

**MDA’s LOGO**

**TEMPLATE FOR SCIENCE TECHNOLOGY AND INNOVATION MAINSTREAMING ANNUAL WORK PLAN FOR FY 2025-2026**

***STREAM B: - (Applicable to Institutions with Approved Institutional STI Mainstreaming Strategy)***

***(The MDAs shall submit their Work plans before the end of Q1)***

**APPLICABLE TO MDAs IN STREAM B**

| **NAME OF INSTITUTION:** |  |
| --- | --- |
| **S/N** | **PC Indicator(s)** | **ACTIVITY** | **SPECIFIC ACTIVITIES** | **OUTPUT** | **TIME FRAME** | **Budget Allocation** | **Responsibility** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **APPLICABLE TO MDAs IN STREAM - B****PART B-I : PROVISION OF RESEARCH, SCIENCE, TECHNOLOGY AND INNOVATION (RSTI) DATA** |
|  | **Appoint or Re-appoint Focal Person and champions** | Appoint Focal Person and Champions | e.g. issuance of letter of appointment | * Letter of Appointment
 |  |  |  |  |  | CEO |
|  | **Attend a training for Focal person and Champions** | Training of Focal Person and champions | e.g., Participate in training programmes organized by NACOSTI  | * Certificate
* Training reports
 |  |  |  |  |  | Focal Person |
|  | **Sensitize Staff/ Stakeholders on STI** | Schedule sensitization for Staff/ Stakeholders | e.g., Undertake sensitization to Staff/ Stakeholders | * Attendance Sheet
* Sensitization reports
 |  |  |  |  |  | Focal Person |
|  | **Provide details and submit evidence as requested on RSTI** | 1. SECTION A. Research, Science, Technology and Innovation (RSTI) Human Resources Capacity
 | * Populate Table 1 on current in post staff & Table 2 on Human Resource Capacity
 | Populated Table 1 on current in post staff & Table 2 on Human Resource Capacity |  |  |  |  |  | Focal Person |
| 1. SECTION B. Research, Science, Technology, and Innovation (RSTI) infrastructure, facilities and equipment
 | * Populate Table 3 on Research, Science, Technology and Innovation (RSTI) **current working equipment and facilities that are worth Ksh. 500,000 and above.**
 | Reports 3 on Research, Science, Technology and Innovation (RSTI) equipment and facilities |  |  |  |  |  |  |
| 1. SECTION C. Research, Science, Technology and Innovation (RSTI) expenditure
 | * Populate Table 4 on Research and Development Expenditure **over the last five (5) years or since the institution was established (whichever is less), segregated for each year.**

*(Note: previously uploaded data will be activated by NACOSTI)* | Data on Research and Development Expenditure |  |  |  |  |  |  |
| 1. SECTION D. Research, Science, Technology and Innovation (RSTI) inputs
 | * Populate Table 5 on Collaborative Research, Science, Technology and Innovation (RSTI) Programmes or Projects **over the last five (5) years or since the institution was established (whichever is less), segregated for each year.**

*(Note: previously uploaded data will be activated by NACOSTI)* | Report on Collaborative Research, Science, Technology and Innovation (RSTI) Programmes or Projects |  |  |  |  |  |  |
| 1. SECTION E. Research, Science, Technology and Innovation (RSTI) outputs
 | * Populate the Table 6 on Research, Technology and Innovation Outputs over the last twenty (20) years or since the institution was established (whichever is less) clearly indicating the year of each entry or item.
* Attach evidence for all Research, Technology and Innovation Outputs
 | Data on RSTI outputs  |  |  |  |  |  |  |
| 1. SECTION F. Research, Science, Technology and Innovation (RSTI) Dissemination
 | * Populate Table 7 on Dissemination of Research, Technology, and Innovation products or services.

*(Note: previously uploaded data will be activated by NACOSTI)* | Reports on Dissemination of Research, Technology, and Innovation products or services. |  |  |  |  |  |  |
|  |  | 1. SECTION G.

Institution’s contribution to Kenya’s Global Innovation Index (see Annex 3(c) and URL below)<https://www.wipo.int/en/web/global-innovation-index/2023/index>  | Undertake Self-Assessment on the Institution’s contribution to Kenya’s Global Innovation Index (see Annex 3(c) and URL below)* <https://www.wipo.int/en/web/global-innovation-index/2023/index>
 | Self-Assessment Report |  |  |  |  |  |  |

| **FOR MDAs IN STREAM B:** **PART B-II: STI MAINSTREAMING STRATEGY IMPLEMENTATION (FOCUSSED ON ESTABLISHMENT OF COLLABORATIONS AND PARTNERSHIPS IN RSTI, AS WELL AS TRANSFER OF TECHNOLOGY(IES) AND/OR INNOVATION(S))** |
| --- |
| **S/N** | **PC SUB- INDICATOR(S)** | **ACTIVITY** | **SPECIFIC ACTIVITIES** | **OUTPUT** | **TIMEFRAME** | **BUDGET ALLOCATION** | **RESPONSIBILITY** |
| **Q1** | **Q2** | **Q3** | **Q4** |  |  |
|  | **Collaborations and Partnerships in RSTI established** (45%) | Undertake three (3) activities as per the developed Institutional STI Mainstreaming Strategy  | Undertake three (3) activities as per the developed Institutional STI Mainstreaming Strategy  |  |  |  |  |  |  | Committee |
|  | **Technology(ies) and/or innovation(s) protected through acquisition of IP Rights, commercialized and/or transferred (55%)** | Undertake three (3) activities as per the developed Institutional STI Mainstreaming Strategy  | Undertake three (3) activities as per the developed Institutional STI Mainstreaming Strategy  |  |  |  |  |  |  | Committee |
|  | **Submit quarterly reports to NACOSTI****in the prescribed****format (as provided****on the NACOSTI****website) within 15****days after the end of****the quarter.** | * Timely Submission of Q1 (***By 15th October 2025***), Q2(***By 15th January 2026***), Q3 (***By 15th April 2026***), and Q4 (***By 15th July 2026***) Reports
 | Timely Submission of reports | Quarterly reports |  |  |  |  |  | Committee |