

4th Conference and Annual Meeting of the Association of Research Administrators in Africa (ARAA)

**Theme: *Strengthening Regional Linkages for Effective
Research Administration***

Venue: Sarova Panafric Hotel

Nairobi – Kenya

Dates: 12th - 14th November, 2013

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EXECUTIVE SUMMARY

The Association of Research Administrators in Africa (ARAA) was inaugurated in November 2008 in Moshi, Tanzania and the meeting was hosted by the Kilimanjaro Christian Medical College, where delegates resolved to set up a plan for the establishment and implementation of activities of ARAA.

In October, 2009 the 1st Annual General Meeting of ARAA was hosted by Moi University in Eldoret. The 2nd Annual General Meeting of ARAA was hosted by Makerere University, in Kampala. Muhimbili University of Health and Allied Sciences (MUHAS), was elected to host the 3rd Annual General Meeting of ARAA in 2011. However due to unforeseen circumstances it was not possible to hold the meeting in the last quarter of 2011. The 3rd Annual General Meeting of ARAA was eventually hosted by MUHAS from 2nd to 4th February, 2012 at Kunduchi Beach Hotel, Dar es Salaam.

In 2013, the Kenya Medical Research Institute (KEMRI), hosted the 4th ARAA Annual General Meeting and Conference at the Sarova Panafric Hotel, in Nairobi Kenya from,12th to 14th November, 2013. Over 120 participants from Kenya, Malawi, Nigeria, Uganda, Tanzania, South Africa and United States attended the 3 days conference. Since its inception, ARAA continues to serve as a hub of excellence for Research Administrators in Africa. It also provides a platform for discussions, training, capacity building initiatives, analysis and benchmarking of the best practices as well as provision of solutions to global health research and development challenges in Africa.

The 4th ARAA conference theme; “***Strengthening Regional Linkages for Effective Research Administration***”, was therefore timely in building a consensus for achieving the goals namely:

- Knowledge and Skills in Fundamentals of Research Administration.
- Capacity Building Initiatives through Regional Linkages and Networks.
- National and International policies on Research Administration and Compliance

The delegates who attended the conference expressed great satisfaction with the conference arrangements, the venue, the hospitality accorded to them by the hosts and above all the immense achievements and skills gained through the interactive sessions. There was consensus that the 4th ARAA conference not only attained stronger regional linkages, but also sharpened existing networks amongst regional partners. During the closing ceremony certificates were awarded to all delegates and it was announced that Makerere University, Kampala, Uganda, will host the 5th ARAA Conference in 2014.

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ABBREVIATIONS/ ACRONYMS

ARAA	Association of Research Administrators in Africa
KEMRI	Kenya Medical Research Institute
MU-JHU	Makerere University Johns Hopkins Research Collaboration
EU	European Union
NIH	National Institutes of Health
USAID	United States Agency for International Development
RA	Research Administrator
IEARDA	International Extramural Associates Research Development Award
iRIM	Initiative on Research and Innovation Management
NEPAD	New Partnership for Africa's Development

ACKNOWLEDGEMENTS

We acknowledge the KEMRI Management and the 4th ARAA 2013 Conference Organizing Committee Chaired by Ms. Linah Boit - Deputy Director (Administration & Finance), KEMRI.

Sincere thanks to the Keynote speakers, Chairpersons of sessions. Rapporteurs and the Secretariat Team, all who worked tirelessly to make the conference a great success.

Our appreciation goes to all the delegates who attended the Conference from, Kenya, Malawi, Nigeria, Uganda, Tanzania, South Africa, Sudan, Ethiopia and United States.

Many thanks to the ARAA Steering Committee members from partners institutions for their support and for their continued commitment to strengthening the activities of ARAA in the region and beyond.

We commend the tireless work done by young upcoming professionals namely. KEMRI Women in Science Mentees, Interns and volunteers from partner institutions.

We are extremely grateful to all key partners especially our main sponsors, namely:-

Kenya Medical Research Institute-IERDA Project

Women in Science Mentorship NACOSTI Project-KEMRI, NMK, JOOUST and KALRO

Drugs for Neglected Diseases DNDi-Africa Regional Office-Nairobi-KEMRI

Moi University-IEARDA Project

University of Nairobi –Medical School -IEARDA Project

Find Funding-Africa- Uganda

Research Africa-Kenya Office

Training Centre in Communication (TCC)-University of Nairobi-Chiromo campus

Kenya Commercial Bank

Family Bank

Our sincere appreciation goes to Sarova Panafric Hotel, for offering a very ideal venue for hosting the 4th Conference.

BACKGROUND

1.0 Introduction

The Association of Research Administrators in Africa (ARAA), in partnership with Kenya Medical Research Institute (KEMRI), hosted the 4th Annual General Meeting and Conference of the Association of Research administrators in Africa (ARAA). The meeting took place at Sarova Panafric Hotel, in Nairobi Kenya from 12th to 14th November, 2013.

The Conference whose Theme was, ***“Strengthening Regional Linkages for Effective Research Administration”***, brought together stakeholders in research administration in Africa and beyond to discuss Fundamentals of Research Administration, Regional Linkages through Capacity Building Initiatives and Effective Research Administration and Compliance.

1.1. Workshop/ Conference launch – *Dr. Phoebe Josiah*

The launch and introductory remarks were made by Dr Phoebe Josiah and there was a prayer in both Christian and Islam, followed by the participants’ introductions in order of name, designation and country. The countries introduced in the following order; Nigeria, Malawi, South Africa, Tanzania, Uganda, USA and finally Kenya.

1.2. Welcome Remarks – Ms. Linah Boit Deputy Director - KEMRI

As the Chairperson for the 4th ARAA Conference Organizing Committee, Ms. Boit welcomed the delegates and thanked all the KEMRI staff, members of the organizing committee and other partners for all their support and contribution.

1.3. Introduction and Background to ARAA – Ms Christine Chuani -Tonui

Ms. Christine Chuani who is the ARAA Steering Committee Chairperson briefed the participants on the vision, mission and objectives of ARAA and the themes in the last meeting. She noted the need for networking and strengthening of collaborations within Africa and emphasized key issues of sustainability amidst high competition for funding by other research institutions and associations both in the region and globally.

1.4 Overview of the Conference and thematic areas; Dr. Phoebe Josiah

Dr. Phoebe Josiah discussed the theme of the 4th ARAA which was: **“Strengthening Regional Linkages for Effective Research Administration”**.

She also stated the Workshop key thematic areas as;

- 1. Fundamentals of Research Administration**
- 2. Regional Linkages through Capacity Building Initiatives**
- 3. Effective Research Administration and Compliance**

She clarified the following as specific expectations from the conference:-

- i. New resolutions
- ii. Policy issues for ARAA
- iii. Strengthening linkages, partnerships and networks between institutions.
- iv. Increased knowledge of funding opportunities.
- v. Improved skills for grants management through sharing of experiences and best practices amongst partners.

- vi. Evaluation of the conference by Delegates.
- vii. Continued goodwill to nominate the host for 5th ARAA in 2014.

1.5 Opening Remarks - Ms Linah Boit on behalf of Prof. Solomon Mpoke Director - KEMRI

Ms. Linah Boit - Deputy Director (Administration and Finance)-KEMRI, officially welcomed the delegates and was happy that KEMRI has managed to fulfill its promise to host ARAA 2013 and this is partly because the institution is keen on taking a lead in research administration. She thanked and congratulated the organizing and steering committees as well as KEMRI staff and all Kenyans for this great achievement. She also thanked the sponsors and the different partners for their contributions toward the success of the Conference.

She pledged KEMRI's commitment to network and collaborate with all partners. With these remarks Ms. Boit declared the Conference Officially open.

1.6 Vote of Thanks for the opening function – By Makerere University Delegates

Ms. Joan Larok from Makerere University College of Health Sciences gave a vote of thanks. She paid glowing tribute to the 4th ARAA Organizing Committee, and all the team and fellow participants for the warm welcome and emphasized the need of networking during the Conference.

CONFERENCE – DAY ONE

Day One Session 1:

Strategic Management of Institutional Leadership for change – The Success story from University of Nairobi - *By Prof. James Machoki and Francis Njiri John*

As a beneficiary of so many grants including the PRIME K grant in collaboration with Kenyatta University and Kenyatta National Hospital, the discussants highlighted key Research Administration issues and how they are handled; grant compliance, responsible conduct of research, bench marking for grant management and attendance of local and international conferences among others.

The presenters also outlined the aims, achievements as well as the challenges faced during the implementation.

Day One Session 2:

Introduction and background to NIH – By Ms. Sophie Nambi and Ms. Judith Mbanza (Makerere University Johns Hopkins Research Collaboration)

- ❖ Institutes
- ❖ Funding mechanisms
- ❖ Requirements and policies specifically for foreign institutions

- ❖ Other available sources of funding; Government, corporate companies, Foundations

Much advice was based on diversifying funding base, starting to look for collaborations and developing offices of research administration and management.

