



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

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CAMPUS RESEARCH AND PUBLICATION FUND

GRADUATE RESEARCH (M.PHIL./PH.D.) STUDENT GRANT FUNDING MANUAL

Table of Contents

How to use this Manual.....	2
Part 1 – Online Application Instructions	2
1. Registering for a UWIScholar Account.....	2-3
2. Login to UWIScholar & Campus Research and Publication Fund Applications	3-4
3. Completing the Research and Publication Fund Application –Student Forms.....	4-6
4. Completing the Signature Form	6-7
5. Submitting the Completed Application	7
6. Tracking Application Status	7-8
7. Revising and Resubmitting Applications	8
Part 2 – Campus Research and Publication Fund Student Grant Guidelines.....	9
1. General Guidelines & Information	9
2. CR&P Regulations for Academic Staff Members pursuing their M.Phil./Ph.D. Research Degrees.....	10
3. Ethics Committee Approval / Exemption for Fieldwork/Data Collection Grants.....	10
4. Information on Additional Sources of funding.....	10
5. Unspent CR&P Student Funding for attendance at Conferences, Postgraduate Training etc.....	10
6. Equipment is the Property of the UWI Campus after completion of research project.....	10
7. Deputy Deans (Graduate Studies) and Member of the CR&P Committee	11
8. Types of grants and eligibility for both M.Phil. and Ph.D. students	11-14
9. Procedure for the Submission of Reports for Student Grants:	14
10. Interim Report vs Final Report.....	14
11. Check list of supporting documents required when submitting the CR&P application	15-16
12. Predatory Publishing	16
Part 3 – Sample Online Forms.....	17
1. Research and Publication Fund Application Form.....	17-20
2. Signature Form – Online Form.....	21
3. Signature Form –Form to Download to Insert Signatures &Comments.....	22-23
4. Frequently Asked Questions.....	24

How to use this Manual

This manual is divided into **three parts**.

- Part 1 – provides a guide for the user logging into the application portal and completing the online application forms. Part one also give information on how to track the applications, revise and resubmit applications and retrieve final decision letters.
- Part 2 -contains instructions and guidelines for the fund in terms of the eligibility of applicants, and the information required
- Part 3 -contains sample forms to assist the user with gathering the relevant information for completing the online forms ahead of time.

Applicants are strongly advised to 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.

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-Bhagwandeem 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. As your queries come into us, we may update sections of the manual to maintain clarity in the instructions and guidelines.

Tips for Completing the Online Graduate Research Student 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 asterisk 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, **verify uploaded files are still attached.**
- **Only pdf files could be uploaded** in the UWIScholar Platform.

Part 1 – UWIScholar Online Application Instructions

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.



1. You will be directed to the page below.
2. Click on “Register” to create an account.
3. Enter UWI email address and password of your choice and other relevant details.

N. B. Please use your UWI Student email address to register.

HOME EXPERTS DIRECTORY BROWSE RESEARCH FIND MORE FAQ CONTACT ABOUT LOGIN

UWIScholar

Sign In

UWI Email

Password

Remember Me

LOGIN

[Register](#)
Forgot your password?

4. You will receive a confirmation email that your account has been created and **this may take approximately one (1) day**. Once received, you may proceed to login into the UWIScholar Account.

2. Log into UWIScholar & Campus Research and Publication Fund Applications

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

UWIScholar

Sign In

UWI Email

Password

Remember Me

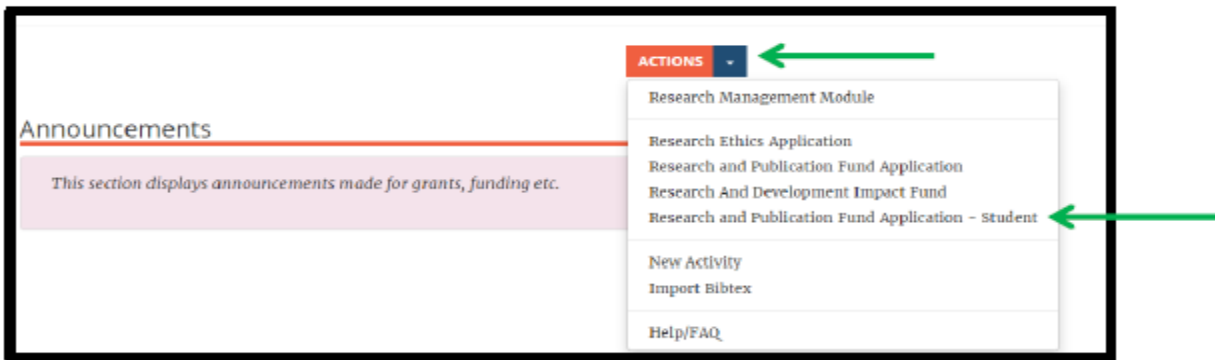
LOGIN

[Register](#)
Forgot your password?

6. Select “My Profile” at the top, right of the screen.



7. Click on the dropdown arrow next to “Actions” and select “Research and Publication Fund Application Student”.



3. Completing the Graduate Student Research and Publication Fund Application Forms

8. The Application process for the Student Research and Publication Fund Grant Application consists of two (2) parts or forms:

- a. Graduate Research Student Grant Application Form
- b. Signature Form

9. For a new application submission, scroll to the end of the page under “Submit a new application” and select “Student Research and Publication Fund Grant Application – STA”.



