

**UNIVERSITY OF GHANA**



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



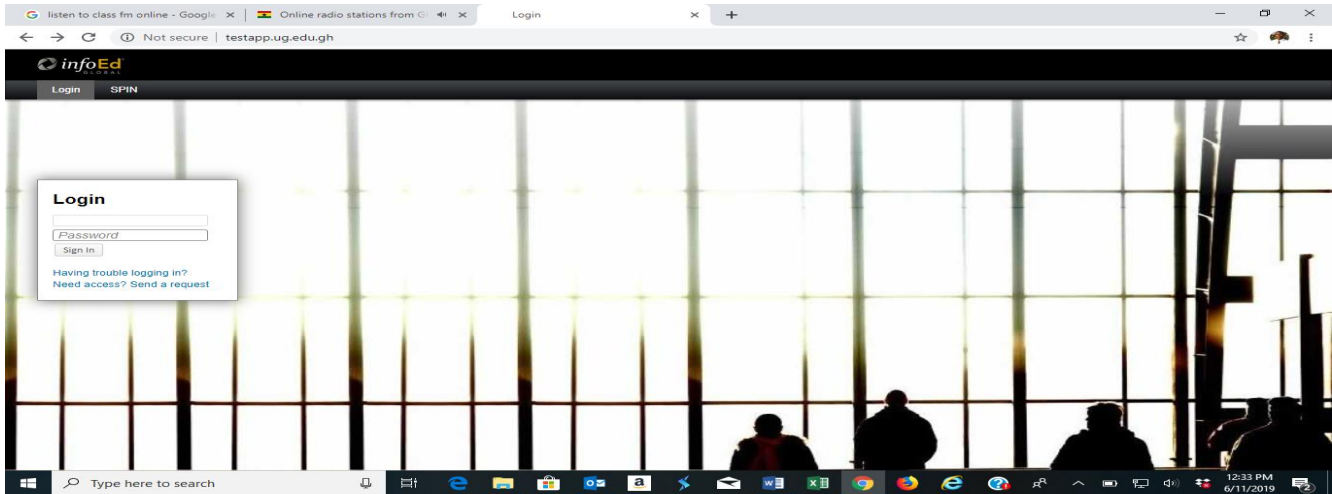
**UNIVERSITY OF GHANA CONFERENCE GRANT**

**User Guide for Applicants**

## Application Submission Process

### Step 1: Login Process

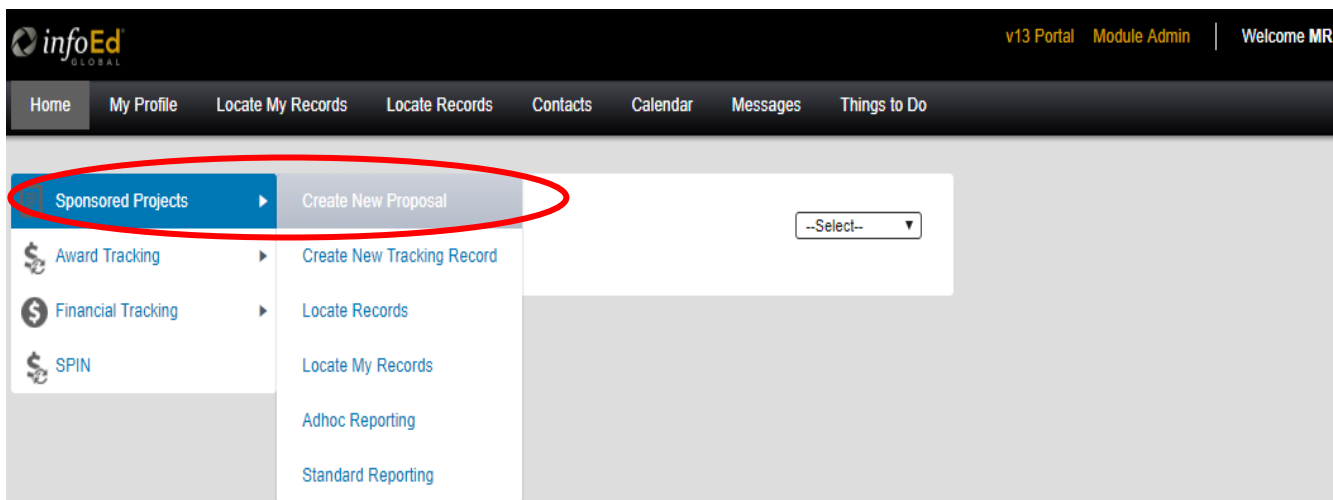
1. Enter <http://grant.ug.edu.gh/> in your browser
  - a. Click on Login
  - b. Enter your UG **Username** (without @ ug.edu.gh) and active directory **Password**
  - c. Click Login



### Step 2: Initiating an Application

Upon logging in, a Profile Screen will appear

1. Click on **Sponsored Projects**  **Create New Proposal**



A welcome screen appears.

- Enter the funding name you are applying for (e.g **Conference Grant**) under **Funding** in the *Sponsor Name* text box.
- Complete the form by providing the other details.
- Click on **Create Proposal** at the bottom of the form.