Day One Session 3

European Union Commission Grants - *Dr. Joseph Odhiambo Ministry of Education, Science & Technology, KENYA*

- ❖ Background to EU funding in Africa and frameworks
- ❖ EU funding and scholarship opportunities now available for third countries
- ❖ Key tips of securing and managing EU Grants
- ❖ EU proposal structure
- ❖ Dissemination of results

Day One Session 4

Research support services in regional/ international context - *Eugene Baugaard (Stellenbosch University-SA), Karolinska Institute-Sweden and Joan Larok (Makerere University College of Health Sciences)*

- ❖ The need for research support
- ❖ Major research support services
- ❖ Ethics compliance support
- ❖ Capacity development of researchers
- ❖ Creating maintaining partnerships

The team also highlighted key issues to integrate in Research Administration

- ❖ Review of Grants contract by the lawyers and Grants team
- ❖ Capacity to negotiate terms and conditions before signing

The team was commended for creating a workable regional and international partnership.

Day One Session 5

Challenges of RA from Upcoming Universities – A case of Bugema University a religious based institution in Uganda (*Dr. Paul Katamba and Ms Julia Chesilim*)

- ❖ Institutional policies
 - ❖ Lack of awareness of funding opportunities
 - ❖ Lack of networking and collaborative partnerships and fear to network
 - ❖ Internal brain drain, a lot of work, no time for research
 - ❖ Poor time management
-

CONFERENCE – DAY TWO

Day Two Session 1

Started with a mid workshop evaluation of what participants considered so far as their; **High, Warm and Low.**

Generally, many had their highs as good and interesting presentations with well versed presenters, and venue. Warm and low included time keeping among others minor hitches.

Dya Two Session 2

ESTABLISHMENT OF A GRANTS OFFICE - A Case study of Mbarara University of Science and Technology (Prof. Nozmo and Ms. Mbabazi Ugandan Delegates-Mbarara University)

❖ **Suggested 2 approaches that can work;**

- ***Top to bottom approach;*** Institution gives directive; Advantages include issues of sustainability and the disadvantage include complacency
- ***Bottom to top approach;*** where a Research Administrator initiates, writes and submits a proposal to institution to start the office.

- ❖ **The key guiding factors in starting an office of Research Administration**
include; differentiation of roles, staff recruitment, leadership and discipline among others.

- ❖ **Incorporating Best practices in research administration**

Day Two Session 3

BUILDING CAPACITY THROUGH STRUCTURED TRAINING MODULES: A CASE STUDY OF UNIVERSITY OF IBADAN NIGERIA (Nigerian Delegates)

The presentation focused on the structures at the Ibadan University Research management office which has;

- Research development and policy unit
- Finance unit
- Research ethics and integrity unit
- Research Links unit
- Legal unit

Day Two Session 4

STRATEGIES TO NETWORK FOR RESEARCH ADMINISTRATORS (Ms. Joan Larok; Uganda)

- ❖ Greeting and talking at least 5 people in the workshop per a day
- ❖ Ensuring that you sit with someone you do not know already
- ❖ Sitting in a different place each with different delegates
- ❖ Making a presentation

Day Two Session 5

INITIATIVE ON RESEARCH AND INNOVATION MANAGEMENT (iRIM) TRAINING WORKSHOP FOR SUB-SAHARAN AFRICA - Ms. Christine Chuani (Southern Africa Region) and Prof. Machoki (East African Regions)

Presented and justified the need to work together with different partners. The presenters outlined some of the collaborative strategies and approaches that were used during iRIM to strengthen regional collaboration in capacity building and establishment of strong research administration in regional institutions.

Th the main aim of the NIH Grant supplement in Africa was aimed at capacity building, institutional development as well as regional collaborations.

Day Two Session 6

NETWORK APPROACH TO RESEARCH ADMINISTRATION; FUNDING OPPORTUNITIES FUNDING NEWS KNOWLEDGE MANAGEMENT NETWORKS (*Mr. Joseph Njogu – Research Africa-Kenya Office*)

Research Africa- started in 2005 and provides the African Research, sciences and development communities with the most comprehensive online platform for funding related news /information for accessing funding opportunities. It is a self sustaining agency which operates from its headquarters in Cape Town South Africa, through charging subscription and doing consultancies among other activities. It is one of the world's leading online platforms for institutional access to global funding opportunities & funding news/networks.

Research Africa has a weekly online bulletin, which ensures that the subscriber stays on top of what is happening in the research world, by providing detailed information on which funder is offering what grants and when.

For more information visit: www.researchresearch.com/africa:

Email: info@research-africa.net.

