Africa Research Excellence Fund

Research Development Fellowship 2020 Application Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please read the accompanying **Information for Applicants** before entering information into this form.  The Form is set out as follows:   |  |  |  |  | | --- | --- | --- | --- | | **A: The Applicant** | **B. The Fellowship Proposal** |  | **C: Other Information** | | **D: Documentation** | **E. Signatures** |  |  |   Complete this form using Arial 10 font. Write in the white spaces and not in block-colour spaces.  Please submit this Form as a PDF with other documents, which are listed in Section D.  **SUBMISSION:** The application form and accompanying documentation should be submitted by email to **Fellowships.AREF@aref-africa.org.uk** by the published deadline of 12.00 hours GMT on **23 September 2020**. Applications received after the deadline will not be considered. |

# PART A: THE CANDIDATE

1. Name of applicant

Please be consistent in how you use your Given and Surname in all your documents for this Fellowship

|  |  |  |
| --- | --- | --- |
| **Given/First name** | **Family/Surname** | **Title (Dr, Mr, Mrs, Ms)** |
|  |  |  |

1. Current contact details

Please indicate which address/phone/email you prefer us to use by marking X once in each of the three rows

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Home** | **Mark X if preferred** | **Work** | **Mark X if preferred** |
| **Postal**  **address** |  |  |  |  |
| **Phone** |  |  |  |  |
| **Email** |  |  |  |  |

1. Nationality, Residency, Gender, Date of Birth

|  |  |  |  |
| --- | --- | --- | --- |
| **Nationality (-ies)** | **Country where you currently reside** | **Gender (Male / Female / Prefer not to say)** | **Date of birth (DD/MM/YYYY)** |
|  |  |  |  |

1. PhD or equivalent research doctorate

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree title, e.g. PhD, DPhil, MD** | **Awarding Institution** | **Registration (MM/YYYY)** | **Completion (MM/YYYY)** |
|  |  |  |  |
| **Title of doctoral thesis** | | | |
|  | | | |

1. Other university degrees / diplomas: (Most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree and Class of Degree (indicate Honours Degrees and awards given Distinctions)** | **Awarding Institution** | **Registration (Year)** | **Completion (MM/YYYY)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Academic prizes and distinctions: University level and above

|  |  |  |
| --- | --- | --- |
| **Prize** | **Institution** | **Year (YYYY)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Current employment (or, if not currently employed, your most recent)

|  |  |
| --- | --- |
| **Post and Institution** |  |
| **Start and End Date (DD/MM/YYYY – DD/MM/YYYY)** |  |
| Current **monthly salary** including personal allowances (State currency) |  |
| In ~50 words, list and describe your **roles** in RESEARCH, TEACHING, ADMINSTRATION, MEDICINE or other relevant occupation. Please be specific so reviewers can understand the role and responsibilities you have.  Indicate the % of your Full Time Employment (FTE) devoted to each major role |  |
| Indicate the nature of your employment **contract** (e.g. unlimited term; fixed-term), and the termination date (MM/YYYY) |  |
| If you are not *currently* employed, indicate your reason for leaving your previous employment |  |

1. Preceding employment: (Most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Main duties** | **Institution** | **Start & End dates (MM/YYYY)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Other completed research-relevant specialist/technical training

List relevant training you have not identified in the previous sections of the application (e.g. short courses and training attachments). Do NOT include clinical specialist training here.

|  |  |  |
| --- | --- | --- |
| **Course name & date completed (MM/YYYY)** | **Institution delivering  the course / attachment** | **Training outcome** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Higher Clinical Specialist training

Identify your chosen clinical specialty and the title and dates of higher specialist training posts held (Clinically qualified applicants only)

|  |
| --- |
|  |

1. Selected research publications and other significant research outputs

You should select your best outputs: academic publications and reports for research-users, such as policy-makers; and communication/engagement events etc. You may add rows to the table up to eight references.

|  |  |
| --- | --- |
| **Outputs** including publications, communications, engagement events (For publications, please provide the references**,** with **your name** in bold text) | Your **contribution** to the work leading to the output and in creating the output |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Any further indications of your research achievements and impact** | |
|  | |

