



**THE UNIVERSITY OF THE WEST INDIES  
ST. AUGUSTINE**

**OFFICE OF GRADUATE STUDIES & RESEARCH  
CAMPUS RESEARCH & PUBLICATION FUND**

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**Campus Research and Publication Fund (CR&P)  
STAFF REPORT FORM**

This report should be completed and submitted to the Office of Graduate Studies & Research within **one (1) year** from the receipt of funding.

**NB:** An **interim** report signals that the project is ongoing and grant money may be available in the account. A **final** report indicates that the grant was completed, output generated, grant money was spent and/or excess funds returned to the Bursary. **#11 in the CR&P Staff Guidelines** provides the evidence of output required for each type of report. The research project account is now closed.

**Staff Email Address (i)** \_\_\_\_\_ **Office Extension:** \_\_\_\_\_

Please indicate **(tick):**                       **Interim Report**                       **Final Report**

#	Particulars	Staff Response
1.	(i) Name of: a) Staff member(s); b) Co-applicant(s) of the Grant.	
	(ii) Name of the Department and Faculty	
2.	(i) CR&P # and the Title of the Project:	
	(ii) Principal Objective of the Project	
	(iii) Expected impact/contribution of the research	
	(iv) Purpose for which the grant was given	
3.	Value of the Grant	
4.	Date of Grant	
5.	<b><u>Output from this Grant:</u></b> <u>Scientific Summary of results obtained</u> (a) *Publications-Actual or Submitted (with full references). (Please provide internet link or attach a copy to the report)	<b><u>Indicate: Articles/Chapters published</u></b> <b><u>(Indicate impact factor of each journal;</u></b> <b><u>indicate the web link of article/hard copy of</u></b> <b><u>article front page):</u></b>

		<p><b><u>Indicate: Articles/Chapters Accepted (attach evidence)</u></b></p>
		<p><b><u>Indicate: Articles/Chapters Under Review (attach evidence)</u></b></p>
		<p><b>Indicate: Articles in preparation (attach copy of manuscript)</b></p>
		<p><b>Indicate: if any outcome on Intellectual Property (IP) or potential IP or commercial product development from the project (attach evidence of discussion with StACIE)</b></p>
		<p><b>If no item is entered in any of the categories in #5 (above), explain the reason(s)</b></p>
6.	<p>Key Findings: Short summary of progress or data generated to date e.g.</p> <ul style="list-style-type: none"> <li>a) Books/book chapters</li> <li>b) Articles in Journals (Please provide internet link or attach a copy to the report)</li> <li>c) Other Publications e.g. conference publications or publication of proceedings of a conference.</li> <li>d) Patents</li> <li>e) Cultural Productions – e.g. Arts, Music, Visual Art, Dramatic Production.</li> <li>f) Teaching Materials – Videos, Books, Training Manuals, etc.</li> <li>g) Hosting of Scholarly Conferences, Workshops, etc. (a brief report with a copy of the conference/ workshop programme is required.)</li> <li>h) Other visibility actions (give brief details)</li> </ul>	
7.	<p>Procurement of equipment, other hardware and software (itemize each piece of equipment, etc. obtained from this grant, its present location and cost. State the current and continued benefits to be derived from such uses. Specifically identify graduate student usage).</p>	

8.	Attendance at Scholarly Conferences, Workshops, Attachments, etc. (summarize principal benefits)	<p><b><u>Indicate: Conference Presentation: (include the date, venue, title of paper presented, and attach the abstract as well as the acceptance email/letter to this report):</u></b></p> <p>Did you attend and present the paper(s) / poster (s) at the/these conference(s)/symposium(s)?  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/>  <b><u>Additional comments (Optional):</u></b></p> <p>Was the paper presented by a graduate student (s)?  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/>  <b><u>Additional comments (Optional):</u></b></p> <p><b><u>Include the future presentations (planned):</u></b> Give the details of the conference(s) and paper(s)</p>
9.	<p>(i) Training of Graduate Students/Hiring of Research Assistants (provide details)</p> <p>(ii) Training of Undergraduate Students</p>	
10.	<p>(i) Actual expenditure (please itemize)</p> <p>(ii) Indicate and list whether there was procurement of any major equipment.</p> <p>(iii) Indicate if the equipment purchased are handed over to the Dept. and asset numbers entered</p>	
11.	Have you reported all items of expenditure to the Bursary? Please include the statement of expenditure which is available at the Projects Section of the Bursary.	
12.	Conclusion (summarize your views on the success/failure/quality/impact/accomplishments etc. of this project.	

**13. APPLICANT/STAFF MEMBER INFORMATION**

Comments from Applicant/Staff Member:

..... Name of Principal Applicant/Staff Member (Block Letters)	..... Signature	..... Date
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**NB:** The staff member is required to acquire all the relevant signatures before submission of this report form to the GS&R Office.

