

1.0 Conditions/Requirements for attending Conferences, Workshops, Congresses or to participate in Seminars/Symposia

1.1 Conferences, Workshops. Congresses. Seminars/Symposia etc. Outside Ghana.

- (a) Before the Conference, workshop, congress, seminar/symposium etc.
- i. Applications should be made at least 2 months before the start of the conference, workshop, congress, seminar/symposium etc.
 - ii. Applications shall be made to the Chairman of the Research and Conference Committee through the Head of Department.
 - iii. Approval of the application may be granted, on the recommendations of the Head of Department and the Dean of the Faculty/School/Institute.
 - iv. Where the applicant is the Dean/Director of a Faculty/School/Institute, the application should be sent to the Chairman, Research and Conference Committee;
 - v. A copy of the invitation letter should be attached to the application;
 - vi. Consideration will be given to applicants who are presenting papers/posters/exhibits at conferences, workshops, congresses, seminars/symposia etc.; the papers/posters/exhibits must have been accepted by the organisers of the conference, workshop, congress, seminar/symposium etc.
 - vii. An abstract of the accepted paper/poster/exhibits should be attached to the application;
 - viii. Preference will be given to applicants with free return ticket and/or boarding/lodging.
 - ix. If the sponsoring organisation is providing per diem allowances, the University shall bear no such cost.
 - x. KNUST should be acknowledged at the footpage of the first page of one's paper as sponsor, or co-sponsor, of the participant.
- (b) After the Conference, workshop, congress, seminar/symposium etc.
- i. A conference, workshop, congress, seminar/symposium etc participant should, within one (1) month upon return from the conference, workshop, congress, seminar/symposium etc submit a minimum of one-page report of his/her participation to the Chairman, Research and Conference Committee.
 - ii. Where the participant presented a paper at the Conference, workshop, congress, seminar/symposium etc a Faculty Committee (Chaired by the Faculty Representative on the Research and Conference Committee) shall assist the participant to organise a workshop/seminar etc. for staff and students of the Faculty.
 - iii. A copy of the applicant's paper presented at the conference workshop, congress, seminar/symposium etc should be placed at the Faculty Library for use by staff and students.

1.1.2 Conferences, workshops, congresses, seminars/symposia etc within Ghana

- a Before the conference, workshop, congress, seminar/symposium etc.
 - i Applications should be made at least 2 months before the start of the conference.
 - ii Applications shall be made to the Chairman of the Research and Conference Committee through the Head of Department.
 - iii Approval of the application may be granted, on the recommendations of the Head of Department and the Dean of the Faculty/School/Institute.
 - iv Where the applicant is the Dean/Director of a Faculty/School/Institute, the application should be sent to the Chairman, Research and Conference Committee;
 - v A copy of the invitation letter and any relevant information about the Conference should be attached to the application;
 - vi. Consideration will be given to applicants who are presenting papers/posters/exhibits at the conference, workshop, congress, seminar/symposium etc;
 - vii. Where the applicant is presenting a paper, the paper must have been accepted and a copy of the abstract should be attached to the application.
 - viii. Where the applicant presents a paper, KNUST should be acknowledged at the footpage of the first page as sponsor, or co- sponsor, of the participant.
 - ix. Preference will be given to applicants who can find other source(s) of financial assistance.
 - x. KNUST's sponsorship would be limited to T & T, per diem allowances and registration fees.

(b) After the conference, workshop, congress, seminar/symposium etc.

- i A conference, workshop, congress, seminar/symposium etc participant should, within one (1) month upon return from the conference, workshop, congress, seminar/symposium etc, submit a minimum of one-page report of his/her participation to the Dean (if he/she is a Dean/Director, to the V-C) with a copy to the Secretary, Research and Conference Committee;
- ii. Where the participant presented a paper at the Conference, a Faculty Committee (chaired by the Faculty Representative on the Research and Conference Committee) shall assist the participant to organise a workshop for staff and students of the Faculty;
- iii. A copy of the applicant's paper presented at the conference, workshop, congress, seminar/symposium etc should be placed at the Faculty Library for use by staff and students.

2.0 **Research and Conference Sub-Committee**

- i A Research and Conference Sub-committee (including an Accountant) should be established in each Faculty to be responsible for all research activities in that Faculty. The Faculty's representative on the Research and Conference Committee should chair the Sub-committee. Specifically, the Sub-committee should be responsible for:

- a The evaluation of applications for research grants for the approval of the Research and Conference Committee;
- b The organisation of workshops/seminars for international and local conferences for participants sponsored by the Research and Conference Committee;
- c The organisation of periodic seminars/workshops for staff and students who may request them;
- d Monitoring the Log-frame for all research grants made to Faculty members by the Research and Conference Committee.
- e Funding for the activities of the Sub-committee should be the responsibility of the Faculty/Institute.

