



UNIVERSITY OF NAIROBI

RESEARCH GRANT AIE MANUAL

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INTRODUCTION

The AIE system is integrated with the budgetary module in HRMIS where votes are captured, allocated amount for the current financial year and assigned to a project.

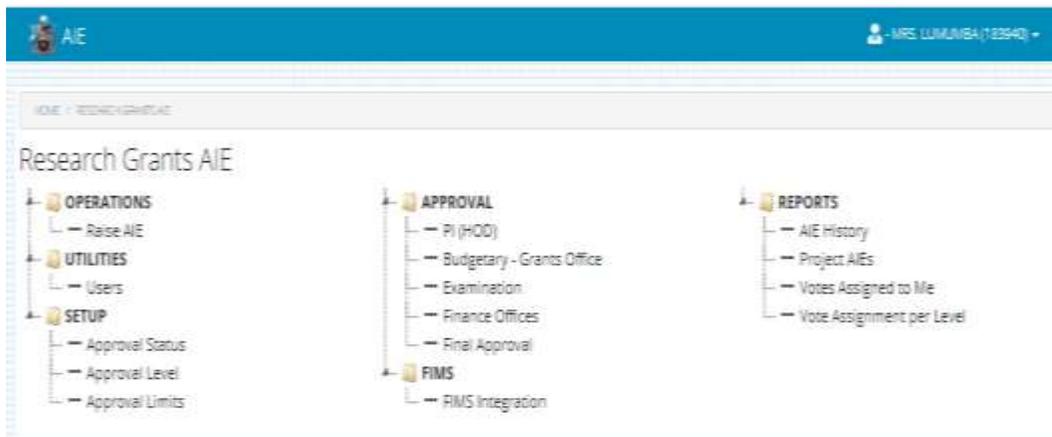
For any user to be able to use the grants AIE approval system must be granted the rights and assigned the votes to deal with in every level of approval except the Final level for DVC

To login to the system use <https://aie.uonbi.ac.ke/> if within university network or <https://vpn.uonbi.ac.ke/> then click on AIE Live system.



Users will see the icons depending on the rights granted.

To access the grants AIE click on the “Grants Project AIE” icon,
menu will be displayed as shown



SET UP (ADMINISTRATOR)

For the system to run smoothly the grants AIE administrator needs to setup the information required by the users which includes the following:-

1. Approval levels
2. Approval limits
3. Approval status
4. Assigning users votes at every level

The form below is used by the administrator to assign votes to users.

Grants Users

Showing 1-20 of 205 items.

Staff	Assigned Votes	Level	Status	Action
1 218200 - DR. NYUKURI ELMIN	500-661-905.500-661-950	RAISER	ACTIVE	Update Inactivate
2 176740 - PROF. OBOKO ROBERT OBINOGCHA	500-666-124.500-661-782.500-661-818.500-661-826.500-661-512.500-661-847	HOD	ACTIVE	Update Inactivate
3 121870 - PROF. JAMA MOHAMUD ABDI	500-661-250.500-661-238.500-661-870.500-661-822.500-661-793.500-661-803.500-661-805.500-661-806.500-661-817.500-661-836.500-661-838.500-661-856.500-661-859.500-661-881.500-666-125.500-661-523.500-661-825.500-661-868.500-661-864.500-661-860.500-661-854.500-668-088.500-661-936.500-661-905.500-661-935.500-661-950	PRINCIPAL	ACTIVE	Update Inactivate
4 86560 - PROF. OLEINJA JOYCE MUHENGE	500-661-790.500-661-940	HOD	ACTIVE	Update Inactivate

After login before raising or approving any AIE any user can check the votes assigned to you by clicking on the report “votes assigned to me” to confirm the vote you want to use is assigned

Votes Assigned to me

Showing 1-1 of 1 item.

Level	Assigned Votes	Status
1 HOD	500-661-820	ACTIVE

RAISER

To raise AIE click on “Raise AIE “ under operations. The screen shown below will displayed with two tabs. Active AIE shows the AIEs raised but not approved to the end while Closed AIE shows your completely approved AIE

My AIEs

Active AIEs Closed AIEs

Showing 1-2 of 2 items.

