



## Association of Research Administrators in Africa (ARAA)

### The 5<sup>th</sup> Annual General Meeting and Conference

1<sup>st</sup> – 4<sup>th</sup> December, 2014  
*(Silver Springs Hotel, Kampala (Uganda))*



## Conference Report

By;  
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**Harriet Namboozie** (*ARAA Coordinator*)  
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**Regina Namirembe** (*Member*)  
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### Conference Theme

*“Increasing Research Capacity at Institutions – Lessons that have worked”*

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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.

In 2014, the Makerere University College of Health Science hosted the 5th ARAA Annual General Meeting and Conference at the Silver Springs Hotel, in Kampala Uganda from, 1st to 4th December, 2014. Over 184 participants from Uganda, Rwanda, Nigeria, Kenya, Tanzania, South Africa, Ethiopia, Zimbabwe and United States attended the 4 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 5th ARAA conference theme; “Increasing Research Capacity at Institutions – Lessons that have worked”, which was at meeting the objectives

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 5th 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 the next Meeting (6th ARAA Conference – 2015) will be hosted in Moshi Tanzania.

## **Acknowledgements**

The organizing committee ARAA Kampala – 2014 would like to greatly thank The Principal and management, Makerere University College of Health Science for hosting and all the support in preparing, hosting and funding the ARAA Annual Conference and Meeting. Thanks also go to the speakers from all over the world that attended, participated and accepted to share their experiences, knowledge and skills with all the delegates.

Special thanks goes to Professors; John Shao and Nelson Sewankambo for all the technical, moral and financial support they have offered to ARAA meetings and activities where ever they have been.

Our appreciation goes to all the delegates who attended the Conference from Uganda, Rwanda, Nigeria, Kenya, Tanzania, South Africa, Ethiopia, Zimbabwe and United States among other states.

We are extremely grateful to all key partners especially our main sponsors, namely; Makerere University College of Health Science, THRIVE and MESAU.

Lastly, great thanks go to the ARAA 2014 Organizing Committee members; Isaac Roy Kyeyune (Committee Chair), Ms. Harriet Nambooze (Finance), Mr. Richard Senvewo, Ms. Dickson Muyomba, Ms. Regina Namirembe, Mr. Shem Wakaindha (Makerere University College of Health Sciences) and Ms. Esther N. Sebyala (Global Health Uganda), Mr. Nelson Kakande (Joint Clinical Research Center) for all the hard work to ensure the meeting was a success.

## **Abbreviations/ Acronyms**

ARAA	Association of Research Administrators in Africa
KEMRI	Kenya Medical Research Institute
MU-JHU	Makerere University Johns Hopkins Research Collaboration
HSP	Human Subject Protections
IEARDA	International Extramural Associates Research Development Award
iRIM	Initiative on Research and Innovation Management
GCP	Good Clinical Practices
MakCHS	Makerere University College of Health Sciences

## 1.0 Background to ARAA

The purpose of ARAA is to serve as a professional forum for Research Administrators in Africa for discussions, trainings, analysis, and bench marking best practices as well as providing solutions to global research and development challenges. At the 4<sup>th</sup> Annual General meeting hosted by KEMRI in Kenya, Uganda, through Makerere University College of Health Sciences in partnership with country members and collaborators were voted to host the 5<sup>th</sup> Annual General Meeting and Conference. This 5<sup>th</sup> Annual Meeting and Conference took place at Silver Springs Hotel, in Kampala - Uganda from the 1<sup>st</sup> to 4<sup>th</sup> December, 2014. The Conference whose Theme was, “Increasing Research Capacity at Institutions – Lessons that have worked”.

ARAA's vision is to enhance the quality of research administration.” The mission of ARAA is to establish a hub of excellence for research administrators in Africa by linking research institutions to facilitate the effective sharing of best practices

### 1.1 Conference Objectives

1. An annual Meeting for Research Administrators globally to retreat, reflect as well as share opportunities for effective work
2. Gain more skills and knowledge in general aspects of Grants Writing and Management, Research administration as well as learn through case studies, joint experiences and challenges
3. A forum for networking and development of partnerships among individuals and institutions involved in research on a wide range of perspectives

### 1.2 Conference Tracks

**Workshop Track 1: *Research Administration and Management*;** Human Resource issues, Personal growth and development, Staff Training, Mentorship and Coaching, Leadership, Staff appraisal and assessment issues, Database management, Students Support, Establishing and managing a Grants and Research Office, Policies and Procedures, Becoming and being a Research administrator in a research setting.

**Workshop Track 2: *Grants Writing and Award Management*;** Funding Sources, Research Writing Teams, Registrations, Grant Review and Award Procedures, Budget and costing, Grant Reporting and Management, Handling Multi-sectral collaborative Grants, Basics of Project Planning and Management in Research Projects, Close-out procedures

**Workshop Track 3: *Knowledge Transfer and Management*;** Patents, copyrights, Intellectual property, Technology transfer, Undue influence and conflict of interest, Anti Kickback rules, Institutional liability assessment and corrective action planning, Emerging regulations and statutes, Local/ regional research rules and laws, Data sharing Monitoring, management, and ownership, Publications

