AKSUM UNIVERSITY
አክሱምዩኒቨርሲቲ
Office of the Vice President for Research and Technology Transfer
የምርምርና ቴክኖሎጂ ሽግግር ምክትል ፕሬዚዳንት ጽህፈት ቤት

Ref/ቁጥር:AKU/VPRTT/870/2017

Excellence Through Perseverance!
ልህቀትበጥረት!

Date/ቀን: 26/09/17

ለካምፓሶች/ ኮሌጆች/ እንስቲትዩት

አክሱም ዩኒቨርሲቲ፡-

ጉዳዩ:- የቴክኖሎጂ ሽግግር መመሪያ መላክ ይመለከታል

በምርምርና ቴክኖሎጂ ሽግግር ም/ፕረዚዳንት ፅ/ቤት የተዘጋጀ የቴክኖሎጂ ሽግግር መመሪያ ከዚህ ሸኚ ደብዳቤ ጋር 40 ገፅ አያይዘን የላክን መሆናችን እየገለፅን የዩኒቨርስቲ ማ/ስብ እንድያውቁትና እንዲጠቀሙበት በወቅቱ እንዲደርሳቸው አሳስባለሁ።

//ከሰላምታ ጋር//

Mekonen Aregai (PhD)
Research and Technology Transfer Vice President

Aksum University
Office of The Vice President Research & Technology Transfer
የምርምርና ቴክኖሎጂ ሽግግር ምክትል ፕሬዚዳንት ፅ/ቤት
አክሱም ዩኒቨርሲቲ

ግልባጭ

- ለፕረዚዳንት ፅ/ቤት
- ለአካዳሚክ ጉዳች ም/ፕረዚዳንት
- የማ/ስብ ጉድኝት ዳይሬክቶሬት

አክሱም ዩኒቨርሲቲ

Office Of The President
ፕሬዚዳንት ፅ/ቤት
www.aku.edu.et
gebre33@gmail.com
akupresidentoffice9@aku.edu.et

AKSUM UNIVERSITY
አክሱም ዩኒቨርሲቲ

ቁጥር/ Ref. No:-AKU /PR/ 365 /2017

ቀን / Date 25 /09/2017 ዓ/ም

ለምርምርና ቴክኖሎጂ ሽግግር ም/ፕረዚዳንት ፅ/ቤት
አክሱም ዩኒቨርሲቲ

ጉዳዩ:-በምርምርና ቴክኖሎጂ ሽግግር ም/ፕረዚዳንት ፅ/ቤት ስር የሚጉኙ መመሪያዎች መላክን ይመለከታል

በምርምርና ቴክኖሎጂ ሽግግር ም/ፕረዚዳንት ፅ/ቤት የተዘጋጁ የምርምር፣ የቴክኖሎጂ ሽግግር፣ የማ/ሰብ ጉድኝት እና ኢንተርንሽፕ እና ኤክስተርንሽፕ መመሪያዎች ከዚህ ሸኚ ደብዳቤ ጋር አያይዘን የላክን መሆናችን እየገለፅን የዩኒቨርሲቲው ማ/ሰብ እንድያውቁትና እንዲጠቀሙበት በወቅቱ እንዲደርሳቸው አሳስባለሁ።

ከሰላምታ ጋር

ገብረየሱስ ብርሃነ (ፕሮፌሰር)
ፕሬዝዳንት
Gebreyesus Brhane (Professor)
President

AKSUM UNIVERSITY

Office of the Vice-President for Research and Technology Transfer

Technology Transfer Guideline and Procedures

June, 2025

Axum, Tigray, Ethiopia

Table of Contents

List of Abbreviations

AkU	Aksum University
AU	Academic Unit
BIC	Business Incubation Center
Co-TTD	Co-Technology Transfer Developer
LSTTP	Large-Scale Technology Transfer Projects
MSTTP	Medium-Scale Technology Transfer Projects
PC	Principal Coordinator
PTTD	Principal Technology Transfer Developer
SSTTP	Small-Scale Technology Transfer Projects
TPP	Technology Project Proposal
TT	Technology Transfer
TTO	Technology Transfer Officer
TVET	Technical Vocational and Educational Training
UILTT	University-Industry Linkage and Technology Transfer
UILTTD	University-Industry Linkage and Technology Transfer Director
VPAA	Vice President for Academic Affairs
VPRTT	Vice President for Research and Technology Transfer

Preamble

Aksum University was established in 1997 by the Regulation of the Council of Ministers of the Federal Democratic Republic of Ethiopia No. 225/2011 with the responsibilities of teaching, research work, community engagement, and technology transfer.

There have been strong efforts in doing research, Community Services, and technology transfer activities at Aksum University, though achievements are not at the desired level. Recently, a new structural reshuffle has been put in effect, which is the separation of community service and university-industry linkage into two standalone directorates: Community Service and University-Industry Linkage and Technology Transfer (UILTT). UILTT has been working in different areas, particularly on Business Incubation Center establishment (BIC), technology transfer, internships and externships, joint applied research, and creating partnerships with different institutions and industries that empower and foster the established mission of Aksum University. Therefore, establishing such precise and clear guidelines and procedures for technology transfer is key for researchers and the community of Aksum University.

In the new Ethiopian Universities bifurcate, Aksum University is under the category of Applied Sciences Universities. Hence to achieve the vision of Applied Universities, the University should commit and invest in technology innovation and adoption that underpin the teaching-learning process and change the livelihood of the communities thereby becoming a leading university. Therefore, developing participatory, inclusive, and clear guidelines and procedures for Technology Transfer (TT) is mandatory.

This guideline focuses on outlining thematic areas, procedures to develop innovative technology transfer projects, duties, and responsibilities of Aku and the technology developers, reporting formats, budgeting system, evaluation system of projects and recruiting reviewers, and technology transfer project scales.

Part One:

1. General Provision

1.1. Short Title

This document can be cited as the **"Guideline and Procedures of Technology Transfer"** undertakings at Aksum University.

1.2. Definition of Terms and Concepts

Unless the context requires otherwise, in this guideline:

University: shall mean Aksum University.

Academic Staff: shall mean members of an institution employed in the capacity of teaching and/or research as per the Higher Education Proclamation (650/2009).

Community: any group of people inside and/or outside the university that affects and/or is affected by the activities of the university;

Technology: shall mean both material and immaterial knowledge, know-how, procedures, and systems, created by the application of mental and physical effort to achieve the value intended and to solve the economic and social problems, and improve quality.

Technology Transfer: the process of transferring technology from the person or organization that owns or holds it to another person or organization with the purpose of sharing skills, knowledge, methods of manufacturing, and facilities to ensure that scientific and technological developments are accessible to a wider range of users.

Technology Adoption: the extent to which a given technology becomes accepted, implemented, and incorporated into approved public use.

Technology Adaptation: the process of adapting the adopted technology for public use.

Industry: any organization/institution which could be governmental, non-governmental, or private, and NGO that has the potential for collaborative works such as Research, Technology transfer, Community service, Consultancy, Internship, and Externship.

