GRANT PROFILING ON THE MAKERERE UNIVERSITY ELECTRONIC GRANTS ADMINISTRATION AND MANAGEMENT SYSTEM (eMakGAMS)

USER GUIDE

Preamble

This guide is for all users who wish to register projects on the Makerere University Electronic Grants Administration and Management System (eMakGAMS). The system is designed to support efficient grants administration, enhance transparency, and ensure compliance with Makerere University and funder requirements. Users must provide all required documentation to complete the registration process, and PIs are notified on their systems account and Makerere University email address.

Two kinds of grants may be registered on the eMakGAMS: Cash Grant and In-Kind Grant. A Cash Grant is a monetary fund provided to finance specific activities or expenses in line with the objectives of the funder. An In-Kind Grant is a non-monetary form of funding provided by a donor or partner organisation to support a project or activity. Instead of giving money, the donor provides goods, services, or other resources that have a measurable value. The system also includes information on open grant calls.

The Guide provides a checklist and outlines the steps to access an open grant call and registration of awarded grants. Please note that this document is dynamic and will be reviewed as necessary.

CASH GRANT

Checklist: Required Digital Documents Before Entering a Cash Grant on eMakGAMS

✅ **Fully Signed Grant Agreement or Award Letter**: This is the formal contract or letter from the funder confirming the grant award.

✅ **Project document**, which provides the details about the project you would like to register. It has data that you will need in the registration process.

✅ **Fully signed Consortium Agreement:** This is required for any collaborative research, and all team members must have signed the agreement. You will need the names of the institutions, the names of the contact persons, their emails, and phone numbers.

✅ **Fully signed Consortium Subaward Agreement** (also known as a subgrant or subrecipient agreement): It is a formal, legally binding contract between Makerere University

and another organisation or individuals (subrecipient/subgrantee) that performs a portion of the work or objectives outlined in the original award received by the university. GAMSU coordinates with the Directorate of Legal Affairs to create one.

✅ **Signed Makerere University Principal Investigator (PI) Agreement**: Required for all running projects from 2023 onward.

✅ **Approved Project Budget by the Funder**
- Annual budget distribution throughout the grant period, preferably in Excel or PDF format.
- Should match the budget approved by the funder or be extracted from the Grant Agreement or Award Letter
- If a multi-year project, attach the annual budget distribution

✅ **Project Account Details**
- Bank account number and bank name
- Names and roles of the designated signatories for the project account: There should be two sets of signatories: from the college/unit and the central management, usually the University Bursar/ University secretary
- Full name, phone number, and personal Makerere email address.

✅ **Overhead documents**
- Evidence from the funder regarding the overheads, indirect costs, or institutional costs
- evidence for the full or partial overhead waiver, which may be from the Vice Chancellor or the funder's documents

✅ **Contact Information of the College Bursar or Unit Accountant**
- Full name, phone number, and official email address.
- Project accountant (s), if it applies

✅ **List and Proof of Core Project Team Members**
- Names and roles of individuals who were part of the grant application process.
- Evidence: Grant award letter, email communication between the team during the grant writing process, and the application if electronically submitted to the funder.

✅ **Date of First Disbursement of Funds**
- The actual date when the first payment will be made.

✅ **Exchange Rate for First Disbursement Date**

- Should be downloaded from the Bank of Uganda website https://www.bou.or.ug/bouwebsite/bouwebsitecontent/ExchangeRates/scripts.MajorExchangeRates/index.jsp
- Needed if the grant is in any other foreign currency other than the USD
- You will also need it to provide an exchange rate from USD to UGX

✅ Any other relevant documents

Steps to Register a Cash Grant on the eMakGAMS

Access & Authentication

- Access the **eMakGAMS portal** and create an account on the eMakGAMS at https://gamsuportal.mak.ac.ug

Visit the GAMSU system

- **Log in** using your official Makerere email credentials—only authorised users can access it.
- On the dashboard, click "add a cash grant project."

N.B.: Ensure that you press the SAVE BUTTON before proceeding to the next level.

- Provide the following details in the system:

  ⇒ Title of the grant
  ⇒ Grant Number, if applicable
  ⇒ Indicate if the project is a consortium or not. If it is a consortium, add details of the consortium members.
  ⇒ Select the appropriate field of the project, college, school, and department.
  ⇒ Project objectives
  ⇒ Project outputs
  ⇒ Align the project to the SDGs, Africa Agenda 2063 Aspirations, Uganda National Development Plan IV (UNDP IV), and Makerere University Strategic Goals.
  ⇒ Personnel who participated in the application of this grant, indicating their roles.
  ⇒ Project start and end dates
  ⇒ Funding and Budget Information
    - Provide the exchange rate for the disbursement date (download from the Bank of Uganda website: https://www.bou.or.ug/bouwebsite/bouwebsitecontent/ExchangeRates/scripts.MajorExchangeRates/index.jsp
    - Provide exchange in USD and UGX, using the date when Makerere University received the first funds.
    - Provide the total budget of the project
    - Overhead payment plan and distribution
    - Bank Details and signatories.
    - Provide the annual budget distribution for the duration of the project.
  ⇒ Attach Supporting Documents: Upload the following files:

    - The approved project budget (in Excel or PDF format) by the funder.