**Note: All information must be entered accurately before clicking on “Create Proposal”.**

**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.*

At the **Setup Questions** page, click on the drop-down arrow at the **Default Screens** and choose **UG Conference Grant** and click **OK**

Save TRAINING CONFERENCE AT USA  
 MR ANDREWS NARTEH A. N. TETTEYWAYO - DEAN OF GRADUATE STUDIES (Conference Grants)

**Setup Questions**

Please answer all questions below and click SAVE.

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

**Submission Mechanism/Form Information**

Proposal Sponsor Conference Grants [Change](#)

Is this a Flow Through Project?  Yes  No

Please select a Submission Mechanism/Screen Template

Is this a US federal sponsored project?  Yes  No

Has your sponsor given a specific reference for this proposal?  Yes  No

Is this an un-solicited application?  Yes  No

Check the **Completed** *Checkbox* at the top right corner of the next screen.

testing  
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Setup Questions  Completed

**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](#)  
Click on Completed checkbox at the top right corner to proceed.

Save

### Step 3: Application Process

#### 1. Personnel Tab

- Click on the **Personnel** Tab
- Check the **Completed** *Checkbox* at the top right corner

If **ALERT** icon appears under “Alert”, you cannot complete the page. Click on Personnel Name to enter missing personnel details.

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Personnel  Completed  
Edit Mode

Personnel

Add Personnel [hide]

Prime  Proposal Structure

Personnel Type  
Key

Create Profile Name (Last, First)  Role

Save

Key	PI	NAME/ROLE	MAIL	ALERT	ORDER	ORGANIZATION / DEPARTMENT	CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
		ANDREWS NARTEH A. N. TETTEYWAYO PJ *			0	UNIVERSITY OF GHANA DEAN OF GRADUATE STUDIES			

## 2. Internal Documents Tab

- a. Click on **Internal Documents**
- b. Click on the **Edit** icon

Save

testing  
 MR ANDREWS NARTEH TETTEYWAYO - DEAN OF GRADUATE STUDIES (Conference Grants)

Proposal  
 PD/19-06/0017

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

Internal Documents Completed

**Please Note :**

Please upload the required documents when completing the application form.

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form_COPY (Proposal package)		Incomplete		Mandatory

Add Institution Forms/Supporting Documents

- c. Complete the Grant Application form, upload the required documents at the appropriate sections of the form.
- d. Click the **“Complete check box”** at the top right corner of the Form to complete the form.

- Save
- Table of Contents
- Quest Hist
- Form Hist
- Print

Updated By: ANDREWS NARTEH A. N. TETTEYWAYO © 11-Jun-2019 14:59:22 PM

**University of Ghana Grant Applicant Form**  Complete

**GRANT FUNDING**

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

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**PERSONEL INFORMATION**

Applicant Name

PI	Name	Department	Role	Net Effort
✓	TETTEYWAYO, ANDREWS NARTEH A. N.	DEAN OF GRADUATE STUDIES	PI	0.000

\* Department DEAN OF GRADUATE STUDIES

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.

- e. Click **Completed check box** on the Internal Documents page to complete the section
- f. Click on **Budget Tab** to proceed to the budget page

TRAINING CONFERENCE AT USA  
MR ANDREWS NARTEH A. N. TETTEYWAYO - DEAN OF GRADUATE STUDIES (Conference Grants)

Propos PD/19-06/000

Internal Documents Completed

**Please Note:**  
If you upload any other documentation at this point your application will sent back for re-submission. Only upload documentation within online application form.

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form		Incomplete		Mandatory

### 3. Budget Tab

- a. Click **Select Budget Category drop-down** arrow under Non-Personnel to select your budget lines.
- b. Click on **Add Item** to build your budget lines.

Personnel [Hide]

NAME	PERIOD 1	DIRECT COSTS
Detail TETTEYWAYO, ANDREWS PI	-	¢ 0
<b>Subtotal Personnel:</b>		¢ 0

Add New Profile  -- Select Type -- -- Select Role -- Add Person

Non-Personnel [hide]

CATEGORY	PERIOD 1	DIRECT COSTS
No records to display.		
<b>Subtotal Non-Personnel:</b>		¢ 0

Add Item

- ACCOMMODATION
- AIR TICKET
- CONFERENCE REGISTRATION
- COST OF HIRING VENUE(Hosting)
- IN- COUNTRY TRAVEL EXPENSES
- LIVING EXPENSES (PER DIEM)
- MEALS (Hosting)
- MISCELLANEOUS (Hosting)
- PUBLICITY AND ADVERTS (Hosting)

	PERIOD 1	TOTAL COSTS
<b>Total Sponsor Direct Costs:</b>	-	¢ 0
<b>Sponsor F&amp;A:</b>	0	0
<b>Total Sponsor Costs:</b>	¢ 0	¢ 0

- c. Enter the amount under **Unit Cost** and click on **Save and Close**.  
Repeat steps a – c until you are done with all your budget lines.

