



GENERAL INFORMATION

SUBMISSION OF BUDGET

Please take note that a completed UGRF budget forms part of the online application system. The budget section in the Online Application System must be completed.

WHAT GOES INTO THIS TEMPLATE

Detailed budget (to be completed in the Online Application system). This provides detailed information on the unit costs of budget items and quantities required. This helps researchers present a relatively realistic budget.

Form C: Equipment Profile Form. This provides detailed information on equipment required for the implementation of the project and projected unit costs.

BUDGET CEILINGS

Please take note that the budget ceilings for the various grant categories are as follows:

*Early Career Grants: up to **GHC 7,500** ; Mid-Career Grants: up to **GHC 40,000** ; Large Multi-Disciplinary Grants: up to **GHC 120,000***

Budgets which range between GHC 7,500 - 40,000 shall all be considered as mid-career grants while budgets ranging from GHC 40,000-120,000 shall also be considered as large multi-disciplinary grants.

MULTI-YEAR BUDGETS

Projects in the early career grant category are funded for a maximum period of one year while projects in the investigator-led and large multi-disciplinary grant categories are funded for a maximum of 2 years. Funds in the early career grant category are normally disbursed as a single installment while funds in the other two categories are disbursed as follows:

- 1st installment : 50 percent
- 2nd installment: 40 percent
- 3rd installment: 10 percent

THINGS TO NOTE

- In preparing your budget, please ensure that project activities are arranged such that the release of the funds as per the above percentages will not have an adverse effect on the implementation of the project.
- Grants are normally awarded about 3-4 months after the application. Applicants are therefore encouraged to take this into consideration
- The totals for each budget line must correspond to the summary budget provided in the main proposal.



GUIDANCE NOTES FOR PREPARATION OF UGRF BUDGETS

INFORMATION ON THE UGRF BUDGET LINES

This guide has been developed to aid in the budget preparation process for UGRF grants. It also provides general information on recommended rates for specific items on some budget lines

PROJECT PERSONNEL

This comprises all staff assigned to work on a UGRF project to ensure that project objectives are achieved. As much as possible, project personnel should be drawn from the University of Ghana except in cases where the expertise required is not available at UG. UGRF funds does not allow the payment of salary, honoraria etc to the Principal Investigator of the project. Funds paid under this budget line are not salaries but are classified as honorarium. Allowable personnel costs include; Graduate Assistants, Research Assistants, Laboratory support assistants and in exceptional cases Graduate students.

EQUIPMENT

UGRF funds allows for the purchase of equipment which are directly related to the implementation of the proposed project. The need for this equipment must be clearly justified in the project proposal and must be clearly shown that such equipment are not available to the Principal Investigator. Equipment purchased from a UGRF grant should be labelled accordingly and belongs to the UG through the home department of the PI but the PI maintains first use of such equipment even after the project has closed. PI's are required to hand over equipment purchased with the UGRF grant if they have to leave the university. In the case of projects in the sciences equipment will comprise laboratory equipment while in the humanities books will also be classified under this category.

OTHER RESEARCH COSTS

Will normally cover the purchase of reagents, laboratory chemicals, software for analysis etc.

FIELD COSTS

This generally refers to expenditures that are specific to data collection/ field work. E.g. Remuneration for field staff, hiring of vehicles/ transportation costs on the field, accomodation for field workers, items needed for data collection etc. Please refer to the UGRF Budget Ceilings guide for additional information.

TRAVEL (LOCAL & INTERNATIONAL)

Local travel would mainly comprise travel to project sites by the project team. E.g., per diems for project team, transportation of samples in-country, accomodation costs for project team at project sites, hiring of vehicles, per diem for drivers etc. International travel will apply in cases where the project includes sites from outside Ghana. Travel by the PI to make presentations at conferences (whether local or international) is not an allowable cost as all UG Senior members are eligible to apply to the UG Conference Grant portfolio for support. In exceptional cases, the UGRF may allow a key project staff (apart from the PI) to travel to a well recognised international conference to make a presentation. However, this should be justified and prior approval sought from ORID at least 3 clear months before the intended date of travel to the conference.

DISSEMINATION COSTS

Dissemination costs include page charges for publication of articles in recognised refereed journals in the PI's discipline. This also covers the organization of workshops to share findings and results of the study, newspaper publications, research uptake workshops etc. Proceedings of workshops should be attached to the final report on the project.

OFFICE EXPENDITURE

This includes cost of stationery for the running of the project, office supplies and communication costs (phone cards, internet top-up cards). Please take note that the UGRF grant cannot be used for the purchase of telephones (fixed and cell phones). Indirect costs, Overhead or Administrative costs cannot be charged on a UGRF project. The grant is made possible by the UG's own internally generated funds and therefore it cannot pay administrative costs on its own funds to a constituent unit of the university.



UGRF BUDGET LINE CEILINGS

These ceilings are to serve as a guide and to help address issues of subjectivity in making payments to project support staff and also on other budget lines where the UG has published rates

BUDGET LINE	UNALLOWABLE COSTS	ALLOWABLE COSTS	CEILING (GHC)	COMMENT(S)
Project Personnel	Payment of salaries of project staff, honorarium for Principal Investigators, Co-Principal Investigators, Collaborators	Honoraria for research support team including graduate assistants, teaching assistants, laboratory assistants	Graduate students: 400 to 500/ month Graduate/ Teaching/ Laboratory Assistants: 1000 to 1500/ month	To be pro-rated against time spent on the project where applicable
Equipment		Will be approved upon a strong justification that the equipment needed is not available in the PI's unit and that it is key to achieving the project objectives	Should not exceed 60% of the total project budget	
Other Research Costs	Not applicable	Not applicable	Not applicable	
Field Costs		Vehicle Hire	500/ day	
		Fuel	500/ month	
		Field workers and supervisors	75/day	
Local Travel	Payment of conference fees	Travel to project sites, per diems for project team		
		Full Per Diem for Senior members	337.50/night	
		Full Per Diem for Senior Staff (UG)	135/ night	
		Full Per Diem for Drivers (overnight)	112.50/ night	
		Full Per Diem for Drivers (return journey)	75/day	
International Travel	International travel to conferences to present papers by the Project PI etc	In exceptional cases a key project staff may attend a conference to present findings from the project but this should normally be in the 2nd year of the project with prior approval from ORID at least 3 months before the date of the conference. This will be determined on a case by case basis especially in cases where the project staff in question is not eligible to apply for the UG conference grant	6000/ person for a maximum of 2 people	UG Senior members are eligible to apply to the UG Conference Grant scheme managed by ORID
Dissemination Costs		Page charges, publications, dissemination workshops, research uptake activities etc	5000 for the life of the project	
Office and Administrative expenditure	Overhead costs, indirect costs, purchase of fixed line and mobile phones	Stationery, internet and mobile top-up cards	2000 for the life of the project	
Contingency			5% of the total project budget	

KEY:

- Unallowable costs

- Allowable costs