



P. O. BOX 1 KYAMBUGO

GRANTS MANAGEMENT POLICY

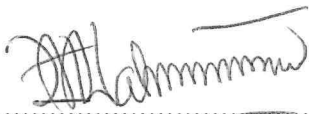
2025

CITATION

This policy shall be cited as **“Kyambogo University Grants Management Policy, 2025”**

Date of approval by Council on **30th October 2025.**

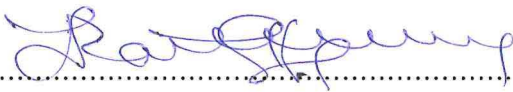
Signature



.....
Assoc. Prof. Fred Wabwire Mangan

CHAIRPERSON UNIVERSITY COUNCIL

Signature



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Arthur Katongole

SECRETARY TO COUNCIL

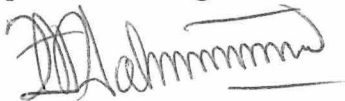
FOREWORD

Research and innovation remain central pillars of Kyambogo University's Strategic Vision. However, their successful realisation, is dependent on the University's capacity to attract, manage and account for grants in a transparent and professional manner.

The development of the Grants Management Policy is a proactive response to the evolving financial landscape in higher education. It demonstrates the University's commitment to harnessing external funding opportunities for sustainable growth, academic excellence and societal transformation. This Policy establishes clear structures, procedures and roles to enhance transparency, strengthen staff capacity, and build lasting partnerships with development partners and funding agencies.

Through this Policy, Kyambogo University reaffirms its dedication to value for money, integrity and professionalism. It ensures that every grant contributes meaningfully to our academic and developmental goals, in alignment with the University's Mission of advancing knowledge, innovation and service to society.

I call upon all staff, students and stakeholders to embrace this Policy as a guiding framework for grant-related activities. Together, we can elevate Kyambogo University's profile as a regional leader in research, innovation and knowledge transfer.



Assoc. Prof. Fred Wabwire Mangan

CHAIRPERSON, UNIVERSITY COUNCIL

REMARKS BY VICE CHANCELLOR

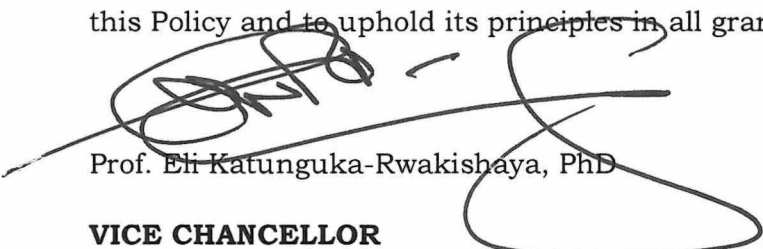
The Grants Management Policy provides a comprehensive framework that will streamline the management of grants, enhance accountability, and strengthen the University's competitiveness in research and innovation. It is expected to significantly improve Kyambogo University's capacity to attract development partners and deliver effectively on its research mandate.

The Policy has been developed through a consultative process involving a wide range of stakeholders. I extend my sincere appreciation to all who contributed their expertise and time towards the drafting of this important instrument.

Special recognition is accorded to the Ad hoc Committee for their dedication and technical expertise in developing the draft. I also commend the academic and non-academic staff whose insights and experiences in grants management were invaluable in ensuring that this Policy aligns with national development priorities and international best practice.

Lastly, I thank Top Management, the University Senate, the Resource Mobilisation, Investment and Development Committee of Council, and the University Council for their leadership and approval of this Policy.

I call upon all members of the University community to support the implementation of this Policy and to uphold its principles in all grant-related activities.



Prof. Eli Katunguka-Rwakishaya, PhD

VICE CHANCELLOR

LIST OF ABBREVIATIONS AND ACRONYMS

GoU	Government of Uganda
KyU	Kyambogo University
MEAL	Monitoring, Evaluation, Accountability and Learning
MoFPED	Ministry of Finance, Planning and Economic Development
MoU	Memorandum of Understanding
NDP I	Fourth National Development Plan
PI	Principal Investigator
PIT	Project Implementation Team
PPDA	Public Procurement and Disposal of Assets
REC	Research Ethics Committee

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PRELIMINARY

Definition of Terms

For the purposes of this Policy, the following terms shall have the meanings assigned to them:

