



In-person technical training in The Use of the Online Grants Management System

29th October – 31st October 2024

Freetown, Sierra Leone

Programme

|  |  |
| --- | --- |
| **Day/Time** | **Activity** |
| **Day 1: Introduction and Application Process** | |
| 8:30 AM - 9:00 AM | Registration and Welcome Coffee |
| 9:00 AM - 9:45 AM | Opening Remarks by AAU, NSTIC, and UNCST Representatives |
| 9:45 AM - 10:00 AM | Break |
| 10:00 AM - 11:30 AM | Session 1: Introduction to Online Grants Management |
| 11:30 AM - 1:00 PM | Session 2: The Application Process |
| 1:00 PM - 2:00 PM | Lunch Break |
| 2:00 PM - 3:30 PM | Hands-On Activity: Online Application |
| 3:30 PM - 3:45 PM | Break |
| 3:45 PM - 5:00 PM | Session 3: Discussion |
| **Day 2: Review Process and Grants Call Development** | |
| 8:30 AM - 9:00 AM | Recap and Review of Day 1 |
| 9:00 AM - 10:30 AM | Session 4: Developing a Grants Call |
| 10:30 AM - 10:45 AM | Break |
| 10:45 AM - 12:15 PM | Hands-On Activity: Drafting a Grants Call |
| 12:15 PM - 1:15 PM | Lunch Break |
| 1:15 PM - 2:45 PM | Session 5: The Review Process |
| 2:45 PM - 3:00 PM | Break |
| 3:00 PM - 4:30 PM | Hands-On Activity: Setting Up a Review Process |
| 4:30 PM - 5:00 PM | Q&A and Wrap-Up |
| **Day 3: Approval of Grants, System Integrations, and Follow-Up** | |
| 8:30 AM - 9:00 AM | Recap and Review of Day 2 |
| 9:00 AM - 10:30 AM | Session 6: Approval of Grants and Decision-Making Processes |
| 10:30 AM - 10:45 AM | Break |
| 10:45 AM - 12:15 PM | Session 7: Discussion |
| 12:15 PM - 1:15 PM | Lunch Break |
| 1:15 PM - 2:45 PM | Closing Remarks |