



MAKERERE UNIVERSITY



# **THE ROLE OF GRANTS ADMINISTRATION AND MANAGEMENT SUPPORT UNIT (GAMSU)**

**By  
HEAD GAMSU  
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# OUTLINE



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1. Introduction : GAM policy ..WHY
2. GAMSU Support responsibilities/ mandate
3. Capacity Building activities
4. GAMSU mode of work and operations
5. GAMSU expectations from Colleges schools , departments /staff

# Introduction : GAM policy ..WHY



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- Many researchers working in silos
- Few faculty accessing grants
- University broad picture unknown
- Support and capacity building limited
- compliance with Univ and Govt Laws



# What is GAMSU



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- GAMSU is governed by GAM policy and other University Policies and Laws of Uganda.
- GAMSU is to support UNIT to colleges and other Units involved in research
- GAMSU is defined as one stop center for all grants and donations Information within the University.
- According the Council resolution : All grants not declared to University are not binding to the University.

# About GAMSU



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- **Grants Administration and Management Support Unit (GAMSU) is a support Unit formed by Makerere University Council**
- **to purposely streamline the administration and management of grants and contracts and provide a supportive ecosystem for grants mobilization and management.**
- **The Unit is governed by the Grants Management Steering Committee (GMSC) which comprises of 10 members and headed by a Chairperson who is the Deputy Vice Chancellor (Finance and Accounting),**

# GAMSU Steering Committee



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| Position                              | Names                           |
|---------------------------------------|---------------------------------|
| Chairperson of the Steering Committee | DVC F&A, Prof Henry Alinaitwe   |
| Head of Unit                          | Prof. Grace Bantebya Kyomuhendo |
| Representatives for the Sciences      | Dr. Sabrina Kitaka              |
|                                       | Dr. Charles Maseembe            |
|                                       | Dr. Agnes Rwashana Semwanga     |
| Representatives for the Humanities    | Dr. Helen Nambalirwa Nkabala    |
|                                       | DR Akileng                      |
| Representative DRGT                   | Dr. Robert Wamala               |
| Representative Finance                | Mr. Gyaviira Lubowa             |
| Legal Advisor (To be co-opted)        | Dr. Zahara Nampewo              |

# GAMSU Mandate



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- The Grants Administration and Management Policy 2020 article 9 calls for establishment of the Grants Administration and Management Support Unit,
- GAMSU is conceptualized as one stop center for all grants and donations Information within the University.
- the functions of the Unit ,..... undertaking of regular mapping and maintaining of an up-to-date database of grants and funding opportunities

# Functions of GAMSU



- Ensure that Makerere University is registered with various funding agencies where necessary;
- Support Faculty and other staff of the University in the preparation of grants applications including;
  - Eligibility checks for grant opportunities
  - Proofing adherence to application guidelines
  - Appropriate formatting of proposals
  - Compliance with University regulations
  - Clearance from relevant University regulations
  - Securing relevant documentations



# Functions continued.....



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- **Support award winners in the grant negotiations and coordinate with relevant University authorities for project account set up wherever necessary.**
- **Follow up with Principal Investigators to ensure timely compliance with grant contract conditions and University Policies.**
- **Maintain a database of all grants in the University.**
- **Ensure that all projects comply with the laws and policies of the university.**
- **Undertake monitoring, evaluation and quality assurance in the execution of grants at the University.**

# GAMSU Functions



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- i) Undertake regular mapping and maintain an up-to-date databas
- ii) of grants and funding opportunities and communicated
- ii) Ensure that Makerere University is registered with various funding agencies wherever necessary;
- iii) Support faculty and other staff of the University in the preparation of grants applications including the following;
- iv) Support award winners in the grant negotiations and coordinate with relevant University authorities for the signing processes;
- v) Liaise with relevant University authorities for project account set-up wherever necessary;

# GAMSU Functions



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- vi) Follow-up with Principal Investigators to ensure timely compliance with grant contract conditions and University policies;
- vii) Ensure that concluded projects are appropriately closed out in accordance with University policies and guidelines;
- viii) Maintain a database of all grants in the university;
- ix) Ensure that all projects comply with the laws and policies of the University;
- x) Be the Secretariat to the Grants Management Steering Committee;
- xi) Undertake monitoring, evaluation and quality assurance in the execution of grants at the University;
- xii) Prepare quarterly reports in accordance with the provisions of this policy.

