DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

INNOVATION POLICY AND OPERATIONAL PROCEDURES

DIT/RS/PO/01/R.NO 5

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LIST OF ACRONYMS

AI	Artificial Intelligence
CEITT	Centre for Entrepreneurship, Innovation and Technology Transfer
COSTECH	Commission for Science and Technology
DIT	Dar es Salaam Institute of Technology
DTC-DIT	Dodoma Technical College - Dar es salaam Institute of Technology
EAC	East African Community
IRB	Institutional Review Board
IoT	Internet of Things
IP	Intellectual Property
IPR OPP	Intellectual Property Rights Operational Policy and Procedures
M&E	Monitoring and Evaluation
RISDP	Regional Indicative Strategic Development Plan
SADC	Southern African Development Community
SDGs	Sustainable Development Goals
STI	Science, Technology and Innovation

1. INTRODUCTION

1.1. Background

Dar es Salaam Institute of Technology (DIT) was established by the Act of Parliament No.6 of 1997 as a higher learning technical institution in Tanzania. The core functions of DIT are teaching, research, innovation and consultancy as well as provision of services to the community. Currently, the Institute has four campuses: the DIT main campus in Dar es Salaam, DIT Mwanza campus in Mwanza region, DIT Songwe campus in Songwe Region, and Dodoma Technical College (DTC-DIT) campus in Dodoma. The Institute offers a wide range of full-time degree programmes in applied science, engineering and technology, leading to the awards of Ordinary Diploma, Bachelor of Engineering, Bachelor of Technology and Master's degree programmes.

The key resources required for the Institute to fulfill its core functions are human capital, tools and equipment, and information. These resources must be managed effectively to maximize efficiency and productivity. Over the years, DIT has developed a pool of highly skilled and experienced professionals in various fields of engineering and related disciplines. The institute boasts a well-trained workforce, whose number continues to grow as it acquires the necessary scientific and technical expertise to undertake development projects, drive innovation, provide consultancy services, and deliver expert solutions. Recognizing these strengths, potentials, and the current operational context, the institute deemed it essential to establish a dedicated unit to coordinate these activities effectively.

Currently, DIT is actively engaged in various innovation activities, including research projects, technological advancements and entrepreneurial initiatives, often carried out in its laboratories and innovation hubs. These efforts have led to the development of prototypes, solutions and technologies that address both local and global challenges, particularly in areas such as renewable energy, the Internet of Things (IoT), Artificial Intelligence (AI), information technology and sustainable engineering.
Furthermore, DIT has demonstrated a strong commitment to fostering innovation through initiatives such as the Centre for Entrepreneurship, Innovation, and Technology Transfer (CEITT) and its Innovation Hub. The CEITT aims to cultivate entrepreneurial skills, promote innovation,

and facilitate the transfer of technology-based ideas into practical applications. The Innovation Hub serves as a platform for innovators from various fields, particularly Computer Engineering, Electronics, and Telecommunication Engineering, to nurture and incubate their innovations. While DIT has a solid foundation in innovation, there is a need for improved coordination, ethical oversight and institutional support to fully realize its potential as a leader in responsible and impactful innovation.

In this regard, the Institute developed an Innovation Policy in 2020 which aimed to provide proper management of Institute innovations, outline incentives for innovators, and govern the allocation of seed money for innovation. However, there have been many internal and external changes at the Institute which call for a review to accommodate the changes. This policy takes into account the changes.

1.2. Vision

The vision of Dar es Salaam Institute of Technology is to become a leading technical education institution in addressing societal needs.

1.3. Mission

The mission of Dar es Salaam Institute of Technology is to provide competency-based technical education through training, research, consultancy and development of appropriate innovative technologies and entrepreneurship.

1.4. Rationale for Reviewing the Innovation Policy of 2020

The DIT Innovation Policy of 2020 has served as a guide for innovation activities for the past five years. Since then, there have been many internal and external changes at the Institute.

1.4.1. Internal Factors for Reviewing the Innovation Policy of 2020

The Institute implemented a new organizational structure in 2023 as part of its broader efforts to enhance Institute efficiency, streamline operations, and support its strategic goals. The new organization structure introduced the unit of Research, Publication and Innovation under the directorate of Research, consultancy and Publication.

Research Operational Policy and Procedures of 2025 aims to enhance research funding, establish clear institutional research priorities, and promote the dissemination and commercialization of research outputs.

1.4.2. External Factors for Reviewing the Innovation Policy of 2020

Globally, the 2030 Agenda for Sustainable Development underscores innovation as a critical driver for achieving its 17 Sustainable Development Goals (SDGs). Innovation is essential for addressing complex challenges such as poverty, inequality, climate change, and resource scarcity. It enables the development of new technologies and solutions that promote sustainable economic growth, social inclusion and environmental protection. Key areas like renewable energy, digital technologies and sustainable agriculture are pivotal for goals such as affordable and clean energy (SDG 7), industry innovation and infrastructure (SDG 9), and responsible consumption and production (SDG 12). By fostering creativity and cross-sector collaboration, innovation accelerates progress toward a more equitable and sustainable world by 2030.

At the continental level, the African Union's Agenda 2063 positions innovation as a cornerstone for Africa's socio-economic transformation. Recognizing the need for homegrown solutions, the agenda emphasizes science, technology and innovation (STI) to drive industrialization, economic diversification and sustainable development. It promotes a culture of research, entrepreneurship and digital transformation to address challenges like climate change and technological disruption. By investing in STI, Agenda 2063 aims to position Africa as a global innovation leader, fostering inclusive growth, job creation and resilience. Innovation is central to realizing the vision of a prosperous, integrated and self-reliant Africa by 2063.

Regionally, both the East African Community (EAC) and the Southern African Development Community (SADC) have frameworks that prioritize innovation. The EAC Regional Policy for Science, Technology and Innovation (STI) and EAC Vision 2050 emphasize innovation as a driver of socio-economic development and regional integration. These frameworks focus on strengthening research capacity, promoting digital infrastructure and fostering entrepreneurship to address challenges like poverty, unemployment and climate change. Similarly, the SADC Regional Indicative Strategic Development Plan (RISDP) 2020-2030 and SADC Vision 2050 highlight STI as critical for sustainable industrialization and economic growth. Both regions aim to create enabling environments for innovation through policy harmonization, capacity building, and public-private partnerships, fostering regional prosperity and global competitiveness.

