

RESEARCH, INNOVATION AND STAFF DEVELOPMENT FUND PROPOSAL SUBMISSION FORM

Originating Department(s)	
Project Name	
Total Amount Requested	GHS
Project Duration (in months)	

Fund Window: (Indicate the appropriate Category)

- | | |
|---|--|
| <input type="radio"/> Start-up Grant | <input type="radio"/> Staff Development Grant |
| <input type="radio"/> Research Grant - Small | <input type="radio"/> Conference or Training Grant |
| <input type="radio"/> Research Grant - Medium | <input type="radio"/> Capacity Building Grant |
| <input type="radio"/> Research Grant - Large | |

Section 1: Contact Details

Main contact person:

Full Name:	
Title:	Rank:
Position:	
Institution:	
Faculty/School/College:	
Department/Unit:	
Email Address(es):	
Office Phone:	Office Fax:
Home Phone:	Cellular Phone:

Alternative contact person:

Full Name:	
Title:	Rank:
Position:	
Institution:	
Faculty/School/College:	
Department/Unit:	
Email Address(es):	
Office Phone:	Office Fax:
Home Phone:	Cellular Phone:

Section 2 Identification of Problem and Statement of Objectives:

1. Briefly identify the particular problem that the proposal is designed to address in your faculty, school, department, cost centre, section, unit, institution(s) or society.

(a) What is the problem?

(b) How has the problem affected capacity, research, teaching, learning or management?

(c) Describe in brief scholarship in the field in relation to the problem.

2. What specific performance improvements does this proposal seek to bring about in UEW and the society?

3. State the specific innovation(s) and scholarship works that will be introduced by the proposal.

[Please refer to definition of innovation in the Operational Manual of March, 2016. *Innovation is defined as "a new or different way of doing things that brings about improvement".*]

4. Describe the strategies that will be used to bring about new or improved ways of research, teaching, learning, community service or management of programmes/activities in your department, cost centre, unit, institution(s) or society.

Describe how you propose to use the strategies to address the problem.

5. Explain how these expected accomplishments are consistent with the specific objectives of the Research, Innovation and Staff Development Fund (RISDF).

6. What specific aspect(s) of the UEW strategic plan will be addressed by this proposal? (Provide appropriate references).

Section 3: Description of Activities

Describe in order of sequence all the activities (*An Activity is explained as actions or steps with clearly defined start and end points. The end of an activity becomes a milestone*) that will be undertaken during the project, their purposes, and the ways in which they will interact.

Activity 1: _____

Describe in detail what this activity entails:

How will this activity contribute to improved capacity, research, teaching, learning or management in UEW/your institution(s)?

How will this activity help attain the objectives of your project?

Activity 2: _____

Describe in detail what this activity entails:

How will this activity contribute to improved capacity, research, teaching, learning or management in UEW/your institution(s)?

How will this activity help attain the objectives of your project?

Activity 3: _____

Describe in detail what this activity entails:

How will this activity contribute to improved capacity, research, teaching, learning or management in UEW/your institution(s)?

How will this activity help attain the objectives of your project?

Activity 4: _____

Describe in detail what this activity entails:

How will this activity contribute to improved capacity, research, teaching, learning or management in UEW/your institution(s)?

How will this activity help attain the objectives of your project?

Activity 5: _____

Describe in detail what this activity entails:

How will this activity contribute to improved capacity, research, teaching, learning or management in UEW/your institution(s)?

How will this activity help attain the objectives of your project?

Activity 6: _____

Describe in detail what this activity entails:

How will this activity contribute to improved capacity, research, teaching, learning or management in UEW/your institution(s)?

How will this activity help attain the objectives of your project?

Section 4: Statement of Context:

This section should provide a brief summary of any related programmes/activities undertaken in UEW/ your institution or in other institutions. It should explain the extent of the similarities and differences with these existing programmes, how they will address similar or different needs, and any collaboration, complementarity, or resource-sharing that may be possible.

Related Programme (name + institution)	
Similarities:	
Differences:	
Complementarities:	
Collaboration/ Resource Sharing:	

Expand table as necessary

Section 5: Use of Existing UEW or RISDF Resources by the Proposal

List existing relevant resources in your department, unit or institution that will be used in the project. These may be special equipment, existing labs, library collections or journal subscriptions, available human resources from other departments, etc. These will be important for judging the proposal's potential contribution to efficiency improvement.

Resource	Currently used for and by	Proposed Project Use

Section 6: Progress Indicators

Provide progress indicators for monitoring the implementation of the main activities listed in Section 3. The completion of each activity will constitute a “milestone” (see Section 9). These milestones will become part of the Performance Agreement for funding and will determine the schedule for disbursement of approved funds (see Section 9). If any activity involves training, complete Section 11.

Activity 1:			
Progress Indicators:	Phase One *	Phase Two	Final Phase (Milestone 2)
Activity 2:			
Progress Indicators:	Phase One	Phase Two	Final Phase (Milestone 3)
Activity 3:			
Progress Indicators:	Phase One	Phase Two	Final Phase (Milestone 4)
Activity 4:			
Progress Indicators:	Phase One	Phase Two	Final Phase (Milestone 5)
Activity 5:			
Progress Indicators:	Phase One	Phase Two	Final Phase (Milestone 4)
Activity 6:			
Progress Indicators:	Phase One	Phase Two	Final Phase (Milestone 5)

(Use additional rows if needed)

*Phase is used here to describe a stage/segment of an activity with a time dimension.

Section 7: Outcome Indicators for measuring the outcome/impact of RISDF Proposals

Please think carefully about how you would measure the outcome of the innovation described in Section 2, Question 3, on the problem you outlined in Section 2, Question 1. How will you determine whether research, teaching, learning or management in UEW/your department, unit or institution has actually improved as the result of carrying out your RISDF proposal? Clearly state the outcome indicator(s) for your project in the space below. The outcome indicator(s) should measure the performance improvement targeted in your response to Section 2, Question 2. Bear in mind that an outcome indicator should be substantiated by empirical evidence of some kind (e.g., publications, conferences, degrees awarded, exam scores, pass rates, measurable increase in competency, number of graduates, etc.) and not rely solely on personal judgment.

Activity:	Expected Outcome	Indicators of Outcome	Means of Measurement / Verification
Activity:	Expected Outcome	Indicators of Outcome	Means of Measurement / Verification
Activity:	Expected Outcome	Indicators of Outcome	Means of Measurement / Verification
Overall Project:	Expected Outcome by end of Project	Indicators of Outcome / Impact	Means of Measurement / Verification of outcome

Expand table as necessary

Section 8: Budget Proposal/Justification of Expenditure:

Provide a detailed list of all budget items along with a statement of their purpose and a research, teaching, learning, or management related justification for their inclusion in the proposal. The estimated cost of each item should be given in cedis for expenditures to be made within Ghana (e.g., local training), and in US dollars for expenditures that will be made outside of Ghana (e.g., fees, importation of research/teaching equipment). Equipment purchases should include detailed generic specifications. Group smaller items according to their purpose and provide the corresponding information. For instance, laboratory consumables and minor lab equipment may be grouped together and given a single justification.

Activity	List all Items that are required to carry out each activity in Section 3	Provide justification for the requests (explain their purpose and how they will be used)	Cost US\$	Cost Cedis
	(add additional lines as needed)			
		Total		
		Exchange rate		
		Dollar equivalent of Cedi total		
		Total value of proposal budget in GHS		

Note: The total GHS value of the proposal should be inserted in the appropriate space at the top of page 1

Section 9: Financial Plan (Schedule of Disbursements of Project Funds)

Use the performance milestones for each activity from the Final Phase column of Section 6 to define a schedule of funding disbursements for your approved proposal and insert them in the places indicated. Also calculate the funding you will need in cedis and in foreign exchange to achieve each milestone, and enter it in the place indicated. The schedule of disbursement should be consistent with your budget in section 8.

