

## UNIVERSITY OF GHANA



### OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

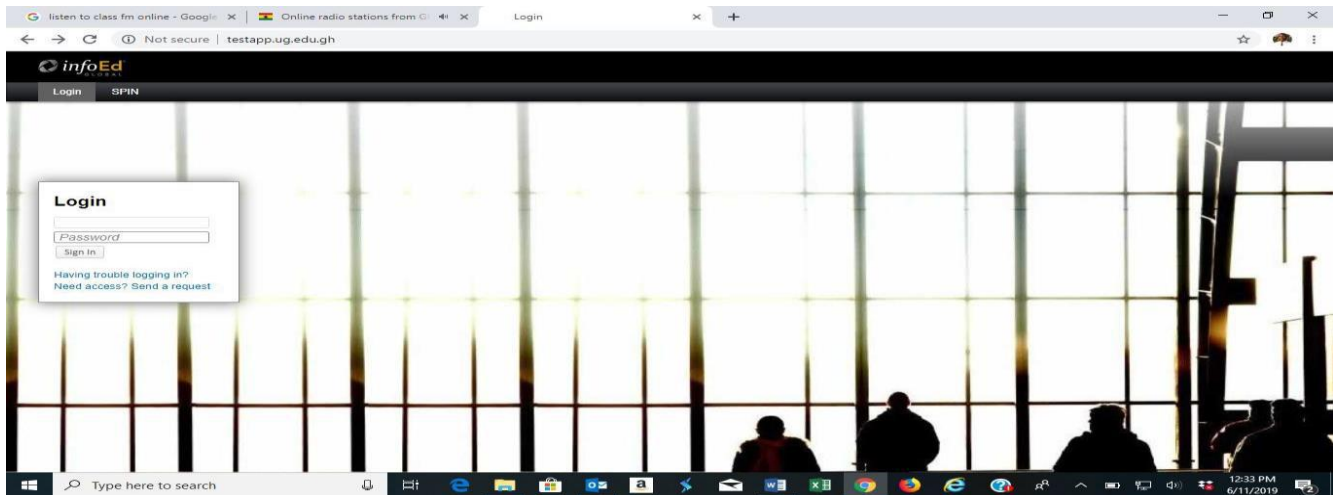


**UNIVERSITY | RESEARCH  
OF GHANA | FUND**

## Application Submission Process

### Step 1: Login Process

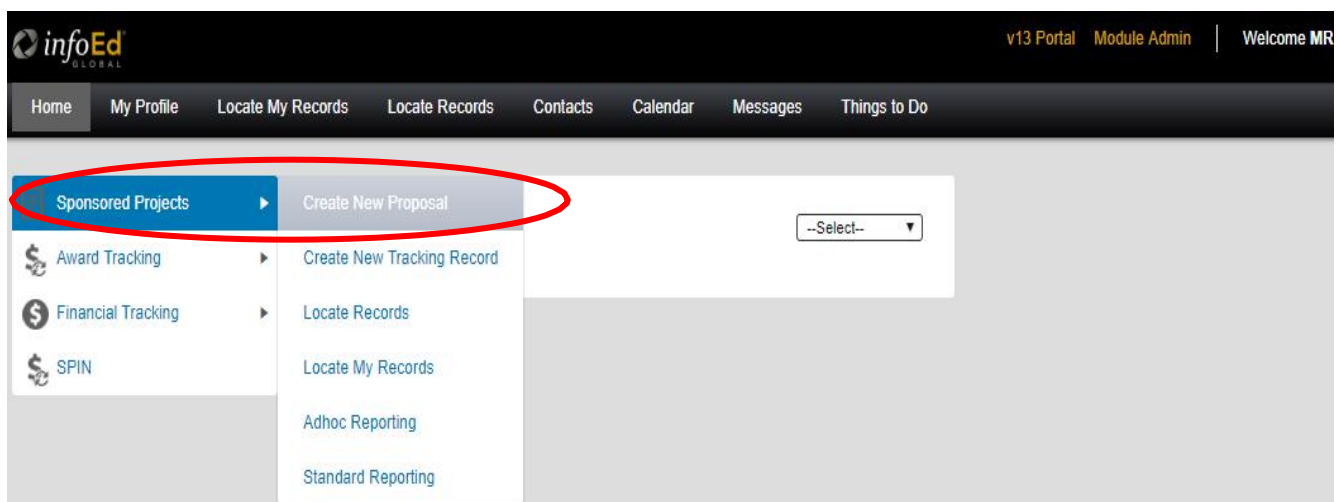
1. Enter <http://grant.ug.edu.gh/> in your browser
  - a. Click on Login
  - b. Enter your UG **Username** (without @ ug.edu.gh) and active directory **Password**
  - c. Click Login



### Step 2: Initiating an Application

Upon logging in, a Profile Screen will appear

1. Click on **Sponsored Projects**  **Create New Proposal**



A welcome screen appears.

- a. Enter the funding name you are applying for (e.g **UG EARLY CAREER GRANTS**) under **Funding** in the *Sponsor Name* text box.
- b. Complete the form by providing the other details.
- c. Click on **Create Proposal** at the bottom of the form.

**Note: All information must be entered accurately before clicking on “Create Proposal”.**

**Welcome**  
**Important:** To change the Applicant name below, click in field and enter applicants name  
Danquah, Duke yaw

**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"  
UG  
UG Early Career Grants(Up to GHC7,500)  
UG Mid-Career Grant(Up to GHC40,000)  
UG Multi-disciplinary Grant(Up to GHC120,000)  
UG Technology Development and Transfer Grant

End Date: 09-Feb-2021 (dd/mm/yyyy)

**Important:** Select the Grant you applying for from the dropdown list below.  
Application Type: Research Grant

**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.  
Create Proposal

At the **Setup Questions** page, click on the drop-down arrow at the **Default Screens** and choose **Research Grant** and click **OK**

Save FINAL TEST  
Mr Duke yaw Danquah - PRO VC (RID) OFFICE (UG Multi-disciplinary Grant(Up to GHC120,000))

**Setup Questions** Setup Questions

Please answer all questions below and click SAVE.

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** to produce the final copy of your proposal.

**Submission Mechanism/Form Information**

Proposal Sponsor UG Multi-disciplinary Grant(Up to GHC120,000) [Change](#)


Is this a Flow Through Project?  Yes  No

Please select a Submission Mechanism/Screen Template **Default Screens**  Yes  No

Is this a US federal sponsored project?  Yes  No

Has your sponsor given a specific reference for this proposal?  Yes  No

Is this an un-solicited application?  Yes  No

The following documents on this page  are required to be downloaded, completed and uploaded as part of the grant application. After they have downloaded click on the check box to complete the Setup Question section.

FINAL TEST  
Mr Duke yaw Danquah - PRO VC (RD) OFFICE (UG Multi-disciplinary Grant(Up to GHC120,000))

Proposal PD/20-02/0010

Setup Questions

Welcome to the University of Ghana Research Management Portal (UG-ReMaP)  
UGRF 13TH CALL FOR PROPOSALS  
(SUPPORTED BY THE UNIVERSITY OF GHANA RESEARCH FUND)

Before you initiate your grant application, please take note of the following:

**APPLYING FOR THE GRANT:**

- Download the [UG Research Grant Guide](#) for information on the application process.
- The following documents are required to be downloaded, completed and uploaded as part of the grant application:
  - [UGRF Work Implementation Plan Template \(13th Call\)](#); Budget must be in accordance with the Research Grant type selected. Refer to the [a](#)
  - [UGRF Equipment Profile Form \(13th Call\)](#)
  - [UGRF Ethical Clearance Assurance Form](#)
  - [UGRF Budget Justification Form \(13th Call\)](#)

Completed

### Step 3: Application Process

#### 1. Personnel Tab

- Click on the **Personnel** Tab
- Check the **Completed** Checkbox at the top right corner

**If ALERT icon appears under “Alert”, you cannot complete the page. Click on Personnel Name to enter missing personnel details.**

TRAINING CONFERENCE AT USA  
MR ANDREWS NARTEH A. N. TETTEYWAYO - DEAN OF GRADUATE STUDIES (Conference Grants)

Proposal PD/19-06

Completed

Personnel







Add Personnel [hide]

Prime  Proposal Structure

Personnel Type

Create Profile  Role

Save

PI	NAME/ROLE	MAIL	ALERT	ORDER	ORGANIZATION / DEPARTMENT	CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
	ANDREWS NARTEH A. N. TETTEYWAYO PI *			0	UNIVERSITY OF GHANA DEAN OF GRADUATE STUDIES			

## 2. Internal Documents Tab

- a. Click on **Internal Documents**
- b. Click on the **Edit** icon

testing Proposal PD/19-06/0017

MR ANDREWS NARTEH TETTEYWAYO - DEAN OF GRADUATE STUDIES

Internal Documents Completed

**Please Note :**

Please upload the required documents when completing the application form.

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form_COPY (Proposal package)		Incomplete		Mandatory

Add Institution Forms/Supporting Documents

- c. Complete the Grant Application form, upload the required documents at the appropriate sections of the form.
- d. Click the **“Complete check box”** at the top right corner of the Form to complete the form.

Updated By: Duke yaw Danquah @ 11-Feb-2020 01:23:50 PM  Complete

**University of Ghana Grant Applicant Form**

**GRANT FUNDING**

\* This is the funding you are applying for.  
UG Multi-disciplinary Grant(Up to GHC120,000)

\* Sponsor Name

Please Note:  
**UG MULTI-DISCIPLINARY GRANTS (UP TO GHC 120,000)**

**PERSONEL INFORMATION**

PI	Name	Department	Role	Net Effort
✓	Danquah, Duke yaw	PRO VC (RID) OFFICE	PI	0.000

Title of Applicant

\* Department PRO VC (RID) OFFICE

College

School

\* Rank

\* Gender

\* Years of service at UG as a senior member:

\* Upload current appointment letter:

\* IP Phone:

\* Cellphone Number:

\* Email Address:

Please provide your UG e-mail address, as some important information may be communicated via e-mail.

\* What is your status of service at the University of Ghana?

- e. Click **Completed check box** on the Internal Documents page to complete the section
- f. Click on **Budget Tab** to proceed to the budget page

TRAINING CONFERENCE AT USA  
MR ANDREWS NARTEH A. N. TETTEYWAYO - DEAN OF GRADUATE STUDIES

Propos PD/19-06/000

Internal Documents Completed

**Please Note :**  
If you upload any other documentation at this point your application will sent back for re-submission.Only upload documentation within online application form.

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form		Incomplete		Mandatory

### 3. Budget Tab

- a. Click **Select Budget Category drop-down** arrow under Non-Personnel to select your budget lines.
- b. Click on **Add Item** to build your budget lines.

Budget Summary - Google Chrome

Not secure | grant.ug.edu.gh/PTNET2/budget/UI/BudgetSummary.aspx?TEID=AE4737DF-644F-46EA-AE38-1EAD9FDBA079

FT/20-02/0009 - TESTING  
Mr Duke yaw Danquah (UG Early Career Grants(Up to GHC7,500))

Proposal PD/20-02/0009

**Budget** Justifications

Project Period: 20-Mar-2020 to 04-May-2021

Source View: Sponsor

Rollup subprojects: Not Rollup

Proposal Structure Import/Export Native Currency [GHS] Complete Budget Edit Mode

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]		Cost Sharing [show]		Project [hide]		
		START	END			TOTAL	TOTAL	TOTAL	DIRECTS	F&A	TOTAL	
1	1	20-Mar-2020	04-May-2021	Funding*	Proposed	-	-	-	-	-	-	-
Total:						€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	

Subproject Summary [Show]

Personnel [Hide]

NAME	PERIOD 1	DIRECT COSTS
Danquah, Duke PI	-	€ 0
Subtotal Personnel:		€ 0

Non-Personnel [hide]

CATEGORY	PERIOD 1	DIRECT COSTS
No records to display.		
Subtotal Non-Personnel:		€ 0

Select Budget Category

SubAwards [show]

Subprojects [show] Import as Subproject

	PERIOD 1	TOTAL COSTS
Total Sponsor Direct Costs:	-	€ 0
Sponsor F&A:	0	0

- c. Enter the amount under **Unit Cost** and click on **Save and Close**.  
 Repeat steps a – c until you are done with all your budget lines.

