

**UNIVERSITY OF GHANA**



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



**UNIVERSITY | RESEARCH  
OF GHANA | FUND**

# Grant Application Guide

## Step 1: Login Process

1. Visit the UG-Research Management Application Portal (UG-ReMAP) to initiate your application.  
The portal is accessible at the following link: <http://grant.ug.edu.gh>
2. Log in using your Active Directory credentials (i.e. UG email address and password)
  - a. Click on Login
  - b. Enter Username and Password
  - c. Click Login



**Login**

Home  
» Login  
SPIN  
GENIUS

Username

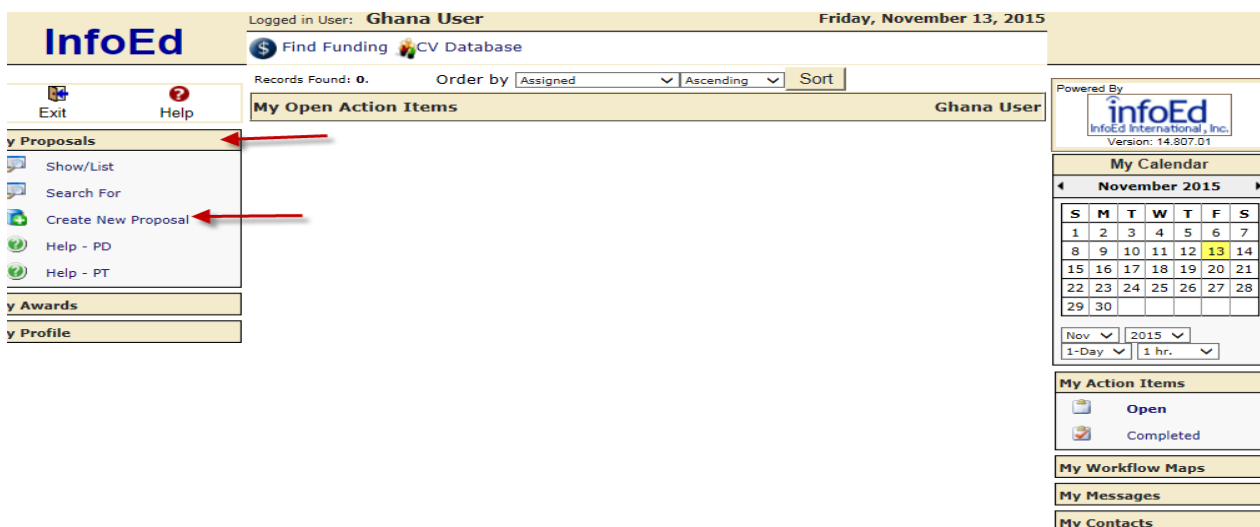
Password

[Forgot password?](#)

Powered By infoEd Copyright © 2015 InfoEd International, Inc.

## 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					

Nov 2015 1 hr.

My Action Items

- Open
- Completed

My Workflow Maps

My Messages

My Contacts

3. A welcome screen will be generated.
  - a. Choose the appropriate funding scheme by typing in the grant category.
  - b. Enter other details to create an application.
  - c. Click on “Create Proposal”.

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

g.edu.gh/Proposal/PD/ProposalCustomCreate.asp?System=PD

**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.

A unique application code will be generated for your application. Please take note of this code.

## 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. [Setup Questions Page:](#)
  - a. Download the mandatory document templates (i.e. Work/ Implementation Plan, budget justification and UGRF Ethical Clearance Assurance Form). You will be required to upload them at the appropriate sections of the application.
  - b. Download the UGRF Budget Guidance notes for detailed information relating to the budget.
  - c. Then click on Save and Continue.



## 2. Personnel Tab:

- a. Click the Personnel tab to complete required information.  
You may select additional internal and external research collaborators by:
  - i. Selecting the personnel from the list (in the case of internal/ UG staff) and then click the “Add” button. To select personnel, enter surname, select name, confirm details of the personnel and then click “Add”.
  - ii. Creating a new profile (for External Collaborators/ non-UG faculty and Student Personnel).  
Click on “New Profile”, complete the form and click on “Save”.

