

THE UNIVERSITY OF THE WEST INDIES
OFFICE OF THE CAMPUS REGISTRAR
GRADUATE STUDIES & RESEARCH

Criteria

Research & Publications Fund and Graduate Awards

Please note the following:

- i. applications received after the closing date **will not** be considered
- ii. for the **Graduate Research Grant Application**, special attention must be paid to the “Title & Description of Graduate Student project, or overall project and Graduate Student involvement”
- iii. grants are awarded to research students for equipment & supplies, travel to conferences etc. MPhil students are normally allowed a maximum of two grants and PhD students a maximum of three grants. No person will be awarded more than one grant in any semester; students in taught Masters (UGC - funded only) may be considered on a discretionary basis, depending on availability of funds.
- iv. requests for attendance at conferences will be considered as follows:
 - staff – for conference attendance
 - student – for presenting a paper and/or a poster at a conference;
- v. applications for graduate awards for persons who have exceeded the time limit in their respective areas will not be favourably considered;
- vi. special attention should be paid to the request for a budget and budget explanation;
- vii. **NO** application will be considered unless an appropriate pro-forma invoice, abstract of paper to be presented at a conference and acceptance to conference if relevant is/are presented **with the application form**;
- viii. pro-forma invoices for airfare (Quoted in J\$) should be obtained from a travel agent approved by UWI: Travel Incorporated, Pauline’s Travel and Campus Travel.
- ix. reports on grants awarded must be received **prior to** application for a new grant;
- x. current supervisor’s report must be submitted by the appropriate date/s (**January and June**) for application to be considered (**not to be submitted with application form**);
- xi. requests for fuel costs and for purchase of computers and computer hardware will not be considered;
- xii. applications from MPhil/PhD students for collection and analysis of data will not normally be considered;
- xiii. applications for reimbursement of expenses incurred before a grant is approved will not be considered;
- xiv. applicants are reminded that the following information will be required:

Equipment & Supplies

- i) pro-forma invoice/s
- ii) itemized breakdown of budget

For visits to Institutions

- i) acceptance letter from the Institution
- ii) itemized breakdown of the budget

Conferences

- i) pro-forma invoice for airfare (quoted in JA\$)
- ii) abstract of the paper to be presented
- iii) proof of acceptance of the paper
- iv) conference details (venue, dates of conference, registration fee)

Thank you for your cooperation.

Georgia Bennett (Miss)
Assistant Registrar