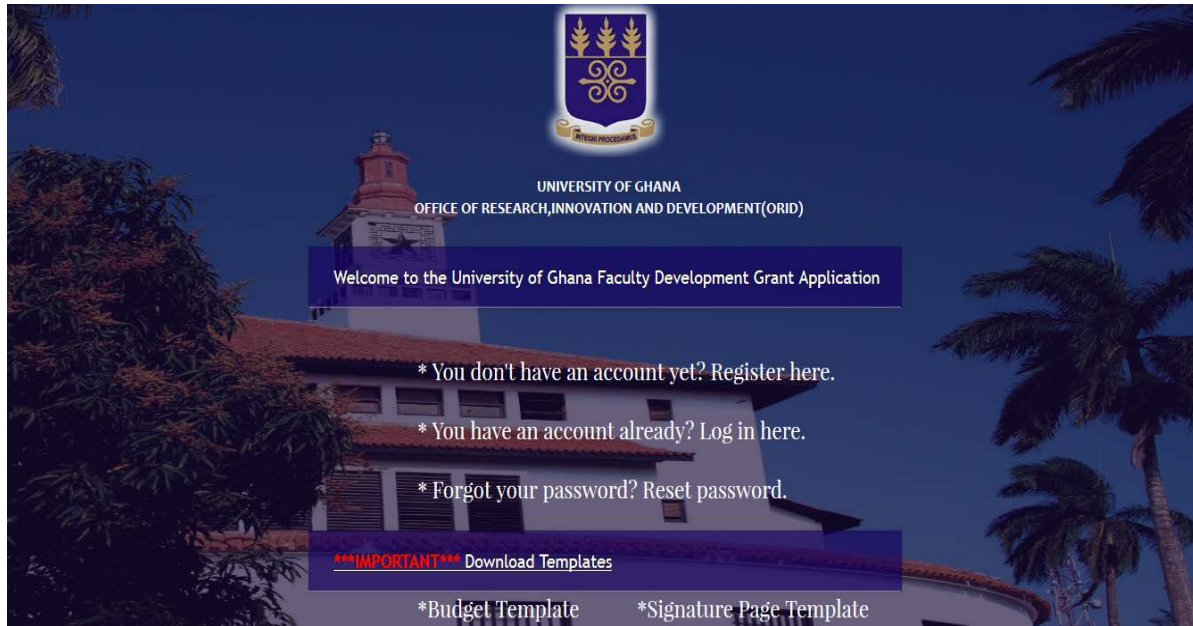


# QUICK START GUIDE FOR THE UNIVERSITY OF GHANA FACULTY DEVELOPMENT ONLINE APPLICATION SYSTEM

The application system works best with FIREFOX and INTERNET EXPLORER (sorry, Google Chrome users ☹)

## STARTING YOUR APPLICATION:



1. All applicants will need to **register with a valid e-mail** address. UG email addresses (including email addresses ending in [noguchi.ug.edu.gh](mailto:noguchi.ug.edu.gh) and [chs.ug.edu.gh](mailto:chs.ug.edu.gh)) are preferred.
2. After registration the following message will pop up: You have successfully registered!
3. Click on 'OK'
4. You will then have to log in (you will not be logged in automatically!). To access login page, click on link at the bottom of the page (see arrowed)

The image shows the registration form for the University of Ghana Faculty Development Grant Application. The form is titled "Register" and has a blue header. It contains six input fields: "First Name:", "Last Name:", "Email:", "Username:", "Password:", and "Confirm Password:". At the bottom right of the form is a "Register" button, which is highlighted by a red arrow. Below the button, there is a link that says "You have an account already? Log in here". The background of the form is a light blue and white pattern.

This will take you to the log-in page.

5. **Log in** with the username and password created during registration.

THE OFFICE OF RESEARCH INNOVATION & DEVELOPMENT

UNIVERSITY OF GHANA

**Faculty Development Grant Application**

**Login**

Username:

Password: [Forget your password?](#)

[You don't have an account yet? Register here](#)

- This will take you to a landing page to verify your basic information: First Name; Surname; Username and email address. If the information is correct, **click 'next'**.

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UNIVERSITY OF GHANA

**Faculty Development Grant Application**

**Profile** **Welcome : ebaryeh1**

First Name: <input type="text" value="Anita"/>	Username: <input type="text" value="Anita123"/>
Last Name: <input type="text" value="Afrɔ̃yie"/>	Email: <input type="text" value="anofrɔ̃yie@gmail.com"/>

## 7. Completing the application

There are 3 pages in the application system

Page 1: PERSONAL INFORMATION

## 1. Personal Information

Please fill all the texts in the fields.

Surname:  First Name(s):

Title: ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other

Date Of Birth:

Position:  Yrs Of Service with UG:

College:

Sch./Institute/Center:

Department:

Employment contract type:  Employment contract end date:

Next

You will need to complete all the sections to be able to proceed to the next page.

### Page 2: CONTACT INFORMATION

UNIVERSITY OF GHANA  
OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT (ORID)

Faculty Development Grant Application

## 2. Contact Information

Please fill all the texts in the fields.

[Log Out]

E-mail(s):

Phone(s):

next

### Page 3: GRANT APPLICATION DETAILS

You will need to enter the following information

- University Of Registration:
- (Tentative) Date of Registration:
- Target Completion Date:
- Programme Title & Name:
- Thesis Title:
- Principal Supervisor (If applicable):
- Total Grant Requested:



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Faculty Development Grant Application

### 3. Grant Application Details

Please fill all the texts in the fields.

[Log Out]

University Of Registration: <input style="width: 150px;" type="text"/>	Date of Registration: <input style="width: 100px;" type="text" value="dd----yyyy"/>
Target Completion Date: <input style="width: 100px;" type="text" value="dd----yyyy"/>	
Programme Title & Name: <input style="width: 150px;" type="text"/>	Thesis Title: <input style="width: 150px;" type="text"/>
Principal Supervisor: (If applicable) <input style="width: 150px;" type="text"/>	
Total Grant Requested: <input style="width: 150px;" type="text"/>	

Upload Attachments

Documents to be uploaded:

- Proposal (3-page (maximum) summary of the applicant's research proposal, clearly outlining the background, objectives, scope and methodology)
- Work plan:
- Detailed budget:
- C V:
- Certificates:
- Transcripts:
- Proof of Admission:
- ID (Passport/National ID/Driver's license etc.):
- Signature page:

### Upload Attachments

NB: Proposal must be a 3-page(maximum) summary, clearly outlining the background, objectives, scope and methodology.

Proposal: <input style="width: 100px;" type="button" value="Choose File"/> No file chosen	CV: <input style="width: 100px;" type="button" value="Choose File"/> No file chosen
Workplan: <input style="width: 100px;" type="button" value="Choose File"/> No file chosen	Transcripts: <input style="width: 100px;" type="button" value="Choose File"/> No file chosen
Attach detailed budget: <input style="width: 100px;" type="button" value="Choose File"/> No file chosen	Certificates: <input style="width: 100px;" type="button" value="Choose File"/> No file chosen
Proof of Admission: <input style="width: 100px;" type="button" value="Choose File"/> No file chosen	ID: (Passport/National ID/DVLA etc) <input style="width: 100px;" type="button" value="Choose File"/> No file chosen
Signature page: <input style="width: 100px;" type="button" value="Choose File"/> No file chosen	

Submit

8. Click **Submit**

A confirmation of submission will pop up: You have successfully submitted your application!