



**DEPARTMENT OF ACADEMIC STAFF TRAINING AND DEVELOPMENT
CHECKLIST FOR TETFUND SCHOLARSHIP FOR ACADEMIC STAFF (TSAS) SUBMISSION**

Name of Institution:

Date of Last Submission made by the Institution:

A. All submissions which should represent 60% Science and Technology based courses as against 40% Arts and Social Sciences must contain the following:

S/N	Items for TSAS	Tick
i.	Minutes of meeting of the relevant selection Committee (TETFund Interventions Implementation Committee or Academic Board or Committee of Deans and Directors);	
ii.	Current Admission Letter;	
iii.	Duly signed and stamped TETFund nomination form;	
iv.	Curriculum Vitae of Applicant;	
v.	Schedule of fees from the University, in case of foreign Admission;	
vi.	A copy of signed Bond form with Beneficiary Institution;	
vii.	Certificate of medical fitness.	

B. All submissions must:

i.	Be accompanied by soft copies in memory sticks (not CD-ROM) prepared in MS – Excel format in accordance with the approved template of the Fund;	
ii.	Be made at least 3 months to the deadline of registration and at the beginning of each quarter of every given year;	
iii.	Include progress report for the last (previous) intervention;	
iv.	Contain bank statement indicating payments to approved Scholars in the last intervention;	
v.	Not be in piecemeal.	

Name of Checking Officer:

Signature/Date:

