



**Science Granting Council Initiative
Online Monitoring and Evaluation System
User Manual**

SEPTEMBER 2022 Nairobi Kenya

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1 Introduction

1.1 Who can benefit from the Digital Monitoring and Evaluation System

The Digital Monitoring and Evaluation system is intended to support the science granting Councils initiative in Sub-Sahara Africa in Data collection and to Monitor, track and report on achievement of Programme objectives. The system which can be accessed from everywhere is intended to serve 15 council Member Country secretariats¹. It has real time analytics component. The Beneficiaries of the system are;

1. The Funders
2. Fund Beneficiaries
3. Collaborating Technical agencies
4. The Secretariat
5. SGCs Programme Officers
6. SGCs Communications Officers
7. SGCs Administration Officers
8. The Council Committee
9. Executive Committee
10. General Viewers

1.2 Key Features of the Monitoring and Evaluation System

Admin Portal

1. Homepage
2. Dashboard
3. Insert Records
4. Profile
5. Settings
6. Coordinators
7. Users
8. Remote Monitoring
9. Funding Disbursement

Country Coordinator

1. Homepage
2. Dashboard
3. Profile
4. Users
5. Data Entry
6. Messages
7. Forums

¹The Science Technology & Innovation Council Members are in Kenya , Malawi, Mozambique, Ethiopia, Namibia, Ghana, Zambia, Uganda, Tanzania, Rwanda, Botswana, Senegal, Zimbabwe, Burkina Faso, and Cote d'Ivoire

8. Remote Monitoring
9. Reports

Normal User

1. Home
2. Dashboard
3. Profile
4. Users
5. Messages
6. Forums

2 Requirements

2.1 Minimum PC Requirements

The minimum requirements for running the software required to operate the GPS Log Book are listed below:

- Microsoft Windows 7 / Vista / XP SP2
- MAC OS X 10.4 or later
- Internet Connectivity
- 1 x USB port

2.2 Supported web browsers include

- Microsoft IE8 or greater
- Mozilla Firefox
- Safari
- Opera
- Google Chrome

2.3 Supported phone for Mobile Application

Android OS version 6.0 and above

3 Getting Started

3.1 Registering as a Super Administrator

To register as a super administrator, contact the management who will do it directly into the database server as direct registration is not permitted.

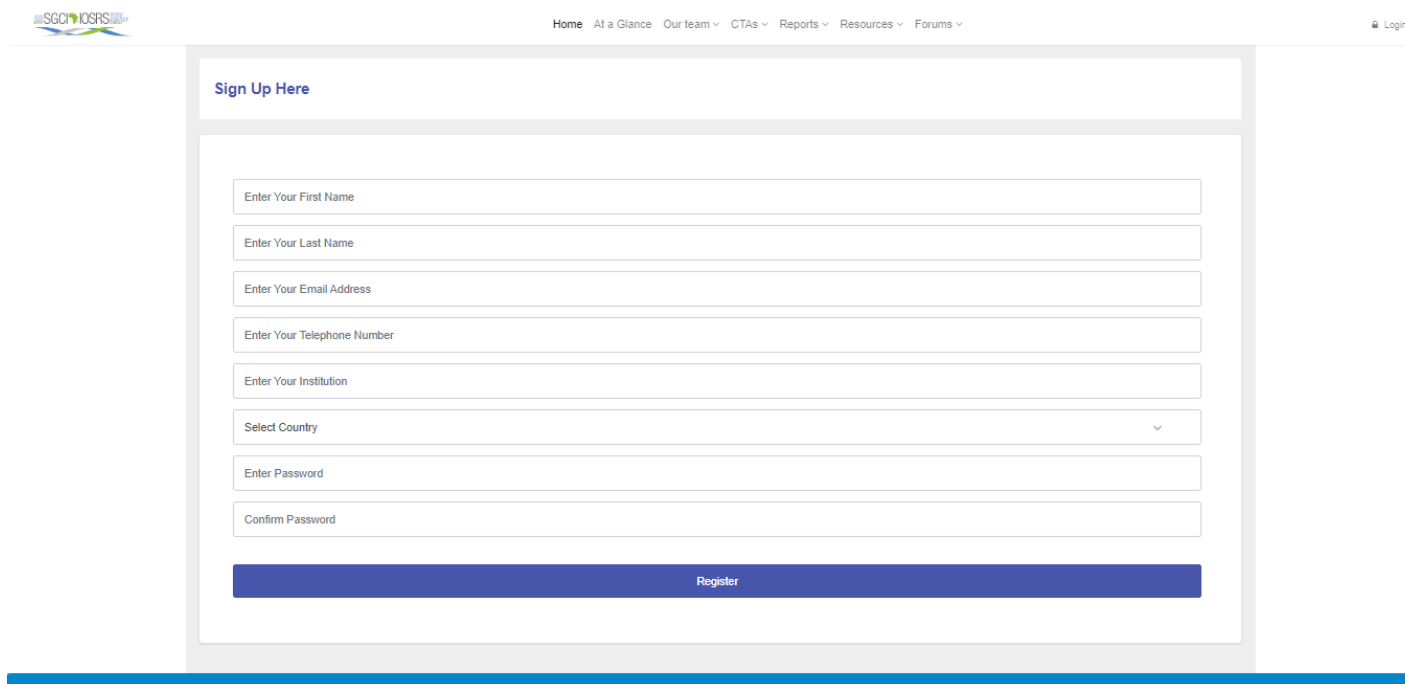
You will be provided with a provisional password and login email which you will be required to change after successfully logging in.

3.2 Registering as a Country Coordinator

You are required to provide your details to the system administrator. An official email will be created and you will be provided with a provisional login email. Afterwards, you can login and modify your personal details apart from the official email address.

3.3 Registering as a Normal User

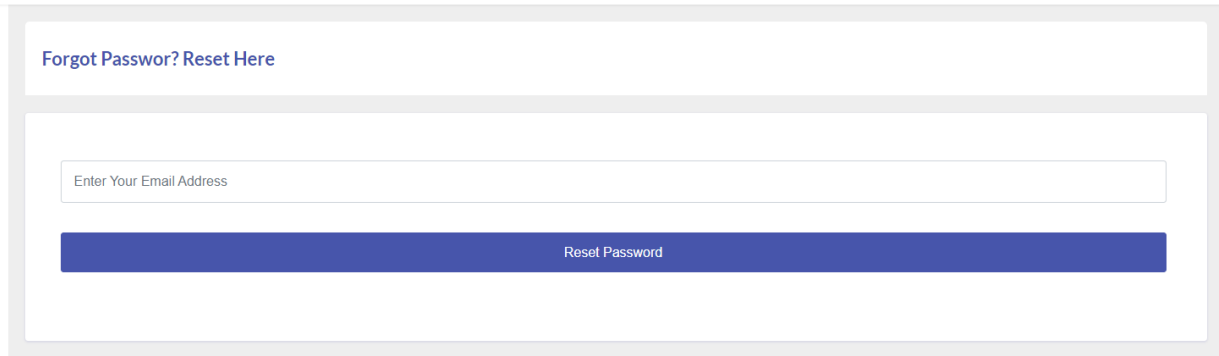
1. Navigate to the main website
2. Click on the “Sign Up link at the bottom
3. Input your credentials and click “Register”



The screenshot shows the registration page for the SGCI (Sustainable Growth and Community Initiative) website. The page header includes the SGCI logo and navigation links: Home, At a Glance, Our team, CTAs, Reports, Resources, and Forums. A 'Login' link is also present in the top right corner. The main content area is titled 'Sign Up Here' and contains a registration form with the following fields: Enter Your First Name, Enter Your Last Name, Enter Your Email Address, Enter Your Telephone Number, Enter Your Institution, Select Country (a dropdown menu), Enter Password, and Confirm Password. A blue 'Register' button is located at the bottom of the form.

