



University of Ghana
Research Grants Proposal Format*

Section	Content	Max. Page Length
1. Title Page	<ul style="list-style-type: none"> • Project Title • Faculty and Department forwarding the proposal • Collaborating Faculties (if any) • Name and contact details of Principal Investigator (PI) • Name and contact details of other collaborators • Signatures (PI, Head of Department, Dean of Faculty) • Date of submission 	1 page
2. Summary	Brief Statement of the project, including what it proposes to do, what it seeks to achieve, total funds needed, and investigator(s) ability to deliver the project	1 page
3. Problem Statement	Briefly state how important your project is and should be funded, in relation to other works done/ proposed in this area, show how it will contribute to the attainment of University of Ghana's Mission, state opportunities for post-graduate training, show contribution to development issues in Ghana.	2 pages
4. Detailed Project Description	<ul style="list-style-type: none"> • Should include a statement of goal, objectives, and specific activities that will be undertaken to achieve the objectives • Brief description of methods including why a particular method is selected, provide details of equipment/ resources needed and how these will be sourced • Provide a work-plan and an implementation plan showing when each activity will be delivered • Provide any administrative/ management arrangements needed to ensure successful project delivery and a statement for monitoring/ evaluation 	4 pages
5. Budget	State Total Budget required and provide a summary table covering main budget lines. Provide a full cost budget as an Appendix 1.	1 page
6. Information on Investigator (s)	Provide summary of the principal investigator(s) experiences and expertise that show that he/ she can deliver the project. Provide fuller CV(s) no more than 3pp each as Appendix 2	1 page
7. Ethical Review and Assurance	Please complete the Ethical Review and Assurance Form (Form UG-SRGS-RF/ERA/11-08) and attach to your proposal	1 page

*** Note Carefully**

- Use either Times New Roman 12 or Arial 10 Font.
- Document should be Single Spaced with 2.5 cm margins all round.
- Proposals which do not follow the format given will not be considered.



**University of Ghana Research Fund
Ethical Review and Research Assurance**

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 ☐

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 take any sanctions against me should I abandon this project without submitting appropriate accounts and reports".

Name:

Signature:

Date:

For Official Use Only

Decision of Research Committee

.....
.....
.....

Date: _____