

**UNIVERSITY OF GHANA**



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



**UNIVERSITY OF GHANA CONFERENCE GRANT**

**User Guide for Unit Heads**

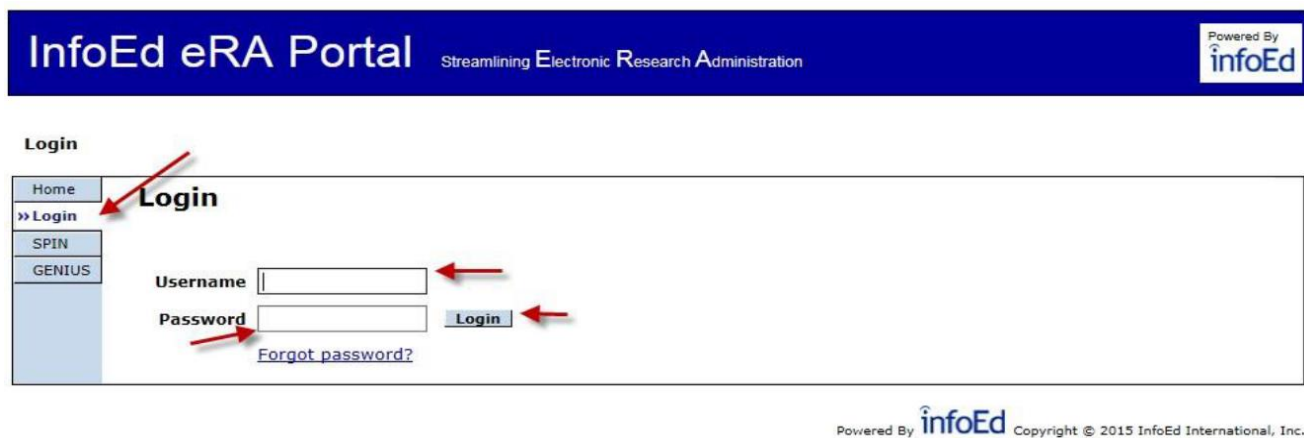
## ENDORSEMENT GUIDE FOR DEANS AND HEADS OF DEPARTMENT

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. There are two options of accessing the messages.

#### OPTION I


- i. Click on **Open** under **My Action Items** at the bottom right corner of the screen (See Figure2 below)
- ii. Click the Open folder  at the top left corner (on top of the applicant's name)

Figure 2

InfoEd

Records Found: 1. Order by Assigned Ascending Sort

**My Open Action Items** MR ANDREWS TETTEYWAYO

**Status:** Committe Review  
**Submission Type:** Initial Application  
**Assigned:** 15-Mar-2018 11:15:43 AM

**None Defined -**

Proposal: PD/18-02/0010  
 PI: TETTEYWAYO, ANDREWS DEAN OF GRADUATE STUDIES  
 Title: Security Awareness  
 Open Action Items: 1

Powered By infoEd InfoEd International, Inc. Version: 14.807.01

**My Calendar** June 2018

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

Jun 2018 1-Day 1 hr

**My Action Items**

- Open
- Completed

**My Workflow Maps**

**My Messages**

**My Contacts**

Please ignore option II (a – c) and go to 3 (i) below if you are okay with option I (2 i - ii) above.

**OPTION II**

- a. Select **My Messages** and click on **Inbox** at bottom right corner of your profile screen (see figure 3)

