



18th January 2024

Prof. Amos T. Kabobah - Chairman
Dr Benjamin Batinge - Member
Reginad Djimatey - Member, CEBI rep
Dr Prince Antwi-Agyei - CEGRI rep
Mr Stephen Yaw Ntiamoah - Finance Officer
Mr Eric L. Mwintome - Secretary

Dear Committee Members

APPOINTMENT TO RCEES SEED FUND MANAGEMENT BOARD

We are delighted to invite you to serve on the RCEES Seed Fund Board. Your expertise and dedication to academic excellence make you invaluable assets to this critical initiative.

The RCEES Seed Fund supports innovative research projects and ensures the Centre's long-term sustainability. Your role on the Board will be instrumental in achieving these goals.

As a member of the Seed Fund Board, your responsibilities will include:

- Providing strategic input and guidance
- Overseeing fund operations and ensuring alignment with the RCEES mission
- Collaborating with fellow board members, stakeholders, and fund beneficiaries
- Contributing to the development of the fund's operational plan and fundraising strategy
- Reviewing and approving fund disbursements and monitoring fund growth

We are confident that your contributions will significantly impact the success of the Seed Fund and the overall advancement of RCEES.

Your term on the Board will commence on January 18, 2024, and will last for two years. We look forward to working closely with you.

Yours Sincerely,

Ing. Prof. Eric Antwi Ofori (PhD, MGHIE)
Director
Regional Center for Energy and Environmental Sustainability

UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR)



**REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL
SUSTAINABILITY (RCEES)**

**MODALITIES FOR THE OPERATION OF
SEED GRANT FOR RCEES**

JULY 2023

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1 Introduction

The Seed Grant for Research and Innovation Development has been established at the Regional Centre for Energy and Environmental Sustainability (RCEES) to support researchers carrying out high-level research projects and/or innovations in the areas of Science, Technology, Engineering, Arts, and Mathematics (STEAM). Seed Grant Scheme forms part of the World Bank's expected deliverables as well as measures to provide sustainable seed funding for the research and innovation agenda.

2 Seed Grant Scheme Focus Areas

Following the policies and principles of seed grants, the Seed Grant Scheme will provide researchers and scholars at RCEES with base grants to support carefully selected research projects or innovations related to the Centre's key research themes:

- I. Energy Research Group (Energy Transition and Energy Storage)
- II. Environment Research Group (Environmental Management and Health)
- III. CLEWS Research Group (Climate, Landuse, Energy and Water Systems)

3 Management Board for Seed Grant Scheme

A board will be constituted for the day-to-day management of Seed Grant Scheme. The Management Board for Seed Grant Scheme shall be composed of six (6) members, comprising:

1. Professor (Chair)
2. RCEES Research Coordinator
3. CEBI Rep
4. CEGRI Rep
5. RCEES Finance Officer

6. Secretary - Centre Registrar/Administrator

3.1 Functions of the Management Board

The Board, among other things, will:

- 1) Identify Potential Funding Sources
- 2) Develop and implement a fundraising strategy
- 3) Acquire financial resources to replenish and sustain the seed grant fund.
- 4) Call for proposals from suitably qualified persons and projects subject to the availability of funds to support them.
- 5) Assess and decide on which research and innovative ideas should be funded/supported by the seed grant fund based on the stated eligibility requirements/criteria and funding duration.

4 Measures to Attain Financial Resources for the Fund

- 1) Submit proposals for appropriate calls that fall in line with the fund and the Centre's mandate.
- 2) Request for funds from other project grants from the Centre.
- 3) Embark on financial resource mobilisation endeavours consistent with the ethos of the Centre.

5 Eligibility Requirements for Funded Projects

- 1) The seed grant is open to faculty members of the University of Energy and Natural Resources and associated partners of RCEES.
- 2) The project should be related to the Centre's research themes.

- 3) Applicants must, at the time of application, **not** have any active seed grant with Scheme

6 Monitoring and Evaluation of Projects

The fund management will monitor and evaluate projects supported by the fund to ensure that the stated objectives are achieved and on time. Consequently:

- 1) The Board will sign a contract with the lead investigators of supported projects.
- 2) Awardees are primarily responsible for monitoring at the project level and for timely and responsive reporting to the Board.
- 3) Awardees are required to provide an end-of-project implementation report to the Board.

7 Communication and Reporting

The fund management will report to the RCEES management on the fund's annual operations and activities. The report will cover, among other things, the amount received, the number of projects supported, and the amount of money expended (finances).