**Non-Personnel Costs**

Detail Justifications Show Calculations Save and Close Save Close

Costs by "Budget Period" Annual Inflation *Manual Entry* Description Contingency (5%)

PERIOD	START DATE	END DATE	QTY	UNIT COST	TOTAL
1	20-Mar-2020	04-May-2021	1	0	0
Total					₹ 0

Enter the quantity and the unit cost for each budget category you choose. Then click on "Save and Close"

- d. Click on **Complete Budget** to complete the budget

Budget Summary - Google Chrome

Not secure | grant.ug.edu.gh/PTNET2/budget/UI/BudgetSummary.aspx?TEID=AE4737DF-644F-46EA-AE38-1EAD9FD8A079

Save FT/20-02/0009 - TESTING Mr Duke yaw Danquah (UG Early Career Grants(Up to GHC7,500)) Proposal PD/20-02/0009

Budget Justifications

Project Period: 20-Mar-2020 to 04-May-2021 Source View: Sponsor Rollup subprojects: Not Rollup Proposal Structure Import/Export Native Currency [GHS] **Complete Budget** Edit Mode

Budget Summary [Hide]

Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	20-Mar-2020	04-May-2021	Funding*	Proposed	-	-	-	-	-
Total:						₹ 0	₹ 0	₹ 0	₹ 0	₹ 0

Subproject Summary [Show]

Personnel [Hide]

NAME	PERIOD 1	DIRECT COSTS
Danquah, Duke PI	-	₹ 0
Subtotal Personnel:		₹ 0


Non-Personnel [hide]

CATEGORY	PERIOD 1	DIRECT COSTS
Contingency (5%)	-	₹ 0
Subtotal Non-Personnel:		₹ 0

SubAwards [show]

Subprojects [show] Import as Subproject

	PERIOD 1	TOTAL COSTS
Total Sponsor Direct Costs:	-	₹ 0

- e. Click on  icon at the top left corner and click on **Done** to close the budget window. Please note that to revise your budget you must first click on **Un-complete Budget**.

9-UG-0001 - TRAINING CONFERENCE AT USA  
ANDREWS NARTEH A. N. TETTEYWAYO

Proposal PD/19-06/0001

Project Period: 15-Jul-2019 to 19-Jul-2019

Source View: Sponsor

Rollup subprojects: Not Rollup

Native Currency [GHS]

**Un-Complete Budget**

Budget Summary [Hide]		Periods [hide]		Sponsor [show]		Cost Sharing [show]		Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	15-Jul-2019	19-Jul-2019	Funding*	Proposed	€ 4,891	-	€ 4,290	€ 601	€ 4,891
<b>Total:</b>						€ 4,891	€ 0	€ 4,290	€ 601	€ 4,891

Subproject Summary [Show]		PERIOD 1	DIRECT COSTS
Detail	TETTEYWAYO, ANDREWS NARTEH PI	-	€ 0
<b>Subtotal Personnel:</b>		€ 0	€ 0

Non-Personnel [hide]		PERIOD 1	DIRECT COSTS
Detail	22500 - FOREIGN TRAVEL COSTS ACCOMMODATION	€ 1,000	€ 1,000
Detail	22500 - FOREIGN TRAVEL COSTS AIR TICKET	2,000	2,000
Detail	22500 - FOREIGN TRAVEL COSTS CONFERENCE REGISTRATION	500	500

## 4. Finalize Tab

- a. Click on **Finalize Tab**

Finalize - Google Chrome

Not secure grant.ug.edu.gh/Proposal/pd/pdSubmit.asp?ProjID=9AA08416-B777-46FE-BA51-13F5E175E544

TESTING

Mr Duke yaw Danquah - PRO VC (RID) OFFICE (UG Early Career Grants (Up to GHC7,500))

Proposal PD/20-02/0009

Finalize

BUILD PDF / FORM PAGES

Form Page Budget Summary Form

Warning: Once these pages are built, uncompleting any of these "Tabs" will require that you re-build these pages.

ASSEMBLE APPLICATION

SUBMIT FOR INTERNAL REVIEW



b. Click on **Build**

TRAINING CONFERENCE AT USA  
MR ANDREWS NARTEH A. N. TETTEYWAYO - DEAN OF GRADUATE STUDIES

Proposal  
PD/19-06/0001

- ✓ Setup Questions
- ✓ Personnel
- ✓ Internal Documents
- ✓ Budget
- ▶ Finalize

Finalize

[BUILD PDF / FORM PAGES](#)

Form Page	Build	Last Built	Built By
Budget Page	<input type="button" value="Build"/>		
Personnel Report			

Warning: Once these pages are built, uncompleting any of these "Tabs" will require that you re-build these pages.

[ASSEMBLE APPLICATION](#)

[SUBMIT FOR INTERNAL REVIEW](#)

c. Click on the **Build** again on the next screen.

- ✓ Setup Questions
- ✓ Personnel
- ✓ Internal Documents
- ✓ Budget
- ▶ Finalize

Finalize

[BUILD PDF / FORM PAGES](#)

[ASSEMBLE APPLICATION](#)

Document	Page Count	Sequence	Edit	Build	
Budget	2	1	<input type="button" value="Edit"/>	<input type="button" value="Build"/>	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.
Budget Page	1	2			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.
Personnel Report	1	3			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.

**ROUTING YOUR APPLICATION TO YOUR UNIT HEAD**

d. Click on **Submit Final Review** icon

- ✓ Setup Questions
- ✓ Personnel
- ✓ Internal Documents
- ✓ Budget
- ▶ Finalize

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 that 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	Current Submission			
	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form		Completed		Mandatory
Assembled Doc		Completed		

[Add Institution Forms/Supporting Documents](#)

- e. Click on the icon at the end of your name  to add your unit head.

- f. Enter the Surname of your unit head in the **Type Name** text box and select your unit head.  
 g. Click on **Add**

The name of your unit head will appear below your name as shown below.

- h. Click on **Submit** to send the application to your unit head for endorsement.

Please note:

You cannot access your application after you click on **Submit**.

Proposal PD/19-06/0001 - MR ANDREWS NARTEH A. N. TETTEYWAYO "TRAINING CONFERENCE AT USA" (Proposal preparation on-going)

Refresh Route Route Path - Conference/FDG Route Add New Person to Review Path Submit

Step 1	Applicant/Dept Notifications	MR ANDREWS NARTEH A. N. TETTEYWAYO	
Inserted Step	Inserted Step	PROF RICHARD MAWUENA KOFI R.M.K ADANU	
Step 2	ORID Office Review	Anonymous	
	ORID Office Review	Anonymous	
	ORID Office Review	Anonymous	
Step 3	ProVC Review	Mr Duke Yaw Danquah	
	ProVC Review	MS. GRACE G. ANNAN	
	ProVC Review	MR. KWAKU OWUSU K.O. OSEI	

*No comments have been recorded yet*

Click on and **Done** to complete the process

- Done
- Show Tool Tips

TRAINING CONFERENCE AT USA

ANDREWS NARTEH A. N. TETTEYWAYO - DEAN OF GRADUATE STUDIES (Conference Grants)

Proposal PD/19-06/0001

**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.

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Components for **Initial Application**