At the national level, Tanzania integrates innovation into its development plan through policies like the Tanzania Digital Economy Strategic Framework 2024-2034. These frameworks prioritize digital transformation, STEM education and research commercialization to address local challenges and enhance global competitiveness. Initiatives such as the National Research and Innovation Monitoring Framework and the establishment of innovation hubs and incubators supported by the Commission for Science and Technology (COSTECH), further strengthen Tanzania's innovation ecosystem. By aligning with regional and global agenda, Tanzania is building a conducive environment for innovation to thrive, driving sustainable development and socio-economic transformation.

The reviewed innovation policy and operational procedures benchmarked the related policies from other universities/institutions including University of Dar es Salaam, Nairobi University, The Nelson Mandela African Institute of Technology, National Institute of Transport, University of Dodoma, Mbeya University of Science and Technology and Sokoine University of Agriculture.

The review of the Institute Innovation Policy is a crucial step in advancing Tanzania’s innovation agenda. By aligning its innovation policy with national, regional and global frameworks, DIT enhances its contribution to industrialization, digital transformation and socio-economic growth.

The policy review ensures integration of research, industry collaboration and commercialization of innovations supporting Tanzania's Vision 2050 and the global SDGs. Through such institutional reforms, Tanzania strengthens its knowledge economy and technological competitiveness, ensuring long-term sustainable development and regional leadership in innovation.

1.5. The objectives of the Innovation Policy

The aim of the DIT Innovation Policy is to ensure quality and provide a framework for the adoption, management, and transfer of the Institute's innovative products and technologies.

This Innovation Policy aims to foster indigenous innovations that appropriately address national needs, priorities, and resources, while promoting a culture of innovation that provides solutions to the socio-cultural and economic challenges of individuals, communities, and the nation.

The policy will guide the Institute to manage its innovations in a way that will benefit the Institute, the innovator(s) and the general public. The Policy has thus been developed for the following purposes:

i) To encourage creativity and problem-solving among students, faculty and staff, fostering an environment where innovation thrives.

ii) To facilitate and enhance the transfer of Institute innovations derived from research and the dissemination of knowledge to the community.

iii) To streamline and coordinate innovation activities across departments, labs, and hubs, ensuring efficient use of resources to avoid duplication of efforts.

iv) To provide incentives, resources and infrastructure to help innovators develop and prototype their ideas.

v) To promote interdisciplinary and cross-sector collaboration among students, staff, industry, government and other stakeholders to enhance quality and impact of innovations.

vi) To provide training, workshops, and resources that equip students and staff with the skills and knowledge needed for effective innovation.

vii) To generate revenue for the support of Institute research and educational initiatives as well as incentive for Innovator(s).

viii) To limit the infringement, improper exploitation and abuse of Institute technologies and creative works.

ix) To establish mechanisms for tracking the progress and impact of innovation activities, ensuring continuous improvement and accountability.

x) To integrate ethical principles into innovation processes, ensuring that innovations are socially responsible, sustainable, and aligned with societal values.

1.6. The Scope

The Innovation Policy is limited to innovations done by the DIT staff, students and other individuals who carry out innovation at DIT or use DIT research resources and outputs. The policy should be read together with the Research Policy and Operational Procedures and Intellectual Property Rights Operational Policy and Procedures (IPR OPP).

The policy should also be read in line with the DIT Mission: to provide competency-based technical education through training, research, innovation and development of appropriate technology. The policy shall open the door for academicians to provide solutions to challenges faced by the community.

2. POLICY ISSUES, OBJECTIVES, STATEMENTS AND STRATEGIES

2.1. Introduction

This section identifies issues that will be addressed by the policy. The policy presents seven key issues that necessitated the review of the Innovation Policy of 2020. These issues include sources of innovation management, innovation funding, capacity building, collaborations and partnerships, innovation disclosure, innovation ethics and innovation culture. It is expected that addressing these issues through the highlighted strategies will enhance the Institute's capacity for innovation, increase the number of innovations and technology transfers, improve the Institute's visibility in global rankings, and develop competent innovators and entrepreneurs.

2.2. Innovation Management

Innovation management provides a strategic framework for nurturing and managing innovation within the institution to drive research, entrepreneurship, and socio-economic development in which the Dar es Salaam Institute of Technology (DIT) is committed to fostering a culture of innovation, creativity, and technological advancement. Although the Institute has been actively engaged in various innovation activities, the management of these innovations is currently fragmented and therefore lacks a cohesive structure.

Currently, the innovation initiatives are overseen by project coordinators or conducted by individual innovators without a dedicated unit to streamline and support the innovation initiatives. The absence of a well-structured Innovation Management Unit poses challenges in coordinating and supporting innovation efforts, which hinders economic growth, societal advancement, and institutional development.

2.2.1. Policy Statement

The Institute shall strengthen the innovations management through improved coordination, resource optimization, and interdisciplinary collaboration.

2.2.2. Policy Objective

To enhance the capacity for innovation management by establishing a robust organizational structure.

2.2.3. Policy Strategies

The Institute shall:

(i) Establish the Institute Innovation Unit.

(ii) Develop operational procedures for the Institution's Innovation incubation hubs.

(iii) Establish strong collaborations with local, national, and international funding agencies. This may entail participation in collaborative research funding initiatives.

2.3. Innovation Funding

Innovation funding plays a crucial role in developing innovations and ensuring they become commercial products. DIT has established several sources of innovation funding such as support from DIT Company as well as local and international agencies. However, inadequate innovation funding is still one of the major challenges facing the Institute due to the relatively small number of innovation funding sources.

Limited innovation funding can restrict the development and scaling of novel technologies that could be beneficial to society and have an impact in the economy. Without sufficient financial resources, many promising innovations may remain underdeveloped or fail to reach their full potential.

To address this challenge, the Institute needs to identify and cultivate multiple funding avenues including facilitating access to innovation grants, strategic partnerships, leveraging collaboration with funding agencies and optimizing internal funding allocation. By securing diverse funding sources, the Institute can ensure that its innovations are supported at every stage of development, from idea generation to commercialization.

2.3.1. Policy Statement

The Institute shall commit to securing and diversifying its sources of innovation funding in order to support the development and advancement of new technologies and ideas.

2.3.2. Policy objective

To strengthen innovation funding strategy to ensure sustainable and sufficient financial support for the development of innovations.

2.3.3. Policy Strategies

The Institute shall:

(i) Train and mentor innovators to effectively prepare and submit grant applications, funding proposals and investor pitches, including assistance in navigating the complexities of different funding sources.

(ii) Establish partnerships and collaborate with the industry and funding agencies to secure innovation funding.

(iii) Allocate budget each year specifically for funding internal innovation projects.

2.4. Capacity Building

The Dar es Salaam Institute of Technology (DIT) recognizes that promoting a culture of innovation requires strong capacity-building initiatives for both staff and students. Currently, innovation activities at DIT are often constrained by limited skills, insufficient training and inadequate mentorship programmes. Without a structured approach to developing the competencies of both students and staff, the institution may struggle to progress in its innovation efforts.

Strengthening capacity building will empower individuals with the necessary knowledge, technical expertise and strategic thinking required to generate and implement innovative solutions. Investing in structured training programmes, mentorship networks, and industry collaborations will ensure that DIT remains a leader in applied research and innovation.

2.4.1. Policy Statement

The Institute shall enhance capacity building for staff and students by implementing structured training, mentorship and resource development programmes to foster innovation.

2.4.2. Policy Objective

To equip staff and students with the necessary skills, knowledge and resources to actively participate in and contribute to the innovation ecosystem at DIT.

2.4.3. Policy Strategies

The Institute shall:

(i) Provide training and mentorship programmes on innovation and emerging technologies to staff and students.

(ii) Promote interdisciplinary collaboration and external partnerships to drive joint innovation and real-world problem-solving.

(iii) Organize innovation seminars, workshops and competitions to stimulate creativity and knowledge-sharing within the DIT community.

(iv) Invest in state-of-the-art infrastructure, equipment and facilities to support high-quality innovations.

2.5. Collaborations and Partnerships

DIT recognizes the vital role that collaborations and partnerships play in fostering academic excellence, research, innovation, and institutional growth. In an increasingly interconnected world, partnerships with local and international academic Institutions, industries, government agencies and non-governmental organizations are essential for knowledge sharing, capacity building, and resource mobilization.

However, DIT faces challenges in effectively managing collaborations and partnerships due to inadequate structured procedures that ensure alignment with institutional goals, regulatory compliance and mutual benefit for all stakeholders. Additionally, limited coordination and monitoring mechanisms have led to inefficiencies in leveraging external opportunities for student training, staff capacity building and technological advancements.

By fostering collaboration with these industries, innovations created at the Institute can better be aligned with market needs. Although DIT has established some strong partnerships with both local and international industries and institutions, only a limited number of these collaborations focus specifically on technology development and innovation.

2.5.1. Policy Statement

Foster potential collaborations and partnerships with local and international industries and institutions to advance technology development and innovation for Institute growth.

2.5.2. Policy objectives

To create robust procedures for promoting partnerships to ensure sustainable growth in technology and innovation through collaborative efforts between local and international entities.

2.5.3. Policy Strategies

The Institute shall:

(i) Establish clear collaboration and partnerships that align with DIT's strategic goals.

(ii) Develop grant programmes that incentivize innovators at the Institute to partner with local and international entities.

(iii) Establish awards programmes for successful partnerships that lead to significant technological advancements or innovations.

(iv) Organize regular conferences, workshops or seminars that bring together industry leaders, innovators and policymakers to discuss emerging trends in technology.

(v) Use social media channels to promote partnership success stories and encourage further engagement.

2.6. Innovation Registration

Innovation registration is crucial for protecting intellectual property, fostering collaboration, and ensuring that innovations contribute to societal and economic development. The current mechanism for reporting and documenting innovations is inadequate. This can result in missed opportunities for commercialization, partnerships, and recognition of intellectual contributions.

Without proper registration mechanisms, innovations may go unprotected, leaving them vulnerable to unauthorized use, or remain underutilized, which undermines the potential value they could bring to both the Institute and society. Furthermore, inefficient or inconsistent registration practices can lead to a fragmented approach in developing innovations which may affect the Institute's ability to maximize the outcomes of its innovations.

2.6.1. Policy Statement

The Institute shall transparently formalize innovation registration process to ensure timely and efficient identification and documentation of new innovations.

2.6.2. Policy Objective

To streamline the innovation registration process to enable innovators to effectively register their innovations.

2.6.3. Policy Strategies

The Institute shall:

(i) Review operational procedures for innovation registration to standardize the reporting process across all innovation projects.

(ii) Establish an Institutional Review Board to review submitted innovations, and assess their potential for commercialization.

(iii) Develop and deploy a secure digital platform for innovators to easily submit and track the progress of their innovation registration and report progress of innovation activities.

2.7. Innovation Ethics

The Dar es Salaam Institute of Technology (DIT) has been fostering a culture of innovation across its academic and research activities. While innovation activities are actively pursued at the Institute, there is a need to institutionalize ethical practices that encourage creativity, integrity, and responsible innovation. Innovation without ethical considerations leads to unintended consequences including harm to the Institute, individuals, society and the environment. Currently, there are inadequate instructions to comply with innovation, leaving innovators to navigate ethical dilemmas without structured support.

The absence of a clear ethical framework undermines the integrity of innovation activities and may hinder the development of socially responsible technologies. A well-defined framework for innovation culture and ethics will promote accountability, inclusivity, and the responsible use of emerging technologies. This approach will ensure that innovation at DIT aligns with societal values and contributes positively to national and global development.

2.7.1. Policy Statement

The Institute shall promote a culture of ethical innovation by integrating ethical principles into all innovation activities, ensuring that innovations are socially responsible, sustainable, and inclusive.

2.7.2 Policy Objective

To establish an innovation ethics framework that guides ethical decision-making, fosters responsible innovation, and ensures alignment with societal values and sustainability goals.

2.7.3 Policy Strategies

The Institute shall:

(i) Review ethical instructions for all innovation activities, ensuring compliance with national and international standards.

(ii) Conduct regular awareness programmes, workshops and training sessions to educate students and staff on the importance of ethics in innovation and foster a culture of responsibility.

(iii) Establish an Institute Review Board to evaluate ethical compliance and provide guidance on complex ethical issues.

