**RISK MARTIX FOR ADMINISTRATION OF RESEARCH PROJECTS AND GRANTS**

**Process**: Administration of research projects and grants

**Purpose:** To ensure the efficient administration of research projects and research grants.

**Output:** Internally/externally funded research project and research records.

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| ACTIVITIES | INPUTS | RISK | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| Funding of internal and external research projects | * Call for proposal for research projects * Guidelines for research projects * Evaluation criteria for internal research project | * Conflict of interest * Inadequate funds for conducting research | Low  Moderate | High  High | * Declaration of conflict of interest * Robust resource mobilization | Use of technology | * Outsourcing of proposal reviewers * Use of technology to award research grants |
| * Research and development policy 2013 * Intellectual property rights policy 2016 * Copy right policy 2017   Income Generating Policy 2016 | Knowledge gap  Expertise | low | High | Sensitization to develop reading culture | Operationalize grant management section | Policy revision to address gaps |
| Accessing research funds | Financial management policy 2013 ,per diem policy 2014 | * Misappropriation of research funds * Low fund absorption | High    High | High  High | * Implementation and sensitization on relevant policies * Adherence to work plans, approvals and applicable policies | Adoption of new policy on research funds Management | Development of policy on research funds management |
| Retention of research records  And maintenance of documented information | Resources:  Human, Hardware, software, data | * Loss of data * Unauthorized access * Virus attack and * hacking | high | high | * Back ups * Secure storage * Use of pass words * Encryption of data * updating of anti-virus | * Use of technology * Use of ICT policy | * Maintaining back up system * Sensitization on Use of ICT policy |
| Monitoring and evaluation of research activities | Monitoring and evaluation tool | * Subjectivity of the administrators of the tools * Competence of persons assigned * Time constraints * Lack of policies on M &E | low | low | Supervision of the administrators of the tool. | Use of technology |  |