

# Frequently Asked Questions (FAQ) for CMU-Africa Faculty and Post-Doctoral Researchers

## Table of Contents

- A. [Introduction](#)
- B. [Research and Funding](#)
- C. [Hiring and Managing Research Assistants / Associates](#)
- D. [Travel and Conference Funding](#)
- E. [Equipment and Supplies](#)
- F. [Classroom and Teaching Support](#)
- G. [Mentoring and Student Supervision](#)
- H. [Faculty Development and Networking](#)
- I. [Facilities and Campus Services](#)
- J. [University Policies and Compliance](#)
- K. [Center for Inclusive Digital Transformation of Africa \(CIDTA\)](#)
- L. [Additional Resources](#)

## A. Introduction

This document serves as a comprehensive resource for CMU-Africa faculty and post-doctoral researchers, providing clear guidance on key administrative, research, funding, and teaching-related processes. It streamlines access to essential information, ensuring faculty members can efficiently navigate research proposal submissions, funding opportunities, hiring procedures, travel and conference support, classroom logistics, and compliance requirements. By centralizing frequently asked questions, contact points, and step-by-step instructions, this

FAQ enhances faculty effectiveness, reduces administrative bottlenecks, and fosters a productive research and teaching environment at CMU-Africa.

## B. Research and Funding

### 1. How do I find out about open calls for proposals?

- Our research program manager, [Evariste Nsengumuremyi](#), collects calls for proposals and sends a weekly newsletter email with funding opportunities for CMU-Africa faculty and researchers. Please contact [Evariste Nsengumuremyi](#) if you have any questions regarding fundraising for research.
- The [Office of the Associate Dean for Research](#) sends out a weekly newsletter email, as well.
- For more opportunities, please visit the website of the [Engineering Research Accelerator](#).

### 2. How do I get support for submitting a proposal?

- You can request support for submitting a proposal by completing [this form](#). Once completed and submitted, this form will send an email request to the shared email account of the College of Engineering Research Accelerator group. They will guide you through the internal review process and help ensure compliance with university and funding agency requirements.
- Alternatively, faculty and researchers can just send an email directly to [citresadmin@andrew.cmu.edu](mailto:citresadmin@andrew.cmu.edu). Our contacts at the Engineering Accelerator include [Sumitha Rao](#) and [Rhonda Kloss](#).
- The CMU Office for Sponsored Programs typically requires 5 days to approve submissions.

### 3. How do I get my research proposal budget reviewed?

- This is included in the research proposal submission support that will be offered by the College of [Engineering Research Accelerator team](#), who will partner with our CMU-Africa COO, Chipiwa Zimbwa, to ensure a suitable budget for your research proposal.
- Alternately, please reach out to our finance officer, [Bernard Ntezimana](#), for assistance with completing this [research proposal budget template](#).
- Once completed, [Chipiwa Zimbwa](#) will review the budget for completeness and accuracy. This step typically takes five working days.

### 4. How do I manage intellectual property for my research?

- Our contact for research intellectual property inquiries is CMU-Africa associate director [Joao Barros](#), who will guide you through the patent applications, licensing, and intellectual property protection processes.

### 5. How do I ensure my research complies with ethical standards?

- Please contact the [Office of Research Integrity and Compliance](#), who will guide you through the process of Institutional Review Board (IRB) approval for research involving human subjects, and other ethics considerations.

- Please note that for research that involves human subjects, researchers must also get ethics approval in every country they want to carry out a study. In Rwanda, this is the [Rwanda National Ethics Committee](#).
  - Please send an email to [Heather Bragg](#) requesting a review of your research, keeping [Joao Barros](#) in copy.
- 6. What support is available for publishing my research?**
- The [CMU library](#) can assist with finding suitable journals, navigating open access options, managing copyright and understanding publication agreements.
  - CMU-Africa provides support to cover publication fees. Please contact our faculty support coordinator, [Esther Bugaiga](#), for support with this.
- 7. What journals should I consider?**
- Check out the following lists of journals, impact factors and rankings:
    - i. [List of Journals](#)
    - ii. [Scopus](#)
    - iii. [SCI Scimago Journal and Country Rank](#)
- 8. How do I apply for funding or support through the Center for Inclusive Digital Transformation of Africa?**
- Calls for proposals for collaborative research grants are distributed annually by email. Please contact [Evariste Nsengumuremyi](#) for more details.
  - Our director for the center of inclusive digital transformation of Africa, [William Mutero](#) will be happy to provide you with details on other opportunities.