2.8 Innovation Culture

Innovation culture is essential to fast-track achieving the objective of increasing volume and quality of research, innovation and publications. In order for the Institute to attain and maintain a good position in innovation output, the innovation culture must be enhanced. Innovation culture within the Institute can meet complex challenges, accelerate their innovation processes and boost their competitiveness in the global market. Currently, there is inadequate innovation culture among staff and students within the Institute. Therefore, innovation culture is essential to DIT strategy for increasing the quality of innovations and encouraging its staff and students to create and attain excellence in innovations.

2.8.1 Policy Statement

The Institute shall ensure that innovation culture is created and maintained among staff and students.

2.8.2 Policy Objective

To establish innovation culture within the Institute.

2.8.3 Strategies

The Institute shall:

(i) Reward staff members and students for outstanding performance in innovations.

(ii) Facilitate staff members and students in implementing innovation ideas.

(iii) Organize awareness training, workshops and seminars to sensitize staff and students on innovations.

3. OPERATIONAL PROCEDURES AND GOVERNANCE

3.1 Operational Procedures

3.1.1 Accommodating Innovators to the Institute Incubation Hub

The process for incubating innovators into the Institute Innovation Incubation Hub will be as follows:

(a) Any innovator interested in joining the Institute Innovation Incubation Hub shall complete a Standardized Application Form (Annex-1). This form requires the innovator to specify the current stage of their project, which may include options such as ideation, prototyping or market entry.

(b) The submitted application will be reviewed by the Institutional Review Board (IRB). The IRB will evaluate the innovation to determine its suitability for incubation. To facilitate this process, the Institute shall develop an assessment tool (Annex-2) that governs the selection criteria for innovations seeking incubation.

(c) An individual designated as the Innovation Incubation Hub Manager shall oversee the operations of the hub. This manager shall be responsible for maintaining all facilities and ensuring that resources are available to support incubated innovators.

(d) The standard incubation period is set at a maximum of one (1) year. However, if an innovator requires additional time, they may submit a request for an extension. Such requests must receive approval from the Institutional Review Board (IRB) before any extension is granted.

(e) Before the end of the incubation period, each innovator is required to disclose the innovation potentials for Intellectual Property Protection to the Institute.

(f) The distribution of revenue from commercialized innovations shall be governed by the established values outlined in the Intellectual Property (IP) Rights Operational Policy and Procedures (IPR-OPP).

(g) The Institute shall hold ownership of the Intellectual Property.

3.1.2 Securing Local and International Grant Entities

Securing innovation grants from local Tanzanian entities and international organizations requires a systematic approach to increase the chances of success. To align with the strategic goals of the Institute, the Institute shall:

(a) Conduct thorough research on local Tanzanian entities that offer innovation grants.

(b) Identify international organizations that provide funding for innovation projects in Tanzania.

(c) Disseminate calls for grants that are intended to support innovations relevant to the strategic goals of the Institute.

(d) Develop grant programmes that are closely aligned with the Institute strategic goals.

3.1.3 Awards programmes for successful partnerships

Recognizing successful partnerships that lead to significant technological advancements or innovations is essential for fostering collaboration and promoting further development in the field. This recognition not only encourages existing partners but also attracts new collaborators. To honor the contributions of collaborating partners, the Institute shall present awards in the form of shields or certificates to the organizations whose supports have:

(i) resulted in significant innovation outputs such as patents or commercialized products;

(ii) empowered innovators at the Institute; and

(iii) contributed to the establishment of Innovation Incubation Hubs at the Institute.

An innovation award ceremony will be organized annually to celebrate these achievements and strengthen collaborative efforts within the community.

3.1.4 Innovation Registration

The innovation registration process shall ensure proper documentation of technological advancements by following a structured approach. The key steps in innovation registration will include:

(a) Innovators submit a formal Standard Application/Registration Form (Annex-1) to the innovation Unit detailing their invention, including its novelty, potential applications, and development stage.

(b) The Institutional Review Board conducts assessments using an assessment tool (Annex-2) to verify the submission's completeness and ensure compliance with institutional guidelines. The IRB reviews the disclosed innovation to assess its originality and potential for commercialization.

(c) The IRB reviews archived innovations to track progress, identify opportunities for further development, and ensure compliance with DIT's guidelines.

(d) Innovators submit Innovation Progress Report (Annex-3) on a quarterly basis or upon request from their supervisor(s).

3.1.5 Ethical Instructions for Governing Innovation Activities

Ethics in innovation is essential to ensure responsible, transparent, and socially beneficial advancements while minimizing harm and unintended consequences. To ensure that innovation activities at the Institute are conducted with integrity, transparency, and social responsibility, the Institute shall:

(a) Provide training and capacity-building programmes on ethical innovation for researchers, innovators, and stakeholders.

(b) Ethically vet all partnerships with external entities to ensure alignment with institutional values.

(c) Disseminate ethical instructions to innovators to ensure clarity on compliance requirements and ethical considerations.

(d) Ensure objectivity and fairness in decision-making and funding allocations.

(e) Take appropriate action against non-compliance with ethical instructions including suspension or termination of the innovation project, revocation of funding or institutional support, and disciplinary measures in accordance with institutional policies.

(f) Require all innovators to fill and submit an incubation agreement with the Institute before initiating any innovation activities.

(g) Ensure all innovators adhere to the following global and local ethical instructions:

i) Ensure honesty, transparency, and credibility in innovation.

ii) Respect and protect copyrights, patents, and other intellectual assets.

iii) Align innovations with societal needs and sustainability.

iv) Promote diversity and fair access to innovation opportunities.

v) Develop eco-friendly innovations that minimize environmental harm.

vi) Protect sensitive data and maintain confidentiality in innovation processes.

vii) Ensure responsible development and deployment of emerging technologies such as Artificial Intelligence.

viii) Foster open communication and ethical partnerships in innovation.

ix) Adhere to local and international laws governing innovation.

x) Protect the interests and contributions of students and faculty members in innovation projects.

xi) Involve communities in the innovation process and ensure accessibility of outcomes.

xii) Ensure fair and ethical commercialization of innovations developed within the Institute.

xiii) Encourage open exploration while maintaining ethical boundaries in innovation.

