



# THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

**OFFICE OF THE CAMPUS REGISTRAR**

**SCHOOL FOR GRADUATE STUDIES & RESEARCH**

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## **Part 2 – Campus Research and Publication Fund (CR&P)** **Guidelines for Academic Staff Grant Applications and Grant Reports**

### **1. Grant Application Submission**

- (a) Researchers are:
- (i) strongly advised to review the CR&P Academic Staff Grant Guidelines below
  - (ii) asked to submit their grant application (with support documents) and grant report (with evidence of output) (where applicable) **to their respective Deputy Dean (Graduate Studies) by Wednesday, October 9, 2024 (at least two (2) weeks) in advance of the submission date indicated below in (#1 (c)).**
- (b) The Deputy Dean (Graduate Studies) of a researcher's Faculty presents a researcher's grant application and previous grant report (where applicable) to the respective Committees. The Deputy Deans:
- a. should ensure that the researcher provides the thoroughly completed grant application, official quotations (with shipping costs (not screenshots from Amazon)) and all supporting documents so that the Deputy Dean can adequately review the grant application before signing.
  - b. should ensure that the researcher's previous grant report (where applicable) is submitted for review and assessment with any evidence of output of the grant (refer to #11 below) (output must be directly related to that previous grant).
  - c. have the option to return the application to the researcher for revision, clarification and amendment before signing the CR&P staff signature form.
- (c) Researchers are asked to submit both their completed applications (with the signed signature form) and upload their signed previous grant report (where applicable) in the UWI Scholar Platform along with the relevant supporting documents for **both by Wednesday September 25, 2024.** Grant applications received after this date will be processed in the following round of reviews/meetings. Kindly note:
- a. that when the CR&P application is received in the UWI Scholar platform, should there be any missing documents, it will be requested from the researcher via email. Should the information not be received in time for this round of meetings, the grant application will be forwarded to the next round of meetings.
  - b. in the event that funds are exhausted, the researcher's application would be forwarded for consideration to the next round of meetings when the new funding had been received (i.e. at the start of the new academic year). The researcher would be informed of this via email.

2. 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, 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 are listed 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.

3. Please note the following:

- (i) The Campus Research and Publication Fund Committee only funds projects that undertake scholarly/academic research work within the staff member's area of expertise.
- (ii) Researchers who have received previous grant funding from the CR&P Committee on several occasions are encouraged to seek external funding for their respective research project(s).
- (iii) The following requests **would not be approved** by the CR&P Fund Committee and should not be included in the budget of the CR&P Proposal(s) / Application(s).

**Funding will not be approved for:**

- a. **Attendance at conferences for staff** – The Study and Travel Grant and/or the Institutional Visiting Allowance should be utilized for this purpose
- b. **The purchase of laptops, computers or their upgrades**
- c. **Reimbursements** - Requests for funds must be made in advance of expenditure i.e. the researcher must have submitted a grant application and received approved funding before any purchases are undertaken.
- d. **To cover a book launch**
- e. **Stationery for any fieldwork grant**
- f. **For a conference organizer, stationery or catering for either hosting a conference or workshop.**
- g. **Miscellaneous expenses or contingencies** indicated in the budget of the application
- h. **Printing of Self Published books**
- i. **Printing of Questionnaires**
- j. **Cost of Article Processing Charges (APC) for publication in journal articles** – the **Book Grant** could be utilized for this purpose
- k. **Purchase of equipment/establishing facility for individual member/ setting up a laboratory/ duplication or no evidence of collaborative use**
- l. **Third party researchers** i.e. a company to undertake the research

- m. **The hiring of an internal or external academic person from this or another University as a Research Assistant on a CR&P project. These persons could only be a co-applicants on a CR&P project.**
- n. **For Additional funds** in the event that a researcher's costings from the initial budgeted approved amount may have changed/increased. Once a grant amount has been approved, no additional funding is awarded. Researchers are asked to source additional funds from their respective Department or Personal Funds. Researchers could consider submitting a new grant application with a report on the previous grant to the next available round of CR&P meetings for consideration. Please note item #1(ii) above.
- o. **For the purchase of additional published books i.e.:** once funding has been approved by the Committee for the publication of a book by a reputable publisher, the purchase of any additional books from the publisher and for the payment of its distribution from either an existing or new grant application would not be considered. Should the researcher wish to undertake this initiative, this would be the author's responsibility.
- p. **For shipping cost after the approval of a grant:** Please be reminded that researchers should submit the official quotations with the shipping cost with their grant application as a separate amount/additional funds for the shipping cost **would not be approved** when the cost is incurred. Kindly note that you would have to cover this cost from either Departmental or Personal Funds.
- q. **The transfer of existing CR&P funds from one project to undertake a new project that is different from the initially approved grant. In such a case, the researcher would be required to submit a new grant application and** supporting documents to the Committee for review in the next cycle of applications when advertised by the Marketing Office. The researcher would be required to submit a final report for the grant project with an explanation for the non-completion of the project with any evidence of output and supporting documents. This would allow for closure of the project.

- (iv) When a researcher's budget exceeds the maximum sum of TT\$75,000.00, the researcher should prepare their application in Phases e.g. Phase 1 and Phase 2. For each Phase of the fieldwork, a researcher could request a maximum of TT\$75,000.00. Researchers could only request funding on two (2) separate occasions for the same fieldwork/data collection project. When submitting the grant application for consideration for Phase 2 (continuation of the same project), the researcher is required to submit an interim grant report on the progress and status of Phase 1 of the project for review by the Sub-Committee on Research Reports (SCRR). Please refer to #10, (i-iii below).
- (v) Researchers with **similar research interests** should avoid submission of duplicate grant applications. In such a case, researchers are asked to **collaborate and submit only one (1) grant application** for consideration by the Committee. Evidence of collaboration within the Department/Faculty/Campus/University would provide support to such applications.
- (vi) Due to limited funding, only **seed funding** is awarded by the Committee for scholarly / academic research work. A special appeal to new/younger academic members of staff who have received a full-time contract for one (1) year or longer are encouraged to submit research proposals to stimulate their research and garner

experience. Proposals that are in keeping with Departments/Faculties/Campus strategic objectives will be given due consideration.

(vii) Staff/Researchers spouses are not allowed to be their research assistants on their research projects

(viii) Researchers are expected to acknowledge the Campus Research and Publication Fund Committee in their respective articles, books etc. once funding from the CR&P Committee had been awarded for the project.

(ix) **Appendix I & II refers** to the maximum sum of funding awarded for the different types of academic staff research grants.

#### 4. **Eligibility of an applicant:**

(i) **Only full-time Academic and Senior Administrative and Professional members** of staff with a full-time contract of **one (1) year or longer are eligible to apply for the CR&P Fund.** **Kindly note that that grant** applications requesting funds for projects that are expected to start or extend beyond the duration of an applicant's contract may not be considered until the contract is renewed.

(ii) Part-time Lecturers, Temporary lecturers, Assistant lecturers, Instructors, Contract Officers and Development Engineers etc. are **NOT eligible** for funding.

(iii) Postdoctoral students are **NOT eligible** to apply for funding. They are required to consult their respective supervisor(s) for guidance.

(iv) Research Assistants who are also full-time M.Phil./Ph.D. students at the UWI St. Augustine campus **are not** eligible for staff research funds. They are eligible only for student research funds and should refer to the Graduate Student - Campus Research and Publication Fund Manual on the website: <https://sta.uwi.edu/research/research-funding>

#### 5. **Preparation of Proposals/Grant Applications, Proposal writing and revenue generation**

(i) In the event a researcher's project exceeds the maximum funding for fieldwork/ data collection (i.e. TT\$75,000), the researcher should prepare their proposal in Phases. Please refer to (1 (iv) above).

(ii) For assistance with proposal writing and revenue generation, kindly contact the St Augustine Centre for Innovation and Entrepreneurship (StACIE).

#### 6. **Information on Additional Sources of funding**

(i) The StACIE could assist either individuals or teams to determine appropriate external funding sources.

(ii) Once a researcher has received external sources of funding, the researcher is required to state this information in the staff application form when applying for the CR&P Funds:

a. Whether funding was awarded from the Department or External sources (state the institution),

b. The sum of funding that was awarded and whether it was received from both the Department and External source, and

c. A detailed breakdown of the funding awarded from the Department and the External source.