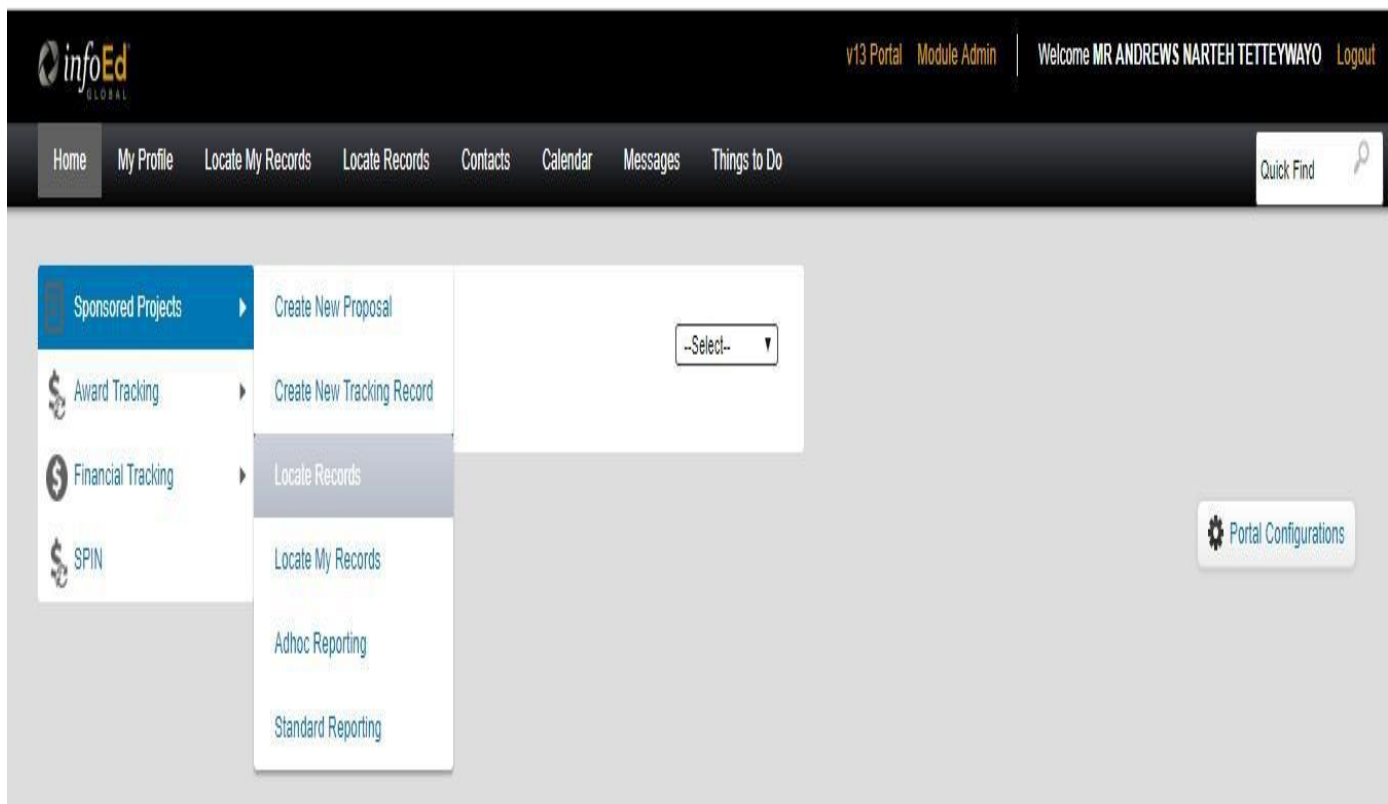
FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
University of Ghana Grant Applicant Form		Completed		Mandatory
Assembled Doc		Completed		

**NOTE: PLEASE NOTIFY YOUR UNIT HEAD TO FOLLOW THE PROCESS IN THE GUIDE FOR UNIT HEADS TO ENDORSE YOUR APPLICATION**

 **Please note**

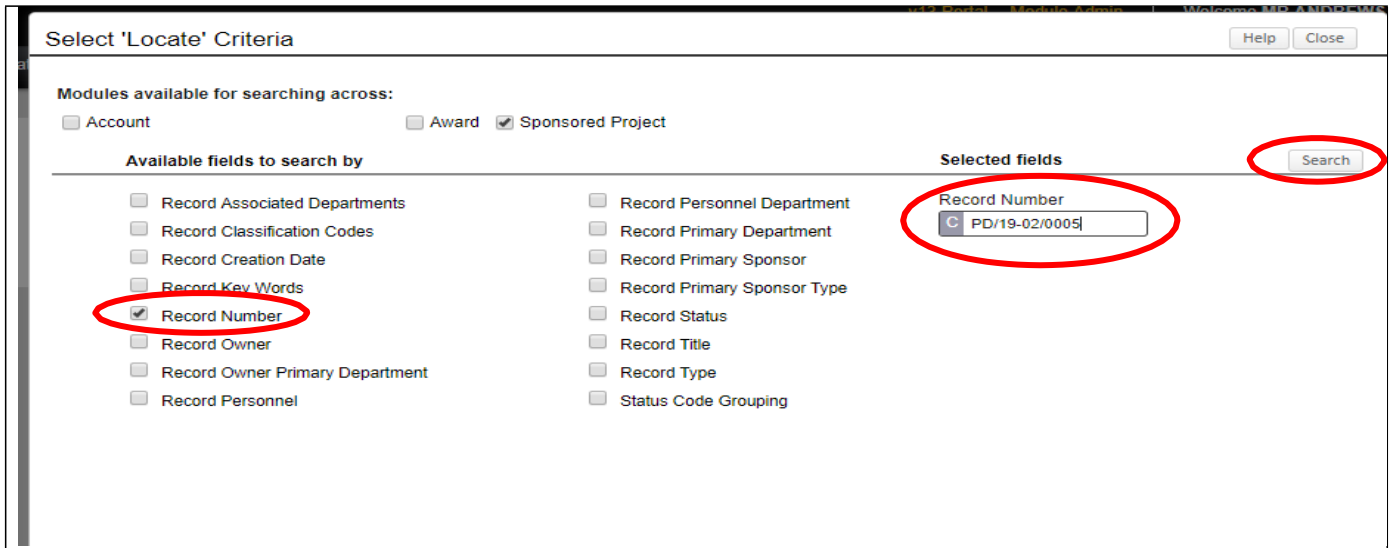
To retrieve your application:

- a. Click on Sponsored Projects
- b. Click on **Locate Records** or **Locate My Records** (select **Locate Records** if you know your application number, otherwise, select **Locate My Records**)

