



University of Ghana Research Management Portal (UG-ReMaP)

CONFERENCE GRANT APPLICATION GUIDE
(ATTENDING A CONFERENCE)



Sign in to start your session

Staff ID



Pin



Sign In

Login In

Visit the portal via the link below

<https://apply.ug.edu.gh/ugremap/login>

Follow the steps below to log in to your account.

1. Enter your Staff ID in the field provided
2. Provide your PIN in the field provided.

Click on the **SIGN IN**  button to complete the log in process.

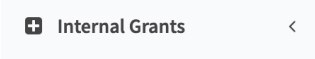
Dashboard

On login in, you will be directed to the dashboard as shown below. Use the menu items in the area marked red to navigate through the portal. You can also choose to send a quick email to the Office of Research, Innovation and Development.

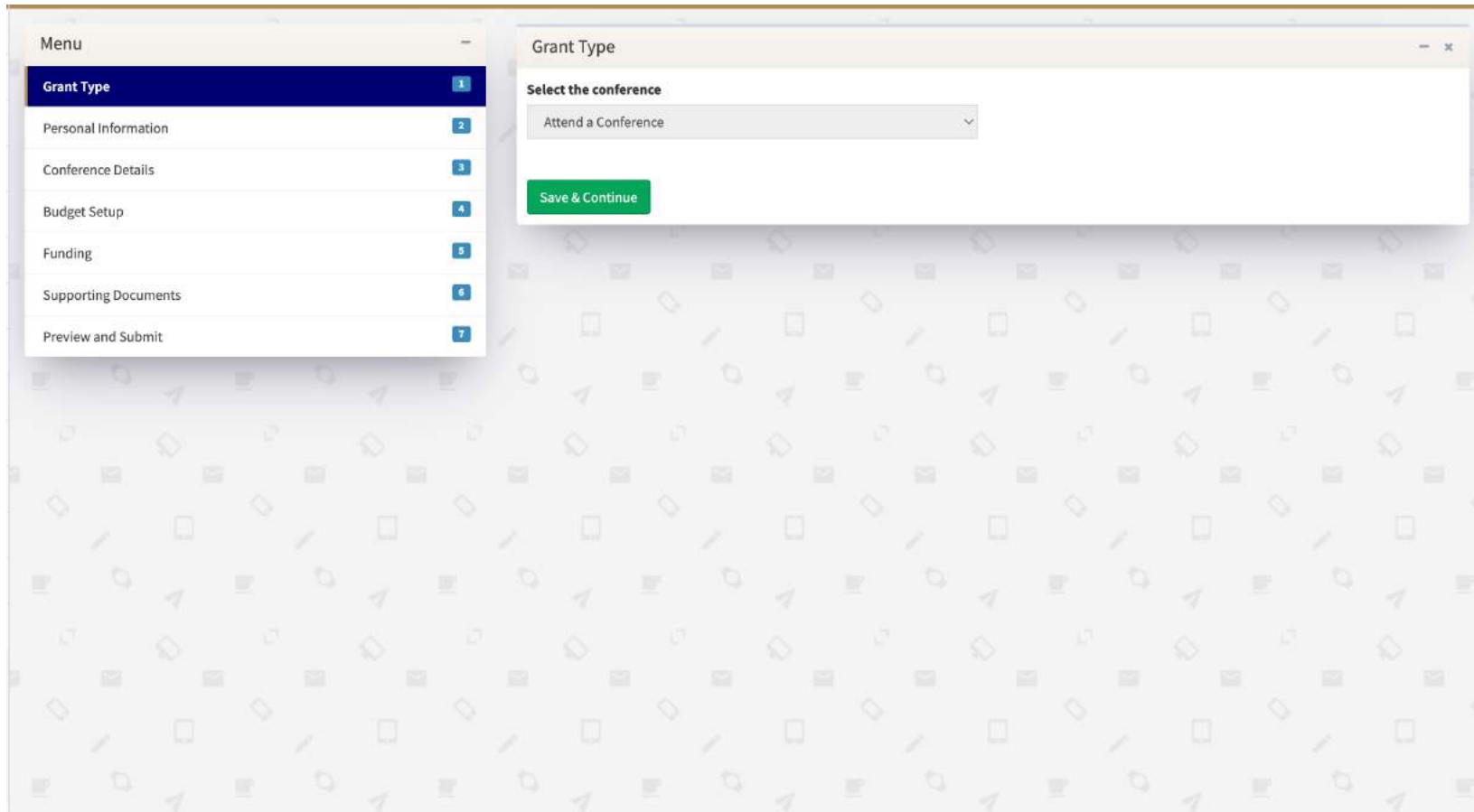
The screenshot displays the ORID dashboard interface. On the left, a dark blue sidebar contains the ORID logo and a navigation menu with three items: Home, Internal Grants, and Logout. The main content area features a blue banner with the text 'Message' and 'Welcome to ORID Conference Request Form'. Below this is a calendar for July 2022, showing dates from 1 to 31. To the right, there is a 'Useful Files' section with a link to the 'Application Manual'. Below that is a 'Send Quick Email to ORID for Assistance' form, which includes a 'Subject' field, a rich text editor with options for Normal text, Bold, Italic, Underline, and Small, and a 'Send' button at the bottom right.


New Grant Request

The screenshot displays the UG-ReMaP interface. On the left, a navigation menu includes 'Home', 'Internal Grants', 'Conference Grants', 'Attend a Conference' (highlighted with a red box), 'Organise a Conference', 'Conference Submission', 'UG Research Funds', and 'Logout'. The main content area features a blue 'Message' banner with the text 'Welcome to ORID Conference Request Form'. Below this is a calendar for June 2022. On the right, there is a 'Useful Files' section with 'Application Manual' and a 'Send Quick Email to ORID for Assistance' section with a 'Subject' input field, a rich text editor, and a 'Message' input field.

1. Click on the **NEW GRANT REQUEST**  button to initiate a new grant request.
2. Choose **ATTEND A CONFERENCE** from the dropdown as marked in red.

Grant Type



1. Select Grant Type from the drop down menu.
2. Click on the Save & Continue  button to proceed.

Personal Information


The screenshot shows a web interface with a left-hand menu and a main form area. The menu includes: Grant Type (1), Personal Information (2, highlighted), Conference Details (3), Budget Setup (4), Funding (5), Supporting Documents (6), and Preview and Submit (7). The main form, titled 'Personal Information', contains the following fields:

Title *	Applicant Name	Phone
MR.	John Doe	

IP Phone	UG Email	School
	johndoe@ug.edu.gh	Please Select

College	Department
Please Select	UGCS ADMIN

Navigation buttons: << Previous (blue) and Save & Continue (green).

1. Click on the Personal Information tab on the left and enter the necessary information required.
2. Click on the **SAVE & CONTINUE**  button to proceed.

Conference Details

Menu

- Grant Type 1
- Personal Information 2
- Conference Details 3**
- Budget Setup 4
- Funding 5
- Supporting Documents 6
- Preview and Submit 7

Conference Details

What is the nature of the conference being held?

Where is the conference being held? (Country)

Where is the conference being held? (City)

Conference Location

Conference Start Date

Conference end Date

Please indicate the specific benefits to the College/School/Department/Directorate?

What is the title of the conference/workshop/seminar you will be organising?

What is the theme of the conference/workshop/seminar you will be organising?

Has the department, directorate, school or college benefited from UG conference Grant within the last five years?

Expected number of participant(Local)

Expected number of participant(Foreign)

<< Previous

Save & Continue

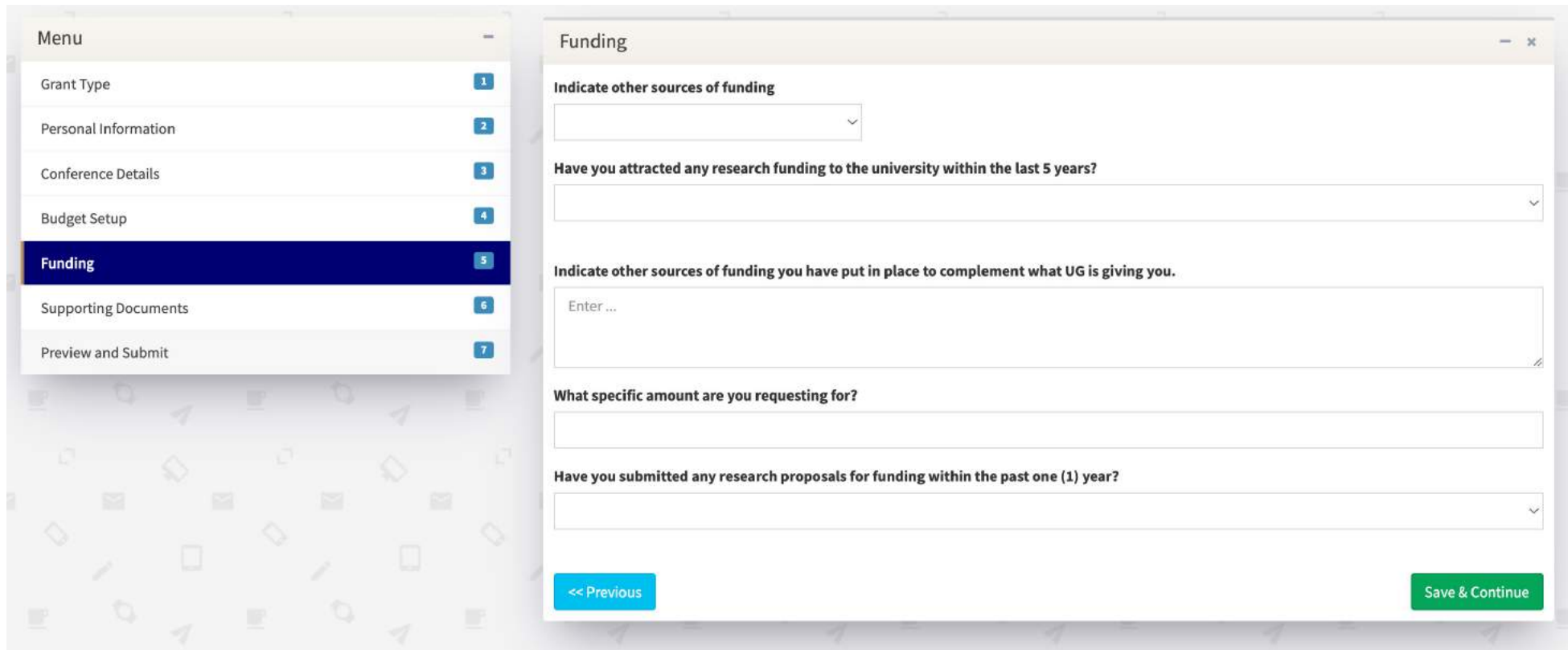
1. Click on Conference Details and complete the form.
2. Click on the **SAVE & CONTINUE**  button to proceed.

Budget Setup

The screenshot shows a web interface for 'Budget Setup'. On the left is a 'Menu' sidebar with seven items: Grant Type (1), Personal Information (2), Conference Details (3), Budget Setup (4, highlighted in dark blue), Funding (5), Supporting Documents (6), and Preview and Submit (7). The main content area is titled 'Budget Setup' and contains the heading 'Add your budget and cost'. Below this heading are two input fields: 'Budget Item' (a dropdown menu) and 'Amount GHS' (a text input field). A blue button labeled 'Click to Add More' is positioned below these fields. Underneath is a section for 'Amount Requested(GHS)' with a large grey horizontal bar for input. At the bottom left is a blue button labeled '<< Previous' and at the bottom right is a green button labeled 'Save & Continue'.

