UWIScholar

APPLICANT MANUAL & STAFF GUIDELINES

Applicant Manual for Campus Research and Publication Fund Application Module V 2.0

SEPTEMBER 21, 2022

THE UNIVERSITY OF THE WEST INDIES

Table of Contents

How to use this Manual

This manual is divided into two parts.

- Part 1 – provides a guide for users logging into the application portal and completing the online application forms. Part one also gives information on how to track the applications, revise and resubmit applications and retrieve final decision letters.

- Part 2 - contains sample forms to assist the user with gathering the relevant information for completing the online forms ahead of time.

It is recommended that applicants review all parts of these instructions before attempting to complete the online forms and before posting queries as these may be addressed in the different parts of the manual.

Types of Applications
Staff may apply for two types of applications

1. Research Project funding – these applications are only accepted during designated advertised times, usually two times per year (once per semester). These dates will be posted on the CRP Fund page and circulated via email. Applications submitted outside of these designated times will not be entertained.
2. Over the Counter Applications – funding for Conferences and Workshops. These applications are accepted year round.

Further details are provided in Part 2 of this manual.

Queries:

- If you have queries related to UWIScholar e.g. registering for or logging into the account or error messages when submitting the forms, please send an email to uwischolar@sta.uwi.edu
- If you have any queries related to completing the forms, questions about guidelines and rules for the fund, please contact Ms. Sarah Kalloo-Bhagwandeen at Sarah.Kalloo@sta.uwi.edu

Please Note: This manual may be updated from time to time (usually once per semester) and you are advised to refer to the most recent version which will be posted on the CRP website. Additionally, as features of the online system are updated, these will also be reflected in the Manual. Finally, as your queries come into us, we may update sections of the manual for ease of reference and reading to ensure instructions and guidelines are clear and understandable for all.

Tips for Completing the Online Staff Application Form

- If you wish to save your progress and return to finish the application at a later time, insert some text in the sections with an asterix and click the Save button. You will then be directed to the main application page.
- Some sections have word limits, pay attention to these when filling out the form
- If you get any error messages when saving the forms, after you fix the errors, **ensure the uploaded files are still attached before you click the save button.**
- Before submitting the application, check back to ensure upoaded files are still attached.
- **Only pdf files can be uploaded to the applcation system**.

