



CAMBRIDGE AFRICA PARTNERSHIP FOR RESEARCH EXCELLENCE (CAPREx)
IMPORTANT INFORMATION FOR UG-CAPREx FELLOWS

1. Confirmation of award

The award of the postdoctoral research fellowship is normally confirmed in writing from the University of Cambridge (Cambridge-Africa programme). You will need to accept the award in writing by email to the Cambridge coordinator (szm1@cam.ac.uk) with a copy to caprex@ug.edu.gh. Upon acceptance of the award, each fellow will receive and would be required to complete and return the following forms (in a template to be provided) to the UG CAPREx coordinator at caprex@ug.edu.gh:

- **Pre-fellowship Visit Information Form**
- **Research Fact Sheet**

Please take note that without the submission of the above forms, the award may not be further processed.

2. Application for Postdoctoral Study Leave

Fellows are required to apply for and receive postdoctoral study leave using the approved university procedures way in advance of your travel to Cambridge. Fellows are strongly encouraged to initiate the processes immediately visit dates are confirmed with the collaborator and their home departments (at UG). Once dates are settled, the fellow is required to formally inform the Cambridge coordinator as well as the UG-CAPREx coordinator.

3. Certificate of Sponsorship

Fellows will be requested by the Cambridge CAPREx coordinator to provide specific documents to facilitate the issue of a Certificate of Sponsorship (COS). Fellows should allow up to 4 weeks to receive their COS. Fellows are to note that without the COS, they will not be able to receive a Tier 5 visa to travel to the UK. For additional information on visas please see the document "Visa/ Travel Information for CAPREx Fellows".

4. Travelling to the University of Cambridge with Samples

Please take note that there are strict regulations for travelling with samples to the University of Cambridge. Fellows who need to travel with samples must notify the CAPREx coordinators way in advance. In some cases, Material Transfer Agreements (MTAs) may need to be put in place prior to the transfer of the samples. In all cases, the local CAPREx coordinator should be notified in advance so the necessary arrangements are concluded before travel.

5. Alborada Awards

If part of your work on the Alborada grant is to be undertaken here in Ghana, you may request for funds to be transferred for this purpose. This should however be done in consultation with your Cambridge collaborator. Please take note that in some cases, there may be the need to put in place a collaborative agreement before the funds can be transferred to the University of Ghana. To make a request for transfer of funds, you are required to submit a detailed budget for the amount requested and correspondence showing that this has been mutually agreed with your Cambridge collaborator. Based on this information, an invoice will be sent to your collaborator to initiate the transfer of funds. For guidance, please allow at least 1 month to complete all the processes and receive your funds.

6. Making Requests for Payment

All requests for payments related to your CAPREx fellowship while at UG should be addressed to:

The Programme Champion
UG-CAPREx
University of Ghana, Legon

Hard copy requests should be delivered to **Mrs. Afua Yeboah, Senior Assistant Registrar, Office of Research, Innovation and Development, University of Ghana, Legon**. Electronic requests may be sent by email to caprex@ug.edu.gh. Please take note that in all cases, only signed requests will be processed.

The table below provides some guidance on documents required for various requests:

| Request Type | Supporting Documents required | Processing Time |
|--|---|------------------|
| Payment of Visa Fees | COS (Copy); Formal signed request. Receipts must be submitted after payment of visa fees. Further requests may not be processed until all receipts have been submitted | 5-7 working days |
| Refund of Visa Fees | COS (Copy); Formal signed request; TB Test receipt; NHS Surcharge Receipt; Tier 5 Visa fee receipt | 5-7 working days |
| Submission of invoice for the transfer of Alborada Funds | Formal signed request; Itemized budget for amount requested; Collaborator's address | 3-5 working days |

All payments are made by bank cheque only.

7. Reporting

Fellows are required to submit a completion report to the UG-CAPREx coordinator within one month of their return from the fellowship visit (in a format to be provided). Fellows are to take note that this report does not replace the report which they are required to submit to the Office of the Pro-Vice Chancellor (ASA) after returning from study leave. In addition, as part of efforts by the CAPREx programme to keep in constant touch with fellows, progress reports will also be due for submission to the UG-CAPREx office on the following dates:

1st Progress Report - April 30
2nd Progress Report - August 31
3rd Progress Report - December 31

8. Contacts

At the University of Ghana, the following are responsible for the CAPREx Programme

| | | |
|-----------------------|---|---|
| Programme Champion | - | Prof. Yaa Ntiamoah-Baidu (ynbaidu@ug.edu.gh) |
| Programme Coordinator | - | Mrs. Afua Yeboah (caprex@ug.edu.gh) |
| Committee Member | - | Dr. Johnson Efavi (jkefavi@ug.edu.gh) |
| Committee Member | - | Dr. Gordon Awandare (gawandare@ug.edu.gh) |

Coordinating office location:

Office of Research, Innovation and Development (ORID), Ground Floor LECIAD Building, UG, Legon

All questions and queries should be directed to Mrs. Afua Yeboah at caprex@ug.edu.gh.

Phone: +233 302 213850 (ext: 4102) | IP phone 4102.