



MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

MEMORANDUM

Office of the Deputy Vice Chancellor (Planning, Research and Innovations)

**RE: CALL TO SUPPORT INNOVATIVE PROJECTS BY THE UNIVERSITY
INNOVATION FUNDS (UIF)**

In the financial year 2022/23 budget, the University allocated fund to support research and innovation. The call is open to all staff, students and members of the community working with specific staff.

The call targets innovative projects which have developed prototypes and have great potential of commercialization. The innovation should exhibit originality and capability of up-scaling to meet the demands of the nation and addresses the big 4 Agenda.

In case it's a service, a business component should be clearly spelt out with the advantages that make the service unique. A sustainability component/ Income generation aspect will be an added advantage.

The total budget should not be more than Ksh 500,000/- (See attached documents)

Kindy forward both the hard and soft copy of the proposal to dvc-pri@mmust.ac.ke and directorspiic@mmust.ac.ke by 27th January, 2023.

Prof. Charles Mutai
Deputy Vice Chancellor, Planning, Research and Innovation

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (A&F)
- Deputy Vice Chancellor (AS&A)

INTERNAL CALL TO SUPPORT INNOVATIVE PROJECTS BY THE UNIVERSITY (UIF)

Time Table

	ACTIVITY	TIMELINE
1	Launching	16 th January 2023
2	Deadline for Submission of application	27 th January 2023
3	Information on Evaluation results of application	06 th February 2023
4	Oral Presentation/defense of the Selected Application	13 th February 2023
5	Information on the Oral defense of the Evaluation	20 th February 2023
6	Award of funds/disbursement	3 rd March 2023


Application must be complete and contain

1. Not more than five pages concept with full description of the project.
2. Complete disclosure form
3. A time frame for execution of the project
4. Supporting documents if it's a prototype which needs improvement.
5. A no conflict letter from the co-innovators signed where the concept has more than one participant to allow the leader spearhead the project.

Evaluation

- 1 Clarity of the innovation component and how it will be developed.
- 2 The clarity of the output in the disclosure form
- 3 Originality in line with the Big 4 agenda & the MDG crucial to the respective School
- 4 The critical nature which the prototype or service intends to address.
- 5 Leverage and value addition of the technology to be developed to the already existing ones.
- 6 Strength of the project leader in their area of R& D

INVENTION DISCLOSURE FORM

	MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY		
	Document: Form		Ref No:
	Title: Invention Disclosure Form (IDF)		
	Issue No: 1	Revision No: 0	Date: 6-11-2022

1. **Title of Invention:**

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2. **Principal Inventor**

Name: (Note: Person to whom inquiries for additional information should be made)		Citizenship: Kenyan
		School/Dept.:
Position:		Bldg., Room:
Permanent Address:		Student Adm No:
University Address:		Telephone:
Inventorship share:		Fax:
Signature:	Date:	Email:

3. **Co-Inventor(s)**

Name: (Note: Person to whom inquiries for additional information should be made)		Citizenship:
		School/Dept.:
Position:		Bldg., Room:
Permanent Address:		Employee PF/NO:
University Address:		Telephone:
Inventorship share:		Fax:

Signature:		Date:	Email:
Name: (Note: Person to whom inquiries for additional information should be made)			Citizenship:
Position:			School/Dept.:
Permanent Address:			Bldg., Room
			Employee PF/NO:
University Address:			Telephone:
Inventorship Share:			Fax:
Signature: Date:			Email:

Name: (Note: Person to whom inquiries for additional information should be made)		Citizenship:
Position:		School/Dept.:
Permanent Address:		
		Bldg., Room
		Employee PF/NO/ Student Adm No:
University Address:		
Inventorship share:		Telephone:
Signature:	Date	Fax:
		Email:

Note to Principal Inventor:

For more Co-Inventors, please add separate sheet.
Please fill in the names of your Dean, Chairman or Director;

Dean:

Research Institute Director/Manager:

4. **Summary Description of Invention** (please use additional sheet if necessary)
Enclose sketches, drawings, photographs, screen prints and other materials to help illustrate the description.

5. *General Purpose and Commercial Application of Invention*

6. *A) Advantages and Unique Features of the claimed Invention*

i. *Please identify the novel and unique features of the invention.*

ii. *How does it differ from the existing technology?*

iii. *What problem does it solve or what advantages does it possess?*

B) Alternate Technologies

Describe alternate technologies/products which you are aware of accomplishing the same purpose as this invention, along with the companies that market, manufacture or make use of them.

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7. Do you have any Plan of Publication? If yes, when?

Yes. Manuscript ready awaiting submission by the end of September 2020.

8. Invention History

ITEM	DATE	Place, Reference, Comments
A – Initial idea		
B – Description of complete invention, oral or written		
C – First successful demonstration (reduction to Practice)		
D- First publication (article, theses, oral presentation, abstracts, poster)		
E – Disclosures to industry		
F- Other disclosures		
G- Is it related to other inventions? No.		
H- Are your lab books and other records in order and available? Yes		

I, (Principal Inventor), acknowledge that to the best of my Knowledge there are no other co-inventors to this invention.

Signature of Principal Investigator

Once completed please forward to the Science Park Innovation & Incubation Centre (SPIIC)

In addition, please forward an electronic copy to directorspiic@mmust.ac.ke, jmuoma@mmust.ac.ke (Word or PDF file preferred)

Acknowledgement of Receipt by Director SPIIC

Director, SPIIC

Date

Prepared

by: Approved by: _____

Director, SPIIC

Vice Chancellor

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