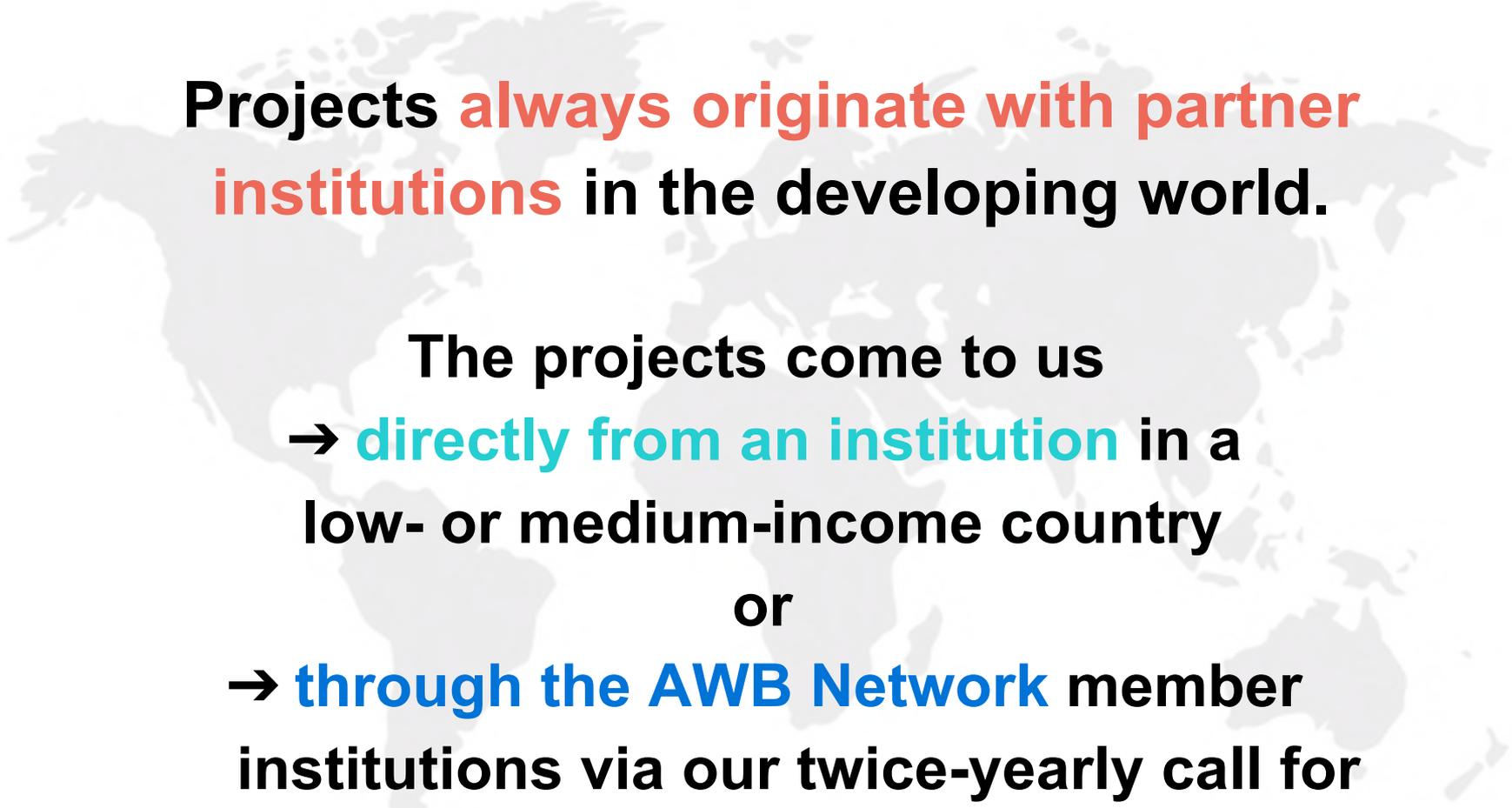




AWB | USF

Academics Without Borders
Universitaires sans frontières

**AN AWB PROJECT
FROM PROPOSAL TO FINAL REPORT**



Projects always originate with partner institutions in the developing world.

The projects come to us

→ directly from an institution in a low- or medium-income country

or

→ through the AWB Network member institutions via our twice-yearly call for project proposals

Team members responsible for project implementation and their roles

Corrie Young - Project Management

Catherine Cripps, Volunteer Coordination & Admin.