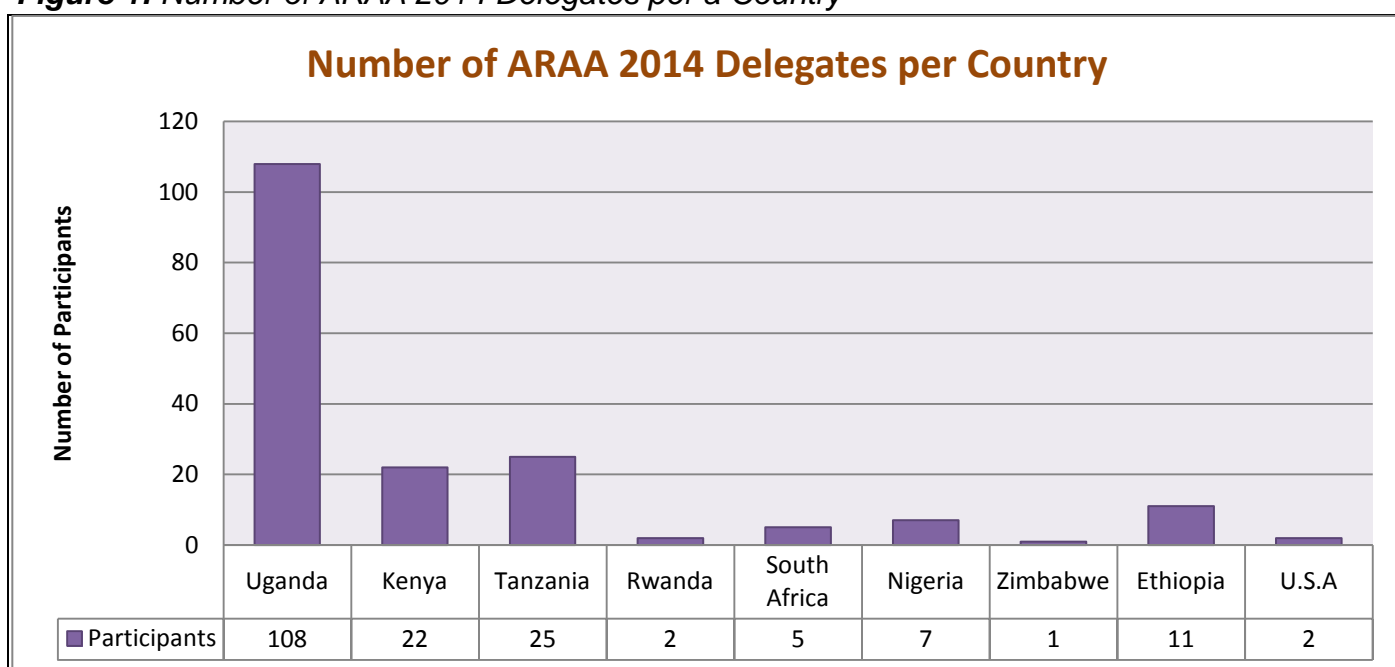
**Workshop Track 4: Institutional Partnerships and Collaborations;** Developing and management of collaborative partnerships, Handling sub-contracts and consortia, Research with government and non-profit sectors, Identifying strategies in developing public-private partnerships, Joining Networks and Associations

**Workshop Track 5: Legal, Ethics, Regulatory and Compliance issues;** IRB Issues, Human research, Animal research, scientific misconduct, Responsible conduct of research, Legal issues in Research, Research QA&QC, and Research Teams

## 2.0 ARAA 2015 Countries and Representation

*Table 1: Showing participating countries and respective delegates that attended*

**Figure 1: Number of ARAA 2014 Delegates per a Country**



## 2.1 ARAA 2014 Participating Institutions

In total, there were 184 participants from 39 institutions all from 9 countries. The following institutions were represented.

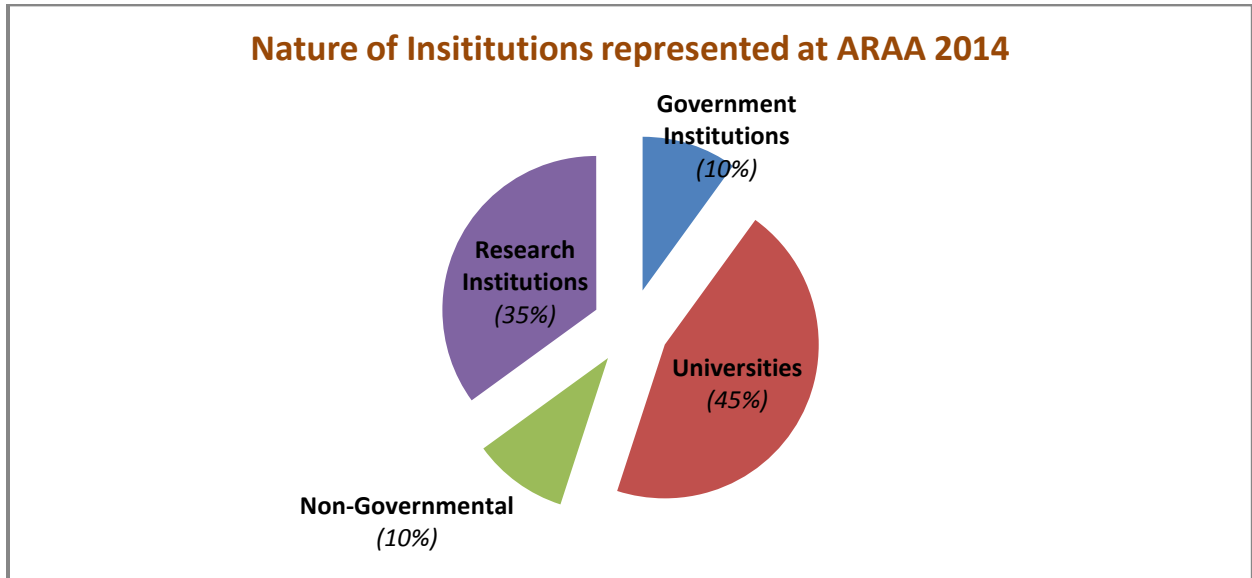
1. Infectious Disease Research Collaboration
2. Global Health Collaborative Uganda
3. Uganda Virus Research institute
4. Bishop Stuart University
5. Mbarara University of Science and Technology
6. Epicentre - Mbarara Research Centre
7. Baylor College of Medicine, Children`s Foundation

