

**UNIVERSITY OF GHANA**



**OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT**

**CONFERENCE GRANT GUIDELINES**

## **1 INTRODUCTION**

- 1.1** The University of Ghana's mission statement is to *develop world-class human resources and capabilities to meet national development needs and global challenges through quality teaching, learning, research and knowledge dissemination.*

In line with this mission, the University of Ghana encourages all Senior Members to actively engage in professional and academic activities that would advance their professional and personal development, as well as contribute to or enhance the image of the university on a global basis.

The University, therefore, highly encourages participation of Senior Members in international conferences, seminars and workshops as presenters, viewers, critics, discussants and chairs of sessions. Equally important are the possibilities of hosting international conferences in Ghana.

Although every senior member is ultimately responsible for his/her own professional and personal advancement at the university, the University, through the Office of Research, Innovation and Development (ORID), nonetheless endeavours to fund appropriate applications for participation in, and organisation of conferences.

## **2 PURPOSE OF GUIDELINES**

- 2.1** The purpose of the University of Ghana Conference Grant policy is to:
- 2.1.1** Provide a comprehensive framework for the equitable allocation of support funding to senior members.
  - 2.1.2** Reinforce the University's commitment to support its members in their professional and personal development.
- 2.2** The University may need to change or add to this policy if it becomes necessary to do so in order to meet the changing best practices, as well as the legal and university environment. Any changes to this policy will take effect from the date of approval of said changes or a date specified by the relevant decision-making body. Changes shall, therefore, not apply to conferences occurring before the effective date of the change.

## **3 APPLICABILITY AND SCOPE**

This Conference Grant Policy applies to the University of Ghana and all its senior members at all its locations, in respect of grants that support domestic and international conferences.

## 4 KEY DEFINITIONS

Word/Term	Definition
Conference(s)	conference(s), workshop(s), training seminar(s)
Domestic Conference	A conference held in any location in Ghana or within the sovereignty of the Government of Ghana, primarily for participation by Ghanaian citizens (even if foreign speakers are invited).
International Conference	A conference, which is so designated by its sponsor or one to which open invitations are issued on an equal basis to applicants from more than one country. The conference may be held in Ghana or any other country.
University	University of Ghana

## 5 ELIGIBILITY

### 5.1 *Attending Conferences*

Grants for attending conferences are available to all Senior Members to participate in conferences relevant to their field or job function.

### 5.2 *Organising conferences*

Grants for organising conferences are available to all Academic and non-academic units of the University to organise conferences.

In either case, both international and domestic conferences may be supported.

## 6 MAXIMUM GRANT ALLOCATION

### 6.1 *Attending Conferences*

6.1.1 Conference Grants shall not be granted to a Senior Member for attendance at more than two conferences during one academic year.

6.1.2 Conference Grants shall not exceed the approved ceiling per individual for attending a conference for one academic year.

### 6.2 *Organising Conferences*

6.2.1 Conference Grants shall not exceed 50% of the cost of the total expenses of a conference.

6.2.2 The grant for any conference shall not exceed the approved ceiling for organising conferences for one academic year.

## 7 ALLOCATION OF FUNDS

Allocation of funds shall normally be based on:

7.1 Availability of funds

7.2 Importance of the conference (priority will be given to conferences of academic/professional merit)

7.3 Venue of the conference

7.4 The applicant's degree of participation

7.5 Other sources of support

7.6 Proper documentation.

7.7 The Applicant's past record with grants received - i.e. adherence to the conditions of the grants.

## 8 PERMISSIBLE COSTS

Conference Grants may be used to cover costs that are to be incurred as an integral and necessary part of one's attendance or organisation of a conference. Such costs include, but are not restricted to:

- 8.1 **Conference Services.** Grant funds may be used to cover the costs of necessary recording of proceedings, simultaneous translation, and subsequent transcriptions.
- 8.2 **Consultant Services.** Grant funds may be used to pay consultant fees, including travel and supporting costs (e.g. per diem or DSA).
- 8.3 **Equipment Rental.** Grant funds may be used for the rental of necessary equipment.
- 8.4 **Honoraria.** Honoraria or other payments given for the purpose of conferring distinction or appreciation may be paid from grant funds to keynote speakers and special invited guests.
- 8.5 **Local mileage costs** may be paid only for local participants or for attending domestic conferences. Proposed mileage costs must be based on provisions in the University of Ghana Local Travel policy regarding mileage claims.
- 8.6 **Meals.** When meals are an integral and necessary part of a conference (e.g. conference breaks, a working meal where conference business is transacted), grant funds may be used for such meals.
- 8.7 **Per Diem.** Funds may be used to cover Per Diem or Daily Subsistence Allowance (DSA). Proposed Per Diem or DSA must be based on provisions in the University of Ghana Travel policy – e.g. where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or Subsistence Allowance must take this into consideration. Per Diem must be limited to the days of attendance at the conference plus the actual travel time to reach the conference location by the most direct route.
- 8.8 **Publication Costs.** When grant funds are awarded to pay for either the entire or partial cost of publication of proceedings or a book or pamphlet (allowable costs include: special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified at the time the grant is awarded).
- 8.9 **Registration Fees.** Registration fee for attending conferences are allowable.
- 8.10 **Speakers Fees.** Allowable.
- 8.11 **Supplies.** Grant funds may be used for the purchase of supplies for the conference if the supplies are received and used during the period of the conference.
- 8.12 **Travel.** Funds may be used for travel for grantee to and from the venue of the conference, or in the case of organising a conference, for speakers and special invited guests. In the case of air travel, tickets may not exceed the cost of Economy Class fares.
- 8.13 **Travel Insurance.** Funds may be used to cover travel insurance, provided the travel insurance coverage is obtained directly in relation to the grantee's participation in the conference. With regard to term of coverage, travel insurance cost may not exceed the minimum amount required for the period of the conference.

