Co-funded by the European Union

STRCUU

# STRCUU TRAINING REPORT

***on***



# Grant Sourcing, Proposal Development and Report Writing

**Dates**: 02nd – 5th March 2026

**Time**: 1400-1800 EAT

THE TRAINING WAS OPEN TO GLOBAL PARTICIPATION

**Co-Funded by the European Union under Grant No. 101237180**

**(ERASMUS -EDU-2025-CBHE-STRAND 1)**

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**Project Title**: Strengthening Teaching and Research Capacities in Recently Established Uganda Universities to Deliver Climate Resilience and Green Energy Solutions to Farming Communities

**Acronym**: STRCUU

**Grant Call**: ERASMUS -EDU-2025-CBHE-STRAND 1

**Grant Number**: 101237180

**Lead Institution**: Ndejje University, Uganda




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## EXECUTIVE SUMMARY

**STRCUU** is an acronym for "Strengthening Teaching and Research Capacities in Recently Established Uganda Universities to Deliver Climate Resilience and Green Energy Solutions to Farming Communities". STRCUU is a project Co-Funded by the European Union under Grant No. 101237180 (ERASMUS -EDU-2025-CBHE-STRAND 1) and implemented by five participating Organisations with **Ndejje University (Uganda)** as the lead institution. The other are Polytechnic Institute of Porto (P. PORTO, Portugal), University of Pavia (UNIPAV, Italy), Soroti University (SUN, Uganda) and Research and Education Agency (RAE, Uganda). STRCUU Training on "**Grant Sourcing, Proposal Development and Report Writing"** was conducted on **2nd – 5th March 2026** at 1400-1800 hours EAT and was open to global participation. The training, delivered by Dr. Kenneth Odhiambo of University of Eldoret (Kenya) as an invited resource person, was designed to strengthen the capacities of graduate students and young researchers to find potential grant opportunities, develop high quality and relevant proposals for funding agencies and studies research, as well as the ability to communicate their project outputs through effective report writing. The training attracted **284 registered participants** (75 females; 209 males) from **23 countries in Africa** of which there were **156 (55%) attendees** (40 females; 116 males) from **17 countries**. The **top 6 attendees by country** were Uganda (49), Ethiopia (30), Benin (26), Malawi (14), Rwanda (13), and Kenya (8).

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## 1.0 BACKGROUND

Grants are essential and critical drivers of effective research and development (R & D). They provide the much needed financial, personnel and infrastructural resources to scientists and researchers, particularly graduate students (PhD & MSc) and young researchers, to transform their ideas to reality. Many novel ideas by graduate students and organisations fail to materialise due to either insufficient or lack of funds, which in turn hinders innovation across various sectors of economy. Grant sourcing, referred to as identifying grant opportunities, is an initial phase of a project and precedes proposal development, grant securing, project implementation and subsequent report writing. Many organisations and higher education institutions (HEIs) with graduate education programmes are frequently in great need of grants to fund their R & D projects. Additionaly, many graduate degree programmes in HEIs have research projects as mandatory requirement yet funds to implement research ideas are frequently limited. Similarly, there are funding organisations with specific and diverse grant schemes. Navigating the grant landscape to identify the right grant scheme for a particular organisation or graduate studies research is a great challenge, particularly to students. The students and young researcher often find conceptualizing research topics a daunting task, largely due to lack of prior research experience. Likewise, implemented R & D project

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requires effective communication and dissemination of its outputs and this calls for succinct report writing. Thus, it is imperative that capacities of the graduate students and young researchers to undertake grant sourcing and develop compelling proposals be strengthened. Therefore, this training is designed to enable training is structured to provide graduate students and young researchers with skills, competencies and abilities to find potential grant opportunities, develop high quality and relevant proposals for funding agencies and studies research, as well as the ability to communicate their project outputs through effective report writing.



*1.1 Target audience*

The training is addressed to postgraduate students and young researchers in the following fields: Agricultural Economics, Agroforestry, Plant Protection, Food Science, Aquaculture and Fisheries Science, Natural Resource Management and Environmental Science.