3.4 Forgot Password

1. Navigate to the login page of the main website
2. Insert your email and click “Reset Password”
3. Check your email address for the click the link that you have been sent.
4. Enter your email address, your new password and confirm the password.
5. You will now be able to login to your account.



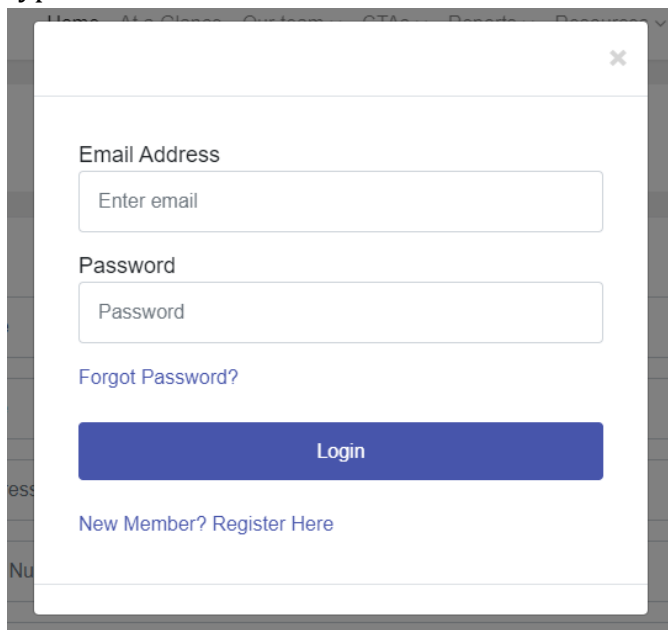
Forgot Passwor? Reset Here

Enter Your Email Address

Reset Password

3.5 Logging In

1. Navigate to the homepage of the website. You will find a form prompting you to input your email and password.
2. If the details are correct, you will be redirected to your respective portal depending on your user type.



Home At a Glance Our team CTAs Reports Resources

Email Address

Enter email

Password

Password

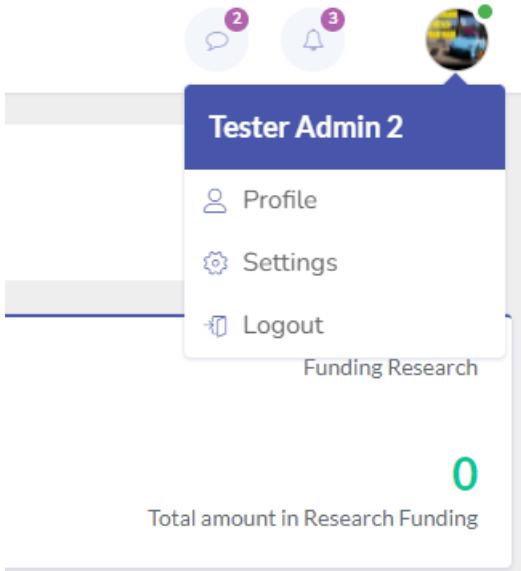
Forgot Password?

Login

New Member? Register Here

3.6 Logging Out

Once logged in click on the avatar or the profile picture at the top right most side of your portal then click “Logout”.



4 Using the Online Monitoring and Evaluation Framework












4.1 Admin Portal

4.1.1 Introduction

The administrator acts as the Super user of the system. The roles of the admin are as follows:

.....

The admin portal has a left navigation pane with several links to various pages. Below is the navigation pane:

-  Overview
-  Program Monitoring
-  Activities
-  ODLS - Council
-  Knowledge Indicators
-  Heads of Research Councils
-  Coordinators
-  Grant Management
-  Users
-  Messages
-  Manuals

« Hide sidebar

4.1.2 Features of the Admin Portal

Homepage

This is the first page that is displayed when one successfully logs into the system. It shows the overview of the Science Granting Council Initiative with a link to the website.

The page also contains the following statistics and reports:

1. Country Specific KPIs
2. Country Specific MEL Plan and Framework
3. SGCI Program Monitoring

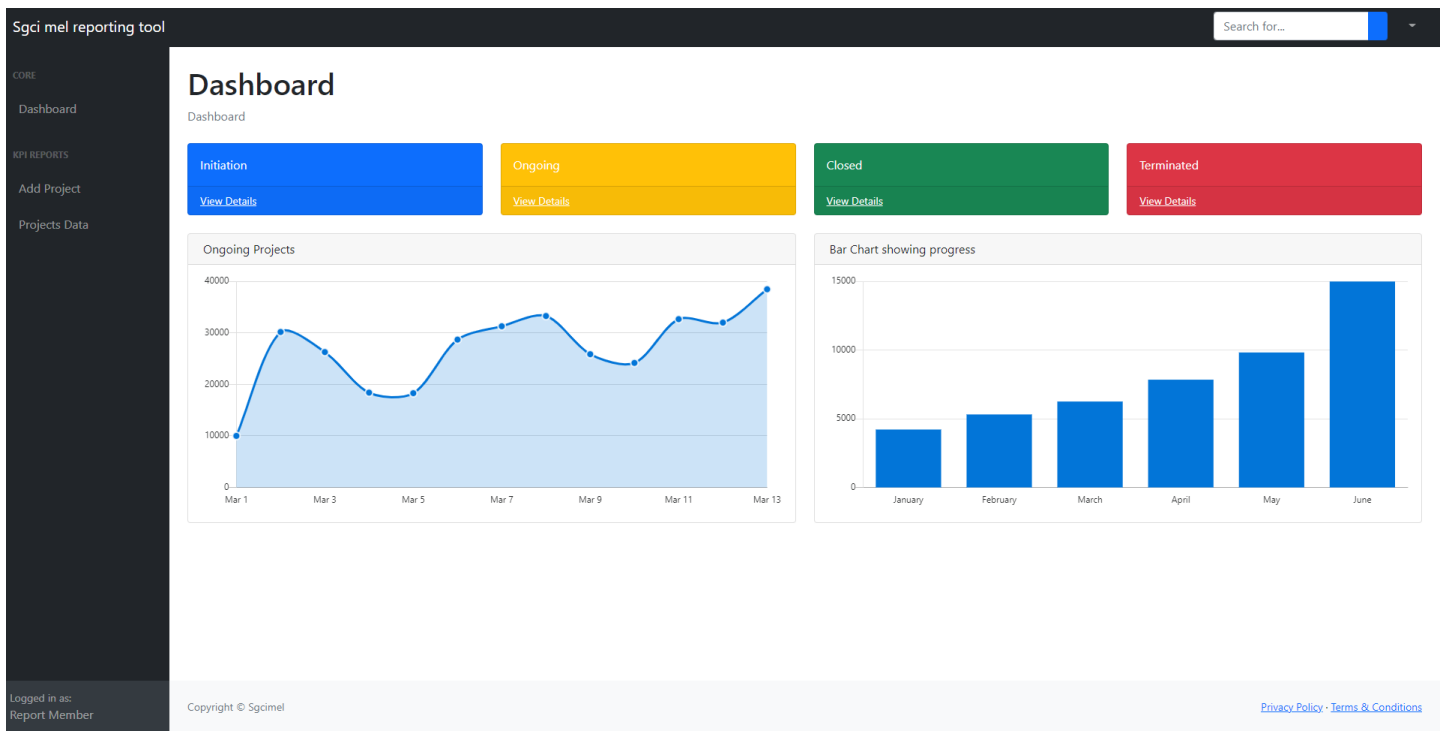
- 4. Tools
- 5. Reports

Below is a sample statistics for Country Specific MEL Plan and Framework.

