THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS

School for Graduate Studies and Research

See last page for instructions before completing this form.

APPLICATION FOR GRADUATE STUDENT RESEARCH AWARD

Read Guidance Notes on last page prior to completion

Date:		**Amount Requested** *(Show Currency)*	
1. Name of Applicant:			
2. Degree Registered for:			
3. Date of First Registration:		4. Registration Status:	FT PT
5. Department:		6. Name of Supervisor:	
7. Title of Proposed Research Project:			

8. Give a brief account of your progress:

9. List of Publication(s) or Conference Presentation(s) *(if applicable)*:

10. Is proposed research/development/dissemination activity already funded by the University or another sponsor? Yes No

If **yes,** please explain why additional/new funding is being sought?

11. Will you seek external support for the further development of the proposed research/ development/ dissemination activity? Yes No

If **yes**, please elaborate:

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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Signatures: sign digitally in the plain box, or click the dashed box to insert a scanned signature image.
Either option may be used at any time, even after someone has signed. Click a dashed box again to replace or remove its image.

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 final page - 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

Click to add image

Date:

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TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

Signature of Head of Department		Click to add image Date:
Signature of Applicant		Click to add image Date:

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=z8lSCq6TX7o

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.)

Signatures: sign digitally in the plain box, or click the dashed box to insert a scanned signature image.
Either option may be used at any time, even after someone has signed. Click a dashed box again to replace or remove its image.

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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 _____ Date of application: _____

Category	Details	Priority[1]	Quantity of item / Number of nights	Unit cost in original & Barbados currency		Total Cost
				Other[2] N.B: Insert as 'US200' (e.g)	BDS $	Total (BDS $)
Return economy airfare...						
Other travel costs...						
Conference fee...						
Subsistence (in nights)...						
Equipment, consumables...						
			Total	0	0	0

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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 costs[3], subsistence (or per diem)[4], and equipment/consumables[5] (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 priorty, 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 here.*

[4] *Subsistence and Per Diem rates vary according to Summer/Winter periods and exact rates can be accessed via the UWI.*

[5] *List each piece of equipment, consumable requested (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. Check the School for Graduate Studies and Research or Bursary for 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.

Fillable PDF Form User Guide

How to Fill, Save, and Sign the Form Correctly

This guide explains how to correctly complete, save, and sign fillable PDF forms on Windows, Mac, iPhone, and Android devices. Following these steps will help prevent the form from becoming locked, flattened, corrupted, or uneditable before submission.

1. Recommended Order to Complete the Form

Please follow this order:

1. Download and install Adobe Acrobat Reader.
2. Download the PDF file to your device.
3. Open the PDF directly in Adobe Acrobat Reader, not in a browser or preview window.
4. Fill all required fields before adding your signature.
5. Add your signature only after everything is final.
6. Save the final signed version for submission.

Important Note Before You Start

Typing into fillable fields does not usually lock the form. However, adding a signature — especially using mobile devices or non-Adobe PDF apps — may permanently lock or flatten the form fields.

Always complete and review the full form before adding your signature. A locked or flattened PDF may still appear normal visually, but the fields may no longer be editable.

2. For Windows & Mac Users

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Fill in each field carefully.
3. Complete all required sections before signing.
4. After reviewing everything, add your signature using Fill & Sign.
5. Save the final signed copy.

3. What To Do If the Form Becomes Locked

1. Do not continue editing the locked version.
2. Return to your completed but unsigned backup copy.
3. Open the unsigned version directly in Adobe Acrobat Reader.
4. Make the necessary corrections before signing again.
5. Save a new final signed version for submission.
6. If you only have the locked version and no unsigned backup copy, you may need to complete the form again from the beginning.

4. For iPhone and Android Users

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Tap each fillable field and type your information.
3. Complete all sections before signing.
4. Review the full form carefully and add your signature using Fill & Sign.
5. Save the final version.

Apps & Methods to Avoid

- ✕ Browser PDF viewers (Chrome, Safari, Edge)
- ✕ Apple Preview on Mac
- ✕ WhatsApp or email preview windows
- ✕ “Print to PDF” or “Save as PDF” functions
- ✕ Non-Adobe mobile PDF editing apps
- ✕ Direct editing inside cloud storage previews

5. Final Reminders Before Submission

- Some mobile PDF apps may flatten or lock the PDF after signing, so Adobe Acrobat Reader is recommended.
- Avoid using browser previews any other PDF previewer, as they may not work properly with fillable PDF fields.
- Always download the file to your device before completing it. Avoid editing directly from cloud storage, email previews, or messaging apps.
- Do not use “Print to PDF” or “Save as PDF” (or Certify PDF) after completing the form, as this may flatten the fields permanently.
- If corrections are needed later, return to the unsigned version, make the edits, and then sign a new final copy.
- If the signed PDF becomes locked, return to the completed but unsigned copy, make the required changes, and sign it again.
- Keep a completed but unsigned copy as a backup, and use the final signed copy for submission.

This is link to ‘Optional Video on how to complete and sign fillable pdf forms’