# Part 1 – Online Application Guidelines

1) Registering for a *UWIScholar* Account

1. All applicants must create a UWIScholar profile by visiting https://UWIScholar.sta.uwi.edu/.
2. Click on "Login" at the top right corner.
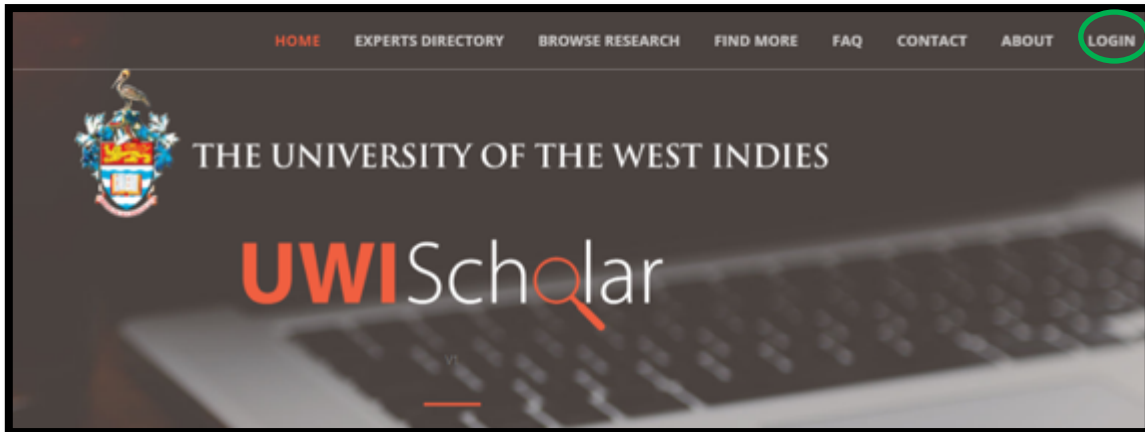
3. You will be directed to the page below.
4. Click on "Register" to create an account.
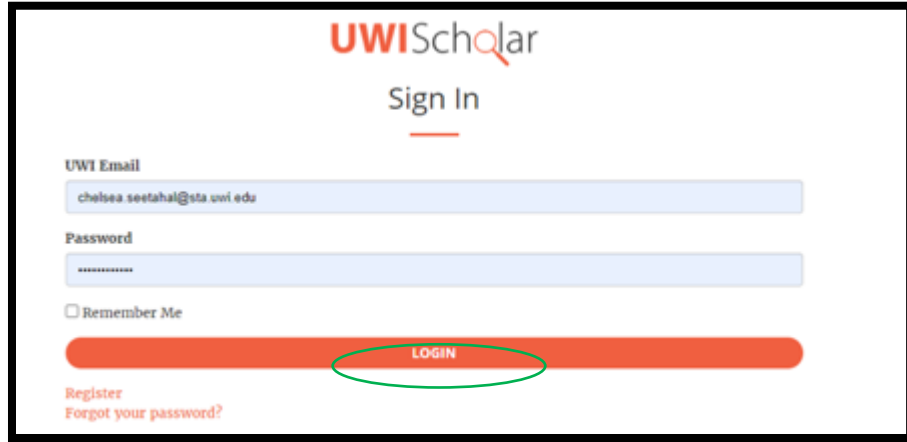5. Enter UWI email address and password of your choice and other relevant details.

N. B. Please use your UWI (Staff/Student) email address to register.
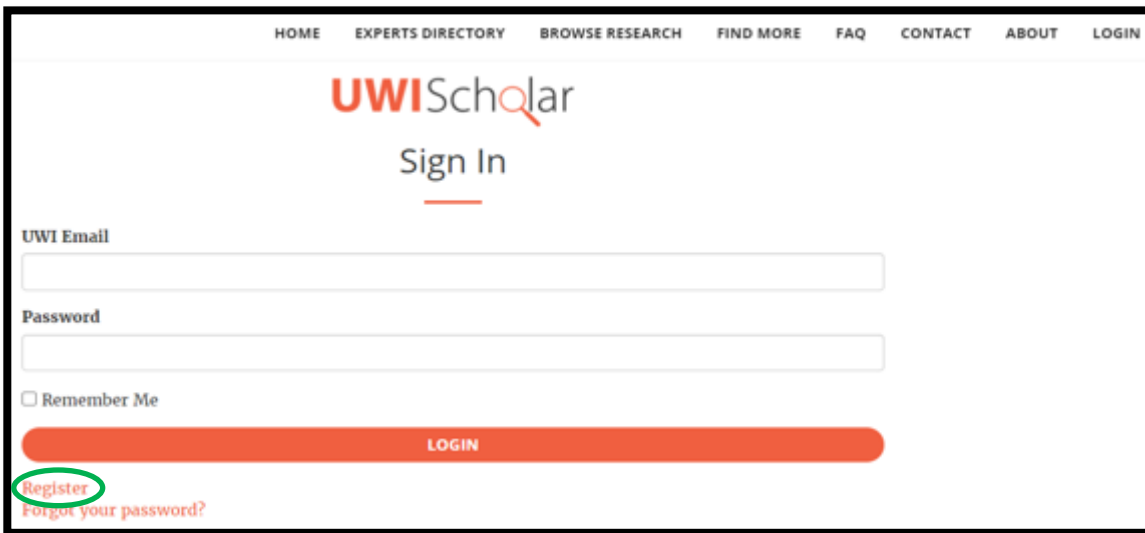

6. You will receive a confirmation email that your account has been created. Once received you may proceed to login into the *UWIScholar* Account