10. You will now be directed to the “Graduate Research Grant Application” page to complete this first form. This form has 6 sections:

- Applicant Information
 - o Includes file upload section for Research Ethics Approval Letter

- Research Degree
- Previous Grant Award Information (student report form located on student section of the website: (link: <https://sta.uwi.edu/research/research-funding>)
 - o Includes file upload section for Outstanding (pending previous grant reports & evidence of output) and Interim Reports (Students in receipt of an existing fieldwork grant are required to submit an interim report with any new grant application submission regardless of the category of funding).
- Financial Disclosure Information
- Grant Request Information
- Budget
 - o Includes file upload section for invoices, quotations and supporting documents. Refer to the checklist in Part 2-8 to determine the documents required for the specific category of funding.

The form includes the following sections:

- Student Information:** Title, Student First Name, Student Last Name, Full time/Part time, Student ID#, Year of first registration for Research degree, Was thesis submitted? (Yes/No), Date of Submission for Thesis.
- Supervisor Information:** Department, Faculty, Programme Title e.g. MPhil Sociology etc., Student Email Address 1, Student Email Address 2, Student Contact Number, Supervisor(s) Name(s), Supervisor(s) Email Address(es).
- RESEARCH ETHICS APPROVAL:** NB: Failure to acquire the Research Ethics Approval or Exemption before the submission of a grant application will result in unnecessary delays in the processing of this grant application.
- Approval Status:** 0.1 Was a Research Ethics Application submitted for approval? (Yes/No/NA), 0.2 Indicate the Reference Number of the Application for Research Ethics Approval, 0.3 Upload Research Ethics Approval letter (if applicable, PDF only) (Choose File/No file chosen).

11. 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”.
12. After saving the Graduate Research Grant Application Form, you will be taken to the “Research and Publication Fund Application” page where you can access the form to make changes. The form is located under the “Incomplete Applications” Section.
13. Download and Save the Application Form when completed

Incomplete Applications:

INSTRUCTIONS:

- These applications have multiple forms to be completed before submitting.
- Click on the form name to fill it
- Click on the "(Download PDF)" link next to the form name to download the PDF version of the filled form
- Click on the Submit button to submit the completed application

Student Research and Publication Fund Grant Application - STA:

#	Date Created	1.1 Title of Graduate Student Research Thesis	STA Student RP Increment
1	2021-09-29 10:30:29	Test	

Graduate Research Grant Application Signatures (Download PDF) ←

SUBMIT APPLICATION

Tips on the completion of the Graduate Research Student Grant 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 asterisk 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 itself, **check back to ensure uploaded files are still attached.**
- Only pdf files can be uploaded to the application system.

4. Completing the Signature Form

25. 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 Supervisor, Head of Department and Deputy Dean. (See List with Faculty Deputy Deans in Part 2-12 below).

INSTRUCTIONS:

- These applications have multiple forms to be completed before submitting.
- Click on the form name to fill it
Click on the "(Download PDF)" link next to the form name to download the PDF version of the filled form
- Click on the Submit button to submit the completed application

Student Research and Publication Fund Grant Application – STA:

#	Date Created	1.1 Title of Graduate Student Research Thesis	STA Student RP Increment
1	2021-09-29 10:30:29	Test	

Graduate Research Grant Application (Download PDF)
Signatures

SUBMIT APPLICATION ←

26. When you click on the form you will be directed to a page that will allow you to download the pdf “Signature Form” that contains instructions for completion.

Instructions

Please **download the signature form** and have it signed by your supervisor, head of department or dean. Please see the instruction page of the file downloaded.

N.B. – the signature form is a fillable PDF form so can be emailed along with the a PDF copy of the application (obtained from the incomplete application listing).

When the required signatures have been obtained, upload the filled form using the file upload below. If the signatures were obtained on two files, the second file upload can be used to upload the second file.