*1.2 Aim*

The objective of this training is to strengthen the capacity of graduate students and young researcher to efficiently undertake grant sourcing and collaborative proposal development for research and development in agricultural and allied disciplines. In particular, the students and young researchers will be able to: to understand the grant landscape and different grant schemes of various funding agencies; to conduct eligibility and needs analyses and establish consortia for project proposal development; and to write quality and coherent graduate studies research proposals and project reports competently.

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*1.3 Specific Objectives*



a) Participants will be able to learn how to identify grant schemes and calls for proposals (open or forthcoming) that are aligned with respective organisation's strategic objectives;
b) Participants will be able to analyse calls for proposals to identify their main thrusts, eligibility criteria and conditions;
c) Participants will be able to develop grant calendar and grant strategy. Thus, they will be able to plan and scope open calls for efficient and timely development and submission of high quality proposals;
d) Participants will understand the process for consortia establishment and be able to contribute to collaborative proposal development effectively and efficiently;
e) Participants will be able to conduct needs analysis; conduct situation analysis; develop logical framework matrix; and write compelling proposals to funding agencies and for graduate studies research; and
f) Participants will recognise and avoid common pitfalls in grant sourcing, proposal development and report writing.

*1.4 Course Outcomes (Expectations)*

By the end of the training participants would be able to:

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(i) Access and navigate open databases and portals such as GrantStation and EU Funding & Tenders Portal, and find calls for proposals with well aligned objectives, eligibility criteria and conditions;

(ii) Pinpoint key requirements of a call from a Programme guide, a Request for Proposals (RFP) or Call for Proposal document;

(iii) Understand Call for proposal templates, and manage collaborative proposal development and submission processes;

(iv) Write high quality, coherent proposal for funding agencies;

(v) Write high quality, coherent proposal for graduate studies research; and

(vi) Actively participate in joint proposal development and report writing as lead, co-lead or collaborating partner.

*1.5 Delivery Method and Requirements*

The delivery mode of this training will be mixed, with learner-centred interactive theoretical followed by practical activities designed to enhance experiential learning. real-world problem-solving purposes. The training will be conducted online. Each participant will be required to have a laptop, reliable electricity and internet connection, and a quiet environment that is conducive for learning.

*1. 6 Training Pre-requisite*

This training builds on the knowledge acquired by participants during their postgraduate and undergraduate studies. It assumes understanding of basic computer literacy, basic research methods and ability to conduct literature review, and the need to write quality proposal either to funding agencies or for graduate studies research.

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*1.7 Duration*

The training program will be conducted from **2-5 March 2026; 14:00-18:00 EAT** with provisions for homework.



## 2.0 AN OVERVIEW TRAINING CONTENT

The training content will be delivered in modules that will cover an overview of grant landscape and grant schemes; Pre-grant award strategy; and Fundamental aspects of proposal development and Report writing. The modules will also cover aspects of information management with respect to categories of funding agencies and respective calls for proposal, call series, objectives and scope of calls, call templates, and online submissions. The presentation of these modules will be alternated with illustrations of real cases based on selected past grant sourcing and proposal development experiences. Each participant will be able to navigate through various funding opportunities and identify the most appropriate ones and develop quality proposals in response to the calls.

*2.1 Module 1- An Overview of Grant Landscape and Grant Schemes*

Identifying Grant Opportunities; Grant Databases; Government Grants; Nonprofit and Foundation Grants; Research and Development Grants; Regional and Industry-Specific Grants; EU grants for Africa; The World Academy of Sciences (TWAS) grants; FundsforNGOs; DAAD grants; The Research Partnership Grants (RPG), Long-Term Europe-Africa-WEF-Nexus (LEAWEF) Multilateral Research programme, Grand Challenges, McKnight Foundation Grants; and Homework 1.

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*2.2 Module 2- Pre-Award Grant Strategy: Grant Calendar, Grant Mapping and Grant Strategy*

Characterizing Grant Opportunities and Timelines; Developing a Grant Calendar; Tracking Deadlines and Requirements; Developing a Strategy for Grant Applications; Updating Grant Calendar; Common Pitfalls in Grant Sourcing and Best Practices to Avoid them.

*2.3 Module 3- Proposal Development for Funding Agencies*

Understanding Call for proposals or Request for Proposals (RFPs); Eligibility Criteria and other call conditions; Templates and Guidelines; Strategic Search for Partnerships; Consortium Establishment & Kickoff Meeting, Planning & Scoping; Topic (and Acronym); Proposal Structure; Needs Analysis; Logical Framework Matrix; Proposal & Budget for Submission (Start the Submission).

*2.4 Module 4- Proposal Development for Graduate Studies Research*

The proposal structure/ Format; Preparedness (Preliminary steps); Financing Options for Graduate Research Proposals; Key Considerations (From statement of Problem to Expected Results (What, Why, How, How much/ many, how often, to whom?); Navigating student-supervisor relationship; and Common Flaws to Avoid in Graduate Research Proposals.

*2.5 Module 5- Report Writing*

Types, Format and Scope of Reports; frequency of Report writing; Submission of Reports; Dissemination and Consumption of Reports.

## 3.0 AN OVERVIEW OF COURSE OUTCOMES

Each of the modules to be covered during the training will result to the following outcomes:

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**3.1** Outcomes for Module 1 on *overview of grant landscape and grant schemes*

- Create user accounts and access available grant portals;
- Use grant databases;
- Identify grant opportunities with well aligned eligibility and conditions; and
- Download calls for proposals and related documents (programme guidelines, call guidelines, and call templates) from different grant databases.

**3.2** Outcomes for Module 2 on *pre-award grant strategy: grant calendar, grant mapping and grant strategy*

- Characterise different grant opportunities (by goal, scope, eligibility criteria, proposal format, and timelines);
- Develop grant calendar and map grants;
- Track deadlines for grant opportunities; and
- Develop and update a strategy for grant applications.

**3.3** Outcomes of module 3 on *proposal development for funding agencies.*

- Identify the right call for proposal based on eligibility criteria and call conditions;
- Pinpoint key call conditions;
- Establish partnerships and plan for kickoff meeting for proposal development;
- Manage consortia (young researchers) or understand how proposal consortia works (graduate students); and

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- Develop compelling proposal to funding agencies.

**3.4** Outcomes for Module 4 on *proposal development for graduate studies research*



- Use the correct format to develop graduate research proposal;
- Prepare adequately prior to graduate research proposal development;
- Identify and utilise financing options for graduate research proposals;
- Align graduate research proposal with strategic objectives of national research institutes and other potential funding agencies;
- Establish an excellent rapport with supervisor;
- Develop high quality graduate studies research proposal.

**3.5** Outcomes of module 5 on *Report writing.*

- Produce and submit project reports (Technical & financial reports);
- Disseminate research outputs to the right audience; and
- Motivate the consumption of graduate research outputs.

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4.0 Annexes

**4.1 Timelines**

*Day one*: Participants will use grant databases to identify grant opportunities.

*Day two*: Participants will characterise different grant opportunities by goal, eligibility criteria & condition, application process, and deadlines. They will also know how to track grant deadlines and develop a grant application strategy;

*Day three*: Participants will gain increased competence in proposal development for funding agencies. They will acquire skills in proposal development process, from the "call for proposal" to "submission of proposal" to funding agencies. They will know which partners to include in a proposal development consortium and how to manage the consortium. Additionaly, they will know how to navigate proposal submission portal; and

*Day four*: Participants will gain increased competence in graduate studies research proposal development.

N.B: Evaluation of participant's expectation will be conducted once in four days and an overall assessment of the training.

