Name of Center: Africa Centre of Excellence in Public Health and Toxicological Research

Institution: University of Port Harcourt

Country: Nigeria

Center Leader: Prof. Daprim Ogaji	
Annual Workplan: (January - December, 2024) Work Plan Activities	Description
WORK I fail / Retivities	Description
Action 1: Action 1: Centre Governance and Administration\ DLI	Action:1
Sub Action 1a: Centre Governance and Administration	
Activity 1: Support activities of the Centre Management Committee (CMC), Sub-Committees, Steering committee, Academic Board, International Scientific Asdvisory Board (ISAB) and Sector Advisory Board (SAB)	Support activities such as transport, logistics for the CMC, sub-committee, Steering committee, Academic Board, ISAB, IAB
Activity 2: Ongoing Administration – consumables, maintenance, subscriptions to professional organisations, etc.	Day-to-day running of the centre and coordination of all activities - office consumable, fueling, utility bills, repairs, subscriptions to professional organisations such as the Association of Schools of Public
Activity 3: Support implementation of the strategic business plan for ACE-PUTOR and harmonization with the sustainability plan	Committee activities and organisation of a 2- day retreat for building the capacity of all members of the ACE-PUTOR team for the implementation of the Post-ACE Impact Sustainability Plan. Provide for logistics, resources persons and partners for the implementation of the sustainability plan, developing business plans, costings, travels, business partnerships after the completion of current funding cycle
Sub-Action 1b:Partnership and Network Management	
Activity 1: Support Implementation of commitments with Partners and networks- at least 12 joint activities	Implement objects in the memorandum of understanding with partners, netwroks and collaborators that will strengthen project delivery
Activity 2: Support participation in Biannual ACE-Impact Regional Workshop Organised by WB, AAU	ACE Team to attend WB, AAU, NUC Meetings and activities
Activity 3: Support participation in meetings organized by the NUC	ACE Team to attend 12 NUC organised meetings and activities
Sub-Action 1c: Provide critical infrastructure to enhance central a	administration, teaching and research

Activity 1: Project Vehicle 2 (18-seater Bus)	Procurement of 1 Bus for conveying students and faculties for effective coordination						
Activity 2: Digital security for the Centre	Procure full Digital security for the Centre						
Activity 3: Annual subscription and management of Learning Management Software for teaching and learning	Annual subscription and mgt of website, learning management software, zoom and cloud subscription for remote teaching and learning in ACE-PUTOR						
Activity 4: Procure Laptops for administrative and academic use	Procure laptops 4 laptops for administratuve and academic use						
Activity 5: Alternate Power: 70KVA Generator with installation in the Centre	Procure 60KVA backup power supply to support the existing 150KVA Generator in the Centre						
Activity 6: Split air-conditioners	Procure additional 14 units of 1.5HP Split Air-conditioners to complement what has already been provided in large classrooms, restaurant and laboratories in the Centres						
	tre\DLI Action:3 (Quantity of students with focus on gender and region						
Sub-Action 2a: XXX Activity 1: Curriculum review/Development workshop involving regional/International partners for new Short Courses, Masters and PhD Programme Curricula	Allow for ACE-PUTOR curriculum review committee to update student handbook, committee work at the disagregation of the MSc programme curriculum for midwifery and child health nursing, development of new curriculum for PhD in Public Health Nursing, organise 3 curriculum review/development/implementation workshop						
Activity 2: Revision and production of academic materials, students' handbook, manuals, examination materials, Stationeries, etc.	Produce academic materials, students' handbook, manuals, examination materials, Stationeries, etc.						
Activity 3: Scholarship (40 Students)	Award 40 new scholarships to postgraduate students to undertake postgraduate education in the PUTOR's ecosystem, pay 2023/2024 annual fees for exiting PhD candidates, support postgraduate students participation at conferences/seminars/workshops for sessions						
Sub Action 2b: Enahance Students' Welfare							
Activity 1: Accommodation and welfare for 30 regional students	Secure, maintain and upgrade spaces for accommodation to be used by 30 regional students in the ACE-PUTOR ecosystem, provide for the safety and welfare of these regional students						