Objective	Activities	Outputs	Country	Data Source	Colle
Capacity Building	Enhancing expertise on STI policy advise	Empowered personnel with the ability to write and implement STI policy advise	Kenya	Secondary Data	SGC N
Capacity Building	Enhancing expertise on STI policy advise	Empowered personnel with the ability to write and implement STI policy advise	Kenya	Secondary Data	SGC N
Capacity Building	Enhancing expertise on STI policy advise	Empowered personnel with the ability to write and implement STI policy advise	Kenya	Secondary Data	SGC N
Capacity Building	Enhancing expertise on STI policy advise	Empowered personnel with the ability to write and implement STI policy advise	Kenya	Secondary Data	SGC N
Capacity Building	Test Record_2	Test Record_2	Albania	Test Record_2	Test R
Capacity Building	Test Record_2	Test Record_2	Bahrain	Test Record_2	Test R
Coordinating Linkages	Test Record_2	Test Record_2	Bahamas	Test Record_2	Test R
Funding Research	Tested	Tested	Algeria	Tested	Teste
Funding Research	Tested	Tested	Algeria	Tested	Teste
Funding Research	Tested	Tested	Albania	Tested	Teste

The reports are downloadable in HTML, Excel, CSV format by clicking on the respective buttons on the top left side of the tables containing the data.

Report dashboard



On the top right side of the data table, there is a search field enabling one to look for a specific record or filter records. Once filtered, the user can download that specific data.

Dashboard

This page consists of quick insights, statistics and a map of current locations.

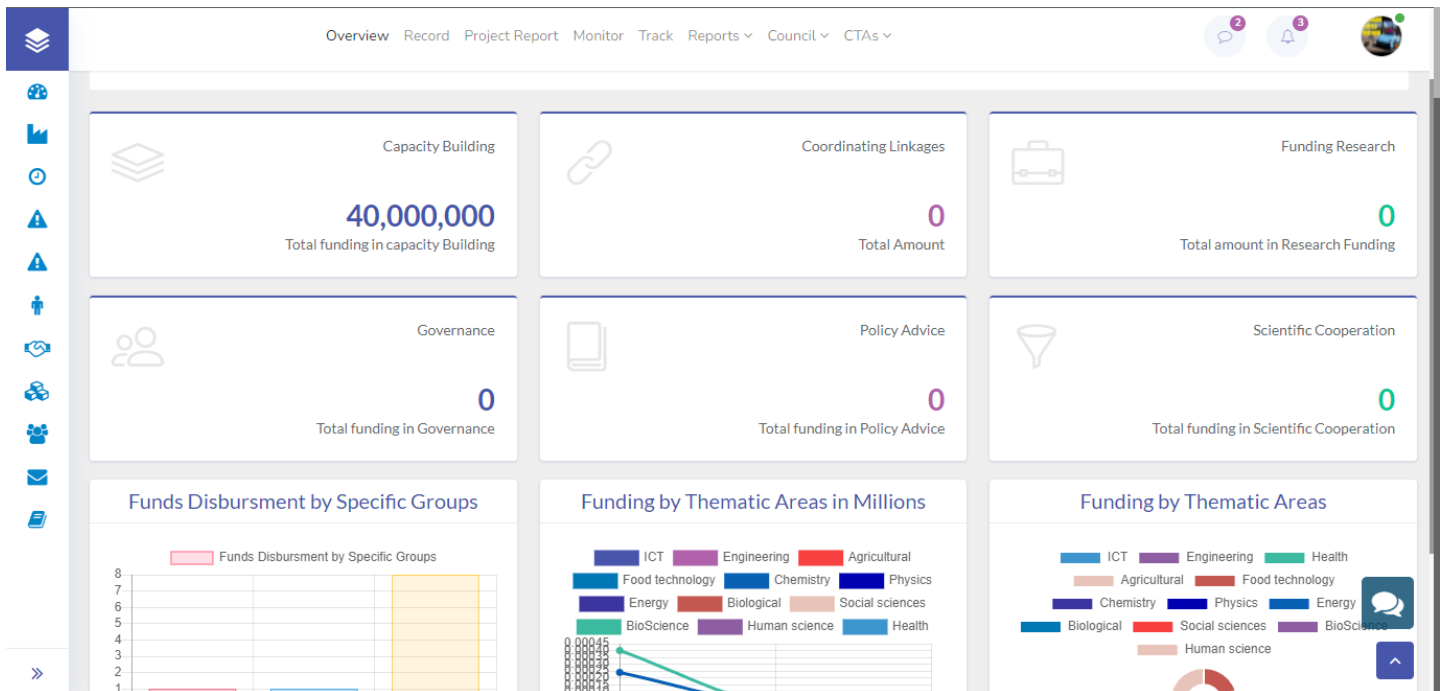
The insight displayed include the following:

1. Coordinators
2. Number of Users
3. Unread Messages
4. Notifications
5. Total Funding

The statistics displayed include the following:

1. Funds Disbursement by specific group
2. Funding by Thematic Areas
3. Funding by SGCI Specific Objectives

Below is a snapshot of the dashboard



Below is the google map with the respective locations

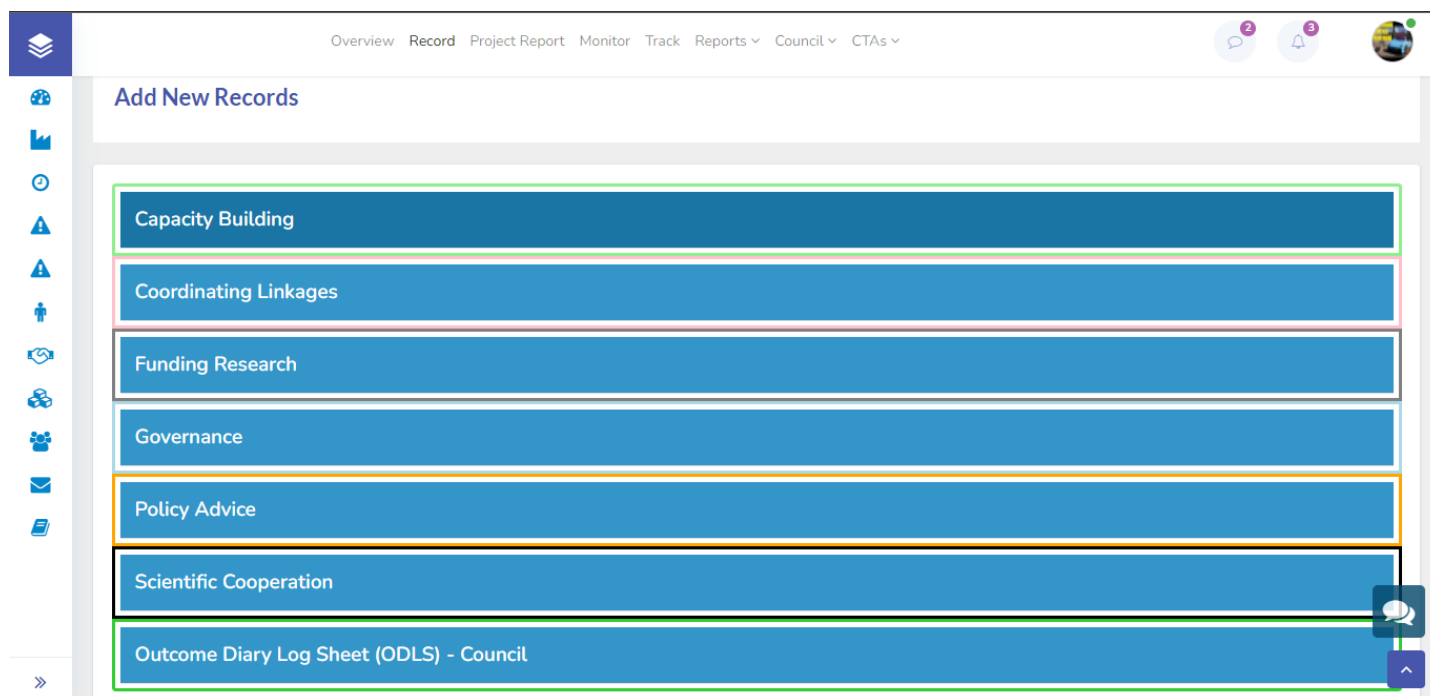
Insert Records

The link to the page is found below the dashboard link in the left pane. It consists of several buttons which upon clicking, enables one to access a collapsible tab that contain forms for data entry.

The buttons include the following:

1. Capacity Building
2. Coordinating Linkages
3. Funding Research
4. Governance
5. Policy Advice
6. Scientific Cooperation
7. Outcome Diary Log Sheet (ODLS) - Council
8. Research Funding

Below is a screenshot of the page with the questions tab open.



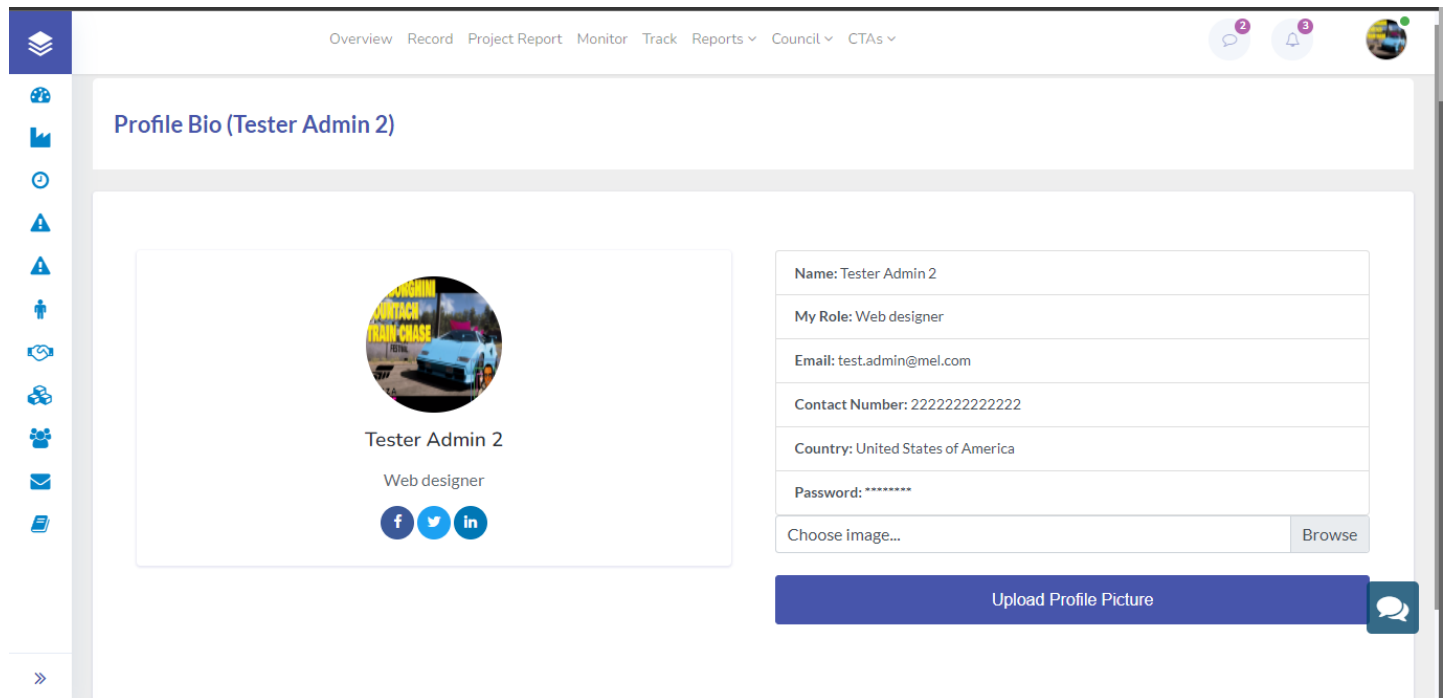
Profile

This is the fourth item in the left navigation pane. It enables the user to edit profile information including the following:

1. Name
2. About Me
3. Profile Picture
4. Email

5. Password

It also displays the user the latest activities that he/she has performed in the system. Below is the page:



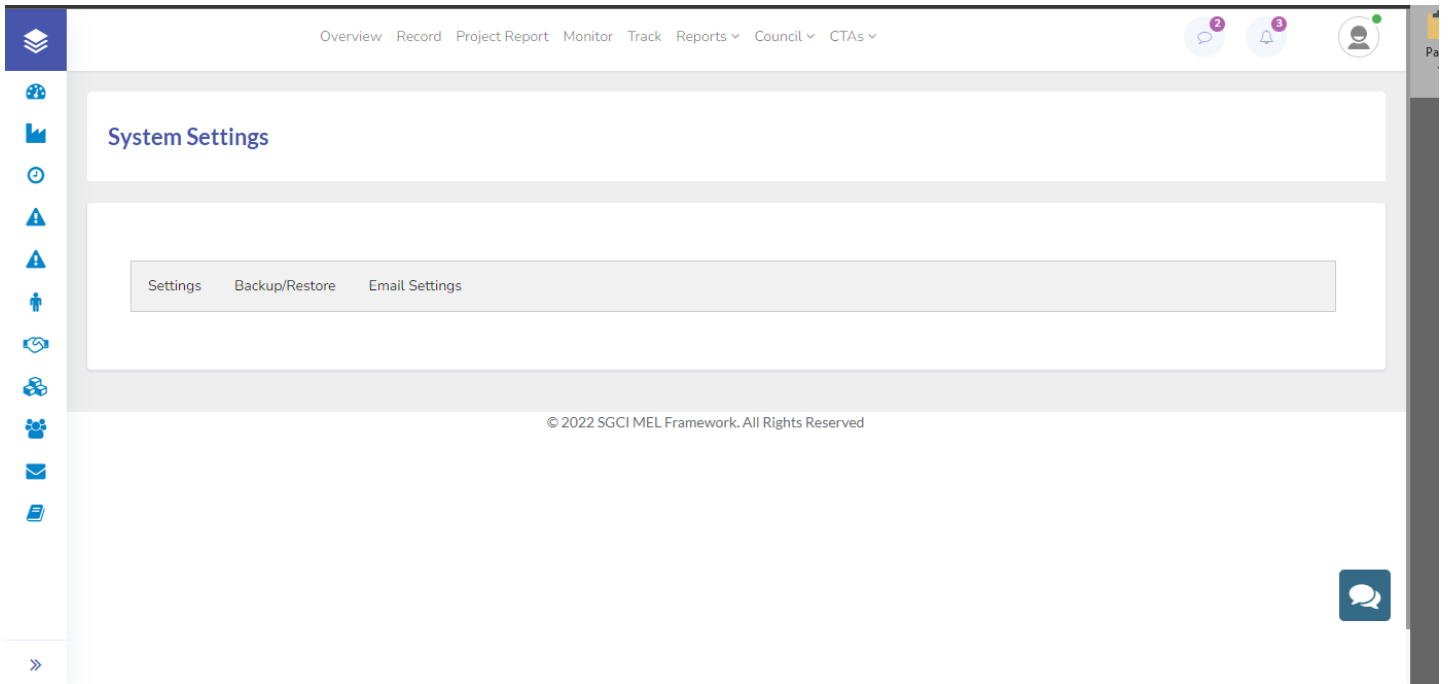
The screenshot shows a web application interface. At the top, there is a navigation bar with menu items: Overview, Record, Project Report, Monitor, Track, Reports, Council, and CTAs. On the right side of the navigation bar, there are notification icons with counts (2 and 3) and a user profile picture. Below the navigation bar is a left sidebar with various icons representing different system functions. The main content area is titled 'Profile Bio (Tester Admin 2)'. It features a circular profile picture of a car, the name 'Tester Admin 2', the role 'Web designer', and social media icons for Facebook, Twitter, and LinkedIn. To the right of the profile information is a form with the following fields: Name: Tester Admin 2, My Role: Web designer, Email: test.admin@mel.com, Contact Number: 222222222222, Country: United States of America, Password: ***** (masked), and a 'Choose image...' field with a 'Browse' button. Below the form is a blue button labeled 'Upload Profile Picture' and a chat icon.

Settings

This is the fifth item in the left navigation pane. It enable the super administrator to perform the following routine activities.

1. Backup and Restore the system
2. Email Settings
3. View Logs

Below is the page:



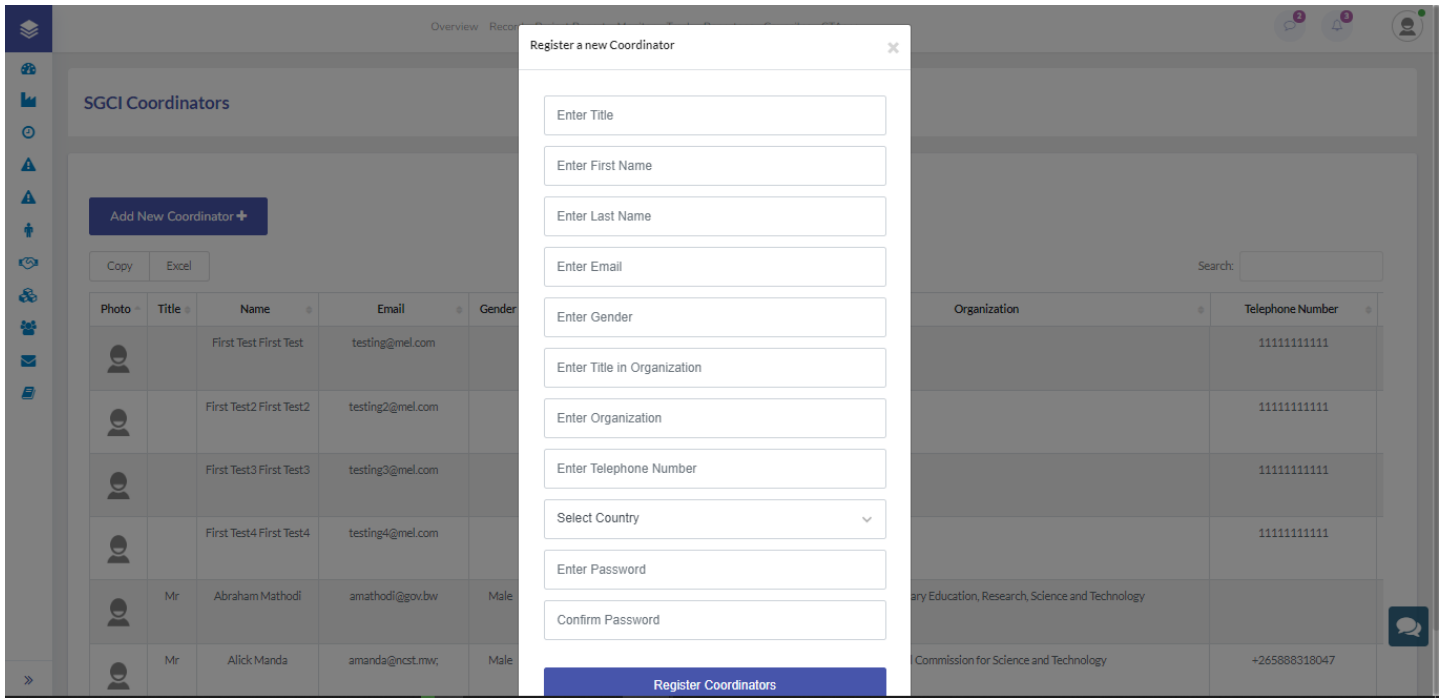
Coordinators

Below the settings tab we have the coordinators link. This page allows the Super Administrator to manage the country coordinators in the SGCI countries.

This section of the system allow the super administrator to:

1. Register new Country Coordinators
2. Disable and enable accounts of Coordinators
3. Send messages to the Coordinators

Below is the coordinators page.



Users

This is the seventh link in the left navigation pane. Similar to the coordinators, his page allows the Super Administrator to manage the system users in the SGCI countries.

This section of the system allow the super administrator to:

1. Disable and enable accounts of System Users
2. Send messages to the System Users

Below is the “users” page.