University-Industry linkage: a system through which the university and/or its academic staff interact with the industry for mutual benefit. This can be realized through joint research, contract research, research grants, consultancy, community engagement, staff mobility, joint supervision of students, student internships, staff externships, cooperation in education, training of industry staff at higher education institutions, and lecturing by industry staff.

Conflict of interest: divergence between an individual's private interests and his professional obligations to the University, such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal.

Invention: the creation of any useful idea, process, machine, or discovery of the composition of matter that solves a significant technological problem or brings a novel solution to any challenge;

Inventor" means a person who has brought new and original elements to an invention.

Knowledge transfer: imparting knowledge to those in the society who can make use of it for the general good through publications, training, and education of students of employment of graduates, conferences, consultations, and collaboration, as well as obtaining rights to inventions and discoveries that qualify for intellectual property protection.

Partnership: shall mean a formal arrangement in which two or more parties cooperate to manage and operate an activity of mutual interest.

Research output commercialization: the process of commercial exploitation of methods and processes, products, kits, apparatus, substances, documentation, or information resource (or any part of such materials) to make, distribute, market, sell, hire out, lease, supply, or otherwise dispose of it to end-users.

Evaluation Process: refers to a series of actions that someone takes to evaluate a technology transfer project proposal, or progress report, or a terminal report of a project.

Evaluation: refers to the systematic and objective assessment of the performance of an ongoing or completed technology transfer project. An evaluation should provide evidence-based information that is credible, reliable, and useful.

Exhibition: shall refer to a public display of works of art or items of interest (Such as technologies, product prototypes, and artifacts).

Fund: refers to a sum of money saved or made available for a particular technology transfer purpose.

Intellectual Property: refers to property rights created through intellectual and/or discovery efforts of a creator that are generally protectable under patent, trademark, copyright, trade secret, or other law.

Progress Report: refers to a written document that explains how much progress is being made on something that has been previously planned. It conveys details such as what objectives have been

accomplished, what resources have been expended, what problems have been encountered, and whether the project is expected to be completed on time and within budget.

Proposal: refers to a detailed description of a series of activities aimed at solving a certain problem. A proposal outlines the plan of the implementing organization for the project, giving extensive information about the intention, for implementing it, the ways to manage it and the results to be delivered from it.

Terminal Report: refers to the completion report that a technology developer /consultant/ prepares about the performance of his/her project.

1.3. Scope of application

Unless otherwise provided in this Guideline and the Senate legislation, all provisions of this guideline shall apply to all issues of Technology Transfer activities of the University.

1.4. Gender References

Provisions of this Guideline set out in the masculine gender shall also apply to the feminine gender.

1.5. Objectives

The overall objective of this guideline is to create a smooth and uniform working environment, to provide a framework for preparing, implementing, monitoring, and evaluating technology transfer project works, and to capitalize on the transparency and effectiveness of technology evaluation and dissemination. This, in return, will increase the number of technology transfer project developers and the quality of the projects.

The specific objectives of this guideline include;

- To create a uniform and smooth working environment
- To increase academic staff participation in innovation and dissemination
- To foster the number of researchers in technology transfer projects
- To improve resource utilization and staff satisfaction
- To facilitate the financial settlement of technology project proposals
- To have a standard and uniform proposal writing, terminal report reporting system, agreement form, and technology dissemination approach
- To transfer fundamental knowledge and specific technologies to the industry
- To intensify the Capabilities and accomplishments of the institute and industries
- To enhance effective dissemination and commercialization of TT projects

Part Two

2. Technology Transfer Planning and Management

2.1. Duties and Responsibilities of Technology Transfer Officer

1. Instigate joint research and technology transfer projects with industries and other stakeholders;
2. Initiate the amendment of guidelines and standards related to TT and related activities;
3. Organize awareness creation workshops and seminars concerning major activities of the TT;
4. Search for potential national and international Grants to support joint research and TT activities;
5. Facilitate submission of TT proposals to the UIL-TT office for further review and budget approval;
6. Prepare TT strategic and action plans, program budget, and working guidelines;
7. Prepares the working plans of different partnerships related to TT;
8. Identify industries that have strategic benefits to the university with UIL-TT director;
9. Identify and facilitate the preparation of common TT proposals and projects with TVET, Enterprise, industries, and research institutes;
10. Coordinate and facilitate the development of new technologies,
11. Effectively facilitate the transfer of knowledge and technologies that are invented, copied, modified, and developed by staff and students;
12. Facilitate and support intellectual property issues (patent, utility model, copyright, industrial design, patent of introduction, trademark, and branding) and Licensing issues;
13. Facilitate the amendment process of guidelines and standards related to Technology Transfer and Business incubation as necessary;
14. Keep records of TT activities of the university;
15. Work along with the Technology Business Incubation Center and TT coordinators;
16. Initiate and Coordinate TT projects between the University and Industry and search for funds;
17. Assist in incubating, commercializing, and transferring appropriate knowledge and technology

18. Assist in the provision of a conducive environment for the university community to participate in technology transfer activities;
19. Prepare call for TT proposal and on-time notification of Acceptance/Rejection of submitted Proposal and Prepare agreement form for accepted proposals;
20. Facilitate the creation of a Technology transfer Data base and keep records of finished and ongoing TT projects;
21. Trace national and international calls for TT projects and announce them to academic staff and students;
22. Facilitate the preparation of project proposals for national and international grants;
23. Monitors, follow up, support, and reports status and performance of TT project;
24. Facilitates and organizes Technology and innovation exhibitions, workshops, and discussion forums including demonstration of new technologies;
25. Document and disseminate relevant technology information (patent information);
26. Facilitate the preparation of detailed specifications of technical equipment/ machine for purchase and estimation of costs;
27. Prepare quarterly and annual reports;

2.2. Technology Transfer Planning and Management

(a) Each College/Institute/school is required to develop and implement its own TT and financial plan for the fiscal year based on the cascaded plan from the University.

(b) Colleges, Institutes, and Departments/schools are required to establish TT committees to support the TT activities in their jurisdiction. College/Institute/Dep't/schools TT committees are formed by C/S/IRCSO/Deans/Directors/HoDs to advise their college/school/institute on TT matters.

2.3. The UILTT Committee

There shall be a University-Industry Linkage and Technology Transfer (UILTT) Committee responsible for the strategic management of TT at Aksum University. The composition of the Committee is determined by the University Senate legislation.

2.4. The College UILTT Committee

There shall be College/Institute/Schools UILTT Committees with membership and responsibilities outlined below:

Membership

(i) Chairperson – College/Institute Dean or Director or appointee

(ii) Chairpersons of Departmental UILTT Committees

Responsibility

- To coordinate, in consultation with the relevant departments all UILTT activities in the departments.

2.5. Departmental UILTT Committees

There shall be department UILTT committees with membership and terms of reference outlined below:

Membership

(i) Chairperson – Head of Department or HoD's appointee

(ii) Areas of specialization representatives

Responsibility

➢ Coordinate all UILTT activities in consultation with the relevant staff members.

