REPUBLIC OF KENYA

Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)

GENERAL OPERATING PROCEDURES

RESEARCH & INNOVATION PROCEDURE MANUAL

	Signature	Date
Prepared by: Director STEM, Research & Innovation		16/09/2026
Controlled by: Management Representative		05/10/2026
Approved by: The Chief Executive Officer		05/10/2026

Copy No……

TABLE OF CONTENTS

TABLE OF CONTENTS ii
PREAMBLE 1
PROCEDURE NO 1: RESEARCH AND DEVELOPMENT KNOWLEDGE MANAGEMENT 1
1.0 GENERAL 1
1.1 PURPOSE 1
1.2 SCOPE 1
1.3 REFERENCE 1
1.4 DEFINITION OF TERMS AND ABBREVIATIONS 1
1.5 PRINCIPAL RESPONSIBILITY 2
2.0 METHOD 2
2.1 Monitoring, Evaluation, and Analysis 2
2.1.1 MELS of Training conducted by CEMASTEA Staff (Both Face-to-face and Online Training) 3
2.1.2 MELS of Training Conducted by County Trainers 4
2.2 Conducting Research 4
2.3 Organizing Forums for Knowledge Sharing 5
2.4 Writing Papers for Presentation in Conferences and Books/Papers for Publication 5
3.0 PERFORMANCE INDICATORS 6
4.0 RETAINED DOCUMENTED INFORMATION 6
5.0 ANNEXES 7
5.1 Annex I: Process Interaction Matrix 7
5.2 Annex II: Research Synopsis Form 9
5.3 Annex III: Research Synopsis Review Guide 10
5.4 Annex IV: Request to Present Research Proposal/Research Findings Form 11
Section A: Presentation of Research Proposal/Research findings 11
5.5 Annex V: Authority to Write a Conference Paper, Paper/Book for Publication Form 12
5.6 Annex VI: Application for Financial Support to Present a Paper at a Conference 14
5.7 Annex VII: Benefits of Writing for Publication to CEMASTEA and Authors 16
5.8 Annex VIII: PROCESS MAPS 17
PROCEDURE NO 2: RECORDS MANAGEMENT UNIT 19
GENERAL 19
1.0 PURPOSE 19
2.0 SCOPE 19

3.0 REFERENCES 19
4.0 DEFINITION OF TERMS, ACRONYMS AND ABBREVIATIONS 19
5.0 PRINCIPAL RESPONSIBILITY 19
6.0 METHOD 19
6.1 REGISTRATION OF MAIL.....19
6.2 OPENING OF NEW FILES AND FILING 19
6.3 TRACKING OF FILES.....20
6.4 CLOSING OF FILES.....20
6.5 DISPOSITION OF RECORDS 20
7.0 KEY PERFORMANCE INDICATORS 21
8.0 PROCESS RISK 21
9.0 RETAINED DOCUMENTED INFORMATION.....21
10.0 ANNEXES: 22
10.1 Annex I: PROCESS INTERACTION MATRIX.....22
10.2 Annex II: PROCESS FLOW MAP 23
PROCEDURE NO 3: LIBRARY SERVICES GENERAL 24
1.0 PURPOSE 24
2.0 SCOPE.....24
3.0 REFERENCES 24
4.0 DEFINITION OF TERMS, ACRONYMS AND ABBREVIATIONS 24
5.0 PRINCIPAL RESPONSIBILITY 24
6.0 METHOD 24
7.0 KEY PERFORMANCE INDICATORS 26
8.0 PROCESS RISK 26
9.0 RETAINED DOCUMENTED INFORMATION.....26
10.0 ANNEXES: 26
10.1 Annex I: PROCESS INTERACTION MATRIX.....26
10.2 Annex II: PROCESS FLOW MAPS 28

PREAMBLE

The STEM Research and Innovation directorate is comprised of Research and Development, Knowledge Management, Consultancy and Advisory departments. The Knowledge management has Records Management Unit and Library Services Unit. The Director, STEM Research and Innovation has the overall responsibility for ensuring that this procedure remains adequate for its intended purposes and implementation. The Heads of Departments and Units shall ensure that these procedures are followed, effectively implemented and maintained.

PROCEDURE NO 1: RESEARCH AND DEVELOPMENT KNOWLEDGE MANAGEMENT

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure that Research & Innovation conducts activities relevant to CEMASTEA's mandate in a timely, efficient, and effective manner. It will also allow for effective management of CEMASTEA's knowledge, information, and data following CEMASTEA's Quality Manual and ISO 9001:2015 Standards requirements.

1.2 SCOPE

This procedure applies to all Research & Innovation activities by CEMASTEA such as conducting research, monitoring and evaluation of training, and organisation of forums. for sharing knowledge such as workshops, conferences, symposia, and electronic and physical records.

1.3 REFERENCE

This procedure will be guided by the following references where applicable.

i) CEMASTEA Strategic Plan 2023-2027
ii) CEMASTEA Quality manual
iii) ISO 9001:2015 Quality Management Standard
iv) Handbook on SMASE Activities Implementation
v) TSC Code of Regulations
vi) CEMASTEA code of conduct and Ethics
vii) CEMASTEA Performance Contract
viii) Basic Education Act, 2013
ix) CEMASTEA Performance Contract
x) TSC Act 2012
xi) CEMASTEA Research Policy GOP/RD/POLICY/2023
xii) NACOSTI regulations on conducting research
xiii) Other relevant documents

1.4 DEFINITION OF TERMS AND ABBREVIATIONS

In addition to the relevant common definitions of terms given in ISO 9001:2015, the following definitions and abbreviations shall apply.

Cohort:	A group of mathematics and science teachers who attend INSET organized by CEMASTEA at the same time
Cohorts' batch:	A group of cohorts of teachers trained in a given period (i.e., January to March or May to July)
Dean of Studies:	The officer heading an academic department comprising members of staff working towards achieving given goals

Programme: An entity charged with the responsibility of coordinating training and associated activities targeting a specific group of clients (i.e., primary school teachers, secondary school teachers)
Programme Coordinator: The officer in charge of a programme.
Stakeholders: People interested in CEMASTEA and its activities

1.5 PRINCIPAL RESPONSIBILITY

The Director, STEM Research and Innovation has the principal responsibility for ensuring that this procedure remains adequate for its intended purposes and implementation. The Director, STEM Research and Innovation herein referred to as the Director, is responsible for ensuring that this procedure is implemented and followed.

