



# **RESEARCH ROADMAP FOR STUDIES OF THE NATIONAL CRIME RESEARCH CENTRE**

**JANUARY, 2024**

<b>Governance Area Addressed:</b>	Crime Research
<b>Approving Authority:</b>	Governing Council
<b>Responsible:</b>	Director/CEO and Information Management Department
<b>Date of First Approval</b>	November, 2014
<b>Frequency of Review or Update:</b>	Every five (5) years
<b>Date of Next Review</b>	January, 2029
<b>Related Policies</b>	<ol style="list-style-type: none"> <li>1. National Crime Research Centre Act, 1997</li> <li>2. NCRC Research policy</li> <li>3. NCRC Plagiarism Policy</li> <li>4. NCRC Research Format</li> <li>5. NCRC Crime Researchers Code of Ethics</li> </ol>

## RESEARCH ROADMAP FOR STUDIES OF THE NATIONAL CRIME RESEARCH CENTRE

Topic	Activity	Budget	Time Frame	Date Due for Activity	Actor (s)	Date of approval of activity	Output
	Identification and prioritization of research themes		6 weeks	Annually	CEO/Director and Research Directorates	Annually	Draft prioritized themes
	Approval of the identified and prioritized research themes		1Day		R & D Committee		Approved prioritized themes
	Conceptualization of research Topic and agenda setting questions		3 weeks		Research Dept(s)		Proposed topic
	Proposal Development		4 weeks		Research Dept(s)		Draft proposal
	Issues notice of Draft Proposals to Research & Development (R & D) Committee		2 weeks		Director / CEO and Legal		Notice of R & D Committee meeting
	Presentation of Draft Proposal(s) Research & Development (R & D) Committee		1 Day		Research Author(s)		Approved proposal(s)
	Incorporation of comments of R & D Committee in the proposal		1 week		Research Author(s)		Revised proposal(s)
	Selection of Research Supervisors and Assistants from NCRC database		1 Day		Director/CEO and Author(s)		List of recruited persons
	Training of Research Supervisors and Assistants		3 Days		Research Department(s)		List of trained Research Supervisors and Assistants
	Pretesting/piloting and finalization of tools		5 Days		Research Department(s)		Finalized research Tools
	Validation seminar for quality assurance		1 Day		Director /CEO and research Author(s)		Validation report (s)
	Field work		3 weeks		Director/CEO, HOD (s), Research Dept(s), Research Supervisors and		Collected data

					Assistants		
	Data coding, entry and cleaning		4 weeks		Research Dept(s) and data coders and entrants		Coded and entered data
	Data analysis		5 Days		Research Dept(s)		Analysis output
	Draft report writing		2weeks		Research Dept(s)		1 <sup>st</sup> Draft report(s)
	Internal peer review		1 week		Research Dept(s)		Reviewed report(s)
	Incorporation of comments from internal peer review		1 week		Research Dept(s)		Reviewed report(s)
	External peer review		2weeks		Director/CEO Information management department		Reviewed report(s)
	Incorporation of comments from external peer review		1 week		Information management department & Reports Authors		Reviewed report(s)
	Stakeholder validation		1 Day		Director/CEO, Research Dept(s)		Validated report(s)
	Incorporation of comments from stakeholders		1week		Reports authors		Validated report(s)
	Issues notice of Draft report to Research & Development (R & D) Committee		14 Days		Director / CEO and Legal		Notice of R & D Committee meeting
	Presentation of Draft report to Research & Development (R & D) Committee		1 Day		Director / CEO		Approved report(s)
	Incorporation of comments from R & D Committee		1 week		R & D Committee		Revised approved report(s)
	Approval of Draft report by Governing Council		1Day		GC		Approved report(s)
	Incorporation of comments from Governing Council		1 week		Reports Authors		Revised approved report(s)
	Dissemination of key findings and recommendations		Continuous		Director/CEO, Advocacy & outreach		Approved Dissemination

					depart and Corp Commun depart		roadmap
	Editorial review by external editor		2 weeks		Director/CEO Infor Mgmt. Dept		Edited report(s)

<b>Topic</b>	<b>Activity</b>	<b>Budget</b>	<b>Time Frame</b>	<b>Date Due for Activity</b>	<b>Actor (s)</b>	<b>Date of approval of activity</b>	<b>Output</b>
	Confirming editors comments and building consensus		1 Week		Director/CEO Information management Dept and research author(s)		Final report(s)
	Dissemination of final reports.		Continuou s		Director/CEO, Advocacy and outreach depart and Corp communication Dept		Launched and disseminated final report(s)

## **REVIEW PROGRAMME**

This policy shall be reviewed after every five (5) years or as need may arise. The Review process should include consultations among researchers and between NCRC and partners.

## **POLICY APPROVAL**

This Research Roadmap is Effective from day of .....

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**CHAIRPERSON**  
**NATIONAL CRIME RESEARCH CENTRE**