**RISK MARTIX FOR DEVELOPING FUNDABLE RESEARCH PROPOSALS**

**Process**: Developing Fundable Research Proposals

**Purpose** To help empower staff and students to be successful in securing funds / resources for research projects that provide worthwhile social service.

**Scope** This procedure covers identifying staff and graduate students for proposal sensitization on call for proposals, development of fundable proposals considering University research priorities areas, the country development goals and donor organization priorities areas.

**Output: 1.** Number of proposals developed and submitted;

2. Progress reports on funded proposals

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| ACTIVITIES | INPUTS | RISKS | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| Setting up the  venue | Venue request  Cleaning equipment  Refreshments | Power failure  Poor ventilation | Low | High | Advance booking of the venue  Lighting,  Ventilation and power source reliability | Exploitation of other sources of power.  Numerous training venues | Install solar power  Refurbish more rooms to be used for seminars  Maintain Backup system |
| Staff and student Identification for developing proposal teams | Call for proposals for research projects    Guidelines for research proposals | Failure to communicate the calls  Biased selection of teams | low  Low | High  High | Establishing data base of researchers  Regular consultative and sensitization meetings | Efficient staff appraisal system | Use of ICT |
| Formulating problem statement | Guidelines for research proposals | Poorly constructed problem statement | High | High | Leveraging on the past experience of participating members | Adequate expertise in relevant disciplines. | Utilization of external experts from collaborating institutions |
| Developing proposal budget | Guidelines for research proposals | Non-compliance with call guidelines | High | High | Consultation with the potential funding agency | Pool of well trained staff | Utilization of financial experts within and without the university |
| Projects Reports | Writing and printing materials  Reporting skills | Delayed reports  Poorly written reports | High | High | Adherence to funding agency guidelines | Advancement in ICT | Utilization of work plans and reporting frameworks |