



**THE UNIVERSITY OF THE WEST INDIES
CAVEHILL CAMPUS
SCHOOL FOR GRADUATE STUDIES & RESEARCH
CAMPUS RESEARCH & PUBLICATION FUND**

• Telephone: (246) 417-4911/12 • Fax (246) 41-2109 • Email gradstudies@cavehill.uwi.edu

STAFF REPORTING FORM

(Campus Research and Publication Fund Committee Grants)

This report should be completed and submitted to the Office of Graduate Studies & Research within **three (3) months** from the receipt of funding. However, please note if you apply for funding for another grant you are required to submit an interim report clearly outlining the progress of the existing grant.

NB: An **interim** report signals that the project is ongoing and grant money may be available in the account. A **final** report indicates that the grant was completed, output generated, grant money was spent and/or excess funds returned to the Bursary. The research project account is now closed.

Staff Email Address (i) _____ **Office Extension:** _____

Please indicate **(tick)**: **Interim Report** **Final Report**

#	<u>Particulars</u>	<u>Staff Response</u>
1.	(i) Name of: a) Staff member(s); b) Co-applicant(s) of the Grant.	
	(ii) Name of the Department and Faculty	
2.	(i) Title of the Project:	
	(ii) Principal Objective of the Project	
	(iii) Expected impact/contribution of the research	
	(iv) Purpose for which the grant was given	
3.	Value of the Grant	
4.	Date of Grant	
5.	<u>Output from this Grant:</u> <u>Scientific Summary of results obtained</u> (a) (i) *Publications-Actual or Submitted (with full references). (Please provide	<u>Indicate: Articles/Chapters published:</u> (i) (ii) <u>Indicate: Articles/Chapters Accepted</u>

	internet link or attach a copy to the report)	(i) (ii) <u>Indicate: Articles/Chapters Under Review</u> (i) (ii) <u>Indicate: Conference Presentation: (include date, venue, title of paper and attach acceptance email/letter to this report):</u> (i) (ii)
	(ii) Key Findings: Short summary of progress or data generated to date e.g. (b) Books/book chapters (c) Articles in Journals (Please provide internet link or attach a copy to the report) (d) Other Publications e.g. conference publications or publication of proceedings of a conference. (e) Patents (f) Cultural Productions – e.g. Arts, Music, Visual Art, Dramatic Production. (g) Teaching Materials – Videos, Books, Training Manuals, etc. (h) Hosting of Scholarly Conferences, Workshops, etc. (a brief report with a copy of the conference/ workshop programme is required.)	
6.	Procurement of equipment, other hardware and software (itemize each piece of equipment, etc. obtained from this grant, its present location and cost. State the current and continued benefits to be derived from such uses. Specifically identify graduate student usage).	
7.	Attendance at Scholarly Conferences, Workshops, Attachments, etc. (summarize principal benefits) – include titles of papers presented and abstracts.	
8.	Training of Graduate Students/Hiring of Research Assistants (provide details)	
9.	Actual expenditure (please itemize) – indicate and list whether there was procurement of any major equipment.	

10.	Have you reported all items of expenditure to the Bursary? Please include the statement of expenditure which is available at the Projects Section of the Bursary.	
11.	Conclusion (summarize your views on the success/failure/quality/impact/accomplishments etc. of this project.	

Kindly submit your completed report to the Head of Department of your relevant Faculty for approval and signature prior to submission to:

Mr. Owen Ellis
 Senior Assistant Registrar,
 Office of Graduate Studies & Research
 UWI, Cave Hill Campus

 Signature of the Recipient of the Grant

 Date

 Signature of Head of Department

 Date