

GUIDELINES FOR APPLICATION

FSS RESEARCH & PUBLICATIONS FUNDING COMMITTEE

Application Steps*

1. Complete application form (must be type-written)
2. Submit electronic copy to stephanie.pinnock@uwimona.edu.jm.
3. Submit 2 signed hard copies along with appended documents (see below) to Stephanie Pinnock, Rm. 51a, Faculty Office

All applicants must submit the **relevant documents** along with the **completed application forms**:

Research/Publications

- i) pro-forma invoice
- ii) methodology
- iii) detailed budget
- iv) workplan/timetable for deliverables

Conferences

- i) pro-forma invoice for airfare (quoted in J\$) from a UWI approved travel agent
- ii) abstract or copy of the paper to be presented
- iii) proof of acceptance of the paper
- iv) evidence that attempts have been made to secure funding elsewhere

Student Assistant[@]

- i) curriculum vitae of student
- ii) copy of student's academic record (must be certified by Examinations Section)
- iii) workplan (including timetable of deliverables) for activity being undertaken

* Electronic copy as well as hard copies of the applications must be submitted for processing.

[@]Students should not be engaged before approval (verbal or written) has been granted.