**RISK MARTIX FOR ADMINISTRATION OF RESEARCH PROJECTS AND GRANTS**

**Process**: Administration of research projects and grants

**Purpose:** To ensure the efficient administration of research projects and research grants.

**Output:** Internally/externally funded research project and research records.

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| ACTIVITIES  | INPUTS | RISK | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| Funding of internal and external research projects | * Call for proposal for research projects
* Guidelines for research projects
* Evaluation criteria for internal research project
 | * Conflict of interest
* Inadequate funds for conducting research
 | LowModerate  | High High | * Declaration of conflict of interest
* Robust resource mobilization
 | Use of technology  | * Outsourcing of proposal reviewers
* Use of technology to award research grants
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| * Research and development policy 2013
* Intellectual property rights policy 2016
* Copy right policy 2017

Income Generating Policy 2016 | Knowledge gapExpertise  | low | High | Sensitization to develop reading culture | Operationalize grant management section | Policy revision to address gaps  |
| Accessing research funds | Financial management policy 2013 ,per diem policy 2014 | * Misappropriation of research funds
* Low fund absorption
 | High High | HighHigh  | * Implementation and sensitization on relevant policies
* Adherence to work plans, approvals and applicable policies
 | Adoption of new policy on research funds Management | Development of policy on research funds management |
| Retention of research recordsAnd maintenance of documented information  | Resources:Human, Hardware, software, data  | * Loss of data
* Unauthorized access
* Virus attack and
* hacking
 | high | high | * Back ups
* Secure storage
* Use of pass words
* Encryption of data
* updating of anti-virus
 | * Use of technology
* Use of ICT policy
 | * Maintaining back up system
* Sensitization on Use of ICT policy
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| Monitoring and evaluation of research activities | Monitoring and evaluation tool | * Subjectivity of the administrators of the tools
* Competence of persons assigned
* Time constraints
* Lack of policies on M &E
 | low | low | Supervision of the administrators of the tool. | Use of technology |  |