Accounting Officer	The University Secretary, designated under the Public Finance Management Act as the officer responsible for authorising expenditures, ensuring proper use of public funds, and accountability for all financial matters relating to grants.
Development Partner	Any external organisation, agency, government, private sector entity, foundation, or institution providing grant funding, technical support, or other resources to the University.
Grants Management	The process of mobilising, acquiring, administering, utilising, monitoring, reporting on, and closing out grant-funded projects, in compliance with University policies, donor requirements, and applicable laws.
Grants Management Office	The unit within the Directorate of Research and Grants responsible for the technical and administrative coordination of all grants management activities, including record keeping, reporting, and compliance.
Indirect Costs / Overheads	Institutional support and administrative costs that are essential to project delivery but cannot be directly attributed to a single project activity. Examples include utilities, building and equipment maintenance, library services, legal and audit fees, staff development, and general administrative support.
Monitoring, Evaluation, Accountability	A systematic framework for tracking performance, ensuring accountability, and integrating lessons learned in the management of grant-funded projects.

**and Learning
(MEAL)**

Principal Investigator (PI) The lead academic or staff member designated by the University to be directly responsible for the overall execution, financial and technical reporting, and accountability of a specific grant.

Project Close-Out The process of finalising all financial, technical, and administrative activities at the end of a grant-funded project, including the submission of final reports, audit, reconciliation of accounts, and transfer of assets into the University Asset Register.

Resource Mobilisation The broader process of attracting financial and non-financial resources to the University, including grants, donations, partnerships, and investments. Grants management is one component of resource mobilisation.

Research Ethics Committee (REC) The committee established by the University to review and approve all grant-funded research projects, ensuring compliance with national and international ethical standards before commencement and during implementation.

Sub-Award A secondary award of funds made under a prime grant agreement, whereby the University transfers part of the grant to another institution, organisation, or individual to carry out specific activities under the project, subject to the same financial and accountability standards as the University.

University Grants Management Committee (UGMC) The central coordinating body of the University mandated to provide governance, oversight, and quality assurance of all grants, and to advise on mechanisms to strengthen the University's grants portfolio

1.0 INTRODUCTION

In recent years, Kyambogo University has experienced challenges of inadequate funds to implement all its planned interventions in the Strategic Plan. Consequently, the University can no longer rely solely on Government funding to implement its planned initiatives. This reality underscores the importance of resource mobilisation, which has been identified as a key focus area in the University's Strategic Plan 2020/21–2024/25.

Furthermore, Kyambogo University's Grants Management and Policy Guidelines have become increasingly crucial in light of broader global funding challenges. Notably, significant reductions in foreign aid programmes that previously supported Uganda's health and education sectors have placed additional strain on the national budget, further threatening allocations to public institutions, including universities such as Kyambogo.

Kyambogo University's Grants Management and Policy Guidelines are strategically aligned with key national, regional, and international development frameworks. In relation to the Sustainable Development Goals (SDGs), the Policy supports SDG 4: Quality Education, specifically target 4.3, by facilitating access to and management of grants aimed at enhancing academic research, infrastructure, and programme development, thereby improving both the quality and accessibility of higher education.

The Policy also advances SDG 16: Peace, Justice and Strong Institutions, particularly target 16.6, by promoting financial accountability, transparent reporting, and continuous monitoring of grant usage, all of which contribute to building an effective and transparent institutional governance framework.

At the regional level, the Policy aligns with Africa's Agenda 2063, supporting the creation of a knowledge-based economy through innovation, research, and grant acquisition. It reinforces good governance by instituting strong financial management systems and promoting sustainable and inclusive growth through strategic partnerships and efficient resource utilisation.

Nationally, the Policy supports the priorities of Uganda's Fourth National Development Plan (NDP IV), particularly the focus on human capital development, research, and

innovation. It encourages public–private and international partnerships to bolster academic capacity, infrastructure, and knowledge transfer, aligning with the Plan’s strategy to strengthen education and drive socio-economic transformation through sustainable financing mechanisms.

The Resource Mobilisation and Investment Policy identifies writing proposals for grant funding as one of the strategies to attract more resources to the University. This Grants Management Policy has therefore been designed to complement the Resource Mobilisation and Investment Policy and Guidelines, as well as the Kyambogo University Risk Management Policy and Guidelines. Together, these instruments provide a coherent framework that ensures grants are mobilised in line with the University’s strategic priorities, while associated financial, operational and compliance risks are effectively identified, monitored and managed.

Despite these efforts, the University’s experience has shown that although a number of grants have been successfully attracted, their management has not been fully streamlined due to the absence of a dedicated policy framework. This gap has limited the overall contribution of such projects to the University’s financing and strategic objectives.