3.1.6 Rewarding Staff and Students with Outstanding Performance in Innovations

DIT appreciates the dedication shown by staff and students in ensuring that it achieves its strategic goal of enhancing the volume and quality of innovation that impacts economic, social, scientific and technological development. To motivate staff and students to engage in innovation activities, the Institute shall:

(a) Award at least one outstanding project from a bachelor student and one from a diploma student among the finalists;

(b) Award both students and the supervisor(s) of the best students for projects pointed out in (a);

(c) Organize an event for a prize-giving ceremony where staff and students will be invited to attend;

(d) The selection of the best project will be based on the criteria outlined in Annex-4.

3.2 Governance

Innovations will be coordinated and administered by the Innovation Unit which is under the Directorate of Research, Consultancy and Publications. The actual implementation of innovation activities shall be done at each academic department under the coordination of the Coordinator for Research, Publication and Innovations. Figure 3.1 shows the Institute Organization Structure and Figure 3.2 shows the Organization Structure that governs innovation activities.

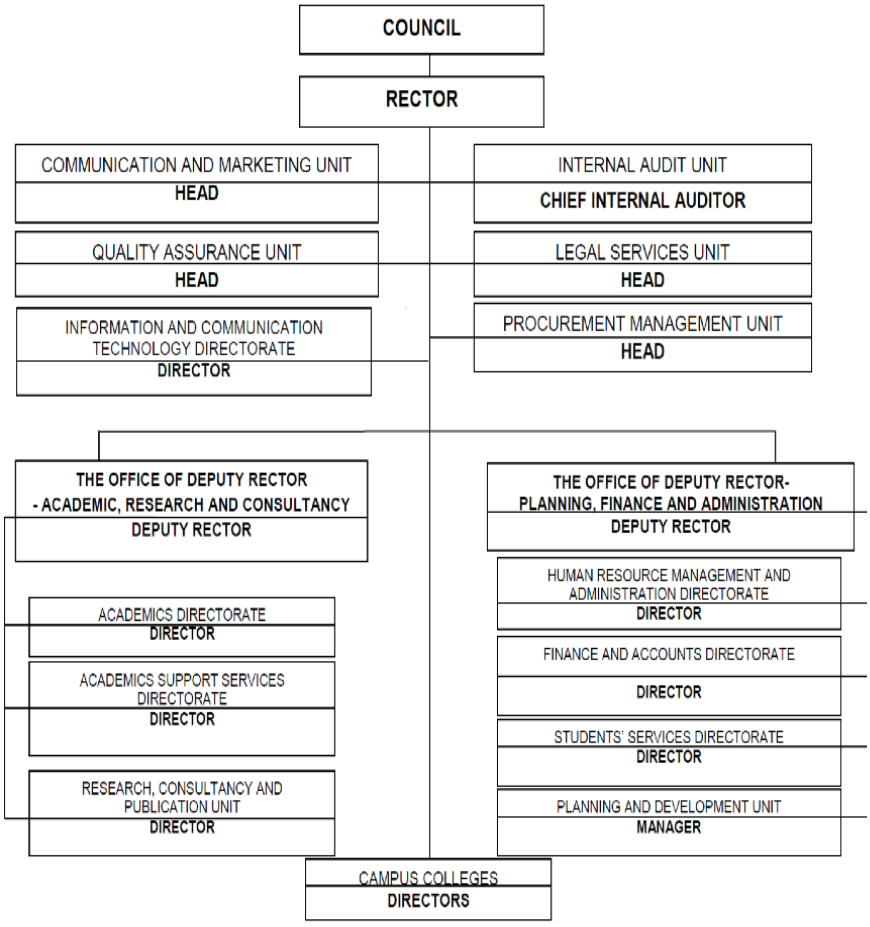

Figure 3.1: Institute Organization Structure

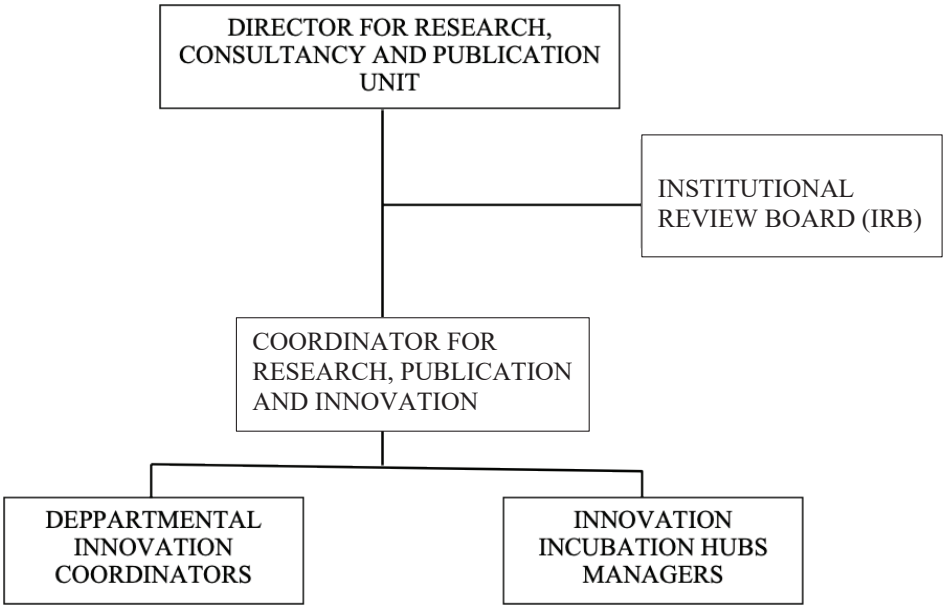

Figure 3.2: Organization Structure to Govern Innovation Activities

3.2.1 Responsibilities, Qualifications and Appointment of Personnel

3.2.1.1 Institutional Review Board (IRB)

The Institutional Review Board (IRB) members shall be appointed by the Rector to serve for a duration of three (3) years, renewable once upon satisfaction with their performance. IRB members who do not serve by virtue of their positions shall be appointed by the Rector for a term of three (3) years, renewable once based on satisfactory performance. The IRB shall constitute the following:

(a) Director for Research, Consultancy and Publications - Chairperson
(b) Three academic staff with outstanding performance in innovations, representing academic staff - Members
(c) Coordinator for Research, Publication and Innovations - Secretary

The IRB shall meet quarterly or as frequently as the need arises in order to expedite the processing and approval of issues related to innovations. The specific duties of the IRB shall include the following:

(a) To evaluate and approve applications for inclusion of innovations into the DIT Innovations Incubation hubs;
(b) To evaluate and approve the concept notes and innovation proposals for innovations intended to be supported financially by the Institute;
(c) To approve interim reports and final reports for the innovations funded by DIT;
(d) To grant extension of time to complete activities of the innovations funded by DIT;
(e) To ensure compliance to innovation ethics;
(f) Recommend to the Institute Management the innovations that have reached the commercialization stage so that the Institute can initiate the processes of Intellectual Property (IP) protection and commercialization; and
(g) Any other duties as may, from time to time, be assigned by the top management.