Overview Record Project Report Monitor Track Reports Council CTAs

System Users

Copy Excel Search:

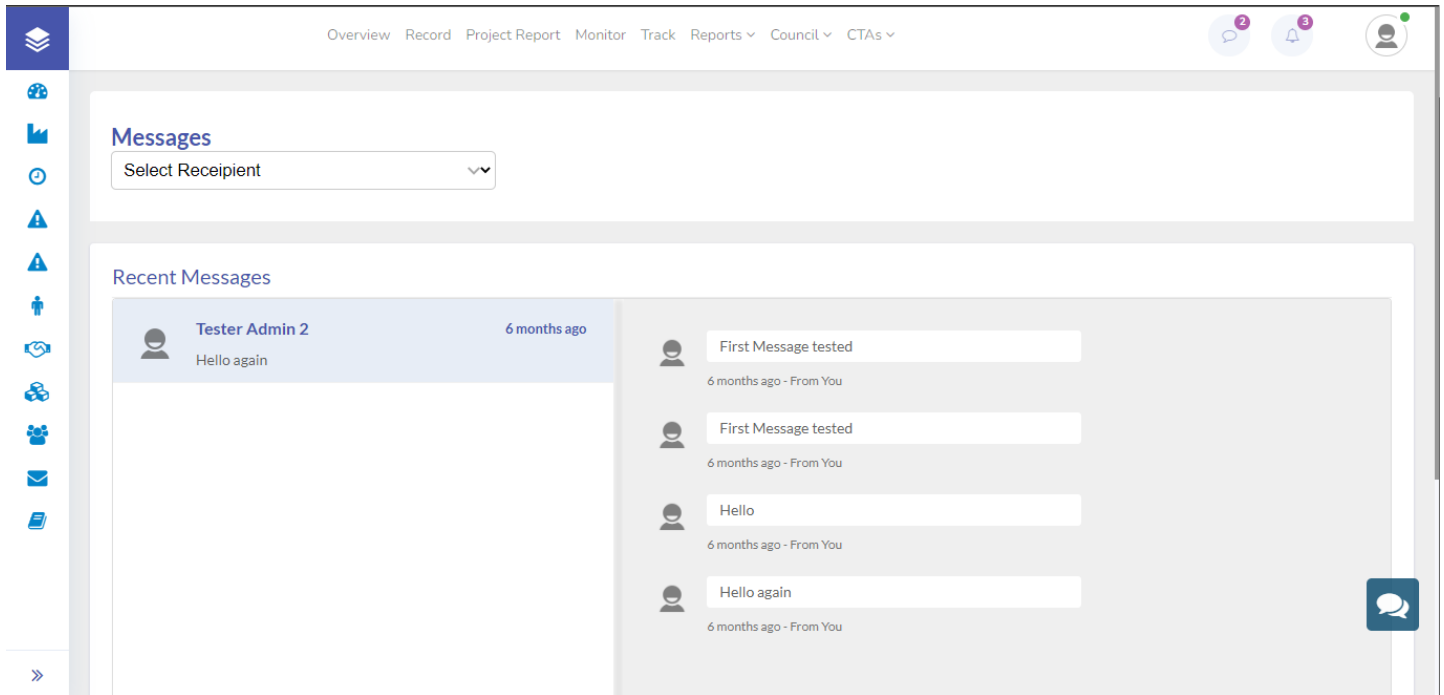
Photo	Name	Email	Country	Telephone Number	Status	Options
	admin admin	mel@gmail.com		0700880516	Enabled	
	bogere.nasser.sgcimelincomms_meltracker	bnasser@interpo.com	uganda	0700880516	Enabled	
	kintu.hamza.sgcimelincomms_meltracker	hkintu@interpo.com	uganda	0700880516	Enabled	
	Tester Admin 2	test.admin@mel.com	United States of America	222222222222	Enabled	
	Jonathan Kogo	jkogo1900@gmail.com	Kenya	254723936753	Enabled	
	Green Test	greentest@gmail.com	Azerbaijan	111111111111	Enabled	

Messages

This module enables the super administrators to communicate with Country Coordinators and Normal Users directly through the system. The page displays conversations that the logged in user is part of starting from the last modified to the earliest.

Upon clicking on a conversation, the user is able to see all the messages in that string and reply to messages.

Below are the images of the messages page and the view message page.



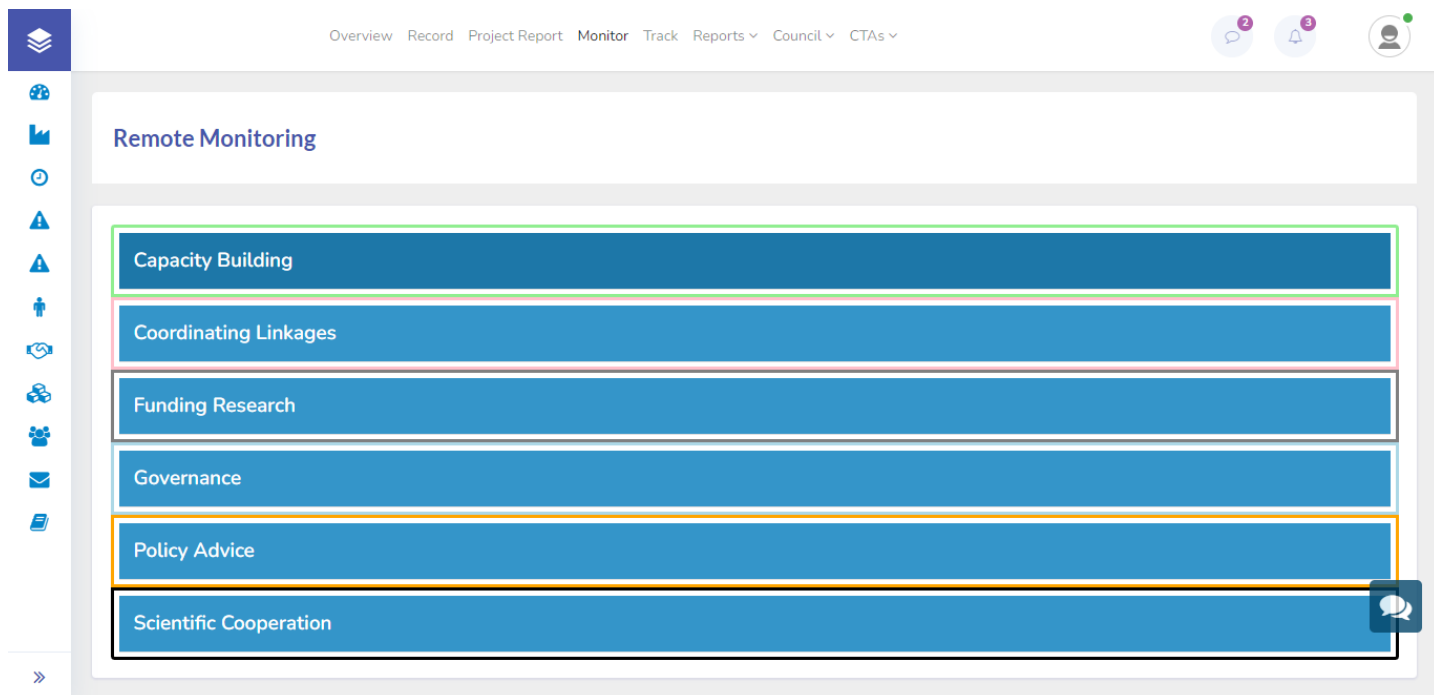
Remote Monitoring

This is the second last link in the left navigation pane.