2.0 METHOD

2.1 Monitoring, Evaluation, and Analysis

The Director has identified what needs to be monitored, the methods for monitoring, when the monitoring shall be done, and the expected results. The following Table shows this information.

What needs to be monitored	Methods for monitoring, evaluation and analysis needed	When the monitoring shall be performed	When the results shall be analyzed and evaluated
Training by CEMASTEA staff (e.g., National INSET, STEM and ICT training, Lesson Study induction) **1. Face-to-face** · Attendance · Quality of facilitation · Usefulness of session topics · Training organization and implementation · Service delivery · Feedback about the training content and areas of training needs **2. Online training** · Attendance · Quality of session · Usefulness of session topics · Training organization and implementation · Service delivery · Feedback about online platforms and ease of use · Feedback about the training content and areas of training needs	· Attendance register · Session Evaluation tools · Overall evaluation tool · TQI indices · Facilitation indices	During the training	· Batch analysis within 6 weeks after the training of the batch · After the TQI is provided · After feedback reports are submitted to the Training Department · After the TQI is provided · After feedback reports are submitted to the Training Department

Training by County Trainers **1. Face-to-face training** · Attendance · Participants' demographic characteristics · Quality of facilitation · Training organization and management of TPD · Feedback about the training content and training needs	· Attendance Register · Trainers' and trainee's biodata · Quality of facilitation tool · CTPD management tool · Teachers' questionnaires · TQI indices · Facilitation indices	During the training	· Within three months of completing the County training · After the TQI is provided · After feedback reports are submitted to the Training Department
2. Online training · Attendance · Quality of organization and implementation of TPD · Feedback about online platforms and ease of use · Feedback about the training about the training content and training needs	· Session evaluation tools · Overall evaluation tool · Teachers' questionnaires · TQI indices · Facilitation indices	During the training	
· Others as guided by the Training Department	Develop appropriate means of monitoring	During the training	As appropriate

2.1.1 Monitorig, Evaluation, Learning and Support (MELS) of Training conducted by CEMASTEA Staff (Both Face-to-face and Online Training)

2.1.1.1 The Director receives the training programme and objectives of the training from the PCo at least six weeks before the start of training for a new training program and three weeks for training in an existing program.

2.1.1.2 The Director through the Head R&D constitutes a team to identify, review, or develop tools relevant to the training. This team is also responsible for uploading the tools online and testing them to ensure that they are working well.

2.1.1.3 The Head R&D, on behalf of the Director, ensures that links for evaluation tools are emailed to participants at the appropriate time to enable evaluation of training.

2.1.1.4 The Research Assistant working on the evaluation will monitor the response rate for the session evaluations, for not more than a week after the training has ended. During this time, they can also begin to organize and analyze session evaluation data to generate mean ratings of sessions based on session facilitated, subject if subject session and facilitator.

2.1.1.5 The Head R&D shares the session evaluation data with relevant Deans, Coordinators and Director STEM Training within 2 weeks of ending the session.

2.1.1.6 The Director provides the Director STEM Training with the Training Quality Index (TQI) within 6 weeks of ending the training of a given programme for sharing with staff. This will include cohorts' batch analysis if the training is conducted in batches.

2.1.2 MELS of Training Conducted by County Trainers

A. Face-to-face Training

2.1.2.1 The Director receives information about County INSET in terms of dates and venues from the PCo before the commencement of the training.

2.1.2.2 The Director, through the Head of Research, constitutes teams to identify, review, or develop tools relevant to the training.

2.1.2.3 The Director submits the funding proposal and field visit schedule to the CEO for approval 2 weeks before the date for visit to the counties. In case external stakeholders are to be involved in MELS they will be invited for an induction/sensitization workshop before the field visit.

2.1.2.4 Members of staff and selected stakeholders undertake the MELS of the training conducted at County level as per the schedule and data collection guidelines.

2.1.2.5 The Head of R&D receives hard copies of tools used to collect data, soft copies of data and INSET Centre reports from teams as per field visit schedule, and timelines in the data collection guide.

2.1.2.6 The Director organizes the writing of county-based MELS reports within two months of completing MELS exercise for a given set of counties that conducted INSET at the same time.

2.1.2.7 The Director submits the MELS reports to the CEO for dissemination within two weeks of the reports being ready.

2.1.2.8 The Director submits the TQI for County INSET to the Director STEM Training four months after the final set of counties ending their INSET for sharing with staff. The

2.1.2.9. Head R&D ensures that the overall MELS report incorporating all counties that conducted INSET is compiled and forwarded to the Director-STEM, Research, & Innovation, for submission to the CEO for sharing with stakeholders during their annual workshop.

B. Online Training

Given that training at the County level is a cascade of the training at the National level, the monitoring of the online County training will follow all the steps in the procedure.

2.2 Conducting Research

The Head, R&D, in consultation with the Director, constitute a team through the CEO to:

2.2.1 Identify an area of research relevant to CEMASTEA's core mandate and in line with the quality objective on research

2.2.2 Plan and design a research project from the identified area

2.2.3 Initiate research proposal writing process

2.2.4 The Head R&D will share the research proposal with CEMASTEA staff for feedback and validation

2.2.5 Sharing of the validated research proposal and funding proposal with CEO CEMASTEA for approval.

2.2.6 Send an application for a research permit, through the office of the CEO, to NACOSTI. This is in accordance with the Science, Technology, and Innovation (Research Licensing) Regulation 2014.

2.2.7 Carry out the pilot study for the validation of the proposed research tools

2.2.8 Conduct the research as per the approved research design and plan

2.2.9 Compile the research report within three months of carrying out the data collection.

2.2.10 The Head R&D ensures that the research findings are presented to CEMASTEA staff.

2.2.11 Publish and disseminate research findings. Share research findings with stakeholders using platforms such as CEMASTEA's Website, Conference presentations, policy briefs, practice briefs, and journal publications.

2.2.12 Isolate and share areas for consideration in TPD programs with the Director, STEM Training.

2.3 Organizing Forums for Knowledge Sharing

Part I: Conferences and Symposia

2.3.1 The Director in consultation with DoSs and PCos constitutes the Organizing Committee for a conference or symposium, once the plan of operation involving any of these events and budget of the financial year has been approved by the CEO and provides the terms of reference (TORs) to the Organising Committee.

2.3.2 The Director receives a budget proposal from the Organising Committee and submits it to the CEO within three months of forming the committee.

2.3.3 The Head, Knowledge Management, on behalf of the Director, receives a report on logistics for the conference or symposium which may include arrangements for venue, program for the event, speeches, keynote address, receptions, and invitations from the Organising Committee 4 months before the conference or symposium.