Figure 3

Logged in User: InfoEd Admin Monday, March 5, 2018

Records Found: 0. Order by Assigned Descending Sort

**My Open Action Items** InfoEd Admin

Powered By infoEd InfoEd International, Inc. Version: 14.807.01

**My Calendar** March 2018

S	M	T	W	T	F	S
					1	2
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	31

Mar 2018 1-Day 1 hr

**My Action Items**

- Open
- Completed

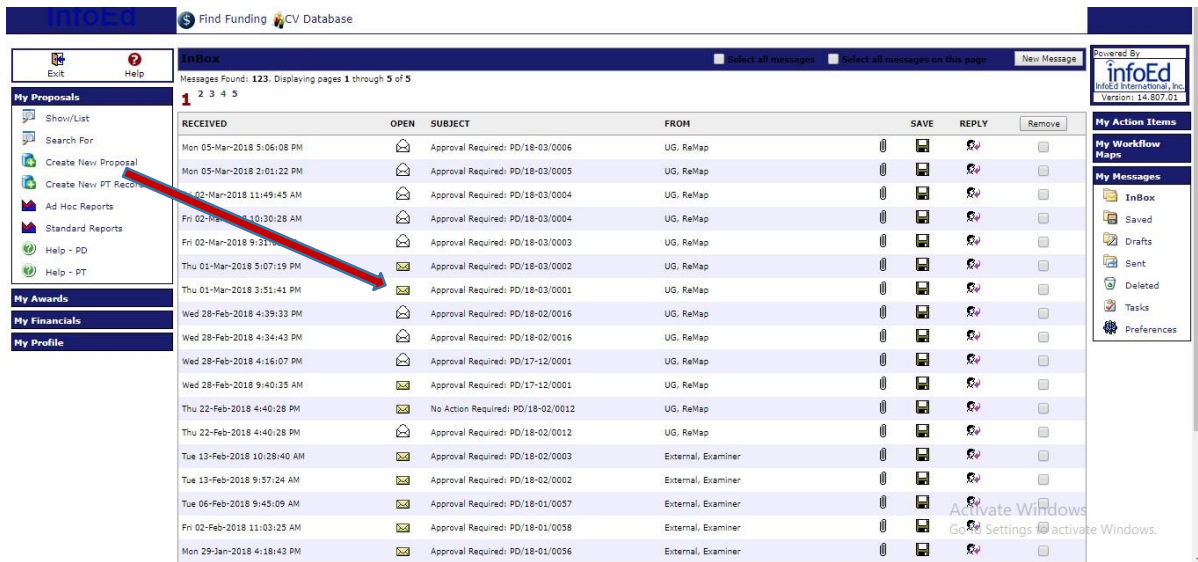
**My Workflow Maps**

**My Messages**

**My Contacts**

- b. Select the mail requiring your approval by clicking on the yellow mail icon in your inbox (see figure 4)

Figure 4



- c. Click on **Reviewer Dashboard**.

Figure 5



### Step 3: Accessing the Application

i. Select **Review**.

Figure 6

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: 0303930436

ii. Click on the PDF icon to see the Applicant's documents.

Figure 7

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	Current Submission	Open	Reviewer Action		
				Un-Reviewed	Reviewed	Not Applicable
Traffic Control (Proposaal)	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

Between you and the PI

Between Reviewers Only

**My Decision is:** ▼

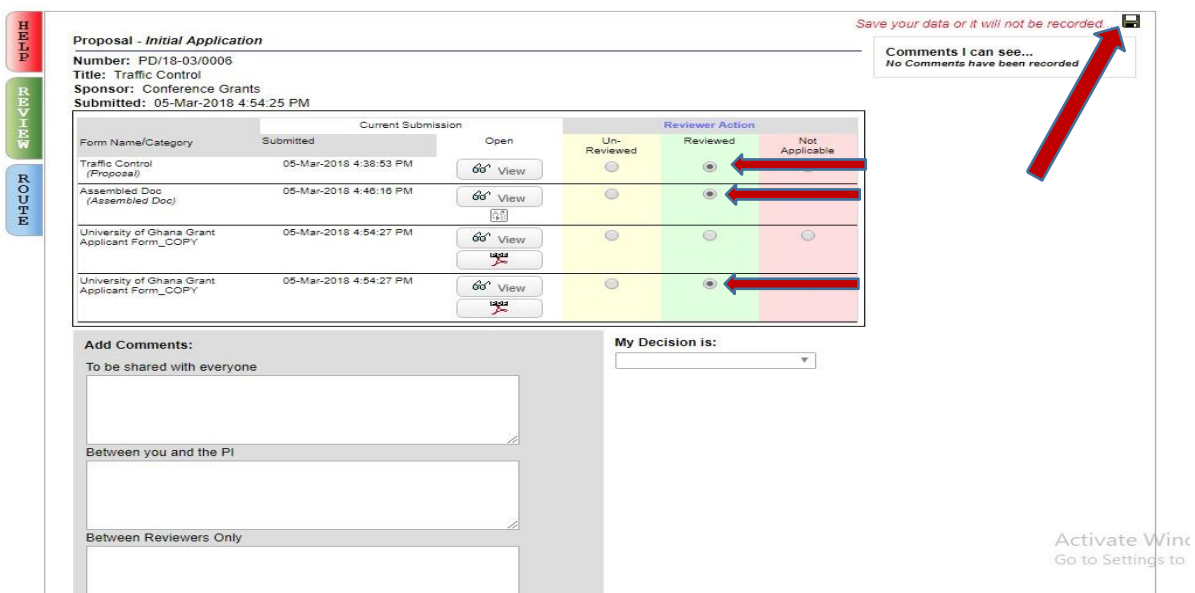
Activate V  
Go to Setting:

## Step 4: Endorsement of Application

To endorse/approve the application,

- i. Select the three Reviewed option as shown below
- ii. Click on **Save** icon at the top right corner of your screen to save (Figure 8)

Figure 8



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	Reviewer Action		
				Un-Reviewed	Reviewed	Not Applicable
Traffic Control (Proposa)	05-Mar-2018 4:38:53 PM		View	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Assembled Doc (Assembled Doc)	05-Mar-2018 4:46:16 PM		View	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>

Add Comments:

To be shared with everyone

Between you and the PI

Between Reviewers Only

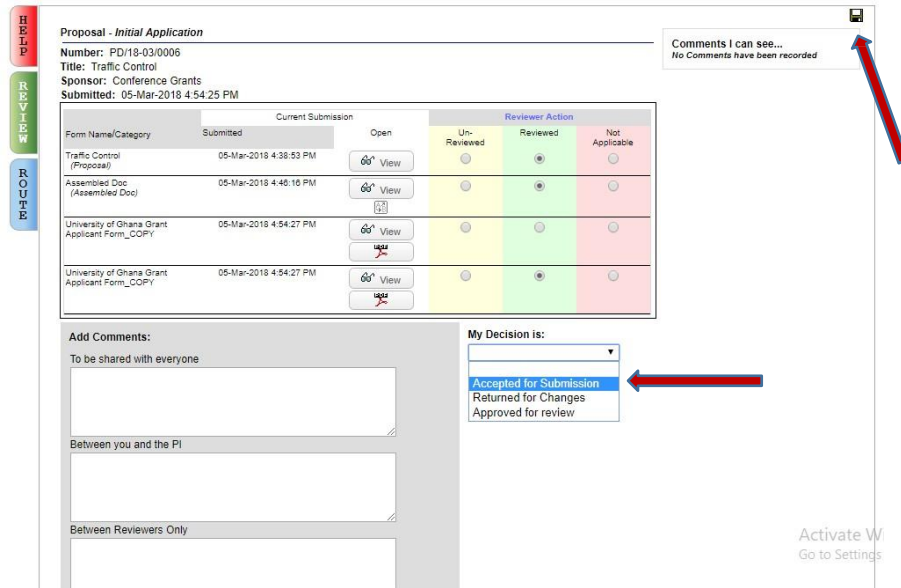
My Decision is:

Activate Windows  
Go to Settings to activate Windows.

- iii. Click on **My Decision Is** drop down menu to select decision (see figure 9 below)
- iv. Select **Accepted for Submission** to endorse/approve the application
- v. To decline endorsement/approval, select **Returned for Changes** and add your comments at the comments section
- vi. Click on **Save** icon at the top right corner to complete the process.

**Please Note: When you save at this stage, you cannot change your decision again. Also, take note that the option "Approved for Review" under "My Decision" drop down options does not apply to you.**

Figure 9



**Proposal - Initial Application**

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

Form Name/Category	Submitted	Current Submission	Open	Reviewer Action		
				Un-Reviewed	Reviewed	Not Applicable
Traffic Control (Proposa)	05-Mar-2018 4:38:53 PM		View			
Assembled Doc (Assembled Doc)	05-Mar-2018 4:46:16 PM		View			
University of Ghana Grant Applicant Form_COPY	05-Mar-2018 4:54:27 PM		View			
University of Ghana Grant Applicant Form_COPY	05-Mar-2018 4:54:27 PM		View			

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

**Add Comments:**  
 To be shared with everyone  
 Between you and the PI  
 Between Reviewers Only

**My Decision is:**  
 Accepted for Submission  
 Returned for Changes  
 Approved for review

Activate W/ Go to Settings

The decision stage ends the endorsement process by the HoD and the Dean. 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 HoD and the Dean will be sent automatically to the applicant via email.