8. Uganda National Council for Science and Technology
9. Reach out Mbuya Parish HIV/AIDS Initiative
10. Traditional and Modern Health Practitioners Together against AIDs (THETA)
11. Rakai Health Sciences Program
12. Uganda National Council for Science and Technology
13. Busitema University
14. Epicentre – Mbarara Research Centre
15. Institute of Research and Graduate Studies Gulu University
16. Makerere University Walter Reed Project
17. Makerere University College of Health Sciences
18. Makerere University Case West University
19. Makerere University – Johns Hopkins University Research Collaboration
20. Muhimbili University of Health and Allied Sciences
21. Kilimanjaro Clinical Research Institute
22. Kilimanjaro Clinical Medical College
23. Hebert Kairuki Memorial University
24. Mwanza Intervention Trials Unit – National Institute of Medical Research
25. University of Rwanda
26. University of Washington (Kenya)
27. University of Nairobi
28. Kenya Medical Research Institute
29. Moi University
30. Academic Model Providing Access to Healthcare
31. Jaramoji Oginga University
32. University of Venda
33. University of Ibadan, Ibadan Nigeria
34. Massachusetts General Hospital
35. Duke University
36. Africa University
37. Addis Ababa university
38. Armauer Hansen Research Institute
39. Federal Ministry of Health-Ethiopia
40. University of Maiduguri

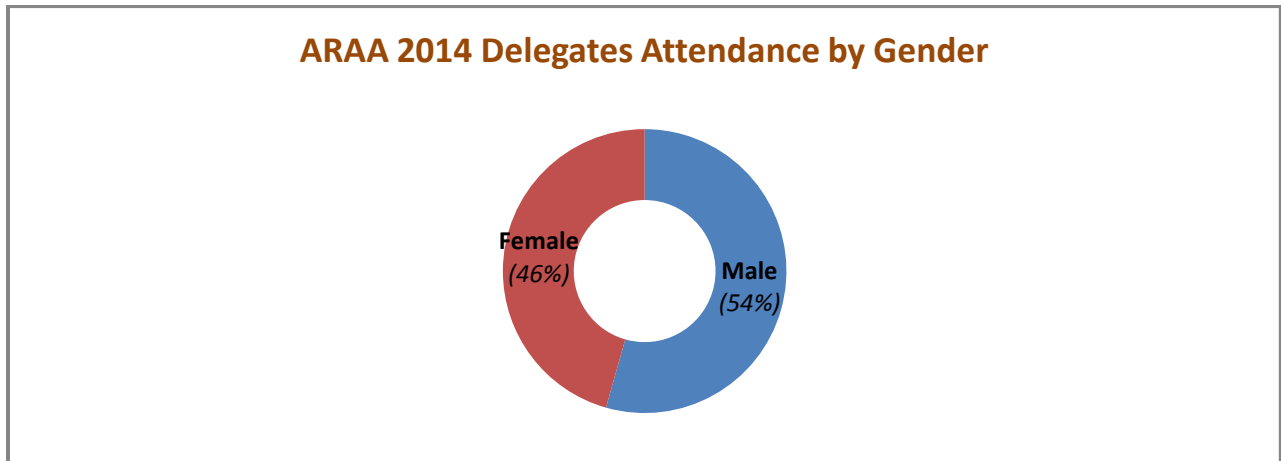


### 3.0 Some Facts, Figures and Tables for ARAA 2014

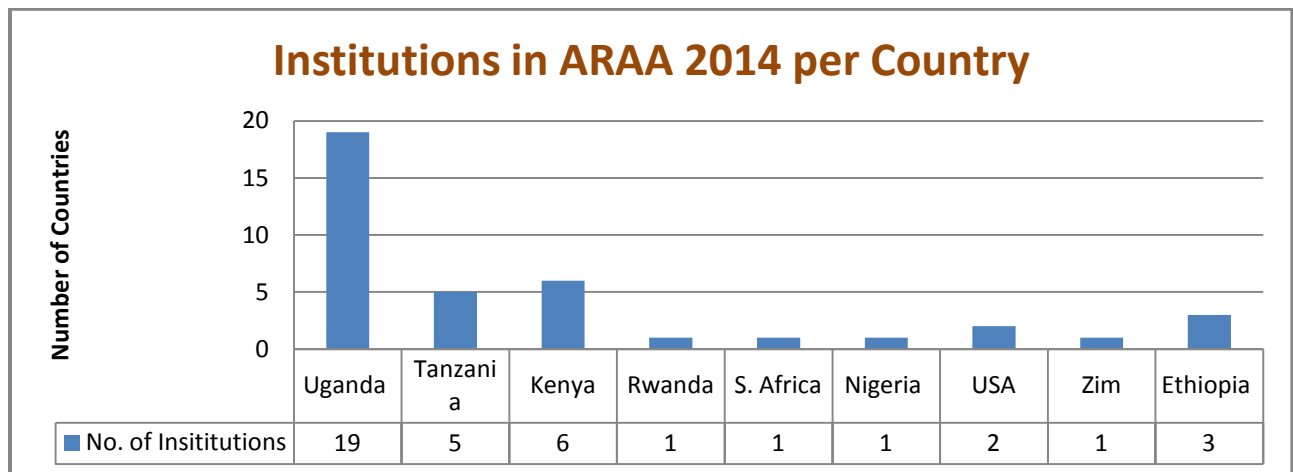
**Figure 2:** Nature of Institutions at ARAA 2014