* Upload Signature Form 1
Choose File No file chosen ←

Upload Signature Form 2
Choose File No file chosen

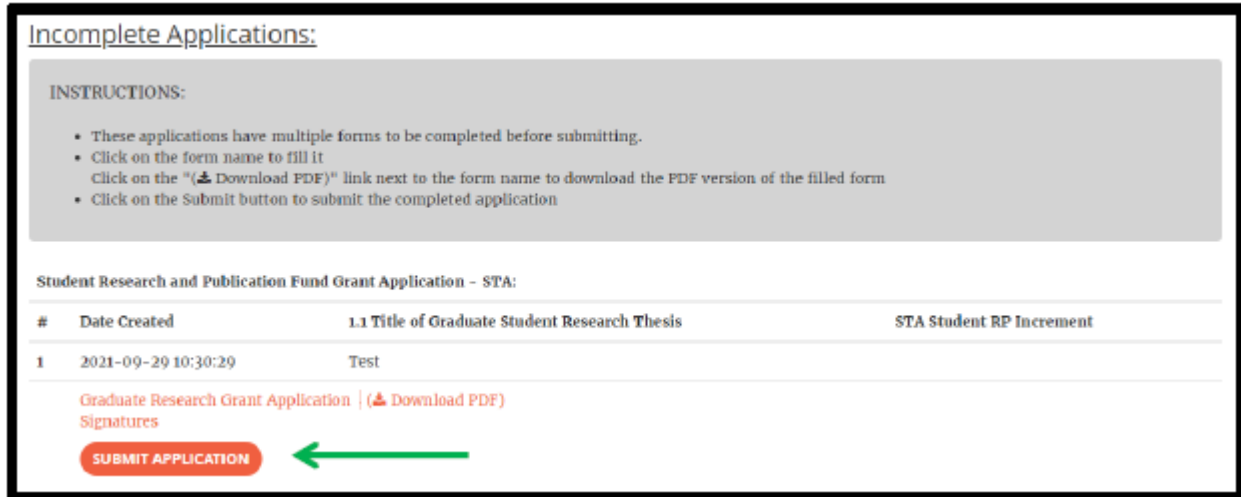
BACK SAVE

27. Attach both the “Graduate Research Grant Application Form” and the “Signature Form” to email and forward for review by the relevant persons (#25 above).

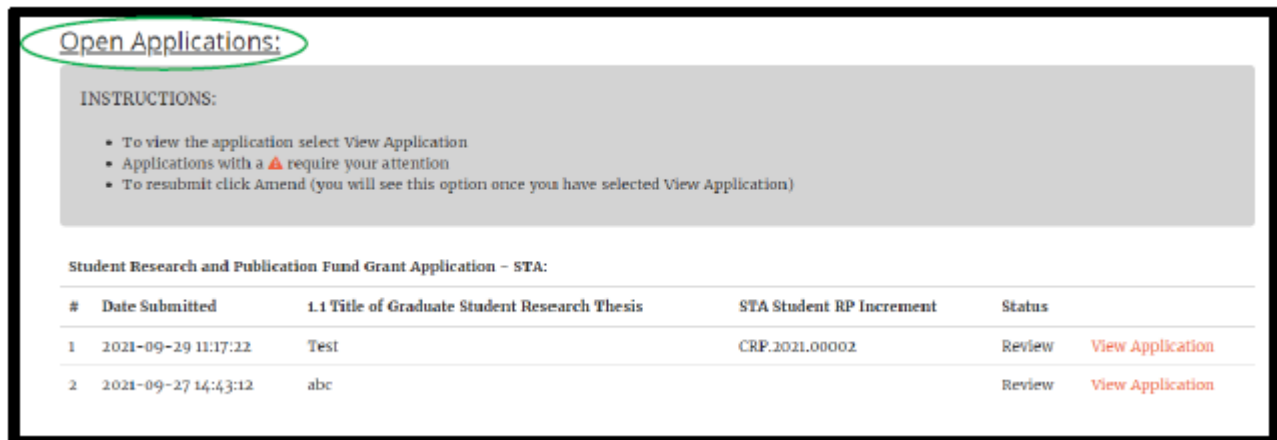
28. When the signature form is returned, you are required to upload to the Signature Form section.

5. Submitting the Completed Application

29. When both forms are complete click on “Submit Application” under “Incomplete Applications” to submit your application for review to the CRP Committee. Only when this stage is completed, your application would be received in the Graduate Studies Office for processing. To verify, kindly forward an email to sarah.kaloo@sta.uwi.edu indicating that you have completed and submitted an application in the platform.



30. Once the application has been submitted it will be moved to the “Open Applications“ section. You can view, but not edit the submitted application by clicking on “View Application”.



31. See Part 1-6 on tracking the status of the application.

6. Tracking Application Status

32. A Reference Number will be generated once the application is submitted under “STA Student RP Increment”. This reference number is the unique number that identifies your application and is to be used in all correspondence related to this application.

33. To determine the review progress of your application, please refer to the “Status” section of the application.

Open Applications:

INSTRUCTIONS:

- To view the application select View Application
- Applications with a ▲ require your attention
- To resubmit click Amend (you will see this option once you have selected View Application)

Student Research and Publication Fund Grant Application - STA:

#	Date Submitted	1.1 Title of Graduate Student Research Thesis	STA Student RP Increment	Status
1	2021-09-29 11:17:22	Test	CRP.2021.00002	Review View Application
2	2021-09-27 14:43:12	abc		Review View Application

34. After reviews are completed, the application may be returned to you for revision (see Part 1-7) or award letters will be generated (See Part 1-8)

7. Revising and Resubmitting Applications

35. If your application requires some revision, you will receive an email notification.

36. Log into UWIScholar “Campus Research and Publication Fund -Student” page

37. The application that requires revision will be identified by the orange triangle to the left of the screen.

38. Click on the “View Application” button

Student Research and Publication Fund Grant Application - STA:

#	Date Submitted	1.1 Title of Graduate Student Research Thesis	STA Student RP Increment	Status
1 ▲	2021-09-29 11:17:22	Test	CRP.2021.00002	View Application
2 ▲	2021-09-27 14:43:12	abc	CRP.STA 10001	View Application

39. Scroll down until you see the comments section of the application

40. Click on the “amend application” button to make the application editable.

Initial Review

STA Student RP Increment

CRP.2021.00002

[BACK](#) [AMEND APPLICATION](#)

41. Edit and resubmit the application.

42. Ensure you click the ‘submit’ button to resubmit the application.

Student Research and Publication Fund Grant Application - STA:

#	Date Created	1.1 Title of Graduate Student Research Thesis	STA Student RP Increment
1	2021-09-30 08:28:24	Test	CRP.2021.00002

Graduate Research Grant Application | [Download PDF](#)

Signatures

[SUBMIT APPLICATION](#)

Part 2 – Campus Research and Publication Fund Student Grant Guidelines

1. General Guidelines & Information

(i) Student grants are only available to registered full-time or part-time postgraduate students pursuing M.Phil/Ph.D. degrees who are in their 2nd year of registration and above. If a student is not registered or owes fees to the University, the grant will not be processed or disbursed until this has been rectified .

(ii) Graduate Research (M.Phil./Ph.D.) Students are required to submit their online grant application at least six (6) weeks in advance for any category of funding (see table in #7 below) as well as the relevant supporting documents (see checklist at the end of this document) must be included with these applications.

(iii) In the event, that the submitted grant application is incomplete i.e. requires signatures, information regarding the objectives, background, methodology etc. are insufficient and or the supporting documents were not attached, the student would be informed via email of the information required for the processing of the application. Failure to submit the requested documents altogether delays the processing of applications.

(iv) Funding opportunities are limited. Supervisors and research students are strongly advised to ensure that the requested funding is directly related and relevant to the student's research before submitting a grant application.

(v) Students who have submitted their thesis for examination are only eligible for funding for a conference and funding for the publication of articles. Such request will be reviewed on a case by case basis. In addition, the student must not have exceeded the required number of conference attendance per student.

(vi) The Committee will not provide funding for the following:

- a. Transcription costs
- b. Equipment – (Department to revise annual budget to include equipment for students)
- c. Equipment rental -Funding will not be approved for small pieces of equipment such as cameras, digital cameras, etc. these could be rented for example from the Faculty of Humanities and Education or purchased by the Department.
- d. Students pursuing any Taught degree programme locally, regionally or internationally i.e. payment of tuition of fees.
- e. Students pursuing Self-Financing research programmes e.g. Ph.D. Business Administration programme. The attached fee booklet refers <http://sta.uwi.edu/resources/documents/PostGraduateFeeBklt.pdf>

(vii) Students:

- a. could consult their Departments about funding for the above items in (vi) (a-e) as it is not covered by the CR&P Committee.
- b. are required to submit separate applications for each category for funding
- c. are required to provide the necessary quotations for any type of grant application (see checklist of supporting documents below)
- d. are allowed funding for one publication per year

e. should note that the Campus Research and Publication fund does not provide reimbursements and that all requests for funding should be made in advance of expenditure. In addition, the University is not responsible for the repayment of e.g. registration fees, airfare or accommodation etc. in the event the student's grant application was not approved by the Campus Research and Publication Fund Committee.

2. CR&P Regulations for Academic Staff Members pursuing their M.Phil./Ph.D Research Degrees

(i) Academic members of staff pursuing their M.Phil./Ph.D. degrees at the UWI St Augustine campus are not allowed to apply for funding for their M.Phil./Ph.D research using the Staff Application Form. Such persons are required to complete the 'Student Application Form'.

(ii) Should the staff member also wish to pursue research other than their thesis research (as a staff member), they can participate as only a co-applicant on the project (NB: The Staff CR&P application must be submitted by another academic staff member by the required deadline date – refer to the Staff CR&P Guidelines).

3. Ethics Committee Approval / Exemption for Fieldwork/Data Collection Grants

Graduate Research Students (M.Phil./Ph.D.) should first acquire Ethics Committee Approval (if applicable) before requesting funding for research purposes from the CR&P Committee as this information delays the CR&P grant funding approval process. Deputy Deans of Faculties should review the grant applications to determine whether ethical approval is required and to ensure that applications without the Ethics Committee Approval would be accepted. Students should only request funding when the Ethics Approval had been received and to attach a copy of the approval letter to the grant forms.

Link: <https://sta.uwi.edu/research/campus-ethics>

4. Information on Additional Sources of funding

Once a member of staff receives external sources of funding on behalf of the research student, the staff member should indicate the following on the student application form:

(i) Whether funding was awarded from the Department or External sources (state the institution) (ii) The sum of funding that was awarded and whether it was received from both the Department and External source

(ii) A detailed breakdown of the funding awarded from the Department and the External source

5. Unspent CR&P Student Funding for attendance at Conferences, Postgraduate Training etc.

Any unspent funding from Conference attendances, Postgraduate Training etc. should be returned to the Student Accounts Section of the Bursary. Please send email to sarah.kaloo@sta.uwi.edu for information on process to return funds.

6. Equipment is the Property of the UWI Campus after completion of research project

In keeping with the University policy, any equipment purchased by the CR&P Committee would not be the personal property of the individual but of the University. This information would be stated in the student grant letter.