# Levels of GAMSU GRANTS Support



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## Pre-Award

- Identification of funding opportunities
- Proposal development and submission

## Award

- Award negotiation and acceptance
- Support in Financial account set up

## Post-Award

- Support. Implementation , monitoring processes and budgets in award management and reports “imelines
- Closeout

# Key GAMSU Support areas



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1. Letters of support
2. Legal status documents
3. Audited accounts
4. Registration into special platforms e.g. NIH, JeS, DUNS
5. Updated capability statement
6. Budgeting
6. Submission

# Other areas of support and collaboration



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- GAMSU to register the University with all common grant submission platforms and master account holders and give support on registration credentials

*Numerous registrations in colleges and school levels*

# Common Grants Submission platforms and master account holders



| Name of Platform   | Submission to:  | Officer with Master Account credentials        |
|--|---|--|
| <b>Proposal Central</b>  | Makerere University Grants Administration and Management Support Unit                               | GAMSU  |
| <b>Joint Electronic Submission system</b>                      | MRC, ESRC, UKRI, AHRC, BBSRC  | GAMSU contact people George and Christine      |
| <b>Grants.gov<br/>DUNS; SAM registration ; eRA<br/>Commons</b> | NIH and its agencies  | Grants Manager, MakCHS<br>Ms. Mordecai Tayebwa |
| <b>PADOR / Europe AID</b>                                      | European Commission portal  | MAK Vice Chancellor Mark Wamani PROS office    |
| <b>Grant Tracker Support</b>                                   | Welcome Trust   | Grants Manager, MakCHS<br>Ms. Mordecai Tayebwa |
| <b>United Nations</b>  | UN agencies using the University vendor No other have codes ... but no one knows who has the vendor | Multiple account holders:                      |

# Information on donors



- Look out for Funding Opportunity Announcements .
- Information on donors; partners and their interest.
- List will be updated on a regular basis



# Capacity Building for staff



- Grants proposal writing : skills are varied across the University
- Grants Negotiations and compliance with University regulations
- Grants Management processes and procedures
- Grants monitoring and closeout .. Many reports remain open

# Grant opportunities are also many and increasing



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- i. A diverse range of RFPs are being put out in different development areas
  - ii. Applications are getting shorter e.g.
    - a. USAID Annual Program Statements
    - b. Grand Challenges
    - c. Grand Challenges Canada
    - d. USAID Development Innovations Ventures
  - iii. Young and Junior researcher awards are increasing
  - iv. Funders increasingly interested in 'Centres of Excellence' model
  - v. Local Donor Missions have agendas that researchers need to familiarize with
  - vi. Consultants (**Mobilizers/Professional Fundraisers**)
- vi. other funding sources
    - USAID
    - NIH
    - Wellcome Trust
    - EU and Partner states
    - World Bank
    - UNFPA/UNDP
    - Rockefeller Foundation
    - Gates Foundation
    - DfID
    - Smaller grants for upcoming researchers
    - WHO
    - GIZ
    - SIDA
    - CIDA
    - UK Innovations Fund

# Compliance with Govt and MUK policies



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- Review all Government and University policies and map out areas relevant to grants administration and management . Circulate to all staff`
  - eg The public finance Management Act 2015(as amended )
  - This process is going on and will be shared with all staff in due course

# GAMSU System



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## Website and Database

- **Website covering** all information concerning grants administration and management
  - Donors and partners working with the university and new ones
  - calls and opportunities for research grants opportunities for the university
  - College grants and donations updates

# GAMSU System



- **Database on all** research grants and donations received by Makerere University
  - GAMSU will regularly map and maintain an updated database of grants and funding opportunities and ensure they are shared to colleges and university units in a timely manner.

*See Copy for data collection*

# Data Form areas



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**PROJECT NAME**

**NAME OF PI and sex of PI**

**COLLEGE/UNIT WHERE PROJECT IS LOCATED**

**SUMMARY OF PROJECT OBJECTIVE**

**PROJECT START DATE**

**PROJECT END DATE**

**PROJECT STATUS**

**FUNDER/DONOR**

**Country**

**COLLABORATING PARTNERS ORGINATIONS**

**GRANT CURRENCY**

**TOTAL GRANT**

**GRANT ALREADY UTILISED**

**BALANCE AVAILABLE**

**Annual budget breakdown**

**Institutional Fees ( amount**

# GAMSU mode of operation



- Visit and meet deans and PIs in the respective colleges and Schools
- Conduct a needs assessment of staff to establish needs, challenges and best practices
- Hold capacity building and training sessions based on the needs assessment in all areas of grants administration and management

# GAMSU mode of operation



- Interact with Colleges ... Research grants Units where they exist (CAES , SPH CONAS CEEs and CIT and
- Support colleges without Grants units to establish them
- Establish a coordination group consisting of representatives from colleges



# GAMSU mode of operations



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- Hold regular(quarterly ) meetings of the coordination group , steering Committee and University management
- Regular communication on all forums on research grants and opportunities
- Produce quarterly reports on the status of the grants and donations within the University

# Expectations From Colleges and Staff



- Submit up to date Information on grants and donations, new , existing and those that are closing out
- Submit quarterly grants reports.
- Present staff needs to GAMSU for support and capacity building
- Share challenges experienced in relation grants administration with GAMSU
- Share best practices for the good of researcher with GAMSU

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**THANK YOU**