**Non-Personnel Costs**

Detail Justifications Cost Sharing Show Calculations **Save and Close** Save Close

Costs by "Budget Period" Annual Inflation *Manual Entry* Description AIR TICKET

Object Code 22500 - FOREIGN TRAVEL COSTS Budget Category AIR TICKET

PERIOD	START DATE	END DATE	QTY	UNIT COST	TOTAL
1	15-Jul-2019	19-Jul-2019	1	0	0
Total					¢ 0

- d. Click on **Complete Budget** to complete the budget

Budget Project Period: 15-Jul-2019 to 19-Jul-2019 Source View: Sponsor Rollup subprojects: Not Rollup Proposal Structure Import/Export Native Currency [GHS] **Complete Budget**

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	Sponsor [show] TOTAL	Cost Sharing [show] TOTAL	Project [hide] DIRECTS	F&A	TOTAL
1	1	15-Jul-2019	19-Jul-2019	Funding*	Proposed	¢ 4,891	-	¢ 4,290	¢ 601	¢ 4,891
Total:						¢ 4,891	¢ 0	¢ 4,290	¢ 601	¢ 4,891

Subproject Summary [Show]


Personnel [Hide]

NAME	PERIOD 1	DIRECT COSTS
TETTEWAYO, ANDREWS NARTEH PI	-	¢ 0
Subtotal Personnel:		¢ 0

Add New Profile: *Begin typing to select Personnel Name...* -- Select Type -- -- Select Role -- Add Person

Non-Personnel [hide]

CATEGORY	PERIOD 1	DIRECT COSTS
22500 - FOREIGN TRAVEL COSTS ACCOMMODATION	¢ 1,000	¢ 1,000
22500 - FOREIGN TRAVEL COSTS AIR TICKET	2,000	2,000
22500 - FOREIGN TRAVEL COSTS CONFERENCE REGISTRATION	500	500
22500 - FOREIGN TRAVEL COSTS IN- COUNTRY TRAVEL EXPENSES	100	100
22500 - FOREIGN TRAVEL COSTS MEALS (Hosting)	500	500

- e. Click on  icon at the top left corner and click on **Done** to close the budget window. Please note that to revise your budget you must first click on **Un-complete Budget**.

9-06/0001 - TRAINING CONFERENCE AT USA  
ANDREWS NARTEH A. N. TETTEYWAYO (Conference Grants) Proposal PD/19-06/0001

Project Period: 15-Jul-2019 to 19-Jul-2019 Source View: Sponsor Rollup subprojects: Not Rollup

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show] TOTAL	Cost Sharing [show] TOTAL	Project [hide]		
		START	END					DIRECTS	F&A	TOTAL
1	1	15-Jul-2019	19-Jul-2019	Funding*	Proposed	€ 4,891	-	€ 4,290	€ 601	€ 4,891
<b>Total:</b>						<b>€ 4,891</b>	<b>€ 0</b>	<b>€ 4,290</b>	<b>€ 601</b>	<b>€ 4,891</b>

Subproject Summary [Show]

Personnel [Hide]

NAME	PERIOD 1	DIRECT COSTS
TETTEYWAYO, ANDREWS NARTEH PI	-	€ 0
<b>Subtotal Personnel:</b>		<b>€ 0</b>

Non-Personnel [hide]

CATEGORY	PERIOD 1	DIRECT COSTS
22500 - FOREIGN TRAVEL COSTS ACCOMMODATION	€ 1,000	€ 1,000
22500 - FOREIGN TRAVEL COSTS AIR TICKET	2,000	2,000
22500 - FOREIGN TRAVEL COSTS CONFERENCE REGISTRATION	500	500

#### 4. Finalise Tab

- a. Click on **Finalise Tab**

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Internal Documents Completed

**Please Note:**  
If you upload any other documentation at this point your application will sent back for re-submission. Only upload documentation within online application form.

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form		Incomplete		Mandatory



b. Click on **Build**

TRAINING CONFERENCE AT USA  
MR ANDREWS NARTEH A. N. TETTEYWAYO - DEAN OF GRADUATE STUDIES (Conference Grants)

Proposal  
PD/19-06/0001

- ✓ Setup Questions
- ✓ Personnel
- ✓ Internal Documents
- ✓ Budget
- ▶ Finalize

Finalize

[BUILD PDF / FORM PAGES](#)

Form Page	Build	Last Built	Built By
Budget Page	<input type="button" value="Build"/>		
Personnel Report			

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

[ASSEMBLE APPLICATION](#)

[SUBMIT FOR INTERNAL REVIEW](#)

c. Click on the **Build** again on the next screen.

- ✓ Setup Questions
- ✓ Personnel
- ✓ Internal Documents
- ✓ Budget
- ▶ Finalize

Finalize

[BUILD PDF / FORM PAGES](#)

[ASSEMBLE APPLICATION](#)

Document	Page Count	Sequence	Edit	Build	
Budget	2	1	<input type="button" value="Edit"/>	<input type="button" value="Build"/>	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.
Budget Page	1	2			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.
Personnel Report	1	3			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.

**ROUTING YOUR APPLICATION TO YOUR UNIT HEAD**

d. Click on **Submit Final Review** icon

- ✓ Setup Questions
- ✓ Personnel
- ✓ Internal Documents
- ✓ Budget
- ▶ Finalize

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: Un-submitted and Submitted.


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.