7. Deputy Deans (Graduate Studies) and Member of the CR&P Committee

Your Deputy Dean (Graduate Studies) or Member of the CR&P Fund Committee (below) of your faculty could assist with guidance on the student grant application form for funding and/or report.

Faculty	Name of Deputy Dean	Name of Member for the Campus Research and Publication Fund
Food and Agriculture	Dr. Selby Nichols	Dr. Selby Nichols
Engineering	Dr. Chris Maharaj	Dr. Chris Maharaj
Humanities and Education	Dr. Freddy James	Dr. Freddy James
Faculty of Law	Dr. John Jeremie	Dr. John Jeremie
Medical Sciences	Prof Dilip Dan	Prof Dilip Dan
Science and Technology	Dr. Ricardo Clarke	Dr. Ricardo Clarke
Social Sciences	Dr. Riann Singh	Dr. Riann Singh

8. Types of grants and eligibility for both M.Phil. and Ph.D. students

Type of Application	M.Phil. student Eligibility	Ph.D. Student Eligibility	Additional Information/ Clarification
Conference Presentations	2	3	
<p>1. An M.Phil. student is entitled to 2 conferences and must publish after the second conference.</p> <p>2. Should an M.Phil. student upgrade to Ph.D., that student is only entitled to one conference and must also publish after this conference.</p> <p>3. Ph.D. students are entitled to a total of three (3) conferences. Ph.D. students are required to provide publications after their 2nd and 3rd conference. The award of a third conference is dependent on the receipt of a publication from the 2nd conference.</p> <p><u>Maximum awarded TT\$</u></p> <p>For Conference Presentations: Sub-categories:</p> <p>1) Presenting accepted paper(s) Orally at Conferences within the Caribbean region (up to TT\$6,000);</p> <p>2) Attending Conferences within the Caribbean region and Presenting accepted paper(s) by Poster(s) (up to TT\$3,000);</p> <p>3) Presenting accepted paper(s) Orally at Conferences aboard outside the Caribbean region (up to TT\$10,000)</p> <p>4) Attending Conferences abroad outside the Caribbean region and Presenting accepted paper(s) by Poster(s) (up to TT\$5,000);</p> <p>For any type of foreign travel, the maximum per diem is:</p> <p>Accommodation for four (4) nights @ US\$75.00 per night = TT\$2,020.00</p> <p>Subsistence for four (4) nights @ US\$75.00 per night = TT\$2,020.00</p>			

Total		= TT\$4,080.00	
Type of Application	M.Phil. student Eligibility	Ph.D. Student Eligibility	Additional Information/ Clarification
Postgraduate Training	1	1	If the opportunity is not used at the M.Phil. level, it will not be accumulated for use at the Ph.D. level

For postgraduate training, a the letter from the host organization must be submitted to clarify the following:

(i) concrete evidence that bench-space, supervision and support for the student would be provided by the host organization

(ii) support of a foreign supervisor in writing that the student will be able to work with other students in the centre/organisation and the expected outcome for the student from this visit

Maximum awarded TT\$

For Postgraduate Training: Sub-categories:

- 1) Undertaking training provided by other UWI campuses within the Caribbean region (up to TT\$6,000);
- 2) Undertaking training provided by hosting university/institution within the Caribbean region (up to TT\$6,000);
- 3) Undertaking training provided by hosting university/institution aboard outside the Caribbean region (up to TT\$10,000);

For any type of foreign travel, the maximum per diem is:

Accommodation for four (4) nights @ US\$75.00 per night = TT\$2,020.00

Subsistence for four (4) nights @ US\$75.00 per night = TT\$2,020.00

Total = **TT\$4,080.00**

Type of Application	M.Phil. student Eligibility	Ph.D. Student Eligibility	Maximum awarded TT\$	Additional Information/ Clarification
Publication of either Book Chapters or Articles	1	2	3,600.00	Students are allowed funding for one publication per year.
Type of Application	M.Phil. student Eligibility	Ph.D. Student Eligibility	Maximum awarded TT\$	Additional Information/ Clarification
	1	1	35,000.00	Please note #1-6 below