Accordingly, the University has developed this Policy to enhance efficiency, transparency and accountability in grants management. By institutionalising clear structures and procedures, the Policy will strengthen the University’s competitiveness in securing grants and ensuring that grant resources contribute meaningfully to sustainable growth and institutional development.

1.1 Vision, Mission, Motto and Core Values of KyU

Vision: To be a Centre of Academic and Professional Excellence

Mission: To advance and promote knowledge and development of skills in Science, Technology and Education and such other fields having regard to quality, equity, progress and transformation of society.

Motto: Knowledge and skills for service.

Core Values

Kyambogo University in the pursuit of its mission will be guided by the following core values:

- (a) Quality:* Ensure high quality of output and service delivery.
- (b) Equity:* Ensure equal opportunity for all in all its programmes.
- (c) Integrity:* Promote high sense of moral and ethical standards in all its dealings with stakeholders and the public.
- (d) Professionalism:* Uphold professionalism in all dealings and in the execution of its mandate, ensuring competence, ethical conduct, and respect for institutional values.
- (e) Inclusiveness:* Provide an enabling environment for all stakeholders and ensure reasonable accommodation for persons with special needs, so that no individual is disadvantaged in participating in its academic, administrative or social undertakings.

1.2 Legal Framework

This Policy shall comply with the laws of the Republic of Uganda, as well as all regulations, statutes and policies governing Kyambogo University. Where any inconsistency arises between this Policy and the laws of Uganda, the latter shall prevail to the extent of the inconsistency.

1.3 Policy Statement

The University is committed to strengthening grants management through robust governance structures, systems, and procedures. The University shall enhance staff capacity in grant drafting, acquisition, and management; foster innovation, inclusivity, and transparency; and ensure that resources are used efficiently, fairly, and accountably. This Policy shall contribute to increased grant competitiveness, alignment with the University's strategic objectives, and sustainable institutional growth.

1.4 Purpose of the Policy and Guidelines

The purpose of this Policy and its Guidelines is to establish the framework, procedures, and standards for effective mobilisation, acquisition, utilisation, monitoring, and reporting of grants in the University. The Policy provides the institutional direction and principles, while the Guidelines shall operationalise this Policy by setting out the specific roles and responsibilities of University staff identified in the governance structure, the Grants Office, and the beneficiaries.

1.5 Guiding Principles

Decisions under this policy shall be guided by the following principles:

Principle 1: Transparency and Accountability: Commitment to openness and responsibility.

Principle 2: Integrity and Professionalism: The University shall embrace the highest standard of ethical behavior, honesty, exemplary moral character, competence, consistency, legitimacy, objectivity, and confidentiality.

Principle 3: Innovativeness: Embracing creativity and the generation of new ideas that promote efficient and effective management of grants.

Principle 4: Value for Money: Mobilisation and Grants Management activities shall be efficiently and effectively undertaken with a view to improving the quality of service at an appropriate cost.

Principle 5: Inclusiveness and Participation: Involvement of all stakeholders to enhance ownership and sustainability.

Principle 6: Adaptive to new changes: Adoption to new and emerging changes, situations, requirements and priorities while harnessing opportunities.

2.0 SCOPE AND OBJECTIVES

2.1 Policy Focus Areas

This Policy shall apply to all grants for research, training, programmes, consultancies, infrastructure, and service delivery mobilised or managed by staff and affiliates of Kyambogo University. The scope of coverage shall include:

- (a) Capacity building for grant writing and stakeholder management;
- (b) Identification of funding sources and partnerships;
- (c) Proposal development;
- (d) Award, negotiation, and acceptance;
- (e) Financial management of grants;
- (f) Grant close-out;
- (g) Monitoring, Evaluation, Accountability, and Learning (MEAL) (MEAL)

2.2 Objectives of the Policy

The objectives of this policy are to:

- (a) Establish a framework for grants Mobilisation.
- (b) Guide the establishment of structures and operationalisation of grants management within the University.
- (c) Create a framework for grants Monitoring, Evaluation and Learning (MEAL).
- (d) Guide the establishment of partnerships with other institutions for purposes of mobilising grants.