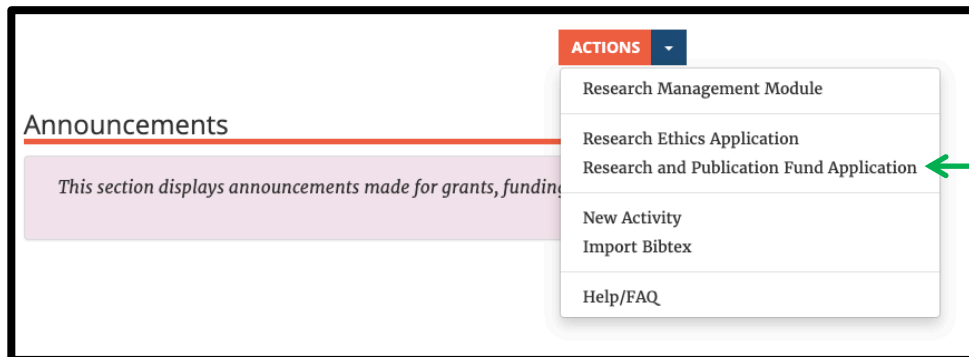## 2) Log into *UWIScholar* & Campus Research and Publication Fund Applications

7. Login to your *UWIScholar* profile by entering your UWI email address and the preselected password at https://UWIScholar.sta.uwi.edu/.

8. Select "My Profile" at the top, right of the screen.
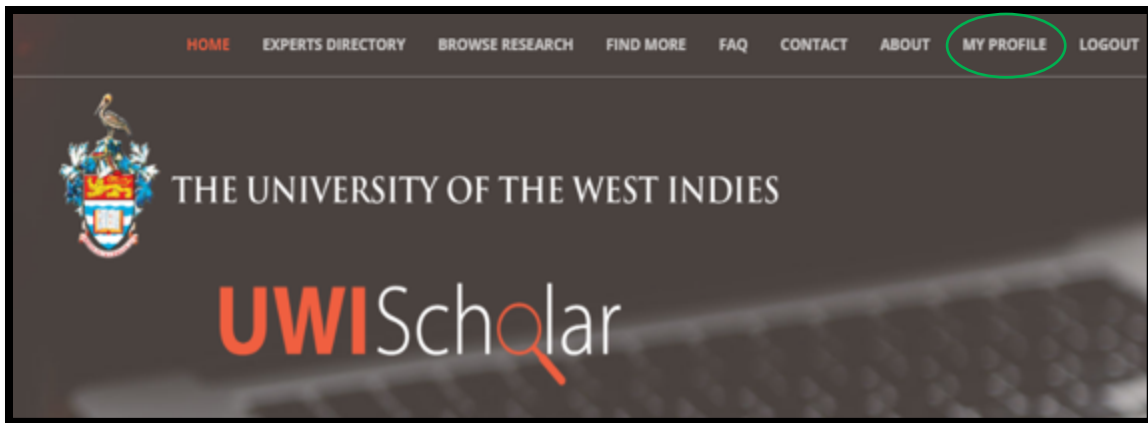
9. Click on the dropdown arrow next to "Actions" and select "Research and Publication Fund Application".
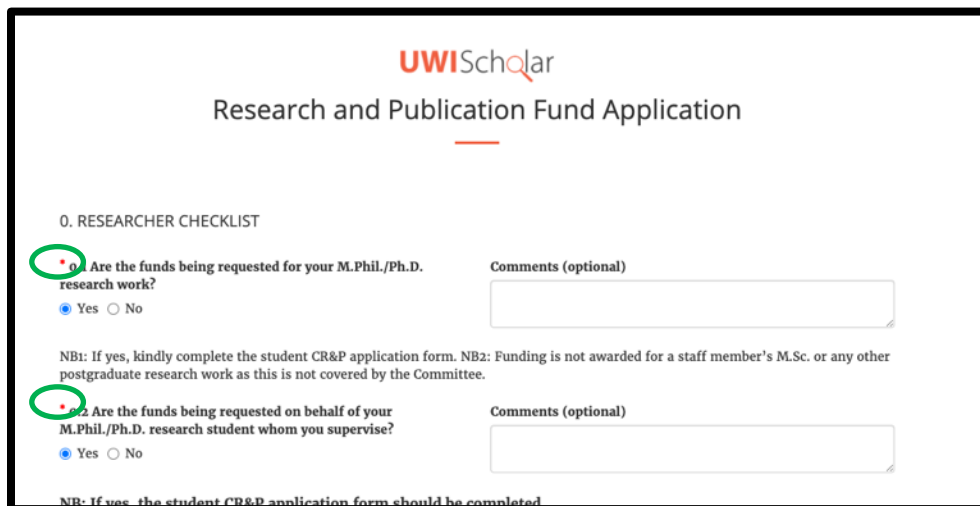
3) Completing the Staff Application *Research Proposal* Form and uploading supporting documents

