UNIVERSITY OF NAIROBI

INTERNAL MEMO

FROM: Deputy Vice Chancellor (FPD)   **DATE:** October 23, 2020

TO: Principal Investigators (PIs)   **REF:** UON/CA/FIN/3/5(C)

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SUBJECT: RESEARCH GRANTS AIE SYSTEM

The automated research grants AIE system is ready and available online for use in processing all grants expenditures. All research grants expenditures must be processed using this system with immediate effect.

I wish to bring to your attention a number of guidelines with respect to processing of expenditures using this platform.

Accessing the system

The system is available within the AIE system, under the link Grants AIE. The AIE system can be accessed as follows:-

1. Within the university network, visit the link: https/aie.uonbi.ac.ke/
2. Outside the university network, the AIE system is available as '' on the VPN dashboard (https://vpn.uonbi.ac.ke/)

Important roles

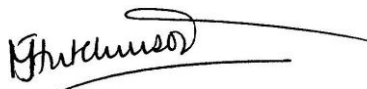| Role	System Responsibilities
Finance office, Grants section	• User /vote setup – Setting up which user can access which vote
Project Staff	• Raise AIE
Principal Investigator	• Request for system access rights and revocation as necessary from ICT • Request for vote access setup from finance, grants office • Raise AIE • Approve AIE
HOD	• Approve AIE
Principal	• Approve AIE
DVC FPD	• Approve AIE

Support teams

Role	Responsibility	Contact
User /vote setup – Setting up which user can access which vote	Finance office, Grants section	grants@uonbi.ac.ke
Granting of user rights	ICT Center	director-ict@uonbi.ac.ke
System use support	ICT Center	College ICT office
System errors resolution	ICT Center	aie_support@uonbi.ac.ke

Approval limits

The approval limits for the different levels are as follows:

Approver	Limit
HOD	Ksh 50,000
Dean / Director	Ksh 100,000
Principal	Ksh 500,000
DVC FPD	Ksh 500,000

Thank you all

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AG. DEPUTY VICE CHANCELLOR,
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