

## A GUIDE TO APPLYING FOR POSTDOCTORAL FELLOWSHIPS

Background: RUFORUM has received a grant from Carnegie Corporation of New York to support Postdoctoral fellowship training. A component of the Fellowship support will be piloted with the National Crops Resources Research Institute (NaCRRI), a constituent of the Uganda National Agricultural Research Organization (NARO) and Makerere University, College of Agriculture and Environmental Sciences. The model for training will involve attachment of 4 graduate students at PhD (2) and Masters (2) level to the Postdoctoral Fellow's training under the mentorship of senior scientists from NaCRRI and Makerere University. Initially two Fellowship awards will be made.

### Fellowship Application Procedure

The applicants should submit:

- A research proposal in areas of Horticulture (Oil Palm or tomato research), Beans or root crops (cassava or sweet potato research), 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 (2 Masters and 2 PhDs) who will be part of the research team but at the same time will be required to use the opportunity to conduct thesis research and finalize their dissertations leading to award of degrees. It should clearly also indicate how the Fellow will provide mentoring support to the research students and others and build his/her international networks.
- Provide result framework, budget and timeline to conducting the research
- A detailed motivation letter (max 2 pages), supported by a recommendation endorsement from their institution of employment and prospective Mentor at Makerere and/or NaCRRI.
- Copies of original tertiary qualifications, Copies of ID/passport documents and CV.

### Financial Support

The fellowship includes:

- Stipend **\$1200** per month for 22 months.
- **\$26700** to support participation of the Post-Doctoral Team that will include 2 PhD and 2 Masters Students to conduct research under the supervisor of the Fellow and Mentors at Makerere and NaCRRI. In the post-doctoral arrangement, partial support will be given to selected postgraduate students (at least two PhD student (**\$12000**) and 2 MSc students (**\$9600**) to cover field/upkeep costs, research paper publication and dissemination of findings, Student participation in conferences (**\$3100**) and follow up by the Fellow (**\$2000**)
- Special mentor support: **\$4,400** to be retained by RUFORUM Secretariat to support the Mentorship Programme. The cost of the mentors (2, one at NaCRRI and second at Makerere University) covers costs of the mentors visiting some of the research activities and participating in convening's along with the Post-Doctoral Fellows. NaCRRI will provide

accommodation for the Fellows and research costs of the two Post-Doctoral Teams.

- Administrative cost of **\$2500** to be retained by RUFORUM Secretariat to support air ticket (if Fellow is from outside Uganda) or Extend the Fellowship duration by one month.

Please note that the budget ceiling for the Post doc Fellowship 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 **RN/2020/Post Doc/02**
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. intrinsic interest and merit of the work proposed;
- ii. the effect of Fellowship on university and expected future contribution of the Fellow;
- iii. the research contribution towards national or regional development;
- iv. commitment to establish a research team and strengthen supervision skills of Masters and PhD students, and the potential spill over to undergraduate students;
- v. the multi-disciplinarity of the approach, considering the graduate students to be trained
- vi. a well-articulated mentoring programme for the Fellow and for the students who will be under the Fellow's guidance/supervision
- vii. the potential contribution of the Fellow to building a critical mass of young scientists in Africa with a strong network to reinforce sharing of knowledge and approaches; and;
- viii. the feasibility of the work plan.

### Time Frame

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

- i. The deadline for receiving applications at RUFORUM Secretariat is **27<sup>th</sup> May 2020**
- ii. Administrative check / Compliance Review and feedback to applicants by **29<sup>th</sup> May 2020**
- iii. Review of Proposals completed by **15<sup>th</sup> June 2020**
- iv. Communication to Successful applicants by **19<sup>th</sup> June 2020**.
- v. RUFORUM Secretariat sends out Grant Award letters by **29<sup>th</sup> June 2020**
- vi. Grant advances disbursed by **9<sup>th</sup> July 2020**

**GOOD LUCK WITH YOUR APPLICATION!**