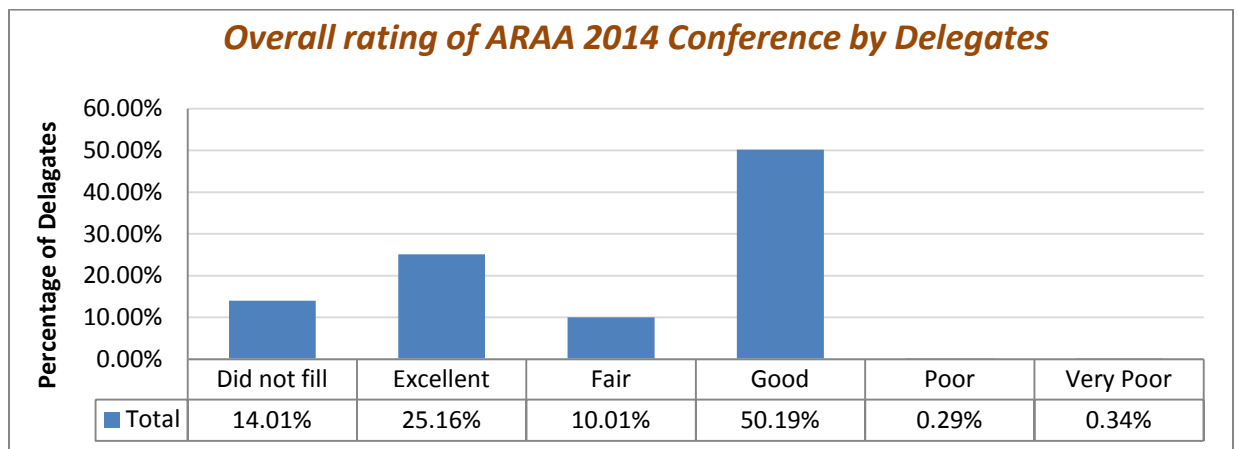
**Figure 3:** Delegates Attendance by Gender for ARAA 2014



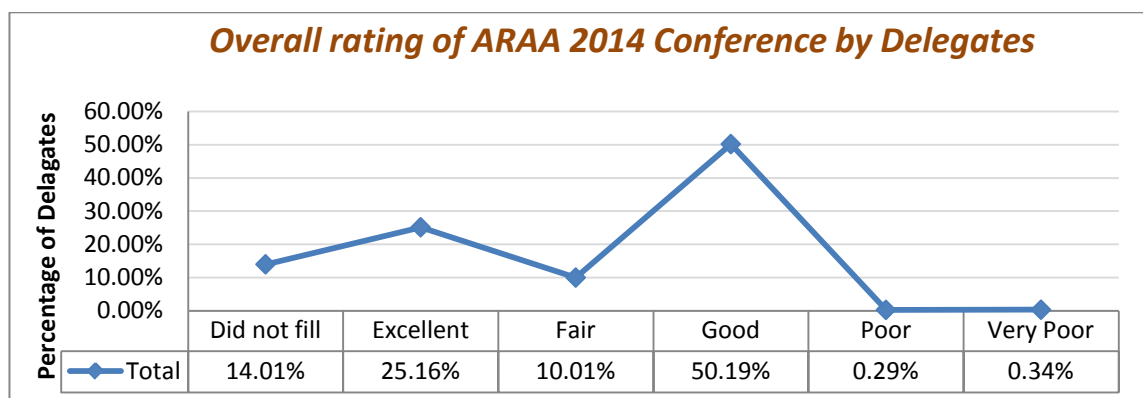
**Figure 4:** Institutions per a country that attended ARAA 2014



**Figure 5:** Overall rating of ARAA 2014 by Delegates



**Figure 6:** Overall rating of ARAA 2014 by Delegates (Graphical Representation)



## 4.0 ARAA Conference key activities

### Pre-ARAA 1 Day Optional Conference/ Workshop

This was a Human Subjects Protections (HSP) Training that was conducted by Uganda National Council of Science and Makerere University staff in conjunction with staff from Johns Hopkins Research Collaboration staff. Participants were offered HSP Certificates from the Uganda National Council of Science and Technology on completion of the Course. The following sessions were conducted;

- ❖ Introduction to GCP
- ❖ GCP Principals and ICH Guidelines/Research Historical Perspective
- ❖ Role of IRB
- ❖ Informed Consent Process
- ❖ Role of IRB secretariat
- ❖ Source Documentation in Research

### 4.1 Day One Activities

#### Day 1 – This was Chaired by delegates from Nigeria and Tanzania

##### Welcome Remarks

The Conference Chair, Isaac Roy Kyeyune, formerly welcomed all the delegates and gave an overview of the conference activities and agenda. He introduced delegates per country (by mentioning the country as respective delegates stood up for recognition). This was necessary specifically for networking purposes.

##### Opening Remarks

Opening remarks were given by Dr. Karanja from Kenya Medical Research Institute (KEMRI). Prof. John Shao discussed the significance of ARAA specifically in Africa and emphasized the need for collaboration and networking with in research administration and management. He encouraged research institutions to facilitate the effective sharing of best practices as well as applauding the theme “increasing research capacity at institutions - Lessons that have worked” as a good one for all members to follow.