Part Three

3. Rules Governing Technology Transfer Project Management

1 The university's academic and research staff and students are encouraged to be engaged in TT activities to enhance viable TT project management.

2 The University should have thematic areas that prioritize projects that can enable researchers and innovators to compete and efficiently utilize the limited resources available.

3 For this guideline, the Technology development includes invention, copying, adoption, and/or adaptation of technologies.

4 Technology transfer as a scientific process needs to pass through the following activities;

- a Prioritizing research agenda,
- b Idea initiation,
- c Proposal development,
- d Reviewing,
- e Granting,
- f Executing,
- g Monitoring and evaluation, and

h Dissemination.

5 Based on the National Policy, Directives, and Strategies plan of the University, Academic Units, and Industries shall set short and long-term TT agenda to implement TT project outputs.

3.1. Approaches to Technology Transfer

1 Under this guideline, the push and pull approaches are adopted for TT.

2 In the push approach, technology developed or improved by the academic will reach into the industries to solve their problems.

3 In the pull approach, the industry requests the University for technological Solutions for typical problems, and the academic wing invests its time, effort, and knowledge to come up with appropriate technologies.

3.2. TT Workflow Phases

The TT workflow has five basic phases;

1 Phase I: Initiation

a Under this phase, the idea for technology to be transferred is generated and made in the required formalities.

b Ideas for technology transfer can emanate from different alternatives, such as:

i Request from the communities and industries

ii Research outputs, Master's thesis, and PhD dissertation

iii Students' internship project,

iv Thematic areas of institutions,

v Value chain analysis, etc.

vi Call for proposals

c call for proposal and submission.

2 Phase II: Preparation

a In this phase, submitted TT proposals are evaluated and screened.

b All stakeholders should take part in financing TT projects. However, TT-project proposals should be evaluated for their technical and financial feasibility and beyond.

c This phase may have two or three steps according to the nature and complexity of the submitted TT-proposal

d In pre-screening, submitted TT proposals can be made to be evaluated by the UILTT council.

e The UILTT director, considering the feedback from the council, can automatically reject proposals that are not consistent with the thematic areas or capabilities of the University or may be treat them as a special case to be dealt with by customers or other stakeholders.

f To realize consistency of evaluation, a common pre-screening format that is generic but representative should be provided to examiners.

g Due dates should be set for the academic units to submit the evaluation results, and they should be aware of and strictly follow the schedule.

h Award of successful technology transfer projects.

3 Phase III: Technology Development

a At this phase, the TT project developers can start doing the TT project.

b In the technology development process, technology developers can include experts from the industry or customers from the community to deal with the practical implications of new developments in the technology.

c Whatever the TT project is, the main thing in this phase is to successfully execute the technology development within the planned resource and time requirements.

d Technical and quality control of materials by the directorate

e Workshop/laboratory validation and pilot/field test

Phase IV: Commercialization and Dissemination

a) The commercialization of developed technologies shall be governed by the relevant national legal frameworks and the intellectual property guidelines of the University.

b) After a TT developer realizes that the technology can be commercialized, it needs to be disseminated to the target market or customer.

c) It is only when the target customer or market gets the technology and uses it to solve the identified problem or to meet the identified demand for improving productivity or welfare of the target community that technology can be transferred.

d) Way of demonstration

e) System integration

f) Marketing strategies

Dissemination of Technologies;

i **Start-up a company**: a start-up company of a technology transfer project is a business venture that is expected to be commercialized. Accordingly, TT developers in collaboration with the UILTT office, can open a business enterprise on the production, distribution, and other related business activities of the technology.

ii **Transfer to a market where commercialization is possible:** it is a system that enables TT developers to make a business without selling the full package of the technology. In this case, it is assumed that either similar products or products that give the same function are available in the market. Thus, the existing business makers can deal with the TT developer and UILTT office to jointly make a new dimension of the seemingly same business idea. With the agreed business, the two parties in the agreement will last long till the lifetime of the business.

iii **Selling the technology to an existing company**: when the TT developer is unable to go for a new business start-up, he/she can sell the technology to an existing company that has relevance and capability to produce the technology/product and the ability to make the business. This implies that the technology should, in some way, be consistent with the existing business orientation of the company. If the technology is IP protected, the two parties should also deal and agree on the selling conditions of the technology, whether it includes its IP rights or not.

Iv. **Handing over to the community**: even though the TT developer realizes that the technology can be commercialized and disseminated to the current market if however, he/she gives higher priority to delighting the surrounding community via his/her technology, he/she can provide it to a public institution which can act as non-profit making business but the target customer gets the technology appropriately. In this case, the TT developer may be required to offer adequate training to transfer the soft skills associated with the technology.

Part Four

4. Technology Transfer Project Categories

Generally, Technology Transfer projects at Aksum University fall into three categories: large-scale Technology Transfer Projects (LSTTP), Medium-Scale Technology Transfer Projects (MSTTP), Small-Scale Technology Transfer Projects (SSTTP), and Demand-Driven Technology Transfer Projects. These categories differ in objective, expertise mixture, scale, demand situation, fund amount, and duration of projects.

4.1 Large-Scale Technology Transfer Projects (LSTTP)

Large-scale technology transfer Projects are those multi-disciplinary and inter-disciplinary technology transfer projects with a budget requirement of up to 500,000 ETB, they will take at most 3 years to complete. Large scale includes at least 8 (Eight) members, 2 (two) assistant professors/MD with specialty /DVM with specialty and above, 2 (two) M.Sc./MA/Chief technical assistant II and above, 4 PhD students/M.Sc. students, at least from 4 (four) fields of specialization directly related to the study. If there are no Master's/PhD students, BA/BSc students/chief technical assistants I and above will take their place.

Large-scale technology transfer Projects solve practical community and industry real-life problems by developing technologies or models through a value chain analysis approach. The technology transfer projects should at least benefit 600 community members and/or replace/reduce importation. Must produce a Prototype/manual of the proposed technologies.

4.2 Medium-Scale Technology Transfer Projects (MSTTP)

Medium-scale technology transfer Projects are those multi-disciplinary and inter-disciplinary technology transfer projects with a budget requirement of up to 200,000 ETB, they will take at most 2 years to complete. Medium-scale technology transfer projects should include at least 6 (Six) members, 3 (three) M.Sc./MA/MD/DVM/Chief Technical assistant II and above, 3 M.Sc./MA students at least from 3 (three) fields of specialization directly related to the title of the project. If there are no Master students, BA/BSc students will take their place. It is mandated to solve community and/ or industry problems defined by the community, industry, or experts. The technology transfer projects should at least benefit 300 community members and/or replace/reduce importation. Must produce a Prototype/manual of the proposed technologies.

4.3 Small-Scale Technology Transfer Projects (SSTTP)

Small-scale technology transfer Projects are those multi-disciplinary and inter-disciplinary technology transfer projects with a budget requirement of up to 75,000 ETB, they will take at most 1 year to complete. At least four members, 2 lecturers, and below, 2 BA/BSc students are required. This type of project provides young academic staff with the rank of lecturer and below an opportunity to learn, practice, and experience while working on a real-life problem. The technology transfer projects should at least benefit 150 community members and/or replace/reduce importation. Must produce a Prototype/manual of the proposed technologies.

