

UNIVERSITY OF GHANA



OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT (ORID)



UNIVERSITY OF GHANA CONFERENCE GRANT

Applicant 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 Email Password
 - c. Click Login



Login

Home
 » **Login**
 SPIN
 GFNIUS

Username

Password

[Forgot password?](#)

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Profile Screen will appear

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



Logged in User: **Ghana User** Friday, November 13, 2015

Find Funding CV Database

Records Found: 0. Order by: Assigned | Ascending | Sort

My Open Action Items Ghana User

My Proposals

- Show/List
- Search For
- Create New Proposal
- Help - PD
- Help - PT

My Awards

My Profile

My Calendar: November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

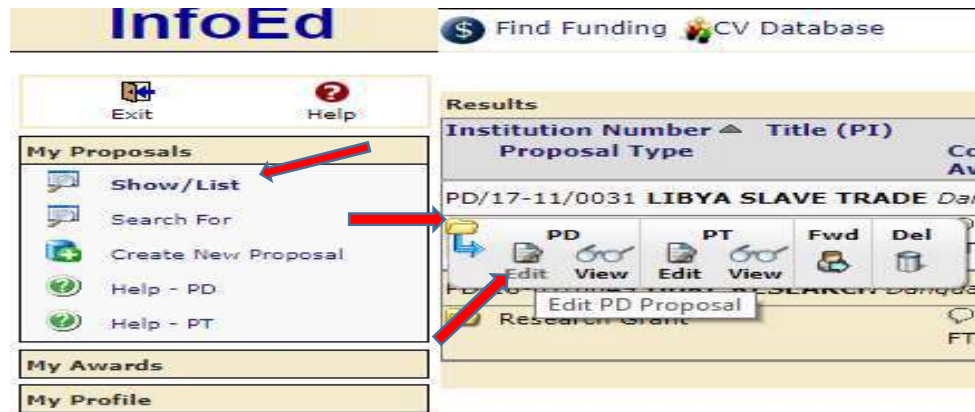
My Action Items: Open, Completed

My Workflow Maps

My Messages

My Contacts

NOTE: If you've already created a proposal and you wish to continue, click on **"Show/List"** after clicking on **"My Proposals"** and therefore place your mouse on the yellow folder icon against 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 before clicking on “Create Proposal” at the bottom of the form.

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

[Save and Continue](#)

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Click on "Save and Continue".

Step 3: Completing the application

The System has five (3) 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

Supporting Research at the University of Ghana

PROF. GRACE S. APPIAH - PRO VC (R&D) OFFICE (UG Career Grants) (2016-2017)

Personnel

#	Name/Title	Email	Title	Organization	Department	% Effort	Compensation	Current Position	Release Period
1	GRACE S. APPIAH	g.s.appiah@ug.edu.gh	PRO VC	UNIVERSITY OF GHANA	R&D OFFICE	7%			
2	GRACE S. APPIAH	g.s.appiah@ug.edu.gh	PRO VC	UNIVERSITY OF GHANA	R&D OFFICE	7%			

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

Edit Personnel - Google Chrome

Not secure | grant.ug.edu.gh/PTNET2/budget/U/EditPersonnel.aspx?teid=85F7B7D2-AD30-4667-8577-14DFFB1C3D7C&PropNo=0000000395&TEPersonID=D0...

Contact information for - **Duke yaw Danquah** 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:

Country: Country:

Phone: 0249999999 Fax: Email: uggrant@ug.edu.gh

Sponsor Credential: Other (Specify):

Proposal Element	Department	Personnel Type	Role	Specified Role
Prime: PD/18-02/0016	UGCS ADMIN	Key	PI	

c. Click on Complete on top right corner when all personnel added and the alert symbol has disappeared and then click on save to move on the next tab.