	Ghana Cedis (GH¢) ¹ Amount	U.S. Dollar (\$)² Amount Reserved for Proposal
Milestone #1		
After award and upon Signing of Performance Agreement.	[amount needed to achieve #2]	[amount needed to achieve #2]
Milestone #2:		
(insert progress indicator for Phase 3 of needed Activity 1 from Section 3)	[amount needed to achieve #3]	[amount needed to achieve #3]
Milestone #3:		
(insert progress indicator for Phase 3 of needed Activity 2 from Section 3)	[amount needed to achieve #4]	[amount needed to achieve #4]
Milestone #4:		
(insert progress indicator for Phase 3 of needed Activity 3 from Section 3)	[amount needed to achieve #5]	[amount needed to achieve #5]
Milestone #5: (if appropriate)		
Total		

Section 10: Procurement Plan - Goods and services

1	2	3	4	5	6
ITEM	QUANTITY	BUDGETED AMOUNT	PROCUREMENT METHOD	EXPECTED DELIVERY TIME	REMARKS

(Add as many additional lines as needed)

Instructions:

- Column 1: Precise description of item to be procured.
- Column 2: Number of this item required.
- Column 3: Reliable cost estimate for the total quantity of this item.
- Column 4: Method: (a) local shopping; (b) international shopping; (c) selective bidding; (d) national competitive bidding; (e) international competitive bidding; (f) sole source. The procurement method is determined by the value of the contract and the extent to which alternative suppliers exist.

Section 10: Procurement Plan - Consultancy Services

1	2	3	4	5	6
DESCRIPTION OF SERVICE	BUDGETED AMOUNT	LUMP SUM CONTRACT (yes / no)	PROCUREMENT METHOD	EXPECTED DELIVERY TIME	REMARKS

Instructions:

- Column 1: Precise description of service to be performed.
- Column 2: Reliable estimate of likely cost of this service.
- Column 3: A lump sum contract is for a fixed amount a non-lump sum contract varies according to time spent or effort made.
- Column 4: Method: (a) Quality and Cost Based Selection; (b) Comparison of Qualifications; and (c) Least Cost Selection. The procurement method is determined by the characteristics of the service required and the value of the contract.

Section 13: Statement of Relevant Credentials of key Project Participants:

Provide a brief description of relevant academic qualifications, pertinent professional experience, relevant publications, and current positions and responsibilities of key staff to be involved in the project. (Abridged curriculum vitae of not more than a page per participant to be attached in Section 17).

Name	Academic credentials (with date)	Brief relevant professional Experience	Current position	Relevant publications (not more than four)	Proportion of time (%) for project

(Use additional pages if necessary)

Section: 14 Agreement of key Project Participants to Collaborate

We the undersigned Project Participants have agreed to collaborate on this Project

_____	_____	_____
Name	Signature	Date (DD/MM/YYYY)
_____	_____	_____
Name	Signature	Date (DD/MM/YYYY)
_____	_____	_____
Name	Signature	Date (DD/MM/YYYY)
_____	_____	_____
Name	Signature	Date (DD/MM/YYYY)
_____	_____	_____
Name	Signature	Date (DD/MM/YYYY)

Section 15 Statement of Departmental Support and Project Endorsement

(To be signed by the Head of the Institution/Faculty/ School/Department and RISDF Coordinator)

I, _____ Principal/Dean/Director/Head of Department endorse this project proposal and I am fully committed to its successful implementation. To this end, the resources listed below will be provided in support of the proposal in accordance with its implementation schedule.

Item	Quantity/Amount	Estimated Cost/Value (cedis)
Staff Time:		
Position A		
Position B		
(etc.)		
Buildings/Facilities:		
Facility A		
(etc.)		
Maintenance Costs		
Laboratory Technicians		
Other Overhead Costs		
Student Scholarships:		
Doctoral		
Masters		
Undergraduate		
Total		

Principal/Dean/Director/Head of Department

Date

Section 16: Signatures

Signature of Main Contact Person

Date

Signature of Main Contact Person

Date

This Proposal has been reviewed and cleared by the RISDF Coordinator in the department

RISDF Coordinator

Date

Section 17 Abridged Curricula Vitae

Please attach here the abridged CV's (no more than a page per participant) for all members of the proposal implementation team.