- 8.14 Visa fees.** Conference grant Funds may be used to cover visa fees provided visa is obtained directly in relation to the grantee's participation in the conference. Visa fees not paid in relation to conference participation (e.g. a previous visa with validity covering conference period) cannot be covered by conference grant.

## **9 IMPERMISSIBLE COSTS**

Conference Grants may not be used to cover costs that are not to be incurred as an integral and necessary part of one's attendance or organisation of a conference. Such costs include, but are not restricted to:

- 9.1 Entertainment and Personal Expenses.** Costs of amusement, diversion, social activities, ceremonials, and related incidental costs, such as bar charges, tips, personal telephone calls, and laundry charges of participants or guests, are not allowable. However, meals may be allowable as provided under "Permissible Costs" in this policy.
- 9.2 Equipment Purchase.** Funds may not be used to purchase equipment, even if such equipment will be used for the first time during the conference.
- 9.3 Indirect Costs and Overheads.** Funds may not be used to cover indirect costs or overheads.
- 9.4 Local Participants' Expenses.** With the exception of costs as indicated under the section on "Permissible Costs" in this policy, conference organisers may not use funds to pay per diem or expenses for local participants in the conference.
- 9.5 Medical Bills.** Funds may not be used to cover medical bills, even if such costs are incurred during the period of the conference or as a result of carrying out a conference activity.
- 9.6 Membership Dues.** Grant may not be used to pay membership dues.

## **10 REPORTING**

### **10.1 *Attending Conferences***

Upon completion of the conference, grantees are responsible for submitting a report on their participation within a month of the completion of the conference. The report must be made using the appropriate conference reporting form with the relevant supporting documentation, including:

**10.1.1** Proof of travel (e.g. endorsed ticket, boarding pass stub)

**10.1.2** Proof of Attendance of conference (e.g. photograph, signed certificate of attendance)

**10.1.3** Copy of paper(s) presented, reviewed, critiqued or chaired.

### **10.2 *Organising conferences***

A final report of the conference must be submitted to the Office of Research, Innovation and Development (ORID) within one month of the completion of the conference. The report must be made using the appropriate conference reporting form with the relevant supporting documentation, including:

**10.2.1** Copy of signed participants attendance sheets

**10.2.2** Summary of expenditure with original receipts on payments/purchases attached

**10.2.3** Proof of implementation of conference/workshop/seminar

**10.2.4** A copy of paper(s) presented (where applicable), reviewed or critiqued.

**10.2.5** Copies of proceedings or publications resulting from the conference

### **11 INABILITY TO ATTEND CONFERENCE FOR WHICH GRANT HAS BEEN AWARDED**

If a grantee is unable for whatever reason to attend the conference for which the grant has been awarded, the grant shall not automatically be rolled over for use toward participation in another conference. The grantee shall notify ORID of his/her inability to attend conference with reasons. If the funds have already been disbursed to the grantee, he/she shall return funds to ORID in full.

### **12 INTELLECTUAL PROPERTY: PUBLICATIONS, COPYRIGHTS AND PUBLIC DISCLOSURE**

Copyright and Intellectual Property on any material developed in whole or in part by a University of Ghana Conference Grant will be subject to the provisions of the University Intellectual Property Policy.

### **13 ACKNOWLEDGMENT OF FUNDING SOURCE**

The support of the University of Ghana must be acknowledged in any paper(s) presented, and publications resulting from the conference.

In the case of grants received for organising conferences, all grantee publications (including promotional materials, agenda, and internet sites) must include an acknowledging statement of University's support, such as:

*"Funding for this conference was made possible (in part) by the University of Ghana Conference Grant Scheme. The views expressed in written conference material or publications, and by speakers and moderators do not necessarily reflect the official policies of the University of Ghana; nor do they imply endorsement by the University."*

### **14 VERSION CONTROL AND CHANGE HISTORY**

<b>Version Control</b>	<b>Date Approved</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment</b>
1				<First Version>