



UNIVERSITY OF GHANA
OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT (ORID)

CONFERENCE GRANT
APPLICATION FORM

(Please complete this form and attach to your main application)

- All applications must be routed through the relevant Head of Department and Faculty Dean, and should be supported by the relevant documents and invoices (where applicable)
- All applications should be submitted at least 90 days prior to proposed travel date. Late applications shall not be considered.

I. PERSONAL INFORMATION

(Please write legibly to prevent misspelling)

Surname:		First name(s):		Title:	
Department:		College/Faculty/School:			
Position:		Years of service with the university:			
Phone (office ext.):		Cell phone:			
E-mail:		Fax:			

*please provide an e-mail address that is active, as some important information may be communicated via e-mail.

II. CONFERENCE DETAILS

- a. Indicate the purpose for which you are applying for this grant
 - i. Attend a conference ☐
 - ii. Attend Workshop/Training ☐
 - iii. Organise Conference ☐
 - iv. Other (please specify): _____
- b. Where is the conference being held? _____
 (Venue, City & Country)
- c. Duration (including dates): _____
- d. What is the title of the conference/workshop/seminar you will be attending or organising?

- e. What is the theme of the conference/workshop/seminar you will be attending or organising?

- f. Will you be presenting a paper, leading a panel discussion or playing any major role?
 Yes ☐ No ☐
- g. Has your proposal/abstract etc. been accepted?
 Yes ☐ No ☐

If your responses to (e) and (f) are yes, give details of your participation (e.g. Title of paper to be presented and attach a copy of abstract)

h. Indicate proposed dates for travel: _____

III. FUNDING

a. Estimated Total Travel Cost: _____
(provide a breakdown of the total budget on a separate sheet of paper and attach to this form, and where available, add invoices)

b. How much support are you requesting from the University of Ghana?

c. Are you receiving funding from any other source?

Yes ☐

No ☐

If yes, please provide details of source(s) and amounts

(Please provide relevant documents as proof of sponsorship from other sources)

d. Have you ever received any conference grant from the University of Ghana?

Yes ☐

No ☐

If yes, please provide conference title, dates and amounts received:

e. Have any publications/collaborative research initiatives resulted from your participation in the above conferences?

Yes ☐

No ☐

If yes, please provide details:

f. Have you attracted any research funding to the university within the last 5 years?

Yes ☐

No ☐

If yes, please provide details:

IV. ENDORSEMENTS

a. Applicant's Signature: _____ Date: _____

b. Head of Department's Comments:

Name: _____ Signature: _____

Date: _____

c. Comments and Decision of Faculty Board/Review Team:

Dean's Signature & Seal: _____ Date: _____

Name: _____

FOR OFFICIAL USE ONLY

Recommendation/Comments:

Date: _____

Decision:

Date: _____