2.3 Implementation Strategies for Grants Management Policy

SN	OBJECTIVE	STRATEGIES
1.	To establish a framework for grants Mobilisation	<ul style="list-style-type: none">i) Carry out capacity building for staffii) Identify and subscribe to research hubs/ funding platformsiii) Establish and facilitate writing teams
2.	To guide the establishment of structures and operationalisation of Grants	<ul style="list-style-type: none">i) Establish and operationalise the Grants Management Officeii) Establish Grants Management Committees

	Management within the University.	<ul style="list-style-type: none"> iii) Define the roles of different stakeholders in the management of grants. iv) Develop operational manuals to guide implementation of grants. v) Acquire/develop a robust computerised grants financial management system
3.	To Create a framework for grants Monitoring, Evaluation and Learning (MEAL).	<ul style="list-style-type: none"> i) Create a data base for all grants in the University ii) Develop and implement a Monitoring, Evaluation and Learning framework for grants management, iii) Build the capacity of staff to carry out grants Monitoring, Evaluation and Learning
4.	To Guide the establishment of partnerships with other institutions for purposes of mobilising grants.	<ul style="list-style-type: none"> i) Identify and initiate linkages with potential partners ii) Maintain a data base of strategic partners iii) Develop tools for consultation with development partners. iv) Ensure Signing of MoUs with development partners.

2.0 GOVERNANCE AND MANAGEMENT OF THE POLICY

3.1 Governance Structure

The implementation of this Policy shall be guided by the Grants Management Guidelines approved by the University Council. Grants shall, as far as possible, be managed within the existing governance structures of the University and in accordance with the Universities and Other Tertiary Institutions Act, the Public Finance Management Act, and other applicable laws.

3.2 University Council

The University Council shall provide overall policy direction for grants management. The Council shall approve this Policy and its Guidelines, and shall ensure that all grants and donations are incorporated into the University budget and managed in compliance with the Public Finance Management Act.

3.3 Senate

The Senate shall exercise academic and research oversight over grants. In particular, Senate shall ensure that all grant-funded research and academic activities meet the University's standards of quality, ethics, and academic integrity.

3.4 Top Management

Top Management shall provide strategic direction in the implementation of this Policy. Top Management shall receive reports from the University Grants Management Committee and shall forward appropriate recommendations to the Council and to Senate where relevant.

3.5 University Grants Management Committee (UGMC)

The University Grants Management Committee shall serve as the central coordinating organ for grant mobilisation, acquisition, and administration. The Committee shall review reports from the Grants Management Office, advise on mechanisms to strengthen the University's grants portfolio, and support linkages with Government, development partners, and industry. The detailed composition and functions of the UGMC shall be set out in the Guidelines.

3.6 Grants Management Office

The Grants Management Office, situated within the Directorate of Research and Grants, shall provide technical and administrative support for the implementation of this Policy. The Grants Management Office shall serve as Secretariat to the UGMC. The detailed

operational responsibilities of the Grants Management Office shall be set out in the Guidelines.

3.7 Research Ethics Committee (REC)

The Research Ethics Committee shall ensure ethical clearance and oversight of all research projects funded through grants, in accordance with national and international standards.

3.8 Integration with other Policies

Grants management under this Policy shall be undertaken in compliance with the Public Finance Management Act, and in alignment with the Kyambogo University Resource Mobilisation and Investment Policy and the Kyambogo University Risk Management Policy.

3.9 Specific Roles

The specific roles and responsibilities of University staff and particular offices involved in Grants Management shall be detailed in the Grants Management Guidelines issued under this Policy.

4.0 IMPLEMENTATION GUIDELINES

4.1 Purpose of the Implementation Guidelines

(1) These Implementation Guidelines operationalise the Kyambogo University Grants Management Policy. They provide the detailed processes and procedures for the mobilisation, acquisition, utilisation, monitoring, and reporting of grants. The Guidelines clarify the responsibilities of different University staff and offices to ensure efficiency, accountability, and compliance with the Public Finance Management Act and other applicable laws.

(2) The Guidelines further set out the scope of grants management at the University, including:

(a) Ensuring that all grants received are lawful and consistent with the University's values, by prohibiting impermissible grants from organisations or activities that contravene national laws, public order, or human rights;

(b) Establishing procedures for the pre-award phase, including registration of funding platforms, solicitation of opportunities, proposal development, and partnerships;

(c) Providing guidance for post-award management, including negotiation and acceptance of awards, project implementation, financial management, compliance, and reporting obligations;

(d) Outlining requirements for the orderly close-out of projects, including submission of final reports, asset management, and compliance with funder and University requirements; and

(e) Prescribing standards for the recovery and distribution of overheads and administrative costs to ensure sustainability of the University's research and grants portfolio.

4.2 Institutional Roles and Responsibilities in Grants Management

The staff, offices, and committees under this policy shall have specific responsibilities in the operational implementation of the Kyambogo University Grants Management Policy.

