**RISK MARTIX FOR CAPACITY BUILDING IN RESEARCH PROPOSAL DEVELOPMENT**

**Process**: Capacity building in research proposal development

**Purpose**: To improve researchers’ knowledge, skills and attitudes as well as their access to research information and resources to undertake and disseminate high quality research efficiently and effectively

**Scope** This matrix covers risks associated with activities related to identifying staff and graduate students for capacity building in research proposal development, formulating training program, delivering training and monitoring progress and assessing impact of training.

**Output:** Number of staff and graduate students trained, Training reports

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| ACTIVITIES | INPUTS | RISKS | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| Identification of Staff and student for training | * Consultative meetings * Available call for proposals * Training needs assessment forms | * Conflict of interest * Short notices * Poor priority setting | Low | High | * Regular consultative meeting * Develop efficient training needs assessment tools * Set up call alerts | * Efficient staff appraisal system * Call data bases | Use of ICT |
| Formulating Training Program | Content review  Training manuals | Poorly constructed manuals | High | High | Bench marking  Enhanced collaboration and partnerships | Adequate expertise in relevant disciplines.  Effective partnerships and linkages. | Activate existing MOUs and partnership  Policy revision to address gaps |
| Request/acquisition of Training tools | Request letter to stores | Delayed approval  Poor quality materials | High | High | Make requests early enough  . | Adequate officers.  Efficient management systems | Periodic monitoring of  Progress  Install ERP System. |
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| Setting up the  venue | Venue request  Cleaning equipment  Refreshments | Power failure  Poor ventilation | Low | High | Inspect the venue for appropriateness in terms of  Lighting,  Ventilation and power source reliability | Exploitation of other sources of power.  Numerous training venues | Install solar power  Refurbish more rooms to be used for seminars  Maintain Backup system |
| Delivering Training | Training equipment  Training facilitators | Low quality training materials  Poor facilitators | High | High | Competency identification | Pool of well trained staff | Out sourcing facilitators  Utilization of expertise in the university |
| Impact evaluations | Evaluation forms  Data analysis software | No impact | High | High | Develop and effective monitoring and Evaluation tools | JOOUST has staff trained in Monitoring and Evaluation | Make use of staff trained in M&E |
| Reporting | Writing and printing materials  Writing skills | Delay reports  Poorly written reports | High | High |  | Advancement in ICT |  |