THE TECHNICAL UNIVERSITY OF KENYA
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DEPUTY VICE CHANCELLOR- RESEARCH AND TECHNOLOGY DEVELOPMENT
Office of the Director Research, Knowledge and Exchange

KEY DOCUEMTNS IN GRANTS MANAGEMENT

- **Grant Award Funding Agency & Call for Applications**
- **Grant Award Letter – Showing Title of Approved Project**
- **Date of Grant Award – Start Date & Duration of Award**
- **Proposed Budget**
- **Proposed Annual Work Plan (Showing Monthly or Quarterly Activity)**
- **Ethics Approval (Where Applicable)**
- **NACOSTI Permit (Compulsory for ALL Research)**
- **National Research Fund Reporting Template (NRF Grantees Effective September, 2019)**
- **Deed of Indemnity**
- **Report Year 1:**
  - Summary Technical Report.
  - Showing Monthly or Quarterly Activity: Completed Activities as per research proposal.
  - Ag. Chief Finance Officer and Bursar Verified:
    i. Financial Disbursements and Balances (if any).
    ii. Imprest Surrenders on Disbursements at Time of Reporting.
  - Showing Monthly or Quarterly Activity: Completed Activities as per research proposal.
  - List Conferences, Workshops and Publications associated with the Grant.
- **Report Year 2**
  - Summary Technical Report.

- Showing Monthly or Quarterly Activity: Completed Activities as per research proposal.
- Ag. Chief Finance Officer and Bursar Verified:
    i. Financial Disbursements and Balances (if any).
    ii. Imprest Surrenders on Disbursements at Time of Reporting.
- Showing Monthly or Quarterly Activity: Completed Activities as per research proposal.
- List Conferences, Workshops and Publications associated with the Grant.

- **Report Year 3… or FINAL REPORT**
    - Summary Technical Report.
    - Showing Monthly or Quarterly Activity: Completed Activities as per research proposal.
    - Ag. Chief Finance Officer and Bursar Verified:
        i. Financial Disbursements and Balances (if any).
        ii. Imprest Surrenders on Disbursements at Time of Reporting.
    - Showing Monthly or Quarterly Activity: Completed Activities as per research proposal.
    - List Conferences, Workshops and Publications associated with the Grant.
    - Indicate relevance to Kenya Technology and Innovation Policy Framework.

- **A copy of the Signed Grant Agreement for the Grant.**

- **A copy of Authority to Incur Expenditure for Each Disbursement**

- **A copy of Imprest Warrant Form/Payment Voucher for Each Disbursement**

- **<u>ORIGINAL</u> Imprest Surrender Form/Payment Voucher for Each Disbursement or <u>VERIFIED</u> Copies.**

- **Support Letters to be handled at the Faculty/School. Copy sent to DRKE**

<u>NB:</u>

1. **All the above the documents should go through the Chair of Department, Executive Dean of the Faculty, Director Research and Knowledge Management to the DVC-RTD/VC.**
2. **Binding or Laminating is not allowed to the above documents when submitting.**
3.