

The Eastern Africa Consortium for  
Clinical Research  
P.O Box 49, Entebbe (Uganda)  
Tel: +256 414320809 or +256 414322016 or  
+255-2727-54201  
Email: [directoruvri@uvri.go.ug](mailto:directoruvri@uvri.go.ug)



Uganda Virus Research  
Institute

## PROGRAM FOR THE 3-DAYS' TRAINING IN RESEARCH MANAGEMENT

**Number of Days:** 3  
**Number of participants:** 25-30  
**Participant categories:** Co-PIs, PIs & Lab and project managers, Research administrators

Time	Topic	Facilitator
	<b>DAY ONE</b>	
	<b>27<sup>th</sup> June, 2023</b>	
8:00 - 8:30am	Arrival and registration	Secretariat
8:30- 8:40am	Self-introduction (Expectations) and Objectives of the training	Emily Nyanzi (PM EDCTP projects)
8.40 -9.00am	Overview of UVRI & EACCR	Emily Nyanzi (PM)
9.00 - 9:20am	Divide into groups-to define Research and Research Management -The research management cycle.	Emily Nyanzi (PM EDCTP projects)
9.20: 9.40 am	Overview and understanding the role of research	Dr. Eric Okek
9.40-10.00 am	What defines successful research project (s)	Dr Tom Lutalo
10.00-10.20am	Goal and Introduction to Monitoring & Evaluation (Developing deliverables and Milestones a research project)	Dr. Christine Amito (Makerere University)
10.20 -10.40 am	What Management issues to Consider when Responding to a call	Dr Jonathan Kayondo
10.40-11.00 am	Resource Planning and Management (Estimating and scheduling timelines)	Dr. Benjamin Watyaba
11.00-11.10	Group work on management/ leadership	Emily Nyanzi (PM EDCTP projects)
<b>11:10am- 11:30pm</b>	<b>Photograph &amp; BREAK TEA</b>	<b>Secretariat</b>
11: 30 - 12:00Pm	Developing an M&E plan	Dr. Christine Amito (Makerere University)
12.00-12.30 PM	Group work on developing an M& E plan	Dr. Christine Amito (Makerere University)



EACCR3 is part of the EDCTP2 programme supported by European Union under grant agreement **CSA2020NoE-3102**





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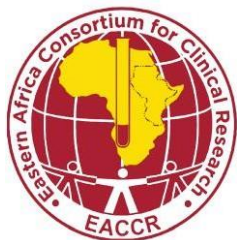
## PROGRAM FOR THE 3-DAYS' TRAINING IN RESEARCH MANAGEMENT

Time	Topic	Facilitator
12.30 -12.50 pm	Presentation of Group work on an M& E Plan	All groups
12.50 -1.15 pm	Overview of the EDCTP Financial Guidelines 2021	Ms. Deborah Alibu
1.15-1.20pm	Q &A	All Participants
<b>1:20pm- 2:20pm</b>	<b>LUNCH</b>	<b>Secretariat</b>
2:20- 2:40pm	Managing the Proposal Writing Process (Getting all Stakeholders involved, Timelines &Tasks)	Dr. Jonathan Kayondo
2:40--3:00 pm	Project planning ((Developing a WBS)	Dr Dorothy Aibo (MUK)
3.00-3.40 pm	Management and scheduling timelines (Critical paths and Gantt charts)	Dr Dorothy Aibo (MUK)
3.40-4.00 pm	Group work (Team Building)	Emily Nyanzi (PM EDCTP projects)
4.00-4.10pm	Developing a communication plan	Denis Ssesanga
4.10-4.20pm	Q &A	All Participants
4.20 pm onwards	Evening tea and departure	All Participants
<b>DAY TWO</b> <b>28<sup>th</sup> June, 2023</b>		
8:30 - 09.15 am	<b>Recap of Day 1</b>	Emily Nyanzi (PM EDCTP projects)
09:15 -9.35am	Budgeting and Funding for Research (generating and Validating budgets); What funders lookout for	Ms. Deborah Alibu
9.35-10.10 am	Group work on Budgeting and Financing	Ms. Deborah Alibu
10.10 -10.30 am	Presentation of group work & discussions	All
10.30-11.00 am	Research Ethics during out breaks [Managing the submission &regulation process].	Dr Tom Lutalo
<b>11.00- 11.30 AM</b>	<b>Tea/Coffee Break</b>	



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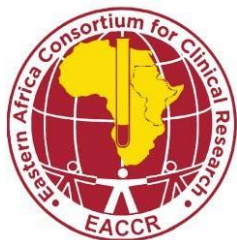
Time	Topic	Facilitator
11.30-11.50 AM	Quality Management of a Research Project (QA& QC issues to consider)	Dr. Sarah Coutinho
11.50-12.15 pm	Choosing stakeholders & Stakeholder analysis for a research project	Elinor Wanyama
12.15-12.30 pm	Group work on stakeholder analysis	Emily Nyanzi (PM EDCTP projects)
12.30 – 12.45 pm	Negotiating project and HR contracts- what you need to know	Emily Nyanzi (PM EDCTP projects)
12.45 – 1.15 pm	M &E Frameworks (input /process models)	Christine Amito (Makerere University)
<b>1.15- 2.30 PM</b>	<b>LUNCH Break</b>	all
2.30-2.50	Choosing a journal for publication	Dr Jonathan Kayondo
2.50-3.10	Group work on input- output models	Christine Amito (Makerere University)
<b>3.10- 4.00</b>	Pathways to impact and measuring impact	Christine Amito (Makerere University)
<b>4.00-4.20</b>	<b>Discussion of issues in the Carpark</b>	<b>All facilitators</b>
<b>4.20-4.30</b>	<b>Evening tea &amp; Departure</b>	<b>All</b>

Time	Topic	Facilitator
	<b>Day three</b>	
	<b>29<sup>th</sup> June 2023</b>	
8:30 - 8:40am	Arrival and registration	Secretariat
9:00- 9:15am	Recap of previous day's presentation	Emily Nyanzi (PM EDCTP projects)
9:15- 9:40am	Risk management and Mitigation in research project	Dr Benjamin Watyaba
9.40-10.00 am	Indicators and developing indicators	Christine Amito (Makerere University)
10.00-10.40am	Group work on indicators	Christine Amito (Makerere University)



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10.40-10.50am	Discussions	All
<b>10:50am- 11:10pm</b>	<b>BREAKTEA</b>	<b>Training Secretariat</b>
11: 10- 11:30am	Uptake of Research & Research dissemination	Dr. Benjamin Watyaba
11:30-12.00 noon	Group work on uptake/dissemination of Research (lift Talk)	Dr. Benjamin Watyaba
12.10 -12.30 pm	Managing of information (research data)	Dr Anne Kapaata
12.30 -12.45pm	Discussion and sharing experiences	Dr Anne Kapaata
<b>1:45pm- 2:00pm</b>	<b>LUNCH</b>	<b>Training Secretariat</b>
2:00- 2:20 pm	Project Implementation and close out	Dr Bernard Kikaire
2.20-2.30pm	Q& A	All
2.30 – 2.50 pm	Understanding the Theory of Change	Christine Amito (Makerere University)
2.50-3.00 pm	Q & A /[Post-Evaluation]	<b>Secretariat</b>
3.00-4.00 pm	<b>Closing remarks &amp; Awarding of certificates</b>	<b>Director UVRI</b>
<b>4.00-4.30 pm</b>	<b>Evening tea &amp; Departure</b>	



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