MALARIA PARASITE

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

Proposal PD/18-01/0037

Completed

Personnel

Propose Element Prime

Personnel Type Key

Name (Last, First) Role Student

PI	Name/Role	Mail	Alert	Order	Organization / Department	% Effort	CV/Biosketch	Current/Pending Support	Remove Person
	ANDREWS NARTEH TETTEYWAYO PI				UNIVERSITY OF GHANA DEAN OF GRADUATE STUDIES	0%			

Legend: Prime

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 **Open/Edit** to open Eform(Electronic Application Form)



University of Ghana Grant Submission Guide



Done Back Save Help

MALARIA PARASITE

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

Proposal
PD/18-01/0057

Setup Questions
Personal
Internal Documents
Budget
Finalize

Completed

Components for Initial Application

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

[Add Institution Forms/Supporting Documents](#)

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- 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

University of Ghana Grant Applicant Form Complete

UNIVERSITY OF GHANA
OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

GRANT FUNDING

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

PERSONEL INFORMATION

Applicant Name

PI	Name	Department	Role	Net Effort
<input checked="" type="checkbox"/>	[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: _____

University of Ghana Grant Submission Guide



CZHM

Save

Table of Contents

Quest Hist

Form Hist

Print

* 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.

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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Components for Initial Application					
Form Name	Document Type	Open Status	Action	Completed Form	Remove
University of Ghana Grant Applications	Proposal package	Completed	N/A		(Mandatory)
Add Institution Forms/Supporting Documents					

Completed

3. [Budget Tab](#)

- a. Click on Budget tab
 - i. Depending on application. If more than one year, each year will show as a period. Enter budget for each period

Budget Source View

Project Period:

Budget Summary [hide]

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

Personnel [hide]

Name	Period 1	Direct Costs
User, Ghana Key	-	€ 0
ODAME, KWASI Non-key	-	0
Subtotal Personnel:		€ 0

Non-Personnel [hide]

Category	Period 1	Direct Costs
No records to display.		
Subtotal Non-Personnel:		€ 0

SubAwards [show]

Subprojects [show]

Period 1 **Total Costs**

If application is more than one year will show each year as a period, Click each Period to enter budget

b. Budget Items

- i. Select Budget Category
- ii. Click Add Item

Non-Personnel [hide] Add Bulk Entry

Category	Period 1	Direct Costs
No records to display.		
Subtotal Non-Personnel:		€ 0

Admin Services

- 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

Add Item

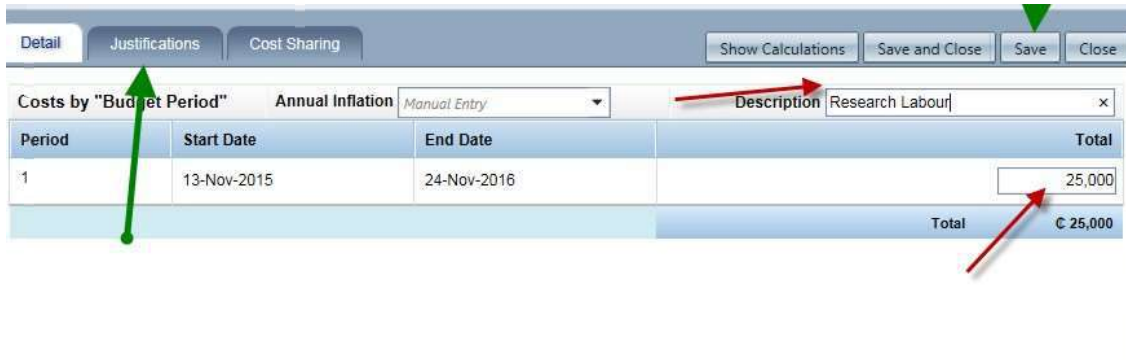
Period 1 **Total Cost**

Total Project Direct Costs: - € 0

Project F&A: - € 0

Total Project Costs: € 0 € 0

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



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

Period	Start Date	End Date	Total
1	13-Nov-2015	24-Nov-2016	<input type="text" value="25,000"/>
Total			C 25,000

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

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

Budget Summary [hide]

Periods [hide]		Sponsor [show]		Cost Sharing [show]		Project [hide]				
Year/Period	Increment	Start	End	Type	Status	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

Personnel [hide]

Name	Period 1	Direct Costs
User, Ghana Key	-	€ 0
ODAME, KWASI Non-key	-	0
Subtotal Personnel:		€ 0

Non-Personnel [hide]

Category	Period 1	Direct Costs
Administration	€ 25,000	€ 25,000
Equipment	10,000	10,000
Subtotal Non-Personnel:		€ 35,000

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

Budget Summary [hide]

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

Personnel [hide]

Name	Period 1	Period 2	Direct Costs
Detail TETTEYWAYO, ANDREWS FI	€ 1,000	€ 1,000	€ 2,000
Detail Afaahe, Matthew External	-	-	0
Subtotal Personnel:	€ 1,000	€ 1,000	€ 2,000

Justifications

Upload "Budget Justification" Documentation

No file selected.