4.3 Principal Investigator (PI)

The Principal Investigator shall be responsible to the immediate supervisor and shall:

- (a) Ensure successful initiation, negotiation, execution, and close-out of the project;
- (b) Initiate project activities, payment schedules, and procurements in accordance with approved work plans;
- (c) Ensure that project staff and relevant stakeholders are informed of grant conditions;
- (d) Coordinate all project activities as the focal point of contact with the development partner;
- (e) Initiate budget modifications such as re-directions, carry-overs, and project extensions where necessary; and
- (f) Prepare and submit timely financial and technical reports and accountabilities in accordance with these Guidelines and the requirements of development partners.

4.4 University Secretary (Accounting Officer)

The University Secretary shall:

- (a) Authorise all expenditures for projects, grants, and donations as the Accounting Officer;
- (b) Serve as a signatory to all project and grant contracts on behalf of the University;
- (c) Ensure timely accountability for all disbursed funds; and
- (d) Provide oversight to ensure compliance with the Public Finance Management Act and University Financial Regulations.

4.5 University Bursar

The University Bursar shall:

- (a) Establish project-specific accounts where applicable;
- (b) Ensure timely processing of funds in accordance with the principles governing the grant;
- (c) Prepare and submit financial reports on projects and grants to the relevant authorities.

4.6 Chief Internal Auditor

The Chief Internal Auditor shall provide independent assurance over grants management processes and shall:

- (a) Undertake audits of all grants and projects;
- (b) Verify compliance with development planner requirements, the Public Finance Management Act, and University financial policies; and
- (c) Provide audit reports with recommendations for corrective actions to improve grants accountability.

4.7 Head Legal Office

The Head Legal Office shall:

- (a) Provide legal guidance throughout the grants management process;
- (b) Review and clear all contracts, MoUs, and sub-award agreements before signature; and
- (c) Ensure that all grant agreements comply with national laws, regulations, and University policies.

4.8 Chief of Planning and Development

The Chief of Planning and Development shall:

- (a) Provide guidance on integrating project work plans into the University Strategic Plan;
- (b) Coordinate institutional or cross-cutting grants; and
- (c) Monitor and evaluate projects and grants to ensure alignment with institutional priorities.

4.9 Chief Research and Grants

The Chief Research and Grants shall:

- (a) Head the Grants Management Office;
- (b) Serve as Secretary to the University Grants Management Committee;
- (c) Coordinate and organise capacity development initiatives for staff in grants writing and management; and
- (d) Ensure consolidation and submission of periodic reports on the University's grants portfolio.

4.10 University Grants Management Committee (UGMC)

There shall be a Grants Management Committee comprised of the following: a) The Deputy Vice Chancellor Research and Engagements as Chairperson, b) The Deputy Vice Chancellor Finance and Administration, c) The University Secretary, d) University Bursar, e) All academic Deans of Faculty/School/Institute, f) The Director Research and Graduate Training, g) Chief Planning and Development, h) Chief Research and Grants who shall be the Secretary, i) Representative from the Research and Ethics Committee (REC).

The University Grants Management Committee shall:

- a) Review and approve work plans of the Grants Management Office;
- b) Consider and approve reports from the Grants Management Office before submission to Top Management;
- c) Provide leadership and advice on mechanisms to improve grants management;
- d) Support the University in building linkages with Government, industry, and the private sector to strengthen the grants portfolio; and
- e) Provide an arbitration mechanism for resolving conflicts that may arise in grants administration.

4.11 Research Ethics Committee (REC)

The Research Ethics Committee shall:

- (a) Review all research proposals funded by grants to ensure compliance with ethical standards;
- (b) Grant ethical clearance prior to commencement of research; and
- (c) Monitor adherence to ethical requirements during project implementation.

4.12 Grants Management Office

(1) The Grants Management Office, under the Directorate of Research and Grants, shall:

- (a) Maintain an up-to-date database of all grants and funding opportunities, and disseminate such opportunities to staff and students;

- (b) Register the University with relevant funding agencies and ensure compliance with subscription requirements;
 - (c) Maintain a grants master list of awarded, ongoing, and completed grants for oversight and coordination;
 - (d) Support staff in proposal development, ensuring compliance with University and development planner requirements;
 - (e) Provide technical support during grant negotiations and facilitate signing processes;
 - (f) Liaise with relevant offices for the opening of project accounts;
 - (g) Follow up with PIs to ensure timely compliance with grant conditions and University regulations;
 - (h) Ensure proper close-out of concluded projects in line with development planner and University requirements;
 - (i) Provide secretariat services to the UGMC;
 - (j) Consolidate and submit quarterly reports on grant performance to the UGMC; and
 - (k) Undertake monitoring, evaluation, and quality assurance in the execution of grants.
- (2) The roles and responsibilities outlined above shall be exercised in line with the procedures and standards set out under Section 5.0 (*Grants Management Standards and Processes*), which govern the full life cycle of grants management from solicitation to close-out.

5.0 GRANTS MANAGEMENT STANDARDS AND PROCESSES

5.1 Required Standard

The University shall manage all grants in accordance with clearly defined standards and processes that ensure compliance with national laws, institutional policies, and development planner requirements. These standards and processes shall apply to the entire grant life cycle.

5.2 Impermissible Grants

The University shall not solicit for, receive, or utilise grants and donations from the following sources:

- (a) Terrorist organisations or organisations linked to them.
- (b) Organisations or entities prohibited from operating in Uganda by the Government of Uganda.
- (c) Organisations, individuals, or entities subject to binding international sanctions or prohibitions, including those imposed by the United Nations Security Council, the African Union, or any other international or regional body to which Uganda is a member state.
- (d) Grants that are targeted at promoting social disorder in whatever form.
- (e) Grants which promote racial, religious, gender, ethnic, or any other type of discrimination.
- (f) Grants with adverse environmental, safety, or human health impacts.
- (g) Any other grant which is not compliant with the laws of Uganda, or applicable international legal obligations to which Uganda is bound.

5.3 Grant Lifecycle Management: Pre-Award and Post-Award Processes

There are two grant lifecycle management i.e. pre-award and post-award processes.

5.3.1 Pre-Award Management Process

- (1) Pre-Award Management Process shall cover all activities that take place prior to obtaining a grant. It commences with identification of an appropriate funding opportunity to submission of a proposal.
- (2) Registration to platforms of development partners/funders will be coordinated and managed by the Grants Management Office.
- (3) The Grants Management Office will share funding opportunities with stakeholders including Faculty/School/Institute and Departments. Every one intending to apply for a grant shall notify the Grants Management Office before submission of the proposal.
- (4) The PI will lead the proposal development process supported by the Grants Management Office. Before submission of the proposals, the Grants Management Office

shall ensure that the proposal complies with both the University policies and guidelines and requirements for development partners

(5) The University will encourage partnership and sub-contracting in line with its vision, mission and strategic objectives. All partnerships and subcontracts shall be authorised by the Vice Chancellor.

(6) The guidelines shall comply with the relevant national laws of the Government of Uganda and other policies of the University.

5.3.2 Post Award Management Process

This is the second phase after the pre-award which commences after approval of the proposal by the development partner/funder and covers the entire process of implementation up to closure stage.

5.4 Negotiating and accepting the award

Contract negotiation and acceptance shall be led by the Principal Investigator (PI) in consultation with the Deputy Vice Chancellor Research and Engagements, the University Secretary and Head Legal Office. Signing of contracts shall be done by the Vice Chancellor and University Secretary.

5.5 Project Implementation

(1) Each project shall have a Project Implementation Team (PIT) to support the Principal Investigator (PI) in the execution of the project.

(2) For individual projects where team membership is not pre-defined by the funder, the PI shall nominate an implementation team through the relevant Department and Faculty/School/Institute for approval.

(3) The Project Implementation Team shall be appointed by the Vice Chancellor on the recommendation of the Deputy Vice Chancellor (Research and Engagement), and shall include, where applicable:

(a) The PI (Chair of the Team);

(b) Staff from the Finance, Procurement, Planning, and Legal Departments

(c) Other technical specialists as may be required.

(4) The PIT shall be responsible for ensuring technical delivery, financial accountability, compliance with funder requirements, and adherence to University policies.

(5) The PIT shall submit quarterly implementation and financial reports to the Grants Management Office, copied to the Deputy Vice Chancellor (Research and Engagement) and the Internal Audit Office.

6.0 FINANCIAL AND ASSET MANAGEMENT OF GRANTS

6.1 General Principles of Grant Financial and Asset Management

The University shall ensure that all grant funds, sub-awards, procurements, and assets are managed in accordance with the Kyambogo University Financial Management Manual and the applicable laws of Uganda. Where development partners prescribe specific financial or procurement requirements, such requirements shall apply, provided they do not contravene the laws of Uganda. To the extent possible, such requirements shall also be harmonised with the University's financial management policies and standards to safeguard institutional consistency.