<p>Postgraduate Fieldwork/ Data Collection:</p> <ul style="list-style-type: none"> • Request for consumables & reagents • For Postgraduate Research e.g. in the British Libraries for M.Phil. and Ph.D. History students <p><u>NEW FIELDWORK CATEGORY</u></p> <ul style="list-style-type: none"> • For surveys/ interviews, focus groups, transportation costs etc. 	<ol style="list-style-type: none"> 1. The maximum sum of funding that <u>could</u> be awarded for the duration of study for a Ph.D. student is TT\$35,000.00. This sum is <u>subject to the Committee's approval.</u> 2. An M.Phil. student is only eligible for approximately 50% of this maximum sum of funding i.e. TT\$17,500.00. 3. In the event, of an upgrade to the Ph.D., the student in (2) above) is only eligible for the award of the balance of the funding <u>subject to the Committee's approval.</u> 4. In the event that a student has completed an M.Phil. or PhD degree and is pursuing another research degree at The UWI, he/she is eligible to receive new Student Grant Funding subject to the approval of the School for Graduate Studies and Research and the Board for Graduate Studies and Research. 5. Funding would be considered for students undertaking surveys/ interviews through the following methods: <ol style="list-style-type: none"> a) Undertaking surveys/interviews via mail (postage) - (maximum of TT\$6,000.00); (Quotation required) b) Undertaking surveys/interviews via online surveys that require the purchase of software (up to a maximum of TT\$6,000.00) (Quotation required). Kindly note that: <ol style="list-style-type: none"> (i) This sum would constitute towards the total provision of Student Grant for undertaking/conducting fieldwork. (ii) Software purchases would be the property of the respective Department; (iii) Students should provide detailed justifications for the purchase of software and/or software package from both technical and non-technical grounds. Failure to do so will lead to the disapproval of the requests of software purchase. Students should consult the Campus IT Services via their email address servicesdesk@sta.uwi.edu to ascertain whether or not the software is available before submitting a grant application requesting software. The emailed response from the Campus IT Services' must be attached to the grant application for consideration by the CR&P Committee. c) Face to face administered surveys/interviews (maximum of TT\$6,000.00). The graduate student is expected to carry out 30% of the data collection as the student is the primary researcher for their course of study. Based on the student's budget, the student would therefore receive 70% of the funding for the administration of the surveys /interviews. The student can hire a Field Assistant for the administration of the questionnaires. (Quotation required) d) Focus groups (maximum of TT\$6,000.00). (Quotation required for venue)
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	<p>6.1 In the event, the student’s research is a combination of categories #6 (a-d) above, only a maximum sum of funding for fieldwork for the M.Phil. and Ph.D. research would be awarded. (Refer to #1&2 above)</p> <p>6.2 Only detailed proposals with a properly defined methodology that aligns with the budget will be considered. The Supervisor, Head of Department and Deputy Dean (Graduate Studies) are required to ensure these areas are thoroughly completed.</p> <p>6.3 A special subsistence in ground transportation would be provided for student travelling within Trinidad and Tobago (if applicable). The maximum amount to be funded is TT\$50.00 per day for 10 days in maximum. For foreign travels, students’ ground transportation has been included in the provision of the ‘Subsistence’ already.</p> <p>6.4 Funding would not be approved for the research to be planned and conducted by a third party. The research should be conducted by the student. Though, there are exceptions for only analyses for which facilities are unavailable in UWI (e.g. high end chemical and molecular analyses).</p>
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9. Procedure for the Submission of Reports for Student Grants:

(i) The report should be forwarded through the Deputy Dean or Member, Campus Research and Publication Fund Committee of the relevant faculty for signature prior to submitting to the Office for Graduate Studies and Research via email to sarah.kaloo@sta.uwi.edu .

(ii) The report on the student’s previous grant must be presented as a separate document. The reporting form is available under the student section on the website (<https://sta.uwi.edu/research/researchfunding>).

(iii) New student grant applications will not be considered unless reports of previous completed grant(s) would have been submitted using the appropriate form.

NB: Students are required to create and submit a Statement of Expenditure with copies of quotations/invoices when submitting their final report to the Office of Graduate Studies and Research.

10. Interim Report vs Final Report

(i) An interim report signals that the grant is ongoing, and that grant money may be available in the account.

(ii) A final report indicates that all or most of the grant funding was spent, output was generated and that the project was completed. The project account was closed.

11. Checklist of supporting documents required when submitting the CR&P application

<u>Documents required</u>	<u>Applications must include the following and submitted for processing at least two (2) months in advance of the date required for use:</u>				
	<u>Conference Attendance</u>	<u>Postgraduate Training</u>	<u>Publication of Journal Article</u>	<u>Travel for Post-graduate Research</u>	<u>Data Collection</u>
• Budget in TT\$	✓	✓	✓	✓	✓
• *Flight Itinerary: must include: student's name, proper travel details and quotation of airfare	✓	✓	X	✓	X
• Subsistence	✓	✓	X	✓	X
• *Accommodation	✓	✓	X	✓	X
• *Registration/Conference Fee	✓	✓	X	X	X
• *Conference Information i.e. date, duration and venue	✓	✓	X	✓	X
• Acceptance Letter	✓	✓	✓	✓	X
• Abstract	✓	X	✓	X	X
• Ethics Committee Approval	X	X	X	X	✓
• Letter /email from the host institution the student wishes to visit, outlining the purpose of the visit, duration of visit and what tasks are to be attained • clarification about the level of collaboration with the host organization • concrete evidence that bench-space, supervision and support for the student would be provided by the host organization	X	✓	X	✓	X
• support of a foreign supervisor in writing that the student will be able to work with other students in the centre/organisation and the expected outcome for the student from this visit	X	✓	X	✓	X
• Quotation for Field Assistant, Copies and software	X	X	X	X	✓

• Quotation for mail postage (for questionnaires only)	X	X	X	X	✓
• Quotation for Venue and refreshments (only for Focus Group)	X	X	X	X	✓
• Quotation/Invoice from Company/Publishers	X	X	✓	X	✓
• Copy of the Journal article for publication	X	X	✓	X	X
• Completed Supervisor's progress report form	✓	✓	✓	✓	✓

Kindly note that the application must have signatures from the Student, Supervisor (s), Head of Department and the Deputy Dean (Graduate Studies) or Member, Campus Research and Publication Fund Committee before submission to the Office of Graduate Studies and Research. (See the end of this document for the listing of names for the Deputy Deans and Members). (The student is required to acquire all the signatures)

12. Predatory Publishing

Researchers are asked to do due diligence and ensure that the publications listed in their report are not published in predatory journals.

