AuthorAID Workshop Grants - 2015 (Second Set)

1. Welcome!

*** PLEASE DO NOT FILL OUT THIS FORM.
This is a PDF copy meant only for reference.
The actual application form is at https://www.surveymonkey.com/r/GZXZMJJ
****

Welcome to the application form for the AuthorAID workshop grant.

Eight candidates from eligible countries will receive this grant, following a competitive selection process. Each of the successful grant recipients will receive USD (US Dollar) 2500 to cover the expenses for conducting a workshop on a topic related to research communication.

The application deadline is 29 July 2015 (10 PM GMT). Grant recipients will be notified sometime between 5 and 12 August 2015.

We encourage applications from anyone with an interest in building local capacity in research communication and who meets the eligibility criteria (described later in this form). We also encourage applications from people who have previously attended an AuthorAID train-the-trainers workshop.

2. About This Application

This application form consists of several pages. The first few pages have information on the grant and eligibility. The remaining pages have questions.

1. Read everything on this form carefully, and follow the instructions closely. Give yourself enough time to complete the form.

2. Respond to all questions in English.

3. Be ready to complete the form in a single session, as partial applications cannot be saved. If you cannot complete the form in one session for any reason, you can revisit the form and start a new application.

4. Please do not use the "Back" and "Forward" buttons of your browser while you work on this form. Use only the "Previous" and "Next" buttons at the bottom of every page.

All the best!

3. Conditions - Set 1

Please note the following conditions before you apply for this grant.

1. You should be a citizen of, living in, and working in an eligible developing country. List of eligible countries: http://www.authoraid.info/en/resources/details/1235/ (please copy and paste this link in your browser address bar)

2. You should be one of the following: an experienced trainer of research communication, a successful researcher who is confident about teaching research communication, or an administrator who can arrange one or more trainers for the workshop.

3. You should not have received any grant from AuthorAID in the past 2 years.

4. You should have support or permission from your institution to conduct an AuthorAID workshop. Please note that if your application is successful, we will request the bank account details of your institution.

5. We will notify the successful grant recipients by email sometime between 5 and 12 August 2015. Please make sure that you check your email regularly during this time. If you are selected as a grant recipient, you will need to accept the grant within 1 to 2 days of the notification. Otherwise, we may award the grant to another candidate.

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*1. I agree to the above conditions.

- Yes
- No

4. Conditions - Set 2

1. If you receive a workshop grant, you or the lead facilitator at your workshop should do the following before the workshop:

A. Plan to organise the workshop within 6 months of receiving the grant

B. Complete a 3-week online course offered by the AuthorAID team on the topic of organising an AuthorAID workshop. This free course will begin sometime in the middle of September, and you should plan to set aside 3 to 4 hours per week for coursework. We will give you more information on this course if you win a workshop grant.

C. Develop a workshop agenda that is focused on one of the two key AuthorAID topics: (1) how to write and publish a research paper, or (2) how to write a grant proposal. Other topics can be included but one key topic should make up a significant part of the workshop.

D. Show the workshop agenda to a member of the AuthorAID team at least one month before the workshop

E. Select at least 25 participants for the workshop, and try to ensure appropriate gender balance

F. Share the list of participants (names, email addresses) with the AuthorAID team at least 2 weeks before the workshop

G. Follow instructions given by the AuthorAID team regarding the administration of pre and post assessment activities

H. Use the feedback form provided by AuthorAID to collect feedback from the workshop participants

I. Follow instructions given by AuthorAID regarding the issue of certificates to the workshop participants.

2. You should also agree to do the following after the workshop:

A. Submit a report after the workshop, including a summary of the feedback received and pre/post assessment scores

B. Be willing to make a guest post about the workshop on the AuthorAID blog

C. Provide a report of expenses, with receipts attached, immediately after the workshop

D. Be willing to participate in any impact assessment or case study after the workshop

*2. I agree to the above conditions.

- Yes
- No

5. Eligibility - Part 1

Please note that to be considered for this award, you must be a citizen of, living in, and working in an eligible developing country.

Only eligible developing countries are listed in the fields below.

Please note that all questions marked with an asterisk (*) are compulsory and cannot be skipped.

*3. What is your country of citizenship?

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***4. In which country do you live now?**

***5. Are you employed at a university or research institution?**

- Yes
- No

***6. In which country is your institution located?**

***7. Have you ever received any type of grant from AuthorAID?**

- No
- Yes

If you said yes, please give details of the grant (when you received it and what the grant was for)

6. Eligibility - Part 2

***8. Please choose the most appropriate option below.**

- I am an experienced trainer of research communication, and I intend to be the lead facilitator at the workshop
- I am a published researcher and I'm confident about teaching research communication
- I am an administrator at an academic institution, and I can arrange a suitable lead facilitator for the workshop
- I am none of the above

7. Personal Details

***9. Your full name**

***10. Your gender**

- Female
- Male

***11. What is the name of the institution in which you work? Please do not use short forms or abbreviations.**

***12. Please provide the full address of your institution, including the country.**

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***13. What is your job title or designation?**

14. Your telephone number (optional)

***15. Your email address**

16. We recommend you provide an alternative email address, if you have one.

8. Workshop Details

***17. Which key topic will be covered at your workshop? You may cover other topics as well, but the workshop must be focused on one of the two topics below.**

- How to write and publish a research paper
- How to write a grant proposal

***18. Please provide a short description (30 to 50 words) of the proposed workshop.**

***19. Please enter numbers below.**

How many participants (approximately) are expected to attend the workshop?

