

MAKERERE UNIVERSITY



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

By HEAD GAMSU Prof. Grace Bantebya Kyomuhendo

www.mak.ac.ug

OUTLINE



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- 2. GAMSU Support responsibilities/ mandate
- 3. Capacity Building activities
- 4. GAMSU mode of work and operations
- GAMSU expectations from Colleges schools , departments /staff

Introduction : GAM policy ..WHY



- 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



- 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



- 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 🎾



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 Masembe
	Dr. Agnes Rwashana Semwanga
epresentatives 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



- 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



- 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....MAKERERE UNIVERSITY



- 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 MAKERERE UNIVERSITY



- 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;
- Liaise with relevant University authorities for project account setup wherever necessary;

GAMSU Functions MAKERERE UNIVERSITY



- 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



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



- 1. Letters of support
- 2. Legal status documents
- 3. Audited accounts
- 4. Registration into special platforms e.g. NIH, JeS, DUNS

- 5.Updated capability statement6. Budgeting
- 6. Submission

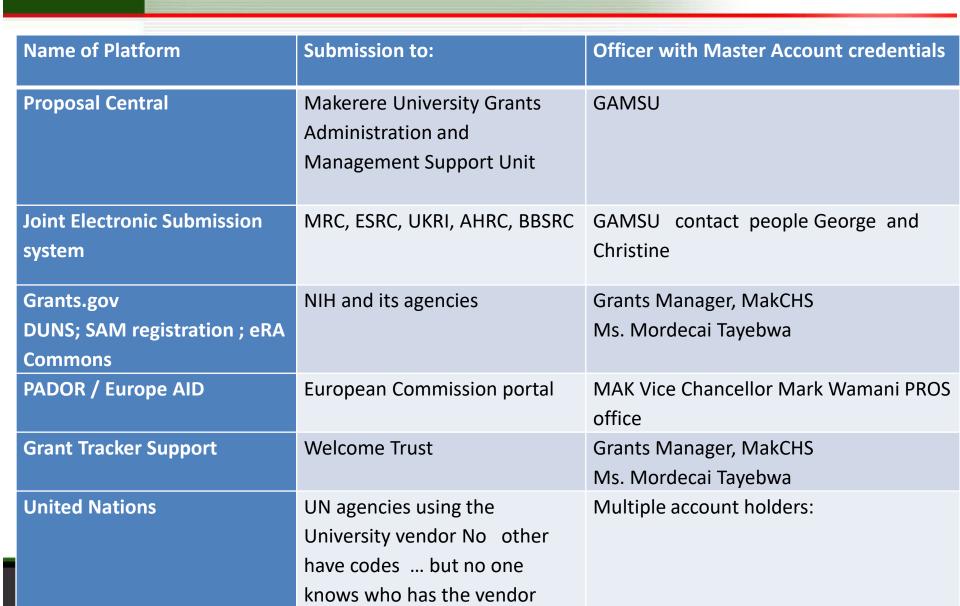
Other areas of support and collaboration

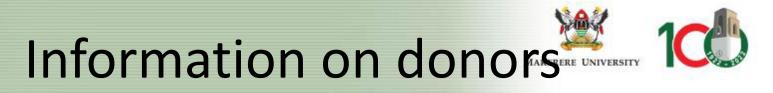


 GAMSU to register the University with all common grant submission platforms and master account holders and give support on registration credentials

Numerous registrations in colleges and school levels

Common Grants Submission platforms and master account holders





• 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 10

- 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



- 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

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Compliance with Govt and MUK policies

- 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





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



- 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

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 10

- 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 100

- 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



- 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



- 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