It enables the super administrator to do the following:

1. Schedule new monitoring for coordinators
2. View ongoing monitoring
3. View past monitoring activities

A snapshot of the segment is displayed below.



Funding Disbursement

This is the bottom most link in the left navigation pane. It serves the function of displaying a table containing the past funding disbursement activities of the Science Granting Council. Just as the other data tables, it also enables the super administrator to filter and download the data in various formats.

Below is the image of the page.

The screenshot shows a data table with the following columns: Nationality of Co-Innovator, Collaborating Institution, Ammount of funding, Year, Managing Council Agency, Category of Innovators, PhD, Post Doc, Women, and General Th. The table contains 10 rows of data. At the top left, there are buttons for "Copy" and "Excel". At the top right, there is a search box. At the bottom left, it says "Showing 1 to 10 of 13 entries". At the bottom right, there are navigation buttons: "Previous", "1", "2", and "Next".

Nationality of Co-Innovator	Collaborating Institution	Ammount of funding	Year	Managing Council Agency	Category of Innovators	PhD	Post Doc	Women	General Th
Malawi	Scinnovent	30	2022	NRF	PhD	BioScience	BioScience	XXXX	YYYYY
kenyan	maseno	50	2021	NSTC	WOMEN	11	11	11	HUMAN SC
MALAWIAN	Pentecostal Life University	250	2020	NSTC	POST DOC	XXX	POST DOC	XXX	SOCIAL SC
MALAWIAN	MALAWI INTERNATIONAL UNIVERSITY	240	2020	NSTC	POST DOC	XXX	POST DOC	XXX	FOOD TEC
botswana	botswana technical univesity	25	2020	Ministry of Tertiary Education, Research, Science and Technology.	women scientist	xx	xx	xx	bio chem
Test Record_2	Test Record_2	0	2022	Test Record_2	Post Doc	Test Record_2	Test Record_2	Test Record_2	Test Record_2
Test Record_2	Test Record_2	0	2022	Test Record_2	Post Doc	Test Record_2	Test Record_2	Test Record_2	Test Record_2
undefined	Test Record_2	0	undefined	Test Record_2	undefined	Test Record_2	Test Record_2	Test Record_2	Test Record_2
Test Record_2	Test Record_2	0	2022	Test Record_2	Post Doc	Test Record_2	Test Record_2	Test Record_2	Test Record_2
Test Record_2	Test Record_2	0	2022	Test Record_2	Post Doc	Test Record_2	Test Record_2	Test Record_2	Test Record_2

4.2 Coordinator Portal

4.2.1 Introduction

The coordinator has the responsibility of managing all the SGCI activities in their respective countries.


SGCI Coordinators

Add New Coordinator +

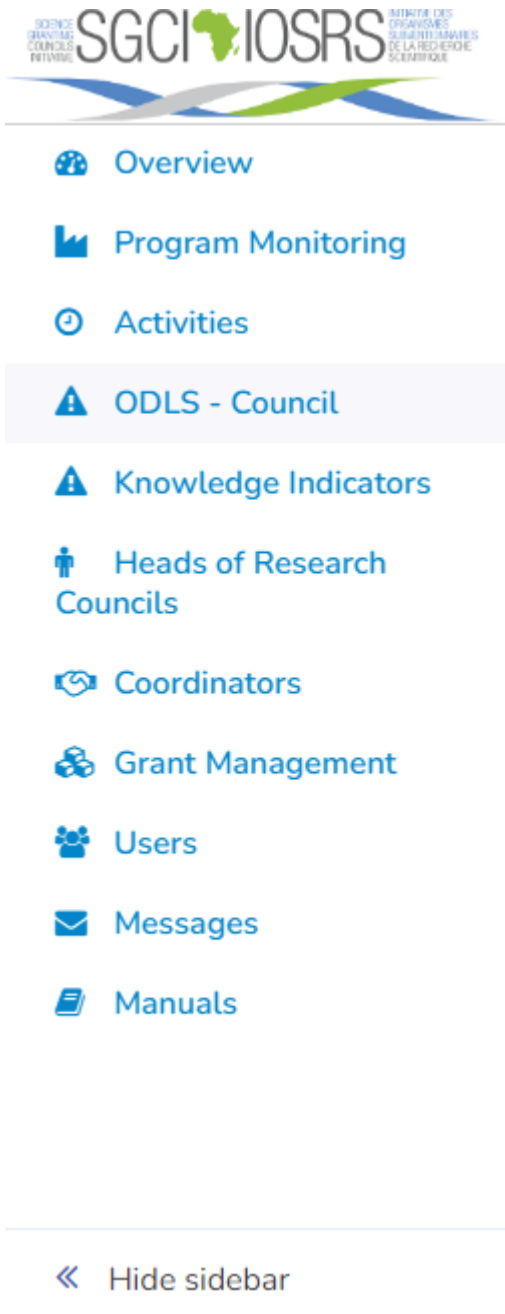
Copy

Excel

Search:

Photo	Title	Name	Email	Gender	Title	Organization	Telephone Number	Country
		First Test First Test	testing@mel.com				1111111111	undefined
		First Test2 First Test2	testing2@mel.com				1111111111	undefined
		First Test3 First Test3	testing3@mel.com				1111111111	undefined
		First Test4 First Test4	testing4@mel.com				1111111111	undefined
	Mr	Abraham Methodi	amethodi@gov.bw	Male	Acting Deputy Director	Ministry of Tertiary Education, Research, Science and Technology		Botswana
	Mr	Alick Manda	amanda@ncst.mw	Male	Head of Planning	National Commission for Science and Technology	+265888318047	Malawi
	Dr	Aminata Kabore	kab.amina@yahoo.fr	Female		Le fonds National pour la Recherche et de l'Innovation pour le Developpement - FONRID		Burkina Faso

The coordinator portal has a left navigation pane with several links to various pages. Below is the navigation pane:



