



GRANTS MANAGEMENT WORKSHOP REPORT 2014



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE

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Acronyms

HRSA	Human Resource and Service Administration
KCMC	Kilimanjaro Christian Medical Center
KCMU Co	Kilimanjaro Christian Medical University College
KCRI	Kilimanjaro Christian Research Institute
JMP	Joint Malaria Program
JSI	John Snow Incorporation
USG	United States Government

Executive summary

The Grants Management workshop was organized by the Coordinating centre (HRSA) as part of the agenda during the fourth site visit at KCMC-MEPI in March 25th 2014. The main objective of the Grants Management training was to provide the general overview of post Grant Management, close out management, financial operational and administrative policies and the procedures that are important to support and sustain the technical work and goals of the project.

During the Grant management workshop, 20 participants from MEPI, KCMU College, KCMC, KCRI and JMP were trained. At the beginning of the workshop each participant was provided with a handout and softcopy file which contained all the required content so as to enable the participants to understand clearly the contents of the workshop.

The training consisted of topics such as Lifecycle of the project and key players, successful grant management, administrative requirements, cost principles, terms and conditions, report requirements, procurement, subway management and closeout.

The participants provided feedback on the workshop. The feedback has been analyzed and the salient features are presented in Annex A-2. The feedback was encouraging and the participants made recommendations which are summarized in Annex A-2. Overall, the workshop was successfully conducted by the Finance and Grants Consultants from JSI.

Background

The KCMC- Duke Medical Education Partnership Initiative (MEPI) is a 5 years project funded by the US government and administered by HRSA. The project started in August 2010 following the approval from the research ethics committee. The KCMC-Duke MEPI is guided by the following 3 major themes; to increase the number of well-trained health care workers, to retain health care workers in Tanzania, and to invest in regionally relevant research.

Objectives

The main objective of the Grants Management workshop was to provide a general overview on financial operational and administrative policies and the procedures that are important to support and sustain the technical work and goals of the project.

The workshop specifically aimed the following:

- To enhance participants' understanding of the context of Post Grants Management and Close Out
- To enhance the participants' understanding of the USG rules and regulation for funding
- To strengthen the financial internal controls.

Participants

The workshop was well attended with 20 participants while it was expected to have the total number of 15 participants. The participants were mainly MEPI staff, KCMU College procurement and accounts staff and KCMC accounting staff that showed interest in the Grants Management.

Methodology

The workshop was formally inaugurated by Mr Ahaz Kulanga (DPA KCMU College) and the sessions were facilitated by Laura McEvoy (Finance and Grants Consultant JSI Boston) and Nylepitha Chirambo (Finance and Administrative Consultant JSI Zambia.)



Nylepitha Chirambo (Finance and Administrative Consultant JSI Zambia.) facilitating the workshop



Laura McEvoy(Finance and Grants Consultant JSI Boston) facilitating the workshop

In every session, the participants were asked to share their own experiences and knowledge on Grants Management. In general, the workshop covered most aspects of Grants Management. Participants took keen interest in cost principles and at the end of the workshop all the participants became aware that not only the people from finance department but everybody is accountable in grants management.

Contents

During the workshop, the facilitators highlighted the overview of the MEPI project and roles key players from HRSA, both US and in-country (CDC). They also trained on best practice for financial, operational and administration management including internal controls, budget tracking, human resources. The other topics included fixed assets, travel , HHS Grants Policy Statement, cost principles essential maintenance of proper source documentation and audit requirements circular A-133, , payment management system, financial reporting and the NCC progress report.

Other areas included rules and regulations regarding procurement (45 CFR 74) including competitive bidding, documentation, ineligible goods and services. Review the major components of a subaward program including types of subawards, principles of a sound subaward program, steps of the subaward process, and monitoring subawardees. The participants discussed on case scenarios on rules and regulations of USG grants in groups.

Finally the facilitators defined what is meant by “closeout” and gave the participants an overview of key components of a close out plan, including programmatic, financial, administrative, and human resource considerations. The sessions were designed in such a way that all the participants participate in the discussions and the facilitators engaged the participants well in the discussions. At the end, all the participants also responded to a feedback survey.

ANNEX A– I: LIST OF THE PARTICIPANTS

No	Name
1.	Ahaz Kulanga
2.	Imani Israel
3.	Gilda Mtaita
4.	Amani Minja
5.	Glory Ibrahim
6.	Esther Lisasi
7.	Gibson Kapanda
8.	Chripina Tarimo
9.	Fredrick Sigalla
10.	Audrey Marealle
11.	Ndimangwa Fadhili
12.	Deodatus Mogela
13.	Rose Mwangi
14.	Dativa Tibyampansha
15.	Teresia Mbagu
16.	Amina Farah
17.	John Senkondo
18.	Renatha Miiroko
19.	Upendo Dawson
20.	Rogate Machinge

ANNEX A– 2: EVALUATION BY THE PARTICIPANTS

Feedback from the participants was sought using the evaluation forms distributed to the participants during the workshop. The feedback forms inquired information on participants' satisfaction on the content of the workshop and organization, presenters' appropriateness for the workshop theme, the increase of participants' interest in Grants Management, filled knowledge gap in Grants Management (close out), time provided for questions answers and discussion and comfortability in Grants Management (close out).

About the participants

Total number of participants was 20, including staff from MEPI, KCMUCo, KCMC, KCRI and JMP and 74% of the participants provided feedback.

Content of the workshop and organization:

All the participants were satisfied with the content and organization of the workshop as it was appropriate and informative for the workshop theme.

Interest in Grants Management (*close out*): Most of the participant (85%) felt the training has increased their interest in Grants Management.

Time provided for questions and discussion: Participants were asked how satisfied they are on the time provided for questions and discussion. A large proportion of them (85%) were well satisfied with the time given for questions and discussions.

Comfortability in Grants Management: Of all the participants (80%) felt that they are comfortable in Grants Management as a result of the workshop.

Filled knowledge gap in Grants Management: Most of the participants (92%) agreed and strongly agreed that the training has filled their knowledge gap in Grants Management -

Frequency of the course- Participants were asked to comment on how often the workshop should be offered. About one third of the participants (33%) suggested that the training should be held more than four times within a year, 33% preferred twice in a year, 17% of the participants commented that the training should be offered annually and 17% of the participants recommended at least once in every quarter of the year.

Recommendations

The participants recommended that;

- There should be an extension of the training program to at least more than one day.
- There should be a representative from each department from KCMUCo, KCMC and other departments
- More group work and practical rather than theory only
- A distance learning training (online) to cut off cost