Richard King, Finance

Virginia Frondoza, Accountant

Greg Moran, Project Approval

Mindy Gordon, Communications

from Noun Project

A sample project

Strategic planning for a new university: The University of Saint Joseph Mbarara

MBARARA, UGANDA



1. Project Proposal Development & Approval

May 16, 2018 - **Project submitted** by Dr. Rogers Bariyo, Quality Assurance Officer at the University of Saint Joseph Mbarara, following an introduction by a volunteer and phone conversation

Corrie began a back and forth to **refine the project**

Corrie developed a **budget** for the project

August 22, 2018 - Greg **approved** the project proposal and budget

April 2, 2019 - Corrie sent a **memorandum of understanding** to Fr. Dr. Deus Kare mire, Vice Chancellor at the university

April 8, 2019 - **MoU signed**

Created by I Putu Kharismayadi

from Now Project

1. Continued...

Corrie finalized the code ([2018-9-UGA](#)) and title of the project ([Strategic Planning in a New University](#))

Corrie entered information into the various locations in [Google Drive](#), to be maintained and updated with Catherine's assistance*

Corrie liaised with Richard about the [project finances](#) and he contacted Virginia to ensure correct tracking in QuickBooks

Catherine created an [overview document](#) for use in communications for funders and media

*Note that from this point on all documentation about the project was filed in the AWB Team Drive project folder under the code for the project, 2018-9-UGA

2. Volunteer Recruitment

Corrie developed a [volunteer job posting](#) and passed it on to Mindy who sent it for [translation](#) into French

September 6, 2018 - Using MailChimp, Mindy sent the [posting to our Network member contacts](#) with a one-month deadline

October 6, 2018 - Using MailChimp, Mindy sent the [posting to our complete mailing list](#) with a one-month deadline

Corrie compiled the [applications](#), created a shortlist of 4 suitable candidates, contacted their references, interviewed them, and then sent the list to the USJM to make their choice

Created by Adrien Coquet
from Noun Project

[Dr. Joy Mighty](#) of Carleton University was chosen as the volunteer

3. Volunteer Orientation

Catherine sent Joy:

- ✓ Volunteer Orientation Handbook
 - Includes details about medical and security insurance, BSAFE* and Criminal Record Check requirements, expectations of volunteers
 - *BSAFE is the UN's online security awareness training
- ✓ Volunteer Expense Claim Form
- ✓ Volunteer Information Form
- ✓ Privacy & Liability Waiver Forms
- ✓ AWB's Prohibition of Discrimination Harassment and Sexual Harassment Policy
- ✓ A travel brief on Uganda provided by our travel risk service provider
- ✓ General and site-specific orientation information received from the university
- ✓ Details about vaccination & visa requirements for Uganda, including how to obtain a visa



Joy Mighty

Corrie and Joy had a conversation to answer Joy's questions about all the information she was sent

4. Volunteer Paperwork

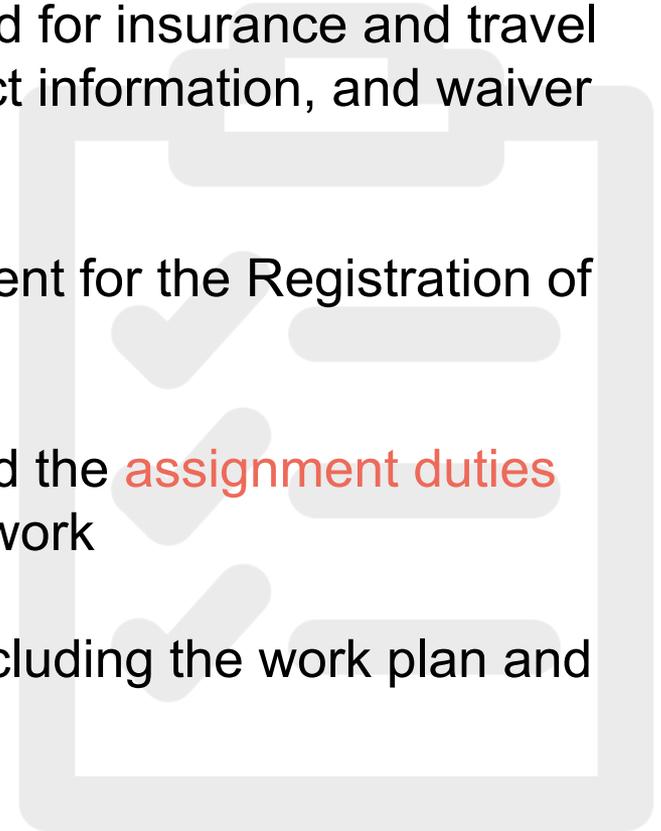
Joy **submitted all the documentation** needed for insurance and travel arrangements purposes, emergency contact information, and waiver forms