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**4.1: Annex 1: Training Program**



| *Time* | **Monday (2/3/26)** | **Tuesday (3/3/26)** | **Wednesday (4/3/26)** | **Thursday (5/3/26)** |
|---|---|---|---|---|
| *14:00-* | Registration<br>Opening Ceremony<br>Objectives & overview of course<br>**All** | Grant Calendar/ Grant Mapping:<br>Characterizing Grant Opportunities and Timelines. | Proposal Development for Funding Agencies: Understanding the Call and Eligibility Criteria (**Note:** linked to HW2) | Proposal Development for Graduate Studies Research: The structure/ Format; Preparedness (Preliminary steps) |
| *14:30-* | Grant, "The Grant Landscape", and Grant Schemes | Developing a Grant Calendar; Tracking Deadlines and Requirements (**Note:** linked to HW1); Developing a Strategy for Grant Application | Consortium Establishment, Planning & Scoping;<br>Identification of the Topic (and Acronym); and the Proposal Structure. | Financing Options for Graduate Research Proposals<br>Key Considerations: From statement of Problem to Expected Results (What, Why, How, How much/ many, how often, to Whom? |

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| | | | | |
|---|---|---|---|---|
| | | | | Common Flaws in Graduate Research Proposals |
| ***16:15-*** | ***Health Break*** | ***Health Break*** | ***Health Break*** | ***Health Break*** |
| *16:30-* | Identifying Grant Opportunities Grant Databases Homework 1 (**HW1**) | Common Pitfalls in Grant Sourcing and Best Practices to Avoid them<br>Homework 2 (**HW2**) | Needs Analysis; Situation Analysis;<br>The Logical Framework Matrix;<br>The proposal<br>Proposal Templates (The Narrative and Budget) | Report Writing: Types,<br>Scope and Format.<br>Submission,<br>Dissemination and<br>Consumption of Reports. |
| ***1800-*** | ***Closing*** | ***Closing*** | ***Closing*** | ***Closing*** |



### 4.2 Annex 2: Training needs assessment tool

***Pre-Course Questionnaire for Grant Sourcing, Proposal Development and Report Writing Course Schedule for 2nd – 5th March, 2026***

Section A: Personnel Information

1. Sex: ☐ Male ☐ Female

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2. Name of degree being undertaken_____

3.University/College/School/Department_____

_____

4. Title of your research_____

5. Stage of research process_____

6. Email_____

**SECTION B: Competence in *Grant Sourcing, Proposal Development and Report Writing***

**Grant Landscape and Grant Schemes**

7. Knowledge in grant sourcing techniques: None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

8. Knowledge in identifying the right grant opportunities: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

9. Knowledge in use of grant Databases: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

**Pre-Award Grant Strategy: Grant calendar, Grant mapping and Grant Strategy**

10. Knowledge in characterisation of grant opportunities (on basis of funding agency, goal, criteria, target applicants, template formats, deadlines, and submission procedures):

☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

11. Knowledge in development of grant calendar:

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☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

12. Knowledge in tracking deadlines for grant opportunities: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent



13. Knowledge in development and update of a grant application strategy: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

**Proposal Development for Funding Agencies**

14. Knowledge in establish partnerships for proposal development: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

15. Knowledge in planning for kickoff meeting for proposal development: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

16. Knowledge in identification of the right call for proposal: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

17. Knowledge in Manage consortia (young researchers) or understand how proposal consortia works (graduate students): ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

18. Knowledge in development of high quality proposals to funding agencies: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

**Proposal Development for Graduate Studies Research**

19. Knowledge in preliminary steps for graduate research proposal development: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

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20. Knowledge in identification of financing options for graduate research proposals:
☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

21. Knowledge in development of high quality graduate studies research proposal: ☐
None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

**Report Writing**

22. What is your level of knowledge in project report writing?

☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

23. What is your level of knowledge in project report submission?

☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

24. What is your level of knowledge in project report dissemination?

☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

25 Knowledge in consumption of project report outputs: ☐ None ☐ Slight ☐ Moderate ☐ Good ☐ Excellent

This form will be shared with registered participants and will be emailed to the Resource Person:

Dr Kenneth Odhiambo, University of Eldoret, Kenya (kodhiambo@uoeld.ac.ke )