3.0 Reward for Publication:

Senior members whose articles are published in refereed journals would be paid the cedi equivalent of US \$100 to motivate them to write articles from their research activities for publication. Their Departments would also be paid US \$100.

4.0 International Conferences on Campus

- i Individuals, Heads of Departments and Deans of Faculties should be pro-active in lobbying for international conferences, workshops, congresses, seminars/symposia etc to be held on campus;
- ii. The Research and Conference Committee will support local organisers of such conferences, workshops, congresses, seminars/symposia etc who would need assistance;
- iii. Applications for support from the Research and Conference Committee should be submitted early to enable the Committee consider them.

KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI

**APPLICATION TO ATTEND A CONFERENCE/CONGRESS OR TO PARTICIPATE
IN A SEMINAR/SYMPOSIUM**

SECTION A: To be completed by applicant

1. Name.....
2. Status:
3. Department:
4. Conference(s) etc. to be attended.....
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.....
5. The place and duration of the Conference(s) etc.....
.....
6. (a) State whether you intend to read a paper or submit a poster/exhibit professionally relevant to the conference, etc.....

(b) If so, state whether you have received any specific invitation.
.....
(c) State whether the professionally relevant paper/poster/exhibit has been accepted by the organisers:
.....
(Attach documentary evidence for a. b. and c if available)
7. State whether the accepted paper/poster/exhibit is based on original research.....
.....
8. (a) State briefly the relevance of the Conference/Seminar to the work or research in your department.....
(b) State the benefits of the Conference/Seminar to the University and the nation....
.....
9. State details of the expenditure involved and indicate whether outside financial assistance has been obtained or applied for:
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.....
10. State previous conferences attended, indicating the source of financial support, with dates:
1.
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2.....
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11. State reports submitted on previous conferences and to whom.....
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12. State whether you are entitled to overseas passage this year (for Expatriate Staff only)
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SECTION B: To be completed by the Head of Department

13. Comments/Recommendations:

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SECTION C: To be completed by the Dean (if the applicant is a Dean/Director by the V-C)

14. Comments/Recommendations:

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SECTION D (For Official use only)

15. REMARKS:

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**KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI
RESEARCH AND CONFERENCE COMMITTEE**

APPLICATION FOR RESEARCH GRANT

Research Details

Research Title

Applicant's name &
full address

Principal Investigator's
Name & Full Address

Names of other
collaborators

Position & Dept.

Email & tel

Start date (month/year)

End date (month/year)

Duration (in months)

Phasing of Funding requested
from Research and Conference 1st year

Funding requested/year 2nd year

Project location

District/Region/Country

If research extends beyond Ghana, have you obtained relevant approval from host Government or relevant agencies?	Government/ Organisations	Approval obtained	Supporting documents included with the proposal

Extension of (or connection to) an
existing R&CC
supported research
(or other)

Rationale

1. What is the research problem?

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2. What work has previously been done or is currently being pursued in this field?

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3. Who are the end-users for the research?

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4. How have the end-users been involved or consulted in the preparation of this proposal?

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.....

5. What is the evidence of the demand for the research?

(i) From the end- users

(ii) In the wider environment

6. (i) How will this research contribute to improved livelihoods?

.....

(ii) What are the positive and negative environmental, socio-economic and institutional impacts of undertaking this research?

.....

Project description - Log frame

	Narrative Summary	Measurable Indicators	Means of Verification (MoVs)	Important Assumptions/Risks
Goal				
Purpose				
Outputs				
Activities				

Implementation and Monitoring

1. What research approach and methods will be applied?

.....
.....

2. What is the dissemination strategy of the research?

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.....

Management

1. List the names of the key project staff (including key collaborators), their proposed roles, and expected days of input.

Name	Proposed role	Expected input (days)
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2. Summarise the competencies of the research team including collaborators.

.....
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3. Which organisations or groups are collaborating with the project? What are their roles?

Organisation/group (please indicate public/private/state/civil/rural/urban)	Describe the proposed role	Also providing funds?

4. Indicate relevant, recent links between each collaborator and your organisation/institution.

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5. What arrangements will be made to ensure effective collaboration with the above organisations?

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.....

6. Will this research lead to the development of research capacity in your Department/Faculty? If Yes, how?

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Curriculum Vitae of Research Team Members

Note: 1. Please limit the CV to 2 pages only for each staff member
Please include project experience under section 7

Indicate relevant, recent links between each collaborator and your organisation/institution

1. Personal Details

Family name	First name

2. Degrees (include subject, class, university and date)

3. Posts held (with dates) research/capacity in your Department! Faculty?

4. Duties and Responsibilities (for three most recent posts)

5. Recent Publications (please attach maximum of 10, title and research only)

6. Countries of work experience (include length of time)

7. Capacity and experience relevant to this Proposal

SIGNATURE OF APPLICANT

DATE