

EALNA Workshop for Principal investigators and finance administrators Report on sensitization of third party funded research proposal writing**Reference F-3-8****Issue/Rev. 1/0****Introduction:**

An introduction on EANLA was given by Prof. Kanali. The idea of building an East African Network of Learning for Administrators (EANLA) was generated by the German University of Kassel and Egerton University in Kenya. The network is composed of Kenya, Uganda, Tanzania and Rwanda Universities. The Uganda chapter was opened in April while the workshop inaugurated the Kenyan chapter.

Justification

The administration of third party funds is often very complex and necessitates a high degree of knowledge to meet all of the requirements of the different funding institutions, which often includes a variety of regulations. Even more complicated is the handling of funds within a consortium where third party funds are often transferred from one coordinating institution to several research partners on all continents. The Workshop aim was to build capacity among EANLA members on how to write third party funded research proposals.

Overall Objective of the Workshop

The main objective is to optimize and professionalize the financial administration of Third Party funded projects and to increase the intercultural understanding of administrative processes in different countries: primarily in Germany, Kenya, Uganda, Tanzania, Rwanda and Burundi and in cooperation with institutions in the respective African countries. The network also aims at building networks and collaborations in research funding.

Participants

Workshop participants were Principal investigators and finance administrators from public and private Universities. Other invited participants included a team from the KEMRI and representative from government ministries. Universities represented at the workshop included Zetech, UON, Meru, Egerton, Makerere, USIU, JKUAT, and MMUST



Figure 1: *Group photo of the workshop participants*

Discussions

Day One: Monday 20th November 2017			
Session	Activities	Presenter	Discussions
One	Official opening	Prof. Christopher Kanali	The workshop was officially opened by Prof. Christopher Kanali. He highlighted the objectives of the workshop. Opening Remarks were also given by Dr. Muikamba kaibui on behalf of DVC (RPE) JKUAT. He also led in the opening

			prayer.
	EANLA concept and Discussion	Prof. Joseph Matofari of Egerton	<p>Prof. Christopher Kanali on behalf of Prof. Joseph Matofari of Egerton discussed the EANLA concept.</p> <p><i>(as highlighted in the introduction section)</i></p> <p>Kenyan chapter aims at building networks within the universities in the country and develop networks for collaborative research.</p> <p>EANLA membership are institutions and individuals become members through their institutions.</p>
Two	Writing a proposal for funding	Prof. Joseph Matofari of Egerton	<ul style="list-style-type: none"> - members were trained on writing research proposals and on best practices to adopt when writing research grant proposals for feasible donors - prof discussed the research planning process and what needs to be done at each stage <ul style="list-style-type: none"> o Call to submit proposals (EOI):- at this stage one needs to be aware of the sources of calls and the requirements for the call. One may also identify potential research partners if necessary and evaluate donor policy and scope <ul style="list-style-type: none"> o consortium o concept building o strategies for research planning o circulation o approvals o submission
Three	Research experiences	Dr. Sila	<p>Dr. Sila discussed his experiences on research writing as a PI. He mentioned that identifying a research partner is critical.</p> <p>Dr. Sila highlighted on three major pathways on research proposal writing: Inputs, Pathways and Outputs</p> <p>A successful proposal is one that:-</p>

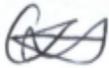
			<ul style="list-style-type: none"> ○ Has a well composed team ○ As sphere control ○ Contributes to developmental change ○ Aligned to the national, regional and Global Agenda ○ Has a Gender Lens ○ Has a clear Budget ○ Has a business canvass approach ○ Mirrors words of the donor
Day Two Tuesday 21th November 2017			
One	Third Party funded proposal writing	Dr. Joseph Mungatu	<ul style="list-style-type: none"> - Prof. Matofari taught about the research proposal structure - He discussed the followings sections and what needs to be done at each of the section <ul style="list-style-type: none"> ○ Theme, Title, Topic, Objectives, Hypothesis, Methodology and deliverables - He emphasized on the importance to adhere to the donors template and fit within its frame, take note of the donors key words
Two	Developing a concept Note	Dr. Joseph Mungatu	<ul style="list-style-type: none"> - Members were guided on how to write a concept note and given group works to write concept notes - The topic was on the Mega multipurpose dam that was recently launched in makueni - The assignment involved the following <ul style="list-style-type: none"> ○ Identify a focus area ○ Choosing Partners(group formation) ○ Writing a Concept note ○ Aligning the concept note with national and regional agendas
Three	Developing a	Dr. Joseph	Group exercise on development of concept note: below is a

