

TETFUND OFFICE, OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE

Guidelines for Submission of Application: Conference Attendance

Name.....

Department.....

S/No	The Guidelines	Tick
1.	Application must be submitted on TETFund Nomination form	
2.	Conferences must be from approved organizers which include institutions, professional bodies and recognized bodies with web presence.	
3.	Applicants must be confirmed staff.	
4.	Attach your accepted abstract (Academics)	
5.	Conference cost is limited to registration cost, flight fare and duty tour allowance/estacode.	
6.	Conference theme must be clearly indicated on conference flyer.	
7.	Poster presentations are not sponsored.	
8.	One can only benefit once in every three years.	
9.	No refund for attendance before approval.	
10.	Conference must not be listed among scam Predatory conferences as found on Bealls list.	
11.	Conferences by collaboration of local and foreign hosts are not approved.	
12.	Multidisciplinary conference organizers are not recognized.	
13.	Two authors of the same paper cannot be sponsored.	
14.	Application must include: <ul style="list-style-type: none"> a. Venue and Date of conference b. Conference flyer c. Flight schedule/invoice d. Accommodation information/rate. 	
15.	Include CV with phone numbers and e-mail address stated.	
16.	Number of days for conference is calculated by adding 2 days to duration of conference.	
17.	Rate is calculated as: Officers on CONUAS 05-07/CONTISS 13-15 = \$425 per day; CONUASS 01-04/CONTISS 06-12 = \$381 per day.	
18.	Conference Registration cost (should not exceed \$500 per person for International Conference and N100,000.00 for Local Conference)	
19.	Have not accessed the fund in the last five years	
20.	Submit One original copy and nine photocopies (all bound) of the application at least three (3) months before the date of conference	
21.	Application should not be signed by VC/DVC before submission	

Signature of Applicant

TETFUND OFFICE, OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE

Guidelines for Submission of Application: Academic Staff Training and Development (AST&D)

Name..... Department.....

The basic minimum qualification for teaching in a university is a Ph.D. degree. The fund is therefore dedicated to training young academics at both Master and Doctorate levels to meet this need.

S/No	The Guidelines:	Tick
1.	Application must be submitted on TETFund Nomination form	
2.	Application can be for Master, PhD, Short-term training , Bench work	
3.	Universities of choice must be high ranking ones . Rankings can be checked on the website: <i>timeshighereducation.com</i> . Search by country, pick from the first 10% in developing countries and first 20% in developed countries.	
4.	Attach letter of invitation/admission letter indicating date of resumption.	
5.	Visiting scholar programmes are not allowed.	
6.	Minimum of three months is required for bench work sponsorship at TETFund Abuja.	
7.	PhD. holders cannot apply for sponsorship, Post-doctoral programmes are not allowed.	
8.	Autumn schools are not sponsored	
9.	Must be a sponsored local scholar.	
10	Applications must reach TETFund Abuja six months before the start of PhD. programme and three months for Master programme.	
11	Short-term trainings must be duration of a minimum of one month and must reach TETFund Office three months before resumption date.	
12	Attach a budget in foreign and Nigerian currencies.	
13	Attach evidence of cost from host institution.	
14	One original and nine photocopies (bound) of the application are to be submitted	
15	Have not accessed the fund in the last five years	
16	Please give allowance of six weeks for processing the application in OAU before being to Abuja.	
17	Application should not be signed by VC/DVC before submission	

Signature of Applicant

TETFUND OFFICE, OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE

Guidelines for Submission of Application: Institution-Based Research (IBR)

Name..... Department.....

The core objective of IBR intervention is to avail Nigerian scholars working in any of the beneficiary institutions with small grants to support and promote well-defined research projects, to collaborate with, and bring benefits to other individuals, institutions and organizations.

S/No	The Guidelines	Tick
1.	Application must be submitted on TETFund Nomination form	
2.	Research must contribute to knowledge in the field of study.	
3.	The lead researcher must be resident in Nigeria and a full-time staff.	
4.	Applicants must be confirmed staff (attach letter of confirmation).	
5.	Co-investigators must possess these requirements (One or more co-researchers).	
6.	The proposal must pass through internal assessment process and be recommended by the relevant committee.	
7.	Personnel cost must be less than 10% of the total grant.	
8.	Supplies and equipment must be relevant to research.	
9.	Transport and travels must not exceed 25% of total budget.	
10.	Indirect cost can include cost of publication and dissemination of results.	
11.	Application must include copies of: <ul style="list-style-type: none"> a. Letter of employment b. Letter of confirmation of appointment c. CV of lead researcher and co-researchers d. Budget and research duration. 	
12.	Research duration should not exceed 18 months.	
13.	Budget should be a maximum of two million Naira.	
14.	E-copy of all documents in a single file must be submitted in flash drive.	
15.	Application can be submitted by a lead researcher and one or more co-researchers from time to time.	
16.	One original copy and nine photocopies (all bound) of the application must be submitted to TETFund Office	
17.	Have not accessed the fund in the last five years	
18.	Application should not be signed by VC/DVC before submission	

Applicant's Signature

TETFUND OFFICE, OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE

Guidelines for Submission of Application: Academic Manuscript

Name..... Department.....

This is to support scholars with small grants to convert manuscripts to book

S/No	The Guidelines:	Tick
1.	Application must be submitted on TETFund Nomination form	
2.	Manuscripts must be tertiary level text.	
3.	Should be written by a staff or group of staff of the institution.	
4.	Evidence of constitution of Editorial Committee should be provided.	
5.	Completion of Book Development Author form.	
6.	Include Curriculum vitae of all the authors.	
7.	Evidence of favourable external peer review	
8.	Evidence of acceptance by publisher.	
9.	Please submit three copies of the manuscripts with relevant documents	
10	Have not accessed the fund in the last five years	
11	One original copy and nine photocopies (all bound) of the application must be submitted to OAU TETFund Office. Submission is continuous.	
12	Application should not be signed by VC/DVC before submission	

Signature of Applicant

TETFUND OFFICE, OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE

Guidelines for Submission of Application: National Research Fund (NRF)

Name..... Department.....

The fund is for large scale, multidisciplinary and wide scope research.

S/No	The Guidelines	Tick
1.	Application must be submitted on designated forms to the TETFund Office, OAU.	
2.	The lead researcher must be resident in Nigeria	
3.	Lead researcher must be a full-time and confirmed senior academic staff	
4.	Co-researchers must be resident in Nigeria	
5.	Co-researchers full-time and confirmed academic staff	
6.	Research must contribute to knowledge in any field of study	
7.	The proposal must pass through internal assessment process and recommended by the relevant committee	
8.	Application should not be signed by VC/DVC before submission	
9.	Have not accessed the fund in the last five years	
10	Applications are invited to be submitted for internal assessment pending the advertisement by TETFund, Abuja.	

Signature of Applicant