Appendix

BUILDING STRONGER UNIVERSITIES
IN DEVELOPING COUNTRIES

ACTIVITY COMPLETION REPORT[1]

ACTIVITY FACTS	
Name of Platform	BSU Platform on Human Health (BSUPHH)
South Partner Institution	Colleges of Health Sciences of University of Ghana (UG), Legon and Kwame Nkrumah University of Science and Technology (KNUST), Kumasi
Activity number (from LFA)	2.3.8 (UG) and 2.3.4 (KNUST)
Activity name (from LFA)	(Seminar on Proposal Writing) – Actual name: Course on Grant and Proposal Writing
Main responsible resource person(s) for activity from Danish university and South partner institution[2]	Peter Furu, UCPH Richard Adanu, UG Tsiri Agbenyega, KNUST Rita Quist-Therson, UG (administration) Millicent Addai Boateng, KNUST (administration)
Start and end of implementation(dd/mm/yy)	**Start:**18/03/13 **End:** 22/03/13
BUDGET DETAILS	
Original Budget (DKK)	
Actual expenses (DKK)[3]	
ACTIVITY DESCRIPTION	
Brief description of planned activity[4]	Purpose	To equip course participants with a thorough grounding in best practice methods and approaches for grant and research proposal writing backed up by established theory More specifically - - - To assist participants in transforming a research problem into a researchable topic To assist participants in writing a good research proposal To introduce some basic principles of research management and leadership processes relevant to proposal writing
	Content	**Day 1:** Course introduction; the Ghanaian research context; research management and leadership in the context of proposal writing (the basics) (Units 1; 2) small group meeting with mentors **Day 2:** Call identification (Units 3); generic proposal format; problem analyses, stakeholder analyses, LFA, building the proposal step-by-step (the individual elements one by one); introduction; lit. review; case exercise (Unit 4) small group
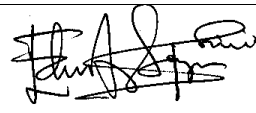
		meeting with mentors **Day 3:** Materials and methods and their various elements; data management and analyses; case exercise (Unit 4); small group meeting with mentors **Day 4:** Budget; references; dissemination strategy (knowledge management) (Unit 4); writing techniques (Unit 5); writing a grant (logistics) (Unit 6); proposal evaluation criteria (Unit 7); small group meeting with mentors **Day 5:** Mentorship/supervision (Unit 8); "reviewers corner" (Unit 9) The Units refer to PowerPoint presentations and associated material - all available for participants and faculty in a course specific Dropbox folder.
	Contribution to research capacity building	One of the prerequisites for doing research is the availability of funding. UG and KNUST had expressed interest in a course that could improve grant and proposal writing skills among faculty members thereby increasing the success rates of attracting new funding. It is judged that this course and its institutionalized successors will contribute to capacity in the field.
	Indicators	For the LFA output 2 there is no matching set of indicators established for this activity. However, it is expected on longer term that new, stronger proposals will be developed.
	Other relevant details/comments	UG and KNUST had decided to make this activity a joint activity available for participants from both institutions.
Number of participants	Target	The course was targeted at senior staff and PhD-students. A total of 29 were registered for the course
	Result	29 participants were awarded a Certificate of attendance. 2 facilitators were awarded certificates 1 administrator was awarded certificate
Describe/explain deviations from planned activity (timing, number of participants, content of activity, etc.)	The course was held late in BSU Phase I due to difficulties finding a time matching all involved parties. Otherwise there were no (or few minor) deviations from the agreed plans. **Other observations and comments:** Collaboration: A brief planning meeting was held in Accra in January 2013 to discuss and confirm a course outline already shared through e-mail communication during 2012. It was decided late to conduct the course as a joint UG/KNUST activity with participants coming from both universities. The course had six Ghanaian and one Danish facilitator. Participants: The course gathered participants from both UG (18) and KNUST (11) representing several disciplines within health and pharmaceutical sciences. Content: The content was decided jointly between facilitators	

	and teaching responsibilities distributed according to individual expertise. Learning materials were shared through a course Dropbox folder established for this occasion. All participants and faculty were invited to the Dropbox folder. Venue: It had been decided by the local organizers to hold the course outside the university campus for ensuring low drop out and absence during sessions. The course was held at a hotel in Nungua, suburb to Accra. This worked well with high attendance throughout the course. The teaching facility was acceptable, although the plenary room was not optimal for presentations.
Main lessons learned (list 3-5 issues)	• From discussions during the course it was observed that there is a felt need for formalized training on proposal development; • The topics chosen for the course were well appreciated by participants • Ghanaian and Danish facilitators supplemented each other well
Suggestions for follow up activities	• Conduct follow-ups and refresher courses on proposal development for faculty members at the involved institutions; • Maintain the interest generated for proposal writing through the establishment of writing groups, who will meet on a regular basis for peer review, discussions and constructive criticism of individual concept notes, synopsis and proposals; • Promote the course on grant and proposal writing as a cross / inter-faculty activity attracting researchers from various disciplines; • Consider joint courses targeting researchers/administrators/ managers for mutual learning and collaboration on proposal development.

Activity Completion Report submitted by:

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Where relevant please enclose:
a) List of participants/attendance register
b) List of materials (Means of Verification)[6]

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[5]Minimum e-mail address and phone number for all signatories.
[6](Scanned) copy of all written output (e.g. Power Point presentations, course materials, list of reading materials, course curriculum, etc.)