CALL FOR APPLICATIONS FOR CONFERENCE GRANTS
(2019/2020, QUARTER 4)

Applications are invited for the fourth (4th) quarter of the 2019/2020 academic year for grants to support senior members to attend or organise conferences taking place in May, June and July 2020. The conference grant scheme provides support to staff whose research outcomes/activities advance knowledge in their field of study and enhances UG’s image on a global scale.

Grants will be awarded on the basis of applicants’ ability to convincingly demonstrate:

i. Impact of the conference on a specific and measurable area of their current work portfolio. The nature of the conference should be scientific for academics and directly consistent with the applicant’s professional obligations at UG.

ii. Potential for creation of collaborations and the forging of long-term relationships between applicant and partner organizations or individuals;

iii. How the conference or attendance will contribute to attracting funding to UG to further the goals of the conference in the future;

iv. How the conference will enhance the individual or department’s capacity to contribute meaningfully to advancing UG’s research mission.

v. The extent to which the applicant will be able to source for counterpart funding

HOW TO APPLY

Applicants are strongly encouraged to read the attached “Conference Grant Application, Submission and Approval Guides” BEFORE starting their application.

- Applications must be submitted online via the UG-InfoEd Grant Management System available at http://grant.ug.edu.gh/. Applicants may access the site by entering their UG username e.g. sakoto (i.e. email address without the domain name @ug.edu.gh) and active directory password to login.

- Selecting the right grant type (i.e. Conference Grant) will give you access to the appropriate grant application form.

- Please note that the application requires approval as per the conference grant approval matrix (attached). All applications must therefore be routed in the system to the relevant approver for approval and onward submission to the Conference Grant Scheme. Unfortunately, we are unable to consider applications without the requisite approval.

- Paper applications are not accepted, and incomplete applications will be automatically deleted from the online application system after the deadline.

- APPLICATION DEADLINE:
  - Deadline for completing the online application (including endorsement from HoD/Dean/DirectorProvost): 5:00pm on Tuesday 31st March, 2020.
INFORMATION SESSION
An information session will be organized at the ORID Conference Room on Thursday, 12th March, 2020 at 10.00am. All interested applicants are strongly encouraged to attend.

ASSESSMENT AND AWARD:
Applications will be assessed based on the following:

- Rank
- Years of service at UG
- Status of service (i.e. active - not on study leave/ leave of absence/ sabbatical), post-retirement
- Role at the conference
- Whether applicant is/ is not a previous beneficiary of the grant
- Demonstration of additional funding
- Research funding attracted to the University
- Documentation provided

Grants to be awarded under this Call shall not exceed the following ceilings:

i  • US$1,500 (GHC7,931) at the UG prevailing rate at the time of this Call) for conference attendance

ii • Up to GHC 10,000 for conference organization.

ENQUIRIES
Login or application submission difficulties should be reported using the following link: https://docs.google.com/forms/d/e/1FAIpQLSdENSSWZrOcNDg8H7PBXk6e45UfvTvnx9wSH3fc2N8SoPUJA/viewform

Other enquiries may be addressed by e-mail to cgrant@ug.edu.gh or via phone 0302 940532, or IP:1040//2722/1027.