- A fully signed Agreement or Award Letter from the funder.
- A fully signed Makerere University -Principal Investigator (Mak-PI) Agreement (for all running projects from January 2023 onward).
- Attach Sub-award grant, if applicable.
- Upload proof of core team members or applicants who participated in the writing of the grant application.

IN-KIND GRANT

Checklist: Required Documents Before Entering an In-Kind Grant on eMak-GAMS

✅ **Fully Signed Grant Agreement or Award Letter**: This is the formal contract or letter from the funder confirming the grant award.

✅ **Project document**, which provides the details about the project you would like to register. It has data that you will need in the registration process.

✅ **Evidence of applying for the in-kind grant**: Letter of application or a complete application

✅ **Fully signed Consortium Agreement:** This is required for any collaborative research, and all team members must have signed the agreement. You will need the names of the institutions, the names of the contact persons, their emails, and phone numbers.

✅ **Approved Project Budget by the Funder**
- Annual budget distribution throughout the grant period, preferably in Excel or PDF format.
- Should match the budget approved by the funder or be extracted from the Grant Agreement or Award Letter

✅ **Exchange Rate**

- Should be downloaded from the Bank of Uganda website
  https://www.bou.or.ug/bouwebsite/bouwebsitecontent/ExchangeRates/scripts.MajorExchangeRates/index.jsp
- Needed if the grant is in any other foreign currency other than the USD
- You will also need it to provide an exchange rate from USD to UGX
- Evidence of receipt of the in-kind grant by the grantee Unit

✅ **List and specifications of the in-kind grant**

✅ **Audit report from the Internal Auditor:** to establish the proof of the value given to the in-kind grant, e.g., receipts

✅ **Technical report from DICTS (if it is electronic equipment):** to evaluate the condition and specifications of the equipment

✅ **Evidence from the receiving unit:** letter from the College Principal or Unit head and User Unit (department)

✅ **List and specifications of the in-kind grant:** An inventory including quantities, quality standards, and delivery terms.

✅ **Audit report from the Internal Auditor:** A formal review document verifying financial accuracy, compliance with grant conditions, and internal controls, prepared by the institution's internal audit office.

✅ **Technical report from DICTS (if it is electronic equipment):** A certified assessment from the Directorate for ICT Support detailing the functionality, specifications, and suitability of electronic equipment received under the grant.

✅ **List and Proof of Core Project Team Members**
- Names and roles of individuals who were part of the grant application process.
- Evidence: Grant award letter, email communication between the team during the grant writing process, and the application if electronically submitted to the funder.
- Any other relevant documents (e.g., photos of the equipment, etc.

Steps to Register an In-Kind Grant on the eMakGAMS

Access & Authentication

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Visit the GAMS system

- **Log in** using your official Makerere email credentials—only authorised users can access it.
- On the dashboard, click "add a cash grant project."

N.B.: Ensure that you press the SAVE BUTTON before proceeding to the next level.

- Provide the following details in the system:

  ⇒ Title of the grant

- ⇒ Grant Number, if applicable
- ⇒ Indicate if the project is a consortium or not. If it is a consortium, add details of the consortium members.
- ⇒ Select the appropriate field of the project, college, school, and department.
- ⇒ Project objectives
- ⇒ Project outputs
- ⇒ Align the project to the SDGs, Africa Agenda 2063 Aspirations, Uganda National Development Plan IV (UNDP IV), and Makerere University Strategic Goals.
- ⇒ Personnel who participated in the application of this grant, indicating their roles.
- ⇒ Project start and end dates, as provided for in the Award Document/Grant MoU
- ⇒ Select the type of in-kind grant
- ⇒ Funders, if they are not in the system, you can request https://gamsuportal.mak.ac.ug/request-add-new-funder
- ⇒ Funding and Budget Information
    - ▪ Provide the exchange rate for the disbursement date (download from the Bank of Uganda website: https://www.bou.or.ug/bouwebsite/bouwebsitecontent/ExchangeRates/scripts.MajorExchangeRates/index.jsp
    - ▪ Provide exchange in USD and UGX, using the date when Makerere University received the first funds. rates
    - ▪ Provide the total budget for the project.
    - ▪ Provide the annual budget distribution for the duration of the project, if applicable
- ⇒ Attach Supporting Documents: Upload the following files:

- • The approved project budget (in Excel or PDF format) by the funder.
- • A fully signed Agreement or Award Letter from the funder.
- • Evidence of applying for the in-kind grant
- • Evidence of receipt of the in-kind grant by the grantee's Unit (Department and College)
- • Upload proof of core team members or applicants who participated in the writing of the grant application.
- • List and specifications of the in-kind grant
- • Audit report from the Internal Auditor
- • Technical report from DICTS (if it is electronic equipment)
- • Any other relevant documents (e.g., photos of the equipment, etc.)