UNIVERSITY OF GHANA



OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT

**INSTRUCTIONS FOR APPLYING FOR INSTITUTIONAL NOMINATION FOR**

**THE 2018-2019 COMMONWEALTH SCHOLARSHIPS**

**ALL NOMINEES ARE TO TAKE NOTE THAT A NOMINATION BY THE UNIVERSITY OF GHANA DOES NOT AUTOMATICALLY GUARANTEE SELECTION OR PLACEMENT IN THE UNITED KINGDOM**

**COMMONWEALTH SCHOLARSHIPS: FULL TIME DOCTORAL SCHOLARSHIP**

Awards are tenable at any approved UK university or higher education institution with which the CSC has part-funding agreement. A list of these institutions is available at <http://cscuk.dfid.gov.uk/apply/uk-universities/part-funding>. Awards are no longer offered to complete PhD study already underway in the UK. Commonwealth Scholarships are aimed at individuals who could not otherwise afford to study in the UK. All nominated candidates should hold full-time teaching posts with UG, at the time of their application, to which they intend to return following any scholarship.

PhD scholarships are offered under the following development themes and all applications must therefore be made under at least one of the following themes:

* Science and technology for development
* Strengthening health systems and capacity
* Promoting global prosperity
* Strengthening global peace, security and governance
* Strengthening resilience and response to crises
* Access, inclusion and opportunity

**INFORMATION FOR NOMINEES: HOW TO APPLY**

**STEP 1:**

Online application made using the CSC’s Electronic Application System (EAS) at the following address <https://csc.do-it-online.org.uk/csc/ElectronicApplicationSystem.htm> using the “Applicant’s Portal” by **Thursday 22nd February, 2018.**

As this process is being managed by ORID, we would like to draw your attention to SECTION THREE of the EAS application which requests for information on the nominating body. Applicants should enter the following email address orid-researchadmin@ug.edu.gh to ensure that ORID receives the automatic email from the EAS to provide the necessary information. **(A guarantee cannot be made that an endorsement on an application will be made if the correct email address, indicated above, is not entered in the EAS).**

**STEP 2:**

Applicant submits the following to the Office of Research, Innovation and Development (ORID) latest by **5:00pm on Friday February 23, 2018:**

* Duly endorsed “UG-Institutional Nomination Form for Commonwealth Scholarships (UG-INFfCS)”**.** The UG-INFfCS form must be endorsed by the Dean/ Director of the applicant’s School/ Institute.
* Copy of current employment contract with the University of Ghana

ORID will not consider paper applications made outside the EAS.

**STEP 3:**

Shortlisted applicants will/may attend an interview organized by ORID as part of the Institutional Nomination Process.

**OTHER INFORMATION**

Nominees are strongly encouraged to study the Terms and Conditions of the scholarship (available at <http://cscuk.dfid.gov.uk/wp-content/uploads/2017/12/terms-conditions-phd-scholarships-low-middle-income-countries-2018.pdf> ) to ensure that all the relevant application requirements are fulfilled. Please take note that the Commission will not accept applications directly from individuals.

**FEMALE FACULTY MEMBERS ARE PARTICULARLY ENCOURAGED TO APPLY.**

Nominees will/may be required to attend an interview organized by ORID as part of the institutional nomination process.

The EAS will not be available to applicants applying from UG after **February 22, 2018.** The “EAS How to Apply” guide is available at the following link: <http://cscuk.dfid.gov.uk/wp-content/uploads/2017/12/eas-guide-phd-scholarships-low-middle-income-countries.pdf>

**INSTITUTIONAL DEADLINE**

* Completion of application in the EAS - **Thursday February 22, 2018**
* Submission of completed institutional nomination form to ORID - **Friday February 23, 2018**