2.3.4 The Head, Knowledge Management, ensures that the conference or symposium is implemented on the planned date.

2.3.5 The Head, Knowledge Management, ensures that the conference/symposium report is written within three months of holding the conference or symposium.

2.3.6 The Head, Knowledge Management, forwards the conference/symposium report to the Director for submission to the CEO, for approval and dissemination within two weeks of receiving it from the Organising Committee.

2.3.7 The Head, Knowledge Management coordinates the implementation of the conference/symposium resolutions.

Part II: Internal Knowledge Sharing Workshops

To be organized following a request by the Head of Knowledge Management to the CEO, through the Director, for a time slot in the schedule

2.4 Writing Papers for Presentation in Conferences and Books/Papers for Publication

Part I: Papers and books for publication

2.4.1 The Director receives a request (see Annex V) from any of the following entities seeking authority to write a paper/book for publication using CEMASTEA's data or work. A minimum of two:

a) Members of CEMASTEA staff
b) Stakeholders
c) Members of institutions collaborating with CEMASTEA
d) Members of the public in Kenya.

2.4.2 The Head of Knowledge Management gives feedback and provides the requested materials/data, if available, within two weeks of receiving the request from the Director.

2.4.3 The Head of Knowledge Management receives and maintains copies of paper/book manuscripts submitted for publication as well as those published.

Note: Clauses 2.4.1 to 2.4.3 will not apply to writing of books/papers for publication initiated and coordinated by the Knowledge Management department as such activities are funded by CEMASTEA.

Part II: Papers for presentation in conferences

2.4.4 An officer whose paper has been accepted for presentation in a conference, requests for funding to attend the conference by filling the Form in Appendix VI 2-3 months before the conference for international conferences and 1 month for local conferences

2.4.5 The Head of Knowledge Management, through the Director, submits a funding proposal to the CEO for approval at least 2 months prior to the conference for international conferences and 3 weeks for local conferences.

2.4.6 The Head of Knowledge Management receives a copy of the paper presented not more than 1 month after presentation in a conference and uploads abstracts on the CEMASTEA website, through the ICT department.

Note: For KM initiated and coordinated paper writing for presentation in conferences, the Head of Knowledge Management will be responsible for the preparation of funding proposals. The Head of Knowledge Management will ensure that copies of abstracts/papers are maintained and abstracts are uploaded on the Website.

3.0 PERFORMANCE INDICATORS

Key Performance Indicator	Target	Frequency	Responsibility
Adherence to MELS schedules and timelines	100%	Quarterly	The Director
The number of researches conducted by CEMASTEA	At least 1 every 2 years	Quarterly	The Director
The number of papers written for publication	At least 1 every 2 years	Quarterly	The Director
The number of knowledge sharing forums	At least two annually	Quarterly	The Director

4.0 RETAINED DOCUMENTED INFORMATION

i. Training programmes
ii. Workshop Attendance registers
iii. Filled MELS tools
iv. INSET Centre reports
v. County-based INSET MELS reports
vi. Overall MELS reports
vii. Feedback reports
viii. Research proposals
ix. NACOSTI License or Official Approval
x. Research reports
xi. Registers & reports of any other R&D KM activity

5.0 ANNEXES

5.1 Annex I: Process Interaction Matrix

Process	Supplier	Inputs	Activity	Output	Customer
MELS of Training conducted by CEMASTEA, and on behalf of CEMASTEA	PCOs (examples; Secondary Programme, Primary Program, ICT Training Program and STEM Training Programme	· Training programs, · INSET dates and · INSET venues · Personnel · Tools · Funding	· Identify, review, adapt or develop relevant tools · MELS of training · Analyze and share data with PCOs · Write feedback reports	· Raw evaluation data · Analysed evaluation data · Feedback reports and areas of training needs · MELS reports	· CEMASTEA staff, · PCos · Director STEM Training, · Stakeholders
Conducting a Research	i). PCOs, or CEMASTEA staff ii). R&D KM	· Evaluation Feedback reports · MELS reports · Reports on emerging issues · Research Tools · Data analysis software · Reference materials (i.e., books and journals) · Personnel · Funding	· Writing concept notes · Planning and designing research · Data collection, analysis and report writing · Sharing/Disseminating findings	· Raw research data · Research reports · Policy briefs · Website postings · Publications	· CEMASTEA staff, stakeholders · PCos · Director STEM Training, · Stakeholders

Papers and books for publication	Paper and book authors	● Request to write papers /books ● Authority to write papers/ books ● Requests for conference funding	● Reviewing requests to write papers /books ● Providing direction and support to authors	● Conference papers, ● Published papers/ books	CEMASTEA's teaching staff, stakeholders and academia world

5.2 Annex II: Research Synopsis Form

Introduction

This template shall be used by DOS/PCos/individuals who have identified a research problem. The template has three sections, Section A, B and C. Please complete sections A and B and submit a soft copy to rdcoordinator@cemastea.ac.ke for evaluation and approval of the research project.

Section A: Background Information

1.Research by: Department [ ], Programme [ ] Individuals [ ]

2.a) If department or programme write the name of the department/programme, Dean/Coordinator and names of members to manage the research in the space provided

- Name of department/programme….....
- Dean/Coordinator….....
- Members of the core team to manage the research (a maximum of four members)
  - i). Name: …..... Department: ….....
  - ii). Name:…..... Department:….....

b) If individuals, write their names and departments in the space below (a maximum of four members)

- i). Name: …..... Department: ….....
- ii). Name:…..... Department:….....

Section B: Research Problem, Budgetary Requirements and Ethical Issues

Part I: Research problem description

3. The title of the research: ….....

4. Rationale and relevance of the research to CEMASTEA's work (please provide a brief description of the rationale of the research and its relevance to CEMASTEA's work)

Part II: Ethical issues in the research

Clearly describe the participants who will be involved in this research. Explain how the ethical issues such as explaining the purpose of the research, obtaining consent/assent from participants, and how data obtained will be handled.

Part III: Budgetary requirements and timelines

5. Budgetary needs and Timelines (please fill in the table below your budgetary needs)

Activity	Objectives	Resources	Costing (Kshs)	Outputs	Timelines

Section C: Comments by the Head Research and Administration

6. The proposed research is relevant and has the ability to generate findings that can support activities of CEMASTEA. Yes [ ] No [ ]

7. Availability and adequacy of funds: Funds are available as requested [ ], Funds are available but not adequate [ ], Funds are not available [ ], Other [ ] Please specify …

8. Research Approved [ ], Not approved [ ]

9. Comments:….....

5.3 Annex III: Research Synopsis Review Guide

Title of the Research: ….....