3.2.1.2 Coordinator for Research, Publication and Innovations

The coordination of innovations activities will be under the Coordinator for Research, Publication and Innovations who shall be a Senior Academician and a holder of Master's/Doctorate (PhD) Degree preferably in the field related to the Institute. Other appointment criteria, tenure and appointment authority shall be as per Institute Guidelines and Regulations. The Coordinator for Research, Publication and Innovations shall be responsible for the following:

(a) To advise the Director for Research, Consultancy and Publication on all matters related to innovations;
(b) To oversee the Institute Innovation Incubation Hub and innovation activities;
(c) To be a custodian of innovation information;
(d) To organize networking events, mentorship and training sessions, and pitch competitions for startups;
(e) To coordinate establishment of innovation grant programmes;
(f) To coordinate write-up of innovation proposals and submit them to the potential financial institutions and potential collaborators;
(g) To be the secretary of the Institutional Review Board (IRB) meetings;
(h) To perform any other related duties as may be assigned by the supervisors.

3.2.1.3 Innovation Incubation Hub Manager

The Innovation Incubation Hub Manager shall be a holder of at least Bachelor's degree with considerable experience in innovation activities. Other appointment/employment criteria shall be as per Government or Institute Guidelines and Regulations. The roles and responsibilities of the Innovation Incubation Hub Manager shall be as follows:

(a) Oversee day-to-day operations of the innovation hub.
(b) Plan, host, and co-host accelerator/incubator programmes throughout the year.
(c) Write detailed reports on each accelerator/incubator programmes, including attendee demographics, key outcomes, success stories and financial summaries.
(d) Create a collaborative environment where innovators can share ideas and collaborate on projects.
(e) Encourage peer-to-peer learning among innovators to foster a sense of community.
(f) Stay informed about trends in the innovation ecosystem to proactively support incubated businesses.
(g) Help innovators navigate legal requirements and compliance issues relevant to their operations.
(h) Provide guidance on scaling operations while managing growth challenges faced by innovations.
(i) Perform any other related duties as may be assigned by the supervisors.

3.2.1.4 Academic Departmental Innovation Coordinators

An Academic Departmental Innovation Coordinator shall be a holder of at least Bachelor's degree with a considerable experience in innovation activities. Other appointment criteria, tenure and appointment authority shall be as per Institute Guidelines and Regulations. The roles and responsibilities of the Academic Departmental Innovation Coordinators shall be as follows:

(a) To coordinate strategic plans for Innovations in the respective department;

(b) To advertise and promote innovation activities within the academic department;
(c) To organize awareness training, seminars, and workshops in the respective department;
(d) To identify innovations with the potentials for commercialization from the respective department;
(e) To maintain the database for innovations emanating from the respective academic department;
(f) To perform any other related duties as may be assigned by the supervisors.

4. IMPLEMENTATION STRATEGY, MONITORING AND EVALUATION

Monitoring and evaluation will be an integral component for the implementation of the Policy. The Innovation Unit shall conduct Monitoring and Evaluation (M&E) based on the implementation strategy activities to ensure close follow-up of the policy implementation. Relevant key performance indicators as presented in Table 4.1 shall be considered during M&E and be made available to enable stakeholders at all levels to monitor and assess innovation activities on a regular basis.

The Institutional Review Board shall meet at least quarterly to evaluate the achievements in innovation initiatives against Innovation Policy, Strategic Plan, and Rolling Strategic Plan through quarterly reports submitted by the Innovation Unit.

Table 4.1: Policy Strategies, Activities, Targets and Key Performance Indicators (KPIs)

