



Strengthening health research capacity in Africa

AREF Research Development Fellowship: Guidance on completing the Application Form

Version: 12 May 2015

Please ensure that you have read the information about the Fellowship Programme, available at <http://www.medicalresearchfoundation.org.uk/for-researchers/funding-opportunities/funding-for-african-researchers/>.

The purpose of this Guidance is to help you correctly complete the Application form.

The Guidance has the following six parts

Word Count & Font Size B. The Fellowship Proposal D: Copies of Evidence
A: The Candidate C: Professional References E: Other Information

The deadline for receipt for the form is **8 July 2015**.

PART A: THE CANDIDATE

This Section is the same as in the Outline Form, and we anticipate that you will not alter it. If you do make changes in the Full Proposal, please highlight them.

- 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

Example:

	Home	Mark X if preferred	Work	Mark X if preferred
Postal address	23 Independence Rd Lagos Nigeria		Dept of Biomedical Science University of Lagos 2 etc	X
Phone	00 234 776677	X	00 234 1 789012	
Email	abnjogu@gmail.com		abn@uol.ng	X

2. Nationality

In case of dual nationality, indicate both

4. PhD or equivalent research doctorate

Equivalent doctorates include an MD by research.

PART B: THE FELLOWSHIP PROPOSAL

This section allows you to provide details of what you intend to do with the fellowship and how you plan to proceed. The word limit (excluding the words of the form itself is 1500)

13. Project Description

Describe the project or proposal that you intend to develop through the Fellowship, and justify why you need a placement at the host organisation to do or plan it (Maximum of 250 words)

14. Desired Skills

State the skills you wish to acquire from this fellowship and how you would go about acquiring them. Also indicate how you would implement the skills after your Fellowship (Maximum 100 words)

15. Supervision, mentoring and collaboration:

Identify people who have agreed to help you build and sustain your Fellowship; and describe very briefly what they have agreed to do

16. Fellowship relevance

You will need to explain how the AREF Research Development Fellowship is relevant to addressing an African health research priority, one which has been defined nationally (e.g. by government), regionally (e.g. by an organisation such as [WAHO](#), [OCEAC](#)) or through international partnerships that involve African partners (such as [TDR](#) or [EDCTP](#)).

16. Skills Implementation

You will need to set out how you would implement new skills within your African research setting once your AREF Research Development Fellowship is completed – through your own efforts and with the support of your employing organisation, collaborators and mentors.

17. Indicative fellowship plan

Indicate the length of your fellowship and provide a simple plan that shows how your fellowship would be staged over the period. Identify a small number of key milestones

18. Ethical considerations

Identify any likely ethical issues that your proposed project may give rise to and how they will be managed.

19. Future plans

State what your future plans are after your Fellowship.

20. Summary of resources

Provide as accurate data on costs as you are able in the Table. All costs are to be calculated in GBP (£).

The budget areas are as follows:

1. Accommodation and subsistence (maximum £1600/month)

- State the number of months in the unit column and the cost/month under cost. Total cost would be the product of the unit and cost. This is the cost to cover rent and subsistence at the host country.

2. Fellow's travel within host organisation country (maximum £600)

- Fares for arrivals and departures plus visits to other labs.

3. UK first month allowance (maximum £200)

- The first month is usually more challenging to adjust £200.00 can be claimed as a one-off.

4. Return travel home (Host country/Africa)

- Economy class tickets + 40kg baggage total (including allowance). If fellowship is going to be greater than six months, a second return fare for Fellow to return home or for spouse can be budgeted for.

5. International conference participation

- This is likely to occur during visit to host country organisation.

6. Insurance cover, visa, permits, vaccination

- Indicate associated travel costs for medical/travel insurance, travel visas, permits and vaccination costs.

7. Project research consumables cost

- This would include sample shipment costs and associated lab costs.

8. Post-travel mentor/conference costs (up to £1.5k x 2-year)

- The award will come with an “in-principle” allowance for a follow-up conference/mentor visit, but a specific application will need to be made before the release of the funds and **therefore you do not need to include the costs in Section 20**. A second, further visit may also be applied for, later, in competition.

9. Short course in advanced methods, during Fellowship

- This covers course fees in advanced methods identified in your fellowship proposal

10. Short course in advanced methods, during Fellowship

- Identify other miscellaneous costs related to your fellowship

The following is an **illustrative example** of the kind of information to provide. Cross-refer to other sections of your proposal where helpful.

Example of a 9-month tenure fellowship budget (Items marked * are maximum that you can request for a nine month Fellowship; the maxima for other periods are calculated pro rata).			
Item	Unit	Cost	Total
1. Accommodation & subsistence	9 months	£1,600.00 *	£14,400.00
2. Fellow's travel within host organization country	Estimated 3	£200.00 *	£600.00
3. First month Allowance	1 month	£200.00 *	£200.00
4. Return travel home	2	£1,600.00	£3,200.00
5. International conference participation	1	£500.00	£500.00
6. Insurance cover, visa, permits, vaccinations	1	£1,500.00	£1,500.00
7. Project research consumables cost	9	£1,500.00	£13,500.00
9. Short course in advanced methods, during Fellowship	1	£1,500.00 *	£1,500.00
10. Other costs	1	£1000	£100.00
Total Budget			£35,500.00 *

21. Justification of resources (400 words)

Provide a justification for the resource items by category.

22. References:

A maximum of 3 publication references that relate to your proposed project. (List all authors, title of the paper, journal, year of publication, volume and page numbers in that order.) Explain how

the reference relates to your proposal, e.g. it reports previous findings that are the basis of a project you would like to work up during your Fellowship.

PART D: COPIES OF EVIDENCE

Please choose **logical file names** for your copies of evidence. The file name should include your surname: e.g. a Dr Njogu might name the copy of her PhD certificate NjoguAB_PhD.PDF.

You will need to bring the **originals** of all degree and professional certificates to the interview, and we may seek to verify their authenticity. We reserve the right to refuse to make an award if we have doubts about the authenticity of your documentation. Fraudulent behaviour will be taken extremely seriously.

PART E: OTHER INFORMATION

We anticipate that this will be identical to Section E of the Outline Application.

PART F: SIGNATURE

Three signatures are required on this application:

- Applicant signature
- Signature of supervisor/advisor in host organisation in support of the applicant
- Signature of an authorised Finance Official at the Host Organisation in support of the applicant

Print out your completed application form and sign and date it. Scan it and save it as a PDF.

The application form and accompanying documentation should be submitted **as individual PDF files** to **Mr Sulayman Janneh**, AREF Fellowship Manager, by email to aref@mrf.mrc.ac.uk so as to reach the AREF secretariat by the **deadline of 16.00 hours on 8 July 2015**. Applications received after the deadline will not be considered.

If you need to keep the email size down, you may submit the application form and accompanying PDFs in a batch of separate emails. In such a case, each email must be numbered uniquely and sequentially. The email text should list the name(s) of the PDFs that should be attached. A "master email" should summarise the number of emails that make up the batch.