10. The Application process for the Campus Research and Publication Fund consists of three parts or forms
    a. Staff (Research Proposal) Application Form
    b. Investigators information
    c. Signature Form

11. For a new application submission, scroll to the end of the page under "Submit a new application" and select "Research and Publication Fund Grant Application – STA.
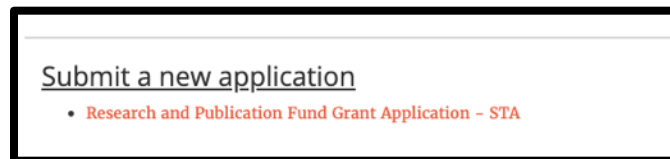
12. You will now be directed to the "**Staff (Research Proposal) Application**" page to complete this first form. This form has 6 sections
    - Researcher Checklist
    - Proposed Activity/information - Includes file upload section for IP related documents
    - Previous Research Award Information - Includes file upload section for previous award reports
    - Financial Information
    - Award category - Includes file upload section for publishers information
    - Budget - Includes file upload section for quotations/invoices

13. Complete all sections in the form. Sections with asterisks (*) indicate that a response is mandatory and the form will not be saved if there is no response in these sections. If a section is not applicable to your research, fill in that section with "N/A".
14. After saving the Staff (Research Proposal) Application Form, the Investigators Information From will be available for completion under the relevant project title, in the "Incomplete Applications" Section.
15. Download and Save the Staff Application Form when complete

4) Completing the Investigators' Information Form

16. After saving the Staff (Research Proposal) Application Form, the Investigators Information From will be available for completion under the relevant project title, in the "Incomplete Applications" Section.

17. Click on the "Investigators information" form - This form is mandatory and collects information on applicants (researchers) departmental affiliation, qualifications, publication record and graduate student history.

18. Click "Save" at the end of the page and you will be redirected to the "Campus Research and Publication Fund Application" main page.

5) Completing the Signature Form

19. The final form to be completed is the Signature Form. This section allows you to upload confirmation that your application has been seen and approved by your Head of Department and Dean or Dean Designate and/or a member of the Campus Research and Publication Fund Committee.

20. When you click on the form, you will be directed to a page that will allow you to download the pdf "Signature Form" that must be filled out as described above. The Form contains instructions for completion.