Activity 2: Student lunch and entertainment during training activities	Provision of lunch and entertainment to students and staff during lectures and other training activities
Activity 3: Student Graduation Ceremony	Year 2024 Graduation Ceremony for successful Masters and PhD students
Sub Action 2c: Faculty and staff development and exchange	
Activity 1: Support 6 visiting/adjunct instructors scholars, seminars, etc.	Award 6 slots to visiting scholars to participate in students' training, Attend conferences/seminars/workshops; Communicate research findings; Students/Faculty development, host visiting scholars, Research and innovation and publicity
Activity 2: Attend short courses by project technical team, Support participation in trainings organized by the AAU/NUC and Support participation at Workshops/Conferences	ACE Technical Team to attend AAU meetings and training activities as well as other continuing professional development activities organised by professional bodies
Activity 3: Staff training on procurement, social safeguard, translational research, innovation	
	ion:4 (Quality of Education & research through international accred
Sub Action 3a: Support student research	
Activity 1: Support for students using external laboratories for their research	Laboratory support for students who are condcuting research outside the Centre and University's research facilities
Activity 2:Organise 2024 Public Health & Toxicological Research Fair	Organise 2024 Public Health & Toxicological Research Fair for all postgraduate MSc and PhD candidates in the Public Health Training Ecosystem in the University of Port Harcourt
Activity 3: Research support to PhD Research field/bench work	Provide research support to 30 national and regional PhD students in the PUTOR's ecosystem to support conduct and dissemination of their research findings
Sub Action 3b: Teaching and Research Infrastructure	
Activity 1: Books and hard copy journal subscription for the PUTOR Library	Procure at least 500 volumes of books and subscribe to 10 journals and periodicals
Activity 2: Modern Animal House with Battery Cages	Construct the animal house with battery cage with modern facilities

Activity 3: Construction of Guest House within the ACE-PUTOR Compound	Construction and furnishing of 18-room guest house within the permanent facility of ACE-PUTOR
Activity 4: Provide additional equipment for the PUTOR's building	Procure and install GCMS for the new facility for ACE-PUTOR
Activity 5: Complete installation, commissioning and training of	Complete the acquisition of major equipment like the Atomic
major equipment transferred from 2023 procurement exercise	Absorption Mass Spectrometer, Randox Evidence Analyser,
Action 4: Enhancing Relevance of Education, Applied Research a Sub Action 4a: International Programme Accreditation	nd Innovation\DLI Action: 5 (Relevance of Education and Research
Activity 1: Conclude International Programme Accreditation for Master of Public Health Programmes with APHEA	Carefully conclude the international institutional accreditation of New Master of Public of Public Health programs in ACE-PUTOR Ecosystem with APHEA
Activity 2: External certification for the laboratories in ACE-PUTOR	Carefully conclude the certification for the toxicology and environemntal (public) health laboratories in ACE-PUTOR
Sub Action 4b: Organising Short Courses	
Activity 1:Organise quarterly short course on grantsmanship, research entrepreneurship as well as speialised training in public health, toxicology, nursing	Support implementation of DLR 5.3 through hybrid training on intellectual property, technology transfer, innovation and entrepreneurship and patenting. As well as organise short courses for
Activity 2: Organise second edition of the West African Toxicological Training School	Fund the implementation of a 5-day intensive training on toxicology for professionals in the West African Sub-region in Freetown
Sub Action 4c: Support entrepreneurship and innovation ecosyste	m
Activity 1. Promote innovation and Entrepreneurship studies at undergraduate and postgraduate levels in the University	Support the production of training resources for innovation/entrepreneurship for undergraduate and postgraduate students in the university
Activity 2: Support Entrepreneurship, Innovations and Development of Patents	Create, encourage, support at least 2 innovations and patents