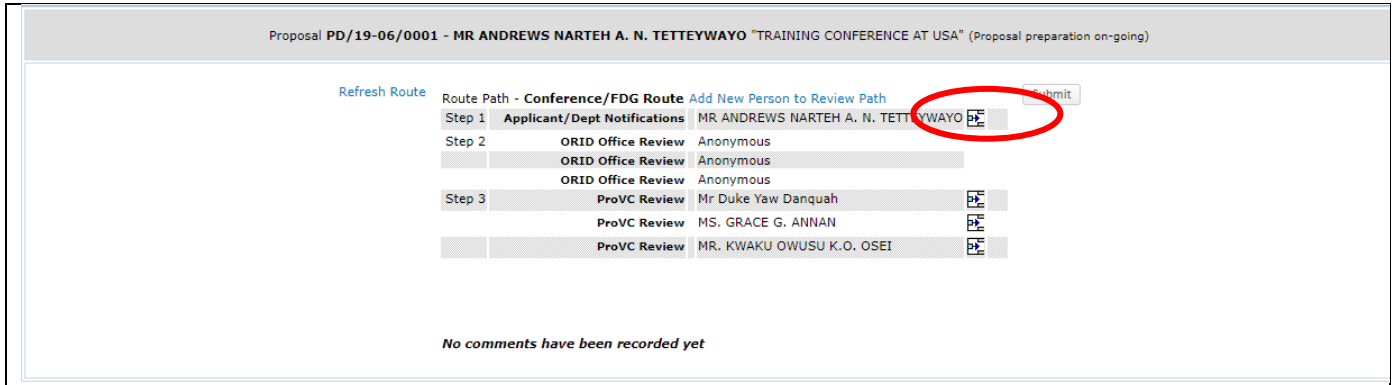
The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Components for **Initial Application**

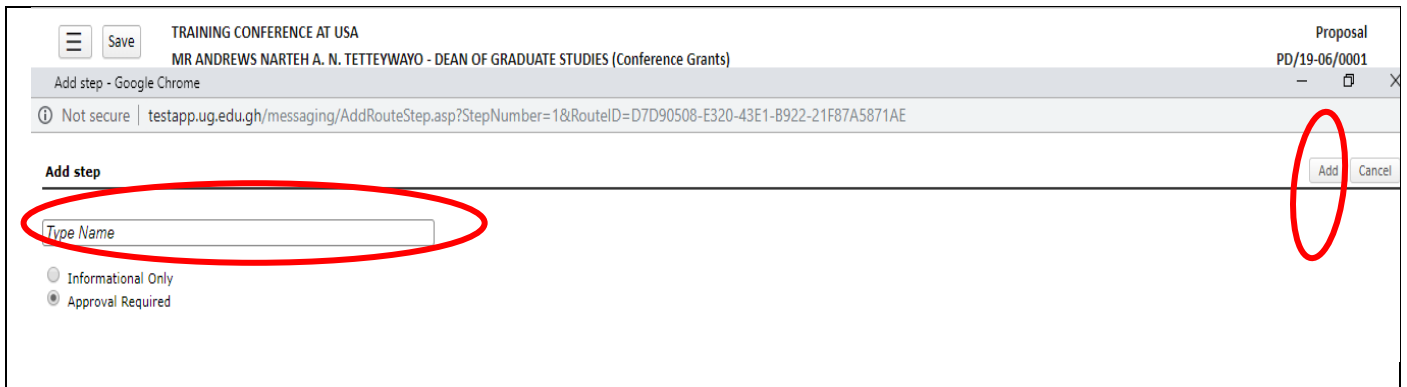
FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form		Completed		Mandatory
Assembled Doc		Completed		

Add Institution Forms/Supporting Documents

e. Click on the icon at the end of your name  to add your unit head.



f. Enter the Surname of your unit head in the **Type Name** text box and select your unit head.  
 g. Click on **Add**

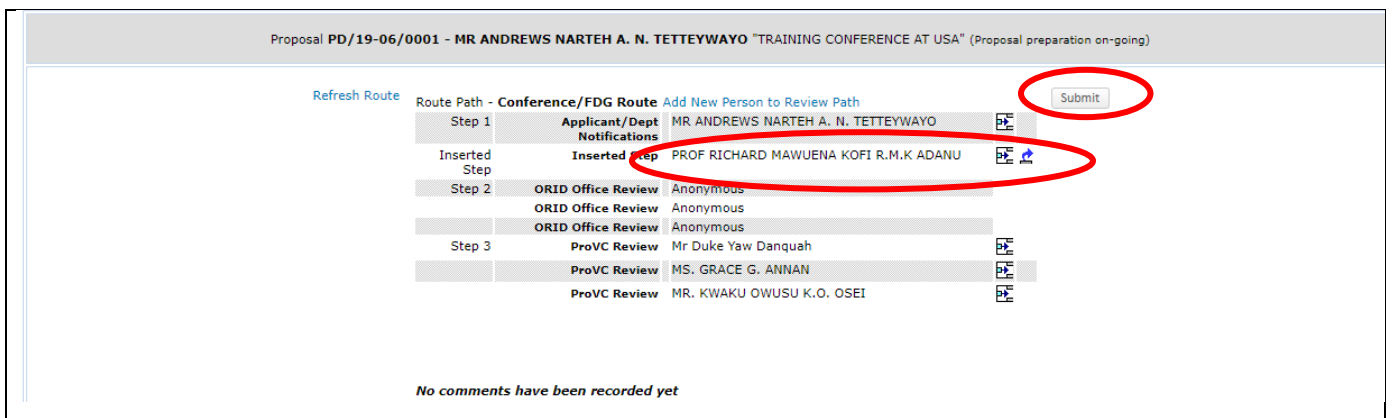



The name of your unit head will appear below your name as shown below.

h. Click on **Submit** to send the application to your unit head for endorsement.

