

**GUIDELINES FOR ACCESSING FUNDING FROM THE RESEARCH AND  
CONFERENCES COMMITTEE, UNIVERSITY OF GHANA BUSINESS  
SCHOOL**

**COMPILED BY THE RESEARCH AND CONFERENCES COMMITTEE  
UNIVERSITY OF GHANA BUSINESS SCHOOL**

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## **PREAMBLE**

This document provides guidance to faculty members who wish to access funds from the Research and Conferences Committee of the University of Ghana Business School.

UGBS is committed to staying relevant by attracting faculty with strong research orientation and whose research can be ground breaking and industry problem solving. UGBS has talented faculty with extraordinary capacity for research and extension, this is evidenced by the number of lecturers attending international conferences and publishing in reputable international journals in their field of study.

The Research and Conferences Committee of the Business School is responsible for promoting and advancing scholarly research. Faculty may access funding from the Committee to attend conferences, to carry out research, and to write case studies that can be used for teaching. The Committee shall within budgetary constraints support faculty in their scholarly pursuit by encouraging faculty's work to be published in reputable internationally refereed academic/professional journals. The Committee will also support the development of working paper series. Participation in both local and international conferences, preparation of case studies and research works are expected of faculty and immeasurably encouraged. The Committee will also encourage the development of proposals to attract external funding.

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## **1.0 Guidelines for Accessing Research Grants**

### **1.1 Background Information**

The following guidelines provide information and guidance to applicants who wish to access Research Grants from the Research and Conferences Committee of the University of Ghana Business School.

Calls for Proposals will usually be issued by the end of January every year.

The deadline to submit a proposal in response to a call is the last working day in June.

The award is for the period August – May.

Faculty members are entitled to present one research proposal to be considered by the Committee. Research proposals submitted may be co-authored. The number of co-authors should usually not exceed five. Co-authors may include UGBS faculty, UG faculty, UGBS graduate students and faculty from other Universities (both local and international). If a proposal is co-authored, the Principal Investigator should be a UGBS faculty member. The Principal Investigator shall determine how the funds will be applied towards completing the research project.

Faculty members who are retired and are on contract are eligible to apply for research grants. However, such an application should be in collaboration with a non-retired faculty member. The non-retired faculty member should be the Principal Investigator.

The amount to be awarded per grant shall be determined by the Committee. The grant amount may be reviewed every two years by the Committee (see Schedule 1).

The research grant shall be paid in two equal instalments to successful applicants. The first instalment will be paid at the beginning of the academic year to successful applicants. The second instalment will be paid after providing evidence that the completed research has been submitted to a UGBS recognized journal (see Schedule 2).

Successful applicants are required to present their final findings at the School's seminar series, and to present their final report (published work) to the Committee. Faculty members are also encouraged to present their work in progress at international conferences.

The Committee will not refund submission fees paid by UGBS faculty to submit their papers to journals.

In the event that the completed research is not submitted by the end of May in the academic period for which the grant was tenable, the Committee will not consider a fresh proposal submitted by the applicant.

Successful applicants have a maximum of three years to present their final report to the Committee.

The Committee is entitled to demand repayment of the funds given out after three years of funding a particular proposal if the final report is not submitted. Further, eligibility to access future funding may be compromised if a faculty member cannot show evidence of publication of research proposals funded in the past.

### **1.2 Research Grant Cycle**

- a) Submit proposal in response to call (see Schedule 3).
- b) The Committee will appoint reviewers from the various departments or other experts in the field of study.
- c) The Committee considers and approves proposals before the end of July. Approvals are based on the recommendations of reviewers.
- d) The Committee will communicate its decision regarding proposals submitted to applicants by the end of August.
- e) Successful applicants receive half of the approved grant to commence their project. Disbursal will usually be in September.
- f) Successful applicants must apply to the Chairman of the Committee through their HODs for the payment of the second installment after completion of their project. In addition to the application, they must provide evidence of submission of their completed research to a UGBS recognized journal (see Schedule 2) before the second installment can be paid.

## **2.0 Guidelines for Accessing Case Grants**

### **2.1 Background Information**

The following guidelines provide useful information and guidance to applicants who wish to access grants to develop cases and teaching notes.

To promote teaching and learning, the Committee in the 2011/12 academic year issued its first call to fund the development of teaching cases and notes. To promote the use of cases in teaching, the Committee will provide support to faculty members to develop high quality cases.