Activity 3. Sustain implementation of Centre Institutional Seed grant	Suport the development of a policy on centre institutional seed grant and award of 5 seed grants of \$2,000 each to to deserving recipents as approved in the Centre's DLR 5.3 formulation
Activity 5. Support conduct of institutional annual innovation week	Plan and implement 2024 annual innovation week in the university and provide an award of \$4,000 to winner of the 'innovator of the year' award
Activity 6. Develop testing facility for local innovation	Plan and establish one fully functional testing facility for local innovations in the Centre
Activitiy 7. Support the organisation of the faculty consulting business development office	Ensure the functional faculty business consulting office and mentoring programme for start-offs in the University of Port harcourt
Sub Action 4d: Support Dissemination of Research Outputs	
Activity 1: Support International Research Publication with National Partners	Sponsorships and support for research publications with national partners
Activity 2: Support International Research Publication with Regional/International Partners	Sponsorships and support for research publications with regional/international partners
1 1 1 1	Support editorial processes and faciltate indexing with reputable indexing systems, resolve current challenges with Port Harcourt Medical Journal
Activity 4: Online repository for research outputs	Maintain the effective communication and dissemination of the research outputs of studies conducted by the centres and make it easy
Sub Action 4e: Students and Staff Internship and Exchange	
Activity 1: Plan and Organize Merit-based Local & International Staff Exchange for 3 Staff	Develop proper plan and implement local/regional/international faculty exchange and capacity building in critical areas including educational paedagogy, curriculum development and other technical
Activity 2: Plan and Organize Merit-based Local/Regional Internship Placements for 100 Students	Continue implementation of local/regional/international internship for 100 students

Activity 3: Hosting of members of the International Scientific Advisory Board, Expatriates & Experts from the diaspora and partners' institutions	Provide support for 4 exchange between diasporas and academic partners
Action 5: Communication/DLI Action 1-7	
Sub Action 5a: Communication strategy	
Activity 1: Support Centre's Communications Strategy`	Host 20 meetings and support activities of the strategy formulation committee to define main objectives, key messages, intended publics, branding and visibility guidelines, communication channels, detailed communication activities and indicators to track implementation of the objectives and the performance of activities outlined. Also include engagement with the AAU
Sub Action 5b: Implement Communication Strategy	
Activity 1:Regular Website updates	Update links to the website. Weekly update of PUTOR's website with news, originally generated articles, success stories, alumni/student focused articles, stories written from research works etc.
Activity 2: Regular update of social media platforms. (Centres without Social Media accounts should create them)	Update social media accounts. Support verification of social media accounts, support paid social media advertising
Activity 3: Media engagement	Engage mainstream media to further disseminate centre's output/ success stories- sharing compelling articles with local and international media.
Activity 4: Production of communication materials- newsletters, brochures, factsheets, infographics, videos, engaging images (photo repository/image bank)	Produce 12 newsletters that highlight success stories, key activities, calls for applications and events of the centre.
Activity 5: Procure communication systems for Board Room, Classrooms and Video conferencing room	Procure effective communication system for all classrooms, and meeting rooms in the Centre
Action 6: Enhance Fiduciary Activities in the University/DLI Acti	on 6
Sub Action 6a: Enhance fiduciary activities	
Activity 1: Fiduciary Reporting, Audit and Procurement Support	Support training and information systems upgrade for the finance, internal audit department, procurement units to enhance timely reporting
Sub Action 6b: Improve efficiency in administrative andother acti	

Activity 1: Procurement/Accounting/Training and Administrative	Procurement/accounting/administrative Software to manage ACE-
Software	PUTOR inflow and out flow goods and services
Action 7: Create Institutional Impact/DLI 7	
Sub Action 7a: Digitalinfrastructure	
Activity 1: Enhance digital infrastructure and networking – university-wide electronic management information system and learning management system-NgRENs	Annual subscription to NgRENs for ICT equipment, journal subscription necessary for the running of the Center, collaborating faculties and University
Activity 2: Fund the development of a navigational software and mapping of relevant structures in the university	Ease of navigation around the university, improve efficiency in administrative processes in the University
Sub Action 7b: Support domestication of the University Sexual Ha	rassment Policy
Activity 1: Support Implementation of Sexual Harrasment Policy and counselling services in the University	Support ongoing sensitization activities and implementation of the sexual harassment policy of the university
Sub Action 7c: International Institutional Accreditation	
Activity 1:Conclude International institutional accreditation	Conclude international institutional accreditation with QAA-Global
Sub Action 7d: Enhance University Image & Accessibility	
Activity 1. Video tour documentary of the entire University	Public relation and virtual marketing of the Unievrsity for enhanced visibility
Activity 2. Establishment and management of UNIPORT Graduate School Portal	Establsihment of an electronic database of alumni that would be used to track alumni/graduate destinations, achievements, boost UNIPORT foundation and collaboration with alumni and the image of the
TOTAL	