4.4 Demand-driven projects

These projects are designed for special purposes where the directorate plans to accomplish value chain-based projects, emerging community and/or industry problems, the focus area of the university, and other demand-driven technologies by the university. This type of project must be approved by the VPRTT office.

NB. Depending on the nature of the project and various national directives or guidelines, the corresponding directorate may, in certain situations, determine the number of direct beneficiaries of technology transfer programs. It is not allowed for technical assistants, regardless of their rank, to become a PTTD in any project.

Extension of Technology transfer projects may be requested once for 6 months before the completion of the project duration. The request shall be approved by the college council and authorized by the Directorate and VPRTT. Importantly, Technology developers who do not submit a terminal report and prototype will not participate in new proposal calls of Aku.

Part Five

5. Prioritizing TT Thematic Areas

Thematic areas should be prioritized based on the socio-economic settings of the mandate area of Aksum University and the experts available at the University.

For this article, the following shall be used for prioritizing TT issues in the University:

a TT ideas are normally required to be in line with the needs and priorities of the country, the missions and objectives of the University, and the felt needs of the community at large, based on the push-and-pull approach

b Thematic areas shall remain the guiding principles for prioritizing TT ideas;

c Guidelines for prioritizing TT issues may be set by the VPRTT in consultation with the Academic Units (AU) and industries.

d The UILTT Director shall periodically prioritize, facilitate, and/or revise its UILTT activities and inform the priorities to VPRTT, AU, and industry.

Table 1. Thematic Area of TT

1. **Energy and waste management technologies** 2. **Agricultural and natural resources technologies** 3. **Chemical products** 4. **Biotechnology** 5. **Insect technologies** 6. **Aquatic technologies** 7. **Pharmaceutical and medical technologies** 8. **Archaeology and tourism technologies**	9. **Financial technologies** 10. **Information communication technologies** 11. **Manufacturing technologies** 12. **Construction Technologies** 13. **Service delivery technologies** 14. **Educational Technologies** 15. **Assistive Technologies**

Part Six

6. Guidelines and procedures

6.1 Submission of TT Project Proposals

a. Every July /Hamle/, the UILTTD in collaboration with College/ Institute issues a call for technology transfer proposals. The call for proposals with the deadline date should be posted on all Campus and College/ Institute boards in addition to AkU's website and the university's official social media platforms.

b. Each project proposal call shall give at least a month of proposal preparation. Proposal submission will expire right at 5:00 PM of the stated deadline. If the deadline is on a weekend or holiday, the next working day will be the deadline. The project proposal should be submitted as per the direction of the Directorate. Late project proposals will not be considered for processing.

c. In case if applicants are insufficient, the call will be re-advertised for 5 days and the time will be the same as indicated above.

6.2. TT Project Proposal Review Process

Three levels of proposal evaluation processes may be practiced: these are

1. Pre-screening/Automatic rejection
2. Specific evaluation
3. Panel of experts (for large-scale TT)

The following rules shall be used in the TT project Proposal Review Processes of the University:

1 TT project teams or initiators who wish to participate in the TT project grant competition should submit the developed proposals to the office of the TT officer.

2 The UILTT Committee shall check for conformity of the proposals with the guidelines, thematic areas, and formats;

3 In each Academic Unit, a TT project Proposal peer-reviewers team may be set up, as required, by the UILTT Committee;

4 Peer reviewers shall be chosen based on affiliation in fields of study and professional merit.

5 Notwithstanding sub-article 3 of this article, the UILTT Committee can assign anonymous reviewers;

6 Reviewer teams shall critically review proposals based on the approved formats.

7 Anonymous review of proposals shall be practiced. However, open review of proposals shall be practiced if supported by the majority of the UILTT Committee in the academic unit.

8 For large TT proposals, three anonymous reviewers shall be assigned, of this one internal examiner, one external examiner, and one panel expert, with a member of three professionals, which accounts 20% of the total. The panel expert team will be selected by the Directorate in consultation with the VPRTT.

9 For Small and Medium TT proposals, two anonymous reviewers shall be assigned, one internal examiner, and one external examiner; however, for small-scale TTP, both evaluators might be internal. If the condition allows or the directorate believes, there might be a probability of establishing a panel of expert evaluators (3) to review the proposal. Besides for small-scale TTP, both evaluators might be internal.

10 The reviewers should strictly follow the guidelines and submit their evaluation report according to the format.

11 When any bias is identified in the review process, immediate corrective action shall be taken by the UILTT Committee.

12 Project initiators shall present the proposal in public, and all members of the project proposal must avail themselves during the proposal defense.

13 The UILTT Committee and/or the review teams who did the reviewing shall check if the comments forwarded during the defense are incorporated.

14 The proposal should be reviewed by the Institutional Review Board if the proposal has ethical concerns.

15 The review process shall strictly be adhered to, and no step shall be skipped unless otherwise agreed upon, in written form based on convincing reasons.

16 All the above processes shall be arranged by the UILTT Committee, led by the TT officer.

17 The final decision of acceptance for a TT project shall be given centrally by the UILTT Committee.

18 The acceptable difference between the internal and external or between the internal reviewers should be less than or equal to 15 points.

19 The UILTT Committee shall approve the TT project progress and final accomplishment. The hard copy (final copies) of funded projects shall be submitted to the UILTT directorate, finance, and the college/Institute

20 If there are any complaints regarding the proposal review process, the TT team members will appeal to the UILTT Directorate for a solution.

NB. Three level of proposal evaluation processes (the prescreening, specific evaluation and general evaluation (panel of experts will be selected based on the submitted proposals)) should apply for large-scale project proposal evaluation. Whereas, the prescreening committee will screen the TTP based on the exclusion criteria.

6.3. Exclusion Criteria

Any proposal will be automatically excluded in either of the following cases:

- If a Proposal is not written as per the AkU proposal writing and submission format.
- If the project team composition is not in line as indicated in the guidelines.
- If specialization of the team members is not in line with the project.
- If the proposed project is not within the AkU thematic area.
- If the proposal is not signed by any one of the project members.
- If an academic staff number, involvements exceed 2 (two) in projects 1 as PI and 1 as Co-PI, or 2 as Co-PI.

- If an academic staff member fails to mention the number of prototypes/ beneficiaries in number expected from the project.
- If the project budget limit exceeds as indicated in the guideline, depending on the scale of the project.
- Page limit: 25 pages, starting from the introduction to assurance for all types of projects.
- If the project is submitted after the deadline, both the soft copy and the hard copy.
- If the members do not submit the certificate of completion for the previously financed TTP. This refers to the technology that must be field tested, verified in a workshop, or released into the community.

6.4. TT Project Granting Procedure

The fund release for proposed TT projects will be conducted based on the following procedures:

1 Fund release for approved TT project proposals should be authorized by the director or the College/Institute.

2 A TT project contract shall be signed between the project coordinators and the University, as well as the funding agency, when the project has been approved, irrespective of the source of the fund.