A call for cases will usually be issued by the end of January (see Schedule 4).

The deadline to submit a proposal in response to a call is the last working day in June.

The award is for the period August – May.

A faculty member is entitled to submit one case proposal per academic year. The proposed case may be sole or co-authored. The number of Principle Investigators should usually not exceed five. Co-authors may include UGBS faculty, UG faculty, UGBS graduate students and faculty from other Universities (both local and international). If a proposal is co-authored, the Principal Investigator should be a UGBS faculty member. The Principal Investigator shall determine how the funds will be applied towards completing the research project.

Faculty members who are retired and are on contract are eligible to apply for case grants. However, such an application should be in collaboration with a non-retired faculty member. The non-retired faculty member should be the Principal Investigator.

The amount to be awarded per grant shall be determined by the Committee. The grant amount may be reviewed every two years by the Committee (see Schedule 1).

The case grant shall be paid in two equal instalments. The first instalment will be paid at the beginning of the academic year to successful applicants. The second instalment will be paid after the teaching cases and notes are approved by the Case Editor.

In the event that the completed case is not submitted by the end of May in the academic period for which the grant was tenable, then the Committee will not consider a fresh proposal submitted by the applicant.

Successful applicants have a maximum of two years to submit their completed cases and teaching notes.

The Committee is entitled to demand repayment of the funds given out after two years of funding a particular proposal if the final case and teaching notes are not submitted.

## ***2.2 Case Grant Cycle***

- a) Submit proposal in response to call (see Schedule 4).
- b) The Committee will appoint reviewers from the various departments or other experts in the field of study.
- c) The Committee considers and approves proposals before the end of July.
- d) The Committee will communicate its decision to applicants by the end of August.
- e) Successful applicants receive half of the approved grant to commence their project. Disbursal will usually be in September.
- f) Successful applicants submit their completed cases to the Committee. The Cases will be evaluated by the Case Editor. The second installment will be paid to the applicant after approval of the case and teaching notes by the Case Editor.
- g) All approved completed cases will be published in the School's Case Bank.

## **3.0 Guidelines for Accessing Conference Support**

### ***3.1 Background Information***

The following guidelines provide information and guidance to eligible applicants who wish to access Conference Support from the Research and Conferences Committee of the University of Ghana Business School to attend conferences, seminars and symposia.

The Committee will set the amount of Conference support to be provided every academic year. The Committee is entitled to review this amount every two years (see Schedule 1).

The amount determined by the Committee will run from August – July.

Registered PhD candidates (non-faculty) of the School are entitled to 40% of the annual allocation of UGBS faculty members.

Conference support for UGBS registered PhD candidates will be provided for the normal duration of study and can be rolled over during the normal duration of study.

The Conference support set by the Committee is valid for the academic year, and cannot be rolled over for academic staff (exception applies to UGBS registered PhD candidates).

Retired UGBS faculty on contract are entitled to access funding from the Committee to attend conferences.

The Conference amount may be accessed several times within the academic year until the maximum amount is exhausted.

In the event that the maximum amount is not utilized towards a conference, a faculty member/registered UGBS PhD candidate is not entitled to claim the remaining balance for any other purpose.

The amount to be paid to a particular faculty member/registered PhD candidate at any time will depend on several factors but mainly on the venue or country in which the said Conference will take place.

However, the amount granted cannot exceed the maximum amount set by the Committee. In the event that extra financial support will be required, applicants are encouraged to apply to the Office of Research, Innovation and Development (ORID) of the University of Ghana and other funding organizations for support.

The date of the conference will be used to determine the academic year in which a particular conference application will fall.

A faculty member can apply for conference support to present a co-authored paper even if that member is not the Principal Investigator.

Faculty members can apply to attend conferences for which they will be performing important functions such as delivering a keynote address.

### ***3.2 Conference Support Cycle***

- a) Apply for Conference Support. Letter should be addressed to the Chairman of the Committee. The application should be made through the HOD. The following should be included in the application;
  - Conference name, venue and duration of conference
  - Paper to be presented/function to be performed at the conference.

- Evidence of acceptance of paper to be presented or function to be performed at the conference.
  - Budget - This should include airfare estimate (where applicable), conference registration, accommodation (where applicable), estimate of transport cost to and from airport (where applicable), subsistence allowance (where applicable) and any other relevant items.
- a) Applicants should endeavor to apply three weeks clear before the Conference date.
  - b) Upon return from the Conference, successful applicants should present evidence of participation in the Conference, eg. Conference registration, conference brochure, air tickets/boarding passes, hotel receipts etc.
  - c) In addition, it is expected that after the conference, faculty members should submit a short report to the Dean, stating their activities at the conference and benefits derived their participation. They may also bring to the attention of the School (through the Chairman of the Committee and the Dean) opportunities that they came across that they consider could be beneficial to the School or other faculty members.

### **Schedule 1: Current Rates Applicable for Various Funding Types**

<b>Funding Type</b>	<b>Amount</b>
Research Grant	\$3,000/cedi equivalent payable in two equal instalments
Case Grant	\$3,000/cedi equivalent payable in two equal instalments
Conference Support	\$2,500/cedi

Rates approved for the 2013/2014 Academic year. Research grants and Case grants cannot be accessed concurrently in an academic year. The Committee will award either a Research Grant or a Case Grant. Applicants may however submit both a Case Grant and a Research Grant to enhance their chances of obtaining funding to promote their scholarly pursuits.

**Schedule 2: UGBS Recognized Journals**

African Journals Online/African Journal of Management Research
Journals Listed in Carbells
Association of Business Schools (ABS) Journals
Excellence in Research for Australia Journals

**Schedule 3: Format for Research Grant Proposal**  
**UNIVERSITY OF GHANA BUSINESS SCHOOL\***  
**RESEARCH GRANT PROPOSAL FORMAT\*\***

<b>Section</b>	<b>Content</b>	<b>Max. page length</b>
1. Title Page	<ul style="list-style-type: none"> <li>• Project title</li> <li>• Faculty and Department forwarding the proposal</li> <li>• Collaborating Faculties (if any)</li> <li>• Name and contact details of Principal Investigator (PI)</li> <li>• Name and contact details of other collaborators</li> <li>• Signatures (PI and Head of Department)</li> <li>• Date of submission</li> </ul>	1 page
2. Summary	Brief statement of the project, including what it proposes to do, what it seeks to achieve and total funds needed	1 page
3. problem Statement	Briefly state how important your project is and should be funded, in relation to other works done or proposed in this area, show how it will contribute to the attainment of University of Ghana's Mission and show contribution to development issues in Ghana	2 pages
4. Detailed Project Description	<ul style="list-style-type: none"> <li>• Should include a statement of goal, objectives, and specific activities that will be undertaken to achieve the objectives.</li> <li>• Brief description of methods including why a particular method is selected.</li> <li>• State expected outputs/deliverables.</li> <li>• Provide a work-plan and an implementation plan showing when each activity will be delivered.</li> <li>• Provide any administrative/management arrangements needed to ensure successful project delivery.</li> <li>• Provide statement for monitoring/evaluation</li> </ul>	4 pages
5. Information on Investigator (s)	Attach as Appendix 1, a summary of the Principals Investigator (s) experiences and expertise that show that he/she can deliver the project successfully as well as a fuller CV not more than 3 pages	1 page

\*Adopted from the Research and Conferences Committee, UG

**\*\*Note carefully**

- Use either Times New Roman 12 or Arial 10 Font.

- Document should be Single Spaced with 2.0” margins all round.
- Proposals which do not follow the format given will not be considered

#### **Schedule 4: Format for Case Grant Proposals**

##### **Case Study Template**

Case Studies are analytical work intended to provide a well worked out analysis of cases. Due to its real world impact, it is a good tool for analyzing the ‘how’ and the ‘why’ questions and then use lessons adduced to address similar challenges. It should focus on issues. It could be just a case or a myriad of cases linked together by a theme to address situations.

##### **The case study should have these attributes:**

1. Title/ Topic of the case proposal
2. Introduction to the Problem/ Proposal and should introduce the problem statement in depth, including some general information on the proposal.
3. Background to the case----- the essence of the case, what makes it a good sample in that field and what makes it special:
4. Origin of the Case Study: How the case study got to be developed.
5. Approach to Case: The next several sections should be about the body of the case, what solutions have been proposed, how it was developed, etc.
6. Results: The final section should wrap up with possible solutions, without necessarily working to solve the case. It should leave it open to the students or readers to come up with their solutions.
7. Benefits: How is the case study impacting both client and students?