Please note:

You cannot access your application after you click on **Submit**.



Click on  and **Done** to complete the process

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form		Completed		Mandatory
Assembled Doc		Completed		

**NOTE: PLEASE NOTIFY YOUR UNIT HEAD TO FOLLOW THE PROCESS IN THE GUIDE FOR UNIT HEADS TO ENDORSE YOUR APPLICATION.**

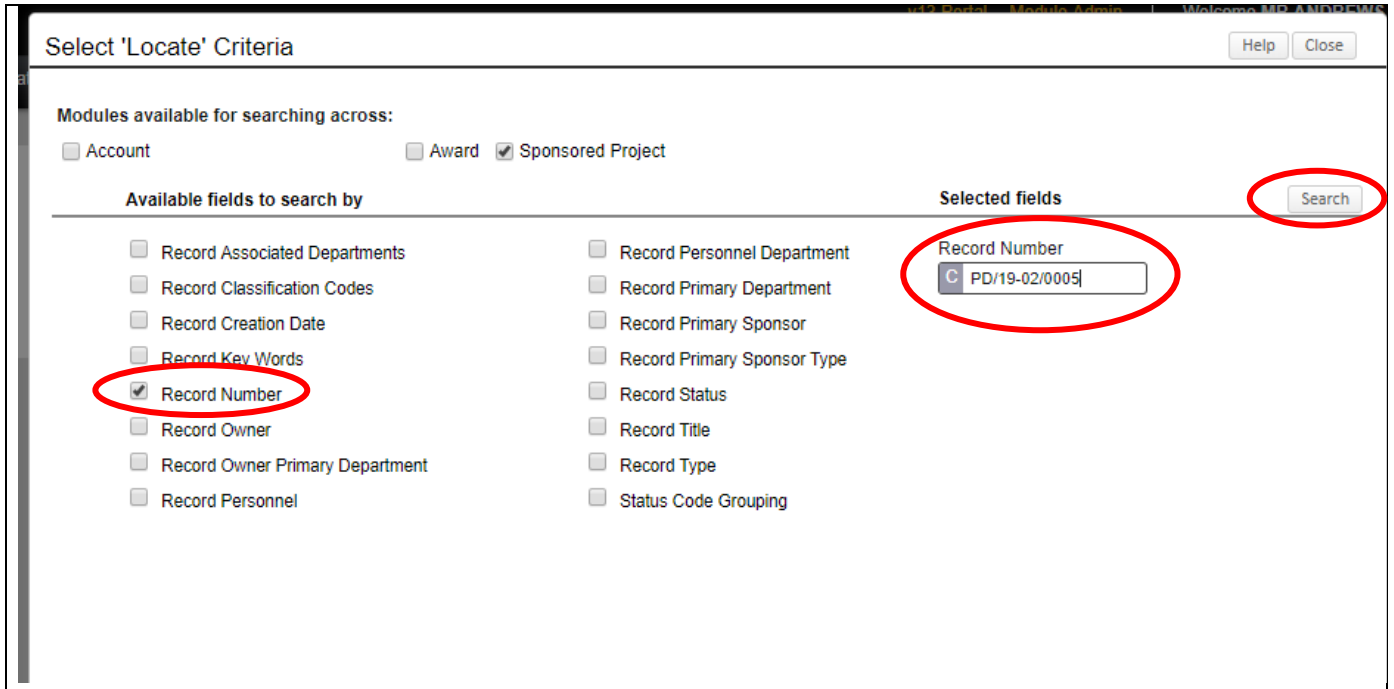


**Please note**

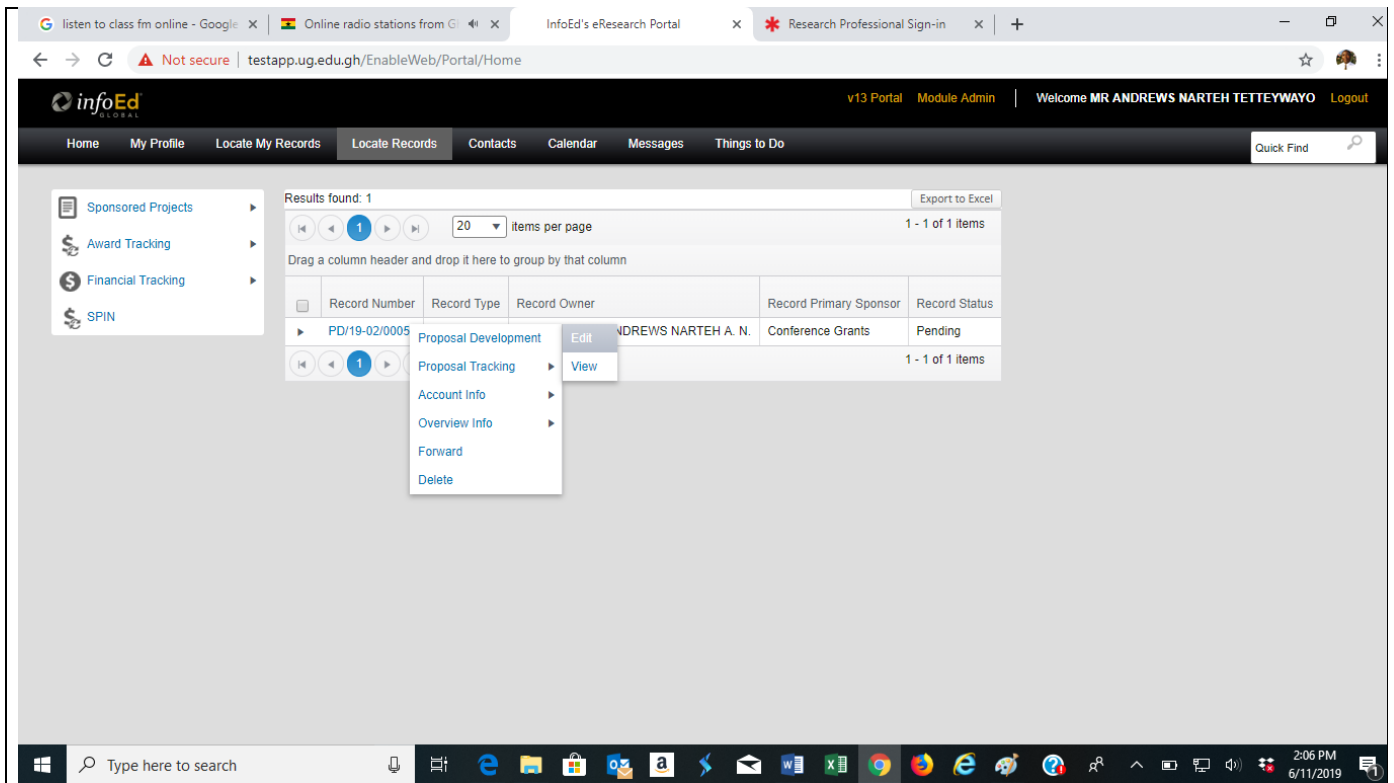
To retrieve your application:

- a. Click on Sponsored Projects
