AuthorAID Online Course Grants - 2015

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/PMHPTRZ
****

Welcome to the application form for the AuthorAID online course grant.

Two candidates from eligible countries will receive this grant, following a competitive selection process. Each of the successful grant recipients will receive USD (US Dollar) 1500 to cover the expenses for conducting an online course 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 especially encourage applications from people who have previously completed an AuthorAID online course.

Note: this form should be filled out by a researcher who plans to facilitate the course, not an administrator.

2. Basic information

What the online course grant covers...

1. Money to cover the costs of setting up a Moodle site for your course, unless you have access to a Moodle site at your institution

2. Money to cover the Moodle site hosting costs for a 6-month period (after this, it will be up to you to pay for the site or stop using it), unless you have access to a Moodle site at your institution

3. Facilitators' and administrators' fees

4. Facilitators' Internet expenses for the duration of the course

In addition, AuthorAID will...

1. Give you a document that explains how to set up a Moodle site on a server (this is meant for the IT person you recruit to set up the site)

2. Give you AuthorAID online course materials for the topic you wish to provide training on, and help you set up the course on your Moodle site

3. Train you to facilitate this course

4. Provide a limited level of administrative and technical support while you facilitate the course

The online course we will set up for you will be up to 5 weeks long, and your participants will need to spend 3 to 4 hours per week studying on the course. They will need a reliable Internet connection to participate in the course. A high-bandwidth connection is not necessary. There are no "live" or synchronous activities in the course, so they can study in their own time. They should however meet some deadlines.

You will need to devote 4 to 6 hours per week to facilitate the course. It is very important that you check the course forum on a daily basis and respond to participants' posts. You should also monitor course activities and make sure that the course material for a particular week at the start of that week.

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***1. I agree to the above conditions, and I will take responsibility for setting up a Moodle site and facilitating the online course if I win a grant.**

- Yes
- No

3. 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!

4. 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 not have received any grant from AuthorAID in the past 2 years.

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

4. We will notify the successful grant recipients 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.

***2. I agree to the above conditions.**

- Yes
- No

5. Conditions - Set 2

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1. If you receive an online course grant, you should do the following:

A. Set up a Moodle site within 2 months of receiving the grant

B. Plan to run an online course within 6 months of receiving the grant

C. Run an online course 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.

D. Use the online course content and activities already developed by the AuthorAID team. You will however have some choice in deciding which content and activities to include.

E. Select at least 40 participants for the course, 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 course

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 course participants

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

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

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

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

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

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

*3. I agree to the above conditions.

- ○ Yes
- ○ No

6. 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.

*4. What is your country of citizenship?

*5. In which country do you live now?

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

- ○ Yes
- ○ No

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*7. In which country is your institution located?

*8. 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)

7. Eligibility - Part 2

*9. Please choose the most appropriate option below.

- I have completed an AuthorAID online course, and I'm confident about or have experience in teaching research communication online
- I have not completed an AuthorAID online course, but I'm confident about or have experience in teaching research communication online
- I am none of the above

8. Training plan

*10. Which key topic will be covered in your online course? You may cover other topics as well, but the course must be focused on one of the two topics below.

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

*11. Please enter numbers below.

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

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

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

*12. Will the course 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 course is not targeted at researchers in any particular field

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9. Personal Details

***13. Your full name**

***14. Your gender**

- Female
- Male

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

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

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

18. Your telephone number (optional)

***19. Your email address**

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

***21. Your highest qualification**

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

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***22. Your field of work or research**

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

***23. Number of papers you have published in peer reviewed journals**

***24. Provide the full citation or link to ONE of your research publications (this can be a publication that you are proud of, or a publication that represents your best work)**

***25. Has you ever attended an AuthorAID online course?**

- ○ No
- ○ Yes

If you said yes, please give details (which course you attended and when)

***26. Does you have any experience conducting training programmes on the key topic that will be covered in the online course you plan to facilitate?**

- ○ No
- ○ Yes

If you said yes, please give some details

***27. Are you 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

10. Impact

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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.

***28. Describe the impact the online course 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 1500 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.

29. Fees / honorarium for facilitators

Amount needed from AuthorAID	
Amount you or your institution can contribute	

***30. Do you have access to a Moodle site at your institution, on which you can facilitate an AuthorAID online course?**

- Yes
- No

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31. Fees for the IT professional who will set up a Moodle site for your course

Amount needed from AuthorAID

Amount you or your institution can contribute

32. Moodle hosting costs for up to 6 months

Amount needed from AuthorAID

Amount you or your institution can contribute

33. Internet expenses for facilitators

Amount needed from AuthorAID

Amount you or your institution can contribute

34. Expenses related to promoting or advertising the online course

Amount needed from AuthorAID

Amount you or your institution can contribute

35. Allowance for administrative staff who will support the course in some way

Amount needed from AuthorAID

Amount you or your institution can contribute

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

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

Amount needed from AuthorAID

Amount you or your institution can contribute

*38. Total

Total amount needed from AuthorAID

Total amount you or your institution can contribute

Thank you. We will notify the successful grant recipients 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.

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.