4. Finalize Tab

- a. Click on Finalize Tab
- b. Click on "Build". This will generate two (2) pdf documents: (1) the grant application and (2) the budget.

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

Proposal
 PD/18-01/0057

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

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

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

Proposal
 PD/18-01/0057

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

Finalize

Build PDF / Form Pages

Assemble Application

Document	Page Count	Sequence	Page Numbers	Edit
Budget	1	30	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 ANDREW NARTEH TETTEYWAYO - DEAN OF GRADUATE STUDIES (UG Multi-disciplinary Grant(Up to GHCT20,000))

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 Budget detail		Completed		
University of Ghana Grant Applicant Form_COPY		Completed		Mandatory

Add additional forms/supporting documents

Submit Final Review

REVIEW AND APPROVAL SUBMISSION

1. Click on insert icon to add **Dean of your School and Head of Department**

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

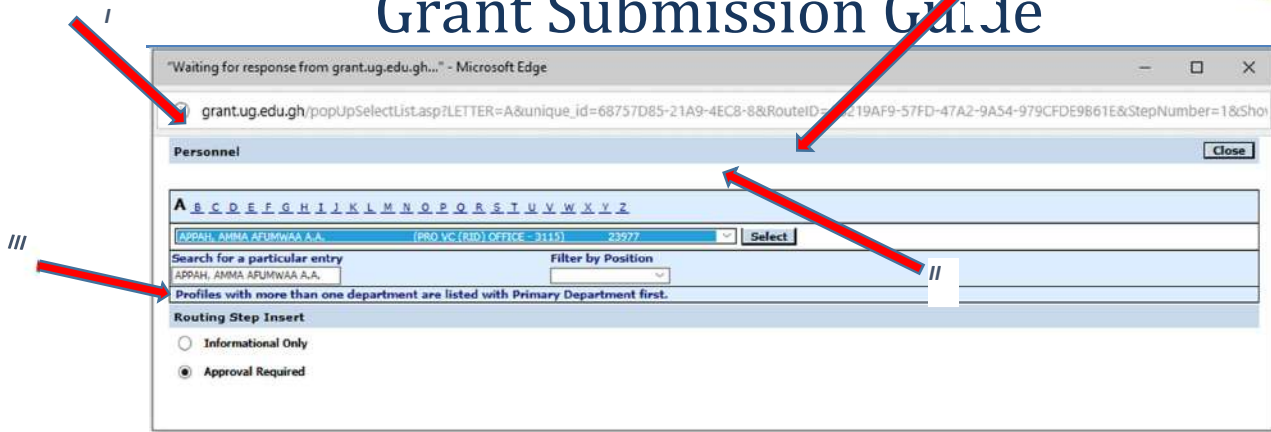
[Refresh Route](#) Route Path - Conference /FDG Route [Add New Person to Review Path](#)

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 this step to add **Dean of your School and Head of Department**.