7. **Over The Counter – Staff Grant Applications - Only two (2)** types of staff applications are approved on behalf of the Committee (i.e. over the counter / outside of a meeting) i.e., hosting a conference and hosting a workshop:

a. **For Hosting a Conference:**

- i. The request for funding should be made at least one (1) month in advance of the event. The researcher is required to submit a grant application inclusive of information clarifying the benefits of the conference to the University and wider community. The supporting documents e.g. the conference programme, budget and required quotations are to be submitted with the grant application.
- ii. Funding is only available for local, regional or international conferences affiliated with the Departments and Faculties of the UWI St. Augustine Campus. Funding is only awarded for conferences held within Trinidad and Tobago at e.g. Eric Williams Medical Sciences Complex, UWI St. Augustine, and reputed Hotels (**USES OF UWPS VENUES IS STRONGLY ENCOURAGED**). In addition, these conferences should encourage strong participation from UWI students, academic members of staff, industry, regional and international persons.
- iii. Funding is available for hosting a conference outside of Trinidad and Tobago but only in locations that are sub-units of the UWI Augustine Campus e.g. as is the case of the Montserrat Volcano Observatory as this is an extension of the UWI St Augustine Seismic Research Unit.
- iv. **Funding will not be approved for a conference organizer, stationery or catering for conferences or workshops.**
- v. Funding for conferences are awarded up to a maximum of TT\$25,000.00 at the discretion of the Committee. When budgets exceed this sum, kindly indicate the specific items to be covered by the CR&P Committee and submit the quotations(s) for those specific items only (provided that it is covered by the Committee).
- vi. **Evidence of matching funds/in kind assistance is required**
- vii. **Utilization of UWP's services and facilities is strongly encouraged.**
- viii. The Campus Research and Publication Fund Committee would cover the cost of the following items for:  
**Hosting a conference: Maximum Allocation - TT\$25,000.00. Items covered:**
  1. Publication of Conference Proceedings (quotation required),
  2. Video Recording for the conference(quotation required),
  3. Translation services (quotation required),
  4. **Honorarium:** TT\$1000.00 for each speaker with a ceiling of TT\$3000.00 regardless of the number of speakers (with quotation from speaker). Kindly note that the Honorarium is covered only for foreign persons external to the campus, retirees and Ph.D. students who would

provide a sound contribution to the area in which they would be speaking. Members of academic staff internally employed by the University are not eligible for an honorarium.

5. Airfare and Accommodation for external Keynote Speakers (quotations required): TT\$1,500.00 for each speaker with a ceiling of TT\$4,500.00 regardless of the number of speakers,
6. Rental of the conference venue (quotation required),
7. Research Assistant for a maximum of two (2) months @TT\$5,000.00 per month
8. Printing of the hard copy, CD or Pen drive of abstracts and the conference programmes/booklets (quotations required),

b. **For Hosting a workshop (the areas indicated in (i – iv and #1-8 above for hosting a conference should also be used for a workshop):**

- i. Funding for workshops are awarded up to a maximum of up to TT\$15,000.00 at the discretion of the Committee (**refer to (b) (iv) above**). **Appendix III** outlines the difference between a workshop and a conference:

**NOTE:** Should there be an expense not indicated above in (#1-8), please include in the budget. Once the Committee/Director has reviewed, the staff member will be informed of the outcome of the application.

8. **Submitting proposals that have previously been considered by the RDI Fund**

Applicants submitting proposals that have previously been considered by the Government of Trinidad and Tobago Research Development Impact Fund should note the following:

- (i) Where a research project has been approved and supported by the Government of Trinidad and Tobago Research Development Impact (RDI) Fund, submission of same or similar project(s) for additional support would not be considered. There would be no provision from the CR&P Fund for these proposals/applications.
- (ii) Those applications that have not been approved by the Government of Trinidad and Tobago RDI Fund, they would be eligible to be considered for possible support under the CR&P Fund should they meet the approval criteria.

9. **Submission of a Full vs Partial Budget with CR&P Application** - A grant application should have an adequate methodology and detailed budget. The budget must be itemized, justified and presented in **TT\$**. **In the event that a researcher's budget exceeds the maximum sum of funding awarded by the Committee i.e. TT\$75,000, the researcher** should submit their full budget and indicate the specific items in the budget that require funding by the CR&P Committee as it gives a real sense of the research cost required by the staff member. The quotations (where applicable) and supporting documents should be submitted with the CR&P application. Failure to submit this information will result in unnecessary delays in the processing of the grant application.

10. **Grant Applications without Ethics Committee Approval (if applicable)**

Academic staff members should first acquire Ethics Committee Approval (if applicable) before requesting funding for their research 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 advise researchers accordingly. Link: <https://sta.uwi.edu/research/campus-ethics>

11. **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 (see form on website)** 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 and should be uploaded within the online CR&P Application.