In both (i) and (ii) above select the Role (Internal, External or Student) as the case may be before you clicking on the Add button.

- b. Click the check box against “Complete” on the top right corner to complete this section and move to next tab.

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

Done Back Save Help Show | **MALARIA PARASITE** | Proposal PD/18-01/0057

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

Setup Questions | Personnel | Internal Documents | Budget | Finalize

Completed

For adding external and student personnel

Proposed Element: Prime

Personnel Type: Prime

Name (Last, First):  Add Create New Profile

Role: Student

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

Legend: Prime

Powered By infoEd Copyright © 2018 InfoEd International.

grant.ug.edu.gh/Proposal/pd/pdPersonell.asp?ProjId=C88C90E5-3B47-4EF7-B68E-B67268D42B22

Supporting Research at the University of Ghana | Proposal PD/18-02/0002

MS. GRACE G. ANNAN - PRO VC (RID) OFFICE (UG Mid-Career Grant(Up to GHC40,000))

Setup Questions | Personnel | Internal Documents | Budget | Finalize

Completed

Proposed Element: Prime

Personnel Type: Prime

Name (Last, First):  Add Create New Profile

Role: Student

PI	Name/Role	Mail	Alert	Order	Organization / Department	% Effort	CV/Biosketch	Current/Pending Support	Remove Person
1	GRACE G. ANNAN PI*				UNIVERSITY OF GHANA PRO VC (RID) OFFICE	0%			
1	Advona Teteasu Student				UNIVERSITY OF GHANA External Institutions	0%			

Powered By infoEd Copyright © 2018 InfoEd International, Inc.

Note:

1. Internal is UG faculty while External is Non-UG faculty
2. If ALERT appears, you cannot complete the page. Click on Personnel Name to enter missing personnel details

### 3. 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".
- b. Click the icon under Edit and complete the Form.

Setup Questions  
Personnel  
» 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](#)

- c. Confirm the grant category that you are applying for.
- d. Complete the Grant Application form, upload the required documents at the appropriate sections of the form.
- e. Tick the declaration box under Research Assurance and click on “Save” on the top left corner of the page.
- f. Click the “Complete check box” at the top right corner of the Form to complete the form.
- g. Click Completed check box on the Internal Documents page to complete the section.
- h. 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.

Updated By: GRACE G. ANNAN @ 13-Feb-2018 07:45:35 AM

Save  Complete

Table of Contents  
Quest Hist  
Form Hist  
Print

**UNIVERSITY OF GHANA**  
OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

**GRANT FUNDING**

\* This is the funding you are applying for.  
UG Mid-Career Grant(Up to GHC40,000)

Please Note:  
UG MID-CAREER GRANTS (UP TO GHC 40,000)

**PERSONEL INFORMATION**

PI	Name	Department	Role	Net Effort
<input checked="" type="checkbox"/>	ANNAN, GRACE G.	PRO VC (RID) OFFICE	PI	0.000

Title of Applicant: \_\_\_\_\_

\* Department: PRO VC (RID) OFFICE

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.

**UNIVERSITY OF GHANA RESEARCH FUND**

1. SUMMARY

Project Title: \_\_\_\_\_  
Supporting Research at the University of Ghana: \_\_\_\_\_

Mozilla Firefox  
 grant.ug.edu.gh/PTNET2/SharedSystems/EForms/Form.aspx?ObjectFormId=BEC1A593-46EE-41C5-A57D-5559BCB50FE8&recordid=4C3889F7-99C4-4E0D-BEDB-37B59E92D28F&system=PT&COIUnique\_Id=02

**RESEARCH UPTAKE**  
 Please outline how you plan to get your research uptake  
 Please take note research projects within the Investigator-led and Large Multi-disciplinary grant categories must include the implementation plan uptake. Research uptake includes all the activities that facilitate and contribute to the use of research evidence by policy makers.