Phone: +2790) 214475484

Day Two - Session 7

REGIONAL PARTNERSHIPS THROUGH SCIENCE, TECHNOLOGY AND INNOVATION

(Dr. Robert Karanja, PhD)

Emphasized the issue of new approaches to developing innovations and Research Enterprises with the African region in mind. He advised participants to explore opportunities for innovations through local and regional African partnerships. Special effort should be directed at the already existing regional networks like NEPAD, AU among others.

Day Two-Session 8

INNOVATIVE APPROACHES TO ADVANCING STANDARDS IN RESEARCH ADMINISTRATION AND MANAGEMENT – By Joan Larok and Isaac Roy Kyeyune (Makerere University College of Health Science Grants and Contracts Office)

Highlighted the 8 levels of complexity in institutions in regards to Research Administration. These were;

1. Physical resources
2. Systems, procedures and structures
3. Gender balance
4. Relationships
5. Leadership
6. Values
7. Institutional identity
8. Environment

The speakers advised on the key success factors as;

Support from the Institutional Leaders/ top Management,, customer care, transparency, experienced and committed and skilled staff, effective communication, team approach, development of a strategic plan, key partnerships and collaborations.

Challenges

Funding, management of the pre and post -award services, competing priorities, policy buy in, Team working, unstable internet, Consolidated pre and post award Management software

CONFERENCE – DAY THREE

Day Three-Session 1

KEY OPTIONS FOR INSTITUTIONAL NETWORKING - By Joan Larok

Institutions from all the different countries were given an opportunity for options to choose areas and key collaborators. Different institutions presented their interests and who they will each collaborate with in different areas of research administration, capacity building and research/ institutional development and Grants writing and Management. Follow up of the Networking Initiative was highlighted .

Day Three Session 2

**WRITING A SUCCESSFUL GRANT PROPOSAL – RESEARCH ADMINISTRATION
SUPPORT AND LOGISTICS (Isaac Roy Kyeyune – Makerere University College of
Health Sciences Grants and Contracts Office)**

Highlighted key issues and roles of an evolving Research Administrator; Including training, writing own grants, developing own skills like negotiation skills among others. He also emphasized the issue of networking with colleagues within and outside ones institute. as key in this process.

Day Three-Session 3

**ON-LINE REGISTRATION AND SUBMISSION OF GRANTS – A CASE OF NIH
(Tanzania-Delegate)**

The main issue was to register as soon as possible and be updated with the new changes.

Day Three Session 4

BUDGET DEVELOPMENT AND MONITORING – Ms. Christine Chuani

Pointed key issues and tips in developing, managing, monitoring a budget as well as the importance of developing own structures and systems to be in place which increases chances and success to negotiating with the donors

Day Three Session 5

**KEY ELEMENTS FOR DEVELOPING AN ENABLING ENVIRONMENT FOR RESEARCH
ADMINISTRATION - Ms. Joy Owango- Manager Training Centre in Communication
(TCC).**

Ms. Owango gave an overview of the different roles TCC plays in offering support and capacity building to researchers and research institutions in the following core areas:

Grants Management

Proposal Writing

Oral Communication

Presentation and Dissemination of research and study findings

Networking

For further information visit: www.tcc-africa.org

Email: joy.owango@tcc-africa.org

CLOSING REMARKS

The closing remarks were made by Assistant Director in charge of Administration-KEMRI, Mr. J. N. Kariuki. He congratulated the Conference organizers and delegates for the success of the 4th ARAA conference. He encouraged the delegates to use the knowledge acquired to improve on their skills in Research Administration.

The Chief Guest also officiated in the award of Certificates and CDs to all the delegates.

Other key points that were made included;

1. Post Conference Evaluation was conducted with assistance of Dr. Christine Wasunna-KEMRI. All conference delegates present answered the questions in evaluation form (hard copies) which were submitted to the Conference Technical Secretariat for analysis.
2. Delegates were encouraged to visit the ARAA website (<http://araafrica.org/>)

3. Chairperson ARAA Steering Committee expressed her commitment to streamlining and regular updating of the ARAA website.
4. Strengthening and Expansion of ARAA activities all year round.
5. Continued Networking amongst Institutions was highlighted.
6. Participation in Regional and International Research Administration Networks and Partnerships, such as SRA, SARIMA, WARIMA etc
7. Announcement by the Chairperson of ARAA Steering Committee that Makerere University, Kampala, Uganda, will host the 5th ARAA Annual Meeting and Conference in 2014.
8. Those interested in receiving funding opportunities should e-mail (internationalfind@gmail.com)

Annexes

Annex A. Post Conference Evaluation Report

Annex B. 4th ARAA Conference Agenda 12th to 14th November, 2014

Annex C. ARAA Conference Announcement

Annex D. Names of Members of the 4th ARAA Organizing Committee

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