**14. INFORMATION DEPUTY DEAN OF FACULTY**

Have you discussed this report with the applicant/staff member?      Yes  No  N/A

Comments from the Deputy Dean(Graduate Studies):

..... Deputy Dean (Graduate Studies)	..... Signature	..... Date
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**Kindly submit your completed report to the \*Deputy Dean of your relevant Faculty (see names below) for approval and signature prior to submission to:**

**Professor Duraisamy Saravanakumar,**  
**Director, Graduate Studies & Research**  
 Lloyd Brathwaite Student Administration Building  
 UWI., St. Augustine  
Attn: Ms. S. Kalloo

<b>Faculty</b>	<b>Name of Deputy Dean</b>
Food and Agriculture	Dr. Marquitta Webb
Engineering	Dr. Anthony Adeyanju
Humanities and Education	Dr. Freddy James
Faculty of Law	Mr. John Jeremie
Medical Sciences	Prof Dilip Dan
Science and Technology	Dr. Ricardo Clarke
Social Sciences	Dr. Riann Singh

**For information purposes only:**

**Procedure for the Submission & Evidence of Output for Previous Staff Grant Reports:**

- (i) Once a researcher has received funding from the CR&P Committee, that researcher is required to submit either an **interim or final report** depending on the status of the project. The report should only include evidence of output generated from the particular grant for which the funding was awarded. This report should be completed and submitted to the Office of Graduate Studies & Research within **one (1) year** from the receipt of funding.
  
- (ii) If a researcher is applying for funding for another grant, that researcher is required to submit an interim report clearly outlining the progress of the existing grant (i.e. research progress achieved and the accomplishment of verifiable research outputs/milestones listed in clauses 5 and 6 from the previous grant/year are the necessary pre-requisites for subsequent funding).

**(iii) What defines a Final and Interim Report? What Evidence of Output is required for both types of reports?**

<b><u>Interim Report</u></b>	<b><u>Final Report</u></b>
<p>An <b><u>interim</u></b> report signals that the <b><u>project is ongoing</u></b> and grant money may still be available in the account. The evidence of progress should include.</p> <ul style="list-style-type: none"> <li>a. information on the progress of data collection, generation of results/ analysis of data.</li> <li>b. for a systematic review, the researcher is required to indicate the stage of the systematic review that has been completed e.g. screening, excluded papers, whether a framework had been generated etc.</li> </ul>	<p>A <b><u>final report</u></b> signals <b><u>the completion</u></b> of the project, funds have been fully utilized and the project account would be closed. This is determined by the submitted evidence of output which would include:</p> <ul style="list-style-type: none"> <li>a. published journal articles(**see note below),</li> <li>b. published book chapters,</li> <li>c. published book</li> <li>d. any product/information potentially worth IP/commercialization (evidence from StACIE required) etc.</li> </ul> <p>NB: ** For publication of Journal Articles from funding awarded by this CR&amp;P Committee, researchers are asked to acquire official clearance/ verification (via a memorandum) from the respective Faculty Librarians in the Alma Jordan Main Library or Medical Science Library (where applicable) certifying that their journal article was not published/ being published in a predatory journal. This memorandum should be attached to the CR&amp;P grant report.</p>
<p>In the event that a researcher presents a poster or</p>	<p>When a <b><u>manuscript has been accepted and is</u></b></p>

<p>an oral presentation at a conference, this would constitute an <b>interim report</b>. The researcher is required to submit:</p> <ol style="list-style-type: none"> <li>a. the acceptance letter or email as evidence of acceptance of the conference presentation or a copy of the conference programme with the title of the paper that was presented)</li> <li>b. and a copy of the power point presentation</li> </ol>	<p><b>awaiting publication</b>, a copy of the acceptance email from the publishers and a copy of the manuscript should be submitted with the report as evidence of output of the project(<b>final report</b>).</p>
<p>In the event, that a staff member submits a final report and states that the <b>manuscript is in preparation/in progress</b>, that report would be considered as an <b>interim report</b>. The staff member would be subsequently required to submit a final report with the published document to the SGS&amp;R.</p>	<p>When a <b>book has been accepted for publication</b>, a copy of the signed contract agreement and the quotation from the publisher should be submitted with the report as evidence of output of the project (<b>final report</b>)</p>
<p>When a <b>manuscript has been submitted to the publishers</b> and is under review, a copy of the acknowledgement email from the publishers along with the manuscript should be submitted. In the event that this is not available, kindly attach the email submitting the journal for review along with the manuscript as evidence of output of the grant (<b>interim report</b>)</p>	<p>When the <b>book had been published</b>, a copy of the book cover and table of contents should be submitted with the report as evidence of output of the project (<b>final report</b>)</p>
<p>Evidence of Output from Poster or oral presentations undertaken within the researcher's Department/Faculty, are considered as an <b>interim report</b>. The researcher would be required to submit:</p> <ol style="list-style-type: none"> <li>a. the Departmental/Faculty programme with the title of the presentation</li> <li>b. the power point presentation for the poster or oral presentation</li> </ol>	<p>If the research output is connected to an <b>Intellectual Property (IP) or commercial product it must be clearly explained via confidential report</b>. A confidential disclosure agreement or a letter supporting the claim from St Augustine Centre for Innovation and Entrepreneurship (StACIE) must be included. (<b>final report</b>)</p>
<p><b>An interim report is required on an existing grant</b> when a researcher is requesting new or additional funding. This interim report would be forwarded to the Sub-Committee for consideration. The Deputy Dean presents the report to the Sub-Committee on Research Reports on behalf of the staff member.</p>	<p>A <b>final report</b> that has more evidence of output from e.g. conference presentations, publication in conference proceedings <b>in addition to</b> a manuscript under review for publication etc., this type of report could be accepted as a <b>final report</b>.</p>
<p>If a researcher submits a final report that has</p>	

produced a <b>singular output</b> e.g. a manuscript that is under review, this report would be accepted as an <b>interim report</b> . The staff member would be required to submit a final report when the article had been published.	
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**NB: 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>)