



PHASE 4: 4.2

Grant Awardees Management, Reporting and Compliance Workshop Outline

December 2024

Revised on January 15, 2025

1. Workshop Objectives

- (a) Provide an in-depth understanding of grant management, reporting, and compliance issues and requirements.
- (b) Ensure awardees fully understand their responsibilities under the grant agreement.
- (c) Highlight best practices in financial and progress reporting.
- (d) Build capacity to address compliance challenges effectively.

2. Workshop Schedule

Time	Activity	Duration
09:00-09:10	Welcome and Introduction	10 mins
09:10-09:40	Overview of Grant Management	30 mins
09:40-10:10	Reporting Requirements and Tools	30 mins
10:10-10:40	Compliance Essentials	30 mins
10:40-11:10	Risk and Conflict Management	30 mins
11:10-11:35	Case Studies and Best Practices	25 mins
11:35-11:55	Q&A Session	20 mins
11:55-12:10	Quiz on Workshop Content	15 mins
12:10-12:20	Wrap-Up and Next Steps	10 mins

3. Detailed Workshop Content

- (a) **Welcome and Introduction (10 mins)**
 - (i) Welcome participants and introduce facilitators.
 - (ii) Congratulate participants for successfully securing the grant.
 - (iii) Provide an overview of the workshop objectives and structure.

(b) Overview of Grant Management (30 mins)

- (i) Key Components of the Grant Agreement: Scope, deliverables, and compliance obligations; Payment terms and milestones; Reporting requirements.
- (ii) Eligible vs. Ineligible Expenditures: Review guidelines for expenditure eligibility; Avoiding common financial management errors.

(c) Reporting Requirements and Tools (30 mins)

- (i) Progress and Financial Reporting: Frequency, format, and required details for reports; Maintaining transparency in financial records.
- (ii) Utilizing the Online Portal: Demonstration of submission and tracking tools; Ensuring timely and accurate uploads.

(d) Compliance Essentials (30 mins)

- (i) Legal and Regulatory Compliance: Adhering to national and grant-specific laws; Intellectual property, workplace safety, and environmental guidelines.
- (ii) Data Protection and Confidentiality: Managing sensitive project data securely; Meeting privacy regulations.

(e) Risk and Conflict Management (30 mins)

- (i) Risk Assessment and Mitigation: Identifying financial, operational, and compliance risks; Practical strategies for mitigation.
- (ii) Conflict of Interest: Identifying and addressing potential conflicts; Establishing transparency measures.

(f) Case Studies and Best Practices (25 mins)

- (i) Real-world examples of effective grant management.
- (ii) Discussion on common challenges and solutions.
- (iii) Highlighting successful reporting and compliance practices.

(g) Q&A Session (20 mins)

- (i) Open floor for participants to ask specific questions.
- (ii) Address key concerns and clarify compliance obligations.

(h) Quiz on Workshop Content (15 mins)

- (i) Multiple-choice quiz to assess participants' understanding of workshop material

(i) Wrap-Up and Next Steps (10 mins)

- (i) Recap of the workshop's key takeaways.
- (ii) Share contact information for ongoing support.

4. Quiz: 10 Multiple Choice Questions

Instructions: Select the correct answer for each question.

1. **Which document outlines the grant awardee's responsibilities and obligations?**
 - A. Financial Report
 - B. Grant Agreement
 - C. Compliance Checklist
 - D. Risk Assessment Plan
2. **Which of the following is NOT considered eligible expenditure under the grant?**
 - A. Salaries for project staff
 - B. Travel costs for site visits
 - C. Purchase of real estate
 - D. Subcontractor costs for testing
3. **What is the primary purpose of progress reporting?**
 - A. To justify additional funding requests
 - B. To demonstrate compliance with project milestones
 - C. To avoid audits and inspections
 - D. To maintain confidentiality of project data
4. **What is required in the financial report submission?**
 - A. A project proposal
 - B. Receipts and invoices for expenditures
 - C. Risk mitigation strategies
 - D. Compliance with international regulations
5. **How should sensitive project data be handled according to compliance guidelines?**
 - A. Shared freely with all stakeholders
 - B. Stored securely and shared only with authorized parties
 - C. Published in public documents for transparency
 - D. Handled without encryption for ease of access
6. **What should a grant recipient do if they identify a potential conflict of interest?**
 - A. Ignore it as long as it doesn't affect the project
 - B. Inform the grant provider in writing immediately
 - C. Resolve it without disclosing to the grant provider
 - D. Terminate the partnership involved in the conflict
7. **Which of the following is NOT required in progress reports?**
 - A. Details of project milestones achieved
 - B. Financial records of grant fund usage
 - C. A complete list of subcontractors
 - D. Contributions from participants related to the project
8. **What is the role of risk assessment in grant management?**
 - A. To predict the total expenditure of the project
 - B. To identify and mitigate potential project risks

- C. To ensure no delays in reporting
- D. To determine eligibility for future grants

9. **Which of the following is an example of a reporting tool for grant compliance?**

- A. Budget Proposal Template
- B. Online Portal for Submission
- C. Conflict of Interest Declaration Form
- D. Risk Management Framework

10. **What is the primary benefit of attending the MRC training?**

- A. Access to additional funding opportunities
- B. Avoiding audits and inspections
- C. Ensuring proper management and compliance of grant funding
- D. Developing new research proposals

5. Answer Key

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|-----|---|
| 1. | B |
| 2. | C |
| 3. | B |
| 4. | B |
| 5. | B |
| 6. | B |
| 7. | C |
| 8. | B |
| 9. | B |
| 10. | C |