21. Attach "Staff Application Form" and "Signature Form" and forward via email to your respective Head/Director and Deputy Dean (Graduate Studies) for review and signature. Please note that the staff application form must be forwarded to your respective Deputy Dean (Graduate Studies) for review at least two (2) weeks prior to the deadline date for grant applications. This time period allows for:

   a. The Deputy Dean to review the researcher's proposal and reports (where applicable) and recommend amendments/clarifications (if any). Kindly note that the Deputy Dean presents the researcher's grant report(s) (from previous grant applications) at the Sub-Committee on Research Reports meeting (SCRR) and the new grant proposal at the CR&P Committee meeting. Researchers are asked to provide as much information as possible to the Deputy Deans as they are asked to address any queries and provide justification to any concern(s) on the information stated in a researcher's proposal and or report raised by the Committee members at both these meetings.

   b. The researcher will be required to amend the proposal as per recommendations from the Deputy Dean before submission of grant application in the platform

Signatures for Form C:-

   a. The completed signature form (Form C) must be signed by the **principal applicant, the Head of Department and either the Deputy Dean or Member of the Campus Research and Publication Fund (CR&P) Committee** of the respective faculty. (Note: A list of Deputy Deans and Members of CRP Committee is given at the end of this document).

   b. Should the applicant be the **Head of a Department, the Signature form must be signed by the Dean and either the Deputy Dean or Member of the Campus Research and Publication Fund Committee** of the respective faculty.

   c. Should the applicant be the **Director of a Department/Unit, the Signature form must be signed by either the Dean, Deputy Principal or Principal (where applicable) and either the Deputy Dean or**

Member of the **Campus Research and Publication Fund Committee** closest to the staff member's respective faculty.

d. Should the applicant be the **Dean of a Faculty, the Signature form must be signed by the Principal, UWI, St. Augustine and either the Deputy Dean or Member of the Campus Research and Publication Fund Committee** of the respective faculty.

Grant Report Signatures & Upload in Platform

a. The completed grant report form must be signed by the **principal applicant and either the Deputy Dean or Member of the Campus Research and Publication Fund (CR&P) Committee** of the respective faculty (Note: A list of Deputy Deans and Members of CRP Committee is given at the end of this document). **The completed and signed report should be uploaded within the report section of the platform along with any evidence of output from the grant. Please refer to the report table below – it clarifies an interim vs a final report.**

b. Should the applicant be the **Head of a Department, Director of a Department/Unit, Dean of a Faculty, the grant report form must be signed by the Deputy Dean or Member of the Campus Research and Publication Fund Committee** closest to the staff member's respective faculty

22. When the signature form is returned to you, upload to the Signature Form section.
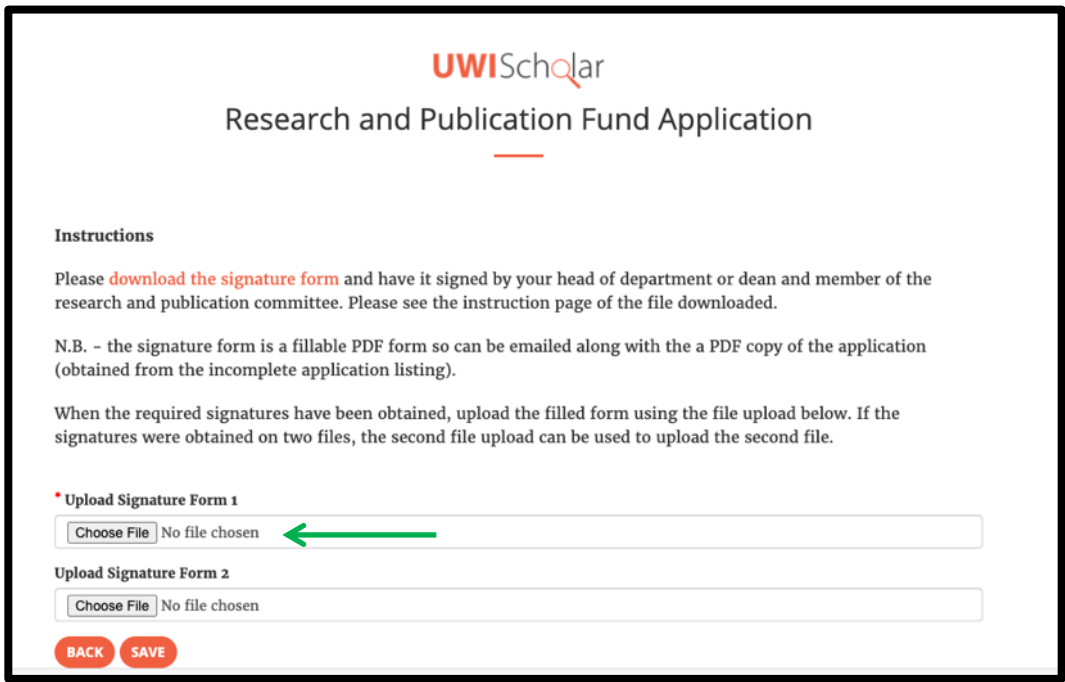
6) Submitting the Completed Application

