

UNIVERSITY OF GHANA



OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT (ORID)



UNIVERSITY OF GHANA CONFERENCE GRANT

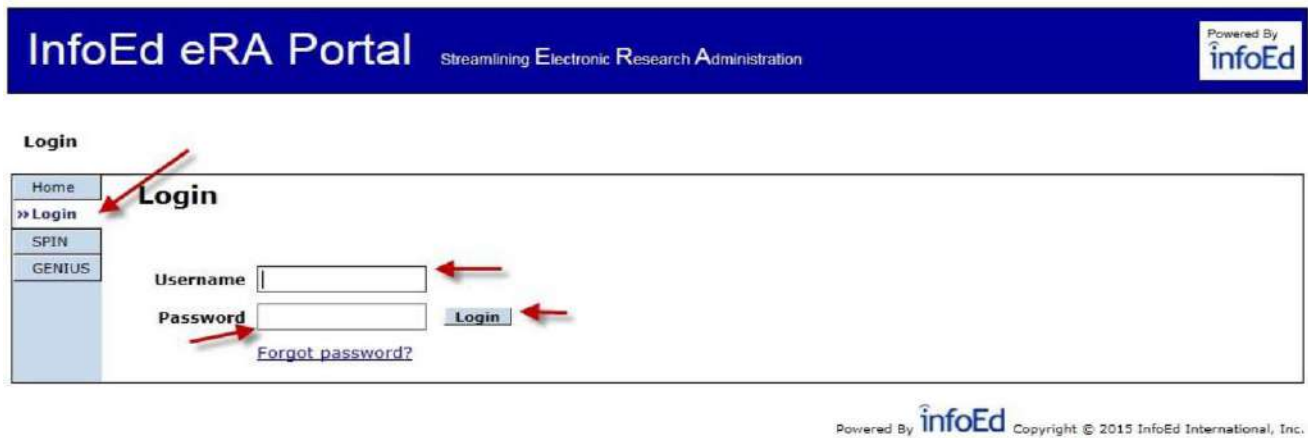
User Guide for Applicants



Application Submission Process

Step 1: Login Process

1. Enter <http://grant.ug.edu.gh/> in your browser
 - a. Click on Login
 - b. Enter your UG Username (without @ ug.edu.gh) and active directory Password
 - c. Click Login



InfoEd eRA Portal Streamlining Electronic Research Administration

Powered By infoEd

Login

Home
 >> Login
 SPIN
 GENIUS

Username

Password

[Forgot password?](#)

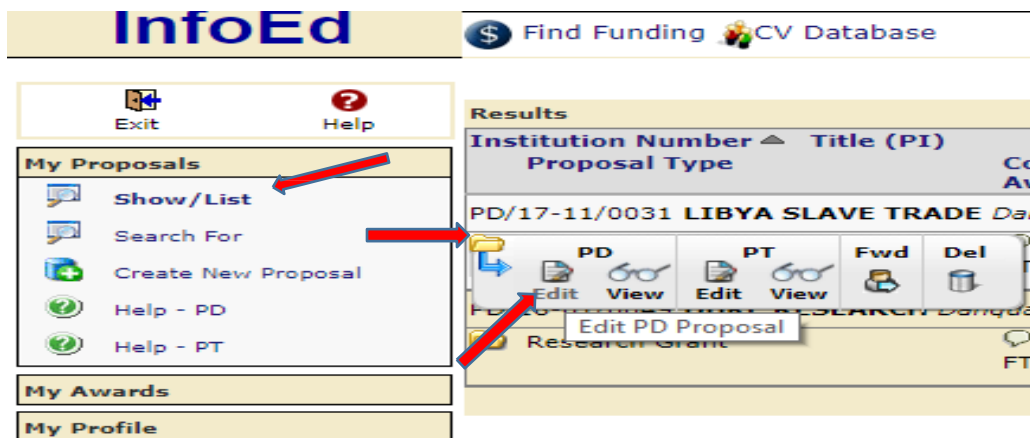
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Step 2: Initiating an Application

1. Upon logging in, a Profile Screen will appear
2. Click on “My Proposals”
 - a. Click on Create New Proposal



NOTE: If you've already created a proposal and you wish to continue, click on "Show/List" after clicking on "My Proposals" and place your mouse on the yellow folder icon against of the proposal you wish to continue and click EDIT PD Proposal.