## C. Hiring and Managing Research Assistants / Associates

- 9. How do I hire research assistants and/or research interns?**
- There are currently three hiring periods for research assistants (fall and spring semesters) and research interns (summer). At the start of each of these hiring periods, our human resources officer, [Irene Munene](#), will send an email to all faculty advising when the [student recruitment portal](#) is open for posting student job opportunities (including teaching and research assistant jobs).
  - A step-by-step guide for posting student jobs on the portal is available [here](#).
  - CMU-Africa will provide summer stipend support for one current CMU-Africa student per faculty member to work on a research or education project. Please complete [this form](#) to request the support.
  - Contact [Esther Bugaiga](#) for guidance on the hiring process, including drafting a job description, posting the position, and interviewing candidates.
  - You will be asked to provide the funding source for the position.
  - Once you have selected a research assistant, [Irene Munene](#) will prepare a contract and set up their payment schedule according to university policies.
  - Please note that all research assistants and associates are required to be based in Kigali.
- 10. How do I hire research associates?**
- This follows the general process for [staff hiring](#).

- Please note that the position will need to be advertised for at least 5 calendar days.
  - For guidance on the hiring process, including drafting a job description, posting the position, and interviewing candidates, please contact **Irene Munene**.
  - You will be asked to provide the funding source for the position.
- 11. How do I extend the contracts of research assistants and research associates?**
- It is possible to extend the contracts without the need for a new job announcement.
  - Please complete this job offer request form with all requested details and email it to the **CMU-Africa Human Resources** mailbox for processing.
- 12. How do I attract graduate students to my research projects?**
- Present your research topics in public seminars and reach out to students directly. You are also strongly encouraged to announce your project on the Student Research Opportunities web page.

## D. Travel and Conference Funding

- 13. How do I apply for funding for my conference travel?**
- CMU-Africa will provide up to \$3,500 to cover the cost of a faculty member to attend and present results from their research at one professional conference per year.
  - The funds can be used to cover conference registration, airfare, ground transportation and other travel expenses per CMU-Africa travel guidelines.
  - Please complete this targeted discretionary support request to access the funding. **Esther Bugaiga** can help you submit the request.
  - All requests are sent to **Joao Barros** for final approval.
- 14. How do I book my travel?**
- **Esther Bugaiga** assists faculty and the students they supervise with flights, accommodations, and other conference travel arrangements.
  - Please complete the travel request form for assistance with booking travel.
  - Please ensure all travel is for a valid CMU business purpose, and complies with the CMU-Africa travel guidelines.
- 15. How do I apply for funding for my student to attend a conference?**
- CMU-Africa will provide up to \$3,500 to cover the cost of a student to attend and present results from their research conducted at CMU-Africa at one professional conference during their academic program.
  - These funds are available for use for up to one year post-graduation.
  - The funds can be used to cover conference registration, airfare, ground transportation and other travel expenses per CMU-Africa travel guidelines.
  - Please complete this targeted discretionary support request to access the funding. **Esther Bugaiga** can help you submit the request.
  - All requests are sent to **Joao Barros** for final approval
- 16. Where do I find the guidelines for travel expenses?**

- CMU-Africa travel guidelines can be found [here](#).

**17. How do I submit my expense report?**

- Expense reports must be submitted by email to [Esther Bugaiga](#) within 30 days of incurring the expense. Please ensure you include all receipts and necessary documentation as per the university's guidelines.
- Reimbursements are processed within 30 days of the date of submission, provided that all the documentation is complete and correct.

## E. Equipment and Supplies

**18. How do I buy equipment for my research?**

- You can request support by completing the [Purchase Request Form](#) and emailing it to the [CMU-Africa Finance](#) mailbox for processing.
- [Reginald Doodu Donkor](#), our finance officer, will take care of vendor selection and compliance with purchasing policies.

**19. How do I run an inventory of my lab equipment?**

- Each lab has a faculty member responsible for its inventory, and we currently have four labs as follows:
  - i. AI & Robotics Lab (A307) - led by [David Vernon](#)
  - ii. Infrastructure Lab (A309) - led by [Barry Rawn](#)
  - iii. Networking Lab (B303) - led by [Emmanuel Ndashimye](#)
  - iv. Upanzi / CyLab Africa Lab - led by [Assane Gueye](#)
- Please submit a ticket to [CMU-Africa IT Help](#) requesting access to log your lab equipment in the inventory system.

**20. How do I obtain lab space for my students?**

- Contact our associate director of IT [Johnson Nziza](#) to discuss available lab space and the process for allocating space to your research team.
- The CMU-Africa associate director makes final decisions on lab space allocation.

**21. How do I get office supplies or furniture?**

- [Esther Bugaiga](#) is ready to provide office supplies upon request. For furniture, contact our facilities manager [Igor Iradukunda](#) for available options and purchasing procedures.

## F. Classroom and Teaching Support

**22. How do I book a room for meetings or classes?**

- Use the university's Google calendar system (by adding the room to your calendar entry or invite). Alternatively, contact our academic affairs coordinator, [Gisele Gihozo](#) for assistance with booking classrooms, and [Esther Bugaiga](#) for a conference room, or other space for meetings.

**23. How do I get the support I need for my class?**

- Request a Canvas course <https://requests.eberly.cmu.edu/canvas>

- There are currently two hiring periods for teaching assistants (Fall semester & Spring semester). At the start of each of these hiring periods, our HR Officer will send an email to all faculty advising when the [student recruitment portal](#) is open for posting student job opportunities (including Teaching Assistant jobs)
- Refer to the [TA Eligibility Requirements and Recruitment Portal Navigation](#) for guidance.
- Gisele Gihozo will provide further guidance on the TA hiring process, including drafting a job description, posting the position, and interviewing candidates.
- Contact our AV engineer Fulgence Muhirwa for support on classroom technology.
- Our teaching and learning specialist, Thomas McManus, and academic director, George Okeyo, are ready to provide pedagogical guidance and support.

**24. How do I order books for my class?**

- Please submit book requests to Gisele Gihozo by completing [this Google form](#) to ensure that course materials are available for your students.
- The library inventory is available [here](#).

**25. Where can I find the academic calendar?**

- The academic year typically runs from late August to mid May. CMU-Africa publishes the academic calendar on the CMU-Africa website by the end of May each year.
- You can access the latest academic calendar on the [CMU-Africa website](#).
- If you have any questions related to the academic calendar, Gisele Gihozo will be happy to assist you.

**26. Where can I find the course Schedule?**

- CMU-Africa publishes the course schedule by semester. The Fall semester schedule is published at the end of May, and the Spring schedule by the end of November.
- The relevant course schedules can be accessed on the [CMU-Africa website](#).
- If you have any questions related to the course schedule, Gisele Gihozo will be happy to assist you.

**27. Where can I see my course evaluations?**

- Faculty Course Evaluations (FCE) are used to improve the quality of teaching and learning at Carnegie Mellon University through feedback to both individual faculty members and promotion committees.
- You will receive an email from SmartEvals(FCE) with a PDF document of your faculty course evaluation results for the semester.
- You can also view your overall course ratings [here](#), and reference the [FCE instructor guide](#) to learn more.

**28. What are CMU's guidelines for Generative AI?**

- CMU provides data privacy, security, ethical, and legal [guidance](#) to use generative AI tools responsibly.
- Please find the list of AI tools approved for use and download links [here](#)

- Please note that ChatGPT is not currently available with your Andrew userID and password. If you choose to use it, only enter information that you would share publicly online. OpenAI may retain your prompts and responses to train its AI models.

**29. Where can I see pictures of the students?**

- The CMU-Africa Student Services team upload a photo roster of students at the beginning of each academic year.
- The current academic year's roster can be found in [this folder](#).

**30. What libraries are available?**

- CMU Libraries are available at this [website](#).

## G. Mentoring and Student Supervision

**31. What support is available for mentoring and advising students?**

- The [Eberly Center for Teaching Excellence & Educational Innovation](#) often provides resources and workshops on effective mentoring practices.
- Additionally, [George Okeyo](#) will be able to provide you with additional support and resources.