- b. Click on **Locate Records** or **Locate My Records** (select **Locate Records** if you know your application number, otherwise, select **Locate My Records**)

If you select **Locate Records**, click **Record Number** and enter your proposal number.  
Click on **Search**



Hover the mouse on the **application number, Proposal Development** and click on **Edit** or **View** as the case may be.



# User Guide for Unit Heads

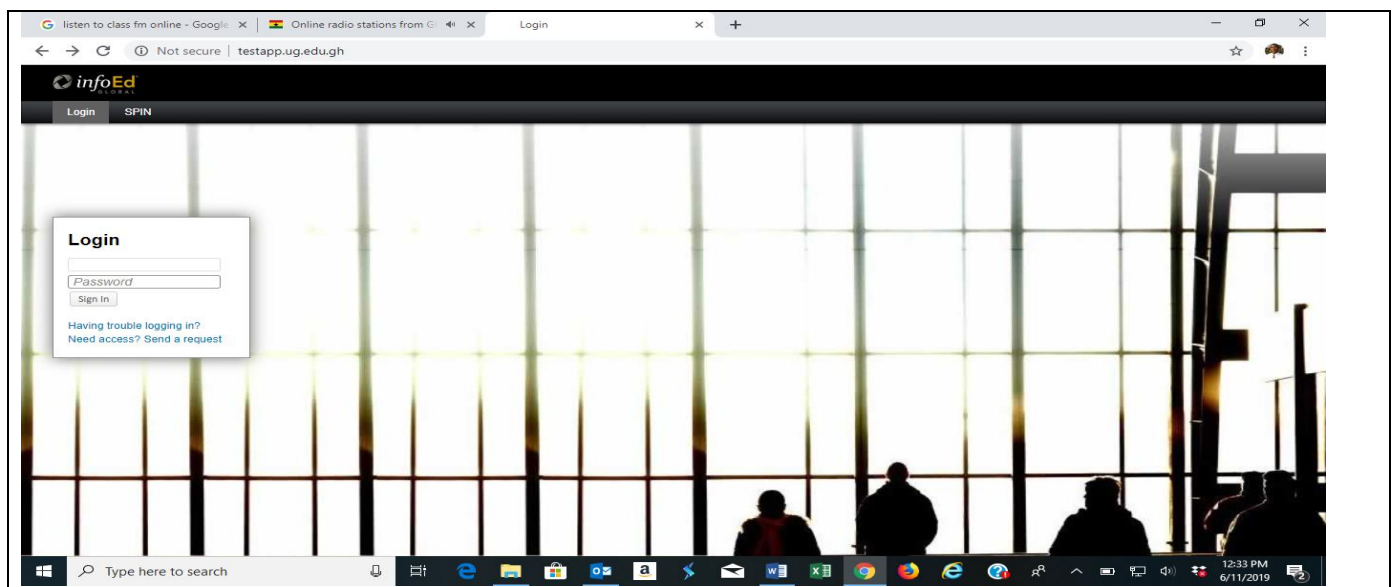
## ENDORSEMENT GUIDE FOR UNIT HEADS (HoD/DEAN/DIRECTOR/PROVOST)

Please follow the steps below to endorse the application for Conference Grants.