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
2.3.3 (i)	Train and mentor innovators to effectively prepare and submit grant applications, funding proposals, and investor pitches, including assistance in navigating the complexities of different funding sources	Conduct training on grant writing, funding proposals, and investor pitching	Number of training sessions conducted	At least 5 training sessions conducted					
		Organize workshops and mentorship sessions with funding experts and successful entrepreneurs	Number of workshops organized	At least 5 workshops organized					
		Facilitate a pitch competition where trained innovators present to potential	Number of pitching competitions facilitated	At least 5 pitching competitions facilitated					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
		investors and grant providers							
2.3.3 (ii)	Establish partnerships and collaborate with the industry and funding agencies to secure innovation funding	Identify and map potential industry funding partners, investors, and funding agencies	Number of funding partnership discussions initiated	At least 5 funding partnership discussions initiated					
		Organize innovation funding summits and networking forums	Number of funding summits and networking sessions held	At least 5 funding summits and networking sessions organized					
		Disseminate innovation funding opportunities	Number of innovation funding opportunities disseminated	At least 50 innovation funding opportunities disseminated					
2.3.3 (iii)	Allocate budget each year	Fund internal innovation	Number of innovations	At least 10 innovation					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	specifically for funding internal innovation projects	projects through Institute's grants and seed funding	grants and seed funds provided	grants and seed funds provided					
		Pair each funded project with mentors to enhance project success	Number of funded mentorships	At least 10 funded mentorships					
		Fund internal innovation competitions	Number of funded internal innovation competitions	At least 5 internal innovation competition funded					
2.4.3 (i)	Provide training and mentorship programmes on innovation and emerging	Conduct training programmes on innovation and emerging technologies.	Number of training sessions conducted	At least 5 training sessions					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	technologies for staff and students	Establish mentorship programmes linking students and staff with industry experts and successful innovators.	Number of mentorship programmes initiated	At least 5 mentorship programmes initiated					
		Assess the impact of training through feedback and innovation outputs.	Percentage of participants applying acquired knowledge in projects	**50%** of participants applying knowledge in innovations					
2.4.3 (ii)	Promote interdisciplinary collaboration and external partnerships to drive joint innovation and	Establish innovation clusters bringing together students and staff from different disciplines.	Number of interdisciplinary innovation projects initiated	At least 5 projects initiated					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	real-world problem-solving	Develop partnerships with industries, government institutions, and international organizations.	Number of formal partnerships established	At least 5 new partnerships established					
		Organize networking events for innovators, researchers, and industry experts.	Number of networking events held	At least 5 networking events held					
		Facilitate joint innovation projects with external organizations.	Number of joint projects successfully established	At least 5 joint projects established					
2.4.3 (iii)	Organize innovation	Plan and conduct innovation	Number of seminars and	At least 5 Seminars and					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	real-world problem-solving	Develop partnerships with industries, government institutions, and international organizations.	Number of formal partnerships established	At least 5 new partnerships established					
		Organize networking events for innovators, researchers, and industry experts.	Number of networking events held	At least 5 networking events held					
		Facilitate joint innovation projects with external organizations.	Number of joint projects successfully established	At least 5 joint projects established					
2.4.3 (iii)	Organize innovation	Plan and conduct innovation	Number of seminars and	At least 5 Seminars and					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	seminars, workshops, and competitions to stimulate creativity and knowledge-sharing within the DIT community	seminars and workshops regularly.	workshops held	workshop held					
		Launch innovation competitions to encourage problem-solving and creativity.	Number of competitions held	At Least 5 competitions held					
		Provide incentives and awards for outstanding innovations.	Number of awards presented to innovators	At least 15 awards presented					
2.4.3 (iv)	Invest in state-of-the-art infrastructure, equipment, and facilities to support high-quality	Upgrade and expand innovation labs and fabrication centres.	Number of new or upgraded facilities	At least 2 upgraded facilities					
		Acquire and maintain	Number of new equipment	At least 10 new equipment					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	innovations	advanced research and innovation equipment	acquired	acquired					
2.5.3 (i)	Establish clear Collaboration and Partnerships that align with DIT's strategic goals.	Conduct stakeholder mapping to identify potential partners aligned with DIT's goals	Number of strategic partners identified	At least 5 partners identified					
		Engage in discussions and negotiations with potential partners	Number of MoUs, or partnerships or agreement signed	At least 5 MoUs, agreements, or partnerships					
		Conduct joint planning sessions with key stakeholders	Number of collaborative planning meetings held	At least 5 meeting reports endorsed					
		Secure funding or resource-sharing	Number of funding or	3 funding or resources					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
		agreements with partners	resources secured	secured					
		Monitor and Evaluate Partnerships	Number of Collaborations and Partnerships Analytics held	At least 5 comprehensive reports endorsed					
2.5.3 (iv)	Organize regular conferences, workshops, or seminars that bring together industry leaders, innovators, and policymakers to discuss emerging trends in technology.	Organize conferences, workshops, or seminars	Number of events conducted	At least 5 events conducted					
		Conducting Marketing & Outreach	Number of promotional campaigns conducted	At least 5 campaigns per event are conducted					
		Acquiring Sponsorship & Funding	Number of sponsors/partners/stakeholders engaged	At least 5 sponsors/partners/stakeholders secured per event					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
		Post-Event Impact & Follow-up	Number of reports, whitepapers, or publications generated	At least 5 post-event reports generated					
2.5.3 (v)	Use social media channels to promote partnership success stories and encourage further engagement	Planning & content creation	Content calendar for partnership success stories developed	Content calendar for partnership success stories endorsed annually					
		Identify potential partnership success stories	Number of success stories identified	At least 5 success stories identified annually					
		Publish case studies or testimonials and showcasing partnership and	Number of case studies/testimonials shared	At least 5 case studies/testimonials published					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
		achievements across multiple social media platforms. (LinkedIn, Twitter, Facebook, Instagram)							
		Host live sessions or webinars with partners	Number of live sessions or webinars hosted	At least 5 live sessions or webinars hosted					
		Solicit feedback from partners and audience	Number of feedback responses received	At least 5000 feedback responses attended					
		Monitor and analyze social media performance	Number of social media analytics reported	At least 5 comprehensive media analytics reported per					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
				year					
2.6.3 (iii)	Develop and deploy a secure digital platform for innovators to easily submit and track the progress of their innovation disclosures and report progress of innovation activities.	Define platform requirements and specifications	Report on platform requirement analysis	Platform and requirement specifications in place					
		Develop the digital platform	Availability of digital platform	digital platform developed					
		Deploy the digital platform for public use	Digital platform	digital platform deployed					
		Train innovators on platform usage	Number of training sessions conducted	Conduct at least 3 training sessions					
2.7.3 (ii)	Conduct regular awareness programmes, workshops, and	Organize ethics-focused workshops and training sessions	Number of ethics workshops and training sessions conducted	At least 5 sessions conducted					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	training sessions to educate students and staff on the importance of ethics in innovation and foster a culture of responsibility	Conduct periodic assessments to evaluate staff and students' understanding of ethical principles in innovation	Percentage of participants demonstrating improved understanding through assessments	80% of participants score above average in ethics assessments					
2.8.3 (ii)	Facilitate staff and students in the implementation of innovation ideas	Provide incubation space	Number of staff facilitated	At least 50 staff facilitated by 2029					
		Provide mentorship	Number of mentorships training	At least 100 students mentored by 2029					
		Provide resources for supporting	Number of funded	At least 5 innovations					

Strategy Number	Strategy Description	Activities	KPI	Target	Timeframe				
					2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
		innovation activities	innovation activities	funded by 2029					
2.8.3 (iii)	Organize awareness training, workshops and seminars to sensitize staff and students on innovations	Organize awareness training on creating innovation idea	Number of awareness training organized	At least 5 training conducted by 2029					
		Organize working workshop for creation of innovation idea	Number of workshops conducted	At least 5 workshops conducted by 2029					
		Evaluate innovation idea for incubation	Number of innovation idea evaluated	At least 50 innovation idea evaluated by 2029					

THE REVIEW OF THE INNOVATION POLICY AND OPERATIONAL PROCEDURES

The Innovation Policy and Operational Procedures will be reviewed every five (5) years or any time when deemed necessary, subject to the approval by the Council. The reviewed policy revokes the previous edition.