**Thank you for taking off time to complete this questionnaire**

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## PROFILE OF THE TRAINING FACILITATOR



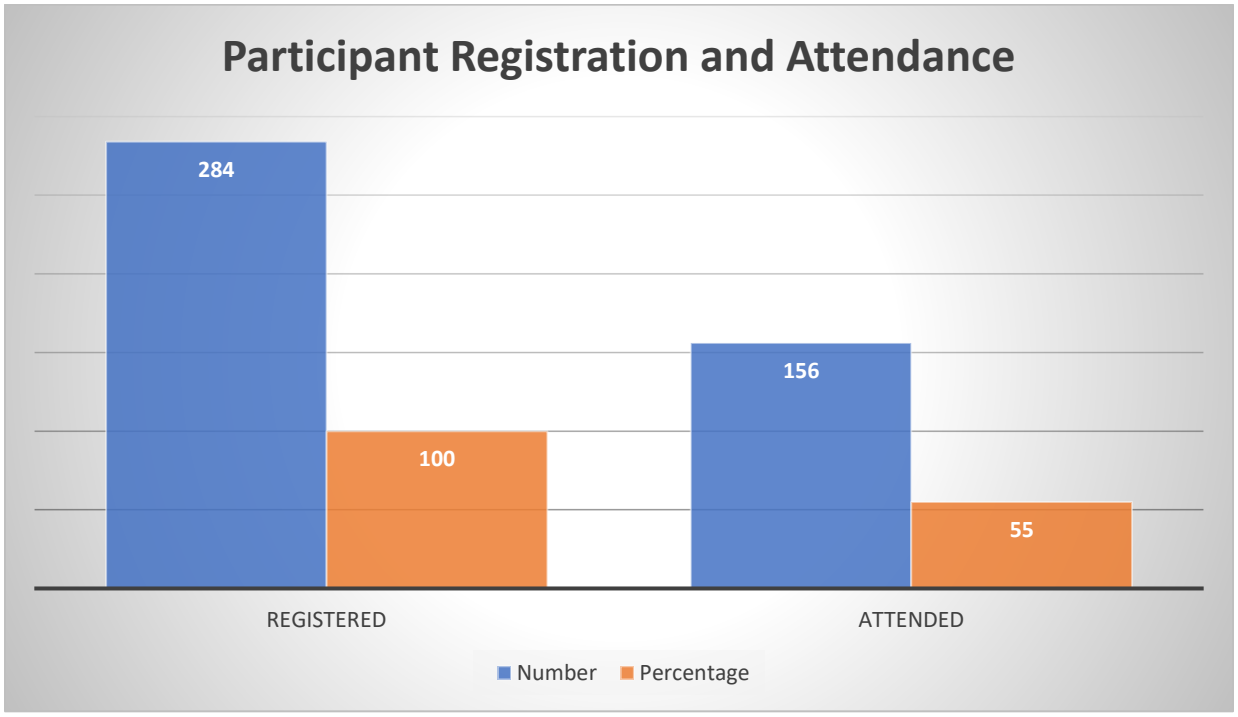


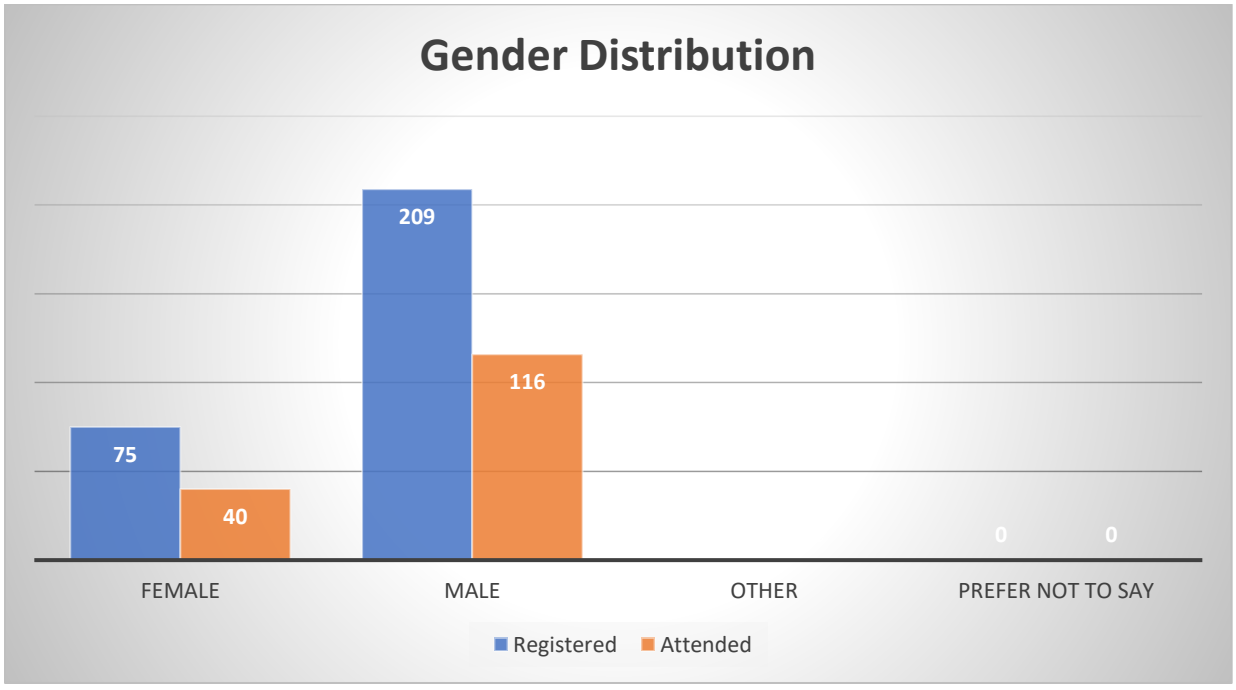
**Dr. Kenneth Opiyo Odhiambo (PhD)** is a seasoned Lecturer of Tropical Forest Biology and Silviculture at the University of Eldoret (Kenya), with 22 years of experience in university teaching, research, and community outreach. Holding a PhD in Entomology from University of Eldoret (2013) and his expertise lies in forest health, plant-insect interactions, biodiversity, and agroecology. He has recommended cultural control and IPM strategy against *Eucalyptus* gall wasp, *Leptocybe invasa*. Dr. Odhiambo has a proven track record in leading climate-smart agricultural and forestry projects, including initiatives funded by the Mastercard Foundation and the Gates Foundation. He is the current Chairperson of Scientific and Technical Committee of Forestry Society of Kenya (FSK), and the current Chairperson of Forest Conservation Committee (Nyanza) of Kenya Forest Service (KFS), he brings extensive practical experience in sustainable forest management, community engagement, and project leadership to this initiative.