**OTHER RELEVANT DOCUMENTS**  
 MANDATORY REQUIRED DOCUMENTS  
 \* Upload Work/Implementation plans  
 \* Signature Pages  
 OPTIONAL DOCUMENTS  
 Acceptance/Invitation Letter  
 References  
 Questionnaires  
 Other documents

**RESEARCH ASSURANCE**  
 Full Name: ANAN, GRACE G. of the PRO VC (RID) OFFICE  
 of the University of Ghana, agree to accept responsibility for the scientific, ethical and technical conduct of the research proposal above. I shall provide a regular progress report if a grant is awarded as a result of this application in accordance with the rules and regulations of the grant.  
 \* I further declare that I shall be at post during the period when this research grant is operating. I understand that the University may apply any sanctions against me should I abandon this project without submitting appropriate accounts and reports.

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

#### 4. Budget Tab

- a. Click on the “Budget” tab.
- b. Depending on the grant category selected at the beginning of the application, each year will show as a period (i.e. Year/ Period 1, etc.).
- c. The budget section consists of two main categories: (1) Personnel & (2) Non-Personnel.
  - Capture the costs for UG personnel under the personnel section.
  - Capture the costs for External Collaborators, Graduate/ Research Assistants and other personnel who are not UG staff under the budget line “Personnel” located under the “Non-Personnel” component.
  - The non-personnel component also includes budget lines for all other costs that are non-personnel such as *equipment*, etc.
- d. Click on “Detail” against Personnel or non-Personnel to enter the budget/ cost details for the various budget lines.
  - i. For Personnel, enter details for Base Salary and Calendar year.
  - ii. Click “Save and Close”.

grant.ug.edu.gh/PTNET2/budget/UI/BudgetSummary.aspx?TEID=C9CB4905-B278-441B-83B6-91B7278E6B0B

120%

FT/18-02/0002 - Supporting Research at the University of Ghana

Proposal PD/18-02/0002

Done Save Help History Show (UG Mid-Career Grant(Up to GHC40,000))

Budget

Justifications

Setup

Budget Source View: Sponsor Rollup subprojects: Native Currency [GHS] Complete Budget

Project Period: Start: 01-Aug-2018 End: 31-Jul-2020

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	01-Aug-2018	31-Jul-2019	Funding*	Proposed							
2	2	01-Aug-2019	31-Jul-2020	Funding*	Proposed							
Total						€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0

Personnel [hide]

Name	Period 1	Period 2	Direct Costs
<a href="#">Detail</a> ANNAN, GRACE PI	-	-	€ 0
<a href="#">Detail</a> Tetegu, Adwoa Student	-	-	0
Subtotal Personnel:			€ 0 € 0 € 0

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

Non-Personnel [hide] Add Bulk Entry

Category	Period 1	Period 2	Direct Costs
No records to display.			
Subtotal Non-Personnel:			€ 0 € 0 € 0

Detail Appointments

Committed Effort Save and Close Save Close

Costs by "Budget Period" Person Months Show Calculation Details

Period	Role	Base Salary	Calendar	Academic	Summer	Salary	Fringe Benefits	Total	
1	External	0	0.00	0.00	0.00	0	0	€ 0	
2	External	0	0.00	0.00	0.00	0	0	0	
Total							€ 0	€ 0	€ 0

Enter base salary, calendar year and salary required under project

- e. Under Non-Personnel, select "budget category"
  - i. Click on Add Item to enter budget details
  - ii. Enter budget details
  - iii. Click "Save and Close"
  - iv. Repeat steps e (i) – (iii) to add more budget items.