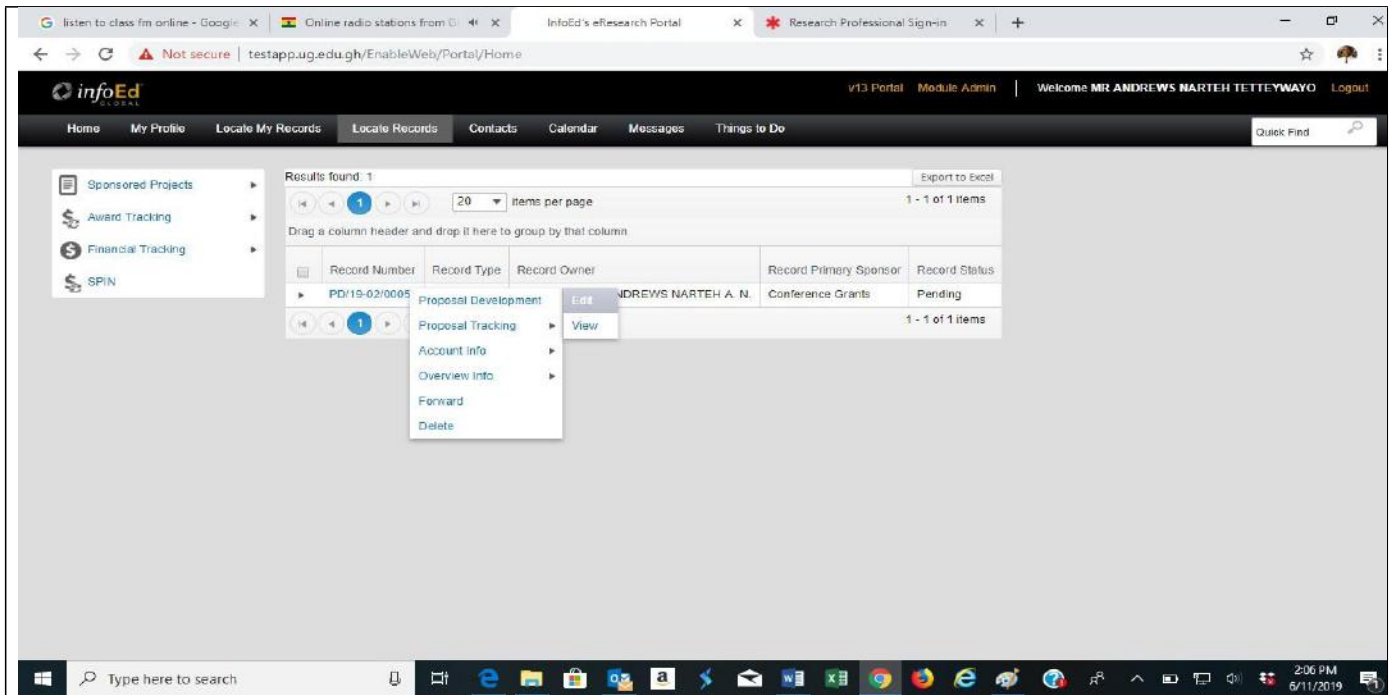


The screenshot displays the infoEd portal interface. At the top, the logo is on the left, and the user's name 'MR ANDREWS NARTEH TETTEYWAYO' and 'Logout' are on the right. A navigation bar contains links for Home, My Profile, Locate My Records, Locate Records, Contacts, Calendar, Messages, and Things to Do. A 'Quick Find' search box is also present. The 'Sponsored Projects' menu is open, showing options: Create New Proposal, Create New Tracking Record, Locate Records (highlighted), Locate My Records, Adhoc Reporting, and Standard Reporting. A dropdown menu is visible next to 'Locate Records' with '--Select--' as the current selection. A 'Portal Configurations' button is located in the bottom right corner of the main content area.

If you select **Locate Records**, click **Record Number** and enter your proposal number. Click on **Search**



Hover the mouse on the **application number, Proposal Development** and click on **Edit** or **View** as the case may be.



# User Guide for Unit Heads

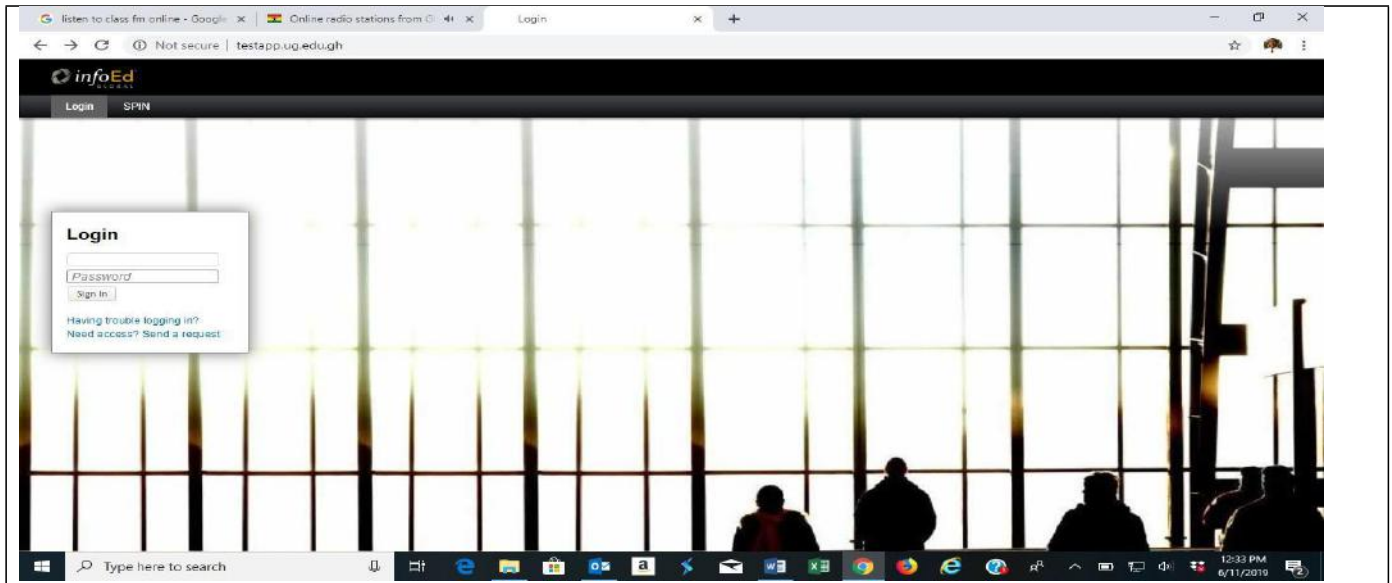
## ENDORSEMENT GUIDE FOR UNIT HEADS (HoD/DEAN/DIRECTOR/PROVOST)

Please follow the steps below to endorse the application for Conference Grants.