6. APPROVAL OF THE INNOVATION POLICY AND OPERATIONAL PROCEDURES 2025

This Reviewed Innovation Policy and Operational Procedures was approved at the 112th Council meeting held on 15th May, 2025.

Prof. Preksedis M. Ndomba
RECTOR

ANNEX-1

DAR ES SALAAM INSTITUTE OF TECHNOLOGY

SUBMISSION FORM FOR CONSIDERATION TO BE REGISTERED/INCUBATED IN THE INSTITUTE INNOVATION INCUBATION HUB

(Submit to the office of Research, Publication and Innovation)

Full name of Principal Inventor:

.....

Age: ..... Sex: .....

A brief historical background (Education, Work Experience).

.....

.....

.....

.....

.....

.....

(You may use a separate sheet)

Other Inventors:

Name:

.....

Age: ..... Sex: .....

A brief historical background (Education, Work Experience).

.....

.....

Name:

.....

Age: ..... Sex: .....

A brief historical background (Education, Work Experience).

.....

.....

.....

Name:

.....

Age: ..... Sex: .....

A brief historical background (Education, Work Experience).

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.....

1. Brief descriptive title of invention:

.....

.....

2. Recommendation of inventor(s) whether patent should be sought:

( ) Yes ( ) No

3. Results to be achieved by the practice of this invention:

.....

4. Starting date of invention:

.....

5. Outline of means discovered for achieving intended results in terms of

i). Steps in a process, or

ii). Components in a composition or groups in a chemical compound (Include description of process of making) or

iii). Elements in a machine, article or device. Point out means which are essential, others which are important or useful and any critical limitations on any of these.

.....

.....

.....

6. Source(s) and amount(s) of all grant, contract or gift funds used by inventor(s) regardless of purpose or use during the period starting with the first date of invention to the present, if any:

.....

7. Identify those sources indicated in item 6 which contributed to the invention, if any:

.....

8. Date and place (e.g. particular periodical) or any publication regarding invention (whether publication has occurred or is projected):

.....

9. Features embodied in this invention which would not have been obvious to or readily foreseeable by the typical skilled worker in the field:

.....

10. What is the estimated size of the target market?.....

.....

11. Who are the competitors?

.....

.....

12. How long will it take to bring this innovation to market?

.....

13. Are there any regulatory barriers that need to be addressed?

( ) Yes ( ) No

14. If Yes, explain how they will be addressed:

.....

.....

15. What is the stage, the invention has reached among (ideation, prototyping, lab testing for performance evaluation, field testing)?

.....

16. Do you agree to have the intellectual property (IP) associated with this invention be protected according to the procedures outlined in the DIT Intellectual Property Rights Policy, should this invention present opportunities for IP protection?

( ) Yes ( ) No

17. Do you agree to sign and submit to the Intellectual Property Management Office an IP Disclosure form disclosing any IP created, whilst at the Institute Innovation Incubation hub before exiting the hub?

( ) Yes ( ) No

Principal Innovator Name:

.....

Signature: .....

Date: .....

Witness (Name): .....

Signature:.....

Date:.....

For Official Use Only:

Date Received: .....

Name: .....

Position: .....

Signature: .....

DAR ES SALAAM INSTITUTE OF TECHNOLOGY

ASSESSMENT TOOL FOR INNOVATION SELECTION FOR INCUBATION IN THE INSTITUTE INNOVATION INCUBATION HUB

This evaluation form is designed to assess innovative ideas submitted for consideration to the Institute Innovation Incubation Hub. The purpose of this form is to evaluate the potential of each idea based on various criteria that reflect its originality, feasibility, market potential, and alignment with the goals of the incubation hub.

S/N	Evaluation Criteria	Score (0-10)
1.	Uniqueness of idea, solution or approach in comparison with existing solutions in the market	
2.	Non-existence of barriers to implementation	
3.	Evidence of clear target market	
4.	Plans for growth and expansion	
5.	Skills and experience of innovator or team to execute idea	
6.	Availability of partnerships to support development	
7.	Alignment of innovation with the vision and mission of the Institute	
8.	Evidence to bring the innovation to product within the incubation period	
9.	Willing to protect the Intellectual Property according to the procedures outlined in the DIT Intellectual Property Rights Policy	
10.	Interdisciplinarity	
TOTAL		

Signed by Institute's Institutional Review Board Members:

1. Name: ..... Signature: .....
   Date: .....
2. Name: ..... Signature: .....
   Date: .....
3. Name: ..... Signature: .....
   Date: .....
4. Name: ..... Signature: .....
   Date: .....
5. Name: ..... Signature: .....
   Date: .....

ANNEX-3

DAR ES SALAAM INSTITUTE OF TECHNOLOGY

PROGRESS REPORT OF REGISTERED INNOVATIONS

Submit to the office of Research, Publication and Innovation
Full name of inventor: .....
Date: .....
Sex: .....

1. Title of innovation:
.....
.....
2. Starting date of invention:
.....
3. Stage of the innovation during the last report (select among ideathon, prototyping, IP protection, piloting/field testing):
.....
4. Current stage (select among ideathon, prototyping, IP protection, piloting/field testing):
.....
5. If the innovation has reached piloting/field testing stage, state the places where it is being piloted/tested:
.....
6. What problem(s) the innovation is intending to solve?
.....
.....
7. What is the Target Market (potential users of your innovations):
.....
.....
8. What is the cost estimate of a single unit of this innovation?
.....
.....

9. Who are competitors at the market?

.....

.....

10. What Market Strategy are you intending to apply in order to win the Market?

.....

.....

Innovator
(Name): .....
Signature: .....
Date: .....

For Official Use Only:
Date Received: .....
Name: .....
Position: .....
Signature: .....

ANNEX-4

DAR ES SALAAM INSTITUTE OF TECHNOLOGY

SELECTION CRITERIA FOR THE BEST INNOVATIONS

S/N	Evaluation Criteria	Maximum Score	Actual Score (0 - 20)
1	Originality and creativity	20	
2	Simplicity and applicability of the solution	20	
3	Appropriate and solving community problem	20	
4	Potential to contribute to development/science	20	
5	Tangible output or working prototype/system	20