

## **GUIDELINES FOR ACCESSING CONFERENCE GRANT FOR RESEARCH COMMERCIALISATION**

### **1.0 INTRODUCTION**

The Conference Grant for Research Commercialisation (CGRC) is an incentive package of the Technology Development and Transfer Centre (TDTC) aimed at providing faculty and research staff an opportunity to develop or enhance their skills in the area of innovation, technology transfer and / or commercialisation.

This document therefore provides guidance to faculty and research staff who wish to access funds from the CGRC.

### **2.0 TERMS AND CONDITIONS**

- i. An applicant may submit only one application for consideration.
- ii. Applications would be reviewed and grants awarded to successful applicants.
- iii. To enhance chances of securing the grant, an applicant must show evidence of accepted abstract of paper to be presented (*where applicable*); function(s) to be performed at the conference; a confirmation from the organisers of the session to be chaired (*where applicable*); proof of invitation to the conference (*where applicable*); proof of registration; conference or training programme; a budget and travel itinerary.
- iv. In cases where the grant does not meet the full cost of participating in the programme, applicants would be required to show evidence of how the extra expenses would be met.
- v. Training workshops, seminars or conferences to be attended must be related to technology development, technology transfer and/or commercialisation. ***A list of programme has been attached to these Guidelines to serve as a guide. Nonetheless, applicants would also be supported to participate in other related programmes not included on the list.***
- vi. Applicants are required to submit an application for this grant before the stipulated deadline.
- vii. The grant beneficiary is expected to submit a report using the prescribed template within a month following his/ her participation in the seminar, conference or training workshop.
- viii. For the purposes of reporting, successful applicants are required to present evidence of participation in the programme, e.g. picture of applicant at proceedings at the event, air tickets/boarding passes, hotel receipts etc.
- ix. Grant recipients who do not attend the proposed programme will be required to repay the grant awarded in full.

### **3.0 ELIGIBILITY**

- i. All applicants must be full-time faculty and research staff of the University of Ghana.
- ii. Applicants should not be on study leave at the time of applying for the grant.

### **4.0 APPLICATION PROCEDURE**

All interested and eligible faculty and research staff must complete the ***CGRC Application Form and Budget Template provided***. The Application form must be endorsed by the applicant's Head of Department and Dean/ Director of School / Institute/ Centre.

***For further information concerning this grant, kindly contact us via email at [orid-tdtc@ug.edu.gh](mailto:orid-tdtc@ug.edu.gh);  
or by phone on 0302 213850; Ext. 2717***

### LIST OF UPCOMING PROGRAMMES

No	Title of conference/seminar/training	Objective	Date	Venue	Link to programme
1	3rd Cross Industry Technology Transfer and Innovation Conference	Would expose participants to theoretical issues and practical experience in technology transfer and innovation through various industry clusters.	November 5 - 6, 2015	Prague, Czech Republic	<a href="http://www.questreach.com/component/content/open-program/81/overview">http://www.questreach.com/component/content/open-program/81/overview</a>
2	32nd World Conference on Science Parks and Areas of Innovation	To expose participants to science Parks and Areas of Innovation: New Technologies, New Industries, New Communities	September 22 - 25, 2015	Beijing, China	<a href="http://www.iasp.ws/iasp-events?year=2015&amp;month=09&amp;eventId=6701">http://www.iasp.ws/iasp-events?year=2015&amp;month=09&amp;eventId=6701</a>
3	International Conference on Electrical Systems, Technology and Information (ICESTI) 2015	ICESTI 2015 will provide a forum for accessing to the most up-to-date and authoritative knowledge from both industrial and academic worlds, sharing best practice in the field of Engineering, Science, and Technology towards sustainable development.	September 9-12, 2015	Bali, Indonesia	<a href="http://www.icesti.org/">http://www.icesti.org/</a>
4	AUTM Essentials of Academic Technology Transfer	This programme aims at giving participants a common understanding of the fundamental goals and processes of academic technology transfer. The workshops are designed to follow the lifecycle of the invention, patenting and licensing process: evaluation of invention disclosures, triage, patenting, IP marketing, valuation, and license negotiation to established companies and start-ups.	October 5 - 7, 2015	Seattle, WA USA	<a href="http://www.autm.net/AUTM_2015_Essentials_Course/15128.htm">http://www.autm.net/AUTM_2015_Essentials_Course/15128.htm</a>
5	Material Science and Technology	The MS&T partnership brings together scientists, engineers, students, suppliers to discuss current research and technical applications, and to shape the future of materials science and technology.	October 4 - 8, 2015	Columbus, OH, USA	<a href="http://matscitech.org/">http://matscitech.org/</a>
6	WIPO - South Africa Summer School on Intellectual Property and Transfer of Technology	The Summer School offers an opportunity for young professionals to broaden their knowledge of intellectual property (IP) and technology transfer	November 30 to December 11, 2015	Durban, South Africa	<a href="http://www.wipo.int/academy/en/courses/summer_school/">http://www.wipo.int/academy/en/courses/summer_school/</a>
7	AUTM Technology Operations and Organisation Licensing Skills Course (TOOLS)	The programmes offers a basic understanding of technology transfer, the patent and licensing processes.	October 5 - 7, 2015	Seattle, WA USA	<a href="http://www.autm.net/AUTM_2015_TOOLS_Course/15129.htm">http://www.autm.net/AUTM_2015_TOOLS_Course/15129.htm</a>
8	AUTM 2015 Central Region Meeting	This meeting would expose participants to best practices and strategies for university - industry collaborations.	July 20 - 22	Nashville, TN USA	<a href="http://www.autm.net/AUTM_2015_Central_Region_Meeting/14773.htm">http://www.autm.net/AUTM_2015_Central_Region_Meeting/14773.htm</a>
9	International Science and Technology Conference	The conference aims at disseminating knowledge among academicians, universities and industry for the advancement of science and technology.	September 2 - 4, 2015	St. Petersburg, Russia	<a href="http://www.iste-c.net/">http://www.iste-c.net/</a>

