

QUICK START GUIDE FOR THE UGRF ONLINE RESEARCH GRANT APPLICATION SYSTEM

STARTING YOUR APPLICATION:

1. A valid University of Ghana email address (you@ug.edu.gh) is required to enable you to start your application.
2. The online application works best with the following browsers: Mozilla Fire Fox; Google Chrome and Opera.
3. There are four (4) documents that need to be downloaded at the start of your application. These are the **'Budget Workbook'**, **'Work/Implementation Plan'**, **'Ethical Clearance Assurance Form'** and the **'Signature Page'**. **Please take note that the completed versions of these documents will be required for upload during the application process.**

To avoid duplication of files in the database, it is advised that all documents being uploaded as part of an application be appended with the full name of the Principal Investigator as in the examples shown below.
e.g. UGRF Budget Template _Fidelia Wisdom; UGRF Signature Page _Yaw Konadu etc.

4. Upon successful submission of your application, the entire application can be previewed and printed by clicking on the "Click to Preview Application" located on the right side of the page.
5. For the Budget Summary at Step 5, if the Grand Total exceeds that which is allocated for the Grant Type Selected, you will not be able to proceed with your application until an appropriate Budget Summary is provided.
6. To continue with an application later, please click on the "Continue Later" button located at the bottom of each page. Information which has been entered on previous pages ONLY would be saved.
7. To continue a saved application, access the login page and click on the "Continue Application". This also applies to applicants whom after successful submission need to update information in their application before the deadline.
8. After successfully submitting the application, the application will be assigned a tracking code. Applicants may also request for the tracking code to be sent to the email address used for the application at this stage. The tracking code will be needed to login to track the progress of an application.

CONTINUING OR UPDATING INFORMATION ON YOUR APPLICATION:

Login at <http://197.255.124.90/orid/ugrfapplications/> with UG email address and re-enter details for fields with dropdown list items at Step 1 (i.e., for selection of Lead School and Department)