

UNIVERSITY OF GHANA



OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

UNIVERSITY OF GHANA RESEARCH FUND

5TH CALL FOR PROPOSALS

THIS DOCUMENT MUST BE TYPED!! Please take note that hand written applications shall not be considered

PLEASE INDICATE TYPE OF GRANT APPLICATION BY TICKING THE APPROPRIATE BOX:

1. SEED FUNDING (UP TO GHC 5,000)	
2. INVESTIGATOR-LED GRANTS (UP TO GHC 30,000)	
3. LARGE MULTI-DISCIPLINARY GRANT (UP TO GHC 100,000)	

LEAD FACULTY AND DEPARTMENT:

COLLABORATING FACULTIES AND DEPARTMENTS:

NAME OF PROJECT PI/ CONTACT PERSON/ COORDINATOR (PLEASE CIRCLE AS APPROPRIATE):

APPLICATION DEADLINE: 5PM ON FRIDAY MARCH 30, 2012

Electronic copy of application and all accompanying documents to be submitted as a single PDF file to proposalsubmission@ug.edu.gh by the deadline indicated above. One original hard copy also to be submitted to the Office of the Pro Vice-Chancellor (RID) on the ground floor of the LECIAD Building addressed to:

THE RESEARCH ADMINISTRATOR, OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT, GROUND FLOOR LECIAD BUILDING, UNIVERSITY OF GHANA, LEGON



UNIVERSITY OF GHANA RESEARCH FUND
managed by the
OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

5TH CALL FOR PROPOSALS
PROPOSAL SUBMISSION CHECKLIST

To be completed by Principal Investigator (PI) and attached to application form

- PLEASE CHECK (v) TO CONFIRM THAT DOCUMENT DESCRIBED IS ATTACHED

Application form signed by Principal Investigator and endorsed (with signature and stamp) by Head of Department and Provost/ Dean of College or Faculty.	
Abridged CV of PI (3 pages max.)	
Completed Ethical Review and Research Assurance Form	
*Proposal does not exceed 17 pages	
Proposal prepared using Times New Roman (Font Size 10) and is single spaced	

*Please see proposal page length guide below

- PROPOSAL PAGE LENGTH GUIDE

SECTION	MAXIMUM PAGE LENGTH
Title page	1
Proposal Summary	1
Problem Statement	2
Detailed Project Description	6
Budget statement (including budget justification)	1
Full budget table	1
Summary of PIs experience	1
Abridged CV of PI	3
Ethical Review and Research Assurance Form	1
TOTAL NUMBER OF PAGES	17

UNIVERSITY OF GHANA



UG RESEARCH FUND

APPLICATION FORM FOR 5TH CALL FOR PROPOSALS

THIS DOCUMENT MUST BE TYPED!! Please take note that hand written applications shall not be considered

Project Title:			
Faculty:		Department:	
Total Budget Requested:			
<i>Principal Investigator (PI) Information:</i>			
Name:			
Email Address(es):		Cell Phone No:	Office Phone:
Years of Service with UG:		Position:	
<i>Collaborator Information:</i>			
Name	Department	Email	Telephone no.
1.			
2.			
3.			
4.			
5.			
<i>Signatures:</i>			
Principal Investigator's signature:			Date:
Head of Department's signature:		Seal/Stamp:	Date:
Faculty Dean's signature:		Seal/Stamp:	Date:

For official use only

Date received:	Seal/Stamp:
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2. SUMMARY (Max. 1 page)

Brief statement of the project, including what it proposes to do what it seeks to achieve and the total funds needed. (Maximum 1 page)

3. PROBLEM STATEMENT (Max. 2 pages)

Briefly state how important your project is and why it should be funded, in relation to other works done or proposed in this area. Show how it will contribute to the attainment of UGs mission, state opportunities for post-graduate training, show contribution to development issues in Ghana (Maximum 2 pages)

4. DETAILED PROJECT DESCRIPTION (Max. 6 pages)**a) Goals****b) Objectives**

c) Specific Activities to achieve the objectives indicated above**d) Methodology**