### Step 1: Login

- i. Enter <http://grant.ug.edu.gh/> in your browser to launch the application system (see figure 1).
- ii. At the Login window, enter the first part of your UG email address (without the @ ug.edu.gh) as **Username** and the email password as **Password**
- iii. Click Login

**Figure 1**

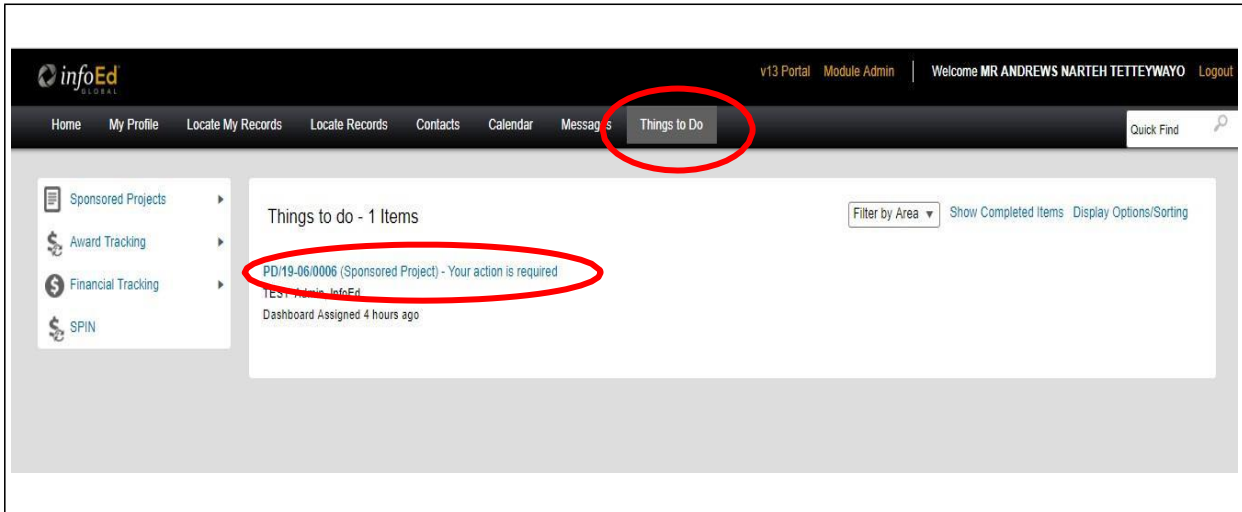


### Step 2: Accessing Messages Requiring your Attention

When an application requires your attention, you will receive a message within the InfoEd system requesting for your input to enable the application to proceed to the next stage. Please follow the steps below to access the message.

- a. Click on **Things to Do** tab
- b. Click on the blue text under **Things to Do**. You may have more than 1 item.

**Figure 2**

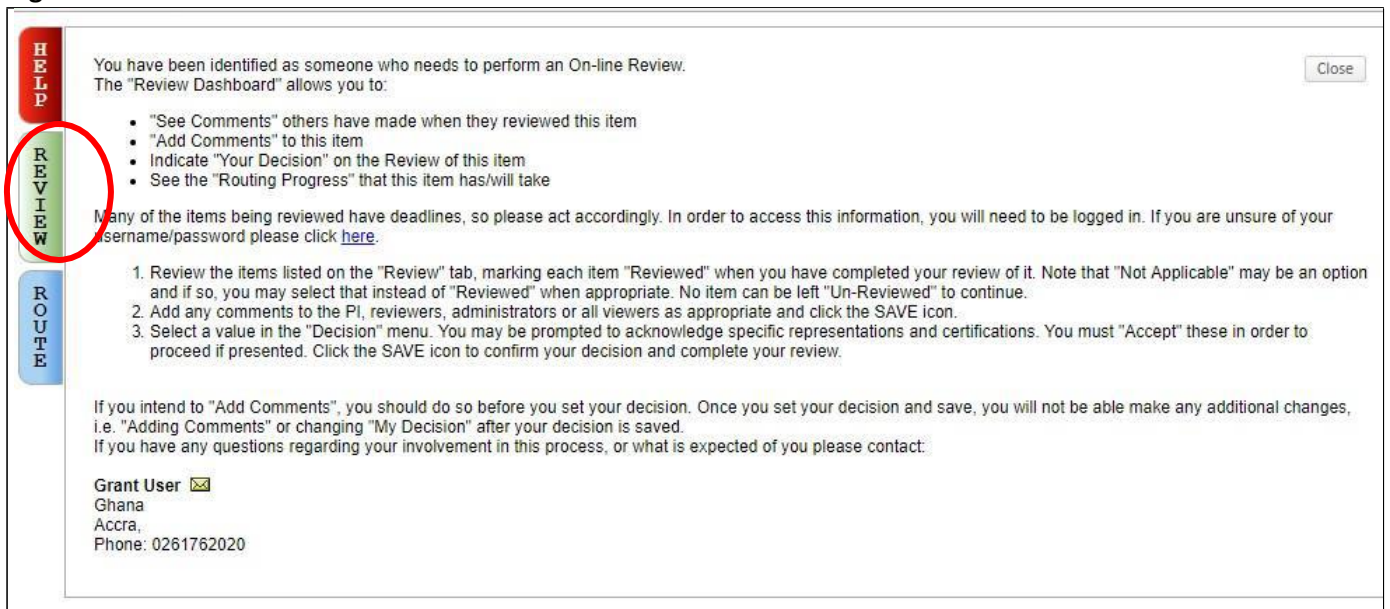


**PLEASE NOTE THAT IF YOU LOGIN THROUGH THE LINK IN YOUR UG EMAIL, YOU WILL NOT GO THROUGH STEP 2.**

### Step 3: Endorsement of Application

- a. Click on **Review**

**Figure 3**



- a. Click the drop-down arrows under **Review Status** and change all the status from **Un-reviewed** to **Reviewed**
- b. You may click on the **PDF** to access the application

Review Dashboard - Google Chrome  
 grant.ug.edu.gh/messaging/ReviewItem.asp?RoutedStepID=E0E3CAE5-C043-4DCC-B51A-04E8913A3254

HELP

REVIEW

ROUTE

**Proposal - Initial Application**

Number: [PD/20-02/0010](#)  
 Title: FINAL TEST  
 Sponsor: UG Multi-disciplinary Grant(Up to GHC120,000)  
 Submitted: 11-Feb-2020 2:06:21 PM

Form/Document	Document Type	Submitted	Review Status
<a href="#">Proposal Development Record</a>		11-Feb-2020 1:37:21 PM	Un-Reviewed
<a href="#">University of Ghana Grant</a>	Proposal package	11-Feb-2020 2:06:23 PM	Un-Reviewed
<a href="#">Applicant Form COPY</a>			

Close

**Comments I can see...**

Posted By: Mr Duke yaw Danquah  
 11-Feb-2020 2:06:24 PM  
 Action Item suppressed by configuration

**Add Comments:**

To be shared with everyone

B I U [List Icons] [Link Icon] [Text Color]

Comments to be shared with PI(s)