3 When there is an interest in joint ownership of TT project results, the contract shall be between the project coordinators as one party and the joint fund providers as the other party, and the University.

4 Funds are released for approved TT project proposals in two installments 50% of the budget for the first installment and 50% for the second installment for TT projects to be completed in one or two fiscal years;

5 If a TT project proposal has a special nature and requires allocation of more than 50% of the budget for the first installment, it shall be approved by the UILTT Directorate.

6 The 2nd installment shall be released upon submission of a sufficient and sound progress report to the TT officer, and expenses from the previous installment payment shall be settled as per the relevant financial procedures of the University.

7 If a TT project is conducted for more than a year, the budget allocation will be based on the budget breakdown of the proposal.

6.5. Administration of TT Projects

1 The progress of each TT project activity shall be reported by the principal coordinator (PC) or the co-coordinator in two phases or, more than two based on the duration of the project reports and submitted to the UILTT director

2 Progress reports will be prepared as per the format prepared by the UILTT Directorate.

3 If the monitoring and evaluation indicate that a project has not been going as planned or if there exists some fraud, the TT officer may enforce reimbursement of previously paid budget, and if necessary, pursue legal action.

4 The financial administration of TT project funds shall be governed by the existing financial policy and procedures of the University and such other relevant guidelines as may be issued by the VPRTT upon approval by the Senate.

5 All full-time teaching staff at the university are expected to conduct the TT project and disseminate it to the end-users.

6 Project team members from other organizations working with the University staff shall not be assigned as Principal coordinators; they shall not withdraw the TT project budget or shall not request ownership of intellectual property rights arising from the TT project output unless agreed otherwise from the outset.

7 Academic staff with accepted TT project proposals shall inform the department head and UILTT director of the respective Academic Unit to get the stipulated exemption from classes in a given semester and adjust teaching loads;

8 In annual technology transfer conferences and exhibitions of the university, all the university-funded TT projects should be presented orally or in the form of poster presentations.

9 The Deans/scientific directors shall facilitate the UILTT activities, support, and incorporate UILTT activities in the main report;

10 TT project results shall be communicated to the responsible community members and implementers, or other concerned stakeholders.

11 If a TT project is terminated due to justifiable reasons, or if the work is not properly carried out within the planned time, the coordinator should return the unutilized money to the university before the closing date of the budget year.

12 Once TT proposals are approved, funds may be utilized according to the approved itemized budget breakdown and according to the work plan. Coordinators should strictly adhere to the cost breakdowns indicated in each proposal. However, budget transfers may be allowed in consultation with the UILTT director and Deans/scientific directors

13 Once a TT project is approved and the budget is secured, the approved TT project implementation location, the work plan, methodology, or objective of the study cannot be changed without informing and getting permission from the UILTT council or UILTT Director.

14 When a Principal Coordinator (PC) leaves or decides to leave the University, he has to provide prior notice for the termination of his duty and secure a permission letter from the respective AU, Deans/scientific directors, and they shall delegate a principal coordinator from the co-coordinators

15 A TT project implementer who has received a grant either from the university or other funding agencies (who have an agreement with the University) is obliged to submit hard and soft copies of the final result and settle financial matters with the UILTT director. Unless these are proven, the individual will not receive another university grant; will be denied clearance when leaving the University in any manner (scholarship, transfer, pension, etc).

6.6. Consumable and Non-Consumable Technology Transfer Resources

(i) Part of the TT fund given to a TT project could be utilized for the purchase of items and equipment that are essential to the proposed TT work. Purchase of all items and equipment should follow the university's purchasing system.

(ii) The investigator should use resources already available in AkU (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.

(iii) Purchase of resources already available in the university is not allowed as it leads to misuse and unnecessary expenditure of the TT budget. Requests for use of such resources, facilities, and services may be made through a written application, outlining the resources required, to be endorsed by the VPAA, or VPRTT and submitted to the concerned department.

(iv) Any investigator must secure written permission from the respective College Dean or Institute Director before taking equipment or a non-consumable item out of campus for a TT purpose.

(v) All fixed assets purchased by the university TT grants and all resources borrowed from the university for the TT purposes are the properties of the university and, therefore, must be returned to the university upon completion of the project.

(vi) Any material equipment and any other fixed items or resources acquired by the PTTD under his/her TT project must be registered by the property administration of the university and should become institutional property upon completion of the project.

(vii) Incomes generated by the TT developer (s) from TT activities such as sales of technology outputs shall be shared with the university.

6.7. Hiring Technology Transfer Assistant(s) and other personnel

(i) Other technical staff required for the implementation of the TT project may be hired on a fixed amount for a fixed period on a contractual basis. Modalities for utilization of the TT fund under such provision may include.

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 TT developer.

b. Acquisition of consulting/advisory services that are necessary for undertaking the TT project. Such consultancy/advisory fees are payable to consulting firms or individuals who are not members of the university.

c. Acquisition of institutional services for specialized technical/ laboratory works for which the university has no such infrastructure or services;

d. Short-term employment of unskilled workers who may be engaged on daily wages for the expedition, fieldwork, and the like.

(ii) The principal technology developer should submit a certification attesting to the number of hours of work that were rendered by his/her TT assistant(s).

(iii) Details about TT assistants, analysts, laborers, and so on must be provided clearly in the project proposal.

6.8. Role and Responsibility of Project Team Members

- Every member of the project shall present himself or herself at the project site as per the schedule.
- Team members should sign and agree on the task, the activities budget breakdown, and the period of the project.
- All members are responsible for any activity upon a request from the PI
- If the PI needs any support/help in writing a report, every member must have a responsibility to prepare
- All Co-PIs have a role and responsibility in getting an update of the financial report from the PI
- The PI should have a duty to report the activity plan and financial breakdown to the project members upon request
- The PI has a responsibility to report the financial settlement to the respective office
- If the PI fails to submit a progress report, terminal report, or prototype, all the team members are responsible and accountable
- Team members have to retain the social and moral values of the community of the project site
- The PI shall be responsible for resolving any dispute that may arise among team members
- If the PI is unable to notify financial matters of the project to the team members, the team members may report the case to the responsible office, and then the office may initiate a disciplinary investigation

Table 2: Technology transfer credit equivalence

The overall load for technology transfer projects is specified here below in the table;

Types of projects	Credit equivalent for PTTD/PTTC	Remark
Small	3	To all scales, Co-TTD will get a load of 1 credit hour
Medium	3	
Large	3	

6.9. Monitoring and Evaluation Procedures

Monitoring and evaluation of the TT Project in the University shall be made based on the following procedures;

