



ACENPEE INTERNAL INSTITUTIONAL SEED GRANTS SCHEME
COMMITTEE

AHMADU BELLO UNIVERSITY, ZARIA

MINUTES OF THE 3RD MEETING OF THE COMMITTEE, HELD ON
FRIDAY, 24TH MAY 2024, IN THE BOARD ROOM, AFRICA CENTRE OF
EXCELLENCE ON NEW PEDAGOGIES IN ENGINEERING EDUCATION,
AHMADU BELLO UNIVERSITY, ZARIA.

1.0. Attendance

1.1 Present

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|------------------------------|-----------|
| 1. Prof. Fatai O. Anafi | Chairman |
| 2. Prof. Adrian O. Eberemu | Member |
| 3. Prof. Fatima B. Ibrahim - | Member |
| 4. Dr. Suleiman Zubairu - | Member |
| 5. Dr David O. Obada | Secretary |

2.0 Opening Prayers/Consideration of the proposed agenda

The Chairman declared the meeting open at 11.00 a.m. and requested members to pray individually for the success of the meeting. Thereafter, the agenda for the meeting was presented as follows:

1. Opening Prayers
2. Chairman's Opening Remarks
3. Final Consideration of the Seed Grant and Innovation Week Flyers
4. Any Other Business
5. Adjournment
6. Closing Prayer

The motion for the adoption of the agenda as presented was moved by Prof. Adrian O. Eberemu and was seconded by Prof. Fatima B. Ibrahim.

33 **3.0 Chairman's Opening Remarks**

34 The Chairman welcomed members and appreciated them for making out time to attend the
35 second meeting of the committee. The Chairman commended all members for their efforts in
36 finalizing the flyers for the seed grant and innovation week. He informed members that the
37 essence of the last meeting was to conclude deliberations on the flyers and pass the documents
38 to the Centre Director for approval.

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40 **4.0 Final Consideration of the Seed Grant and Innovation Week Flyers**

41 The flyers for the seed grant and innovation week were approved by the committee which
42 included the submission guidelines and the deadlines.

43 **5.0 Adjournment/Closing Prayer**

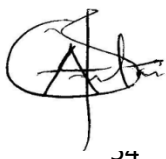
44 In the absence of any other matter for discussion, the meeting was adjourned at 12.05 p.m. with
45 a motion moved by Dr. S. Zubairu and was seconded by Prof. Fatima B. Ibrahim. The closing
46 prayer was said individually.

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49 **Prof. F.O Anafi**

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55 Chairman

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Dr D.O Obada



Secretary



**ACENPEE INTERNAL INSTITUTIONAL SEED GRANTS SCHEME
COMMITTEE**

AHMADU BELLO UNIVERSITY, ZARIA

**MINUTES OF THE 1ST MEETING OF THE COMMITTEE, HELD ON
THURSDAY, 11TH MARCH, 2024, IN THE BOARD ROOM, AFRICA
CENTRE OF EXCELLENCE ON NEW PEDAGOGIES IN ENGINEERING
EDUCATION, AHMADU BELLO UNIVERSITY, ZARIA.**

1.0. Attendance

1.1 Present

- | | |
|------------------------------|-----------|
| 1. Prof. Fatai O. Anafi | Chairman |
| 2. Prof. Adrian O. Eberemu | Member |
| 3. Prof. Fatima B. Ibrahim - | Member |
| 4. Dr. Suleiman Zubairu - | Member |
| 5. Dr David O. Obada | Secretary |

2.0 Opening Prayers/Consideration of the proposed agenda

The Chairman declared the meeting open at 10.15 a.m. and requested members to pray individually for the success of the meeting. Thereafter, the agenda for the meeting was presented as follows:

1. Opening Prayers
2. Chairman's Opening Remarks
3. Consideration of Term of Reference (ToR)
4. Any Other Business
5. Adjournment
6. Closing Prayer

The motion for the adoption of the agenda as presented was moved by Prof. Adrian O. Eberemu and was seconded by Dr Suleiman Zubairu.

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34 **3.0 Chairman’s Opening Remarks**

35 The Chairman welcomed members and appreciated them for making out time to attend the
36 inaugural meeting of the committee despite their tight schedules. He informed members that
37 the essence of the committee/meeting was to develop the terms to launch a call for faculty and
38 postgraduate students that will be funded by ACENPEE through its seed grant and innovation
39 schemes to selected eligible individuals who would submit innovation and entrepreneurship
40 proposals in fields related to engineering education research. These proposals are expected to
41 be centred around the engineering education research. The aim of ACENPEE Innovation Seed
42 Grant Competition (AISGC) is to encourage students and faculty to explore applied research
43 ideas, start up their own companies, or scale a business that is deemed to have considerable
44 potential to boost the local economy and generate employment. The AISGC will include a
45 process that also involves raising awareness, capacity-building, training, and coaching of
46 entrants, and considerable after-care and support for the winners to ensure maximum impact.
47 The chairman noted that AISGC will therefore be used as an instrument to develop and
48 disseminate entrepreneurial mindset in staff and students to create a fruitful cycle for
49 innovation, business development, and job creation.