Name of Department, Programme or Lead researcher for individuals: ….....

Notes to the Reviewer

Please write your comments as per the questions under each aspect of the research and assign scores using the following descriptors as a guide.

Score	Descriptor
5	***Highly evident***- The synopsis provides a clear, substantive, and coherent evidence of all criteria under a given aspect
4	***Evident***- The synopsis adequately describes all criteria under a given aspect
3	***Mostly evident***- The synopsis adequately describes most of criteria under a given aspect
2	***Somewhat evident***- The synopsis adequately describes only one criteria under a given aspect
1	***Not evident***- The synopsis does not describe any of the criteria under a given aspect

Aspects	Criteria	Comments	Score
Research problem	● Does the research have the ability to generate findings that can support activities of CEMASTEA ● Is there a clear focus or purpose for the study? ● Is the research problem worthy investigating? ● Is the research likely to contribute valuable insights into teaching/learning/researching in the area of mathematics, science and technology ● Does the synopsis propose/describe implications of the findings for teaching/learning/researching mathematics, science and technology education or education in general?		
Ethical issues	● Is there a clear description of all the participants of the research? ● Is there evidence that the purpose of the research will be explained to the participants? ● Is there evidence that participants will not be coerced to participate in the proposed research? ● Is there a clear description of how participants will be handled during data collection process? ● Is there a description of how data will be handled?		
Budget and timelines	● Is the budget proposed clear on activities to be undertaken? ● Are all the activities for the research budgeted for? ● Is prudence exercised in drawing the budget? ● Are timelines provided in the synopsis? ● Are the timelines given reasonable?		

Overall score: …….out of 15

Recommended [ ] Not recommended [ ] (Recommend if the overall score is at least 9)

5.4 Annex IV: Request to Present Research Proposal/Research Findings Form

Date: ……

Introduction

This form shall be filled in duplicate by Dean/Programme Coordinator/individuals who have developed a research proposal or written a research report to request for time allocation on the schedule of activities at CEMASTEA to present the proposal/findings to the rest of staff. Please fill each part as appropriate and submit the forms to the Director, STEM Research and Innovation, and email to rdcoordinator@cemastea.ac.ke. At the same time email a pdf of the proposal/research report to the Director, STEM Research and Innovation, at least five working days prior to the earliest date proposed for the presentation (see 4 below).

Section A: Presentation of Research Proposal/Research findings

1. Research by: Department [ ], Programme [ ], Individual(s) [ ]
2. The title of the research: .....
3. Presentation of a research proposal [ ] research findings [ ]
4. When do you wish to make your presentation? (give suggestions for three dates)
   i)....., ii) ....., iii) .....
5. In the space below list the resources needed for the presentation
   i) .....
   ii) .....
6. If research proposal, please give timelines of when you anticipate to complete activities in the table below where applicable by filling the second column only.

Activity	**Date expected to be completed**	**Date activity completed**	**Reason for variation in dates**
i). Piloting of tools			
ii). Revision of tools			
iii). Data collection			
iv). Data analysis			
v). Report writing			
vi). Report submission			

7. Clearance by Head Research and Administration for presentation

Comments: .....

Name .....Signature ..... Date .....

8. Clearance by CEO for presentation

Comments: .....

Name .....Signature ..... Date .....

5.5 Annex V: Authority to Write a Conference Paper, Paper/Book for Publication Form

Introduction

This form should be used by a minimum of two individuals who have identified a topic(s) to write an abstract of a conference paper or a paper/ book to seek for authority to use CEMASTEA's data/work to write. The form has four sections, Section A, B, C and D. Please complete sections A, B and C and submit a soft copy of the form to the Director STEM Research and Innovation and copy to rdcoordinator@cemastea.ac.ke for evaluation and approval to write. Write N/A in spacers where the information does not apply. It is important for you to read Annex V before filling this form.

Section A: Background Information

1. Name of individuals who have identified topic(s) to write about (indicate department if from CEMASTEA)
   i). ..... Department: .....
   ii). ..... Department: .....
2. Name of institution: .....
3. Category of institution: Public [ ] Private [ ] Other [ ], Please specify.....
4. If the institution is not CEMASTEA, please provide the following contact details
   Address:
   P. O. Box.....Postal Code: .....
   Town/City: .....Telephone No. of institution: .....
5. Cell phone of the individuals (to be listed in the order in which the names appear in (1) above) ....., ..., ...
6. Email address of the 1st author: .....

Section B: Details of paper/book to be written and help needed from R&D

7. Type of publication: Paper [ ], Book [ ]
8. If paper give the proposed title* .....
9. Give a brief description of the main ideas you which to communicate through the proposed paper. .....
10. If book, give the proposed title* and title* of each of the chapters/topics of the book.
    Book title .....
    Chapters/topics .....
11. Give a brief description of the main ideas you which to communicate through the proposed
    book .....

Note that the title proposed could be different from the one of the finished product as long as there isn't much deviation from the initial ideas of the paper/book (see 7 and 9 above)

12. In the space below, list the materials/data you need from R&D to help you in writing your
    paper/book.....

Section C: Declaration (to be filled by the first author)

I..... declare that we will use the data/ information obtained from

CEMASTEA solely for purposes of writing this abstract/paper/book (tick, (√) as appropriate). That, we will not give the data /information to a third party without the express permission of the CEO, CEMASTEA. That, if we need to write a second paper/book using the same data/information we will seek fresh authority prior to doing so.
Date: .....…

Section D: Comments by the Head, Research and Administration

13. Comments: .....…

Name: ..... Date: .....

5.6 Annex VI: Application for Financial Support to Present a Paper at a Conference

Instructions

Please read the instructions before filling out this form. This form shall be filled by CEMASTEA staff whose abstracts have been accepted for presentation in a conference and therefore require financial support to attend. Applicants can benefit from the conference support fund only once in a given financial year. For international conferences, financial support will be provided to only one of the authors and up to a maximum of three authors for local conference for a given paper.

Email the completed form to rdcoordinator@cemastea.ac.ke. For more than one author attending local conferences, each individual should fill and submit his/her own form. All applicants will be notified of their application status within 10 working days of submitting the form.