1. Click on Budget Setup and complete the form.
2. Click on the **SAVE & CONTINUE**  button to proceed.

Funding



Menu

- Grant Type 1
- Personal Information 2
- Conference Details 3
- Budget Setup 4
- Funding 5**
- Supporting Documents 6
- Preview and Submit 7

Funding

Indicate other sources of funding

Have you attracted any research funding to the university within the last 5 years?

Indicate other sources of funding you have put in place to complement what UG is giving you.

Enter ...

What specific amount are you requesting for?

Have you submitted any research proposals for funding within the past one (1) year?

<< Previous

Save & Continue

1. Proceed to the Funding tab and complete the form with the necessary information.
2. Click on the **SAVE & CONTINUE**  button to complete the process

Supporting Documents

The screenshot displays the 'Supporting Documents' section of the application. On the left is a 'Menu' with items: Grant Type (1), Personal Information (2), Conference Details (3), Budget Setup (4), Funding (5), **Supporting Documents (6)**, and Preview and Submit (7). The main area features an 'Upload Documents' button, a red warning: 'The listed files are mandatory and needs to be uploaded to complete this application', and a bulleted list: 'Letter of invitation/Proof of registration', 'Copy of abstract/Proposal', and 'Justification for organising or attending the conference'. Below is a table with headers 'Document Type', 'File Name', and 'Action', containing the text 'No Document Uploaded'. At the bottom are '<< Previous' and 'Save & Continue' buttons.

1. Click on the Supporting Documents tab and upload all the relevant supporting documents here. For attending a conference, documents that can be uploaded here include:

1. Current employment contract
2. Proof of registration/conference invitation.
3. Justification for attending conference
4. Proof of commitment of personal of personal funds towards conference.
5. Signature page

2. Click on the **SAVE & CONTINUE**  button to proceed.

Preview and Submit

The screenshot displays a web application interface for the 'Preview and Submit' stage. On the left, a vertical menu lists seven steps: Grant Type (1), Personal Information (2), Conference Details (3), Budget Setup (4), Funding (5), Supporting Documents (6), and Preview and Submit (7). The 'Preview and Submit' step is highlighted in dark blue. The main form area on the right contains the following fields and values:

This is the funding you are applying for	attend
Title	MR.
Name	John Doe
Email	johndoe@ug.edu.gh
IP-Phone	
Phone	
School	
College	
Department	UGCS ADMIN

1. Review the information you provided on this page. Check to make sure all information given are correct. Click on the

SUBMIT APPLICATION BUTTON

Submit Application

to proceed to the application approval stage.

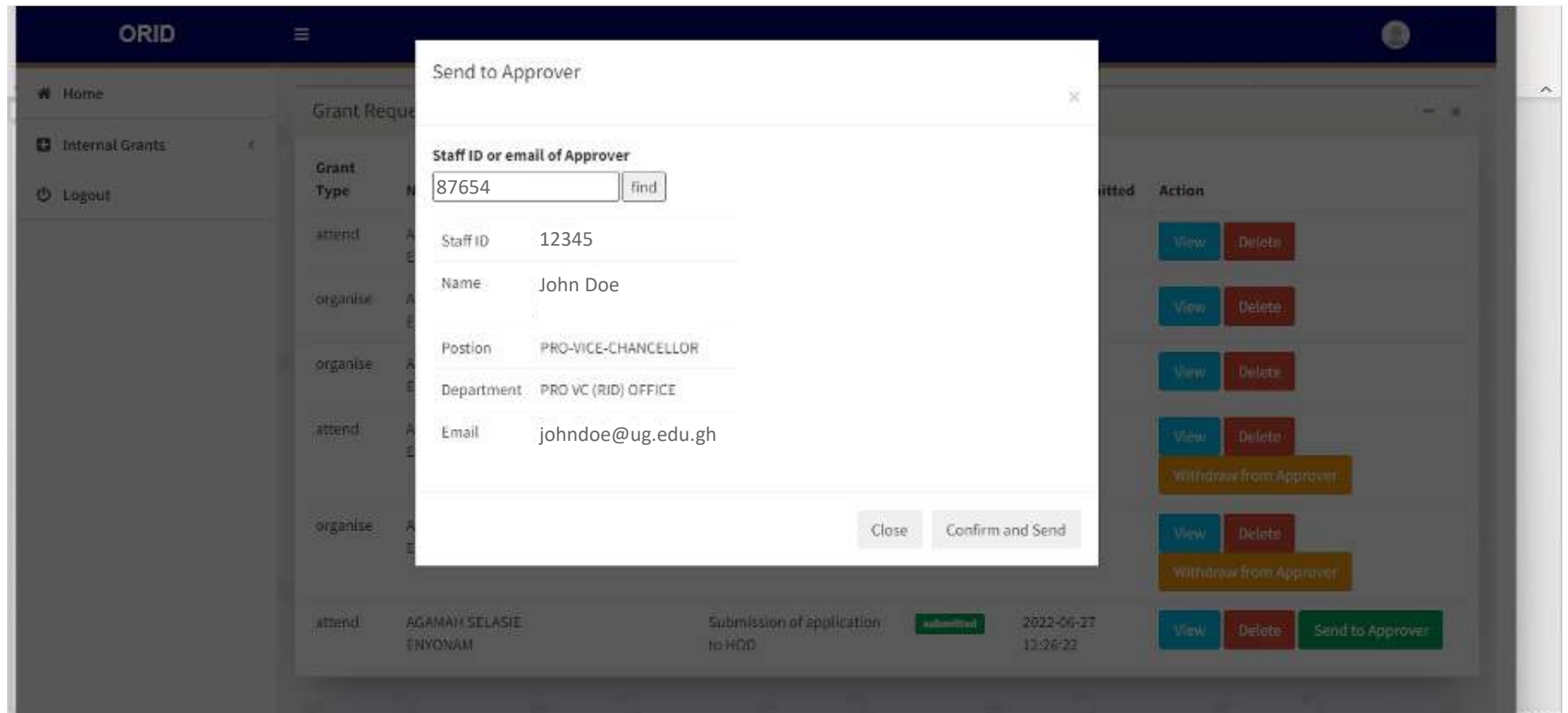
Application approval

Grant Type	Name of Requester	Conference Title	Status	Submitted	Time Submitted	Action
attend	John Doe		pending	not submitted	2022-06-02 15:02:38	View Delete
organise	John Doe		pending	not submitted	2022-06-06 12:35:30	View Delete
organise	John Doe		pending	not submitted	2022-06-06 15:03:50	View Delete
attend	John Doe	Test	Submission of application to HOD	submitted	2022-06-13 15:34:09	View Delete Withdraw from Approver
organise	John Doe		Submission of application to HOD	submitted	2022-06-24 11:21:17	View Delete Withdraw from Approver
attend	John Doe		Submission of application to HOD	submitted	2022-06-27 12:26:22	View Delete Send to Approver

1. You will see a list of the applications you have started with the status of each indicated beside it.
2. Identify the application that has reached the approval stage as marked in red in the figure above. Click on the

SEND TO APPROVER [Send to Approver](#) button to proceed.

Application approval (continued)



1. Search for your Head of Department by using his/her staff ID or email address in the field provided.
2. Check to confirm the details of the Hed of Department before you proceed. After confirming the details as shown in the picture, click on the **CONFIRM AND SEND** button to for your application to the HoD for approval. This ends the application process.