## H. Faculty Development and Networking

**32. What is the process for reappointment and promotion at CMU-Africa?**

- Please refer to CMU's [Appointment and Tenure Policy](#) for the kinds of appointments that faculty members may hold, and the criteria and conditions applied in making these decisions.
- Contact the CMU-Africa director [Conrad Tucker](#) for further guidance.

**33. How can I find opportunities for sabbaticals or research leaves?**

- Faculty members should first consult with [Conrad Tucker](#) and prepare the application for the appropriate leave with him.
- Please refer to the College of Engineering's [Faculty Policies web page](#) for guidance on leave eligibility and approval procedures.
- Additionally, faculty at CMU-Africa are eligible for [annual leave](#) per Rwanda Labor Law provisions.

**34. What is CMU's policy on consulting by faculty?**

- Consulting includes those professional activities related to the faculty member's discipline for which remuneration is received.
- CMU grants full-time members of faculty the right to devote up to an average of one day (of university time) per week to outside, paid, professional activities.
- Please refer to the [Consulting by Faculty](#) policy document for procedures to avoid ethical and legal conflicts of interest and to ensure that consulting does not conflict with the proper discharge of university responsibilities.

**35. How do I connect with industry partners or external collaborators?**

- Our director of external relations [Rosine Urujeni](#) can facilitate introductions to industry contacts and potential collaborators.



## I. Facilities and Campus Services

### 36. How do I report a facilities issue in my office or lab?

- Please submit a maintenance request to our facilities manager by emailing the **Africa Facilities** shared mailbox.
- Alternatively, please reach out directly to **Igor Iradukunda** for support.

Facilities requests are prioritized based on their impact on safety, operations, and infrastructure. Response times are categorized as follows:

- **Emergency / Critical Issues** - these require immediate attention due to risks to safety, security, property, or essential university functions. Examples: active fire or smoke, gas leaks, major flooding, power outages in critical areas, security failures, or HVAC failure in temperature-sensitive labs. Response Time: Within a few hours, up to 24 hours depending on severity.
- **High-Priority Issues** - these issues may not be life-threatening but significantly disrupt operations or pose a potential safety risk if not addressed quickly. Examples: access control problems, non-functional restrooms in high-traffic areas, failing classroom lighting, or lab ventilation concerns. Response Time: Typically within 1 to 3 business days.
- **Routine / Low-Priority Maintenance** - these include non-urgent repairs or cosmetic issues that do not impact safety or operations. Examples: chipped paint, squeaky doors, damaged furniture, or minor lighting issues in non-critical areas. Response Time: Usually addressed within 3 to 7 business days.

### 37. How do I request access to specialized research facilities or equipment?

- Please email our **Igor Iradukunda** for assistance.
- For computing resources, please contact our data center engineer **Polycarp Laurent**

## J. University Policies and Compliance

### 38. Where can I find information about university policies and procedures?

- University policies can be accessed on the [CMU intranet site](#).
- Additionally, CMU-Africa has policy, process, and procedure guidelines uploaded in [this Box folder](#), as well as posted to the [CMU-Africa website](#).
- For any policy or process questions, please contact **Esther Bugaiga** for assistance.



## K. Center for Inclusive Digital Transformation of Africa (CIDTA) Partnership Collaboration

### 39. What opportunities are available through the Center?

- CIDTA offers opportunities for CMU-Africa faculty to lead or participate in collaborative research projects, topical workshops, faculty enhancement programs, and much more. Our center director, William Mutero, will be happy to provide you with more details. You can also visit [our website](#) to learn more about the Afretec partner network.

### 40. What resources are available through the Center or my research?

- Please contact William Mutero for details on resources that are available to you through the Center.

### 41. How can I collaborate with industry partners through CIDTA?

- Please contact William Mutero for details on industry partnership opportunities.

### 42. How do I access the Center program for my students or myself?

- Please contact William Mutero for details on student opportunities that are available through the Center.

### 43. What are the reporting requirements for Center funded projects?

- Reports typically include narrative progress updates, financial summaries, and outcomes. The Afretec or CIDTA program coordinator will provide the specific reporting templates and timelines.

## L. Additional Resources

- [CMU Faculty Handbook](#)
- [CMU-Africa Faculty Discretionary Policy](#)
- [Employee Benefits](#)
- [How to apply for annual leave or PTO](#)
- [How to access your payslip](#)