

THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

## OFFICE OF THE CAMPUS REGISTRAR

**OFFICE OF GRADUATE STUDIES & RESEARCH**

TELEPHONE: (1-868) 663 1334 ext. 83797 FAX: (1-868) 645 7327 E-mail: sarah.kalloo@sta.uwi.edu

**Our Reference 140/9/2**

**MEMORANDUM**

To: All Members, Academic and Senior Administrative Staff

Graduate Research (M.Phil./Ph.D.)Students

UWI, St Augustine Campus

From: Prof. Hariharan Seetharaman, Director, Graduate Studies and Research

Date: January 13, 2020.

**Subject: Campus Research and Publication Fund Committee –**

**Graduate Research Student - Grant Funding**

Applications for research funding are invited throughout the academic year from registered **Graduate Research Students in Year II and above of their M.Phil./Ph.D. degrees** for consideration by the Campus Research and Publication Fund Committee.

A detailed budget, methodology, justification for the project and other supporting documents must be submitted by the required deadline. The following link provides the application form , report form, submission dates and guidelines for the submission of the application: [**https://sta.uwi.edu/research/research-funding**](https://sta.uwi.edu/research/research-funding)

**Students are reminded that they are eligible and not entitled to funding.** The award of funding is recommended at the discretion of their Supervisor(s), Head of Department, Deputy Dean and subject to the approval of the Director, Graduate Studies and Research.

All student applications are to be submitted to the Graduate Studies and Research office at least two (2) months in advance of travel departure or undertaking research with the relevant supporting documents and quotations. Failure to submit the documents will result in the immediate return of the grant application to the Department. Students can return the application to the Graduate Studies and Research office only when all the relevant documents have been acquired.

Hariharan Seetharaman(Prof.)

/sk-b



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## OFFICE OF THE CAMPUS REGISTRAR

**SCHOOL FOR GRADUATE STUDIES & RESEARCH**

**TELEPHONE: (1-868) 645-3232 ext. 83797 FAX: (1-868) 645 7327 E-mail:** **sarah.kalloo@sta.uwi.edu**

**Guidelines for the Submission of a Student Grant Application:**

The Guidelines for the Graduate Student Research Funds, the Grant Application form and the Report form can be downloaded under the student section from **­­­­­­­­­­­­­­­**[**https://sta.uwi.edu/research/research-funding**](https://sta.uwi.edu/research/research-funding).

**Signature of the Grant Applications and Grant Reports:-**

**The student is responsible for acquiring all the signatures for the grant application and report.**

The completed application form must be signed by the **student, supervisor (s), the Head of Department and either the Deputy Dean or Member, of Campus Research and Publication Fund Committee –** (Note: A list of Deputy Deans and Members of CRP Committee is given at the end of this document)**.**

Should the student’s supervisor be the **Head of a Department,** the application form must be signed by the **student, supervisor(s), the Dean and either the Deputy Dean or Member, of Campus Research and Publication Fund Committee.**

* 1. In the event that the student has received funding for a **previous grant, and has not submitted the report,** they are required to submit their report on this previous grant to the Deputy Dean for vetting and review together with the new application.

**Submission of the Soft and Hard Copy Applications and Reports to Graduate Studies:-**

Students are required to make an electronic **(word document, without signatures)** submission of their grant **application(s) via e-mail to** **Sarah.Kalloo@sta.uwi.edu**

The completed hard copy student grant application(s) should be duly signed and then submitted (with supporting documents together with the previous grant report(s) if applicable) **to the Senior Assistant Registrar, Graduate Studies and Research at the New Student Administration Building at least two (2) months in advance for any type of research grant ((see table in #7 below).**

**CAMPUS RESEARCH AND PUBLICATION FUND - STUDENT GRANTS GUIDELINES / INFORMATION:**

**Student grants** are only available to registered full-time or part-time postgraduate students **pursing 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.**

**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 below). The relevant quotations and supporting documents (see checklist at the end of this document)** must be included with these applications.

1. **In the event, that the submitted grant application is incomplete i.e. requires signatures, information regarding the objectives, background, methodology etc., and or the supporting documents were not attached, the student’s grant application will be returned to the student via their respective the Department. Only when the relevant documents have been acquired, the student can return to the documents to the Graduate Studies and Research office for processing.**
2. **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.**
3. 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.
4. The Committee **will not provide funding for** the following:
5. Transcription costs
6. Equipment – (Department to revise annual budget to include equipment for students)
7. 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.
8. Students pursuing any Taught degree programme locally, regionally or internationally i.e. payment of tuition of fees.
9. 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>
10. Students:
	1. could consult their Departments about funding for the above items in (v) (a-e) as it is not covered by the CR&P Committee.
	2. are required to submit separate applications for each request for funding

are required to provide the necessary quotations for any type of grant application (see checklist of supporting documents below)

are allowed funding for one publication per year

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.

1. **CR&P Regulations for Academic Staff Members pursuing their M.Phil./Ph.D Research Degrees**
2. Academic members of staff pursuing their M.Phil./Ph.D. degrees at this campus **are not allowed to apply for funding for their M.Phil./Ph.D research using the Staff Application Form.** The academic member of staff is required to complete the ‘Student Application Form’ and have their supervisor submit on their behalf.
3. 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).
4. **Grant Applications without Ethics Committee Approval (if applicable)**

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 should not 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**](https://sta.uwi.edu/research/campus-ethics)

1. **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:

1. Whether funding was awarded from the Department or External sources (state the institution)
2. The sum of funding that was awarded and whether it was received from both the Department and External source
3. 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.

