property Right

Section 7.1: OPC does not claim rights to any publications, inventions or patents arising out of the project other than due acknowledgement on publications and information on any meaningful applications of the research result.

Section 7.2: The PR is responsible for originality of the research project and the reports to be submitted.

Article 8: Change in the Project Documents

Section 8.1: Any major change such as change in the objective(s), methodology, work plan, etc. in the project document shall be reported to RPO.

Article 9: Breach of Agreement

Section 9.1: Utilization of the fund granted partially or wholly for purposes other than what is stated in the project document.

Section 9.2: Failure in the submission of progress, financial, and final reports.



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Article 10: Effect of Breach of Agreement

Section 10.1: The PR shall be liable partially or wholly if there exist a breach of agreement pursuant to Article 9 of this agreement.

Section 10.2: The PR shall be liable for non-performance of his/her responsibilities stated in this agreement.

Article 11: Effective Date of the Agreement

This agreement shall come into force as of this date of its signature _____.

Researchers

I. Principal Researcher:

Name _____ Signature _____ Date: _____

II. Co-researcher(s)

1. Name _____ Signature _____ Date _____

2. Name _____ Signature _____ Date _____

3. Name _____ Signature _____ Date _____

4. Name _____ Signature _____ Date _____

5. Name _____ Signature _____ Date _____

Witnesses

I. Department Head

Name _____ Signature _____ Date _____

II. Training and education chief Directorate director

Name _____ Signature _____ Date _____

For OPC:

I. Research Directorate Director

Name _____ Signature _____ Date _____

II. Vice Chief director for Research & Community Service/ Appropriate body

Name _____ Signature _____ Date _____

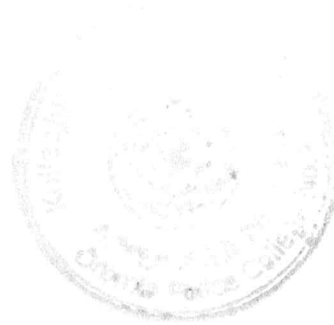


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Appendix IV: Guiding Principles for Contract Agreement with Other Institutions

The contract agreement with partner institutions shall be developed by Oromia Police College and partner institution guided by the following principles:

- a) The project shall be under the research priority and thematic areas of Oromia Police College;
- b) The implementation of project shall be monitored and evaluated by both the College and partner institution system;
- c) The project shall commit to submit progress and final reports to the College and it will also present the findings in the annual research symposiums/conferences/ of the College;
- d) The project shall commit to submit the publications, proceedings, and other outputs of the research project to the RD office and to library of the College;
- e) The financial administration shall be based on the project document agreed between Oromia Police College and partner institution;
- f) The data generated from the project shall be administered through the College system;
- g) Based on the above principles the College and the partner institution shall sign MoU.



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Appendix V: Progress Report Form (to be completed by the principal investigator)

1. TITLE OF THE RESEARCH PROJECT: _____

2. NAME OF THE PRINCIPAL INVESTIGATOR: _____

3. _____

4. RESEARCH TEAM MEMBERS/s (Co-investigators'; if any) _____

5. PROJECT DURATION:.....

6. FUND APPROVED:.....

7. FUND UTILIZED:.....

8. WORKPLAN FOR THE CURRENT REPORTING PERIOD: (State briefly the work plan for the project until the current reporting is made).

9. WORK ACCOMPLISHED/ACHIVEMENTS DESCRIPTION: (Give the highlights of the work done during the reporting period):

10. PROBLEMS ENCOUNTERED: (State any major problems encountered while conducting the research):

11. WORKPLAN FOR THE NEXT QUARTER: (Description of the work plan for the next phase, including the research time table):

12. FUND UTILIZED: indicate the detail expenditure of amount of money utilized for the reporting period.

ITEMS	UNIT COST	TOTAL COST IN BIRR
Personal: Research assessment Surveying Data entry		
Local travel: Vehicle & related Fuel Repair		
Field subsistence: Per diem interviewer " " researcher		
Services: Laboratory Computer & data production Secretary Photocopy Equipment:		



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Consumable: <ul style="list-style-type: none"> • Stationery materials • Construction materials • CD 		
Total		
Communication: <ul style="list-style-type: none"> • Mobile: • Fax: • Postage: • E-mail: 		
13. I CERTIFY THAT THE INFORMATION AND FIGURES GIVEN IN THE REPORT ARE CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.		
NAME AND SIGNATURE OF THE PRINCIPAL INVESTIGATOR		DATE
_____		_____

14. Approved by the higher education and training directorate

date

NAME & SIGNATURE: _____

15. Approved by the Research Directorate

date

NAME&SIGNATURE: _____

16. Approved by VCDRCS:

date

NAME & SIGNATURE: _____



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Appendix VI: Guidelines for Reviewing Progress Report

A. General evaluation

Editorial quality

Lay out

Length

Quality of references

Comment-----

B. Administration information

1. Project title _____

1. Principal investigator and co-investigators and College/department _____

2. Project duration _____

Reporting period (Phase) _____

Sources of fund and amount in each phase _____

C. Technical

1. The extent to which the objectives are achieved as per the project document:

2. Method used: Is the research methodology for this report sufficiently described?

3. Work plan: Is the work plan achieved as per the research document?

4. Results: Are the results well described and can be repeated in this report?



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5. Scientific results (publications, seminars, workshops, training): Are the scientific results sufficient in line with the plan?

6. The work plan: Is the future plan realistic and achievable?

7. Fund utilization: Is the fund utilized as per the previous plan?

8. Recommendations: What is recommendation of this report for future funding:

- a) Accept the report without change
- b) Accept the report with minor change
- c) Accept the report with major revision
- d) Not accepted, that needs re-writing

9. Reasons for the recommendation:

a. _____ b.

c. _____

d. _____

e. _____

Reviewer's Name _____ Signature _____ Date _____



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Appendix VIII: Review Format for Research Terminal Reports (to be filled by the reviewers)

(The research report should be sent to the reviewers together with the proposal to ascertain that the proposal is in line with the terminal reports)

1. General comments on: knowledge generated; sufficiency of information generated, and conclusion drawn).

2. Comments on the content and organization of the report (this refers to the report format, editorial quality, layout, length, adherence to fonts, line spacing, margin etc)

3. Comment on the abstract: Does the abstract adequately summarize the report?

4. Comments on the introduction and objective section: Does the introduction sufficiently detail for this form of research? Are the research objectives clear and do they reflect what has been achieved in the research?

5. Comments on the methods section: Are the research methods sufficiently described and are the experimental details well described and can they be repeated?

6. Comments on the results section: Are the results well presented?



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7. Comments on the discussion section: Is the discussion of the results accurate and exhaustive?

8. Conclusions and recommendations: Are the conclusions and recommendations relevant and consistent with the analyses? Do the conclusions and recommendations match with research objectives?

9. Comments on the references: Are the references relevant, exhaustive and up-to date?

10. Comments on the project plan vis-á -vis implementation and budget utilization

11. Any additional (further) comments

12. The reviewer should show his/her comments in the following rates as justified from the comments at each section

- i. Accept without modification
- ii. Accept with minor modification as per the comments
- iii. Accept with major modification as per the comments
- iv. Reject the report to be done again as per the comments

The justifiable reasons for the section forwarded by the reviewer:

General comments