Tools from the Alma Jordan Library to assist with Avoiding Predatory Publishing:

The Alma Jordan Library has subscribed to special resources to provide our researchers with tools to assist in ascertaining whether publishers and journals are predatory. The following are the links to the databases:

ULRICH'S PERIODICALS DIRECTORY

UWI-subscribed

A bibliographic database, which provides detailed, comprehensive, and authoritative information on serials, published throughout the world. It covers all subjects, and includes publications that are published regularly or irregularly and are circulated free of charge or by paid subscription.

WEB OF SCIENCE

UWI-subscribed

This resource is an integrated research platform and features such databases as:

- Science Citation Expanded Index;
- Social Sciences Citation Index;
- Journal Citation Reports Science Citation Edition;
- Biosis Citation Index;
- Essential Science Indicators and ISIHighlighted.com

[See user's guide.](#) [View recorded training.](#)

CABELLS (BLACKLIST)

UWI-subscribed

Cabells is the complete source for journal info, evaluation metrics, and submission details-for universities of any size. Real impact starts with finding the right audience. The Campus Libraries have access to the Blacklist.

Finding Databases at the Alma Jordan Library:

1. Alma Jordan Library Homepage - <https://libraries.sta.uwi.edu/ajl/>
2. A-Z list of resources (<https://libraries.sta.uwi.edu/apps/index.php/DatabaseSearch/index>)

Part 3 – Sample Online Forms



Research and Publication Fund Application

0. APPLICANT INFORMATION

* Title <input type="text"/>	* Student First Name <input type="text"/>	Student Last Name <input type="text"/>	Full time/Part time <input type="text"/>
Student ID# <input type="text"/>	Year of first registration for Research degree <input type="text"/>	Was thesis submitted? <input checked="" type="radio"/> Yes <input type="radio"/> No	Date of Submission for Thesis <input type="text"/>
* Department <input type="text"/>	* Faculty <input type="text"/>	Programme Title e.g. MPhil Sociology etc. <input type="text"/>	
* Student Email Address 1 <input type="text"/>	Student Email Address 2 <input type="text"/>	* Student Contact Number <input type="text"/>	
* Supervisor(s) Name(s) <input type="text"/>		* Supervisor(s) Email Address(es) <input type="text"/>	

RESEARCH ETHICS APPROVAL

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

* 0.1 Was a Research Ethics Application submitted for approval? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	0.2 Indicate the Reference Number of the Application for Research Ethics Approval <input type="text"/>	0.3 Upload Research Ethics Approval letter (if applicable, PDF only) <input type="button" value="Browse..."/> No file selected.
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1. RESEARCH DEGREE INFORMATION

* 1.1 Title of Graduate Student Research Thesis


1.2 Give a brief account of your research progress

File - Edit - View - Insert - Format - Table - Help -

+ - Undo Redo Paragraph - **B** / *I* / -

1.3 Brief Background

File - Edit - View - Insert - Format - Table - Help -

+ - ↶ ↷ Paragraph - **B** *I*  -      -  -                           

1.9 Publication Strategy and Method of Dissemination of Findings.

File - Edit - View - Insert - Format - Table - Help -

+ Paragraph B I A - [align icons] [list icons] [link icon] ?

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)

File - Edit - View - Insert - Format - Table - Help -

+ Paragraph B I A - [align icons] [list icons] [link icon] ?

1.11 List of Publications (if relevant)

2. PREVIOUS GRANT AWARD INFORMATION

2.1 List Previous Research and Publication Awards

CRP #, Project Title/Activity	Date	Award Amount \$	Required reports submitted?	Upload Outstanding Report (PDF only)
<input type="text"/>	<input type="text" value="mm / dd / yyyy"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	<input type="button" value="Browse..."/> No file selected.

Add Row

2.2 Attachments related to Outstanding/Interim Report (Enter the file description and upload the file (PDF only))

Description	File (PDF only)
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.

Add Row

3. FINANCIAL DISCLOSURE INFORMATION

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

Yes No

If yes, please indicate the following:

3.2 The source(s) i.e. name of sponsor(s) who will be providing the funding along with the amount of funding from each source and the items that the funding will cover.

File - Edit - View - Insert - Format - Table - Help -

+ Paragraph B I A - [align icons] [list icons] [link icon] ?