### Step 1: Login

- i. Enter <http://grant.ug.edu.gh/> in your browser to launch the application system (see figure 1).
- ii. At the Login window, enter the first part of your UG email address (without the @ ug.edu.gh) as **Username** and the email password as **Password**
- iii. Click Login

**Figure 1**

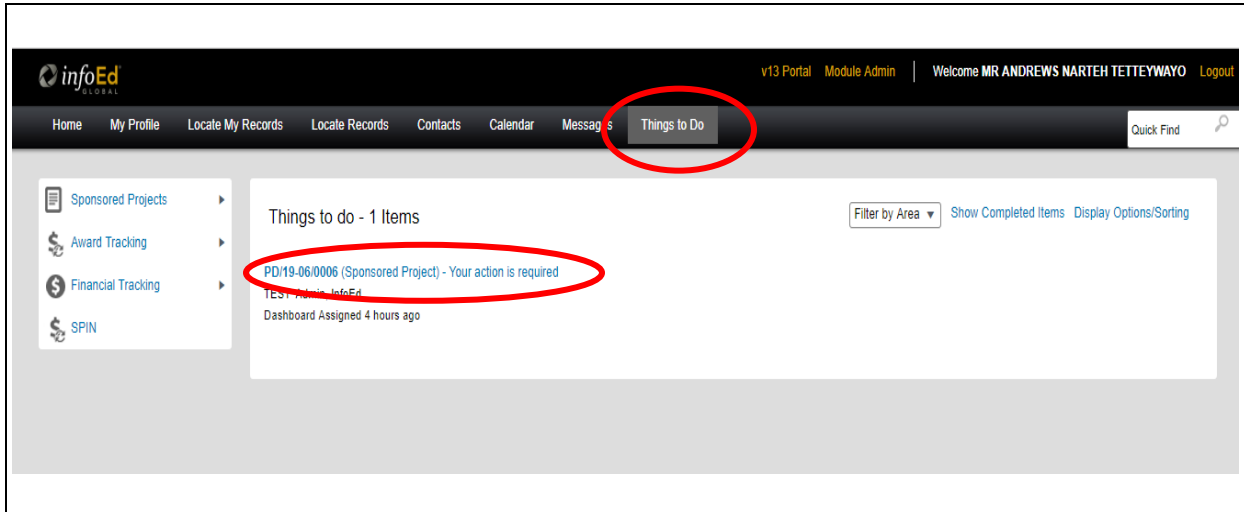


### Step 2: Accessing Messages Requiring your Attention

When an application requires your attention, you will receive a message within the InfoEd system requesting for your input to enable the application to proceed to the next stage. Please follow the steps below to access the message.

- a. Click on **Things to Do** tab
- b. Click on the blue text under **Things to Do**. You may have more than 1 item.