(ii) **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>interim</b> report signals that the <b>project is ongoing</b> and grant money may still be available in the account. The evidence of progress should include.</p> <p>a. information on the progress of data collection, generation of results/ analysis of data.</p> <p>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.</p>	<p>A <b>final report</b> signals <b>the completion</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> <p>a. published journal articles(<b>**see note below</b>),</p> <p>b. published book chapters,</p> <p>c. published book</p> <p>d. any product/information potentially worth IP/commercialization (evidence from StACIE required) etc.</p> <p>NB: <b>**</b> 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 an oral presentation at a conference, this would constitute an <b>interim report</b>. The researcher is required to submit:</p> <p>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)</p> <p>b. and a copy of the power point presentation</p>	<p>When a <b>manuscript has been accepted and is 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</p>	<p>When the <b>book had been published</b>, a copy of the book cover and table of contents should be submitted</p>

<p>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>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 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.</p>	

(ii) A Sub-Committee on Research Reports (SCRR) meeting is convened prior to the official Campus Research and Publication Fund Committee meeting for ensuring that all reports comply with the reporting requirements. Kindly note that:

- a. one of the key requirements of the Sub-Committee is to assess the evidence of output in the interim or final report (see table above) from funds awarded by the CR&P Committee.
- b. adequate evidence of output from previous grant(s) must be submitted to the OGS&R before funding for new projects could be approved.
- c. this information would affect future submission of CR&P grant applications for funding and also provide closure to the Bursary and Graduate Studies on the completion of projects.

(iii) Financial statements of expenditure from the Bursary must be attached to the CR&P interim or final report.



## **12. Confidentiality and Privacy of Research Information in Reporting to the CR&P**

When reporting on the progress of research, caution should be exercised in the information submitted in the grant report. To avoid any compromise of the data and research subjects i.e. the data should be anonymized and not tied to any specific person or group of persons. The data should be recoded to remove any identifiable individual characteristics to ensure the protection of participants' confidentiality in the research. Guidelines relating to the confidentiality and privacy of information is located in the Ethics Policy: <https://sta.uwi.edu/officeofresearch/documents/UWIPolicyonResearchEthics.pdf>.

## **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. Publication in these predatory journals/websites will be considered as a disqualification for current and future funding. The following link provides guidelines on identifying and avoiding predatory publishers: [http://www.ouhk.edu.hk/URC/Seminar\\_Predatory%20Publishing.pdf](http://www.ouhk.edu.hk/URC/Seminar_Predatory%20Publishing.pdf). In addition, please see below,

## **14. 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>)

#### **14.1 Alma Jordan Main Library or Medical Sciences Library Clearance for Predatory Journal Publications (Online Open Access)**

For publication of Journal Articles from funding awarded by this CR&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 being published in a predatory journal. This memorandum should be attached to the CR&P grant report.

**15. Guidelines for Research Assistance –** . Monthly stipends for full-time research assistance is **TT\$5,000.00** and covers employment for **only the academic staff member's research project for which the funding was granted.** The role and function of the Research Assistant should be stated in the online grant application form. The staff member should liaise with the Projects Office in the Bursary regarding the procedure to employ Research Assistants.

- (i) **Specialty Skill sets:** Funding for employing expert persons (e.g. consultant pneumologist, IT Specialist etc.) who are employed internally or externally to the University will not be considered, unless strong justifications from the researcher regarding the person's role in the project and support (in writing) from the respective Deputy Dean has been submitted. These persons could only be employed on a part-time basis. This type of request will only be considered by the CR&P Committee on a case-by-case basis.
- (ii) Research Assistant (Full-time vs Part-time) – Kindly note the following:
  - a. Researchers are asked to as much as possible **employ** current M.Phil./Ph.D. students for their research project. A full-time research assistant should be a registered full-time student who is not employed so that sufficient time is available to undertake both the researcher's work and the student's degree programme. In an effort to provide/develop research experience, PG Diploma, MSc / MA/ MFA students as well as undergraduate (final year or past) students could also be included as Research Assistant on the research projects (provided the student has the necessary skillset for the project).
  - b. A co-applicant (internal or external to the UWI) on a researcher's project cannot be a Research Assistant. Refer to (a) above.
  - c. In the event the student has been awarded a scholarship (internally to the UWI or externally), that student could only be employed as a part-time research assistant at a maximum of TT\$2500.00 per month.
  - d. A Research Assistant
    - i. **is not allowed** to work on more than one (1) staff research project at a time (regardless of full-time or part-time status).
    - ii. cannot be employed on two (2) different projects from different funding bodies at the same time. E.g. the Campus Research and Publication Fund as well as the Research Development Impact Fund.
  - e. In the event that a researcher wishes to hire a Research Assistant who is **not employed** (internally or externally to the UWI) and is not a registered student of this campus, the researcher is required to submit a strong justification (in writing with their online grant application (upload)) for the