##### Key Note Address;

The keynote address by Prof. Nelson Sewankambo emphasized the 8 key issues in increasing research capacity – as per the theme;

1. Importance of valuing research is critical
2. Leadership and partnerships
3. Building research and institutional capacity - by focusing on researchers, research administrators and managers
4. Creating a research supportive environment
5. Allocation of resources/raising funds
6. Focusing on the Research administrators and managers (RAM) – career path

He also encouraged institutions to develop an institutional strategic plan if they were to successfully initiate, manage and conduct good research. He gave some of the 7 key pillars as follows;

- ❖ Research administration and management
- ❖ Human resource capacity
- ❖ Visibility and publicity
- ❖ Research ICT support
- ❖ Financial resources
- ❖ Innovation and knowledge translation
- ❖ Networks and partnerships

##### Other sessions conducted on day one;

(See Annex 1 – Conference Agenda)

## 4.2 Day Two Activities

The sessions for day 2 had both general and break-out sessions (See agenda). The general sessions that were covered included;

- ❖ The process and tips of writing a successful Grant Research Proposal
- ❖ European Union Grant registrations and online information resources
- ❖ Proposal Budgeting and Effort Reporting
- ❖ Research Administration and Management – The Model used by Infectious Disease Institute (Uganda – Kampala)
- ❖ Learning about National Institutes of Health as a Research funding body
- ❖ Grant Final reporting and Close-out Issues
- ❖ The role of Research Administrators in Project Management
- ❖ How to develop a Mentorship Programme for Researchers and Research Administrators
- ❖ Cost Issues: What Expenses and Expenditures are considered Allowable and Unallowable, *Reporting, Carryovers, No cost extension, Audit Issues,*
- ❖ *Preparing a Financial status report,*
- ❖ *Budget Monitoring;* How to remain compliant
- ❖ Managing Sub-awards; Tips on how to design and negotiate Research Contracts

## 4.3 Social tour

In the afternoon, arrangements were made for the delegates to tour key places in Uganda; including Makerere University, Kampala City and neighboring attractive sites.

## 4.4 Partnerships and Collaborative Meetings

This time was also spared to have different agencies meet with their key partners in Uganda to visit their offices and share experiences. For example, the Delegates from Ethiopia, during the conference, had a 1 full day tour and learning workshops at the Makerere University College of Health Sciences under Prof. Nelson Sewankambo. The team visited the Research Labs, Grants and Research Office, received talks with PIs and also visited the Grants Finance Office among others.

## 5.0 ARAA Executive/Board Meeting

As the norm, the ARAA Executive and Board Meeting sat a day before the final day of the Conference. The aim was to discuss conference progress, as well as discuss Kampala 2014 conference close-out issues and final communication (Minutes available to Executive). The Meeting was chaired by Prof. John Shao from the ARAA Board.

### Members Present;

**Prof. John Shao** – ARAA Advisory Board Member

**Mr. Ahaz Kulanga** – ARAA Committee Member (Tanzania)

**Ms. Harriet Nambooze** – ARAA Committee Member (Uganda) and ARAA Coordinator

**Ms. Jepchirchir Kirui Kiplagat** – ARAA Committee Member (Kenya)

**Mr. Charles Muiruri** – ARAA Co-founder and Patron (United States of America)

**Mr. Isaac Roy Kyeyune** – ARAA 2015 Annual General Meeting and Conference Chair (Uganda)

**Dr. Robert Karanja** - ARAA 2014 Annual General Meeting and Conference Host (Kenya)

## 6.0 Key Discussion and Resolutions by ARAA Executive Committee Team

**Table 1:** Table showing ARAA Executive Meeting discussions and resolutions

No.	Key issues highlighted	Discussions
1.	Attendance	With over 182 members, it was the most attended ARAA Conference to date and the organizing team was applauded for the great effort. Special attention was offered to the maiden entrants; Ethiopia and South Africa that jointly had more than 10 delegates members. The plan was to have future ARAA mobilize more members to cover Africa.
2.	<b>Registration;</b> Progress and also members to resolve where it can be done	<ul style="list-style-type: none"> <li>❖ All members seconded the initial decision to have ARAA registered in Uganda</li> <li>❖ Should be registered as a non-profit association</li> <li>❖ Ms. Harriet Nambooze to take lead on this</li> </ul>
3.	Suggestion for next host	<ul style="list-style-type: none"> <li>❖ It was noted that many new members had expressed interest in hosting ARAA – specifically Ethiopia and Nigeria. It was resolved that to ensure that structures are streamlined, registration completed and new members are well oriented and mentored, one of the old members – Tanzania hosts the next conference but also works closely with the new interested parties during the preparations to orient them with possibilities of having them with a good chance to host ARAA in future.</li> </ul>
4.	<b>ARAA Management;</b> Members raised issues to do with management of ARAA affairs	<ul style="list-style-type: none"> <li>❖ Need to follow the constitution as it is now</li> <li>❖ Structures to remain with 2 representatives from each of the initial 3 core countries. Country Representatives that wanted to cease were to communicate to the coordinator. The overall</li> </ul>