10	AUTM 2015 Easter Region Meeting	Participants would deliberate on best practices and strategies for industry-academia partnerships that culminate in successful product commercialization through company formation, licensing and other agreements.	Aug. 31 - Sept. 1, 2015	Raleigh, NC USA	<a href="http://www.autm.net/AUTM_2015_Eastern_Region_Meeting/15206.htm">http://www.autm.net/AUTM_2015_Eastern_Region_Meeting/15206.htm</a>
11	Intellectual Property Commercialisation	Participants would be enlightened on the commercialisation of intellectual property	1-Jul-15	Cape Town, South Africa	<a href="http://www.sarima.co.za/wp-content/uploads/2015/03/SARIMA_Training">http://www.sarima.co.za/wp-content/uploads/2015/03/SARIMA_Training</a>
12	AUTM Essentials of Academic Technology Transfer Course	The course builds skills and resources necessary to function effectively at evaluating inventions and negotiating license agreements.	October 5 - 7, 2015	Seattle, WA USA	<a href="http://www.autm.net/AUTM_2015_Essentials_Course/15128.htm">http://www.autm.net/AUTM_2015_Essentials_Course/15128.htm</a>
13	Developing the Next Generation of Researchers	This programme aims at equipping researchers with the requisite skills to engage in cutting edge and innovative research	Aug-15	Cape Town, South Africa	<a href="http://www.sarima.co.za">http://www.sarima.co.za</a>
14	Fundamentals of Research and Innovation Management	Partakers of this programme would be exposed to issues concerning the management of research and innovation	Aug-15	Swaziland	<a href="http://www.sarima.co.za">http://www.sarima.co.za</a>
15	Start-ups and Spin outs	To expose participants to the concept of start-ups/ spin outs	Sep-15	Gauteng, South Africa	<a href="http://www.sarima.co.za">http://www.sarima.co.za</a>
16	Fundamentals of Technology Transfer	Participants would be taken through the basic processes of technology transfer, i.e. from the disclosure of an invention to pitching your invention to potential investors and in negotiating licensing agreements	September 23 - 25, 2015	Leuven, Belgium	<a href="http://www.astp-proton.eu/events/upcoming-events/ftt/#.VTrSIShtmkp">http://www.astp-proton.eu/events/upcoming-events/ftt/#.VTrSIShtmkp</a>
17	8th Annual Conference for the Academy of Innovation and Entrepreneurship	The Conference provides a broad platform for convening scholars from around the world to present research and stimulate discussions on critical research issues and new developments in innovation and entrepreneurship.	August 20 - 21, 2015	Toronto, Canada	<a href="http://www.ryerson.ca/tedrogersschool/conference/aie/">http://www.ryerson.ca/tedrogersschool/conference/aie/</a>
18	The EARMA Conference 2015	The Conference provides a forum for research managers and administrators to meet and deliberate on current issues on research and innovation.	June 28 - July1, 2015	Leiden, The Netherlands	<a href="http://conference2015.earma.org/home/682/">http://conference2015.earma.org/home/682/</a>
<b>Important Notice: Applicants are kindly requested to visit the websites for additional information, including registration details, deadlines, etc. on the programmes indicated above.</b>					