23. When all relevant forms are complete click on "Submit Application" under "Incomplete Applications" to submit your application for review to the CRP Committee.

Part 2 – Sample Online Forms

1) Staff (Research Proposal) Application Form

UWIScholar

Research and Publication Fund Application

0. RESEARCHER CHECKLIST

* **0.1 Are the funds being requested for your M.Phil./Ph.D. research work?**

◉ Yes ○ No

Comments (optional)

NB1: If yes, kindly complete the student CR&P application form. NB2: Funding is not awarded for a staff member's M.Sc. or any other postgraduate research work as this is not covered by the Committee.

* **0.2 Are the funds being requested on behalf of your M.Phil./Ph.D. research student whom you supervise?**

◉ Yes ○ No

Comments (optional)

NB: If yes, the student CR&P application form should be completed

Ethics Approval

NB: Failure to acquire the Ethics Approval or Exemption before the submission of a grant application will result in unnecessary delays in the processing of this grant application.

* **0.3 Was an Ethics Application submitted for approval?**

◉ Yes ○ No ○ NA

0.4 Indicate the Reference Number of the **Application for Ethical Approval**

1. PROPOSED RESEARCH/ACTIVITY INFORMATION

* **1.1 Title of Proposed Project/Activity**

* Proposed Start Date	* Proposed End Date
mm / dd / yyyy	mm / dd / yyyy

* Total Amount Requested (TT$)	* Total Amount Requested (US$)
0.00	0.00

1.2 To adhere to the Strategic Initiatives of the Campus, please select the thematic area(s) below that relates to your project

☐ International Trade and the Economic Partnership Agreement
☐ Integration Studies and the CSME
☐ Governance and Management of the Caribbean Sea
☐ Crime, Security and Justice
☐ Climate Change and Sustainable Development
☐ Natural Hazard Management
☐ Biodiversity and Environmental Protection
☐ Education
☐ Health and Wellness
☐ Competitiveness
☐ Sustainable Tourism in Small Island Developing States
☐ Cultural and Entertainment Industries
☐ Agriculture and Food Security
☐ Biotechnology
☐ Big Data
☐ Gender Justice
☐ Sport and Sports Management
☐ Sustainable Development
☐ Diversification of the Economy by Manufacturing
☐ Entrepreneurship
☐ Behavioural Sciences
☐ Other [   ]

* 1.3 Brief Background

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* 1.4 Rationale and Significance of the Study

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* 1.5 Major Objectives

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* 1.6 Detailed Methodology

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1.7 References

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1.8 Impact and Expected Outcomes of this Research

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1.9 Publication Strategy and Method of Dissemination of Findings

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1.10 If you foresee any IP or commercial product out of this proposal, explain the future research objectives, plan of work, strategy for seeking funding and IP/product registration. (Confidential details need not be included)

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1.11 Do you foresee an Intellectual Property (IP) or a product of commercial importance expected out of this research proposal? If your answer is "YES", please contact St Augustine Centre for Innovation and Entrepreneurship (StACIE) and submit evidence of communication or confidential disclosure form (CDF).

