



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

School for Graduate Studies and Research

APPLICATION FOR GRADUATE STUDENT RESEARCH AWARD

Read Guidance Notes on last page prior to completion

Date:	<input type="text"/>	Amount Requested (Show Currency)	<input type="text"/>
1. Name of Applicant:	<input type="text"/>		
2. Degree Registered for:	<input type="text"/>		
3. Date of First Registration:	<input type="text"/>	4. Registration Status:	<input type="text" value="FT"/> <input type="text" value="PT"/>
5. Department:	<input type="text"/>	6. Name of Supervisor:	<input type="text"/>
7. Title of Proposed Research Project:	<input type="text"/>		
8. Give a brief account of your progress:	<input type="text"/>		
9. List of Publication(s) or Conference Presentation(s) (if applicable):	<input type="text"/>		
10. Is proposed research/development/dissemination activity already funded by the University or another sponsor?	<input type="text" value="Yes"/> <input type="text" value="No"/>		
If yes , please explain why additional/new funding is being sought?			
<input type="text"/>			
11. Will you seek external support for the further development of the proposed research/development/ dissemination activity?	<input type="text" value="Yes"/> <input type="text" value="No"/>		
If yes , please elaborate:			
<input type="text"/>			



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12. Have you received previous amounts from the Graduate Student Research Awards Fund?

Yes

No

If **yes**, please complete table.

Date	Project	Purpose of Funds Received	Amount	Date Report Submitted

13. Details of your research (attach additional page(s) where necessary)

i. Background:

ii. Objective and likely significance of work:

iii. Brief indication of methods (where applicable):

iv. Publication strategy:



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14. Purpose for which the award is being sought:

Attending Conference	Travel for Study/Research (please explain and attach evidence)
Equipment/Supplies	Fieldwork/ Data Collection
Research Support	Other: Please specify:

15. Describe the activity for which you are requesting funds, clearly indicating its relevance to your research (attach additional page(s) where necessary):

16. Proposed start date of activity:

17. Proposed end date of activity:

18. BUDGET - Prioritised, itemised breakdown of requirements and costs, with a brief indication of the importance of each item to the project. Documentation supporting the costs must be included where possible. Where applicable, evidence of acceptance to work at facilities to be visited, must be furnished. ([See and complete Appendix on Breakdown of Budget to provide this information - located at the bottom of this Form](#)).

TO BE COMPLETED BY SUPERVISOR

COMMENTS FROM SUPERVISOR (Include report on student's progress to date). How will this funding support the student's effort in completing his/her research in a timely manner? (*Attach additional page(s) where necessary*).

Have you submitted the ***Supervisor's Progress Report Form***?

Yes

No

By signature below, the Supervisor signifies that the activity described will contribute significantly to the student's research and/or research capability.

Signature of Supervisor

Date:



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TO BE COMPLETED BY THE HEAD OF DEPARTMENT

Comments from Head of Department (*attach additional page(s) where necessary*):

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Signature of Head
of Department

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Date:

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Signature of Applicant

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Date:

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NOTE:

Supervisors are reminded that all equipment obtained for use in the research project belongs to the University and they will be responsible for the safekeeping of such equipment.

Note on Digital Signatures:

If you wish to create or add a digital signature certificate, you can follow this quick video tutorial:

<https://www.youtube.com/watch?v=z8ISCq6TX7o>

Alternatively, you may insert your saved signature as an image directly into the signature field. Once you place the image in the signature box, simply press the Escape key on your keyboard to move to the date field. (This method is usually quicker and easier.)

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APPENDIX

Budget for Postgraduate Student Applications for Campus Research Awards *(see notes on next page before completion)*

Complete Budget Table below with all relevant information: Totals at the bottom are automatically computed.

Your Name

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Date of application:

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				Unit cost in original & Barbados currency		Total Cost
				Other ² <small>N.B: Insert as 'US200' (e.g)</small>	BDS \$	Total (BDS \$)
Category	Details	Priority ¹	Quantity of item / Number of nights			
Total						



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KEY NOTES FOR COMPLETION OF ABOVE BUDGET TABLE

-Lines which do not apply to your application are to be left blank.

-Use as many additional lines as necessary and individually list all equipment as well as all other items being requested.

-The table contains a **sample of established expense items** for which CRA funds can be used - e.g. return airfare economy, other travel costs³, subsistence (or per diem)⁴, and equipment/consumables⁵ (**these lines/budget items can also be edited or replaced with other items, where appropriate**). Please see at bottom of this page for other key requirements and guidance for CRA applications.

TABLE NOTES BELOW:

¹ Indicate the priority of each item, especially equipment, with 1 = highest priority; 2 = second highest priority, etc.

² Indicate the currency used in the original quotation (e.g. insert in box with currency prefix -e.g. 'US 200'), and contact the Bursary for the exchange rate to be used for Barbadian currency conversion.

³ All transport (e.g. airport transfer) costs (including visa costs) are to be included.

⁴ **Subsistence is set at the UWI's per diem rate** - it is a contribution to hotel and meal costs. The standard UWI student overseas subsistence/per diem rate of US \$200 per night is to be used.

⁵ List each piece of equipment, consumable requested - where possible (attach ProForma invoices).

NOTE ON TRANSCRIPTION COSTS: Students may apply for support to cover 50% of transcription costs (up to BDS \$3,000) - using Table above. The remaining 50% must be covered by the student. AI tools should be used to assist with transcription to reduce time and cost. If you are not using AI, please provide a brief justification in the "Details" column of Table above and indicate how you plan to integrate available tools where possible.

GUIDANCE NOTES ON CRA APPLICATIONS - MUST READ

This application must be fully completed, with all sections accurately filled out. It must be signed by the student and supported by the supervisor, as well as endorsed by the Head of Department. All dates included on the application must fall within one (1) month of the Campus Research Awards meeting. **The application must also be routed through the Faculty Deputy Dean (Research) and receive their support.** If the applicant has previously received a Research Award, the reporting form and all supporting documentation for that award must be submitted before a new application is considered.

All required documentation must be attached to support the application. This includes: economy airfare quotations supported by a proforma invoice (where relevant); full conference information and cost; workshop or summer school details and associated fees; an itemised list of equipment and costings; an itemised list of consumables and costings; per diem allowances calculated according to UWI-approved rates; and any shipping or freight costs. All submitted costings, especially quotations, must fall within the valid lifespan of the quote (normally 1-6 months).

Allowable uses of Research Award funds include research equipment, supplies, and consumables; travel to present at regional or international conferences; travel to attend research-related workshops or summer schools; access to libraries, archives, or special collections; and activities supporting student-supervisor interaction across UWI campuses. Per diem and subsistence allowances may be included but must comply with UWI-approved rates.

Funds may not be used for salaries or hiring research assistants; thesis binding, printing, or editing costs; purchase of personal equipment such as laptops, phones, or tablets; publication fees (unless explicitly approved by SGSR); field trips or overseas stays longer than 28 days; or any expenditure not directly related to the research activity outlined in the application.