UNIVERSITY OF GHANA

OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT (ORID)

UNIVERSITY OF GHANA CONFERENCE GRANT

University of Ghana
Grant Submission Guide

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

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

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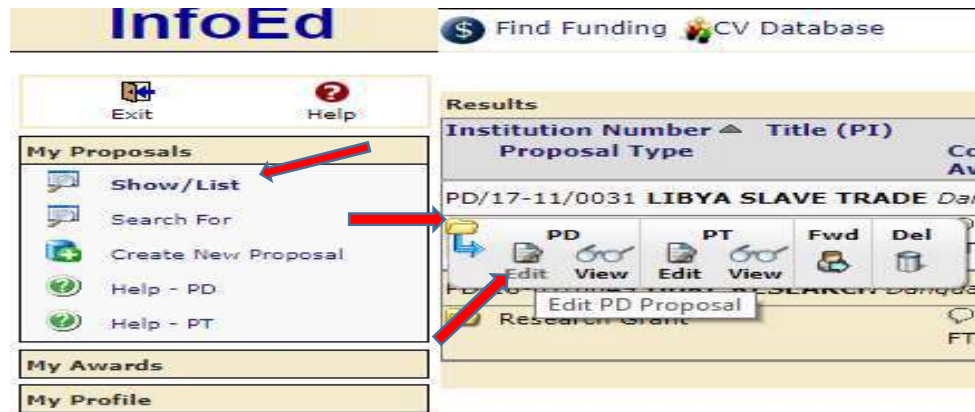
3. A welcome screen will be generated.
   a. Enter the funding name you are applying for e.g **Conference Grant**.
   b. Choose the appropriate application type by clicking drop down arrow and select Conference grant.
   c. Enter other details to create an application.
   d. Click on "Create Proposal".

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

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

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

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.

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)

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

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.

e. Click Completed check box on the Internal Documents page to complete the section.

f. 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.

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

b. Budget Items
   i. Select Budget Category
   ii. Click Add Item

    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

Detail	Justifications	Cost Sharing			Show Calculations	Save and Close	Save	Close
Costs by "Budget Period"	Annual Inflation	Manual Entry	▼		Description	Research Labour		✕
Period	Start Date		End Date					Total
1	13-Nov-2015		24-Nov-2016					25,000
						Total		₵ 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 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

Click here to upload document

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.

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

d. Click on "Submit Final Review" icon

REVIEW AND APPROVAL SUBMISSION

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

2. On this page follow this step to add Dean of your School and Head of Department.
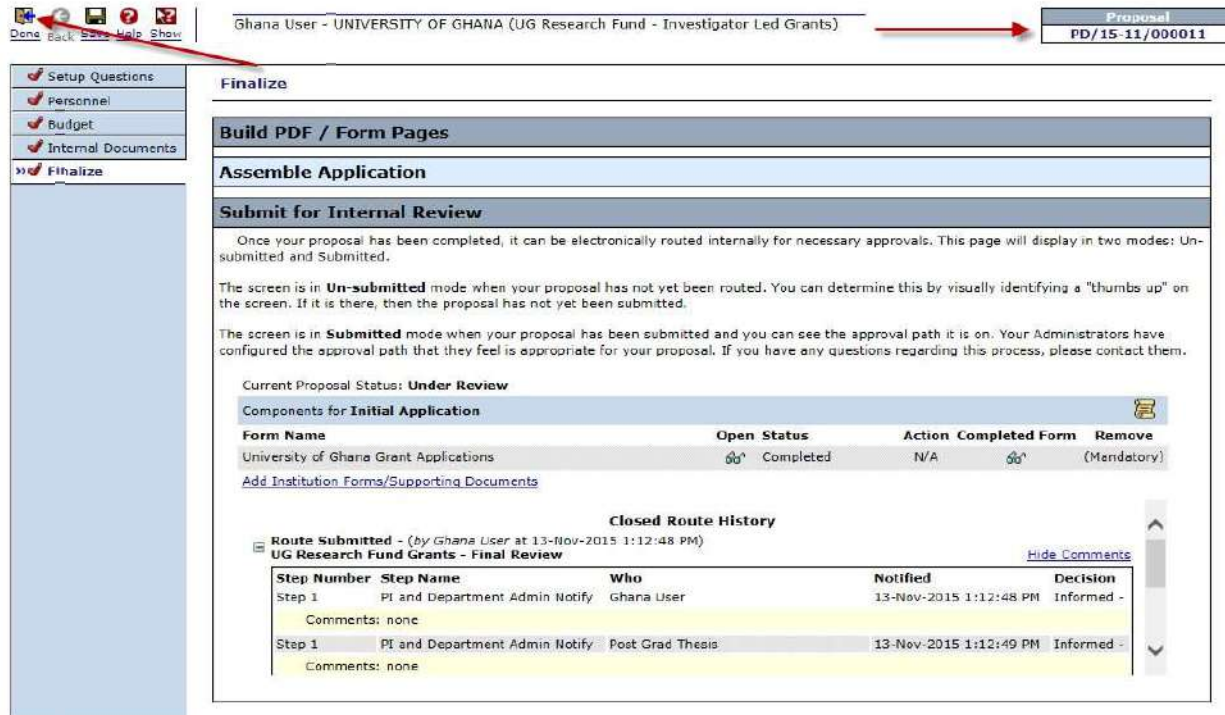
    I. Select the first letter of the dean or head surnames.

    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

I

IV

III

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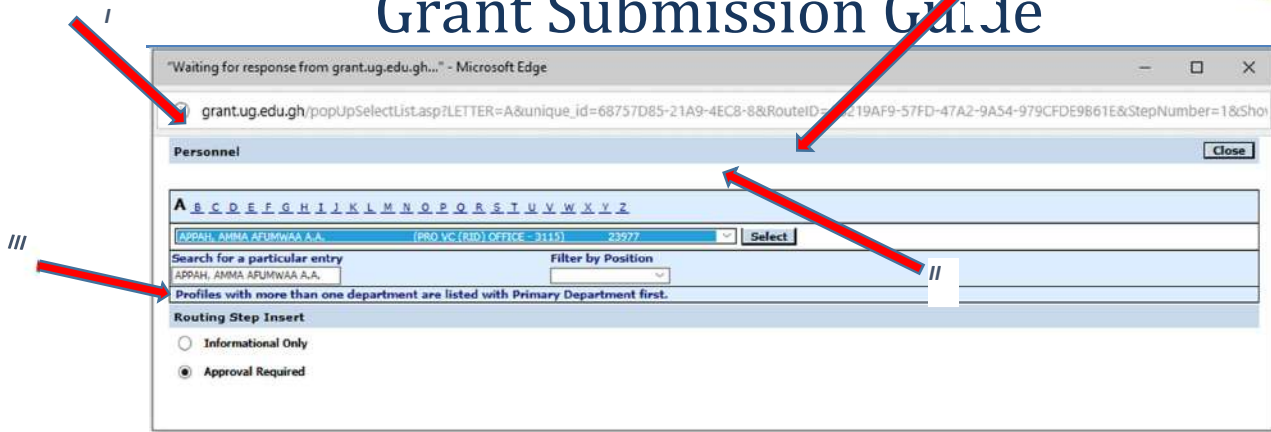
3. After inserting both Dean of your School and Head of Department, click on SUBMIT for final submission.

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.

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

InfoEd eRA Portal Streamlining Electronic Research Administration Powered By infoEd

Login

Home
»Login
SPIN
GENIUS

Login

Username

Password   Login

Forgot password?

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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.

v. Click on Reviewer Dashboard.

vi. Select Review.

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

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.

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.

x. Close tab to go off page