1 Proper implementation/execution of each project is the responsibility of those involved in the TT Project.
2 The UILTT Council or TT officer shall ensure the steady implementation of TT project proposals regularly.
3 The project team shall submit regular progress reports to the UILTT Committee or the TT officer.
4 A person implementing a TT project should submit a progress report using the format to the TT officer annually.
5 Any concerned body in the University shall supervise TT project activities in the field and/or laboratory at any time for appropriate utilization of funds, correct use of methods, location, etc.
6 The outputs of each project should be presented as progress reports in exhibitions, conferences, and eventually, every effort shall be made for wider dissemination.
7 Full packages of completed and verified TT projects shall be disseminated or commercialized through training, demonstration, communication using various media, etc. A joint validation by the project implementer, UILTT Committee, or UILTT director, or respective industries shall decide this.
8 Written feedback shall be provided for reports presented on the progress of TT projects by the UILTT Council or UILTT director as much as possible.
9 Any good practices and challenges of TT project activities will be documented and communicated for future use.
10 TT project Implementers shall validate their output before submission and dissemination.
11 UILTT Council and UILTT director shall regularly assess/evaluate the planned TT project activities;

6.10. Output, Outcome, and Impact Assessment of the TT Project Result

The University shall use the following two alternative approaches to monitor and evaluate the effect of TT project outputs

1 **Tracking forwards**: from the completed TT projects to see where, when, and how it is communicated, and to what effect, or tracking forwards, the university will decide where to look for effects and use the four categories to capture the value chain-based TT project output.

   a Sector benefits (e.g., impacts on specific industries)

   b Wider social benefit (e.g. economic benefits from increased population health or productivity)

   c Policy or product development (e.g. input into official guidelines, competitive industries)

   d Capacity building (e.g. IP rights, career, and skill development)

2 **Tracking background**: examining policy choices, organizational management, and professional practice to explore how the TT project is sought out and used in these areas and to what effect. For tracking backgrounds, the university may undertake interviews and commercialize products with TT project users by deploying different mechanisms.

6.11. TT Project Audit

1. A TT Project audit shall be conducted by the VPRTT office every three to five years to assess how well the theme is and whether the AU met the university's TT project objectives. The areas which the audit should focus on include;

   a The scope and extent of the TT project activity

   b The strengths and weaknesses of TT project activity

   c A financial report on revenue and expenditure. The report should also include the names of major sponsors, clients, and stakeholders

   d The focus and future direction of the TT project activity;

2. Based on the findings, a strategy to improve their TT project implementation performance is drawn up. The audit report and strategy are submitted to the Senate for approval.

6.12. Certificate of completion

Technology developers will not be awarded certificate of completion if the technology is not transfer to the community or not granted patent/utility right and will not participate in technology transfer proposal project calls sponsored by Aksum University.

6.13. Collaboration

Collaboration, any academic staff member may collaborate with other individuals or institutions for research, community service, or technology transfer projects by fulfilling the following requirements:

1. There is no payment for collaborators for all types of projects other than Aksum University staff.
2. There should be a clear memorandum of understanding between the collaborator and the home institution

6.14. External grant:

Any academic staff who wins an external grant, 10% of the total grant should be for the university, from which 8% is for office administration and 2% for the University as internal revenue.

6.15. Misconduct or Cheating

If any researcher misconduct/cheat, he/she should reimburse the project fund or the advance payment immediately after the notice of misconduct or cheating. In addition, the college/institute/school should install a disciplinary investigation disregarding the efforts exerted on the preparation of the proposal/s. all processes of the disciplinary actions should be based on the University Legislation.

Appendix I: TT Project Proposal Format

Form 001

For	Title of the Project: ______________________ Submitted to: Aku, University-Industry Linkage and Technology Transfer Directorate

Name Of the PI:)			Duration of the Project:
	Project Start Date: ____		Project End Date:
			Grant size in Birr____________

	Research Thematic Area ☐ Put the number that represents your area of investigation in the box
	The scale of the project Small Scale ☐ Medium Scale ☐ Large Scale ☐
	Address of PI and Technology developer Team Members

S.N	Name	Specialization	sex	E-mail	Phone no.

	For RTTVP Use Only		
Remarks	Approved ☐	Rejected ☐	Date ☐

1 Executive summary

2 Background for the Project:

3 Problem Statement:

4 Objectives of the Project:

4.1 General Objective

4.2 Specific Objectives

5 Materials and Methods:

11.1 Type of Technology: (Is it Innovative, copying, adoption, Adaptation, or any other else…?)

11.2 Techniques for development

11.3 Materials required for the project[1]

11.4 Method to test the technology/system (workshop/laboratory validation and pilot/field test

6 Benefits and Beneficiaries of the Project

7 Technology Transfer Plan: Include a brief goal, approach, and deliverables statement.

8 Proposed strategies to measure impacts.

9 Feasibility of the technology: (Can we make, fabricate or manufacture the technology with an affordable price? Is the cost of the technology expected to be less than the imported technology? etc.)

10 Description of facilities available at sites of performance:

11 Work plan

PHASE I:

Duration: (From DD/MM/YY – DD/MM/YY)

Description:

PHASE II:

Duration: (From DD/MM/YY – DD/MM/YY)

Description

12 Cost of the Project: (Give an Itemized Listing of the Direct Costs Involved in the Project)

12.1 Equipment and Consumable

Item	Unit	Number/Amount	Unit price in Birr	Total price in Birr

[1]*Times New Roman, font size 12, line space 1.5*

Total				

12.2 Personal Costs

Work type	Unit	Number/Amount	Unit price in Birr	Total price in Birr
Total				

12.3 Transport cost:

12.4 GRAND TOTAL COST In Birr

PHASE	COST BY PHASE
Phase I	
Phase II	
Grand total	

13 Duties and responsibilities of team members:

The duties and responsibilities of every team member should be clearly specified.

14 Assurance of project coordinators

The undersigned technology developers agree to accept responsibility for

1) The scientific and technical conduct of this technology development/transfer project.
2) The handover of fixed items purchased for the project during/after completing the project to the technology transfer directorate office
3) Settling the budget used on time

4) The provision of the required progress and financial reports on time

5) Submission and Presentation of the final report and innovated/developed technology

NAME OF TECHNOLOGY DEVELOPERS SIGNATURE DATE

1. _____ _____ _____
2. _____ _____ _____
3. _____ _____ _____
4. _____ _____ _____
5. _____ _____ _____

15. **CV**

16. References

Appendix II: Pre-selection Criteria for TT Project Proposal

				Form 002	
Date(d/m/y): ___/___/_____		Evaluation Criteria for Technology Project Proposals (TPP)			
S. N	Major Criteria	Sub-Criteria		Points (%)	Score
1	Relevance of the proposed technology	It is an innovative and adoptive Technology		5%	
		Current demand of the region		5%	
		The proposed technology can solve the intended problem of the community and industries		5%	
				5%	
2	The professional mix of team members related to the project				
	If good composition (100% of the members directly match the project)		5%		
	If fair composition (50% of members directly match the project)		3%		
	If poor composition (25% of the members directly match the project)		2%		
3	Clarity of the project objectives			5%	
4	Appropriateness of methodology to be used	Clarity of the methods and tools for the technology to be developed/adopted/innovated/disseminated		10%	
		Availability of materials in the local market		2%	
		Easiness of the technology design and development		4%	
5	Commercialization and dissemination mechanisms	Availability of adequate local demand		4%	
		Easiness of manufacturability		4%	
		Easiness of business establishment (start-up, sole proprietorship, etc		4%	
		Easiness of marketability of the technology		4%	
		Clarity of the proposed technology to be adopted by the end users)		4%	
6	Relevance of project activities and budget requirement	Appropriateness of project activities with the scope and theme		5%	
		Appropriateness of budget requirements with project activities		5%	
7	Attainability of project outcomes in the stated time duration			5%	
8	Evaluation and monitoring mechanism			5%	
9	Sustainability of the innovated and adopted technologies	Gender impartial		2%	
		Environmental sound		2%	
		Socially acceptable		2%	
		Affordable		2%	