Give a brief description of methods including why a particular method was selected, provide details of equipment/ resources needed and how these would be sourced

e) Expected Outputs/ Deliverables

State expected outputs/ deliverables

f) Work plan and Implementation Plan

Provide a work and implementation plan showing when each activity will be delivered

g) Administrative/ Management Arrangements

Give details of administrative / management arrangements which would be put in place to ensure successful project delivery

h) Monitoring and Evaluation

Statement for monitoring and evaluation of the project

5. BUDGET STATEMENT (Max. 1 page)

State total budget required, complete summary table below covering main budget lines, and provide justification for key budget items

a) Summary budget table

Budget item	Yr 1 (GHS)	Yr 2 (GHS)	Total (GHS)
1. Project personnel			
2. Equipment			
3. Consumables			
4. Field Costs			
5. Local Travel			
6. External/ International Travel			
7. Dissemination (including publications)			
8. Office & Administrative Expenditure			
9. Contingency (5%)			
GRAND TOTAL			

b) Justification of key budget lines (as indicated above)

1. Project personnel:
2. Equipment:
3. Consumables:
4. Field Costs:
5. Local Travel:
6. External/ International Travel:
7. Dissemination (including publications):
8. Office & Administrative Expenditure:
9. Contingency (5%):

APPENDIX 1: FULL BUDGET TABLE (Max. 1 page)

OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT							
BUDGET TEMPLATE FOR UNIVERSITY OF GHANA RESEARCH GRANTS							
BUDGET ITEM	Unit Cost	Units	Year 1		Year 2		TOTAL COST
			No. of units	Cost	No. of units	Cost	
1. Project Personnel							
Research Assistants							
Graduate Assistants							
Teaching Assistants							
Laboratory support staff							
Students							
Pls. add on as many rows as needed							
2. Equipment* (please itemize all equipment needed)							
Computers etc.							
Pls. add on as many rows as needed							
3. Other Research Costs (Consumables)							
e.g. Laboratory reagents etc							
Pls add on as many rows as needed							
4. Field Costs							
e.g Data Collection							
5. Travel (Local)							
6. Travel (International)							
7. Dissemination (including publications)							
8. Office and Administrative Expenditure							
9. Contingency (5 percent)							
10. Please add on as needed... ..							
GRAND TOTAL							

APPENDIX 2: INFORMATION ON INVESTIGATOR (s) (Max. 1 page for sum. of PI(s) experience & 3 pages for abridged CV)

a) SUMMARY OF PI(s) EXPERIENCE

Provide a summary of the PI's experience and expertise that show that he/she can deliver the project successfully. Max. 1 page

b) Abridged CV of PI

Please attach an abridged CV of not more than 3 pages as part of Appendix 2.

APPENDIX 3: RESEARCH ASSURANCE

University of Ghana Research Fund
Ethical Review and Research Assurance Form

Please take note that proposals which are not accompanied by this form shall not be considered

I. Ethical Review

Please indicate in the corresponding box if any of the following are involved in the research:

- Human Subjects ☐
- Animal Subjects ☐ (Please specify) _____
- Radioactive Material ☐ (Please specify) _____
- Potential Biological Hazards ☐
- Hazardous Chemicals ☐

Have you obtained the required ethical clearance to enable you conduct the research?

Yes

No

If the answer to the above question is No, please give an indication of when you expect to receive the required ethical clearance _____

II. Research Assurance

"I _____ (Please insert name of PI) of the

Department/ School/ Institute _____

of the University of Ghana, agree to accept responsibility for the scientific, ethical and technical conduct of the research proposal above. I shall provide a regular progress report if a grant is awarded as a result of this application in accordance with the rules and regulations of the grant.

I further declare that I shall be at post during the period when this research grant is operating. I understand that the University may apply any sanctions against me should I abandon this project without submitting appropriate accounts and reports".

Signature: _____

Date: _____

III. Endorsement by Head of Department

I _____ (Please insert name of Head of Department) confirm my support for this proposal and give assurance that the Principal Investigator will remain at post during the period in which the research grant is operating.

Signature: _____

Date: _____