1. Other Grants and Fellowships

Please list other Grants or Fellowships you have applied for in the last two years, indicating their status: *Awarded*, *Pending* (awaiting a final decision), *Shortlisted*. *Declined*. Please specify the amount requested / awarded in British Pounds.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Scheme / Programme** | **Funder** | **URL of Call** | **Amount requested or awarded (GBP)** | **Status of your application** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# PART B: FELLOWSHIP PROPOSAL

|  |
| --- |
| *Read the whole of Part B and the accompanying guidance before starting work on it.*  Word limitsfor each section have been indicated.  You must complete the form in Arial 10 font. You can also shorten or lengthen the boxes if they are too big, or small, taking the word limit into account.  There are **three** parts to this section:   * **Fellowship Plan** * **Future proposed research grant,** and how the Fellowship will lead to this * **Financial Summary for Fellowship** |

## Fellowship Plan

1. Fellowship Title:

A simple title that indicates the purpose of your Fellowship (Maximum 25 words).

|  |
| --- |
| *AREF Fellowships are about your professional development, for instance to enable you to win funds, grow your networks and undertake and lead research with impact. Please choose an informative title that indicates the goal of your Fellowship.* |
|  |

1. Summary of the Fellowship Plan

Please summarise your Plan for the Fellowship in a way that non-scientists can easily understand (“lay summary”). State your objectives, the main activities/steps and bullet-point the immediate outputs/outcomes (maximum 300 words). Please include any references in box 27.

|  |
| --- |
| *Your plan needs a clear, logical and compelling purpose. Please include details such as: an overview of the activities you will complete during each period of the fellowship, what the outcome of these activities will be, justification for objectives, how these will enable you to tackle a research question in the future. (“Period” here refers to the Preparatory, Placement and Follow-up Periods)* |
|  |

1. Fellowship Plan

List the key stages and activities of your Fellowship Plan in the following three tables. 15A covers the Preparatory Period at your EO before the placement; 15B covers the Placement at the HO; and 15C the Follow-Up period after the placement. Milestones must be entered in the Summary Sheet.

15A **Preparatory Period before the Placement**

The Fellowship provides for ONE Preparatory Period of up to eight weeks. Please see Section 4.3 of the accompanying Information for Applicants.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start date of Preparatory period **  *This is the start date of your Fellowship* |  | | **End date of Preparatory period ** |  | **No. of Preparatory weeks from start to end ** |  |
| **Objectives for the Preparatory Period ** | | 1.  2.  3. | | | | |
| **Start & End dates of the activity ** | | **Activities to achieve Preparatory Objectives ** *This may include: administrative tasks e.g. applying for a visa, preparing samples, shipping samples, building relationships with sponsors* | | | | |
| ..to.. | | *Add or remove rows in the table if necessary* | | | | |
| ..to.. | |  | | | | |
| ..to.. | |  | | | | |
| ..to.. | |  | | | | |

15B **Placement at the Host Organisation**

The Fellowship provides for ONE three to nine-month placement. Please see section 4.4 of the accompanying Information for Applicants. The Placement may also include a short visit to a further named institution for a well specified training and development activity, justified as adding value to the main placement. Enter details of courses and conferences in box 17.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start date of Placement period ** |  | | **End date of Placement period ** |  | **No. of Placement weeks ** |  |
| **Objectives for the Placement Period ** | | 1.  2.  3.  4.  5. | | | | |
| **Start & End dates of the activity ** | | **Activities to achieve objectives ** *This may include: applying newly-learnt methods to training sets of samples and/or data; intensive technical courses, enabling (“soft”) skills training, training and collaboration visits to your host’s collaborators, and building up your international research network, development of a research proposal* | | | | |
| ..to.. | | 1. *Add or remove rows in the table if necessary* | | | | |
| ..to.. | | 2. | | | | |
| ..to.. | | 3. | | | | |
| ..to.. | | 5. | | | | |
| ..to.. | | 6. | | | | |
| ..to.. | | 7. | | | | |
| ..to.. | | 8. | | | | |
| ..to.. | | 9. | | | | |
| ..to.. | | 10. | | | | |

15C **Follow-up period immediately after the placement**

The Fellowship provides for ONE Follow-up period up to a maximum of twelve weeks. Please see Section 4.4 of the accompanying Information for Applicants.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start date of Follow-up period ** |  | **End date of Follow-up period ** *This will be the end date of your fellowship* |  | **No. of Follow-up weeks from start to end ** |  |

|  |  |
| --- | --- |
| What % (up to 50%) of the Follow-up period will you spend on the following implementation activities?  | % |

|  |  |
| --- | --- |
| **Objectives for this period**  | 1.  2.  3. |
| **Start & End dates of the activity ** | **Activities to achieve objectives ** *This may include: Further training with host (at a distance) or at home; preparation of grant applications or publications using data generated during the Placement; development of a substantive research proposal; application of your new technical skills to a specific research project, scientific communication activities* |

|  |  |
| --- | --- |
| ..to.. | *Add or remove rows in the table if necessary* |
| ..to.. |  |
| ..to.. |  |

1. Short courses in advanced research methods/technologies & researcher-development training

Please list up to three optional courses which may be undertaken during your Placement period. Please see section 4.4 of the accompanying Information for Applicants. These must relate to objectives of the training plan and may include courses to enable you to learn methods, or to generate pilot/preparatory data to support one or more research-grant proposals for submission in the near future.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title 1** | **Hosting Organisation** | **Location & Date** | **URL** |
|  |  |  |  |
| **What methods / techniques will you learn?** | | | |
|  | | | |
| **How will you use those new skills later?** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title 2** | **Hosting Organisation** | **Location & Date** | **URL** |
|  |  |  |  |
| **What methods / techniques will you learn?** | | | |
|  | | | |
| **How will you use those new skills later?** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title 3** | **Hosting Organisation** | **Location & Date** | **URL** |
|  |  |  |  |
| **What methods / techniques will you learn?** | | | |
|  | | | |
| **How will you use those new skills later?** | | | |
|  | | | |

1. Other specific training

If you intend to undertake other specific training during the Fellowship, including on-the-job training, please describe here. Please see Section 4.4 of the accompanying Information for Applicants.

|  |
| --- |
| **17A Other specific training during the Placement**  *This training will enable you to learn methods and techniques and maybe also to generate pilot/preparatory data to support one or more research-grant proposals for submission in the near future. Please include justification of training with information such as: learning objectives, resources (samples, data, platforms) used, skills which will be developed. For any samples and datasets please include information such as origin, number and ethics consent (please insert ethics considerations in box 23)* |
|  |

1. Conference Attendance

The AREF Fellowship will support your participation in ONE international research conference / workshop (see Sections 4.4 and 9.1 of the accompanying Information for Applicants).

|  |  |
| --- | --- |
| **Conference title** |  |
| **Location & date** |  |
| **URL if available** |  |
| **Why have you selected *this* conference*?*** |  |

1. Gantt Chart

You may add a Gantt chart as an Appendix. Please see Section 4.2 of the accompanying Information for Applicants.

|  |  |
| --- | --- |
| **Is a Gantt Chart included as an Appendix? (YES or NO)** |  |

1. Sponsorship, mentoring and collaboration:

Identify people who will take responsibility to help you make your Fellowship successful. Please see Section 5.1 and 6 of the accompanying Information for Applicants for more detail on the responsibilities of your Sponsors and Mentor.

|  |  |  |  |
| --- | --- | --- | --- |
| **(A)Employing Organisation (EO) during the Fellowship** |  | | |
| **Name of EO Institutional Director** |  | | |
| **Name of your intended EO Academic Sponsor(s).** |  | **Email addresses** |  |
| **How your EO Academic Sponsor(s) will assist you (up to 50 words)**  *This should be a Head of Department, Institution Director or other senior academic, who will be responsible for ensuring the Employing Organisation delivers the agreement. Please describe how they will do this and enable your career development.* | | | |
|  | | | |
| **(B) Host Organisation (HO) during the Fellowship. This cannot be your Employing organisation.** |  | | |
| **Name of HO Institutional Director** |  | | |
| **Name of your intended HO Academic Sponsor(s).** *This should be the lead academic responsible for ensuring that the host institution delivers what it has agreed.* |  | **Email addresses** |  |
| **How your HO Academic Sponsor(s) will assist you (up to 50 words)**  *Please include the advisory, training and networking support that they will provide to enable your career development.* | | | |
|  | | | |
| **Name of significant Specialist or Career Mentor(s)** |  | **Email addresses** |  |
| How your **Specialist or Career Mentor(s)** will assist you (Up to 50 words).  *Mentors should be independent of your current or proposed work. A “supervisor” is not usually an appropriate career mentor. You may have several mentors advising you on different aspects of your career and scientific strategies.* | | | |
|  | | | |

1. Your choice of host organisation and sponsor

Add here any further information about why you have chosen this particular host institution and sponsor that you have not already described in a preceding section (Maximum 80 words).

|  |
| --- |
|  |

*You are required to ask your Host and Employing sponsors to provide letters of support. See Section 5.2 of the accompanying Information for Applicants for what is required.*

1. Knowledge and Skills transfer

How will you transfer your new knowledge and skills to your Employing Organisation or more widely within Africa? Please see Section 4.4 of the accompanying Information for Applicants. If you propose holding local workshops explain how they will be embedded in your Institution’s training / Capacity Development programme and have the support of the appropriate academic authorities (maximum 150 words).

|  |
| --- |
| *This may include: application of your new technical skills to a specific research project, contributing to building capability e.g. a technology platform or other institutional focus of advanced expertise, formal teaching through a specific course or workshops, coaching students and staff in your team in technical and enabling “soft” skills learnt during your Fellowship* |
|  |

1. Ethical Considerations

Identify any likely ethical issues that activities during your Fellowship could give rise to and how they would be managed.

|  |
| --- |
|  |

## Future Proposed Research Grant

Sections 24 to 27 are about a research project that you would like to tackle**in the future, after and as a result of the Fellowship***.* Please note, this application will not provide funding for this project, but will allow assessment of how the Fellowship contributes to your future plans.

1. Summary of Career vision and strategy

Please describe your career vision and personal development strategy, and how this Fellowship aligns with those intentions (maximum 150 words).

|  |
| --- |
| *See section 4.1 of the accompanying Information for Applicants. Please include how this Fellowship will allow you to achieve your career vision, which may include: career goal(s) and how you will reach them, what skills or experience, or career step, you want to acquire or achieve on the way.* |
|  |

1. Example of a research question

Set out a research question that you would like to tackle in the future, after and as a result of this Fellowship (Do NOT describe here what you will do *during* the Fellowship). Please include references in box 27.

|  |
| --- |
| **Research Question (maximum 30 words)**  *Be as specific as you can, even though the design is for a study and proposal that you should be developing through the Fellowship – and which will be implemented after the Fellowship. Identify any critical dependencies on which setting up the project or completing your future project might be dependent on, such as recruiting a sufficient number of participants or collecting sensitive data.* |
|  |
| **Justification of the Question (Maximum 300 words)**  *Justify your research question and your research design / strategy in terms of impact, originality, current theory and empirical data, your own distinctive experience and capabilities and those of your sponsors. You may wish to address: the novelty of the project, the data which support it, the strengths of your research design, why you and your chosen environments are well suited to address the questions. In what ways will your future project be original or novel?* |
|  |

1. Funder

Identify an appropriate Funder for the research question you would like to tackle in the future and explain why they might be appropriate. (Maximum 80 words)

|  |  |
| --- | --- |
| **Funder** |  |
| **Why would this Funder be appropriate to the intended future project?** |  |

1. Publication references

A maximum of 12 references specifically related to your proposed Fellowship.

|  |
| --- |
|  |

## Financial summary for Fellowship

1. Financial request:

Summarise here your main categories of costs. Before beginning, please see Section 9 in accompanying Information for Applicants. Then you should prepare your Cost & Finance plan using the downloadable Excel template and then transfer the data from columns F and I to this Table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Item number** | **Cost Item** | **Total Amount Requested (£GBP)** | **Justification: Please explain how the cost was calculated and why it is necessary to the Fellowship** |
| **A. Preparatory period: Subtotal** | |  |  |
| Prep-1 | Collection or pre-shipment preparation of samples & data. |  |  |
| Prep-2 | Shipment of samples & data |  |  |
| Prep-3 | Purchase of travel & medical insurance and travel vaccinations |  |  |
| Prep-4 | Visa fee and cost of obtaining the via, eg travel |  |  |
| Prep-5 | Administration |  |  |
| Prep-6 | Other specified costs |  |  |
| Prep-7 | Other specified costs |  |  |
| **B. Placement period: Subtotal** | |  |  |
| Place-1 | Accommodation during placement |  |  |
| Place-2 | Subsistence during placement (unit = month) |  |  |
| Place-3 | Settling-in allowance |  |  |
| Place-4 | Fellow's travel within host organization country |  |  |
| Place-5 | Return travel home |  |  |
| Place-6 | Training consumables |  |  |
| Place-7 | Short courses in advanced methods & researcher-development training |  |  |
| Place-8 | International conference(s) |  |  |
| Place-9 | Other |  |  |
| Place-10 | Other |  |  |
| Place-11 | Other |  |  |
| **C. Follow-up period: Subtotal** | |  |  |
| Follow-Up1 | Salary-related costs |  |  |
| Follow-Up2 | Research-related costs |  |  |
| Follow-Up3 | Other specified costs |  |  |
| Follow-Up4 | Other |  |  |
|  | **GRAND TOTAL** |  |  |