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

 The Committee has agreed that in keeping with the University policy, the equipment would not be the personal property of the individual but of the University. This policy would be drawn to the attention of the applicant and the Department.

**7.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 |  |
| An M.Phil. student is entitled to 2 conferences and must publish after the second conference.Should an M.Phil. student upgrade to Ph.D., that student is only entitled to one conference and must also publish after this conference. 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.**Maximum awarded TT$**For Conference Presentations: Sub-categories: 1) Presenting accepted paper(s) Orally at Conferences within the Caribbean region (up to TT$6,000); 2) Attending Conferences within the Caribbean region and Presenting accepted paper(s) by Poster(s) ( up to TT$3,000); 3) Presenting accepted paper(s) Orally at Conferences aboard outside the Caribbean region (up to TT$10,000) 4) Attending Conferences abroad outside the Caribbean region and Presenting accepted paper(s) by Poster(s) ( up to TT$5,000); **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$4,080.00** |
| **Type of Application** | **M.Phil. student****Eligibility**  | **Ph.D. Student****Eligibility** | **Additional Information/****Clarification** |
| Postgraduate Training | 1 | 1 | If the opportunity is not used at the M.Phil. level, it will not be accumulated for use at the Ph.D. level |
| For postgraduate training, a the letter from the host organization must be submitted to clarify the following:(i) concrete evidence that bench-space, supervision and support for the student would be provided by the host organization (ii) support of a foreign supervisor in writing that the student will be able to work with other students in the centre/organisation and the expected outcome for the student from this visit **Maximum awarded TT$**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** |
| Postgraduate Fieldwork/ Data Collection:Request for consumables & reagents For Postgraduate Research e.g. in the British Libraries for M.Phil. and Ph.D. History students**NEW FIELDWORK CATEGORY**For surveys/ interviews, focus groups, transportation costs etc.  | 1 | 1 | 35,000.00 | Please note #1-6 below |
| The maximum sum of funding that **could** be awarded for the duration of study for a Ph.D. student is TT$35,000.00. This sum is **subject to the Committee’s approval.**An M.Phil. student is only eligible for approximately 50% of this maximum sum of funding i.e. TT$17,500.00.In the event, of an upgrade, the student in (2) above) is only eligible for the award of the balance of the funding **subject to the Committee’s approval.**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. 1. Funding would be considered for students undertaking surveys/ interviews through the following methods:
2. Undertaking surveys/interviews via mail (postage) - (maximum of TT$6,000.00); (Quotation required)
3. 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:
	1. This sum would constitute towards the total provision of Student Grant for undertaking/conducting fieldwork.
	2. Software purchases would be the property of the respective Department;
	3. Studentsshould 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.
4. 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 an Enumerator/Research Assistant for the administration of the questionnaires. (Quotation required)
5. Focus groups **(**maximum of TT$6,000.00). (Quotation required for venue)

**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) 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. * 1. 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.

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 but not for survey-based research).  |

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

|  |  |
| --- | --- |
| **Documents required** | **Applications must include the following and submitted for processing at least two (2) months in advance of the date required for use:** |
| **Conference Attendance** | **Postgraduate Training** | **Publication of Journal Article** | **Travel for Post- graduate Research** | **Data Collection** |
| * 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)**  |

**Procedure for the Submission of Reports for Student Grants:**

The report should be forwarded through the Deputy Dean or Member, Campus Research and Publication Fund Committee of the relevant faculty for vetting prior to submitting to the Office for Graduate Studies and Research. 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/research-funding>). New student grant applications will be considered unless reports of previous completed grant(s) would have been submitted using the appropriate form.

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.

1. **Interim Report vs Final Report**
2. An interim report signals that the grant is ongoing, and that grant money may be available in the account.
3. 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.

**13.Predatory Publishing**

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

**13.1 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**](http://ezproxy.sastudents.uwi.tt:2048/login?url=http://ulrichsweb.serialssolutions.com)

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**](http://ezproxy.sastudents.uwi.tt:2048/login?url=http://isiknowledge.com)

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**](http://www.isinet.com/tutorials/wos7/)**.**[**View recorded training**](http://scientific.thomson.com/support/recorded-training/wos/)**.**

[**CABELLS (BLACKLIST)**](https://ezproxy.sastudents.uwi.tt/login?url=https://www.cabells.com/)

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>)

**Kindly contact your Deputy Dean (Graduate Studies) of relevant Faculty or Member of the CR&P Fund Committee (below) for guidance with regard to the submission of 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. Wendy-Ann Isaac  | Dr. Wendy-Ann Isaac Prof. Mattias Boman |
| Engineering | Prof. Boppana Chowdary  | Prof. Boppana Chowdary |
| Humanities and Education | Dr. Susan Herbert | Dr. Susan HerbertProf. Elizabeth Walcott-Hackshaw |
| Faculty of Law | Prof. Rose-Marie Antoine | Prof. Rose-Marie Antoine |
| Medical Sciences | Dr. Kenneth Charles | Dr. Kenneth Charles |
| Science and Technology  | Dr. Ricardo Clarke | Dr. Ricardo ClarkeDr. Adesh Ramsubhag |
| Social Sciences | Dr. L. Jordan-Miller  | Dr. L. Jordan-Miller |

The Registry

St. Augustine

January 2020