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

Yes No

3.4 Please indicate proposed other sources of funding

4. GRANT REQUEST INFORMATION

* 4.1 Total Amount Requested (TTS)

0.00

* 4.2 Proposed Start Date

mm / dd / yyyy

* 4.3 Proposed End Date

mm / dd / yyyy

* 4.4 Please indicate category of award being requested:

- Fieldwork/ Data Collection (Consumables, Reagents, Travel for research purposes, Questionnaire preparation, Interviews etc.)
- Paper/Oral Presentation at Conference
- Poster Presentation at Conference
- Postgraduate Training (Attendance in a Workshop/Course, Visit to a foreign University or Laboratory for training (within the students area of research))
- Publication Fees - Article, Page Charges

4.5 Title and Location of Conference/ Postgraduate Training or brief description of Fieldwork Activities to be funded

4.6 Indicate relevance and benefits of this activity to your research and programme of study.

Please note equipment cannot be for personal use.

5. BUDGET

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row


5.2 Pro-forma invoices for equipment, materials and supplies

Description	File (PDF only)
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.

Add Row

5.3 Comments by Student: please include any additional information that may support your application for funding.

2. Signature Form – Online Form



Research and Publication Fund Application

Instructions

Please **download the signature form** and have it signed by your supervisor, head of department or dean. Please see the instruction page of the file downloaded.

N.B. - the signature form is a fillable PDF form so can be emailed along with the a PDF copy of the application (obtained from the incomplete application listing).

When the required signatures have been obtained, upload the filled form using the file upload below. If the signatures were obtained on two files, the second file upload can be used to upload the second file.

*** Upload Signature Form 1**

No file selected.

Upload Signature Form 2

No file selected.



THE UNIVERSITY OF THE WEST INDIES
SCHOOL FOR GRADUATE STUDIES AND RESEARCH
CAMPUS RESEARCH AND PUBLICATION FUND
GRADUATE STUDENT SIGNATURE FORM

Kindly note the following:

- (i) Please be advised the Campus Research and Publication Fund Committee only funds projects that undertake scholarly / academic research work within the student's area of expertise.
- (ii) Kindly note that your application will not be processed unless you have submitted all the relevant documentation required for your application.

- **For completion by the student (Optional):**
Comments:

SIGN HERE

.....
Name of Student (Block Letters)

.....
Signature

.....
Date

- **For completion by the supervisor/s**
 - ❖ **Comments from supervisor (1)** *(Include report on student's progress to date)*. How will this funding support the student's effort in completing his/her research in a timely manner?

Have you submitted the *Supervisor's Progress Report Form for this student*? Yes No

Are you this student's official supervisor? Yes No

Kindly note that **only the official supervisor is authorized to sign this grant application**. By signature below, **the Supervisor signifies** that the activity described will contribute significantly to the student's research and/or research capability.

SIGN HERE

.....
Name of Supervisor (Block Letters)

.....
Signature

.....
Date

FAQs CR&P STUDENT INFORMATION	
Question	Answer
Am I eligible for funding?	Student grants are only available to registered full-time or part-time postgraduate students of the St. Augustine campus <u>pursing M.Phil/Ph.D. degrees and who are in their 2nd year of registration and above</u> . If a student is not registered or owes fees to the University, the grant will not be processed or disbursed.
How can I apply for funding for my research?	Students are required to submit an online application form and supporting documents to request funding. The CR&P Student Manual & Guidelines provides the details of the different categories of funding, eligibility criteria etc. It is advisable that students review this document first before proceeding to apply for funding.
Is there a deadline date to apply for Student Funding?	Graduate Research (M.Phil./Ph.D.) Students are required to submit their grant application at least two (2) months in advance for any category of funding (see table in #7 in the following link).
What are the categories of funding available to research students?	Graduate Research (M.Phil./Ph.D.) Students are can access funding for conferences, fieldwork, postgraduate training and academic journal article publications. Details of these categories and the maximum sum of funding allocated for each are located see table in #7 in the guidelines: link https://sta.uwi.edu/research/research-funding
What supporting documents should be submitted?	Supporting documents are dependent on the category of funding. There is a specific checklist located in the guidelines
Where should grant applications be submitted	All student applications are accepted via the UWI Scholar Online Platform. Should a student have concerns, they can submit an email to sarah.kaloo@sta.uwi.edu
How and when will I be informed of the outcome of my grant application?	Students are informed approximately one (1) month after the submission of their documents via email of the outcome of their grant application provided that all the relevant documents were submitted at that time and nothing is pending.
How do I collect my grant money?	Disbursement of funds is dependent on the type of grant. Students are informed of the name of the Bursary official in the approval email of whom they are required to contact for the disbursement of the awarded funding.
When is a report required?	A report is required on the specific activity for which the funding was given. The student is required to submit a final report one month from the completion of the project. E.g. in the case of a conference, the student is required to submit a report one month after the date of completion of the conference. The report form is located on the website: https://sta.uwi.edu/research/research-funding . Students can upload these reports within the platform
Can I apply for a reimbursement?	Students should note that the Campus Research and Publication fund does not provide reimbursements and that all requests for funding should be made in advance of expenditure. In addition, the University is not responsible for the repayment of e.g. registration fees, airfare or accommodation etc. in the event the student's grant application was not approved by the Campus Research and Publication Fund Committee.
Can a Taught masters student get funding for research?	Funding for Taught Masters degrees student is not available and student should speak with their respective Department for assistance or the Postgraduate Association

END OF INSTRUCTIONS