Guide on STI Mainstreaming PC Quarterly Reporting

1. Visit the NACOSTI Website;

https://www.nacosti.go.ke

2. Click on the Menu Link; PC-MDAs

Home   About Us ▼   Programmes ▼   Services ▼   Resources ▼   PC-MDAs   News   Contact Us   Q

Alternatively, you can access the button link (indicated below in red) by scrolling down just below the home banner/picture

🔗 **Performance Contracting for Ministries, Departments and Agencies (MDAs)**

3. After clicking on the above link, access the reporting requirements and link to the reporting tool via the tab labelled (a);

a. Quarter 1 Reporting Tool for Science, Technology and Innovation Mainstreaming Indicator For Performance Contracting for 2022/2023 FY

Cumulative Reporting Template for Science, Technology and Innovation Mainstreaming Indicator For Performance Contracting for 2022/2023 FY

Summary of the STI Mainstreaming PC Indicator - 2022/2023 FY

STI Mainstreaming Workplan FY 2022/2023

Template for Institutional Science, Technology, and Innovation (STI) Strategy

Guide to Development of Institutional Science, Technology, and Innovation (STI) Strategy

b. *CLICK HERE TO ACCESS QUARTER ONE (1) REPORTING TOOL 2022/2023 FY*

Prior to filling the reporting tool, kindly prepare in advance for the following requirements:

c. *1. Duly filled table 1-14 (Downloadable here) where applicable. (in .excel file format)*

d. *2. Documentary evidence as listed below where applicable. (in .pdf file format)*

i.   *Appointment letter for Focal Person*
ii.   *Appointment letter for the Champion(s)*
iii.   *Approved STI mainstreaming work plan signed by the CEO/Head of Institution*
iv.   *Approved STI strategy signed by the CEO/Head of the Institution*
v.   *Approved staff establishment*
vi.   *Documentary evidence on Research, Technology and Innovation Outputs*
vii.   *Intellectual Property (IP) Policy*
viii.   *Research Policy for the Institution*
ix.   *Summary report of the activities of ISERC*
x.   *A CEO/VC/Accounting Officer/Principal/Director forwarding letter*

4. Access the reporting tool via the link labelled (b); CLICK HERE TO ACCESS QUARTER 1 REPORTING TOOL 2022/2023 FY

5. Download all the tables that need to be filled and attached when filling the reporting tool via the link labelled (c);

6. You will also be required to prepare the PDF files to be attached when filling the reporting tool as listed in the list below label (d);

7. Upon clicking the reporting tool link and opening the reporting tool, scroll down to read the instructions and continue by ticking the box of I'm not a robot and click next to start filling the reporting tool

8. There will be a progress bar showing the progress of filling the reporting tool, it will go up to 100% once the reporting tool is duly filled for submission

9. After clicking next, select the category of your institution. To confirm where your institution is categorized, click on the blue link named (click here to view the categorization of the institutions).

10. Proceed to select the category of your institution

✱ Required Information

PART 1: Institutional Details

✱ Type of Institution
([Click here to view the categorization of the Institutions](#))

```
--Select--                          ∨
```
```
--Select--
Research Institutions
Universities and University Colleges
State Corporations/Semi-Autonomous Government Agencies (SAGAs)   e required to
Ministries and State Departments                                 e data
TVET/Tertiary Institutions
```

11. On the next section, select your institution, then click the next blue button to move to the next section

Science, Technology and Innovation Mainstreaming – Performance
Indicator FY 2022/23
(Quarter 1)

✱ Required Information

✱
Name of the Institution (Universities and University Colleges)

```
Q Search                            ∨
```
```
Alupe University
Chuka University
Dedan Kimathi University of Technology           dicator, MDAs are required to
Egerton University                                capturing all the data
Garissa University
Jaramogi Oginga Odinga University of Science and
Technology
Jomo Kenyatta University of Agriculture and       ntinue later ⚠        Next
Technology
Kaimosi Friends University
```

12. In this section, select the name of the county for your headquarters, the title of the Head of your institution and input the name of the head of your institution

Science, Technology and Innovation Mainstreaming – Performance Indicator FY
2022/23
(Quarter 1)

✱ Required Information

✱ County (The Institution's Headquarters)

```
Q Search                  ∨
```

✱ Title of Head/CEO of Institution

```
Q Search     ∨
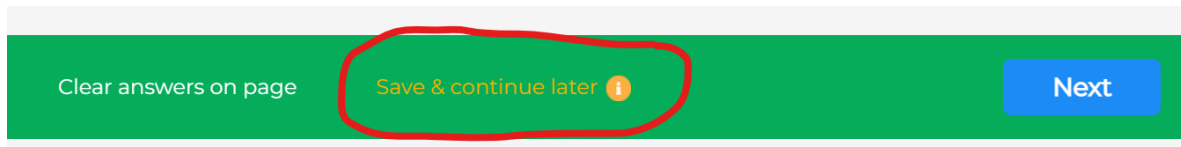```

**✱** Name of Head/CEO of Institution

```
[   ]
```
Characters Remaining: 50

3

**13. Proceed to fill out the reporting tool as guided in the remaining pages until you reach 100%**

**14. Should you want to stop filling out the reporting tool and continue at a later time, you can click on the link named save and continue at the bottom of every section;**

Clear answers on page     Save & continue later ⓘ     Next

**15. It will open the section below. Type your email in the box provided (be keen to type the correct email) Click send and confirm you have received the link in your email for ease of later access.**

⭐ Partial Data Saved

Greetings,You have chosen to save your partially completed responses on STI Mainstreaming PC Indicator - 2022/2023. To complete the form, use the URL below.
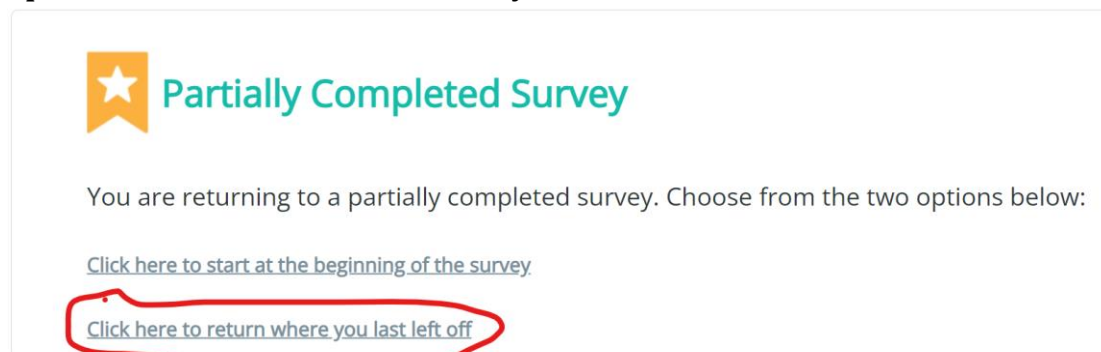
https://survey.sogolytics.com/k/QsRUWPUYsRWsTYWXPWXYYsP

To have this link emailed to you, please enter your email address below

[                    ] Send

Please note: Using the original link to access this survey will start a new session and your data will be lost.
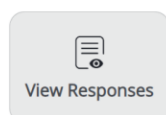
View Responses

**17. When you are ready to continue, open the link you saved and click on the option; click here to return where you left off**

⭐ Partially Completed Survey

You are returning to a partially completed survey. Choose from the two options below:

Click here to start at the beginning of the survey

Click here to return where you last left off

**18. Before you submit at the end of the reporting tool, you will be able to view the responses you filled in to confirm the data filled in and also print/save a copy of your duly filled reporting tool.**

View Responses