#	Serial No.	All Date	Purpose	Vote	AIE Amount	Project	Level / Status	Action
1	1774	September 8, 2022 at 7:52:23 AM GMT+03:00 4 months ago	grant test	300-861-832 STRENGTHENING RESEARCH ETHICS AND OVERSIGHT IN HEMP/STAMP ACTION	4851,206,200.00	CLIMATE SMART AGRICULTURE OPTIONS FOR APPROVED RESILIENCE	RAISED - APPROVED	More Details
2	1884	August 23, 2022 at 7:38:00 AM GMT+03:00 2 months ago	test	300-861-786 INCLUSIVE GREEN HORTICULTURAL PROCESSING SECTOR IN KENYA	105200.00	R&D FLUORESCENCE AND SCATTERING ANALYSIS	RAISED - APPROVED	More Details

To create a new AIE you use the button “Raise AIE” a window will be displayed where you enter the required details then save. On the same page user can attach more than one pdf documents.

PI (HOD)

To approve an AIE as head of department click on “PI (HOD)” under approvals the following screen will be displayed with three tabs, Active AIEs awaiting PIs action, Pending AIEs these are approved by PI but not concluded on the other levels. Closed AIEs are the fully approved AIE. To approve any AIE click on the link “update” and select the status accordingly. You can also view the documents attached or comments from the other users by clicking on “Doc” or “comments” respectively.

PI (HOD) Approval

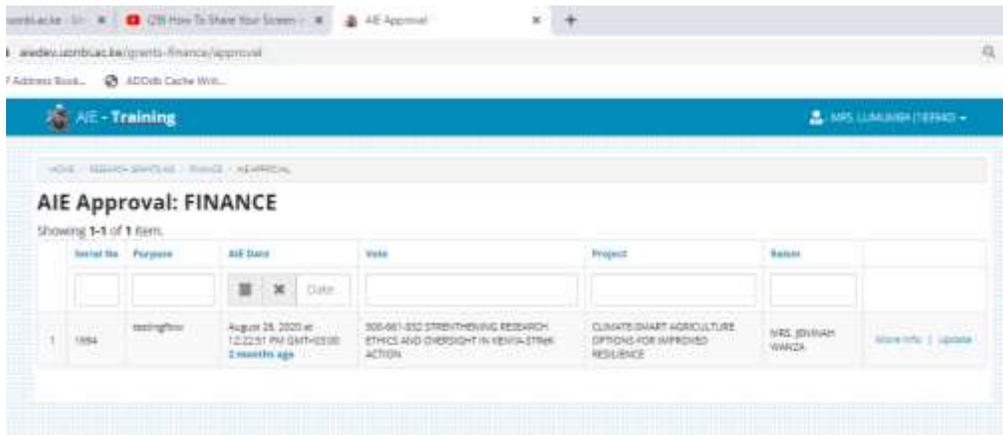
Active AIEs Pending AIEs Closed AIEs

Showing 1-2 of 2 items.

#	Serial No.	RAISED BY	PURPOSE	DATE CREATED	VOTE	STATUS	Action
1	1775	AKEL @KAMPALA 144826	test	Wednesday, November 4, 2021 at 2:32:48 PM East Africa Time 22 hours ago	300-861-832 - STRENGTHENING RESEARCH ETHICS AND OVERSIGHT IN HEMP/STAMP ACTION	RAISED	More Details / Comments
2	1878	MS @KAMPALA 144826	inclusive green project are status test	Monday, August 24, 2021 at 4:09:48 PM East Africa Time 2 months ago	300-861-786 - INCLUSIVE GREEN HORTICULTURAL PROCESSING SECTOR IN KENYA	RAISED	More Details / Comments

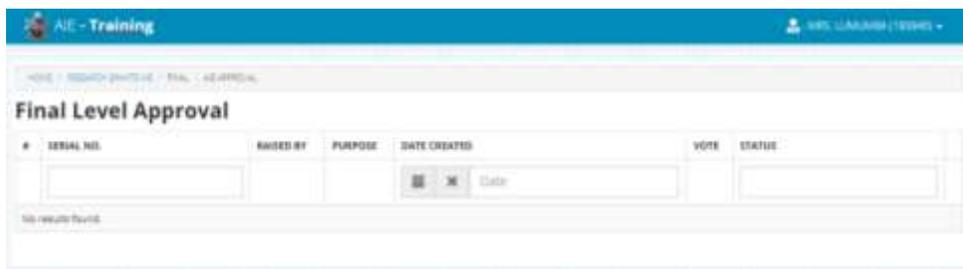
FINANCE

This level of approval has three stages Budgetary, Examination and Finance. Budgetary will check the cash flow, Examination will confirm attached documents and Finance will approve and commit funds to budgetary system. On these levels an AIE can be FORWARDED, DISAPPROVED or REVIEWED. Upon REVIEW it goes back to the PI (HOD) who can act on it or still REVIEW it back to the raiser then the process takes the same course.