Personal Information

1. First Name: ……. Last Name: …….…….
2. Email: ……. Department: ……...…….
3. Have you been awarded conference support fund already this financial year? Yes [ ], No [ ]

Conference and Paper Information

4. Name of Conference …….
5. Start Date …….
6. End Date …….
7. Location (institution or venue and country etc.) …….
8. Conference URL……
9. What is the Title of the paper?.....
10. What is the total number of authors ……
11. If you are not the only author, who are the other authors? ……..
12. What is your role in participating in the conference (tick all that apply)
    Presenting a paper/poster [ ], Chairing a panel/round-table [ ], Volunteering at the conference [ ],
    Others [ ]. Please specify ……..

Relevance of Conference and Abstract

13. Please describe your reasons for attending this conference. Specifically, address why attending this conference will further your professional development. Why is this conference important to you and CEMASTEA' activities?
14. Paste the abstract of the paper/poster you will present. The abstract should not be more than 300 words.

Budget Requirements

Provide detailed projected expenses for the conference in the table below. Expand the table as appropriate.

No.	Item	Cost (Ksh.)	Total amount (KSh.)
i).			
ii).			
iii).			

Additional Comments
If you have any additional comments concerning your application, write them here.

Acknowledgement and Signature
In submitting this application, I, the undersigned, hereby certify that the information I have provided is accurate to the best of my knowledge. I certify that I have read and understood the instructions related to this application. I grant members of the conference funding support Committee the right to review my application and all information herein. I commit to submit a copy of the paper and or PowerPoint presentation of the paper presented and give express permission to the Head of Knowledge Management to upload the abstract of my paper on the Website including my contact email address if I am the first author of the paper.

I accept (Your Name) ……

5.7 Annex VII: Benefits of Writing for Publication to CEMASTEA and Authors

Introduction

This annex describes the benefits of writing for publication to CEMASTEA and the authors. It has two main sections, Section A which describes the benefits of writing papers and Section B which describes the benefits of writing books to both CEMASTEA and the authors. You are encouraged to read it before you submit the form on authority to write (Annex IV). Feel free to seek for clarification where necessary.

Section A: Benefits of writing papers

1. CEMASTEA

An important benefit to CEMASTEA of writing papers for publication using CEMASTEA's data/information is publicity. In this regard all authors are required to acknowledge CEMASTEA in providing data or information used to write papers. To enforce this all papers written must bear the statement shown in the endnote on the first page of the paper prior to submitting them for publication. It is the duty of the author to convince the publisher to include this statement preferably on the first page of the published paper.

2. Author

Many promotions especially in the academia world require that the interviewee must have published some papers in peer-reviewed journals. The main benefit for writing papers for publication using CEMASTEA's data/information to individual authors is their professional growth since the published papers will count towards their CVs.

Section B: Benefits of writing Books

1. CEMASTEA

Just like the papers written for publication, books written using CEMASTEA's data/information will bear the statement in the end note preferably on the copyright page of the book for publicity of CEMASTEA.

In addition, royalties arising from the sale of the book will be shared between CEMASTEA and the authors in the ratio of 1:9 and 1:5:4 between CEMASTEA, authors of book chapters and book editors for edited books. At least two books will be donated by the authors and/or editors to CEMASTEA's Library.

2. Author

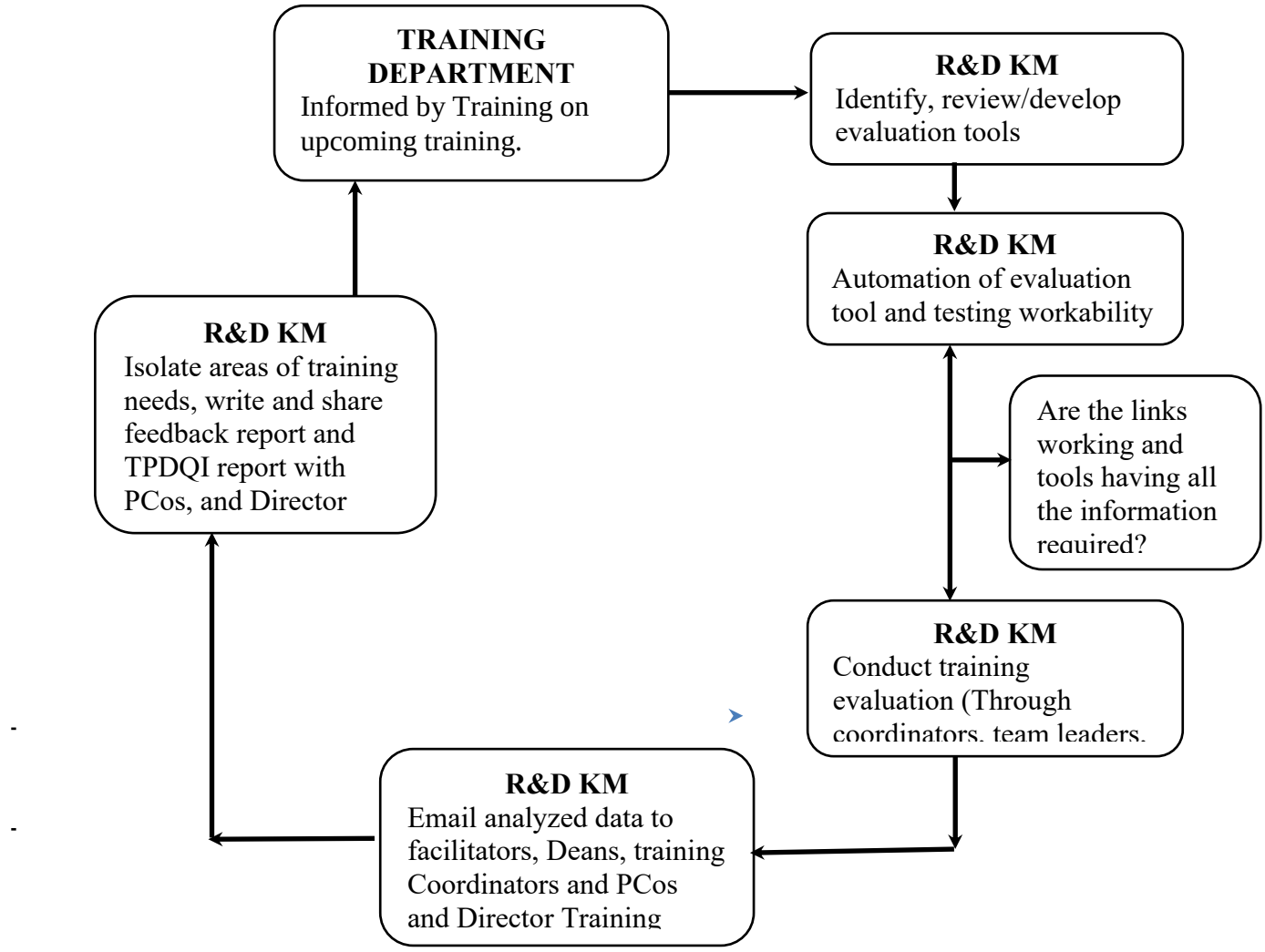
Besides, the professional growth and improvement of the authors' CVs as a result of writing books for publication, royalties arising from the sale of the book will be shared between CEMASTEA and the authors in the ratio of 1:9 and 1:5:4 between CEMASTEA, authors of book chapters and book editors for edited books.