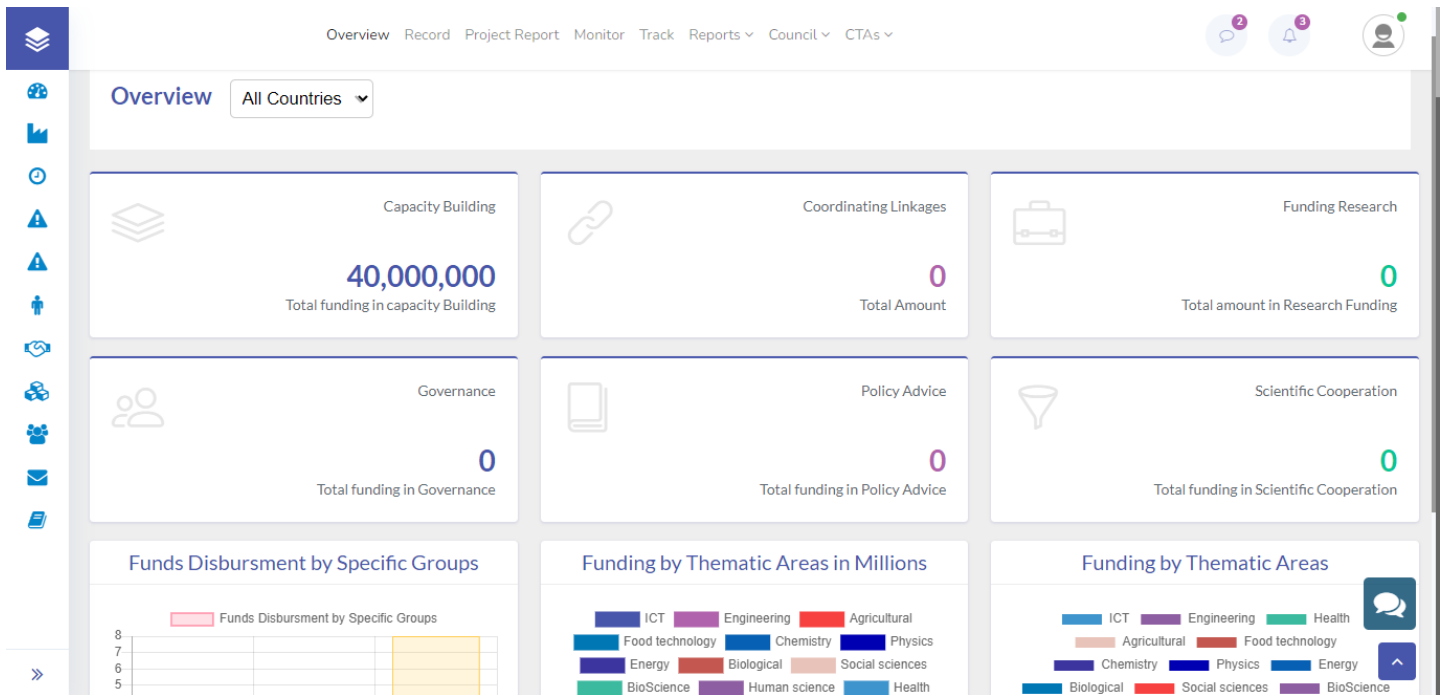
4.2.2 Features of the Coordinator Portal

Homepage

The homepage of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above.

Dashboard

The dashboard of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above. However instead of displaying statistics of the entire system, it only displays that of the respective country. The insights are also customized to displays the number of users in the respective country. Below is the diagram of the dashboard.



Profile

The homepage of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above.

Users

The homepage of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above. However, it displays only the users in the respective country as opposed to that of all the member countries.

Data Entry

This segment of the portal enables the coordinator to fill questionnaires and view the ones he/she has filled in the past.

Below is the screenshot of the data entry screen and a sample filled questionnaire.

Messages

The Messages section of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above.

Groups

This is the seventh link in the admin portal. It enables the coordinator to create group, join groups, monitor activities happening in a group and participate in forums within the group.

Below is a snapshot of the webpage:

Forums

This segment enables the coordinator to create and participate in discussion forums. Below is the screenshot:

Remote Monitoring

This section enables the coordinator to view scheduled remote monitoring activities, give feedback on those activities and take part in new ones.

The two diagrams below show the remote monitoring page.

4.3 Normal User Portal

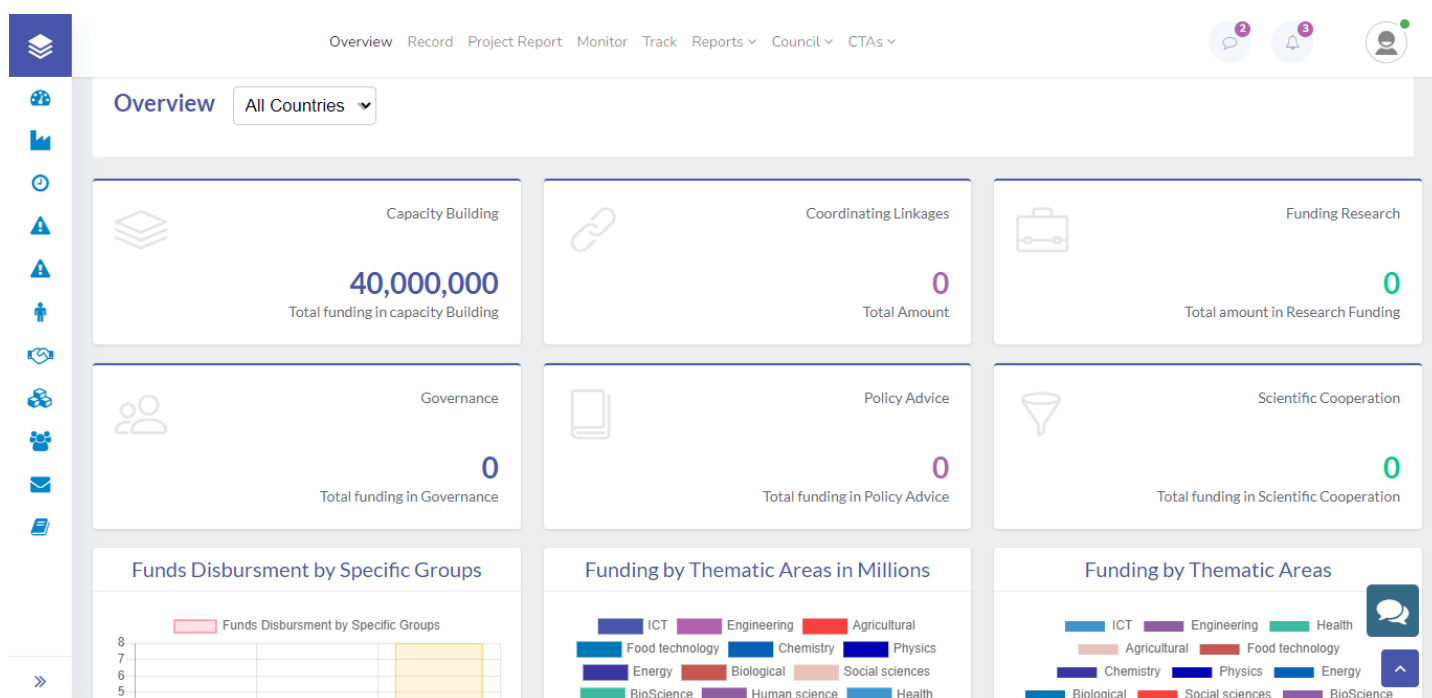
4.3.1 Introduction

The normal user is anyone who creates an account via the registration page.

Dashboard

The dashboard of the user's portal is similar to the two above. However, they have limited functionality in that the insights they can see are only the number of users, unread messages and notifications. For the statistics, they are able to see only the funds disbursement in specific groups in their country.

Below is the screenshot.



Profile

The profile section of the user's portal is similar to that in chapter 4.1 above.

Users

The users section of the user's portal is similar to that in chapter 4.1 above. However, the normal user has no privilege of disabling another user's account.

Messages

The messages section of the user's portal is similar to that in chapter 4.1 above.

Forums

The forums section of the user's portal is similar to that in chapter 4.2 above.

8. Frequently Asked Questions

- a) My reset password link has taken long to arrive in my inbox.
 - a. Check you spam folder or contact web administrator.