



# THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

*School for Graduate Studies and Research  
Campus Research & Publication Fund*

## GRADUATE STUDENT REPORTING FORM (Campus Research and Publication Fund Committee Grants)

This report should be completed and submitted to the Office of Graduate Studies & Research within **one (1) month** from the date of completion of the research, conference, training etc. of the student. See link for Expected Outcomes for Student Reports. **Kindly note that the report must have signatures from the Student, Supervisor (s) and the Head of Department before submission to the Office of Graduate Studies and Research.**

Student Email Address(es)	<input type="text"/>				
Office Extension:	<input type="text"/>	Cell:	<input type="text"/>		
Please indicate (tick):	<table><tr><td><input type="checkbox"/> Interim Report</td><td><input type="checkbox"/> Final Report</td></tr></table>			<input type="checkbox"/> Interim Report	<input type="checkbox"/> Final Report
<input type="checkbox"/> Interim Report	<input type="checkbox"/> Final Report				

#	Particular	Student Response
1.	(a) Name of Supervisor:	<input type="text"/>
	(b) Name of Student:	<input type="text"/>
	(c) Insert the Title of Project	<input type="text"/>
	(d) Purpose for which the grant was given:	<input type="text"/>
	(e) Expected impact/contribution of the research:	<input type="text"/>
2.	Value of Grant:	<input type="text"/>
3.	Date of Grant:	<input type="text"/>
4.	Output from the Grant <i>(Please provide internet links for published articles/book chapters etc from the project)</i>	<input type="text"/>



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5. Please provide a statement of your expenditure of the funds you have received along with all the major receipts  
(i.e. ticket stub, hotel receipt, registration receipt etc).  
**Organise your breakdown of expenditure in Appendix of this Form.**
6. How does this grant enhance the work of your thesis and when do you expect to submit the thesis.
7. Conclusion  
(summarise your views on the success/failure/quality/ impact/ accomplishments etc. of this project)


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



[gradresearchawards@cavehill.uwi.edu](mailto:gradresearchawards@cavehill.uwi.edu)

Signature of Student		Date:
Signature of Supervisor		Date:
Signature of Head of Department		Date:

**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.)



(246) 417-4911/12



Fax (246) 421-2109



[gradstudies@cavehill.uwi.edu](mailto:gradstudies@cavehill.uwi.edu)

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**APPENDIX: BREAKDOWN OF EXPENSES FOR COMPLETION BY STUDENT** (*'Total Spent'* row is computed automatically)

Please itemise all expenditures below, providing the type of expense, a brief description, and the corresponding cost in BDS\$.

Expense Category <i>(Type of expense - e.g., airfare, hotel, materials, printing, transportation)</i>	Description / Details <i>(Brief explanation - e.g., "Return flight to Jamaica", "3 nights accommodation", "Survey data collection - 150 participants")</i>	Cost (BD\$)
Total Spent:		
Total Remaining:		