
Call for Project Proposals

Topic: Developing a Research Management Information System for Arba Minch University

Arba Minch University (AMU) is seeking proposals from qualified and experienced AMU individuals or teams to develop a comprehensive Research Management Information System (RMIS). This system aims to streamline and enhance the management of research activities and external grants within the university.

Objectives

The objective of the proposed project is to develop an RMIS for AMU. The proposed RMIS should address the following key areas:

- **Research Project Lifecycle Management**

- Call for Concept Papers: Facilitate the submission and initial review of concept papers.
- Call for Proposals: Manage the submission, tracking, and evaluation of full research proposals.
- Review Process: Support the peer review and scoring of proposals.
- Approval: Enable the approval process for selected proposals.
- Notification of Winners: Automate the notification process for successful applicants.
- Financial Management: Handle requests for financial request, withdrawal, settlement of finances, and budget tracking.
- Data Collection Tracking: Integrate data collection tracking tools (e.g., Kobo Toolbox) for where, when, and for how long data collection is made.
- Progress Reporting: Allow researchers to submit periodic progress reports.
- Final Reporting and Publication: Manage the submission of final reports and facilitate the alert system for staff publication.



- **Administration of External Grants**

- Pre-Award Management: Support the identification, notification, and application for external grants.
- Team Collaboration: Facilitate the invitation and collaboration of interested team members.
- Project Registration and Certification: Automate project registration and certification processes.
- Grant Administration: Manage grant administration, including compliance monitoring, financial management, and reporting.

Proposal Requirements

Interested applicants should submit a detailed proposal in line with the AMU format that includes the following:

- **Project Plan:** Outline the approach, methodology, and timeline for developing the RMIS.
- **Technical Specifications:** Describe the technical architecture, software tools, and technologies to be used.
- **Experience and Qualifications:** Provide information on the team's expertise and previous experience in similar projects.
- **Budget:** Present a detailed budget, including cost estimates for development, implementation, and maintenance.
- **Deliverables:** List the expected deliverables and milestones.

Submission Guidelines

- **Deadline:** Proposals must be submitted by January 10, 2025.
- **Format:** Proposals should be submitted in PDF format.
- **Submission:** Send proposals to tesfaye.habtemariam@amu.edu.et.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Relevance and Feasibility:** Alignment with the objectives and feasibility of the proposed solution.
- **Technical Merit:** Quality and robustness of the technical approach.
- **Experience and Capability:** Demonstrated experience and capability of the project team.
- **Cost-Effectiveness:** Reasonableness of the proposed budget and cost-effectiveness of the solution.



Additional Information

- **Support and Training:** Proposals should include plans for user training, user manual, and support to ensure smooth implementation and adoption of the RMIS.
- **Data Security and Privacy:** The system must comply with data security and privacy standards to protect sensitive information.
- **Scalability and Flexibility:** The RMIS should be scalable and flexible to accommodate future needs and expansions.

For further information or inquiries, please contact Tesfaye Habtemariam at tesfaye.habtemariam@amu.edu.et or call +251920526541.

We look forward to receiving your innovative proposals and working together to advance the research capabilities of Arba Minch University.