# PART C: OTHER INFORMATION

**Mark X in ONE or more boxes** to indicate how you heard about this programme or indicate which national newspaper, job vacancy website, research network etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREF website** |  |  | **A research network** |  |
| **Twitter** |  |  | **From a professional colleague** |  |
| **Global Health Network website** |  |  | **Other *(How?)*** |  |

# PART D: COPIES AND CHECKLIST OF DOCUMENTS

List in the blank spaces below the file names of all documents that you are submitting with the application. **The file name in the right-hand columns in the table below should exactly match the actual file name.**

|  |  |  |
| --- | --- | --- |
| **Application Form, Signatures, Cost & Finance Plan and Summary Sheet** | | |
| ***Example for fictitious applicant Dr A B Njogu*** | | ***Example of file name***  NjoguAB\_Application\_AREF2020.PDF and  NjoguAB\_Cost&Finance\_AREF2020.PDF |
| **Application Form (Parts A-C)** | |  |
| **Application Form signatures pages (E)** | |  |
| **Gantt Chart, if included (optional)** | |  |
| **Excel Spreadsheet Cost & Finance Plan** | |  |
| **Signature Page** | |  |
| **HO and EO Support Letters submitted with the application. Name the institution and provide the filename** Example: NjoguAB\_EO\_Support\_Letter.PDF | | |
| **EO Name & file name** |  |  |
| **HO Name & file name** |  |  |
| **Degree and other relevant professional certificates** | | |
| ***Example*** *for fictitious Dr A B Njogu:*  PhD certificate | | *Example of file name*  NjoguAB\_PhD.PDF |
|  | |  |
|  | |  |
|  | |  |
| Other evidence submitted with the application, eg two publications to demonstrate career history are permitted | | |
| **Name:** | | **File name:** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

# PART E: SIGNATURES

Applicant Signature

|  |  |
| --- | --- |
| **PRINT NAME** |  |
| **SIGNATURE** |  |
| **JOB TITLE & ORGANISATION** |  |
| **DATE** |  |

Employing Organisation Academic Sponsor

|  |  |
| --- | --- |
| **PRINT NAME** |  |
| **SIGNATURE** |  |
| **JOB TITLE & ORGANISATION** |  |
| **DATE** |  |

Employing Organisation Authorised Officer

|  |  |
| --- | --- |
| **ATTESTATION** | By signing this application, I approve the costs associated with my organisation, and to receive funds awarded, as submitted in the application form and confirm that they are in accordance with the AREF policy on costing. |
| **PRINT NAME** |  |
| **SIGNATURE** |  |
| **JOB TITLE & ORGANISATION** |  |
| **DATE** |  |

Host Organisation Academic Sponsor

|  |  |
| --- | --- |
| **PRINT NAME** |  |
| **SIGNATURE** |  |
| **JOB TITLE & ORGANISATION** |  |
| **DATE** |  |

Host Organisation Authorised Officer

|  |  |
| --- | --- |
| **Attestation** | By signing this application, I approve the costs associated with my organisation, and to receive funds awarded, as submitted in the application form and confirm that they are in accordance with the AREF policy on costing. |
| **PRINT NAME** |  |
| **SIGNATURE** |  |
| **JOB TITLE & ORGANISATION** |  |
| **DATE** |  |

|  |
| --- |
| SUBMISSION: The application form and accompanying documentation should be submitted by email to **Fellowships.AREF@aref-africa.org.uk** by the published **deadline of 12.00 hours GMT on 23 September 2020**. Applications received after the deadline will not be considered.  Your application will be INELIGIBLE if the Form is not completed properly or if the accompanying documents are not complete, or if they are received after the published deadline for receipt of applications. AREF will take sanctions against any applicant who commits a deliberate act of dishonesty in the course of applying for an AREF award. |