		Efficiency and effectiveness in terms of time and resource utilization	4%	
10	Is the technology creating job opportunity, generate income and improve service delivery		7%	
		Total	100%	
Proposals scoring ≥ 60 will only be considered for funding.				
Finally, the result will be converted into 70% =				

Number 2 will be filled later in the office

Evaluator Name_____

Signature_____

Date_____

S/No	Criteria		Weight	Earned Points
1	Language clarity of the presentation		6	
2	Clarity and coherence of the project content		7	
3	Knowledge and ability of addressing the raised questions and comments		10	
4	Ability of using the allotted time effectively		2	
5	Do PI and members have expertise on the project to ensure service quality		5	
	To be filled after the presentation			
6	Academic qualification	- Professor 1 - Associate professor 0.9 - Assistant professor with Ph.D. 0.8 - Assistance Professor with no Ph.D. 0.7 - Lecturer/Chief Tech. Ass. III 0.6 - Assistant lecture/Chief Tech. Ass. II 0.5 - GA-II/Chief Tech. Ass I 0.3 - GA-I/Senior Tech. Ass. 0.2	5	
	N.B. The maximum points earned will be 5 even if it exceeds 5 based on number of participants			
Grand Total			35 %	

Evaluator Name_____

Signature_____

Date_____

Appendix III. Panel expert evaluation criteria

Criteria	Description	Weight	Weighted Score
1. Scientific and technical maturity of the proposal	Innovation, significance, clarity of objectives, Realistic methodology, and resource planning, budget breakdown	3%	
Dissemination and adoption capacity		3	
2. Feasibility	Environmental sound, socially acceptable, affordable, gender impartial, possibility of startup establishment, practically applicable, and solving the intended problem of the community or industries	5%	
3. Strategic alignment	job creation opportunity, income generation, improve service delivery, reduce technology importation…	5	
4. Impact	Short, medium, and long-term impact (Environmental, social, etc)	4%	
Total		20%	20%

Name of Reviewer_____ Signature_____

Name of Reviewer_____ Signature_____

Name of Reviewer_____ Signature_____

Appendix IV: Technology Transfer Grant Contract Form

Form 003

Technology Transfer Developer Agreement and Approval Sheet

V/Dean/Institute for RCTT or Academic Affairs and Research V/Scientific Director

Name: _____

Signature: _____

Date: _____

University, TTO

Name: _____

Signature: _____

Date: _____

Stamp:

University, UILTT Director

Name: _____

Signature: _____

Date: _____

Stamp:

University, VPRTT

Name: _____

Signature: _____

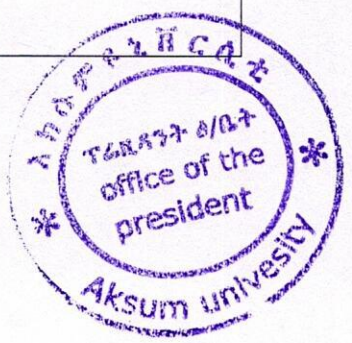
Date: _____

Stamp:

For Use by the Office of VPRTT/UILTTD or the University's Technology Transfer Committee Only

Amount of Approved Budget

Period of Allocation



Form 003

Date (d/m/y): ___/___/_____	**Technology Transfer Developer Grant/Contract Agreement**	Page ___ of ___

Title of TT Project:

Project Code: _____

Project ID: _____

A. This contract agreement is made between

TT Grant Provider	Technology Developer
Name: Aksum University Address: P.O.Box 1010 Tel _____ Fax _____	*PTTD's:* _____ Department: _____ *College/school* _____ *Address: Mobile:* _____ *E-mail:* _____

B. Statements of Agreement

The TT Grant Provider	The Technology Developer /s
1. Pay the project budget according to the agreed installment basis. 2. Is responsible for facilitating the necessary 3. inputs stated during and/or before the agreement 4. Is responsible for following up the implementation of the agreement 5. Does not allow budget for training except after a proper prototype is developed and validated by concerned bodies	1. Is/are responsible for undertaking the project according to the schedule stated in the proposal. 2. Is/are responsible for demonstrating progress for the TT office in significant stages of the project. 3. Is/are responsible for paying back the sum of the expenses, which are not evidenced by the acceptable documents and unused funds. 4. Technology Developers will be accountable if they fail to justify the financial expenses. 5. If the Technology Developers fail to finish the project in due time, they are responsible for timely notifying the TT office in written form. 6. The fund granted shall be utilized according to plan. 7. Is/are responsible for the resettlement of financial affairs. 8. Submit the final version of the developed Technology; **Name:** **Number:**

C. Amount of Grant (Amount, In words)

_____

D. Planned reporting schedule

Report №	Period covered	Report expectation date
1st		
2nd		
3rd		

E. Planned disbursement schedule

Installment №	Date	Amount in ETB
1st		
2nd		
3rd		

F. Material Purchase and properties

On purchase: technology developers shall not be allowed to purchase any material out of the legal procedures of the finance and procurement sectors.

Project properties: at the end of the project period, the university has full rights to possess every permanent material the investigator bought for the project purpose. Therefore, the PTTD has agreed to return all permanent materials to the respected purchasing and property administration.

G. Breach of Agreement

Of the TT Grant Provider	Of the Technology Developer /s
1. Utilization of the grant for purposes other than what is stated in the proposal	1. Utilization of the grant for purposes other than what is stated in the proposal unless approved by the TT office 2. No fulfillment of the undertakings assumed by the project owner. 3. Failure to notify the TT office of any challenges that delay the project. 4. Failure or delay in the demonstration of the progress as per the proposal.

H. Consequences of Breach of the Agreement

To the TT Grant Provider	To the Technology Developer /s
1. If the TT grant provider delays of financial settlement; 2. Delay of project result 3. Lose of authority to question the grant receiver	1. If the TT office accepts the reason for failing to demonstrate progress or final report/work, the Technology Developer should schedule another date in consultation with the office.

	2. If the Technology Developer/s fail/s to present a satisfactory reason for failure, they should pay back any expenses used for the project as soon as the office decides the date. 3. If the Technology Developer/s fail/s to finalize the project within the timeframe, the office will write a letter to the finance case team to suspend their salaries.

I. Intellectual Property Rights

1. The Technology ownership between the TT Grant Provider and the Technology Developer will be as per the IP Policy or rules and regulations of Aksum University.
2. After the completion of this agreement, any equipment, or materials, acquired from the Technology Transfer shall be the property of Aksum University.

