Applications are now being invited for Research and Publications and Graduate awards. Applications forms are available on website at www.mona.uwi.edu/postgrad (‘documents’ tool bar).

**Application Steps**

1. Download application to Microsoft Word
2. Complete application and submit 1 copy electronically to postgrad@uwimona.edu.jm by September 29, 2009.
3. Submit 2 hard copies signed by Head of Department and Supervisor (student’s form) no later than September 29, 2009.

**Please note the following:**

i. applications received after the closing date **will not** be considered

ii. electronic copy as well as hard copies of the applications must be submitted for processing

iii. for the **Graduate Research Grant Application**, special attention must be paid to the “Title & Description of Graduate Student project, or overall project and Graduate Student involvement” (**Section 4 of the application form**);

iv. grants are awarded to research students for equipment & supplies, travel to conferences etc. MPhil students are normally allowed a maximum of two grants and PhD students a maximum of three grants. No person will be awarded more than one grant in any semester;

v. requests for attendance at conferences will be considered as follows:
   - staff – for conference attendance within the region
   - student – for presenting a paper and/or a poster at a conference;

vi. applications for graduate awards for persons who have exceeded the time limit in their respective areas will not be favourably considered;

vii. special attention should be paid to the request for a budget and budget explanation;

viii. **NO** application will be considered unless an appropriate proforma invoice, abstract of paper to be presented at a conference and acceptance to conference if relevant is/are presented **with the application form**;

ix. proforma invoices for airfare (Quoted in JS) should be obtained from a travel agent approved by UWI: Chin Yee’s Travel, Compact, Marco Polo and Campus Travel.

x. all applications must be type-written;

xi. reports on grants awarded must be received **prior to** application for a new grant;

xii. current supervisor’s report must be submitted by the appropriate date/s (**January and June**) for application to be considered (**not to be submitted with application form**);

xiii. requests for fuel costs and for purchase of computers and computer hardware will not be considered;

xiv. applications from MPhil/PhD students for collection and analysis of data will not be considered;

xv. applications for reimbursement will not be considered;

xvi. applicants are reminded that the following information will be required:

**Equipment & Supplies**

i) pro-forma invoice/s

ii) itemized breakdown of budget

**For visits to Institutions**

i) acceptance letter from the Institution

ii) itemized breakdown of the budget

**Conferences**

i) pro-forma invoice for airfare (quoted in JAS)

ii) abstract of the paper to be presented

iii) proof of acceptance of the paper

iv) conference details (venue, dates of conference, registration fee)
Thank you for your cooperation.

Sandra Powell-Mangaroo (Mrs.)