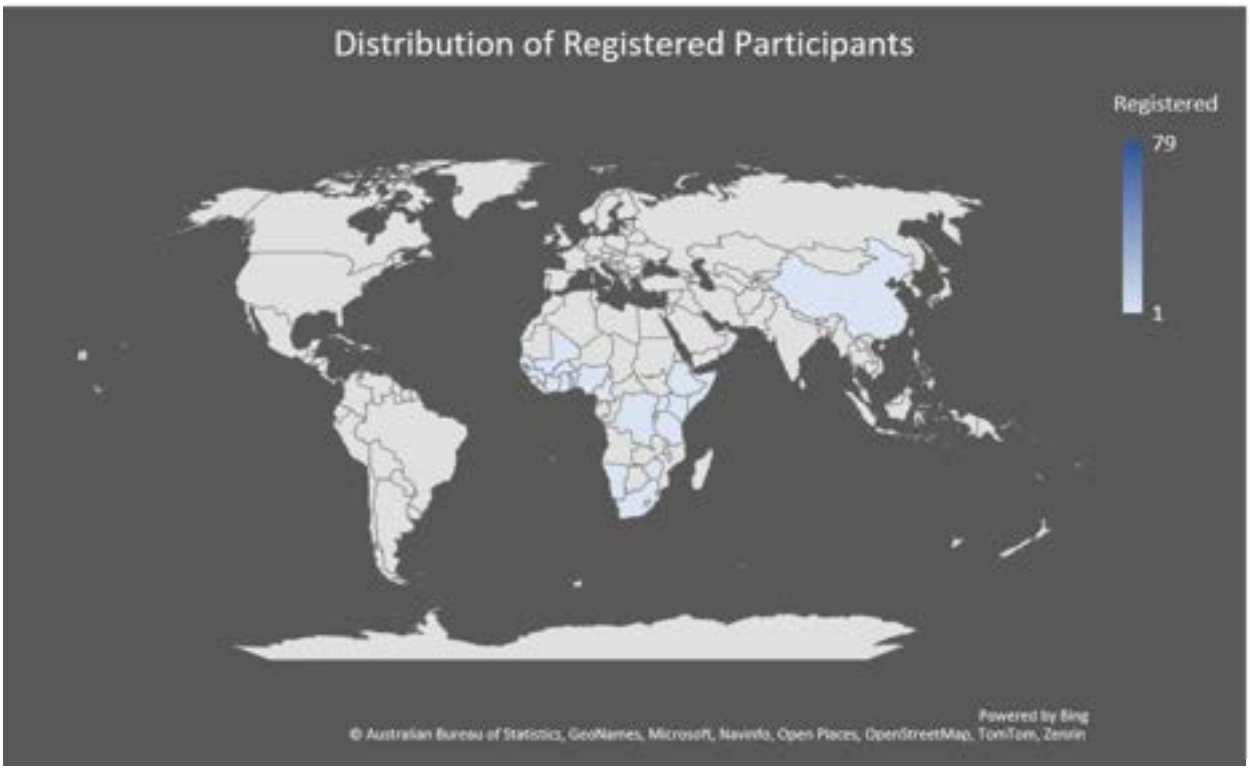
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