J. Duration of the TT Project

Expected Starting Date: ____/____/_____	Expecting Ending Date: ____/____/_____

K. Signature of Agreement

TT Grant Provider	Technology Developer /s
1. Name of TT-officer: _____ Signature: _____ Date: ____/____/_____ 2. Name, UILTT Director: _____ Signature: _____ Date: ____/____/_____ 3. Name, VPRTT: _____ Signature: _____ Date: ____/____/_____	1. Name of PTD: _____ Signature: _____ Date: ____/____/_____ 2. Name, Co-TTD: _____ Signature: _____ Date: ____/____/_____ Date: ____/____/_____

Appendix V: Criteria for Internal and external evaluators or assessors

➲ The screening criteria for Internal and External Reviewers and their respective values are offered in the following Table.

Form 004

No.	Criteria
1	Academic Rank: 20% • Professor with PhD: 20 • Associate professor with PhD or Professor with Masters: 16 • Assistant Professor with PhD or Associate Professor with Masters: 12 • Assistant Professor with Masters: 8 • Lecturer/Chief Tech. Ass. III: 4
2	Specialization, Previous TT similarity and topic publication Relevance: 35% • Topic publication /developed TT: 15% • Having direct specialization: 7% • Having related specialization: 3% • Having conducted similar/related TT: 10%
3	Teaching or Research work experience: 20% N.B. One year of research or teaching experience shall be equivalent to two points; however, a candidate having 10 or more years of teaching and research experience shall earn a maximum of 20 points.
4	Reviewing Research/Proposals/Abstract Papers 20% • For one reviewing manuscript/terminal research/CS/TT: 10% • For one reviewing proposal research/CS/TT: 8% • Any number experience of in reviewing abstract/CS/TT: 2% N.B. The conversion factor will be determined based on the maximum number of Certificates presented.
5	Any publication and other related certificate to research/CS/TT 5% • Peer-reviewed international Publication/International CS/TT 4% • National accredited publication/CS/TT 3% • National and international not accredited publication 2% • Other related certificate to research/CS/TT 1% **N.B. The conversion factor will be determined based on maximum number ofcertificates presented**

Appendix VI: Progress Report Reporting Format

<table>
<tr><td colspan="4">Form 005</td></tr>
<tr><td colspan="2">Date(d/m/y): ___/___/_____</td><td>TT Project Progress Reporting</td><td>Page ___ of ___</td></tr>
<tr><td>S.N</td><td colspan="2">Contents of the Progress Report</td><td>Remark</td></tr>
<tr><td>1</td><td colspan="2">Title of the TT Project: _____
_____.</td><td></td></tr>
<tr><td>2</td><td>PTTD's
Name _____
College/school: _____
Department: _____
Mobile address: _____
Signature: _____</td><td>1. Co-TTD-1
Name _____
College/school: _____
Department: _____
Mobile address: _____
Signature: _____
2. Co-TTD-2 (if any)
Name _____
College/School: _____
Department: _____
Mobile address: _____
Signature: _____
3. Co-TTD-3 (if any)
Name _____
College/school: _____
Department: _____
Mobile address: _____
Signature: _____</td><td></td></tr>
<tr><td>3</td><td colspan="2">Other partner/collaborating organizations (if any)
Contact person: _____ Address & Mobile_____
Role in the project: _____.</td><td></td></tr>
<tr><td>4</td><td colspan="2">Project duration: _____
From _____ to _____</td><td></td></tr>
<tr><td>5</td><td colspan="2">Short project description: _____
_____
_____</td><td></td></tr>
<tr><td>6</td><td colspan="2">Reporting period (Annually, semi-annually, or quarterly): _____</td><td></td></tr>
<tr><td>7</td><td colspan="2">Funding: amount of fund: _____
Source of fund: _____</td><td></td></tr>
</table>

8	Fund utilized yet: _____	
9	Major project components: _____ _____ _____ _____ _____	
10	Methodology and approaches used: _____ _____ _____ _____	
11	Achievements/project output description: _____ _____ _____ _____	
12	Financial expenditure for reporting period by budget item: _____ _____ _____ _____	
13	Percent completed: Percent complete (activity)_____; Percent complete (budget)_____;	
14	Problems encountered: _____ _____ _____ _____.	
15	Unanticipated events occurred during project execution: _____ _____ _____.	
16	Work plan for remaining activities: _____ _____ _____ _____.	
17	Expected completion time: _____	
18	Additional remark: _____ _____ _____ _____	
	Confirmation of correctness of information provided above	

19	Name of PTTD: _____ Signature: _____ Date: ____/_____/_____	
20	Approval Name of TT-officer: _____ Signature: _____ Date: ____/_____/_____ Name, UILTT Director: _____ Signature: _____ Date: ____/_____/_____	
NB: Additional supporting documents can be attached with this form for more clarification of the report		

Appendix VII: Extension Request Format

			Form 006
S.N	Date (d/m/y): ___/___/_____	**Technology Transfer Project Extension Request**	Page ___ of ___
	Title of the TT Project: _____ _____.		
	PTTD's Name: _____ Department: _____ College/School: _____ Address: Mobile: _____ E-mail: _____	(If need be): Co-PTTD-1's Name _____ Department: _____ College/School: _____ Address: Mobile: _____ E-mail: _____	
	Estimated project duration in the TT proposal: _____		
	Estimated project budget in the TT proposal: _____ _____.		
	Project status/ percent completed: Percent complete (activity)_____; Percent complete (budget)_____;		
	Achievements/project progress description: _____		
	Reasons for Extension: _____ _____		
	Problems encountered and/or unanticipated events occurred during project execution: _____ _____		
	Work plan for remaining activities (use extra sheet): _____		
	Expected completion time: _____		
	Additional remark: _____ _____		
	Confirmation of correctness of information provided above Name of PTTD: _____ Signature: _____ Date: ____/_____/_____ Name of Co-PTTD's-1: _____ Signature:		

	Date: ____/_____/_____ Name of Co-PTTD's-2: _____ Signature: _____ Date: ____/_____/_____
	Approval 1. Name of College RCTT V/dean, Academic and Research V/Scientific director_____ Signature: _____Date: _____/_____/ 2. Name of TT-officer: _____ Signature: _____ Date: ____/_____/_____ 3. Name, UILTT Director: _____ Signature: _____ Date: ____/_____/_____

Appendix VIII. Terminal Report

Coverage
Table of contents
Acknowledgement
Summary
Abbreviations and acronyms
Introduction and justification
Objectives
Significance and beneficiaries
Methods and materials
Result and working Principles
Reference (APA)

N.B. Use Times New Roman, line space 1.5, and font size 12

This amended Technology Transfer Guideline and Procedures shall enter into force as of this 2nd day of June 2025.

ገብረየሱስ ብርሃነ (ፕሮፌሰር)
ፕሬዝዳንት
Gebreyesus Brhane (Professor)
President

President of Aksum University