FINAL APPROVER

The final approver cater for two users the Principals and DVC (FPD) depending on the amount of the AIE. To access this screen click on "final approver" under approvals, the following screen will be shown with any pending AIES. To approve any AIE click on the link "update" and select the status accordingly. You can also view the documents attached or comments from the other users by clicking on "Doc" or "comments" respectively.



REPORTS

To check status of any AIE use the "AIE History" report

AIE History

Showing 1-14 of 14 history entries.

Export

	Serial No	User	Project	App Date	Amount	Status	HoD	Budgetary	Examination	Finance	Principal	DVC
1	184	18340 - AIE LUMUNA (BUNAH-NAKA)	LAW FLUORESCENCE AND SCATTERING ANALYSIS	22-Aug-2020	KES200.00	OK	APPROVED	FORWARD	FORWARD	APPROVED	Not set	N/A
2	1874	111 - MR. DACH BUREAU	LAW FLUORESCENCE AND SCATTERING ANALYSIS	24-Aug-2020	KES1,000,000.00	OK	DISAPPROVED	Not set	Not set	Not set	Not set	N/A
3	1875	18340 - AIE LUMUNA (BUNAH-NAKA)	CLIMATE-SMART AGRICULTURE OPTIONS FOR IMPROVED RESILIENCE	24-Aug-2020	KES10,000.00	OK	REVIEW	Not set	Not set	Not set	Not set	N/A
4	1876	111 - MR. DACH BUREAU	LAW FLUORESCENCE AND SCATTERING ANALYSIS	24-Aug-2020	KES3,000.00	OK	REVIEW	Not set	Not set	Not set	Not set	N/A
5	1877	111 - MR. DACH BUREAU	LAW FLUORESCENCE AND SCATTERING ANALYSIS	24-Aug-2020	KES35,000.00	OK	FORWARD	FORWARD	FORWARD	APPROVED	Not set	N/A
6	1884	18340 - AIE LUMUNA (BUNAH-NAKA)	CLIMATE-SMART AGRICULTURE OPTIONS FOR IMPROVED RESILIENCE	26-Aug-2020	KES70,000.00	OK	FORWARD	FORWARD	FORWARD	APPROVED	Not set	N/A

To view more details about an AIE you can expand the arrow on the left of the AIE no as shown below

5		1675	16346 - RRE LUNDAWA (JHUNAH WAZIJA)	CLIMATE SMART AGRICULTURE OPTIONS FOR IMPROVED RESILIENCE	24 Aug 2020	USD10,000.00	RAISED	REVIEW						N/A
4		1676	111 - MR ISACH RUPUJIY	X-RAY FLUORESCENCE AND SCATTERING ANALYSIS	24 Aug 2020	USD8,999.00	RAISED	REVIEW						N/A
3		1677	111 - MR ISACH RUPUJIY	X-RAY FLUORESCENCE AND SCATTERING ANALYSIS	24 Aug 2020	USD8,999.00	RAISED	FORWARD	FORWARD	FORWARD	APPROVED			N/A

Detailed History for AIE Serial No. 1677					
100% INCLUDE GRESH HORTICULTURAL PROCESSING SECTOR IN RZNYA					
View Documents					
COST: USD8,999.00					
Total 7 items					
Date	Attended By	Approval Level	Aie Status	Remarks	Time Taken
August 24, 2020 at 9:32:44 PM GMT+03:00 1 month ago	111 - MR RUPUJIY	RAISED	PENDING	AIE Entry created	N/A
August 24, 2020 at 9:52:52 PM GMT+03:00 1 month ago	111 - MR RUPUJIY	RAISED	RAISED	Submitted for Approval	8 seconds
September 4, 2020 at 11:49:22 AM GMT+03:00 2 months ago	16346 - RRE (JHUNAH WAZIJA)	CEO	FORWARD	Testing service	1 week 3 days
September 4, 2020 at 11:50:42 AM GMT+03:00 2 months ago	16346 - RRE (JHUNAH WAZIJA)	SUBJECTARY	FORWARD	Test budget	5 weeks 19 seconds
September 4, 2020 at 11:51:42 AM GMT+03:00 2 months ago	16346 - RRE (JHUNAH WAZIJA)	EXAMINEE	FORWARD	Tested	1 minute 3 seconds
September 4, 2020 at 11:52:29 AM GMT+03:00 2 months ago	16346 - RRE (JHUNAH WAZIJA)	FINANCE	APPROVED	OK	46 seconds
September 4, 2020 at 11:54:29 AM GMT+03:00 2 months ago	16346 - RRE (JHUNAH WAZIJA)	PRINCIPAL	APPROVED	OK tested	2 seconds