Behind Schedule

Partner Contribution (if relevant)	2024 Q1			2024 Q2			2024 Q3		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
		1,250		1,250	1,250	1,250		1,250	
	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
	2,000	1,000		1,000		1,000		1,000	
	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
					45,000				
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			3,000		3,000		4,000	
		5,000				10,000	10,000	10,000
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itation, research publications and improved teac	hing and res	earch infras	tructure)					
		5,000		5,000			5,000	
			3,000					
		15,000				15,000		
			3,000		500		500	
			3,000		300		300	
		20,000		10,000				

		30,000	30,000	30,000	60,000			
		30,000	30,000	30,000	00,000			
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-	214,000	462,750	225,250	-	235,750	138,250	90,500	-	61,000	62,250

	2024 Q4		Milestone/Output	If NEW, Provide Justification		
Sep	O	ct	Nov	Dec		
				1		
1,250		1,250	1,250		Timely and accurate implementation of project plans together with timely achievements of DLIs. At least, 4 Minutes of meetings/list of attendance for management committee, 2 for steering committee, 2 for academic board, 1 for sector advisory committee and 12 reports on management's engagement with stakeholders	
1,500		1,500	1,500	1,500	Coordinated and efficient service delivery	
					Production of the ACE-PUTOR Strategic Business feaibility reports, business plans, business set-up	This would commence the transition from the current funding cycle to ensure the activiteis and gains of the ACE IMPACT Project is sustained
5,000		5,000	5,000	5,000	Number of joint projects executed; number of industry-based faculties; external revenue generated	Implement objects in the memorandum of understanding that will strengthen project/ sign new MOUs
		45,000			WB and AAU biannual workshops attended - Center Steering Committee equipped and updated with current practices, WB, AAU guidelines, discussions and review of progress	
1,000		1,000	1,000	1,000	NUC meetings and trainings attended - Center leadership equipped with relevant updates for project implementation	Need to attend project facilitation trainings/meetings organised by the NUC. NUC meetings are organized regularly howbeit for

		This will ensure better coordination of national and regional students and faculties Enhance Digital security for all 54 systems in the centre and the centre's website Effective education management system and effective management information systems in collaborating faculty and colleges. This will enhance the efficiency of administrative staff and would support the delivery of lectures Uninterrupted power supply. This will support effectives	Effective transportation and logistics for Centre administration and students It would improve the security of the centre's digital infrastructure and learning Need for laptop for administrative and academic tasks at the Centre This will enhance efficient and effective
			utilization of infrastructure together with routine activities and processes
		Improve learning environment in the Centre	This will enhance teaching and learning in the Centre
	1,000	Enhance capacity of new and old faculties in delivering the M.Sc. and PhD Programme Curricula for research and innovation excellence. Organise curricula benchmarking and alignment to ensure the training of students that that contribute to solving real world problems and compete anywhere in the world Copies of academic materials, students'	This will enhance our patronage and help meet logistics for preparation of curricula documents
		handbook, manuals, examination materials,	
10	0,000	Scholarships awarded, Excellence in research and education.	