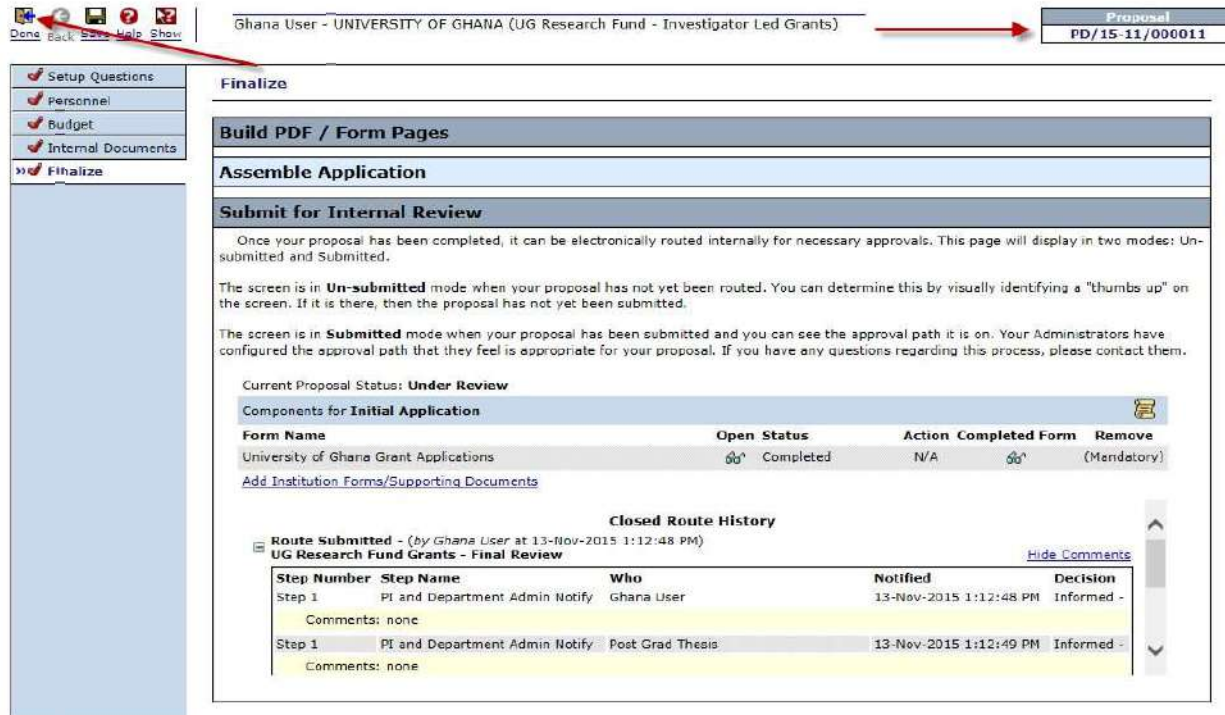
- I. Select the first letter of the dean or head surnames.
- II. Click on the scroll down to drop down the list of names to choose.
- III. Select the **Approval Required** option.
- IV. Finally click on the SELECT



3. After inserting both **Dean of your School and Head of Department**, click on **SUBMIT** for final submission.



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.



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.

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 SCHOOL DEAN AND HEAD OF DEPARTMENT TO FOLLOW PROCESS BELOW TO APPROVE YOUR APPLICATION.

[REVIEW AND APPROVAL GUIDE FOR DEAN OF YOUR SCHOOL AND HEAD OF DEPARTMENT](#)


1. Enter <http://grant.ug.edu.gh/> in your browser
 - i. Click on Login
 - ii. Enter your UG Username (without @ ug.edu.gh) and Email Password
 - iii. Click Login

Login



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iv. Select My Messages at bottom right corner of your profile screen.



iv. Select the mail for approval by click on the yellow mail icon in your inbox.

Messages Found: 123. Displaying pages 1 through 5 of 5

DATE	OPEN	SUBJECT	FROM	SAVE	REPLY	Remove
Mon 05-Mar-2018 10:08 PM		Approval Required: PD/18-03/0006	UG, ReMap			
Mon 05-Mar-2018 2:04:22 PM		Approval Required: PD/18-03/0005	UG, ReMap			
Fri 02-Mar-2018 11:49:43 AM		Approval Required: PD/18-03/0004	UG, ReMap			
Fri 02-Mar-2018 10:30:28 AM		Approval Required: PD/18-03/0004	UG, ReMap			
Fri 02-Mar-2018 9:31:01 AM		Approval Required: PD/18-03/0003	UG, ReMap			
Thu 01-Mar-2018 5:07:19 PM		Approval Required: PD/18-03/0002	UG, ReMap			
Thu 01-Mar-2018 3:31:41 PM		Approval Required: PD/18-03/0001	UG, ReMap			
Wed 28-Feb-2018 4:35:31 PM		Approval Required: PD/18-02/0016	UG, ReMap			
Wed 28-Feb-2018 4:34:43 PM		Approval Required: PD/18-02/0016	UG, ReMap			
Wed 28-Feb-2018 4:16:07 PM		Approval Required: PD/17-12/0001	UG, ReMap			
Wed 28-Feb-2018 9:40:25 AM		Approval Required: PD/17-12/0001	UG, ReMap			
Thu 22-Feb-2018 4:40:28 PM		No Action Required: PD/18-02/0012	UG, ReMap			
Thu 22-Feb-2018 4:40:28 PM		Approval Required: PD/18-02/0012	UG, ReMap			
Tue 13-Feb-2018 10:28:40 AM		Approval Required: PD/18-02/0003	External, Examiner			
Thu 13-Feb-2018 9:57:24 AM		Approval Required: PD/18-02/0002	External, Examiner			
Tue 06-Feb-2018 9:45:09 AM		Approval Required: PD/18-02/0007	External, Examiner			
Fri 02-Feb-2018 11:00:20 AM		Approval Required: PD/18-01/0008	External, Examiner			
Mon 29-Jan-2018 4:18:43 PM		Approval Required: PD/18-01/0009	External, Examiner			