	concept Note	Mungatu	photo of my group members and attached is a concept note we wrote 
Day Three Wednesday 22nd November 2017			
One	Developing a concept Note	Dr. Joseph Mungatu	Group exercise on development of concept note Presentations of the concept Note
Two	Financial Management of Research funds	Mr. Antony Ndukaino/ Mr. Peter Mubiru	The two financial managers at Egerton university and Makerere University shared their experiences as financial managers managing research funds. At their respective universities. Loise a financial manager at JKUAT also added her experiences. From their experiences it's important to treat research funds as research funds but PI must also follow university policies and procedures when using the funds. Opening differed accounts seemed to be a better option for handling research funds. This way the money remains as donor's money until the funds are used by the PI. It's until this time that the funds are transferred to university income accounts and later expense accounts. This way university is not tempted to use the funds for other purposes
	Way Forward	Prof. Kanali	- The members frontend the issue of taxing research grants

			<p>by some universities to be discussed at management forums</p> <ul style="list-style-type: none"> - It was also advised that the setting up of a grants office could enhance research grants - PI present recommended revision of procurement procedures to accommodate research activities and requested the research and extensions directorate to provide an administrative push when responding to calls for proposal - Research and extensions divisions were also advised to create or identify teams to respond to calls for proposals - Participants present were advised to continue networking and engage more on a collaborative research
	Official Closing	Joseph Musyoki	DVC academics (JKUAT) was present at the closing and emphasized on the importance on proper grants management and a good relationships between PI, Financial managers and university management.

Recommendations

- i) Train more of our staff on research grant proposal writing
- ii) create or identify teams to respond to calls for proposals
- iii) Partner with other institutions to write collaborative research proposal
- iv) Identify sources of call for proposals and identify potential research partners

REPORT BY:Esther Mwangi.....**SIGN:**  **DATE:**12/4/2017.....

Received and reviewed by:

DVC ARE:Dr. Alice Njuguna..... **SIGN:** **D ATE:**

APPENDIX I

Template for Concept Notes

1. Title (max 20 words)

HYDROELECTRIC ENERGY DEVELOPMENT at THWAKE MULTI-PURPOSE DAM

2. Team members (50 words)

Mr. Januarius Agullo

Dr. Eng. Gareth Kituu

Dr. Mary Omwamba

Ms. Loise Mwangi

Ms. Esther Mwangi

Mr. Bonn Jonyo



3. Introduction (Max 250 words)

Thwake scheme is located in lower Eastern in Makueni County which is an arid area. The dam, a vision 2030 flagship project will cover 2900ha spanning Machakos, Makueni and Kitui districts. Its capacity is estimated to be 34,600 cubic meters.

The National energy sector access is at 36%, with a deficiency of 64% as at the year 2016. Petroleum energy contributes to 22%, electricity 9% and other sources contributing to 1%. In an attempt to address this deficiency the dam is designed to generate 23 megawatts of hydro power.

4. Objectives (Max 100 words)

General objective: The General objective is to Develop hydroelectric energy

Specific objectives are to:

- a) Sensitization of the stakeholders
- b) Conduct Baseline survey and feasibility studies(Economic, Social, Technical,

Environmental)

- c) Human resource capacity development
- d) Design and development of the infrastructure for hydro power generation

5. *Expected outcome(s), (Max 100 words)*

Successful implementation of the project will lead to:

- a) Stakeholder awareness about the project
- b) Baseline survey reports and feasibility study reports
- c) Skilled personnel
- d) Provision of pumped water for irrigation
- e) Developed infrastructure for hydro power generation
- f) Improved infrastructures such as roads
- g) Transformation of livelihoods- improved standards of living
- h) Food security

6. *Project beneficiaries (Max 50 words)*

- a) The communities in Kitui, Machakos, Makueni ,Nairobi, and Tana river
- b) The National Government
- c) The Konza Techno city