Browse... No file selected.

2. PREVIOUS RESEARCH AWARD INFORMATION

* 2.1 Will graduate students be involved in any aspects of the proposed project?

◉ Yes ○ No

2.2 If no, explain why

2.3 If yes, please list the name(s) of graduate student(s) (involvement of students is highly expected), programme(s) and date(s) of first registration (if already registered), and the duties of the graduate student(s) in the project. For more information on the employment of the Research Assistant, kindly refer to Staff Call for Applications.

Name	Programme	Date of first registration	Duties of research assistant

Add Row

2.4 List Previous Research and Publication Awards

The Outstanding/Interim Report Template can be obtained here

CRP #, Project Title/Activity	Date	Award	Required reports submitted?	Upload Outstanding/Interim Report (pdf)	Type of Report
	mm / dd / yyyy		◉ Yes ○ No ○ NA	Browse... No file selected.	◉ Interim ○ Final ○ NA

Add Row

2.5 Attachments related to Outstanding/Interim Report (Enter the file description and upload the file (pdf))

Description	File (pdf)
	Browse... No file selected.

Add Row

Summarize the specific outputs of the last TWO (2) awards received:

2.6 Last Award

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2.7 Penultimate Award

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3. FINANCIAL INFORMATION

* **3.1 Is proposed project already funded by The UWI or External Sponsor(s)?**

◉ Yes ○ No

If yes, please indicate the following:

3.1.1 The source(s) i.e. name of sponsor(s) who will be providing the funding

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3.1.2 The sum of funding awarded from each source e.g. from the researcher's Department/Faculty, Research Development Impact Fund (RDI) (from The UWI St. Augustine Principal's Office), External Sponsor etc.

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3.1.3 Clearly itemize what the funding covers

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* **3.2 Will you seek additional external support for further development of the proposed Project?**

◉ Yes ○ No

3.2.1 Please elaborate and clarify

3.3 Will your Study and Travel Grant be utilized for this project? All travels have to be budgeted from the Study and Travel grant.

◉ Yes ○ No

3.3.1 Please elaborate and clarify

4. AWARD CATEGORY

☐ Hosting a Conference

☐ Hosting a Workshop

Fieldwork

☐ Data Collection
☐ Travel for research purposes
☐ Consumables
☐ Reagents
☐ Research Assistant

Equipment

☐ For Research Purposes

Justifications needed for each item in every category

Justified for equipment should be endorsed by the Department Head and Dean/Deputy Dean i.e. that the equipment item/facility is absent in the Department/Faculty or need for additional copy/unit in case. Indicate the stakeholders/users of the equipment/facility and explain how it will be useful for the Faculty. Individual members are ineligible for funding for setting up of equipment/facility.

Publication of a

☐ Book (indicate the publisher and upload a copy of the publisher's agreement or any correspondence to that effect)

Self-publication of book or printed/online material is not eligible for funding.

Publisher Name	**Publisher's Agreement (or Other Correspondence)**
	Browse... No file selected.

Other - Please Specify

5. BUDGET

Amount requested for project year 1	**Amount requested for project year 2**

5.1 Budget and Budget explanation: (Please upload pro-forma invoices for equipment, materials and supplies where appropriate)

Item	Unit Cost	No. Items Required	Total Cost	Justification

Add Row

5.2 Pro-forma invoices for equipment, materials and supplies

Description	File (pdf)
	Browse... No file selected.