v. Click on [Reviewer Dashboard](#).

From: UG, ReMap
To: MRS. APPAH, ANNA AFUMWAA A.A. - PRD VC (R/D) OFFICE
Subject: Approval Required: PD/18-03/0006

Received: 05-Mar-2018

Good Day

The following record REF: PD/18-03/0006 has been submitted by Mr Duke yaw Danquah of UGCS ADMINISTRATION. Please review the item via the Reviewer Dashboard accessible from here: [Reviewer Dashboard](#).

Please note that this proposal is due TO THE SPONSOR by .

Any questions should be directed to the ORLD Office.

Thank you.

Attachments:
 PD/18-03/0006
 For Review Proposal

vi. Select [Review](#).

HELP

REVIEW

ROUTE

You have been identified as someone who needs to perform an On-line Review. The "Review Dashboard" allows you to:

- "See Comments" others have made when they reviewed this item
- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click [here](#).

1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.

If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved. If you have any questions regarding your involvement in this process, or what is expected of you please contact:

ReMap UG
P.O. Box LG 571
Accra, GH
Phone: 0303530436

vii. Click on the PDF logo to APPLICANT documents for review.

HELP

REVIEW

ROUTE

Proposal - Initial Application

Number: PD/18-03/0006
Title: Traffic Control
Sponsor: Conference Grants
Submitted: 05-Mar-2018 4:54:25 PM

Comments I can see...
No Comments have been recorded

Form Name/Category	Submitted	Open	Reviewer Action		
			Un-Reviewed	Reviewed	Not Applicable
Traffic Control (Proposal)	05-Mar-2018 4:38:53 PM	View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assembled Doc (Assembled Doc)	05-Mar-2018 4:46:16 PM	View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
University of Ghana Grant Applicant Form_COPY	05-Mar-2018 4:54:27 PM	View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
University of Ghana Grant Applicant Form_COPY	05-Mar-2018 4:54:27 PM	View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Add Comments:
To be shared with everyone

My Decision Is:

Between you and the PI

Between Reviewers Only

Activate V
Go to Setting

viii. After reviewing applicant document, select the three Reviewed option to approve and click on the save icon at the top right corner of your screen to save as shown below.

University of Ghana Grant Submission Guide



Save your data or it will not be recorded...

Comments I can see...
No Comments have been recorded

Form Name/Category	Submitted	Current Submission	Open	Un-Reviewed	Reviewed	Not Applicable
Traffic Control (Proposal)	05-Mar-2018 4:58:53 PM		View			
Assembled Doc (Assembled Doc)	05-Mar-2018 4:48:18 PM		View			
University of Ghana Grant Applicant Form_COPY1	08-Mar-2018 4:54:27 PM		View			
University of Ghana Grant Applicant Form_COPY1	05-Mar-2018 4:54:27 PM		View			

Add Comments:

To be shared with everyone

Between you and the PI

Between Reviewers Only

My Decision is:

Activate Windows
Go to Settings to activate Windows.

ix. Click On **My Decision Is** to select decision. Select **ACCEPTED FOR SUBMISSION** to permit application for approval and click on save icon at the top right corner to complete process.

Comments I can see...
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Form Name/Category	Submitted	Current Submission	Open	Un-Reviewed	Reviewed	Not Applicable
Traffic Control (Proposal)	05-Mar-2018 4:58:53 PM		View			
Assembled Doc (Assembled Doc)	05-Mar-2018 4:48:18 PM		View			
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Add Comments:

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Between you and the PI

Between Reviewers Only

My Decision is:

- Accepted for Submission
- Returned for Changes
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Go to Settings to activate Windows.

x. Close tab to go off page

University of Ghana Grant Submission Guide