		<p>ARAA Coordinator was also tasked to follow up with the registration to ensure its complete as soon as possible. She was also tasked to get an official communication from the initial ARAA Members from Uganda about their roles. Ahaz Kulanga was asked to work with the colleague in TZ while Chiri was asked to coordinate the team from Kenya to ensure ARAA is well composed and functional.</p>
5.	<b>Recruitment of Members</b>	<ul style="list-style-type: none"> <li>❖ The Coordinator and all the ARAA Country Representatives were tasked to develop modalities, tools and systems for ARAA membership. These include application procedures, membership tools, accounts as well as a fundraising and resource mobilization plan.</li> <li>❖ Members were also tasked to; <ul style="list-style-type: none"> <li>▪ Revive and strengthen the ARAA Steering Committees to be able to perform the above tasks.</li> <li>▪ Make ARAA Publications</li> <li>▪ Penetrate as many stakeholders and sponsors as possible</li> </ul> </li> </ul>

### 6.1 Delegates Cocktail

The 2<sup>nd</sup> day of the conference ended with a Participants cocktail too as others also chose to visit around Kampala as well as have joint meetings with delegates from other institutions

### 6.2 Day Three Activities

The Agenda was given by the Organizing team. The sessions were chaired by Rwanda. The key break-out sessions were done by Mr. Nelson Kakande (JCRC – Uganda), Dr. Robert Karanja (KEMRI – Kenya) and Mengesha Mamo Wogari from Ethiopia. Others included effective Procurement systems in a Research focused institution by Ms. Harriet Nambooze Mak-CHS – Uganda, Setting up an Institutional Review Board (IRB) for your institution by Prof. Rugare Abigail Kangwende (Africa University Zimbabwe), Mr. Isaac Roy Kyeyune giving tips on developing Research Administrators as well as tips on developing Research Partnership and Collaboration by Dr. Robert Karanja

## **7.0 General Observation and Recommendations from the ARAA**

### **Delegates 2014**

1. The need to publish ARAA achievements and activities
2. For ARAA to penetrate many of the institutions
3. To devise means of sustainability through trainings, subscriptions, proposal writing among others
4. Provide short courses to build the capacity of members
5. To develop stronger working mechanisms with governments
6. To expand beyond East Africa
7. To closely network with other research based networks and institutions

### **7.1 ARAA Conference Closing Remarks**

#### **There was introduction of organizing team by Charles Muiruri**

- Ahaz gave speech on behalf of the organizing team.
- He thanked all participants and representatives from all counties
- Thanked Professor Sewankambo who gave the opening speech on the first day.
- Thanked the hosting country Uganda and all institutions that contributed to preparations mostly Makerere University College of Health Science.
- Thanked everyone for attending. He added that this was the first conference with big attendance. He reminded members that they are the owners of the Association and its sustainability depends on them.

### **7.2 Selection of next Host (ARAA Conference 2015)**

As per the ARAA Executive Committee Meeting suggestion, the assembly was briefed of the needs to have ARAA formally register before. So there was consensus that ARAA goes to the town where is started but other countries interested in hosting should be oriented during this process with the possibility of hosting ARAA 2016. The General ARAA Coordinator (Ms. Harriet Nambooze announced Tanzania as the host for ARAA 2015)

## 8.0 Conference Closure

The remarks were given by Prof. John Shao (Tanzania)

- ❖ Thanked all the participants for attending and all the support from the key sponsors and stakeholders. He asked the members to review the ARAA Constitution which still states that every country to have 2 representatives which then makes up the ARAA Management committee
- ❖ He also indicated the need to finalize registration in Uganda (As earlier decided) and requested the Ugandan team to hurry the process
- ❖ He added that Ethiopia had interest of hosting next year's conference but it will be after completing registration and all other legal issues.
- ❖ He talked of the conference's theme and objective. The conference had outlined the objectives and was achieved to a greater extent which helped to improve Knowledge and gave the opportunity for networking.
- ❖ He encouraged members to implement all the extra knowledge in order to improve research administration. He urged members to have national charters.
- ❖ He thanked Uganda and the organizing committee for work well done and to ensure increase in attendance as this was the first conference to be attended in big numbers compared to the previous ones.
- ❖ He together with Prof. Nelson Sewankambo observed the issuance of certificates to all delegates and had the Conference closed.



## ANNEXES

### Annex 1 - Agenda

#### List of Presenters and Agenda

**MONDAY, DECEMBER 1<sup>st</sup>, 2014**

#### **Pre- ARAA 1 Day Optional Conference Workshop**

Human Subject Protections (HSP) Training – *With certifications*

08:30 am - 09:00 am	Registration and Introduction	AARA Organizers
09:00am - 10:30 am	Pre-test evaluation & Introduction to GCP	<b>Ms. Maria Musisi</b>
10:30am - 11:00 am	<b>Break</b>	
11:00am - 12:30 pm	GCP Principals and ICH Guidelines/Research Historical Perspective	<b>Dr. Fred Bawulira Kapaata</b>
12:30pm - 01:30 pm	<b>Lunch Break</b>	
01:30 pm - 02:30 pm	Role of IRB	<b>Ms. Leah</b>
02:30 pm - 03:30 pm	Informed Consent Process	<b>Ms. Maria Musisi</b>
03:30pm - 04:30 pm	Role of IRB secretariat	<b>Ms. Leah</b>
04:30pm - 05:00 pm	Source Documentation in Research	<b>Ms. Maria Musisi</b>

#### **ARAA Management and Organizing Committee Debrief (1<sup>st</sup> December, 2014)**

<b>07:00pm – 08:00 pm</b>	Registrations and Networking	ARAA Kampala - 2014
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**DAY ONE: TUESDAY, DECEMBER 2<sup>nd</sup>, 2014**