involvement of the proposed RA on the project. This type of RA could only be persons who have completed and graduated with at least an undergraduate degree. Evidence of the “necessary skill set” mentioned by the researcher as well as the Curriculum Vitae for the RA must be submitted with the grant application. This type of request will only be considered by the CR&P Committee on a case-by-case basis.

- f. Requests for the change and payment of a Research Assistant as indicated in (d) and in (e) above after the research work has been completed would not be approved. **Please be reminded that reimbursements are not approved by the Committee.**
- g. Researchers are asked to submit the following when submitting their grant application for funding as their application will not be considered without this information:
  - i. submit the name as well as the clearly defined duties of the Research Assistant
  - ii. state whether the student is a registered student on the campus (student ID should be included)
  - iii. whether the student is on a scholarship (a copy of this scholarship letter must be attached)
- h. In the event that a Research Assistant or any of the support personnel required for a project are employed by the University or externally, that funding will only be approved on a part-time basis at TT\$2,500.00 per month.

(iii) **Maximum Research Assistant Allocation for a CR&P Project-** Research Assistants could be hired:

- a. on a full-time basis (TT\$5,000.00 per month) for six (6) months (TT\$30,000.00)
- b. on a part-time basis at TT\$2,500.00 per month for up to one (1) year (TT\$30,000.00)

#### **16. Funding for the Publication of a Book and Information on Publishing House**

- (i) Funding **would not be** awarded for the printing and distribution of self-published books
- (ii) Staff members are asked to submit grant applications for the publication of a book from a reputable publisher. The researcher is asked to submit supporting information on the reputability of the publishing house when submitting a grant application for the publication of books.
- (iii) CR&P funding would not be approved for the purchase of additional books from the publisher and for the payment of its distribution. Should the researcher wish to undertake this initiative, this would be the author’s responsibility.
- (iv) Deputy Deans should ensure that the documentation requested for the publishing house includes a description of the publishing house before signing the grant application.
- (v) This information requested in (ii) above is to ensure that a researcher’s work finds the best possible publishing outlet, that ensures the researcher’s work gets the best possible dissemination and that the research work is widely read by the target audience.

#### **17. Funding for Equipment**

- (i) Requests for equipment purchases are subject to strict evaluation. Only requests for project specific equipment will be considered. Funding for large equipment is the responsibility of the respective Department and **not** the CR&P Fund Committee.

- (ii) In keeping with the University policy, the equipment would not be the personal property of the individual but of the University.
- (iii) All equipment purchases should be duly justified. The Deputy Deans are asked to ensure that the requested equipment does not exist within the Department or Faculty. Equipment for setting up of facility for individual staff members is discouraged. Researchers should provide evidence of multiple users and collaborative use.

**18. Additional Funding for Fieldwork (travel)**

- (i) Researchers should be reminded that the Study and Travel Grant as well as the Institutional Visiting Allowance should be utilized for travel for their research purposes. In the event that both these allowances have been exhausted, staff members could apply for additional funding for only the airfare, subsistence and accommodation.
- (ii) The maximum sum for airfare for staff research would be awarded up to **TT\$5,000.00** regardless of the destination and would be considered as a **“top up”** (funding available to researchers only when the researcher’s Study and Travel Grant had been exhausted) **subject to the receipt of a flight itinerary.** The researcher would be required to provide evidence from the Bursary that the Study and Travel Grant had been fully utilized. The accommodation and subsistence would be allocated as follows:
 

a. <b>Accommodation</b> for four (4) nights @ US\$75.00	=	TT\$2,040.00
b. <b>Subsistence</b> for four (4) nights @ US\$75.00	=	TT\$2,040.00
<b>Total</b>	=	<b><u>TT\$4,080.00</u></b>
- (iii) Only an academic staff member/principal applicant would be awarded the top up for their travel for fieldwork from the CR&P. A Research Assistant or any person within a specialized area of expertise required for the staff members research project would not be considered for this category of funding from the CR&P Committee.

