



**SAMUEL AND EMELIA BREW-BUTLER - SGS/GRASAG, UCC RESEARCH GRANT, 2017**

**CALL FOR APPLICATIONS**

The Samuel and Emelia Brew-Butler - SGS/GRASAG, UCC Research Fund is established to provide financial support (grant) to qualified second year postgraduate research students (MPhil/MCom/MN/PhD) to enable them to produce high quality research and complete on time. The overriding goal is to motivate students to contribute their quota to national development through quality and timely research. Specifically, the grant is aimed at supporting research students to:

- a. Collect research data and complete their thesis on time.
- b. Publish their scholarly articles in recognised local and international journals.
- c. Attend a research conference

An award of up to GH¢4,000.00 will be given to each successful applicant. The number of awards funded each year will depend on the number and quality of applications received. Qualified applicants shall enjoy the grant once.

Completed applications (hardcopy) for the SGS Research Grant must be received by the School of Graduate Studies on or before **22<sup>nd</sup> December, 2017**. Applications will be considered and the outcome made known by 31<sup>st</sup> January, 2018.

**ELIGIBILITY CRITERIA**

The research grant is open to all second-year postgraduate research students (MPhil/MCom/MN/PhD) each year.

**CRITERIA FOR SELECTING SUCCESSFUL APPLICANTS**

All eligible applications for the SGS Research Grant will be considered against the following criteria and weighting by the SGS Awards Committee:

Criteria	Weighting
Is the application complete with all accompanying documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, application is disqualified)
Does the research proposal address a relevant national issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, application is disqualified)

Are the necessary additional resources, funds and equipment available to guarantee completion of the proposed research?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, application is disqualified)
Has the research proposal been defended and passed by the Department?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, application is disqualified)
Evidence of excellence: (For MPhil Applicants; evidence of excellence of course work. e.g. CGPA. For PhD applicants; evidence of excellence of course work at master's level, publications etc).	10
<b>Proposed research project/paper (for publication/conference):</b>	
Is the introduction fully researched and clearly presented?	15
Are there clearly formulated hypotheses to be tested or objectives to be achieved?	20
Is there a clearly structured plan of investigation which identifies the research methods to be used?	30
Is it original, or does it address questions which have been or are being addressed by others?	15
Is it well-presented and clearly written?	10
<b>TOTAL</b>	<b>100</b>

Note: Selection will be based on ranking.

## APPLICATION PROCESS

Applications for the grant may be submitted by second-year postgraduate research students who have successfully defended their research proposal. To access the grant:

1. Application forms can be accessed from the GRASAG, UCC office and SGS, UCC website: <https://sgs.ucc.edu.gh/>
2. Completed application forms, and other supporting documents (see below), should be submitted to the SGS.
3. Applications should be received by the School of Graduate Studies not later than 22<sup>nd</sup> December, 2017.
4. Each application will be reviewed by the SGS Awards Committee. Where necessary, applicants will be invited for interview by the Committee.
5. Decisions and funds will be made available by 31<sup>st</sup> January, 2018.

## SUPPORTING DOCUMENTS

### 1. Research proposal/Full Research Paper (for publication/conference)

The research proposal must be submitted in double line spacing and 12-point font size, Times New Roman throughout, on one side only of A4 paper with a margin of at least 2.54 cm on left, right, top, and bottom. The proposal, not including references, must not exceed 5-one sided pages of A4 paper. Applications which do not conform to these rules will not be accepted.

The proposal should have the following parts:

- a) Title
- b) Abstract (up to 150 words)
- c) Background/Introduction (supported with relevant literature)
- d) Research questions /hypotheses to be addressed
- e) Significance of the study
- f) Details of methods to be used (including time-table and budget)
- g) Breakdown of the funding requested
- h) References (APA Sixth Edition)

**2. A letter of support from the applicant's Principal Supervisor**

**3. Curriculum vitae of applicant, to include:**

- a) Family name, forenames and initials
- b) Corresponding address, telephone and e-mail
- c) Date of birth
- d) Nationality
- e) Academic history: List all educational institutions/universities attended after secondary school - include dates of attendance, field of study, degrees and diplomas with dates awarded you and grades if appropriate.
- f) Details of any publications (citing full reference details), presentations at conferences/workshops (give name, location and date of conference/workshop, title of presentation, names of authors and whether oral or by poster), and awards (full details, including both undergraduate and post graduate awards).

**4. Academic transcript (postgraduate level)**

## **REPORTS**

A progress report must be prepared by all recipients of the grant and submitted to the SGS. Master's candidates, must submit their progress report every three months after receipt of the award. For PhD candidates, the report must be submitted every six months after receipt of the award. The report should indicate results accomplished, problems and modifications made to the original research proposal, and any completed or forthcoming presentations and publications from the research. The report will be reviewed by the SGS Awards Committee. Where a beneficiary fails to provide a progress report, he/she will not be eligible for any other award from the School and may be required to refund the amount. His/her supervisors will not be eligible to support other applicants. Awardees are encouraged to present their final report at the School of Graduate Studies Research Conference each year, and any other conferences.

## APPLICATION FORM

### SAMUEL AND EMELIA BREW-BUTLER - SGS/GRASAG RESEARCH GRANT

Complete this form, obtain the signature of your Head of Department and Principal Supervisor, and submit it to the School of Graduate Studies (SGS) together with the following documents:

- i. Research proposal/Paper
- ii. A letter of support from applicant's Principal Supervisor
- iii. Curriculum Vitae of Applicant
- iv. Academic transcript (graduate level course work)

*Complete all fields. Please note that incomplete application will not be considered.*

<b>1. Project Title</b>	
<b>2. Amount requested:</b>	¢
<b>3. Period of Research</b> (DD/MM/YYYY)	__/__/____ to __/__/____

<b>4. Student Information</b>	
Name:	
Student ID Number:	
Type of Degree: [e.g. MPhil (History)]	
Department:	
Telephone number:	
E-mail:	

<b>5. Principal Supervisor Information</b>	
Name:	
Department:	
Telephone number:	
E-mail:	

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**6. Past Funding: Have you received any grant/scholarship from the University or elsewhere before?**

<input type="checkbox"/> Yes    Date: _____	<input type="checkbox"/> No
Amount: _____	
Purpose: _____	

**7. DECLARATION**

- We declare that the work proposed here seeks to address a new research question that will contribute to national development.
- We declare that this grant is critical to ensure successful and timely completion of the work.
- We declare that additional resources and equipment are available to guarantee completion of the proposed research.
- We declare that the grant will be used for the research project and not any other purpose.
- We give assurance that the research will be conducted ethically and under proper supervision.

Applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal Supervisor's signature: \_\_\_\_\_ Date \_\_\_\_\_

Head of Department's signature: \_\_\_\_\_ Date \_\_\_\_\_

***OFFICIAL USE ONLY***

**8. COMMITTEE DECISION**

Approved

Denied for this reason: