



**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) with the list of nominees arranged in order of priority;	
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.	Be made online via the ASTD Portal https://beneficiary.tetfund.gov.ng/login	
vi.	Not be in piecemeal.	

Name of Checking Officer:

Signature/Date