**19. Extensions of time to complete a research project**

Researchers are asked to submit a signed letter or memorandum addressed to the Director, Graduate Studies and Research and forward via email to [sarah.kaloo@sta.uwi.edu](mailto:sarah.kaloo@sta.uwi.edu) requesting an extension in time (indicate specific completion date e.g. June 30) in the event that the time limit has expired for completion of the project.

**20. Return of Unspent CR&P Staff Funding**

Funds not used within **one (1) year** from the date that the grant letter is issued (approving the grant), will be returned to the University’s accounts. Therefore researchers should ensure that an extension is requested in advance of closure of their account. Refer to #17 above.

**21. Number of grants that can be held by a staff member**

- (i) No more than one (1) application from each Principal Applicant will be considered at a CR&P meeting.
- (ii) Applicants may only submit a second grant application when the previous grant is complete or close to completion.
- (iii) A staff member cannot be the holder more than two (2) CR&P grants at the same time.
- (iv) Members would be encouraged to collaborate in the event that similar proposals are submitted for funding.
- (v) Approval of the second grant application will be subject to the recommendation of the Sub-Committee on Research Reports. This Committee considers the progress made on the first grant and reports this information to

the main Campus Research and Publication Fund Committee. The progress made on the first grant will determine the award of a second grant.

**22. Academic Member of Staff pursuing any Taught Degree or M.Phil./Ph.D. Research degree:**

- (i) CR&P funding **is not awarded** to academic staff members to pursue research for their Taught Masters degree locally, regionally or internationally.
- (ii) Academic Members of Staff pursuing their M.Phil/Ph.D. degree at:
  - a. a foreign institution is not eligible for funding from either the staff or student CR&P funds.
  - b. the UWI St Augustine campus **cannot** apply for their student research funding using the “Staff Application Form”. Members are asked to **submit the ‘Student Application Form’** for funding for their MPhil./Ph.D. research via their respective academic supervisor(s) at UWI. The attached form refers: <https://sta.uwi.edu/research/research-funding>
  - c. the UWI St. Augustine campus cannot apply for staff funding as a principal applicant for a different project (separate from the student research). However, such staff members could be the co-applicant on a project.
- (iii) are asked to complete his/her research degree

**23 . Award of CR&P funding for staff members on sabbatical leave**

Members of staff on sabbatical leave could also receive funding to undertake research from this Committee, and as such, members of staff also have access to their Study and Travel Grants.

**Extract of #145 &146 of the: Rules for Academic, Senior Administrative and Professional staff St. Augustine 2012 for the Study and Travel Grant:**

145. Members of staff on Annual Leave shall be eligible for Study and Travel Grant on the same terms and conditions where appropriate, as set out in clauses 134 to 142 above.

146. (a) Subject to clause 165 below a member of staff at any Campus shall not be deemed to have earned his /her Study and Travel Grant while on Assisted, Fellowship or No-Pay Leave or Secondment.

**24. Contact Information for Deputy Deans (Graduate Studies) :**

Prospective applicants are strongly advised to contact the **Deputy Dean (Graduate Studies) of relevant Faculty** for guidance and to discuss the proposal(s)/application(s) and reports before submission. Kindly note that the **Deputy Dean presents the submitted grant proposal(s)/application(s) and grant reports to the Committee on the behalf of applicant(s).**

<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

## Appendix I

Category of funding – Over the Counter Applications (1-month processing)	Maximum TT\$
<b>1.To Host Conference:</b> (Applicants should receive outcome within three (3) weeks of the submission of the application)	25,000.00
<b>1.1 Host a Workshop</b> (Applicants should receive outcome within three (3) weeks of the submission of the application)	15,000.00