Of these, how many (approximately) are likely to be women?

From how many institutions (approximately) will the participants come from?

***20. Will the workshop cater specifically to researchers in one of the following fields?**

- Health sciences
- Life sciences
- Social sciences
- Humanities
- Physical sciences (physics, chemistry, etc.)
- Formal sciences (math, statistics, etc.)
- No - the workshop is not targeted at researchers in any particular field

***21. What will be the duration of the workshop?**

Enter the number of days

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***22. Where will the workshop be held? Please give the name of the venue, the city, and the country. Do not use short forms or abbreviations.**

9. Workshop Facilitation

The impact of a workshop depends a lot on the lead workshop facilitator. So we would like to know the background and qualifications of this person. If you're going to be a workshop administrator and not the lead facilitator, please appoint a lead facilitator before filling out this form, and ask him/her to supply answers to the below questions.

***23. Name of the lead facilitator**

***24. Gender of the lead facilitator**

- Female
- Male

***25. Where does the lead facilitator work? Please provide the full name of the institution.**

***26. The lead facilitator's highest degree**

- Bachelor's
- Master's
- PhD
- Other (please specify)

***27. The lead facilitator's field of work or research**

- Health sciences
- Life sciences
- Physical sciences
- Social sciences
- Formal sciences
- Humanities
- Other (please specify)

***28. Number of papers the lead facilitator has published in peer reviewed journals**

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***29. Provide the full citation or link to ONE of the lead facilitator's research publications (this can be a publication that he/she is proud of, or a publication that represents his/her best work)**

***30. Has the lead facilitator ever attended an AuthorAID train-the-trainers workshop?**

- No
- Yes

If you said yes, please give details (where and when he/she attended the workshop)

***31. Does the lead facilitator have any experience conducting training programmes on the key topic that will be covered at this workshop?**

- No
- Yes

***32. Is the lead facilitator a member of any of the following?**

- AuthorAID email discussion list
- AuthorAID mentoring scheme (as a mentee)
- AuthorAID mentoring scheme (as a mentor)
- None of the above

***33. Has the lead facilitator read the grant conditions and does he/she agree to follow them?**

- Yes
- No

10. Impact

We are especially interested in candidates with strong potential to build local capacity in research communication. Please remember this point while you answer the below question.

The box below will not show you the word count of your response, so we suggest you type your response in word processing software (e.g., MS Word, LibreOffice, OpenOffice), check the word count, and copy-paste your response.

After you copy-paste your response, make sure that it is formatted properly inside the text box. The text box accepts only plain text formatting.

Review or proofread your response inside the text box before continuing to the next page.

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***34. Describe the impact the workshop is expected to have. You can write about the potential impact on the participants, on their institutions, etc. Write about 200 to 300 words. We will reject applications with very long responses (>350 words), so please make sure you stick to the word limit (200 to 300 words).**

11. Budget

Please state, in USD (US Dollar), the amount that you are seeking from AuthorAID and the amount you can provide by yourself (or from your institution) for each of the following items. Please note that AuthorAID will provide USD 2500 to each recipient, regardless of what is entered in the table below. The data in this table will be used to help us see whether you have compiled a budget that will indeed meet your needs.

If you cannot provide any funds, that's all right. Just enter 0 in the appropriate fields.

Enter only numbers in each field; do not enter any letters or symbols.

35. Fees / honorarium for facilitators

Amount needed from AuthorAID

Amount you or your institution can contribute

36. Travel expenses for facilitators

Amount needed from AuthorAID

Amount you or your institution can contribute

37. Allowance for administrative staff

Amount needed from AuthorAID

Amount you or your institution can contribute

38. Accommodation expenses for facilitators and participants

Amount needed from AuthorAID

Amount you or your institution can contribute

Please note that accommodation expenses should be covered only for facilitators and participants who live outside the city where the workshop is going to be held. Also, participants must not be given sitting fees or per diem.

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39. Travel and subsistence expenses for participants from outside the city

Amount needed from AuthorAID

Amount you or your institution can contribute

40. Lunch, tea, snacks on the workshop days

Amount needed from AuthorAID

Amount you or your institution can contribute

41. Stationery, printing, photocopying

Amount needed from AuthorAID

Amount you or your institution can contribute

We recommend that you use a hall on your institution's campus as the venue for the workshop, especially if it's free or inexpensive to use.

42. Venue hire

Amount needed from AuthorAID

Amount you or your institution can contribute

43. Do you expect to incur any other costs? If so, please describe those.

44. Enter the amounts for the other costs (if applicable)

Amount needed from AuthorAID

Amount you or your institution can contribute

*45. Total

Total amount needed from AuthorAID

Total amount you or your institution can contribute

Thank you. We will notify the successful grant recipients by email sometime between 5 and 12 August 2015. Please make sure that you check your email regularly during this time. If you are selected as a grant recipient, you will need to accept the grant within 1 to 2 days of the notification. Otherwise, we may award the grant to another candidate.

Please click the "Done" button below to submit your application. You will not receive an email confirmation about your application. If you see the next page after clicking "Done", you can assume your application was successfully submitted.