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BAYLOR COLLEGE OF MEDICINE CHILDREN'S FOUNDATION UGANDA

BAYLOR UGANDA INFORMATION SYSTEMS CHANGE REQUEST FORM

Change request title: GRANTS MANAGEMENT SYSTEM	CR Number: (I.T Use Only)

Change request Category	
Originator Name	JOACHIM AKANKWASA
Date Submitted	29/06/2023
Originator Department	HSS

Priority (Check One):

☐ 1 – **Critical:** Work stoppage or severe impact on productivity has occurred; solution needed immediately.

☐ 1 – **High:** Work stoppage or severe impact on productivity is eminent; solution needed before impact occurs.

☑ 3 – **Medium:** Impact on productivity is expected; workaround has been identified and solution is needed.

☐ 4 – **Low:** Impact on productivity is minimal; solution is needed.

Section 2:

1. Detailed Description of Change:

A Grants Management System to enable tracking of all grants management processes from the pre-award stage to close out. The system should also be in position to allow the users store critical information. It should also enable a clear workflow of tasks where users can be notified of the actions required of them. Where possible the sub grantees should be in position to interact with the system e.g., requisition of funds, reporting etc.

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2. JUSTIFICATION FOR CHANGE:

Currently, there is no grants management system, all the grants processes are manual and this is challenging, hence the need to have in place a system to enable adequate management of grants and sub-recipients. This will improve the workflow processes and easy access to information for various stakeholders.

3. CURRENT WORK AROUND/ EXISTING SOLUTION:

Currently, the Organisation does not have a Grants Management System hence the need to develop one.

4. COST IMPLICATIONS:

Use existing resources of IT personnel to get a solution, otherwise, there is no budget for it.

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5.   ANY OTHER COMMENTS

This system is of great importance to the institution and therefore, we request IT to expedite the process to have it in place so that it can address the currently existing gaps with the management of grants and sub-recipients

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ADMINISTRATIVE SECTION:

CHANGE REQUESTER:

Joachim Akankwasa   06/29/2023
_____   _____   _____
NAME   SIGNATURE   DATE

CHANGE REVIEWER/APPROVER:

Arthur Nyakoojo   07/06/2023
_____   _____   _____
NAME   SIGNATURE   DATE

I.T STEERING COMMITTEE/ SMT CHANGE APPROVAL MINUTE NOTES/NUMBER/REFERENCE

_____   _____
SMT/COMITTE APPROVAL MINUTE REFERENCE   SMT/COMITTE DATE

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APPENDIX:

Expected system functionalities narrative:

- Should be an online system
- Able to enable users to manage the grants and sub-recipients through the entire grants management system i.e., from the pre-award phase to the close-out phase.
- User should be able to have a clear workflow of tasks
- The system should be able to notify any of the users of the actions required (possibly through an email notification)
- The users should be in a position to create sub-recipients (cards) where all the necessary critical information/documentation can be stored.
- Where possible, the system should enable users to have the approved budgets for the sub-recipients tagged to them to enable tracking of budgets and actual expenditures.
- If possible, the sub-recipients should be in a position to request funds online (using a customized form) after they have only submitted the required reports.
- A grant should be activated and deactivated once it is running, or it has ended.
- The system should be able to create unique identifiers (codes) for each of the sub-recipients.
- Users should be able to get access rights for tasks e.g., viewing rights, uploading of information rights etc.