Add Row

Please note the following:

    1. Your application will not be processed unless you have consulted with the Deputy Dean or Member, Campus Research and Publication Fund.
    2. The Alma Jordan Library has tools to assist with Avoiding Predatory Publishing

BACK **SAVE**

2) Investigator's information Form

Publications over the last SIX (6) years

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University Qualifications

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Number of graduate students currently being supervised:

* MA/MEd/MSc	* MPhil	* PhD	* DM

List graduate students supervised who have successfully completed their degrees over last SIX (6) years:

Name of Student	Degree	Date of Completion

Add Row

Signature

Please download the signature PDF form and obtain the relevant signatures and upload on the second form (available after this form is saved)

BACK SAVE

3) Signature Form – Online Page

4) Signature Form – to download to insert Signatures and Comments

THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
OFFICE OF THE CAMPUS REGISTRAR
SCHOOL FOR GRADUATE STUDIES & RESEARCH
TELEPHONE: (1-868) 645-3232 exts. 83797 FAX: (1-868) 645 7327 E-mail: sarah.kalloo@sta.uwi.edu

Guidelines for the Submission of a Campus Research and Publication Fund (CR&P) Online Staff Grant Application:

(i)   Please be advised the Campus Research and Publication Fund Committee only funds projects that undertake scholarly / academic work within the staff member's area of expertise.

(ii)   Kindly note that your application will not be processed unless you have consulted with the Deputy Dean or Member, Campus Research and Publication Fund and verified by signature.

(iii) Whose signatures are required for the CR&P Applications and Reports?:-

    a. This signature form must be completed and uploaded with the online application. This document must be signed by the **applicant, the Head of Department and either the Deputy Dean or Member of the Campus Research and Publication Fund (CR&P) Committee** of the respective faculty (Note: A list of Deputy Deans and Members of CRP Committee is given at the end of this document).

    b. Should the applicant be the **Head of a Department, the signature form must be signed by the Dean and either the Deputy Dean or Member of the Campus Research and Publication Fund** Committee of the respective faculty.

    c. Should the applicant be the **Director of a Department/Unit, the signature form must be signed by either the Dean, Deputy Principal or Principal (where applicable) and either the Deputy Dean or Member of the Campus Research and Publication Fund Committee** closest to the staff member's respective faculty (This is necessary as the Deputy Dean presents the application on the staff member's behalf to the CR&P Committee).

    d. Should the applicant be the **Dean of a Faculty, the signature form must be signed by the Principal, UWI., St. Augustine and either the Deputy Dean or Member of the Campus Research and Publication Fund** Committee of the respective faculty.

    (iv) Submission of the CR&P Applications and Reports -

      a. Applicants are asked to submit their completed electronic **application form, upload all supporting documents (e.g. quotations) and also upload their report with the respective electronic signatures**

APPLICANT/STAFF MEMBER INFORMATION		
Have you discussed your application with either the Deputy Dean or Member, Campus Research and Publication Fund Committee? (see table below for the names of these persons)		Yes ⦿ No ◯
Comments from Applicant/Staff Member:		
Declaration: I will utilize the resources provided by the Alma Jordan Library to ensure my research work is not published in predatory journals / publications.		Yes ⦿ No ◯
	SIGN HERE	....
Name of Principal Applicant/Staff Member (Block Letters)	Signature	Date

FACULTY INFORMATION		
37. By signature below, the Head of Department/Unit or Dean of the Faculty signifies that the applicant will be able to execute the project in terms of academic time and University facilities required.		
Comments of Head of Department/Unit ⦿/ or Faculty Dean ◯ (where Head of Department is applicant:		
	SIGN HERE	....
Name of Head of Department/Unit (Block Letters)	Signature	Date
	SIGN HERE	....
Dean of Faculty (where HOD is the applicant) (Block Letters)	Signature	Date

DEPUTY DEAN/DEAN OF FACULTY/MEMBER CR&P INFORMATION		
38. Have you discussed this application with the applicant/staff member		Yes ⦿ No ◯
Comments from the Deputy Dean ⦿/ Dean ◯ or /Member CR&P ◯:		
	SIGN HERE	....
Deputy Dean, Dean or Member, Campus Research & Publication Fund Committee	Signature	Date

END OF INSTRUCTIONS