<b>Plenary Morning Session: Chair – Nigeria</b>		
<b>Time</b>	<b>Activity</b>	<b>Lead Presenter</b>
08.30 – 09:00 am	Registration and Networking	ARAA Organizing Committee
09.00 – 09:15am	Welcome Remarks, Conference Overview and arrangements	ARAA 2014 Organizing Team
09:15 – 09:30 am	Introductions for Networking and Collaborations	ARAA 2014 Organizing Team
09:30 – 09:45 am	Opening Remarks	<b>Ms. Lina Boit</b> <i>Deputy Director Kenya Medical Research Institute</i>
09:45 – 10:00 am	The significance of ARAA as a Research Administrators Association	<b>Prof. John Shao</b> Tanzania
<b>10:00 – 10:30 am</b>	<b>TEA BREAK</b>	All
<b>Workshop Track 1: Research Administration and Management</b>		
10:30 – 11:00 am	<b>Key Note address</b> <i>“Increasing Research Capacity at institutions – Lessons that have worked”</i>	<b>Prof. Nelson Sewankambo</b> Makerere University College of Health Sciences - Uganda
11:00 – 12:00am	Background and ARAA Milestones	<b>Mr. Charles Muiruri and</b> <b>Mr. Ahaz Kulanga</b>
12:00– 01:00 pm	Capacity Building for Research Administrators and Investigators – The IEARDA experience	<b>Mr. Henry Tumwujukye</b> Makerere University Johns Hopkins Research Collaboration

<b>Plenary Afternoon Session: Chair – Tanzania</b>		
<b>1:00 – 2:00 pm</b>	<b>LUNCH BREAK</b>	All
02:00 – 02:45 pm	What the Institutional Leadership needs to do to increase Research quality and quantity at the Institutions	<b>Prof. James Machoki</b> University of Nairobi –Medical School, Kenya
02:45 – 03:30 pm	The journey to developing and Sustaining a Grants and Contracts Office in an Institution – Our	<b>Mr. Shem Wakaindha</b> Grants and Contracts Office

	Experience	(Makerere University College of Health Sciences – Uganda)
03:30 – 04:15 pm	Challenges of improving Research capacity at a young Institution – <i>Our experiences and what the institutions are doing to address this</i>	<b>Apollo Willy Tumwujukye</b> Bishop Stuart University – Mbarara (Uganda) and <b>Damaris Onyango</b> ; Jaramoji Ojinga Odinga University – (Kenya)
04:15 – 05:00 pm	“Building Research Capacity at institutions” – Our Experiences and Lessons from the THRIVE Grant	<b>Ms. Regina Namirembe</b> (Makerere University College of Health Sciences - Uganda)
<b>07:00 – 09:00 pm</b>	Networking	

**DAY TWO: WEDNESDAY DECEMBER 3<sup>rd</sup>, 2014**

**Plenary Morning Session: Chair – South Africa**

**Workshop Track 2 : Grants Writing and Award Management**

Time	Activity	Lead Presenter
08.15 - 08:30 am	Review and issues arising from Day One	ARAA 2014 Organizing Team
08:30 – 09:15 am	The process and tips of writing a successful Grant Research Proposal	<b>Mr. Charles Muiruri</b> (International Services Coordinator - Duke University)
09:15 – 10:00 am	European Union Grant registrations and online information resources	<b>Dr. Robert Karanja and Mr. Davis Mkoji-KEMRI</b> (Kenya)
10:00 – 10:45 am	Proposal Budgeting and Effort Reporting	<b>Mr. Mussa Mzuzuli</b> Muhimbili University of Health and Allied Sciences - Tanzania

**Plenary Afternoon Session: Chair – Uganda**

Time	Activity	Lead /Presenter
<b>10:45 – 11:00am</b>	<b>TEA BREAK</b>	<b>ALL</b>
11:00 – 11:45 am	Research Administration and Management – The Model used by Infectious Disease Institute (Uganda – Kampala)	<b>Allen Mukhwana</b> (Infectious Disease Institute)

		- Uganda	
11:45 – 12:15pm	Learning about National Institutes of Health as a Research funding body	<b>Dr. Muhamadi Lubega</b> National Institutes of Health	
12:15 – 12:50pm	Grant Final reporting and Close-out Issues	<b>Peggy Darnowsky</b> <i>(Massachusetts General Hospital - US)</i>	
12:50 – 01:30 pm	The role of Research Administrators in Project Management	<b>Ms. Jepchirchir Kiplagat</b> APANTH – University of Nairobi, Kenya	
<b>01:30 – 02:00pm</b>	<b>LUNCH BREAK</b>		<b>All</b>
<b>Workshop Track : Legal, Ethics, Regulatory and Compliance issues; Session Chair: Kenya</b>			
<b>Break-out Sessions</b>		<b>TRACK</b>	<b>Room</b>
02:00 – 03:30 pm	How to develop a Mentorship Programme for Researchers and Research Administrators	<b>Mr. Nelson Kakande</b> <i>Joint Clinical Research Clinical Center - Uganda</i>	<i>Room A</i>
02:00 – 03:30 pm	<b>Allowable and Non-allowable costs</b> ❖ Cost Issues: What Expenses and Expenditures are considered Allowable and Unallowable? ❖ <i>Reporting, Carryovers, No cost extension, Audit Issues, Preparing a Financial status report</i> ❖ <i>Budget Monitoring; How to remain compliant</i>	<b>Mr. Robert Rono</b> <i>(Moi University College of Health Sciences – Kenya)</i>	<i>Room B</i>
02:00 – 03:30 pm	<b>Managing Sub-awards;</b> Tips on how to design and negotiate Research Contracts	<b>Gelila Tesfaye</b> Project Operations Manager - Armauer Hansen Research Institute <b>(Ethiopia)</b>	<i>Room C</i>
<b>03:30 – 05:00pm</b>	<b>Social Event and Tour;</b> ❖ Tour of Makerere University Main Campus ❖ Visit to selected partner Research and Grants Offices ❖ Inter-agency collaborative meetings and Visits	<b>ARAA 2014 Organizing Team</b>	<b>Uganda</b>

