



SCHOOL OF GRADUATE STUDIES RESEARCH GRANT, 2016

CALL FOR APPLICATIONS

AIM

The School of Graduate Studies (SGS) Research Grant is established to provide financial support 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 aims 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.

An award of up to GH¢5,000.00 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 **31st October, 2016**. Applications will be considered and the outcome made known in February, 2017.

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. For PhD applicants; evidence of excellence of course work at master's level, publications etc).	10
Proposed research project:	
Is the introduction fully researched and clearly presented?	15
Are there clearly formulated hypotheses to be tested and/or objectives which can be reached within the thesis phase?	20
Is there a clearly structured plan of investigation which identifies the research methods to be used?	30
Is the proposal original, or does it address questions which have been or are being addressed by others?	15
Is the proposal well presented and clearly written?	10
TOTAL	100

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 SGS Office or the School of Graduate Studies 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 31st October, 2016.
4. Each application will be reviewed by the SGS Awards Committee.
5. Decisions will be made in February, 2017 and funds made available thereafter.

SUPPORTING DOCUMENTS

1. Research proposal

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:

- Title
 - Abstract (up to 150 words)
 - Background/Introduction (supported with relevant literature)
 - Research questions /hypotheses to be addressed
 - Significance of the study
 - Details of methods to be used (including time-table and budget)
 - Breakdown of the funding requested
 - References (APA Sixth Edition)
2. **A letter of support from the applicant's Principal Supervisor**
 3. **Curriculum vitae of applicant, to include:**
 - Family name, forenames and initials
 - Corresponding address, telephone and e-mail
 - Date of birth
 - Nationality
 - 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.
 - 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 SGS Research grant and submitted six months after receipt of the award. For PhD candidates, the progress 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.