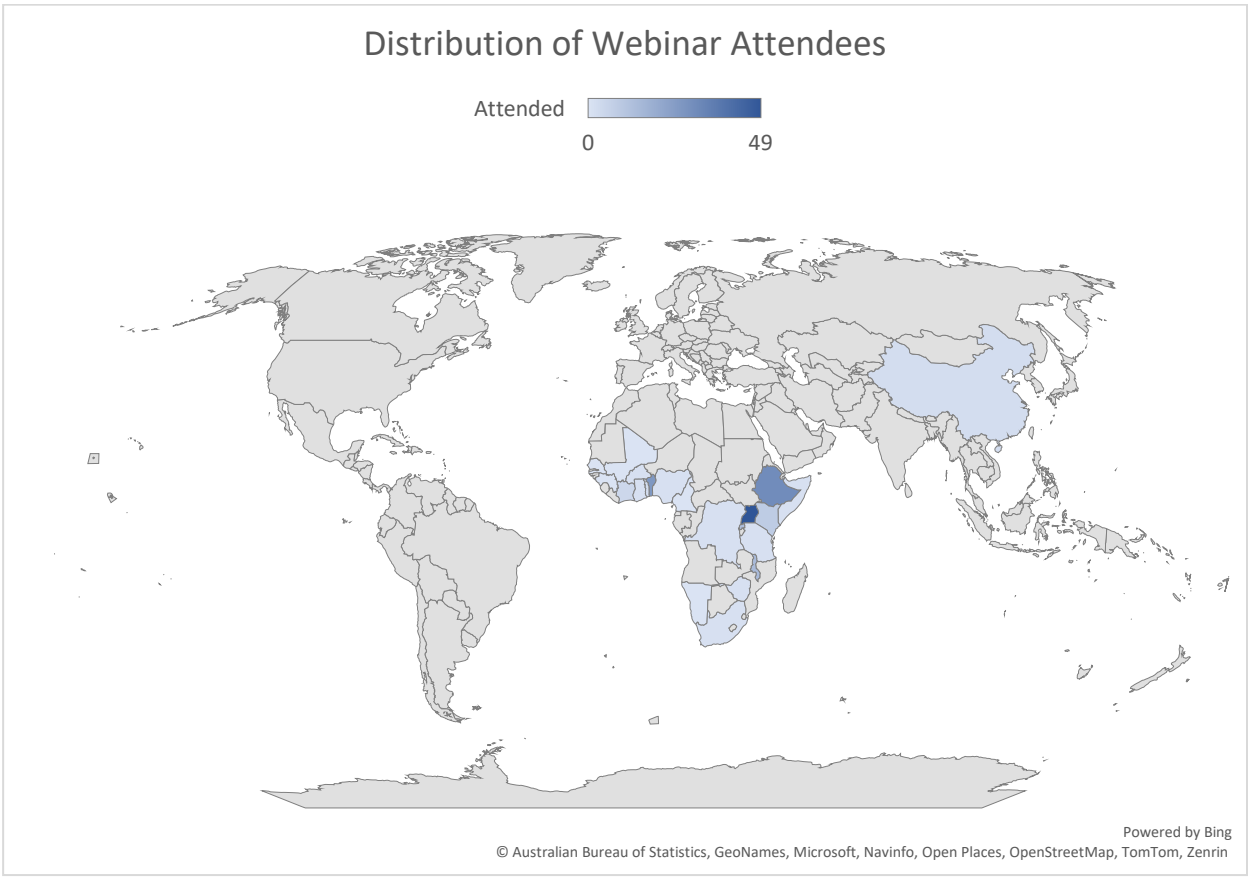
## Analytical Report for Grants Sourcing Training

**Number of participants**: 284 Registered participants from 23 countries, 156 Attendees from 17 countries




Distribution of Registered Participants
Registered
79
1
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Distribution of Webinar Attendees
Attended
0
49
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## Participant distribution by country

| No. | Country | Registered | Attended |
|---|---|---|---|
| 1 | Uganda | 79 | 49 |
| 2 | Ethiopia | 72 | 30 |
| 3 | Benin | 53 | 26 |
| 4 | Malawi | 18 | 14 |
| 5 | Kenya | 14 | 8 |
| 6 | Rwanda | 14 | 13 |
| 7 | Côte d'Ivoire | 6 | 4 |
| 8 | Democratic Republic of the Congo | 3 | 1 |
| 9 | Ghana | 3 | 1 |
| 10 | Nigeria | 3 | 1 |
| 11 | Senegal | 3 | 0 |
| 12 | Togo | 3 | 2 |
| 13 | Cabo Verde | 2 | 0 |
| 14 | China | 2 | 2 |
| 15 | Burkina Faso | 1 | 1 |
| 16 | Cameroon | 1 | 0 |
| 17 | Guinea | 1 | 0 |
| 18 | Mali | 1 | 0 |
| 19 | Namibia | 1 | 0 |
| 20 | Somalia | 1 | 1 |
| 21 | South Africa | 1 | 1 |
| 22 | Tanzania | 1 | 1 |
| 23 | Zimbabwe | 1 | 1 |
| | **Grand Total** | **284** | **156** |

## THE GRANT SOURCING TRAINING YOUTUBE LINKS



**Day 1: Grant Sourcing, Proposal Development and Report Writing.**
https://youtu.be/ScHSUyNUxpE?si=lLBN6Ne8sVQMUq0K

**Day 2: Grant Sourcing, Proposal Development and Report Writing.**
https://youtu.be/-osgFpyN2yg?si=TKjqA-lK4PewOYqM

**Day 3: Grant Sourcing, Proposal Development and Report Writing.**
https://youtu.be/OF1VxRbYt8E?si=IgUlLiiUsE-_VoYn

**Day 4: Grant Sourcing, Proposal Development and Report Writing.**
https://www.youtube.com/watch?v=2wvIzqGNPZ0&t=656s

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