**DAY THREE: THURSDAY DECEMBER 4th, 2014**

**Morning Session Chair – Rwanda**

**Workshop Track : Knowledge Transfer and Management**

**Workshop Track: Institutional Partnerships and Collaborations**

<b>Time</b>	<b>Activity</b>	<b>Lead Presenter</b>	
09:00 – 10:00am	Research administration training tools – <i>the benefits of the Initiative on Research and Innovation Management (iRIM) Grant Program</i>	<b>Mr. Nelson Kakande</b> (IEARDA – JCRC) and <b>Prof. James Machoki</b> University of Nairobi –Medical School, Kenya	
<b>Break-out Sessions - A</b>		<b>TRACK</b>	<b>Room</b>
10:00 – 10:45 am	Introduction to intellectual Property relating to Copy and Data rights, Patents and Trademarks	<b>Dr. Robert Karanja</b> (Kenya) <b>Mengesha Mamo Wogari</b> (Ethiopia)	Room A
10:00 – 10:45 am	Effective Procurement systems in a Research focused institution	<b>Ms. Lina Boit</b> Deputy Director (A&F) KEMRI – Kenya	Room B
10:00 – 10:45 am	<b>Research Compliance;</b> Setting up an Institutional Review Board (IRB) for your institution ❖ Ethics Compliance and Conflict of interest Declaration ❖ Managing Research Misconduct ❖ Common Compliance pitfalls and strategies to address them	<b>Prof. Rugare Abigail Kangwende</b> (Africa University Zimbabwe)	Room C
<b>10:45 – 11:00am</b>	<b>TEA BREAK</b>		All
<b>Break-out Sessions</b>		<b>TRACK</b>	<b>Room</b>
11:00 – 12:30pm	Tips to up-coming Principal Investigators – Sharing my journey	<b>An Up-coming PI</b> (Uganda)	Room A
11:00 – 12:30 pm	<b>Research Dissemination and Publications;</b> Improving and increasing ones Publications –Useful	<b>Dr. Margaret Makelo –</b>	Room B

	Tips	(KALRO - Kenya)	
11:00 – 12:30 pm	Developing Research Partnerships and Collaboration	<b>Dr. Phoebe Josiah</b> <i>IEARDA Project- KEMRI (Kenya)</i>	<i>Room C</i>
	<b>PLENARY</b>	<b>ALL</b>	
12:30 – 1:30 pm	How to work with Government to boost Research funding – Good Practices	<b>Abduljilil Reshad</b> Resource Mobilization Director (Ministry of Health) – Ethiopia	

<b>01:30 – 02:30 pm</b>	<b>LUNCH BREAK</b>	<b>All</b>	<b>Room</b>
	<b>Closing Ceremony</b>	<b>General</b>	<b>Room</b>
03:30 – 04:15 pm	<b>Closing Remarks for ARAA</b>	<b>Prof. John Shao</b> (Tanzania)	<i>Conference Room</i>
	<ul style="list-style-type: none"> <li>❖ Last Remarks – ARAA Host (2014)</li> <li>❖ Thanks and appreciations</li> <li>❖ ARAA host - 2015</li> <li>❖ Awards</li> </ul>	<b>ARAA Organizing Committee Team</b>	<i>General Conference Room</i>
<b>04:30 – 05:30 pm</b>	<b>ARAA Executive and Advisory Committee Meeting</b> <ul style="list-style-type: none"> <li>❖ Feedback on Progress of ARAA</li> <li>❖ ARAA beyond this meeting - Where do we go after here The Way forward for ARAA <ul style="list-style-type: none"> <li>- <i>Management Tools</i></li> <li>- <i>Secretariat</i></li> <li>- <i>Structure</i></li> <li>- <i>Support for next ARAA Host (2015)</i></li> <li>- <i>Funding</i></li> </ul> </li> </ul>	<b>ARAA: Secretariat</b>	<b>Main Conference Room</b>

## Annex 2- HSP Workshop Evaluation Form

**To be completed by the participants at the end of the training**

**Course Title:** \_\_\_\_\_

**Dates of Training:** \_\_\_\_\_

**A. Comment on Duration of Workshop (Tick as appropriate)**

Too Short  Too Long  Adequate  No Comment

To what extent did the Workshop;	Excellent	Good	Fair	Poor	Not at all
Achieved the set objectives	5	4	3	2	1
Met your personal expectations	5	4	3	2	1
Content applicable to your work	5	4	3	2	1
Used effective training methodology & techniques	5	4	3	2	1
Used appropriate training materials	5	4	3	2	1
Facilitators looked knowledgeable	5	4	3	2	1
Facilitators prove helpful in learning	5	4	3	2	1
Facilitators and Organizers managed time	5	4	3	2	1
Proved participatory	5	4	3	2	1

**C. Please, tick as appropriate**

Would you;	Yes	No	Not sure	Never
Recommend this Training to your colleague?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be able to teach the same content to others (colleagues)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**THANK YOU**