1,500	1,500	1,500	1,500	Number of onsite students' lecture for which lunch was provided	Improve learning during face to face prolonged lecture contact hours
	2,000			Industry ready Graduates able to profer real world solutions and compete with their peers anywhere in the world	This gives an opportunity of showcasing motivating narratives of excellent performance of students and provide publicity for the Centre
				Support provided to enhance excellence in research and education.	
10,000		5,000		Short courses, AAU meetings, Conferences and trainings attended- Center leadership equipped with relevant updates for project implementation. Attendance certificates,	
10,000				Build the capacity of core staff of the Centre for the sustainability of the centre Post-ACE IMPACT	
				laboratory support for students, modern laboratory equipment, reagents, and process in the temporary structure	This will help produce high performing students able to utilize new laboratory
				Showcase PUTOR's research and community intervention activities and sustainable impact.	Involvement of all sector, industries and academic partners, establish the presence and impact of the center within the university, state, nation and region
				Benificaries who received these support and have concluded their research	Supporting PhD candidates to embark on novel and original research
	500			Copies of books and volumes of journals and periodicals	To ease learning challenges, enhance access to print literature/ Preference for use of ACE-PUTOR library by students and faculty for
				Completed Animal House for the Centre	To have a well completed building for PUTOR animal house to aid learning and research

		Fully furnished 18-room guest house in the ACE-PUTOR compound	To create a conducive environment for visiting faculties and international students as well as provide rental revenues for the centre's sustainability
		Fully furnished and equipped PUTOR building	To improve teaching and learning in the Centre of excellence
		Fully furnished and equipped PUTOR building	To improve teaching and learning in the Centre of excellence
		Master of Public Health Programmes accreditated by international accreditation agencies	Improve relevance of training curricula for local and itnernational students
		Improve patronised and assure quality of laboratory processes in the Centre	Important contributor to the sustainability of the Centre
1,250	1,250	Have well trained staff and academics with award winnings grant writing skills, research entrepreneurship and patents	Improve the resourcefulness of staff and academics in UNIPORT and beyond
		Build the capacity of prefessionals in the West African Subregion on identifying and managing toxicological risk	Improve collaboration between PUTOR and partners
		Development of new curricula and upgrade of existing curricula at undergradaute and postgraduate levels	enhance knowledge and competency of undergraduate and postgraduate students on entrepreneurship, innovation, development of patents and intellectual properties
		Have well trained entrepreneurs with sound innovations and patents	Guarantee support of entrepreneurship, innovations and patents

				Approved policy on seed grant. Details of recipents of seed grant	Inspire entrepreneurship among in the Centre and University
6,000				Appointment of committee for the organisation of the innovation week,. Advert for the innovation week, implimentation of the innovation with reports on proceedings, award	Thisevent will showcase innovations in the centre and university and would encourage participants to translate research findings into products and services that can be patented
				Functional testing facility developed in the university and beneficiaries of the functional testing facility in the university	This would support validation of inventions by innovators in the university
				office set up, deployment of human resources, record of consultations	improve the capacity of staff and students on start-ups and spin-offs
2,000			5,000	Number of publications accepted with national partners	Need for research/ publications into new areas of knowledge in partnership with national partners
		5,000		Number of publications accepted with regional/international partners	Need for research/ publications into new areas of knowledge in partnership with regional/international partners
	1,000			New Journal of Public Health and Toxicological Research Established and existing journals enhanced in terms of visibility, availability and	dissemination of scientific findings
1,000				Visible page/ tab on centre's website outlining the various research undertaken byPUTOR	To highlight and make visible the research output from PUTOR
-					
6,000				Number of staff benefited from focused training, exchanges and certification	Have a well robust design and development plan for local/regional/international internship and staff placement
				Produce a well acceptable plan and implementation forlocal/regional/international internship, students' placement	Have a well robust design and development plan forlocal/regional/international internship and student placement

	5,000		Globally acceptable research, curricula, innovations and patents. Strategic partnership for sustainability	Enhance networking and knowledge transfer
	500		One (1) communications strategy Quarterly action plan in line with the communication strategy	To streamline and provide guidance to centres' communication and visibility activities.
1,000			Active website links. Monthly update with latest information (at least three posts per month). Annual revamp of website	
500		500	Minimum of 3 posts weekly. Use analytics to track social media engagements	To promote visibility of the centres activities and quick updates/engagement with stakeholders, including students – both existing and potential
500			At least 1 mainstream feature quarterly.	To reach out to key stakeholders and the public for enhanced visibility
500			Production of quarterly/ bi-annual newsletters (depending on the centre's output) One (1) factsheet One (1) brochure Image Repository	To increase awareness on centres activities to all stakeholders
			6 Nos Conference and board room 50 Nos speakers, microphones, 4 applifiers, installation	To improve communciation during meetings and training
1,000		1,000	Strong Fiduciary reporting, internal audit and procurement systems	To ensure ease of project financial management and procurement processes. This will aid in achieving the goals of the Center