B I U [List Icons] [Link Icon] [Text Color]

**Select a decision:**

Approved for Submission

Returned for Changes

Approved for review

Review Dashboard - Google Chrome  
 grant.ug.edu.gh/messaging/ReviewItem.asp?RoutedStepID=E0E3CAE5-C043-4DCC-B51A-04E8913A3254

HELP

REVIEW

ROUTE

**Proposal - Initial Application**

Number: [PD/20-02/0010](#)  
 Title: FINAL TEST  
 Sponsor: UG Multi-disciplinary Grant(Up to GHC120,000)  
 Submitted: 11-Feb-2020 2:05:21 PM

Form/Document	Document Type	Submitted	Review Status
<a href="#">Proposal Development Record</a>		11-Feb-2020 1:37:21 PM	Un-Reviewed
<a href="#">University of Ghana Grant</a>	Proposal package	11-Feb-2020 2:05:23 PM	Reviewed
<a href="#">Applicant Form COPY</a>			Not Applicable

Close

**Comments I can see...**

Posted By: Mr Duke yaw Danquah  
 11-Feb-2020 2:06:24 PM  
 Action Item suppressed by configuration

**Add Comments:**

To be shared with everyone

B I U [List Icons] [Link Icon] [Text Color]

Comments to be shared with PI(s)

B I U [List Icons] [Link Icon] [Text Color]

