



## THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

### GRADUATE STUDIES & RESEARCH

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#### **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 (Graduate Studies).**

#### **(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 **Principal Applicant (PI), the Head of Department and the Deputy Dean (Graduate Studies)** of your respective faculty (Note: A list of Deputy Deans (Graduate Studies) by faculty is provided 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 the Deputy Dean (Graduate Studies)** of your 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 the Deputy Dean (Graduate Studies)** 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 (Graduate Studies)** of your 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.**

**F. APPLICANT/STAFF MEMBER INFORMATION**

Have you discussed your application with either the Deputy Dean (Graduate Studies)? (see table below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Comments from Applicant/Staff Member:

<b>Declaration:</b> I will utilize the resources provided by the Alma Jordan Library to ensure my research work is not published in predatory journals / publications.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Name of Principal Applicant/Staff Member (Block Letters)	Signature	Date
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**G. 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:

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Name of Head of Department/Unit (Block Letters)	Signature	Date
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Dean of Faculty (when HOD is the applicant) (Block Letters)	Signature	Date
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**H. INFORMATION FROM THE DEPUTY DEAN , DEAN OF THE FACULTY**

38. Have you discussed this application with the applicant/staff member	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Comments from the Deputy Dean  / Dean :

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Deputy Dean (Graduate Studies) <input type="checkbox"/>	Signature	Date
Dean of the Faculty <input type="checkbox"/>		