This paper/book was made possible through data/information obtained from the Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA). P. O. Box 24214 00502 Karen, Nairobi Kenya.

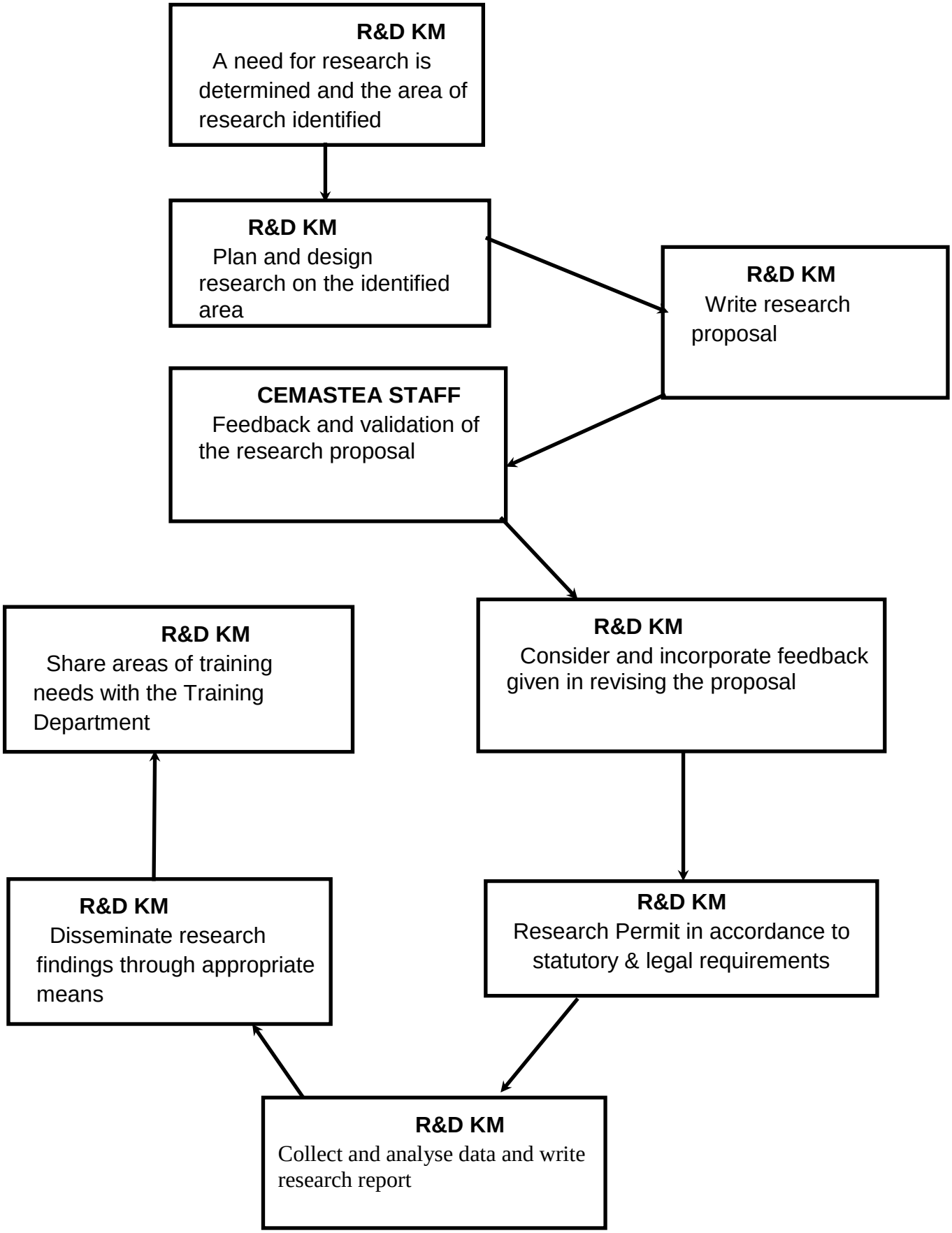
Note: Benefits are applicable to staff who write out of own initiative using own time and not writing initiated and coordinated by R&D-KM.

5.8 Annex VIII: PROCESS MAPS

1. Monitoring and Evaluation of training by CEMASTEA



2. Conducting a Research



PROCEDURE NO 2: RECORDS MANAGEMENT UNIT

GENERAL

1.0 PURPOSE
The purpose of this procedure is to ensure effectiveness and efficiency in the management of records in line with CEMASTEA's Quality manual and Control of Documents procedures.

2.0 SCOPE
This procedure applies to management of records throughout their life cycle from mail management, records storage, records access, and records disposal at CEMASTEA.

3.0 REFERENCES
1. CEMASTEA Quality Manual (CEM/QMS/QM)
2. ISO 9001:2015 International Standard
3. Public Archives and Documentation service Act Chapter 19
4. Records disposal Act Cap 14
5. Control of documents procedure
6. The Chief Secretary Circular on Destruction of Non-Current Records (No. 48a of August 28,1988).

4.0 DEFINITION OF TERMS, ACRONYMS AND ABBREVIATIONS
In addition to terminologies defined in ISO 9001:2015, the following specific definitions shall apply;

CLASSIFICATION A pattern of arrangement by series, files and items
DISPOSITION Collective term for transfer and destruction of records
GOP General Operating procedures
KNADS Kenya National Archives and Documentation Service
RMO Records Management Officer
RMU Records management Unit
RECORD STORAGE ROOM A building separate from the records unit for storing closed records from departments/offices pending transfer to archives or destruction
RECORDS MANAGEMENT UNIT A unit in CEMASTEA responsible for capturing, registration, classification, preserving, controlling, distributing and disposal records.