## Appendix II

Category of funding – Considered at CR&P meetings (once per semester)	Maximum TT\$
1. Publication of a book: quotation(s) from the publisher and associated/related services from reputable publishers would be required. 1.1 This category could also include funding requests for Copy-editing (these persons cannot be an academic staff member from this campus or externally)	40,000.00
<b>2. Field and Lab Work</b> – This could include Consumables / Reagents - <b>official</b> quotation(s) required  <b>2.1 Production of a documentary film</b> – e.g. the dancer’s fees, costumes, design and materials, makeup and studio rental, music production etc. <b>Official</b> quotation(s) required e.g. from the Film Unit, UWI St. Augustine.  <b>2.2 For travel purposes:</b> <b>For Airfare:</b> the maximum sum to be awarded is <b>TT\$5,000.00 regardless of the destination and would be considered as a “top up” (see #16 above for guidelines on this category).</b> The maximum per diem is: Accommodation for four (4) nights @ US\$75.00 Subsistence for four (4) nights @ US\$75.00  <b>2.3 Funding for a Research Assistant</b> For employment of a Research Assistant @TT\$5,000.00 per month on a: a) full-time basis (TT\$5,000.00 per month for six (6) months (TT\$30,000.00) b) part-time basis at TT\$2,500.00 per month for up to one (1) year (TT\$30,000.00)  <b>2.4 Transportation costs in Trinidad for a Research Assistant only</b> a) TT\$50 per day b) Maximum of TT\$1000.00 for the entire project c) Transportation costs are not covered for the academic staff member (Principal	75,000.00

<p>Applicant). They are asked to utilize their Study and Travel Grant to fund this aspect of the project.</p> <p><b>2.5 <u>Travel Cost to Tobago for 1 (one) Research Assistant only</u></b></p> <p>a) maximum of two (2) nights @US75.00 for accommodation  b) maximum of two (2) nights @US75.00 for subsistence  c) maximum airfare to Tobago TT\$300.00</p> <p>Researchers are asked to utilize their Study and Travel Grant to fund their travel for the project. Funding for transportation for the Research Assistant in Tobago is not approved as this would be covered by the subsistence mentioned in (b). A Research Assistant could only receive funding for travel <u>only</u> to Tobago and not any other country.</p> <p><b>2.6 <u>Analysis of Samples</u></b> – e.g. the genetic sequencing and shipping of samples - Official quotation with shipping cost is required</p> <p><b>2.7 <u>Funding for Student Assistant(s)</u></b></p> <p>An honorarium for student assistants at TT\$100 per student per day for a staff member’s research. Not all projects require a full-time research assistant e.g. the administration of questionnaires.</p> <p><b>2.8</b> Should your request for fieldwork /data collection funding not be highlighted in 2-2.7 above, kindly indicate in the budget and attach the official quotation(s). These requests would be reviewed on a case by case basis by the Committee.</p>	
<p>3. Equipment (quotation required) – <b>(funding approved for only specialized /project specific equipment)</b></p>	<p>75,000.00</p>
<p><b>4. Funding for Software for staff:</b> Requests for any software purchases are subject to strict evaluation. For those approved requests, 100% of the requested money for the software purchase will normally be approved pending confirmation from the Campus IT Services that the software is not already available for use on the Campus. **</p>	<p>75,000.00</p>

**Appendix III**

<p align="center"><b><u>Differentiation between a workshop and a conference</u></b></p>	
<p><b>Workshop</b></p> <p>A workshop is a short-term educational training course that is designed to enhance the skills of participants in a particular field or professions where advancements in techniques help to upgrade their skills. Workshops typically have a small number of participants who come together to benefit from the knowledge from experts. The classes in a workshop tend to be informal and there is less dependence on lectures except for explaining the principles. The experts prefer to demonstrate the new</p>	<p><b>Conference</b></p> <p>Conferences are congregations of like-minded people in a profession who gather to share their views and opinions on a broader range of subjects. The atmosphere is typically formal and the venue is also different from a workshop. The place chosen for a conference is required to have all audio-visual aids as well as accommodation facilities for the participants as conferences can spill over a period of few days as participants come from international participants. In a</p>

<p>skills rather than giving lectures. There is active participation from attendees and individualized attention is a special feature of workshops. The strength of participants is thus deliberately kept low to enable experts to help all the attendees to gain maximum knowledge in a short duration.</p>	<p>conference, experts on the subject chosen as a topic of discussion are invited and there are various kinds of sessions. Participants are given a chance to share their views and opinions.</p>
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<p><b>Workshop vs Conference</b></p> <ul style="list-style-type: none"> <li>• Though both workshops and conferences are educational settings, conferences tend to be more formal in nature than workshops.</li> <li>• Workshops are short term training courses where participants enhance their skills through an expert who demonstrates new techniques rather than adopting a lecture type of style.</li> <li>• Conferences, on the other hand tend to be congregations of like-minded people who come together to discuss a pre-defined topics and participants share their views and opinions for the benefit of every one present.</li> </ul>
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The Registry  
 St. Augustine  
 August 26, 2024