6.2 Project Accounts

(1) Project accounts shall be opened and managed in accordance with the Kyambogo University Financial Management Manual and, where applicable, the requirements of the development partner, provided they do not contravene the laws of Uganda.

(2) All project accounts shall be subject to oversight by the University Secretary as the Accounting Officer in accordance with the Public Finance Management Act.

6.3 Sub-Award Recipients

(1) Sub-award contracts shall be prepared by the Grants Management Office.

(2) All sub-awards shall be signed by the Vice Chancellor, the Principal Investigator, and the University Secretary, after clearance by the Legal Office.

(3) Sub-awardees shall be bound by the same financial and accountability standards applicable to the University and, where relevant, by any additional requirements of the development partner, provided such requirements do not contravene the laws of Uganda.

6.4 Procurement

(1) All procurements under grant-funded projects shall be conducted in accordance with the Public Procurement and Disposal of Assets Act and, where applicable, the

requirements of the development partner, provided they do not contravene the laws of Uganda.

(2) Where there is a conflict between the Public Procurement and Disposal of Assets Act and the requirements of the development partner, the latter shall prevail to the extent permitted by the laws of Uganda.

(3) In all cases, the University shall seek to align such procurement processes with its internal policies and procedures, except where the development partner expressly requires otherwise.

6.5 Equipment and Property Management

(1) All property procured under grant-funded projects shall be labelled as property of Kyambogo University.

(2) Such property shall be entered into the University Asset Register and managed in accordance with the University Asset Management Policy.

(3) Disposal of grant-funded property shall be undertaken in compliance with the PPDA Act and applicable development planner conditions.

6.6 Financial Management of Grant Projects

(1) Each project shall operate on the basis of an approved budget, work plan, and procurement plan.

(2) Financial Management of grants shall follow the Kyambogo University Financial Management Manual and the specific financial requirements of the development partner.

(3) The University shall declare all grants to the Ministry of Finance, Planning and Economic Development in accordance with the Public Finance Management Act Cap.

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6.7 Compliance and Reporting

(1) The Grants Management Office, in liaison with the Directorate of Planning and Development, shall develop and implement a Monitoring and Evaluation (M&E) framework for all grant-funded projects, consistent with University policies and development partner requirements.

(2) The Principal Investigator (PI) shall prepare and submit the following periodic reports in accordance with the approved work plan and development planner conditions:

(a) Financial progress reports, including budget variance analysis and bank reconciliations, prepared in collaboration with the University Bursar.

(b) Technical/physical progress reports, including planned outputs, actual outputs achieved, variances, reasons for deviations, and recommendations for corrective actions.

(3) Reports prepared by the PI shall be submitted to the Chief Research and Grants through the Head of Department and Dean of Faculty/School/Institute, and copied to the University Bursar and the Head of Planning and Development for integration with institutional reporting.

(4) The Grants Management Office shall consolidate all project reports (financial and technical) submitted by PIs, and present them to the University Grants Management Committee for review and oversight.

(5) The Grants Management Office shall submit quarterly comprehensive institutional reports on grants to the University Grants Management Committee, including key performance indicators such as: number of funding opportunities shared, proposals submitted, grants awarded, total funding received, list of active PIs, status of active grants, successfully closed grants, and grant budget performance.

(6) The Grants Management Office shall coordinate the preparation and submission of all reports required by development partners, ensuring compliance with development planner-specific requirements and timely submission.

(7) Any staff member who obtains a grant, or is part of a consortium that secures a grant, shall formally declare the grant to the Grants Management Office for registration, oversight, and accountability purposes

7.0 PROJECT CLOSE - OUT

7.1 Project Close-Out process

(1) The project close-out process shall be conducted in accordance with the provisions stipulated in the grant award, applicable development planner requirements, and the University's financial and administrative policies.

(2) Unless otherwise provided by the grant agreement, the close-out process shall commence at least six (6) months prior to the scheduled end date of the project.

(3) The Grants Management Office, in consultation with the Principal Investigator (PI), shall set and coordinate a detailed timetable for the closure process, covering financial, technical, administrative, and asset-related activities.

7.2 Requirements of Development Partners/Funders

(1) In the event that the development partner has not communicated specific project close-out requirements, the Grants Management Office, in conjunction with the PI, shall engage the development partner to obtain formal guidance.

(2) The PI shall prepare final reports (financial and technical), indicating the extent to which project objectives have been achieved. Where project activities have not been accomplished due to time or resource constraints, the PI shall include a proposal for extension.