5.0 PRINCIPAL RESPONSIBILITY
The Records Management Officer (RMO) has the principal responsibility for ensuring that this procedure remains adequate for its intended purpose. All staff in the Administration department shall be responsible for implementing and ensuring this procedure is followed.

6.0 METHOD
6.1 REGISTRATION OF MAIL
6.1.1 The RMO receives minuted mail or reports from the CEO's office for filing.

6.2 OPENING OF NEW FILES AND FILING
6.2.1. RMO opens or creates a new file when; a new subject arises within the administrative process, in receipt of documents that does not match any of the existing files and when an existing file is subdivided into new subjects

6.2.2. RMO ensures all files have a file subject and unique reference number in the format defined in the file classification plan

6.2.3. RMO ensures that letters received for filing are registered in the RMU document received register and then filed in their right subject files using the CEMASTEA filing scheme. Letters received shall be filed in a chronological order and consecutively folioed at the top right-hand corner of the first page. This becomes the folio number of the item. Each item, rather than each page (of the item), is numbered to make it easy to be identified.

6.2.4. If a letter has several enclosures, they will be distinguished by adding roman numbers to the folio number for instance, if a letter is folio six, the enclosures will be numbered as i, ii, iii, iv e.t.c.

6.3 TRACKING OF FILES

6.3.1 Upon receipt of a request for a file or record, the RMU staff updates the details of the record/file together with the details of the borrower in the file movement register before issuing and updates the file movement register upon return of file.

6.3.2 RMO ensures that regular census of files is carried out. This will involve request from HODs to list all the files found in each office. This information is recorded in the master list of records.

6.3.3 The RMO shall prepare and maintain an accurate inventory of records which covers such information as file title, file reference number, date opened, date closed and strorage location.

6.4 CLOSING OF FILES

6.4.1. The RMO ensures that all closed files are entered in the closed file register and stored separately from the active files before being transferred to the Centers' storage room

6.4.2. Closed files from other departments shall be recorded in the closed file register and transferred to the records storage room.

6.4.3. A list of closed files shall be filed in the RMU

6.5 DISPOSITION OF RECORDS

6.5.1. CEMASTEA shall establish records retention and disposal schedule for its records to ensure systematic planning and orderly implementation of records disposal after records have been kept the right length of time

6.5.2. The Records Management committee and the RMO will ensure that the CEMASTEA records are disposed as per: -

a) The Public Archives and documentation Service Act. Cap.19
b) The Chief Secretary Circular on Destruction of Non-Current Records (No.48a/66 of August 28, 1988
c) DPM Circular on Personnel Records (DPM/PA/1/20/112 of August 29, 1991
d) Public Procurement and Asset Disposal Act, 2015
e) Government Financial Regulations and Procedures, Chapter 23, Section 3-5.

7.0 KEY PERFORMANCE INDICATORS

Key Performance Indicators	Target	Frequency of Monitoring & Evaluation	Responsibility
Availability of all records	100%	Quarterly	RMO
Identification of document location	100%	Quarterly	RMO

8.0 PROCESS RISK

Refer to RMU risk and opportunities register.

9.0 RETAINED DOCUMENTED INFORMATION

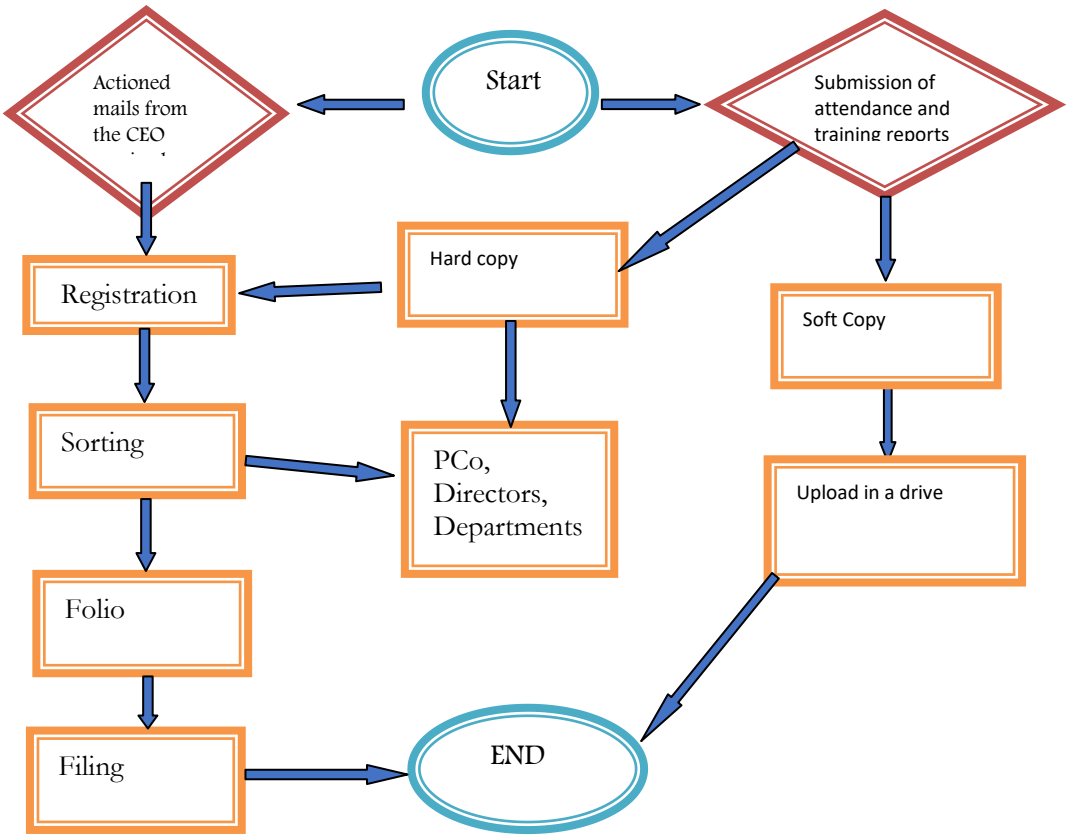
a) Files
b) Document received register
c) Master list of records/documents
d) File movement register
e) List of documents for destruction
f) List of documents for retention
g) List of documents for preservation
h) Closed file register
i) Files Register
j) Archives Register