						Tracking spending, approval comments and location of items	For internal monitoring of purchased items and distribution
						effective communication, research, learning and data management within the Centre, collaborating faculties and the University	This will aid effective communication, research, learning and data management within the Centre, collaborating faculties and the
						Functioning paper-less adminstrative processing systems within the University	This boosts institutional impact and improves efficiency in the university's administrative management system
			1,000			Strong Sexual Harrazment policy implementation in the University	The centre supported the development of the sexual haraasment policy of the university. This fund will support the dissemination and implementation of the launched policy
						Correction of gap areas following institutional improvements and final accreditation by QAA	This would enhance the quality improvement drive of UNIPORT
		•	•				
						Video documentary of the University	Improved intangible (reputation) asset of the University
						Functional database of all Alumni of the University of Port Harcourt, their destination, activities and contribution to their Alma Mater	Improvement collaboration and boost activiteis of the UNIPORT Alumni
50,000	-	77,250	21,250	16,750	-	-	-

timated idget(\$)	Estimated Revenue (\$)	Contribution from Partner (\$)	Person Responsible
10,000	100,000		Centre Leader
18,000	0		Centre Leader
6,000		10,000	Centre Leader
60,000	300,000	100,000	Centre Leader/Partnership Coordinator/ M&E
90,000	0		Centre Leader
12,000	0		Centre Leader

106,500	0	Procurement
2,000	0	Procurement
5,000	0	Procurement
5,000	0	Procurement
15,000	0	Procurement
8,000	0	Procurement
2.000	0	G t I I
2,000	0	Centre Leader
3,000	0	Centre Leader
50,000	40,000	Centre Leader
		Centre Leader

18,000	0		Centre Leader
2,000			Centre Leader
7,000	0	50,000	Centre Leader
50,000	0		Centre Leader/ M / E
15,000			
15,000	0	4,000	Centre Leader
3,000	0	3,000	Centre Leader
30,000			Centre Leader
4 =00	0		ln d
4,500	0		Procurement
30,000	0		Procurement

140,000	300,000		Procurement
180,000	300,000		Procurement
150,000	300,000		Procurement
15,000			Centre Leader
15,000			Laboratory
			Supervisor/Facility
			Manager
5,000	5,000	5,000	Centre Leader/M&E
25,000			Short course coordinator
10,000		10,000	Entrepreneurship
			Committee
20,000	100,000	30,000	Centre Leader

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11,000			Entrepreneurship
			Committee
6,000			Entrepreneurship
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150,000			Procurement Officer
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15,000			Entrepreneurship
			Committee
14,000	30,000	15,000	Applied Research
			Coordinator
15,000	45,000	10,000	Applied Research
	- 7	.,	Coordinator
8,000			Centre Leader and
,			Editor-in-Chief
2,000			Centre Leader,
2,300			Communication Officer,
18,000	8,000	10,000	Centre Leader
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15,000	20,000	40.000	Contro I andom Industria
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10,000		50,000	Centre Leader
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2,000			Centre Leader
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1,500		15,000	Centre Leader,
			Communication Officer, Head of IT Unit
1,500		5,000	Centre Leader,
,		ŕ	Communication Officer,
			Head of IT Unit
15,000			Procurement Officer
	100.000		
4,000	100,000		Centre Leader

5,000		5,000	Procurement
100.000	100.000	50,000	G + I + I / D' +
100,000	100,000	50,000	Centre Leader/ Director ICTC
25,000	0	15,000	Centre Leader/ DVC R&D
3,000	0	5,000	Centre Leader/ Director, Youth Friendly Centre
80,000	200,000		Centre Leader/ Vice Chancellor
10,000	0		Centre Leader/ Vice Chancellor
10,000	0		Centre Leader/ Vice Chancellor
1,657,000	1,958,000	432,000	