



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

**CONFERENCE GRANT**  
**REPORT FORM**

Reports are to be submitted **WITHIN 1 MONTH OF RETURN from the meeting**, through the Head of Department with a copy to the Faculty Dean

**IMPORTANT!!! THIS REPORT MUST BE TYPED**

Before you submit this report, please check that you have attached the following:

- i. Air ticket stub/ Boarding Pass/ Flight Itinerary
- ii. Copy of paper(s) presented, reviewed, critiqued or chaired

**1. GENERAL INFORMATION**

<b>Name:</b>			
<b>Department:</b>		<b>Faculty:</b>	
<b>Grant Amount:</b>			
<b>Title/ Type of Conference, seminar etc.:</b>			
<b>Theme:</b>			
<b>Dates:</b>			

**2. DESCRIPTION OF MEETING**

*(Please outline briefly a general description or trend of the conference; specifically outlining your degree of participation)*

**3. DETAILS OF PAPER(S) PRESENTED**

*Please insert abstract(s) of paper(s) presented in this space and attach copy(s) of papers presented or reviewed, critiqued or chaired. Give an indication of where these papers can be consulted if not readily available.*

**4. ASSESSMENT OF CONFERENCE**

Briefly outline the benefit of the conference and how it will impact on your work

**5. ANY OTHER COMMENTS:**

Grant Recipient's signature: ..... Date: .....

HOD's signature: ..... Date: .....

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*For Official Use Only*

Date Due:

Date Received:

Grant close date: