

UWIScholar

RESEARCH APPLICATION MANAGEMENT MODULE

Applicant Manual for Mona Campus Research and Publications Fund Application Module
V1.0

MARCH 1, 2021
THE UNIVERSITY OF THE WEST INDIES

Table of Contents

A.	Registering for a UWIScholar Account	2
B.	Log into UWIScholar & Mona Campus Research and Publications Fund Application	3
C.	Completing the Research Proposal Form and uploading supporting documents.....	4
D.	Completing the Investigators' Information Form [Staff only].....	5
E.	Completing the Signature Form.....	6
F.	Submitting the Completed Application.....	7
G.	Tracking Application Status.....	8
H.	Revising and Resubmitting Applications.....	9
I.	Retrieving Approval Letters	10
J.	Tips for completing the Staff/Student Application Form	11

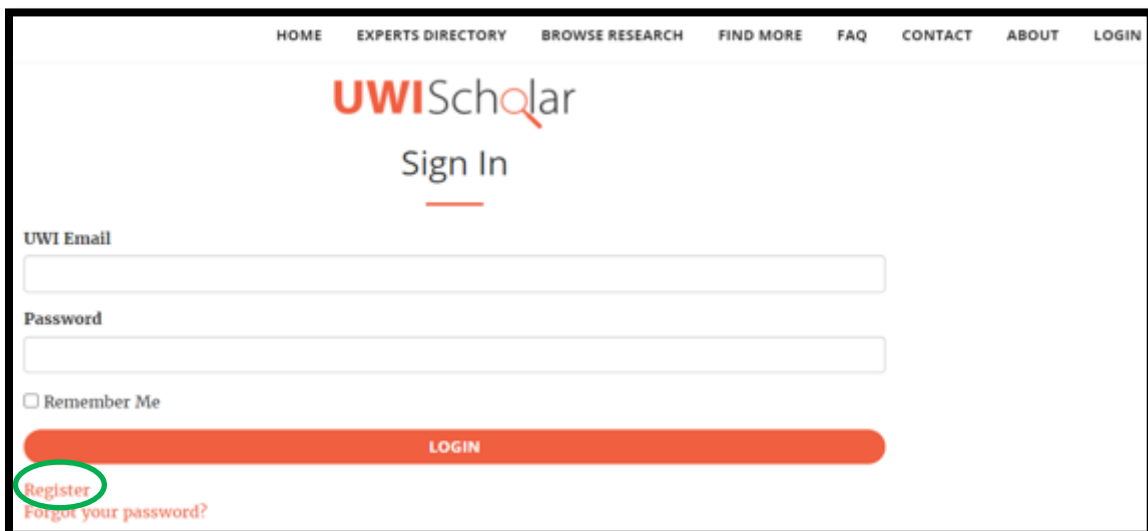
A. Registering for a *UWIScholar* Account

1. All applicants must create a UWIScholar profile by visiting <https://UWIScholar.sta.uwi.edu/>.
2. Click on “Login” at the top right corner.



3. You will be directed to the page below.
4. Click on “Register” to create an account.
5. Enter your UWI email address and a password of your choice and other relevant details.

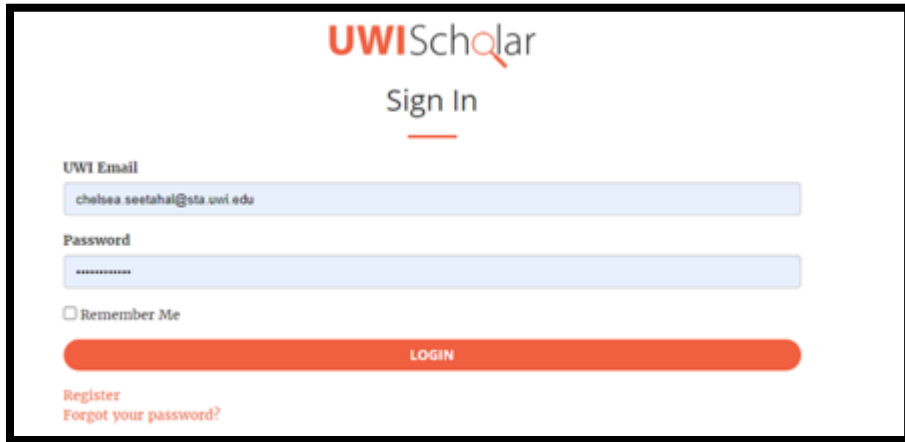
N.B. Please use your UWI (Staff/Student) email address to register.



6. When you receive the confirmation email that your account has been created, you may proceed to login to the *UWIScholar* Account.

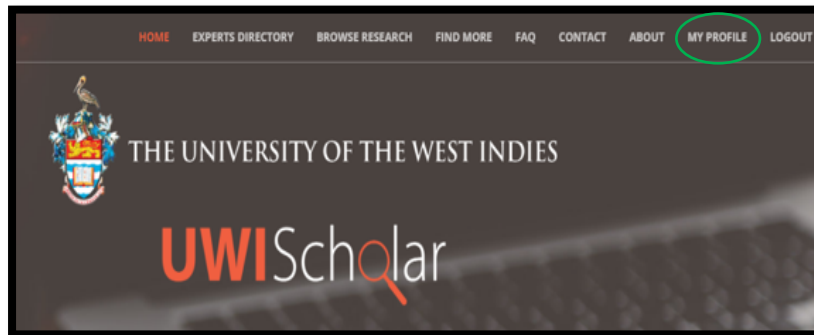
B. Log into *UWIScholar* & Mona Campus Research and Publications Fund Application

7. Login to your *UWIScholar* profile by entering your UWI email address and the pre-selected password at <https://UWIScholar.sta.uwi.edu/>.

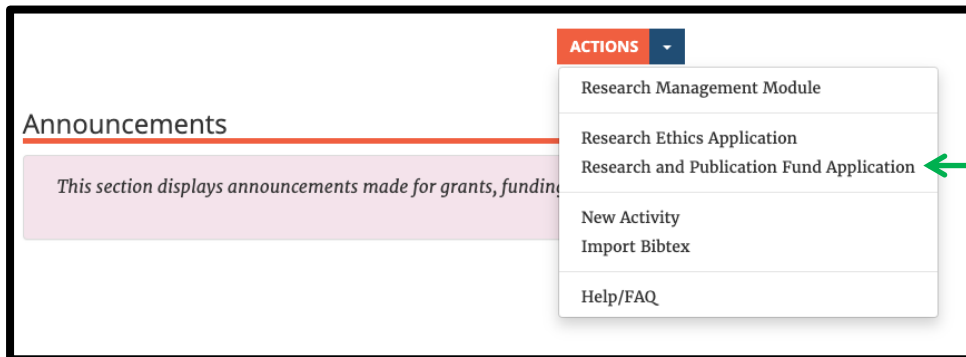


The screenshot shows the 'UWIScholar Sign In' page. At the top, the 'UWIScholar' logo is displayed. Below it, the text 'Sign In' is centered. There are two input fields: 'UWI Email' containing 'chelsea.sestahal@sta.uwi.edu' and 'Password' with masked characters. A 'Remember Me' checkbox is present below the password field. A large orange 'LOGIN' button is at the bottom. Links for 'Register' and 'Forgot your password?' are also visible.

8. Select "My Profile" at the top, right of the screen.

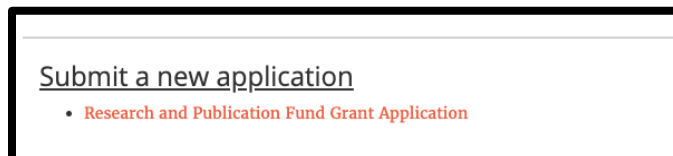


9. Click on the dropdown arrow next to "Actions" and select "Research and Publication Fund Application".

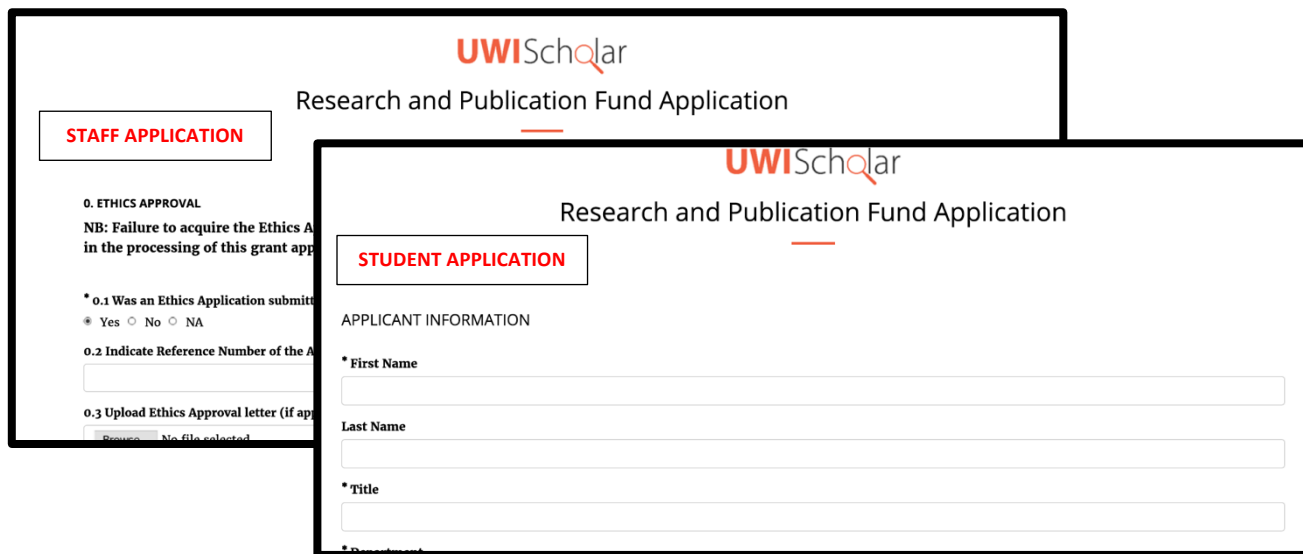


C. Completing the *Research Proposal Form* and uploading supporting documents

10. The Application process for the Mona Campus Research and Publications Fund consists of two to three parts or forms:
 - a. Staff/Student Application Form
 - b. Investigators' Information[STAFF ONLY]
 - c. Signature Form
11. For a new application submission, scroll to the end of the page under “Submit a new application” and select “Research and Publications Fund Grant Application – Mona. The Application has 2 sections for students and 3 sections for staff.



12. You will now be directed to the “**Research Proposal/Activities**” page to complete this first form. This form has 6 sections.
 - Proposed Activity/Information
 - Includes file upload section for IP related documents
 - Previous Research Award Information
 - Includes file upload section for previous award reports
 - Financial Information
 - Award category
 - Includes file upload section for publisher information
 - Budget
 - Includes file upload section for quotations/invoices



13. Complete all sections in the form. Sections with asterisks (*) indicate that a response is mandatory and the form will not be saved if there is no response in these sections. **If a section is not applicable to your research, fill in that section with “N/A”.**
14. After saving the Research Proposal Form, the Investigators' Information Form will be available for completion under the relevant project title, in the “Incomplete Applications” Section.
15. Download and Save the Staff/ Student Application Form when completed.

D. Completing the Investigators' Information Form [Staff only]

16. After saving the Research Proposal Form, the Investigators' Information Form will be available for completion under the relevant project title, in the "Incomplete Applications" Section.

Incomplete Applications:

INSTRUCTIONS:

- These applications have multiple forms to be completed before submitting.
- Click on the form name to fill it
- Click on the "(Download PDF)" link next to the form name to download the PDF version of the filled form
- Click on the Submit button to submit the completed application

Research and Publication Fund Grant Application

#	Date Created
1	2020-12-17 12:52:50

Staff Application Form | (Download PDF)
Investigator's Information ←
Signature Form

SUBMIT APPLICATION

17. Click on "Investigators' Information" Form – This form is mandatory and collects information on applicants' (researchers') departmental affiliation, qualifications, publication record and graduate student history.

UWIScholar

Research and Publication Fund Application

* Principal Applicant's Last name * Principal Applicant's First name * Title

* Email address (1) Email address (2) * Office Extension Cell Number

Names and Qualifications of Co-Applicants (if applicable):

18. Click "Save" at the end of the page and you will be redirected to the "Mona Campus Research and Publications Fund Application" main page.

E. Completing the Signature Form

19. The final form to be completed is the Signature Form. This section allows you to upload confirmation that your application has been seen and approved by your Supervisor [student only] Head of Department and Dean or Dean Designate

Incomplete Applications:

INSTRUCTIONS:

- These applications have multiple forms to be completed before submitting.
- Click on the form name to fill it
- Click on the "(Download PDF)" link next to the form name to download the PDF version of the filled form
- Click on the Submit button to submit the completed application

Research and Publication Fund Grant Application

#	Date Created
1	2020-12-17 12:52:50

Staff Application Form | (Download PDF)
Investigator's Information
Signature Form ←

SUBMIT APPLICATION

20. When you click on the form you will be directed to a page that will allow you to download the pdf "Signature Form" that must be filled out as described above. The form contains instructions for completion.
21. Attach "Staff/Student Application Form" and "Signature Form" to email for review by the relevant persons.
22. When the Signature Form is returned to you, upload it to the Signature Form section.
23. Click "Save" at the end of the page and you will be redirected to the "Mona Campus Research and Publications Fund Application" main page.

UWIScholar

Research and Publication Fund Application

Instructions

Please **download the signature form** and have it signed by your head of department or dean and member of the research and publication committee. Please see the instruction page of the file downloaded.

N.B. - the signature form is a fillable PDF form so can be emailed along with the a PDF copy of the application (obtained from the incomplete application listing).

When the required signatures have been obtained, upload the filled form using the file upload below. If the signatures were obtained on two files, the second file upload can be used to upload the second file.

* Upload Signature Form 1 ←

Choose File No file chosen

Upload Signature Form 2

Choose File No file chosen

BACK SAVE

NB – Some times more than one signature form may be returned by the various signatories, you can use Upload Signature From 2 to upload the additional forms with signature.

F. Submitting the Completed Application

24. When all relevant forms are complete, click on “Submit Application” under “Incomplete Applications” to submit your application for review to the R&P Committee.

Incomplete Applications:

INSTRUCTIONS:

- These applications have multiple forms to be completed before submitting.
- Click on the form name to fill it
Click on the "(Download PDF)" link next to the form name to download the PDF version of the filled form
- Click on the Submit button to submit the completed application

Research and Publication Fund Grant Application - STA:

#	Date Created	1.1 T	Proposed Project/Activity	Reference Number
1	2020-12-17 12:52:50	test		

[Staff Application Form](#) | [\(Download PDF\)](#)
[Investigator's Information](#)
[Signature Form](#)

SUBMIT APPLICATION
←

25. Once the application has been submitted a message will appear to indicate the submission is complete.

UWIScholar

Research and Publication Fund Application

Saved changes successfully

BACK

26. Once the application has been submitted it will be moved to the “Open Applications” section. You can view, but not edit, the submitted application by clicking on “View Application”.

Open Applications:

INSTRUCTIONS:

- To view the application select View Application
- Applications with a ▲ require your attention
- To resubmit click Amend (you will see this option once you have selected View Application)

Research and Publication Fund Grant Application

#	Date Submitted	1.1 Title of Proposed Project/Activity	Reference Number	Status
1	2020-12-17 11:31:06	test	CRP.2020.00002	Review View Application

27. See Section G on tracking the status of the application.

G. Tracking Application Status

28. Once your application is submitted it will appear in the “Open Applications” section.
29. The “Reference Number” is the unique number that identifies your application which will be generated once the application is submitted. Please use this reference in all correspondence related to the application.
30. To track the progress of the review please refer to the “Status” section of the application.

Open Applications:

INSTRUCTIONS:

- To view the application select View Application
- Applications with a ▲ require your attention
- To resubmit click Amend (you will see this option once you have selected View Application)

Research and Publication Fund Grant Application

#	Date Submitted	1.1 Title of Proposed Project/Activity	Reference Number	Status
1	2020-12-17 11:31:06	test	CRP.2020.00002	Review View Application

31. The Stages of Review are as follows:
 - Initial Review
 - Committee Meeting
 - Final Decision
32. After reviews are completed, the application may be returned to you for revision (see Section H) or approval letters will be generated (See Section I).

H. Revising and Resubmitting Applications

33. If your application requires some revision, you will receive an email notification.
34. Log into *UWIScholar* “Mona Campus Research and Publications Fund” page.
35. The application that requires revision will be identified by the orange triangle to the left of the screen.
36. Click on the “View Application” button.

Research and Publication Fund Grant Application				
#	Date Submitted	1.1 Title of Proposed Project/Activity	Reference Number	Status
1 	2020-12-17 11:31:06	test	CRP.2020.00002	View Application

37. Scroll down until you see the comments section of the application.
38. Click on the “amend application” button to make the application editable.

Initial Review

Reference Number

CRP.2020.00002

Comments to researcher

[BACK](#) [AMEND APPLICATION](#)

39. Edit and resubmit the application.
40. Ensure you click the “submit” button to resubmit the application.

I. Retrieving Approval Letters

41. When the application is approved you will receive an email notification.
42. Log into *UWIScholar* “Mona Campus Research and Publications Fund” page.
43. The approved application will appear under the “Completed Applications” Section.
44. Click on the “View Application” button.

Open Applications:

INSTRUCTIONS:

- To view the application select View Application
- Applications with a ▲ require your attention
- To resubmit click Resubmit (you will see this option once you have selected View Application)

Application for Animal Research:

#	Date Submitted	Title of Research	Reference Number	Status
1 ▲	2020-03-04 15:16:30	Neophobia and the assessment of predation risk in aquatic ecosystems.	CREC-SA.0291/03/2020	View Application

Completed Applications:

Application for Animal Research:

#	Date Submitted	Title of Research	Reference Number	Status
<input type="checkbox"/> 1	2020-03-03 11:10:23	Mixed Species Shoaling and Information Flow in Trinidadian Poecilia sp.	CREC-SA.0277/03/2020	View Application
<input type="checkbox"/> 2	2020-03-02 13:44:23	Interactions between behaviour and ecology in Trinidadian guppies	CREC-SA.0276/03/2020	View Application
<input type="checkbox"/> 3	2020-03-02 13:17:23	Social foraging in low and high predation guppies	CREC-SA.0275/03/2020	View Application

45. Scroll to the end of the applications page.
46. Click on the “Approval Letter” and “Consent Forms” (if relevant) to download pdf versions of the documents.
47. Click on the “Back” button to exit the application.

Files

File Name	File (pdf or word)
cover letter	View File
proposal?	View File
consent form	View File
update with online survey	View File

[Approval Letter](#)

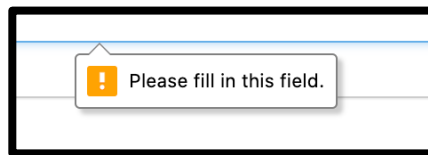
[BACK](#)

J. Tips for completing the Staff/Student Application Form

- If you wish to save your progress and return to finish the application at a later time, insert some text in the sections with an asterix and click the Save button. You will then be directed to the main application page.
- Some sections have word limits; pay attention to these when filling out the form.
- If you get any error messages when saving the forms, after you fix the errors, ensure the uploaded files are still attached before you click the save button. See sample error messages below.
- Before submitting the application itself, check back to ensure upoaded files are still attached.
- Only pdf files can be uploaded to the application system.

Error Messages:

1. Mandatory Field not completed. This can occur for a text field or a field that requires you to upload a mandatory document.



1. After clicking the 'Submit Application" button the following message may appear. This This can occur for a text field or a field that requires you to upload a mandatory document – most likely the signature form was not uploaded

