

4. Business process reengineering activity As-Is process for Capital/Development Projects funding

Step	Activity	No. of Days	Actor
1	Initiate the process of requesting for submission of proposals of development projects that need funding	1	Head of Grants Management
2	Signing of the request letter	1	CEO
3	Sending the letters to the respective universities	1	Head of Grants Management Department
4	Universities submitting their responses which include their master plan and proposed project(s)	14	Head of Grants Management Department
5	Evaluation of the proposed projects to determine viability	14	Head of Grants Management Department
6	Preliminary report on award of funds developed for board review	1	Head of Grants Management Department
7	Review of the report by the Planning, Research and Resource Mobilization Committee of the board.	1	Chairperson, Planning research and Resource Mobilization board committee
8	Incorporation of changes made by the board committee	1	Head of Grants Management Department
9	Presentation of the final report to the full board for endorsement	1	Chairperson, Planning research and Resource Mobilization board committee
10	Write a letter forwarding the approved capital projects to the Ministry of Education for disbursement of funds.	1	Head of Grants Management Department
11	Signing and forwarding of the forwarding letter	1	CEO
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