Non-Personnel [hide] Add Bulk Entry

Category	Period 1	Period 2	Direct Costs
Office expenditure	-	-	C 0
Subtotal Non-Personnel:			C 0

Select Budget Category  Add Item

SubAwards [show]

Subprojects [show]

---

**Field Costs** [hide]

Detail Show Calculations Save and Close Save Close

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

Period	Start Date	End Date	Qty	Unit Cost	Total
1	31-Jan-2018	31-Jan-2019	1	0	0
2	01-Feb-2019	31-Jan-2020	1	0	0
Total					C 0

## Budget Justification

- f. 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”.
- g. 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.**

FT/18-01/0059 - MALARIA PARASITE  
MR ANDREWS NARTEH TETTEYWAYO (UG Multi-disciplinary Grant(Up to GHC120,000))

Proposal PD/18-01/0057

Budget Source View: Sponsor Rollup subprojects: Native Currency [GHS] Complete Budget

Project Period: Start: 31-Jan-2018 End: 31-Jan-2020

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	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	
<b>Total</b>						<b>C 2,100</b>	<b>C 0</b>	<b>C 2,000</b>	<b>C 100</b>	<b>C 2,100</b>	

Personnel [hide]

Name	Period 1	Period 2	Direct Costs
<a href="#">TETTEYWAYO ANDREWS</a> PI	C 1,000	C 1,000	C 2,000
<a href="#">Atiadze, Matthew</a> External	-	-	0
<b>Subtotal Personnel:</b>			<b>C 1,000 C 1,000 C 2,000</b>

Add New Profile Begin typing to select Personnel Name... -- Select Type -- -- Select Role -- Add Pe

Non-Personnel [hide] Add Bulk Entry

grant.ug.edu.gh/PTNET2/budget/UI/Justification.aspx?TEID=C9CB4905-B278-441B-83B6-91B7278E6B08

FT/18-02/0002 - Supporting Research at the University of Ghana  
MS. GRACE G. ANNIAN (UG Mid-Career Grant(Up to GHC40,000))

Proposal PD/18-02/0002

Upload "Budget Justification" Documentation

Browse... No file selected.

Click here to upload document

## 5. Finalize Tab

- Click on Finalize Tab
- 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

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

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

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**

Powered By Copyright © 2018 InfoEd International, Inc.

d. Click on “Submit Final Review” icon

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**

**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**

**Submit Final Review**

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

[Add Institution Forms/Supporting Documents](#)

### Submission Routing:

The application must be routed through your Head of Department and School Dean/ Institute Director for approval in the system to enable your application to be submitted to ORID.

e. Click on “Add New Person to Review Path” to add other reviewers to the route (i.e. HoD and Dean)

Proposal PD/18-02/0005 - [REDACTED] "asdsds" (Proposal preparation on going)

Route Path - External Sponsor [Add New Person to Review Path](#)

Step 1	PI Notification	[REDACTED]
Step 2	ORID Office Review	Anonymous
	ORID Office Review	Anonymous
	ORID Office Review	Anonymous

*No comments have been recorded yet*

- f. Enter the surname in the "Search for a Particular Entry" text box.
- g. Select the routing step "Approval Required" and Click on "Select".
- h. Repeat step to add Dean.

Personnel - Google Chrome

grant.ug.edu.gh/popUpSelectList.asp?unique\_id=05DA2514-805A-4354-A&RouteID=A2471D72-A232-4063-896F-CFB54D...

Personnel

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

TETTEYWAYO, ANDREWS NARTEH (DEAN OF GRADUATE STUDIES - 5300) 20258

Search for a particular entry  Filter by Position

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

Routing Step Insert

Informational Only

Approval Required

**Note:** Upon completion of this step, the application will be routed to the HoD and Dean for approval and then to the UG Research Grant Scheme after approvals have been granted in the system.

Following this step;

- The PI will receive notification of submission in the "Messages Inbox" in the system and
- ORID Admin will receive application for Review.

- Click on “Done” top left corner to close submission record
- Take note of the Proposal Number to enable you to track your application

**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**

**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	View	Status	Upload	Remove
Assembled Doc Budget detail	👁️	Completed	📄	🗑️
University of Ghana Grant Applicant Form_COPY	👁️	Completed	📄	Mandatory
University of Ghana Grant Applicant Form_COPY	👁️	Completed	📄	Mandatory