**Select a decision:**

Approved for Submission

Returned for Changes

Approved for review



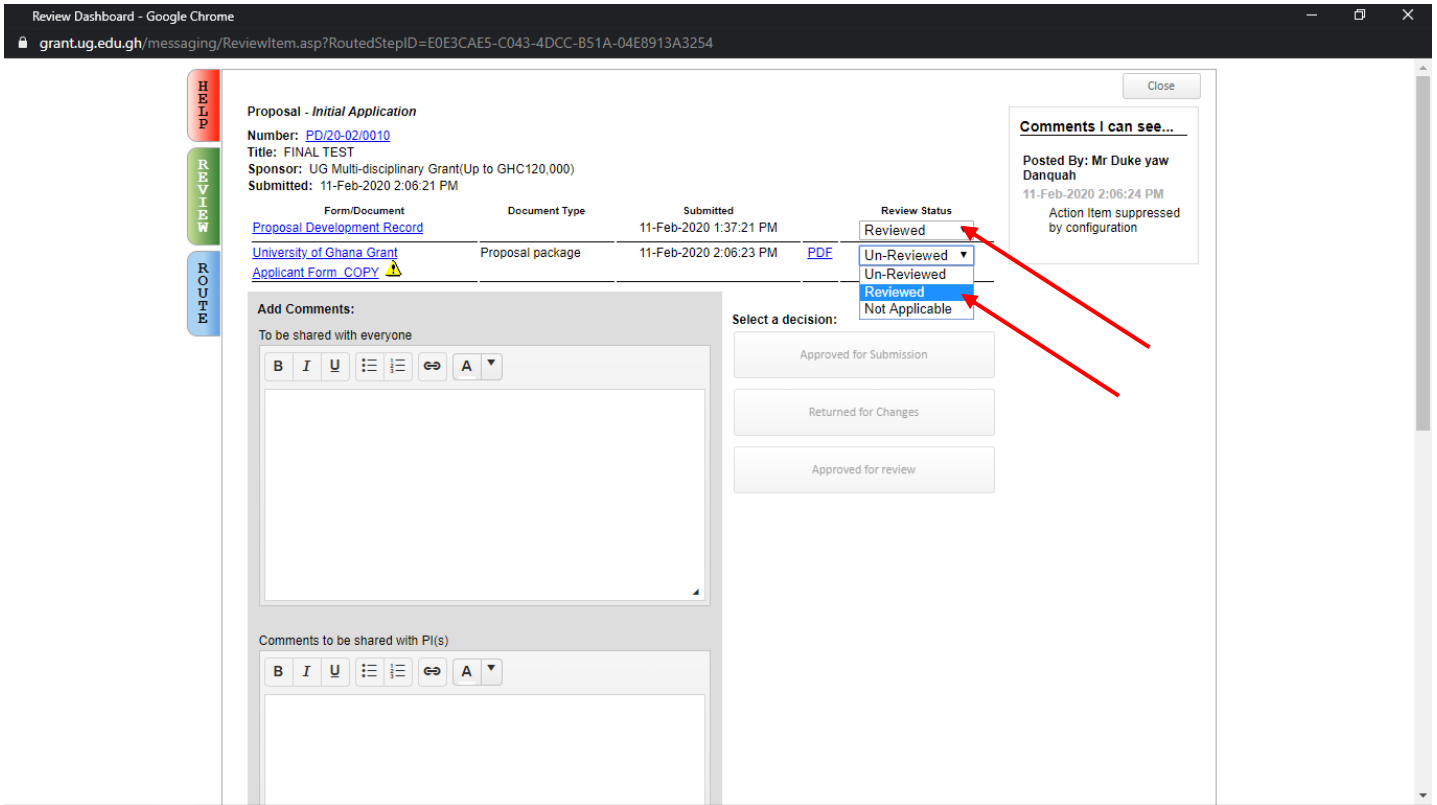
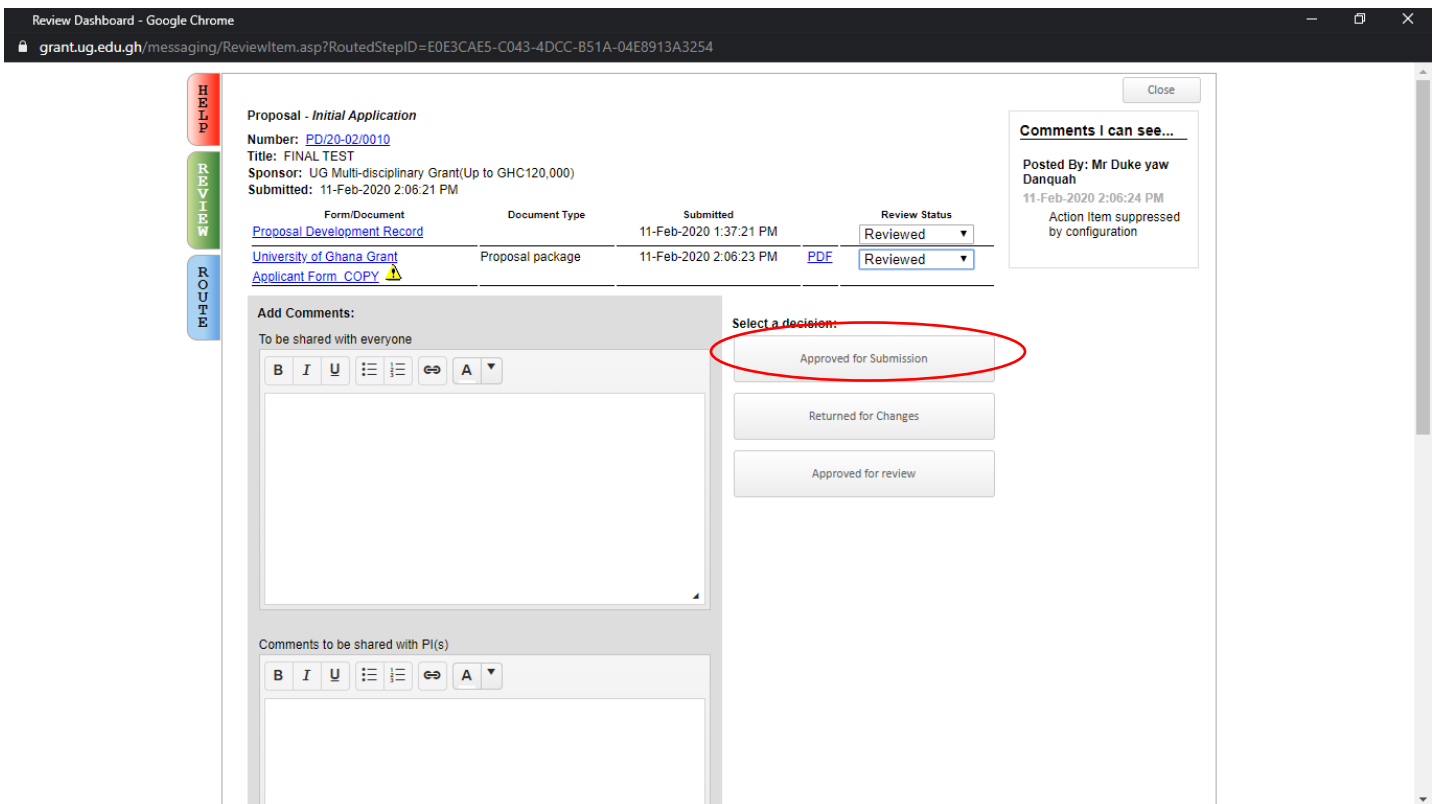
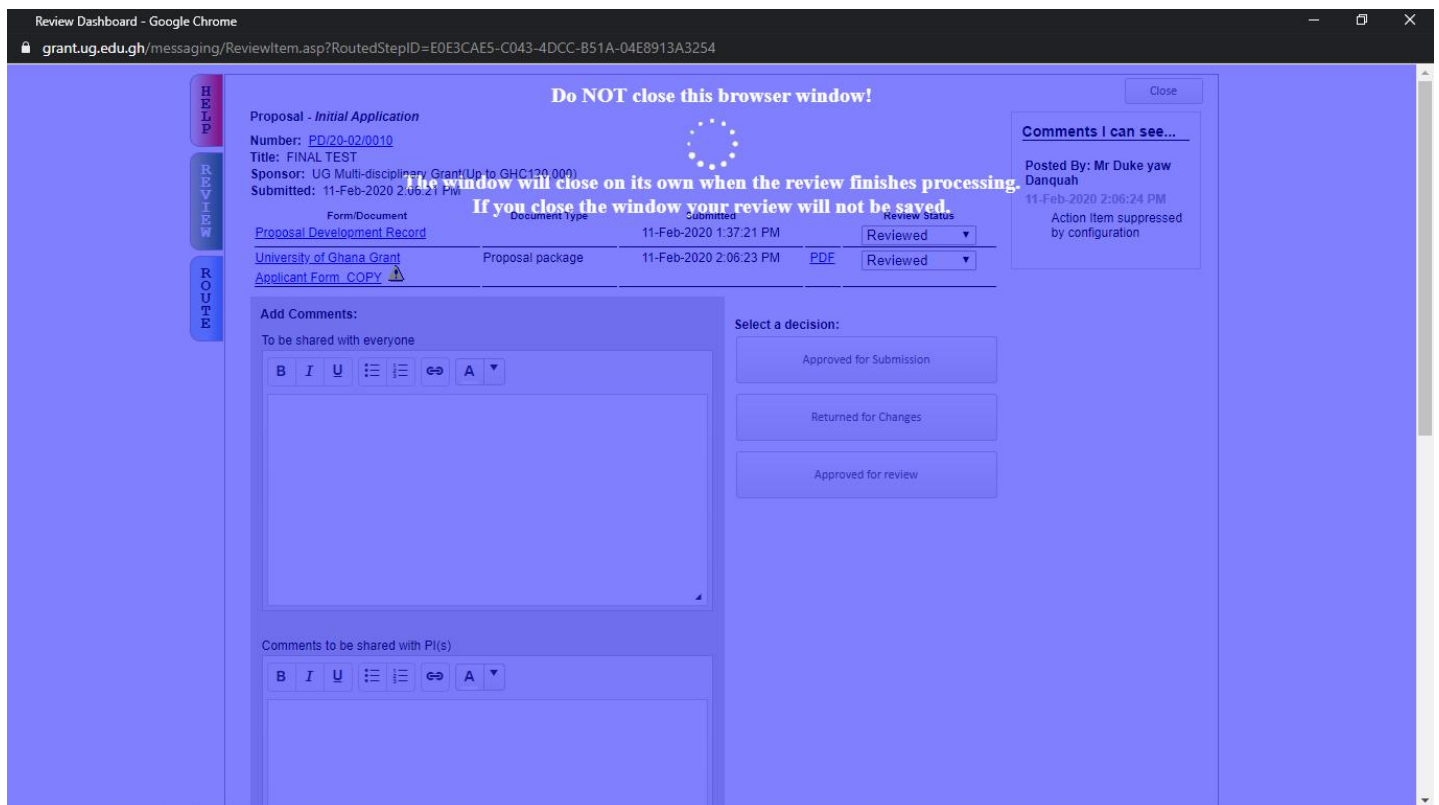


Figure 5



- a. You may add comments at the appropriate section
- b. Select **Accepted for Submission** under **Select a decision** to approve the application. **Returned for Changes** will send the application to the applicant to make changes. **Reviewed for processing** does not apply to you.
- c. Click on **OK** in the dialogue box that appears

The decision stage ends the endorsement process by the unit head. If the application is endorsed (by selecting “Accepted for Submission”) it is automatically submitted to ORID. The application then goes through the necessary review and approval processes and the final decision is communicated to the applicant. On the other hand, if it is not endorsed, the decision of the unit head will be sent automatically to the applicant via email.



This is what you see when you click on “Approved for Submission”



# University of Ghana Application Grant Submission Guide