(3) The final report prepared by the PI shall be reviewed by the Grants Management Office before submission to the development partner.

(4) All development planner close-out submissions shall be accompanied by a final audit report, a copy of which shall also be provided to the Grants Management Office for institutional records.

7.3 University Requirements for Project Close-Out

(1) The Grants Management Office shall develop and issue a close-out template to be completed by the PI. The template shall include:

(a) A list of project assets, their status, and location;

(b) A copy of the final technical and financial reports; and

(c) A copy of the final audit report.

8.2 Indirect costs charge

(1) The purpose of the indirect cost charge is to recover essential institutional support expenses that enable the University to host, administer, and account for grant-funded projects in a sustainable and compliant manner.

(2) All grant-funded projects shall be subject to an over-head charge of between 5% and 15% of grant proceeds, determined on the basis of the estimated indirect costs.

(3) Over-head charges shall be applied exclusively to cover legitimate institutional support and administrative expenses that cannot be directly attributed to a single project. Such expenses include, but are not limited to: space and equipment rental, building and equipment maintenance, library services, consultancy services (e.g. legal, audit), promotional activities, bank charges, staff capacity building, and welfare.

(4) Expenses of a personal nature shall not be charged to funds provided by development partners.

8.3 Distribution of over-heads

Implementation of projects generates benefits and shared responsibilities across the entire University system, including central administration, academic units, and individual researchers. Accordingly, over-head charges shall be equitably distributed to support institutional sustainability, strengthen project management structures, and incentivise grant acquisition, as follows:

Table 1: Distribution of Overheads

S.No	Unit	Distribution
1.	Central Administration	50%
2.	Grants Management Office	10%
3.	Faculty/ Institute /School	10%
4.	Department	10%
5.	Principal Investigator	20%

8.4 Waiver of Over-heads

In exceptional circumstances, over-heads may be waived by the Vice Chancellor. Such circumstances shall include:

(a) Ongoing projects at the time these guidelines take effect. These projects shall not be affected; however, if they are re-negotiated, the guidelines shall apply.

(b) Projects where the Memorandum of Agreement expressly provides for a waiver of over-heads.

9.0 GENERAL CLAUSES

9.1 Interpretation

The University Secretary shall have the power to give interpretation or guidance on any matter, paragraph, clause, or terminology in this Policy.

9.2 Monitoring, Evaluation, Accountability and Learning (MEAL)

There shall be a Monitoring, Evaluation, Accountability and Learning (MEAL) framework to monitor the implementation of the University's grant activities. The Directorate of Planning and Development shall be responsible for developing and implementing the MEAL framework. MEAL reports shall be submitted to the University Grants Management Committee for review and oversight.

9.3 Supremacy of the Policy

In the event of any inconsistency between this Policy and any other internal University guideline relating specifically to the mobilisation, management, or accountability of grants, this Policy shall prevail to the extent of the inconsistency, unless otherwise provided by law or by resolution of the University Council.

9.4 Compliance with Laws and Donor Requirements

All grants management activities under this Policy shall be carried out in compliance with the laws of Uganda, applicable international obligations binding on Uganda, and the specific requirements of development partners, subject always to the laws of Uganda.

9.5 Accountability for Non-Compliance

Any staff member, unit, or office that fails to comply with the provisions of this Policy shall be subject to the applicable disciplinary and administrative procedures of the University, and may also be liable for the recovery of funds or other corrective measures, without prejudice to any legal or contractual obligations arising from the grant.

9.6 Saving and Transitional Provisions

Grants and projects that are ongoing at the time of commencement of this Policy shall continue to be managed under the terms and conditions applicable at their initiation. However, where such projects are renegotiated, renewed, or extended, the provisions of this Policy shall apply.


9.7 Review

This Policy shall be reviewed every five (5) years from the date of approval by the University Council, or earlier where circumstances so require.

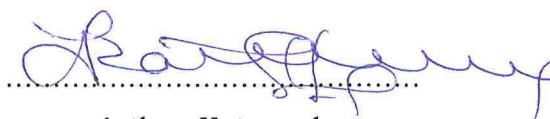
9.8 Commencement

The commencement date of this Policy shall be the date of approval by the University Council.

Approved during the 113th meeting of Council held on 30th October 2025.



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Assoc. Prof. Fred Wabwire Mangan
CHAIRPERSON COUNCIL



.....
Arthur Katongole
UNIVERSITY SECRETARY