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51 **4.0 Consideration of Term of Reference (ToR)**

52 Members were informed that the main Terms of Reference (ToR) of the Committee are the
53 following:

- 54 - Call for the submission of applications for seed grant.
- 55 - Evaluate submission of applications.
- 56 - Award the seed grants.
- 57 - Organise ACENPEE - ABU Innovator of the Year Award week.
- 58 - Organise awareness, capacity-building for the winners of AISGC to ensure maximum
59 impact that can lay a foundation for a vibrant entrepreneurial ecosystem.
- 60 - Any other activities that can add value to the seed grant scheme and innovation week
61 processes.

62 The Committee is expected to commence work immediately and to report progress of work to
63 the Centre Director and project management committee (PMC) of ACENPEE from time to
64 time.

65 **5.0 Next Meeting**

66 The meeting also deliberated and resolved that the second meeting of the Committee would
67 hold on Thursday, 10th April 2024 at 10:45am. In addition, the secretary of the committee was
68 advised to collate progress of the tasks in the form of a PowerPoint presentation which is to be
69 presented at the second meeting. The time allotted to the presentation would be for a maximum
70 of 45 minutes.

71 **6.0 Adjournment/Closing Prayer**

72 In the absence of any other matter for discussion, the meeting was adjourned at 12.05 p.m. with
73 a motion moved by Dr Suleiman Zubairu and was seconded by Prof. Fatima B. Ibrahim. The
74 closing prayer was said individually.

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77 **Prof. F.O Anafi**

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83 Chairman

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Dr D.O Obada



Secretary



**ACENPEE INTERNAL INSTITUTIONAL SEED GRANTS SCHEME
COMMITTEE**

AHMADU BELLO UNIVERSITY, ZARIA

**MINUTES OF THE 2ND MEETING OF THE COMMITTEE, HELD ON
WEDNESDAY, 10TH APRIL, 2024, IN THE BOARD ROOM, AFRICA
CENTRE OF EXCELLENCE ON NEW PEDAGOGIES IN ENGINEERING
EDUCATION, AHMADU BELLO UNIVERSITY, ZARIA.**

1.0. Attendance

1.1 Present

- | | |
|------------------------------|-----------|
| 1. Prof. Fatai O. Anafi | Chairman |
| 2. Prof. Adrian O. Eberemu | Member |
| 3. Prof. Fatima B. Ibrahim - | Member |
| 4. Dr. Suleiman Zubairu - | Member |
| 5. Dr David O. Obada | Secretary |

2.0 Opening Prayers/Consideration of the proposed agenda

The Chairman declared the meeting open at 10.45 a.m. and requested members to pray individually for the success of the meeting. Thereafter, the agenda for the meeting was presented as follows:

1. Opening Prayers
2. Chairman's Opening Remarks
3. Progress on the tasks highlighted during the first meeting.
4. Any Other Business
5. Adjournment
6. Closing Prayer

The motion for the adoption of the agenda as presented was moved by Prof. Adrian O. Eberemu and was seconded by Prof. Fatima B. Ibrahim.

33 **3.0 Chairman’s Opening remarks.**

34 The Chairman welcomed members and appreciated them for making out time to attend the first
35 meeting of the committee and the progress reported before the second meeting. He informed
36 members that the essence of the follow-up meeting was to discuss on the progress made in
37 developing several salient points discussed during the first meeting, and to deliberate on the
38 first versions of the seed grant and innovation week flyers which were the main items for
39 discussion. Importantly, the chairman stated that the meeting was expected to establish the
40 clear objectives of the competitions (seed grant and innovation week), the target groups, the
41 sponsorship and partnerships, the eligibility criteria, the confidentiality and intellectual
42 property standpoint and the evaluation criteria for the projects. The evaluation criteria for the
43 projects as agreed by the members are: The problem, solution, innovation, impact, feasibility,
44 monitoring and evaluation and business model. These were expected to guide the formulation
45 of the seed grant and innovation week flyers.

46 **4.0 Presentation on the progress made after the first meeting.**

47 The Secretary of the committee made a power point presentation from the collated information
48 submitted by members of the committee as per the tasks highlighted in the first meeting. The
49 main highlight of the meeting was on the first version of the seed grant and innovation week
50 flyers. Members deliberated extensively on the contents, and this was based on the objectives
51 of the competition. Members decided on the eligibility of the applicants, the partnerships and
52 sponsorships, the criteria for selection and the grant deliverables and timelines.

53 **5.0 Next Meeting**

54 The meeting also deliberated and resolved that the third meeting of the Committee would hold
55 on 24th May 2024 at 11:00am.

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58 **6.0 Adjournment/Closing Prayer**

59 In the absence of any other matter for discussion, the meeting was adjourned at 12.25 p.m. with
60 a motion moved by Prof. Fatima B. Ibrahim and was seconded by Dr S. Zubairu. The closing
61 prayer was said individually.

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63 **Prof. F.O Anafi**

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69 Chairman

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Dr D.O Obada



Secretary