3. A welcome screen will be generated.
 - a. Enter the funding name you are applying for e.g **Conference Grant**.
 - b. Choose the appropriate application type by clicking drop down arrow and select Conference grant.
 - c. Enter other details to create an application.
 - d. Click on "Create Proposal".



UNIVERSITY OF GHANA

Welcome

Important: To change the Applicant name below, click in field and enter applicants name

Funding

Important: Enter the funding name you are applying for. e.g. Research Fund

If the External Sponsor you applying for is not on the list, please enter external sponsor and fill in the sponsor details on "Application form"

Important:

For Conference Applications enter "Start and End Date" of Conference

For all other grant applications enter "Start and End Date" of research project.

Start Date: (dd/mm/yyyy)

End Date: (dd/mm/yyyy)

Important: Select the Grant you applying for from the dropdown list below.

Application Type:

Title

Important: For Conference Applications enter "Title of Conference"

For all other applications enter "Title" of research project.

Application Number: This proposal will be automatically numbered.

Note: All information must be completed accurately before clicking on "Create Proposal" at the bottom of the form.



Title of Conference

Grant User - PRO VC (RID) OFFICE (UG Conference Grants)

Proposal

PC/16-11/

» Setup Questions (Step 8)

Setup Questions

Please answer all questions below and click SAVE.

Please Note :

On the next screen please follow Steps carefully to submit your application.

Please refer to the user guide for steps and mandatory instructions.

[Conference Guide](#)

If

you upload any other documentation at this point your application will sent back for re-submission. Only upload documentation within online Conference Grant application form.

Click on "Save and Continue" to proceed.

Budget Setup Information

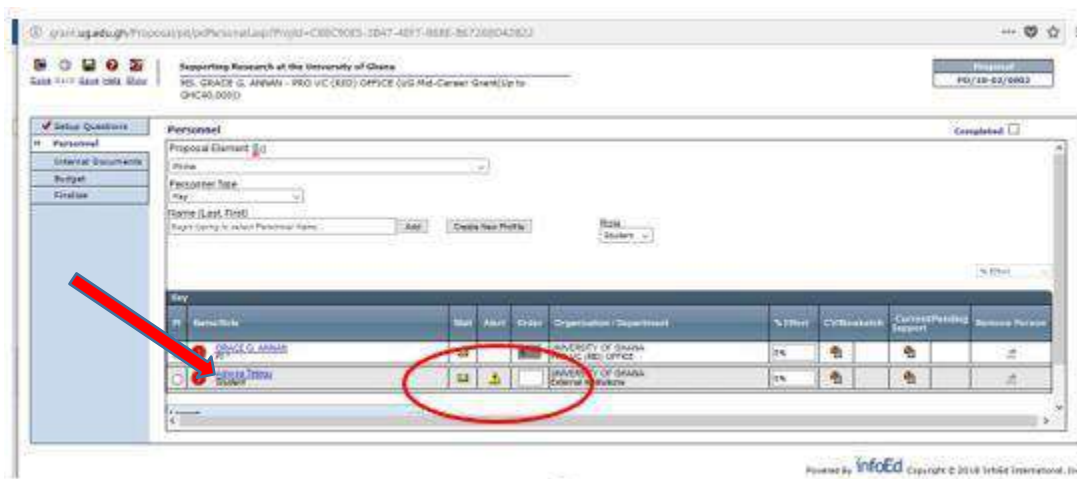
Click on "Save and Continue".

Step 3: Completing the Application

The System has five (5) main tabs on the left side of the page. Each of the tabs must be completed to enable you to submit your application.

1. Personnel Tab:

- a. If ALERT circled appears, you cannot complete the page. Click on Personnel Name to enter missing personnel details



- b. Fill-in the missing details and click on the **Save** button on the right corner to save your detail and close to continue.

Edit Personnel - Google Chrome

Not secure | grant.ug.edu.gh/PTNET2/budget/UI/EditPersonnel.aspx?teid=85F7B7D2-AD30-4667-8577-14DFFB1C3D7C&PropNo=0000000396&TEPersonID=D0...

Contact Information for - [REDACTED]					Save	Close
Salutation Dr	First UG	Middle	Last Grant	Suffix		
Title						
Address P.O. Box LG 25			Degree	Degree Year		
City Accra	State Greater Accra Region	Zip				
County	Country					
Phone 02499999999	Fax	Email uggrant@ug.edu.gh				
Sponsor Credential Other (Specify)						
Proposal Element	Department	Personnel Type	Role	Specified Role		
1 Prime: PD/18-02/0016	UGCS ADMIN	Key	PI			

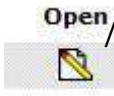
c. Click on **Complete** at the top right corner to complete this stage and then click on **Save** to move on the next tab.

PI	Name/Role	Mail	Alert	Order	Organization / Department	% Effort	CV/Di sketch	Current/Pending Support	Remove Person
1	ANDREWS NARTEH TETTEYWAYO PI		<input checked="" type="checkbox"/>		UNIVERSITY OF GHANA DEAN OF GRADUATE STUDIES	0%			

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2. Internal Documents Tab:

a. Click the “Internal Documents” tab to complete required information. This tab contains the main application form “University of Ghana Grant Application”.

a. Click on  /Edit to open the e-form (Electronic Application Form)

Form/Document Name	Edit	Status	Upload	Remove
University of Ghana Grant Applicant Form_COPY		Incomplete		Mandatory

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b. Confirm the grant category that you are applying for.



- Complete the Grant Application form, upload the required documents at the appropriate sections of the form.
- Click the “Complete check box” at the top right corner of the Form to complete the form.
- Click Completed check box on the Internal Documents page to complete the section.
- Upon completing the section, a red tick will appear by the tab on the left hand side of the page confirming that the section is completed.

Save

Table of Contents

Quest Hist

Form Hist

Print

Complete

UNIVERSITY OF GHANA

OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

GRANT FUNDING

* This is the funding you are applying for.
Conference Grants

PERSONEL INFORMATION

PI	Name	Department	Role	Net Effort
✓	[REDACTED]	UGCS ADMIN	PI	0.000

Title of Applicant:

* Department: UGCS ADMIN

College/Faculty/School: Position:

* Years of service with the UG: Phone (office ext.):

* Cellphone Number: Fax:

* Email Address:

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

CONFERENCE DETAILS

* Select the purpose for which you are applying for this grant:

* Select the purpose for which you are applying for this grant:

* Where is the conference being held? (City and Country):

* Conference Start Date(dd/mm/yyyy): 28-Feb-2018 * Conference End Date(dd/mm/yyyy): 03-Mar-2018

* What is the title of the conference/workshop/seminar you will be attending or organizing?
UG GRANT

What is the theme of the conference/workshop/seminar you will be attending or organizing?

* Have you ever received any conference grant from the University of Ghana? Yes No

* Have any publications/collaborative research initiatives resulted from your participation in the above conferences? Yes No

* Justification for organising or attending the conference:

FUNDING

* Are you receiving funding from any other source? Yes No

* Have you attracted any research funding to the university within the last 5 years? Yes No

ENDORSEMENTS

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.

* Upload Signature Page:

PLEASE NOTE

Check the **COMPLETE BOX** at the top right corner of form when done. To complete application form.



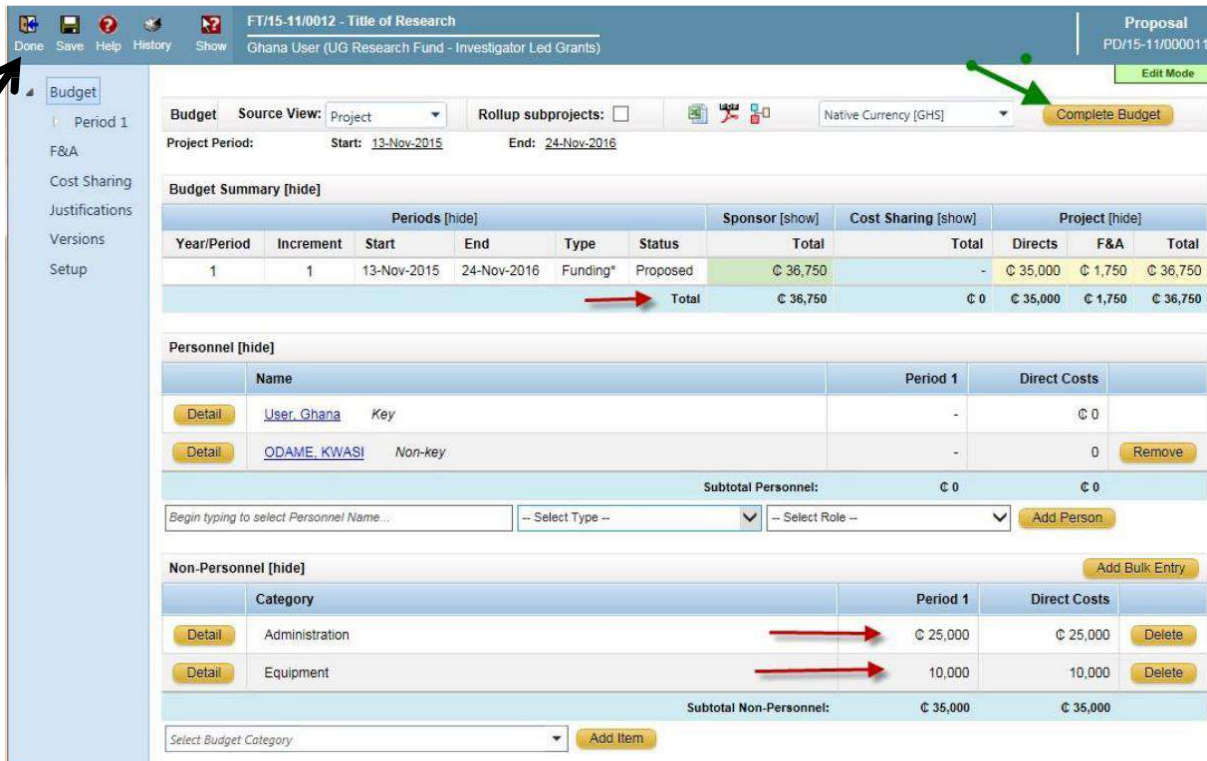
Name	Period 1	Direct Costs
Detail User_Ghana Key	-	€ 0
Detail ODAME_KWASI Non-key	-	0
Subtotal Personnel:		€ 0 € 0
<input type="text" value="Begin typing to select Personnel Name..."/>	-- Select Type --	-- Select Role --
Add Person		
Non-Personnel [hide] Add Bulk Entry		
Category	Period 1	Direct Costs
No records to display.		
Subtotal Non-Personnel:		€ 0 € 0
Administration	Add Item	
Administration		
ADP/Computer Services		
Alteration and Renovations		
Animal Costs		
Consultant Services		
Equipment		
Equipment/Facility Rental/Usage Fees		
General & Administrative		
Human Subject Costs		
Inpatient Costs		
Materials & Supplies		
		Period 1 Total Cost
Total Project Direct Costs:		- €
Project F&A:		-
Total Project Costs:		€ 0 €

- iii. Enter budget details
- iv. Enter Amount
- v. Enter Description
- vi. Click on **Save**
- vii. Click on **Justification** tab to enter budget Justification
- viii. Click on **Save**
- ix. Click on **Save and Close** to close window

Period	Start Date	End Date	Description	Total
1	13-Nov-2015	24-Nov-2016	Research Labour	25,000
Total				€ 25,000

NOTE: To add more budget items , follow steps a-b

- c. Click on **Complete Budget** , after all budget items have been entered
- d. Click on **Done** at the top left corner to close budget screen.



The screenshot shows the budget submission interface. The top navigation bar includes 'Done', 'Save', 'Help', 'History', and 'Show'. The main content area displays the 'Budget' section with a 'Source View' of 'Project' and a 'Project Period' from '13-Nov-2015' to '24-Nov-2016'. The 'Budget Summary' table is as follows:

Year/Period	Increment	Start	End	Type	Status	Sponsor [show]	Cost Sharing [show]	Project [hide]		
						Total	Total	Directs	F&A	Total
1	1	13-Nov-2015	24-Nov-2016	Funding*	Proposed	€ 36,750	-	€ 35,000	€ 1,750	€ 36,750
Total						€ 36,750	€ 0	€ 35,000	€ 1,750	€ 36,750

Below the summary table, there are sections for 'Personnel' and 'Non-Personnel' with their respective details and subtotals. The 'Personnel' section shows 'User_Ghana' (Key) and 'ODAME, KWASI' (Non-key). The 'Non-Personnel' section shows 'Administration' (€ 25,000) and 'Equipment' (€ 10,000).

Budget Justification

- e. Click on **“Justifications”** tab on the left side of the budget page to upload your budget justification document.
 - Navigate file location, select appropriate document and click **Upload**.
- f. Upon adding all budget costs to the budget,
 - Click on **Complete Budget** on the upper right corner of the page.
 - Then click on **Save** and **Done** on the upper left corner of the page.

Note: F&A has been set automatically to cater for 5% contingency

The screenshot shows the 'Justifications' tab selected in the left sidebar. The main content area displays a 'Budget Summary' table with the following data:

Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
Year/Period	Increment	Start	End	Type	Status	Total	Total	Directs	F&A	Total
1	1	31-Jan-2018	31-Jan-2019	Funding*	Proposed	C 1,050	-	C 1,000	C 50	C 1,050
2	2	01-Feb-2019	31-Jan-2020	Funding*	Proposed	1,050	-	1,000	50	1,050
Total						C 2,100	C 0	C 2,000	C 100	C 2,100

Below the budget summary, the 'Personnel' section shows a table with the following data:

Name	Period 1	Period 2	Direct Costs
TETTEYWAYO, ANDREWS PI	C 1,000	C 1,000	C 2,000
Ahazde, Matthew External	-	-	0
Subtotal Personnel:			C 1,000 C 1,000 C 2,000

The screenshot shows the 'Justifications' upload interface. A callout box with the text 'Click here to upload document' points to the upload button (represented by a document icon) in the file selection area.

4. Finalize Tab

- a. Click on Finalize Tab
- b. Click on "Build". This will generate two (2) pdf documents: the grant application and the budget.



Done Back Save Help Show

MALARIA PARASITE

MR. ANDREWS NARTEH TETTEYWAYO - DEAN OF GRADUATE STUDIES (UG Multi-disciplinary Grant(Up to GHCL20,000))

Proposal PD/18-01/0057

Finalize

Build PDF / Form Pages

Form Page	Build	View	Last Built	Built By
SA Budget Detail				
SA Budget Summary				

Warning: Once these pages are built, completion of any of these "Tabs" will require that you re-build these pages.

Assemble Application

Submit for Internal Review

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c. Click on "Build" in the next Window that appears

Done Back Save Help Show

MALARIA PARASITE

MR. ANDREWS NARTEH TETTEYWAYO - DEAN OF GRADUATE STUDIES (UG Multi-disciplinary Grant(Up to GHC120,000))

Proposal PD/18-01/0057

Finalize

Build PDF / Form Pages

Assemble Application

Document	Page Count	Sequence	Page Numbers	Edit
Budget	1	1	1	Build
sa budget summary	1	2	2	
sa budget detail	0	3	3	

This section allows you to assemble the final proposal. All of the necessary components should have been generated from the system into PDF documents or uploaded and converted (if necessary) into PDF documents.

The first step is to indicate which "sequence" you would like the components to be assembled in. A default order has been set, but you may choose a different sequence if you like.

You may also indicate which pages you would like numbers to appear on the bottom of, and what the starting point is for those numbers. If you do not want sections to be numbered, leave the box for that section blank. Page numbers are sequential within a given section.

The "Build" button will construct one composite document based upon the preferences you indicated. Please review this document carefully. This is your final proposal. If there are problems with the proposal, please correct them at this point. Sequencing or page numbering problems may be corrected from this screen. Other problems may require you to visit that section of the proposal and make changes. It will be necessary to 'un-check' the completed sections in order to make changes. You may build the proposal as many times as you need to. Only the final version will be saved.

Submit for Internal Review

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d. Click on “Submit Final Review ” icon

MALARIA PARASITE
MR. ANDREWS NARTEH TETTEYWAYO - DEAN OF GRADUATE STUDIES (UG Multi-disciplinary Grant(Up to GH¢120,000))

Proposal PD/18-01/0057

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Unsubmitted and Submitted. The screen is in **Unsubmitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted. The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Components for Initial Application

Form/Document Name	Edit	Status	Upload	Remove
Assembled Doc <i>Budget detail</i>		Completed		
University of Ghana Grant Applicant Form_COPY		Completed		Mandatory

[Add Institution Forms/Supporting Documents](#)

ROUTING YOUR APPLICATION TO DEAN AND HOD

1. Click on **insert** icon or **Add New Person to Review Path** to add **Dean of your School and your Head of Department**

Proposal PD/18-03/0006 - Mr Duke yaw Danquah "Traffic Control" (Proposal preparation on-going)

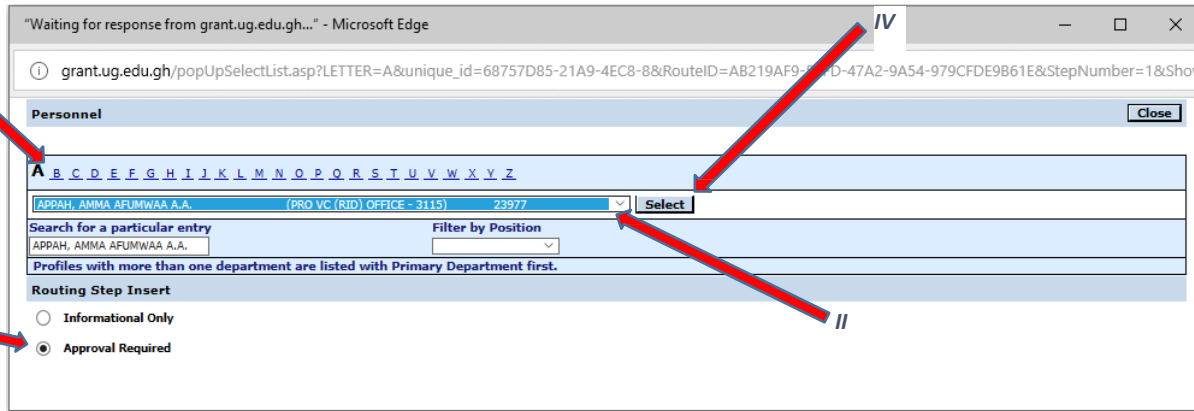
[Refresh Route](#) Route Path - Conference/FDG Route [Add New Person to Review Path](#)

Step 1	Applicant/Dept Notifications	Mr Duke yaw Danquah	
Step 2	ORID Office Review	Anonymous	
	ORID Office Review	Anonymous	
Step 3	ProVC Review	PROF FRANCIS NII AMOO F.N.A. DODOO	

No comments have been recorded yet

2. On this page follow these steps to add the **Dean of your School and your Head of Department**. Please take note that the second approver you select will first have access to the application to approve, so you are advised to select the Dean first followed by the HoD.

- I. Select the first letter of the surname.
- II. Click on the scroll down to drop down the list of names and select the appropriate name.
- III. Select the **Approval Required** option.
- IV. Finally click on the SELECT button.

Personnel Close

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

APPAH, AMMA AFUMWAA A.A. (PRO VC (RID) OFFICE - 3115) 23977 Select

Search for a particular entry Filter by Position

APPAH, AMMA AFUMWAA A.A. ▼

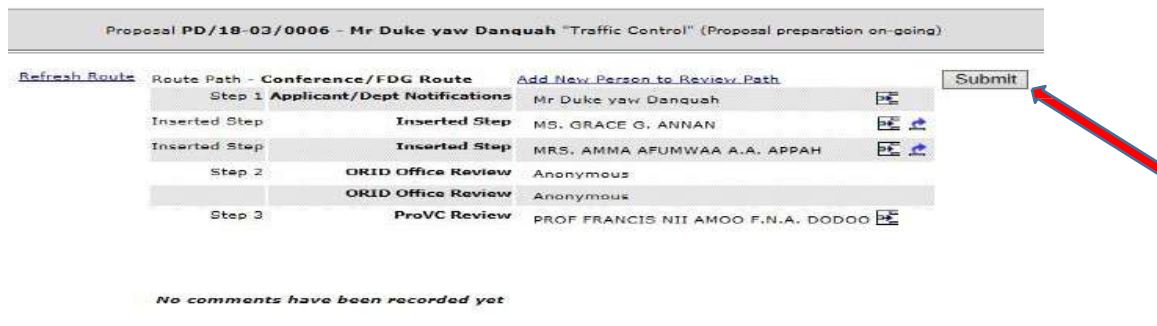
Profiles with more than one department are listed with Primary Department first.

Routing Step Insert

Informational Only

Approval Required

3. After inserting both the **Dean of your School and Head of Department** into the route, click on **Submit** to enable the system to route your application to the HoD and Dean for approval. Please take note that the first approval must be granted to enable the second approver to be able to approve your application. In other words, the two will not have access to the application at the same.



Proposal PD/18-03/0006 - Mr Duke yaw Danquah "Traffic Control" (Proposal preparation on-going)

[Refresh Route](#) Add New Person to Review Path Submit

Route Path - Conference/FDG Route		
Step 1 Applicant/Dept Notifications	Mr Duke yaw Danquah	
Inserted Step	Inserted Step	MS. GRACE G. ANNAN
Inserted Step	Inserted Step	MRS. AMMA AFUMWAA A.A. APPAH
Step 2 ORID Office Review	Anonymous	
ORID Office Review	Anonymous	
Step 3 ProVC Review	PROF FRANCIS NIT AMOO F.N.A. DODOO	

No comments have been recorded yet

4. Click on **Done** at the top left corner to close submission record. Please take note of your proposal code at the top right corner as you will need this to track your application.



Done Back Save Help Show

Ghana User - UNIVERSITY OF GHANA (UG Research Fund - Investigator Led Grants)

Proposal
 PD/15-11/000011

- Setup Questions
- Personnel
- Budget
- Internal Documents
- Finalize**

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

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The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **Under Review**

Components for Initial Application

Form Name	Open Status	Action	Completed Form	Remove
University of Ghana Grant Applications	👍 Completed		N/A	👍 (Mandatory)

[Add Institution Forms/Supporting Documents](#)

Closed Route History


Route Submitted - (by Ghana User at 13-Nov-2015 1:12:48 PM)

UG Research Fund Grants - Final Review

Step Number	Step Name	Who	Notified	Decision
Step 1	PI and Department Admin Notify	Ghana User	13-Nov-2015 1:12:48 PM	Informed -
Comments: none				
Step 1	PI and Department Admin Notify	Post Grad Thesis	13-Nov-2015 1:12:49 PM	Informed -
Comments: none				

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NOTE: PLEASE NOTIFY YOUR DEAN AND HEAD OF DEPARTMENT TO FOLLOW THE PROCESS IN THE GUIDE FOR UNIT HEADS TO ENDORSE YOUR APPLICATION.



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