**Figure 2**

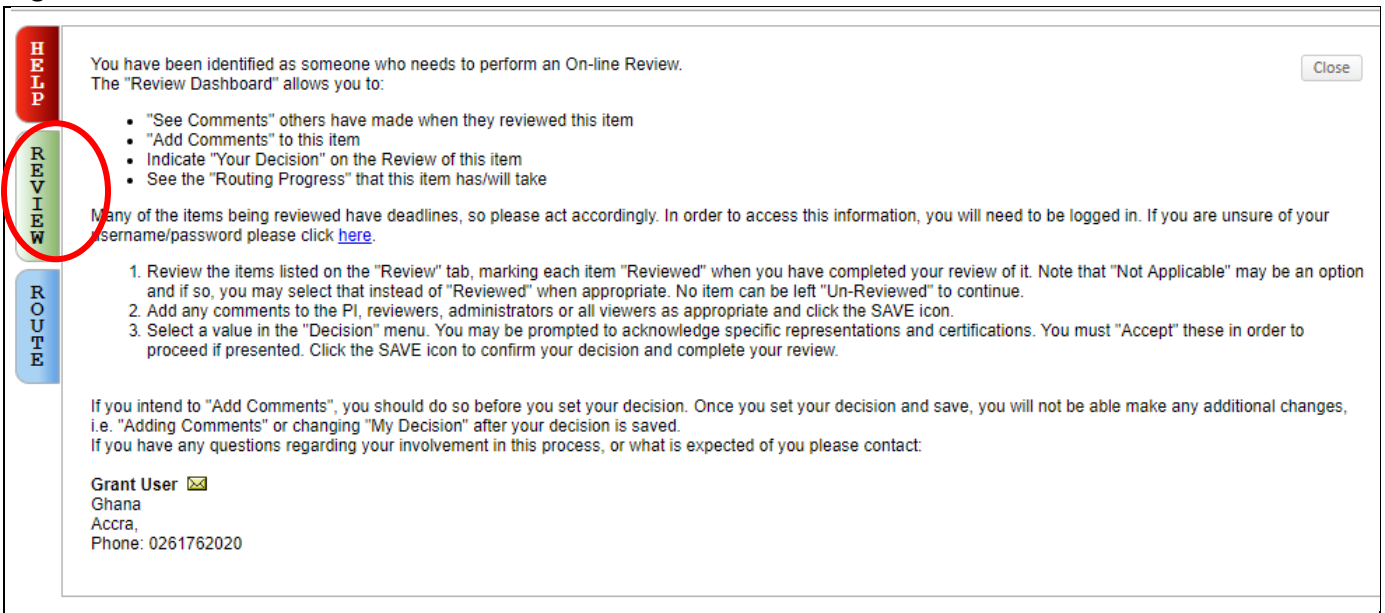


**PLEASE NOTE THAT IF YOU LOGIN THROUGH THE LINK IN YOUR UG EMAIL, YOU WILL NOT GO THROUGH STEP 2.**

### Step 3: Endorsement of Application

- a. Click on **Review**

**Figure 3**



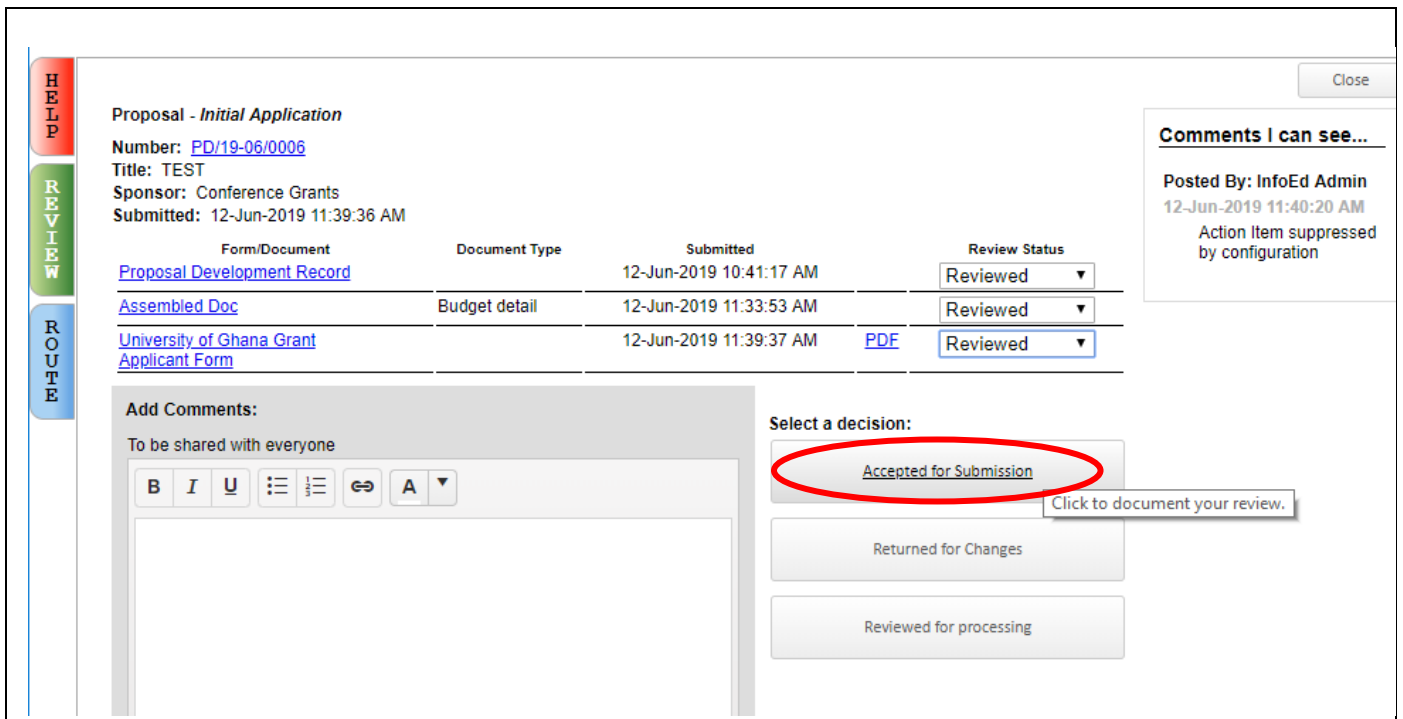
- b. Click the drop-down arrows under **Review Status** and change all the status from **Un-reviewed** to **Reviewed**
- c. You may click on the **PDF** to access the application

Figure 4

Form/Document	Document Type	Submitted	Review Status
<a href="#">Proposal Development Record</a>		12-Jun-2019 10:14:17 AM	Reviewed
<a href="#">Assembled Doc</a>	Budget detail	12-Jun-2019 11:33:53 AM	Un-Reviewed
<a href="#">University of Ghana Grant Applicant Form</a>		12-Jun-2019 11:39:37 AM	Un-Reviewed

- d. You may add comments at the appropriate section
- e. Select **Accept for Submission** under **Select a decision** to approve the application. **Returned for Changes** will send the application to the applicant to make changes. **Reviewed for processing** does not apply to you.
- f. Click on **OK** in the dialogue box that appears

Figure 5



The decision stage ends the endorsement process by the unit head. If the application is endorsed (by selecting “Accepted for Submission”) it is automatically submitted to ORID. The application then goes through the necessary review and approval processes and the final decision is communicated to the applicant. On the other hand, if it is not endorsed, the decision of the unit head will be sent automatically to the applicant via email.