

## A GUIDE TO APPLYING FOR POSTDOCTORAL FELLOWSHIPS AT RUFORUM SECRETARIAT

### Fellowship Application Procedure

The applicants should submit:

- A research proposal, maximum 12 pages, 1.5 lines spacing, font 12 times new roman. The proposal should articulate the rationale for the Fellowship, provide an overview of the Post-Doctoral Fellowship Programme, the proposed research thrusts, methodology, feasible work plan and clear deliverables. Importantly, the proposal should clearly articulate how the fellow plans to integrate postgraduate students (Masters and PhD) who will be part of the research team but at the same time will be required to use the opportunity to finalize their dissertations leading to award of a degree. It should clearly also indicate how the Fellow will provide mentoring support to the research students and others and build his/her international linkages.
- Result framework, budget and timeline
- A detailed motivation letter (max 2 pages), supported by a recommendation endorsement from their institution of employment.
- Copies of original tertiary qualifications, Copies of ID/passport documents and CV.

### Financial Support

The fellowship includes:

- Stipend **\$1200** per month for 22 months.
- Research funds: **\$26700** to support the research activities of the Post-Doctoral Team that will include PhD and Masters Students to conduct research under the supervisor of the Fellow. In the post-doctoral arrangement, partial research support will be given to selected postgraduate students (at least one PhD student (**\$16700**) and 2 MSc students (**\$10000**) to cover field research costs, research paper publication and dissemination of findings,
- Special mentor support: **\$4,400** to be retained by RUFORUM Secretariat to support the Mentorship Programme. The cost of the mentor covers bench fees, hosting fees, and cost of the mentor visiting some of the research facilities and participating in convening's along with the Post-Doctoral Fellows.
- University administrative cost of **\$2500**.

Please note that the budget ceiling for post doc Fellowships is **\$ 60,000**.

### Proposal Submission

Please complete the application on line.

1. Open this website link: <http://rims2.ruforum.org/>
2. If you do not have an account you will be asked to register here:  
<http://rims2.ruforum.org/contacts/register/>
3. After registering successfully you will be taken to your dashboard. What you see on your dashboard

depends on the permissions that you have been assigned by the RIMS Administrator.

4. For most members of the RUFORUM network we have captured your emails in RIMS. So the system might tell you that your account already exists. If this is the case then follow the steps related to resetting your password / forgotten your password

What to do if you have forgotten your password or need to reset your password

1. Open this website link: <http://rims2.ruforum.org/>
2. Instead of logging on, Click "Forgot Password"
3. You will be asked to enter your email address and then click reset password
4. The link to enable you to reset your password will be sent to your email address. Please also check for this link in your spam folder in case it is delivered to your spam. Follow the instructions to reset your password
5. Use your email and the new password to log into RIMS
6. After successfully logging on you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator

How to log on if you have an existing account

1. Open this website link: <http://rims2.ruforum.org/>
2. Click to log into RIMS by entering your email as the username and your password

After successfully logging on you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator.

How to submit a fellowship grant application via RIMS

1. After successfully logging on click '**Apply for a Grant**'
2. Choose correct call ID which is **RU/2020/Post Doc/01**
3. Complete the online application form.

Please submit the detailed motivation letter, Copies of ID/passport documents and merged academic documents in the "**support letters from....**" Section clearly labelled.

## Selection criteria

RUFORUM relies on the professional expertise, experience and judgment of the reviewers in the Proposal review process.

The following key aspects will form criteria of awarding the applicants;

- i. Substantive merit of the research proposed
- ii. Deployment of the a research team (integration of PhD and MSc students in the research team)
- iii. Clear articulation of the mentorship programme
- iv. Evidence of interdisciplinarity in the Fellows envisaged programme
- v. Evidence of publications
- vi. Potential contribution of the work to the discipline e.g. domestication of methodologies
- vii. Gender

### Time Frame

The foreseen time frame for the award process is as follows:

- ii. The deadline for receiving applications at RUFORUM Secretariat is **20<sup>th</sup> May 2020**
- iii. Administrative check / Compliance Review and feedback to applicants by **25<sup>th</sup> May 2020**
- iv. Review of Proposals completed by **15<sup>th</sup> June 2020**
- v. Communication to Successful applicants by **19<sup>th</sup> June 2020**.
- vi. RUFORUM Secretariat sends out Grant Award letters by **29<sup>th</sup> June 2020**
- vii. Grant advances disbursed by **9<sup>th</sup> July 2020**

**GOOD LUCK WITH YOUR APPLICATION!**