Joy **registered** with the Canadian Government for the Registration of Canadians Abroad

With the university and Joy, Corrie compiled the **assignment duties** (work plan), including the evaluation framework

Corrie drafted the **Volunteer Agreement**, including the work plan and evaluation framework and sent it to Joy

April 3, 2019 - Joy **signed** the agreement



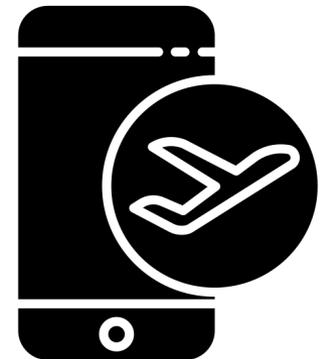
Created by hans draiman
from Noun Project

5. Volunteer Travel Arrangements & Documentation

January 2019 - Working with Joy and Grace Fowler of House of Travel, Corrie made [airline travel arrangements](#) for Joy's site visit from April 6 to May 5, 2019

Catherine compiled all the [emergency documents](#) for both AWB's records and for the University of Saint Joseph Mbarara and created the [Emergency Wallet Card](#) for Joy

Note that, if a volunteer has a pre-existing medical condition, they purchase medical insurance and we reimburse this cost. Also we reimburse costs if a volunteer wishes to book their own flight, but we prefer that they use our travel agent.



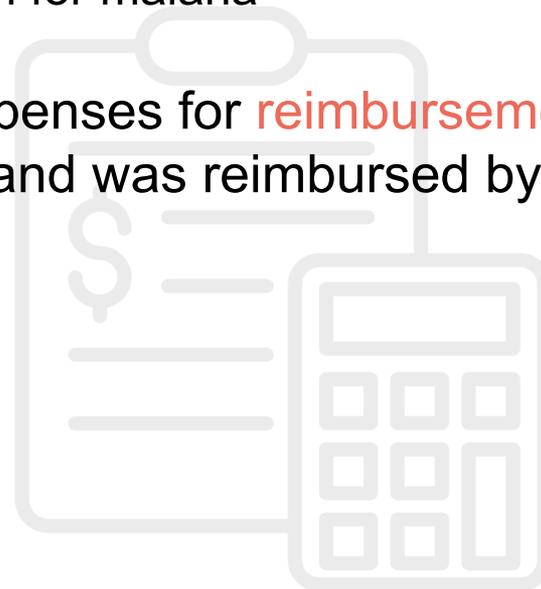
Created by Icongeek26
from Noun Project

6. Volunteer Expenses

Corrie created the **budget** for the project, estimated at \$3338, taking into account that **the university covered housing and local transportation** in Uganda

- ✓ Flight & Travel insurance
- ✓ Meals during travel
- ✓ Taxis in transit
- ✓ Vaccinations
- ✓ Malarone medication for malaria

Joy submitted her expenses for **reimbursement** upon her return to Ottawa in May 2019 and was reimbursed by Richard



7. Volunteer Reporting & Follow-ups

April 7 to May 4, 2019 - Corrie **maintained contact** with Joy and the university contacts throughout the site visit

June 19, 2019 - Greg received a glowing **letter of appreciation** from Fr. Dr. Deus Kare mire, Vice Chancellor, University of Saint Joseph Mbarara

July 30, 2019 - Joy **submitted the final report** and Greg sent it to our contacts at USJM



Joy Mighty, Academic Registrar, & Vice Chancellor

7. Continued...

August 2019 - The report was turned into [shorter articles](#) by a writer we hired on contract to create them for use on our website and in reports to funders and others

September 2019 - [Assessment surveys](#) were sent to Joy and the contacts at University of Saint Joseph Mbarara.

October 2019 - Joy and Carleton University created a wonderful [video](#) (posted on our website) where Joy talks candidly about her experience as an AWB volunteer

Building a better world.