10.0 ANNEXES:

10.1 Annex I: PROCESS INTERACTION MATRIX

Supplier	Inputs	Activities	Outputs	Customer
CEO's office Programme Coordinators Staff	Attendance registers Training reports	Receiving, registration and sorting mail	Sorted mail Updated document received register Updated incoming reports register Updated file movement register	• CEO's office • Programme Coordinators • Staff
CEO's office	Actioned documents, Letters and county reports	Folio numbering and filing	Updated file movement register Updated incoming reports register Letters with folio numbers	• Director STEM Training • Director STEM Research and Innovation • Programme Coordinators • Specialized committees
Staff	List of files List of closed files	Appraisal of CEMASTEA records Developing the CEMASTEA file indexing and classification scheme Developing the CEMASTEA records retention schedule and disposal method	Records appraisal report Disposal report Retention & disposal schedule File classification scheme	Staff KNADS

10.2 Annex II: PROCESS FLOW MAP



PROCEDURE NO 3: LIBRARY SERVICES GENERAL

1.0 PURPOSE

The purpose of this procedure is to ensure that activities in the library are carried out effectively to ensure adequate and up to date provision of information materials as per the library section procedure, statutory and regulatory requirements, CEMASTEA Quality manual, ISO 9001:2015 International Standard requirements.

2.0 SCOPE

This procedure manual is applicable to acquiring, processing and charging and discharging of information materials of the CEMASTEA library.

3.0 REFERENCES

3.1 CEMASTEA Quality Manual (CEM/QMS/QM)
3.2 ISO 9001:2015 International Standard
3.3 Public Archives and Documentation service Act Chapter 19
3.4 Control of documents procedure

4.0 DEFINITION OF TERMS, ACRONYMS AND ABBREVIATIONS

In addition to the relevant common definitions of terms given in ISO 9000, the following specific definitions shall apply:

ACCESSION NUMBER	This is the unique identification of a book
ACCESSION REGISTER	A list of records or volumes of items in a library collection showing the order in which they are organized
BOOK AUTHOR	One who practices a writing profession
BOOK TITLE	The distinguishing name of a book
BOOK PUBLISHER	A person or company whose business is the production and distribution of books
CHARGING	When a book is issued out of the library
CIRCULATION DESK	It is the point from where the Librarian manages the library function
DISCHARGING	When a book is returned to the library
ISBN NO.	International standard book number
LIBRARIAN	The person who is responsible for the library activities

5.0 PRINCIPAL RESPONSIBILITY

The Librarian has the principal responsibility for ensuring that this procedure remains adequate for its intended purposes. All staff in the library section are responsible for implementing and ensuring this procedure is followed.

6.0 METHOD

Process maps are as per annex two

6.1 ACQUIRING INFORMATION MATERIALS

6.1.1 The Librarian sends a request to user departments for information materials/books they want acquired at the beginning of June every year

6.1.2 The Librarian receives requests for material information from users and registers in the book/material request register within two weeks

6.1.3 The Librarian compiles the list of information materials/books requests by users/departments within one week

6.1.4 The Librarian prepares a procurement plan for the library informed by the relevance, demand, value and cost of the information materials in two weeks

6.1.5 The Librarian sends the procurement plan to the Head of Knowledge Management who upon approval, sends it to the supply chain office to start the procurement process (see the procurement procedure).

6.2 PROCESSING OF INFORMATION MATERIALS (ACCESSIONING, CATALOGUING AND CLASSIFICATION)

6.2.1 Upon receipt of information materials from the Supply chain office the Librarian records the information materials in the accession register (i.e book title, author, the publisher, the date acquired, the ISBN number and quantity of the information material)

6.2.2 The Librarian keys in the information materials in an in house created Microsoft Access database and is used as a backup for the library

6.2.3 The Librarian shelves the information materials on the clearly marked shelves with reference to the subject area of the library collection

6.3 CHARGING AND DISCHARGING OF INFORMATION MATERIAL

6.3.1 The Librarian assists a user to retrieve the information material they need from the shelves.

6.3.2 The Librarian informs the user on the rules of borrowing the book. (If the user is a CEMASTEA staff is allowed up to 10 days with the book, if the user is not a CEMASTEA staff they are allowed up to 3 days with the book and the penalties for overdue books)

6.3.3 If the CEMASTEA staff is working from home due to an emerging issue they are allowed up to 30 days and the penalties for the overdue books are applied.

6.3.4 The Librarian at the circulation desk records the book information in the circulation register that includes all details of the book and the user signs out for the book.

6.3.5 The Librarian receives an information material from a user upon return, if the user does not wish to renew the book the Librarian receives the book, ensures it's in good condition, and ensures the user signs in the circulation register to show date returned.

6.3.6 The Librarian receives a request for the renewal of the information material and if the book has not been requested by another user the Librarian issues it back to the same user.

6.3.7 The Librarian then shelves the book(s) on the respective shelf.

6.4. SECURITY OF INFORMATION MATERIALS

6.4.1 The librarian ensures that all books before being issued out the accession number is clearly indicated in the circulation register.

6.4.2 The librarian ensures that upon return the book is the same as the one issued out by checking the circulation register to confirm the accession number.

6.4.3 The librarian records any lost or damaged books in the books lost register.

6.4.4 The librarians ensure that the user responsible is surcharged according to the rates used to buy the specific information materials.

6.4.5 The librarians ensure that the replaced information material is accessioned and replaced on the shelf.

7.0 KEY PERFORMANCE INDICATORS

Key Performance Indicators	**Target**	**Frequency of Monitoring & Evaluation**	**Responsibility**
Provision of relevant and up to date information materials	100%	On going	Librarian
Ensure accessibility of information materials	100%	Quarterly	Librarian

8.0 PROCESS RISK

Refer to Library section risk and opportunities register

9.0 RETAINED DOCUMENTED INFORMATION

a) Control of documents procedure
b) The accession register (GOP/KM/LIB/R2/VOL.I)
c) The circulation register (GOP/KM/LIB/R1/VOL.I)
d) Book request register (GOP/KM/LIB/R3/VOL.I)
e) Lost book register (GOP/KM/LIB/VOL.I)
f) Library procurement plan

10.0 ANNEXES:

10.1 Annex I: PROCESS INTERACTION MATRIX

Suppliers	**Inputs**	**Activities**	**Outputs**	**Customer**
Staff Training Participants	Book request register	Processing requests	Information materials	Staff Training participants

	Material request register Needs assessment Procurement plan	Acquiring information materials		
SCMO	Information material	Processing of information material	Catalogue Accession Register	Training participants
Staff Training Participants	Users request Books Circulation register	Charging and discharging of information materials	Circulation record	Staff

10.2 Annex II: Process flow maps

