



**KWAME NKUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST)**

**OFFICE OF GRANT AND RESEARCH (OGR)**

**REQUEST FORM FOR GRANTS & RESEARCH SUPPORT SERVICES**

Complete this application form, attach the relevant documents (see Annex I for applicable documents) and submit to the Office in due time allowing at least, five (5) working days for processing and feedback.

FULL NAME OF APPLICANT (including title):	
DEPARTMENT:	COLLEGE:
EMAIL ADDRESS(ES):	CELL PHONE NO:
TYPE OF SUPPORT REQUIRED: <i>(See Annex I for possible options)</i> LETTER OF SUPPORT(LoS) [ ] LETTER OF INTENT [ ] PROPOSAL DEVELOPMENT [ ] BUDGET [ ] REVIEW OF AGREEMENT [ ] MATERIAL TRANSFER AGREEMENT [ ] IP [ ] DUE DILIGENCE [ ] AWARD [ ] SUBAWARD [ ] AMENDMENT OF SUBAWARD [ ] OTHER [ ] _____	
SOURCE OF FUNDING OPPORTUNITY: OGR Email/Flyer [ ] OGR Website [ ] Research Professional website [ ] Collaborator [ ] Self Search [ ] Other [ ] _____	
DETAILS OF REQUEST: (Please provide brief description of your request)	
ATTACH RELEVANT DOCUMENTS (See Annex 1)	
FUNDING AGENCY:	COLLABORATING INSTITUTION(S):
GRANT AMOUNT:	IS THIS A PRIMARY GRANT OR SUB-AWARD?
DOES FUNDER REQUIRE SPECIFIC COMMITMENTS FROM APPLICANTS OR THE UNIVERSITY I.E. HUMAN OR PHYSICAL RESOURCES If yes state (e.g. Minimum % effort of staff, use of specific facilities or resources) and provide endorsement by HOD/Dean/Provost below	
SUBMISSION DEADLINE:	
ANY OTHER RELEVANT INFORMATION:	
SIGNATURE OF APPLICANT:	DATE:

**ENDORSEMENT BY HEAD /DEAN/ PROVOST (where applicable)**

I confirm that the Department/ Faculty/ College is in full support of the above request.

NAME:	POSITION:
SIGNATURE AND OFFICIAL STAMP:	DATE:

**FOR OFFICIAL USE ONLY**

Date of Receipt of Application Form at OGR:

Receiver's Name/Signature:

Action Required:

Date of Response to Applicant:

Remarks and Name of Executor:

**ANNEX I: LIST OF OGR RESEARCH SUPPORT SERVICES AND REQUIRED DOCUMENTS**

S/n	TYPE OF SUPPORT	DOCUMENTS REQUIRED
<b>PRE-AWARD SERVICES</b>		
A.	<b>Completing portions of Grant Application Forms e.g</b> <ul style="list-style-type: none"> <li>○ Due diligence form</li> <li>○ Financial plan</li> <li>○ KNUST institutional information</li> </ul>	<ul style="list-style-type: none"> <li>• Funding Opportunity Announcement (FOA) / Call reference or number</li> <li>• Grant application form (with relevant portions completed by the PI),</li> <li>• Research proposal/ Concept note</li> <li>• Budget or financial plan</li> <li>• All other supporting documents</li> <li>• Endorsement/ Authorization letter from applicant's Provost/HoD or Dean indicating the likely benefit of the said grant to the University, the Department and the Applicant(s)</li> </ul>
B.	Grants proposal writing support Budgeting/ logical framework, Gantt Chart, etc	<ul style="list-style-type: none"> <li>• Funding Opportunity Announcement (FOA) / Call reference or number</li> <li>• Draft Proposal/ idea</li> <li>• Details of project Team</li> </ul>
C.	<b>Proposal Routing and Submission</b>	<ul style="list-style-type: none"> <li>• FOA/Information on funder</li> <li>• Detailed research proposal</li> <li>• Budget</li> <li>• All other supporting documents</li> </ul>
D.	<b>Letter of Support/Letter of Intent</b>	<ul style="list-style-type: none"> <li>• Research proposal/ Concept note</li> <li>• Requested format or structure (donor requirement)</li> <li>• Endorsement by applicant's Provost/HoD or Dean</li> </ul>
E.	<b>Institutional Approval/Signature for Grant Applications</b>	<ul style="list-style-type: none"> <li>• Funding Opportunity Announcement (FOA) / Call reference or number</li> <li>• Grant application form (with relevant portions completed by the PI),</li> <li>• Research proposal/Concept note</li> <li>• Budget or financial plan</li> <li>• All other supporting documents</li> <li>• Endorsement/Authorization letter from applicant's Provost/HoD or Dean indicating the likely benefit of the said grant to the University, the Department and the Applicant(s)</li> </ul>
F.	<b>Institutional Information/Policies/ Guidelines</b>	Request letter indicating purpose for which information is requested
G.	<b>Information on Grants in the University</b>	Request letter indicating purpose for which information is requested
<b>AWARD MANAGEMENT SERVICES</b>		
H.	<b>Registration of grant into GAMS/ ReMIS)</b>	Notice of Award/ Award Letter/ Letter of Commitment Detailed budget Project Plan/ approved proposal
I.	<b>Contract negotiation/Review/ request for institutional signature for grant agreements/ MOUs, etc</b>	Contract relevant documents must be provided by the applicant(s) together with approved proposal and funding commitment
<b>POST AWARD SERVICES</b>		

J.	<b>Review of grant agreement/ subcontract/ reporting/ close-out, etc</b>	Relevant project documents
<b>CAPACITY BUILDING</b>		
	<b>Request for training / capacity building for researchers, Research Administrators, Accountants, etc</b>	Official Letter of request indicating dates, objectives, target participants, etc
<b>INTELLECTUAL PROPERTY SERVICES</b>		
K.	<b>Training or Capacity Building Workshops including Intellectual Property (IP)</b>	Letter or request indicating the purpose of the training, target group, etc
L.	<b>Global IP Prior Art Search</b>	<ul style="list-style-type: none"> <li>• KNUST Invention disclosure forms</li> <li>• All other supporting documents (drawings of invention)</li> </ul>
M.	<b>IP Application Process</b>	<ul style="list-style-type: none"> <li>• KNUST Invention disclosure forms</li> <li>• All other supporting documents (description, drawing, claims)</li> </ul>
N.	<b>IP Auditing and Valuation</b>	Letter of request and authorization letter from the Provost/ Dean/HoD indicating specific Research output to be audited
O.	<b>All other forms of support</b>	Personal visit to the office, call to the office line or email

*Note: Researchers in need of any of the above services must complete the application form, attach the relevant supporting documents and submit same to the OGR for processing.*