AuthorAID Small Grants 2014 (2) - Travel

1. Welcome!

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FOR REFERENCE ONLY. This is the PDF copy of the actual application form, which is online. DO NOT FILL OUT THIS FORM. It's meant only for reference. Use the online application form to apply: https://www.surveymonkey.com/s/HRXB8KV
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This is the application form to apply for a travel grant under the AuthorAID Small Grants scheme.

FOUR researchers 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 present their research work at an international conference.

The application deadline is July 31, 2014 (10 PM GMT). We intend to notify the grant recipients sometime between August 11 and 15, 2014. Please keep this in mind when you apply. That is, if you are going to depend entirely on this travel grant to decide whether to present at a conference, you might be able to make preparations only after we announce who the grant recipients are. Following that, transferring money to the recipients will take 2 or 3 weeks.

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.

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

Please respond to all questions in English.

Please be ready to complete the form in a single session, as partial applications cannot be saved. So your answers are ready, we suggest that beforehand you read the PDF copy of the application form (provided on the AuthorAID website) and draft your responses. If you have any questions after reading the PDF copy, write to authoraid@inasp.info.

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

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

1. You should be a citizen of, living in, and working in one of the eligible countries. A list of eligible countries is on the next page.

2. Your proposal should have already been accepted for an oral, poster, or some other kind of presentation at a conference.

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

4. We will notify the successful grant recipients sometime between August 11 and 15, 2014. 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 a few days of the notification. Otherwise, we may award the grant to another candidate.

5. If you receive any other grant while waiting for our decision, you must write to us (authoraid@inasp.info) with the details of that grant.

6. The grant is not transferable. If you are selected to receive the grant, you will not be allowed to nominate another person to receive it on your behalf for any reason.

7. If you receive the grant, you should agree to do the following:
- Submit a report after the conference, describing what was gained and how the knowledge will be used;
- Be willing to make a guest post about the conference on the AuthorAID blog;
- Provide a report of expenses, with receipts attached, immediately after the conference; and
- Be willing to participate in any impact assessment or case study after the conference.

4. Eligibility - Part 1

Please note that to be considered for this award, you must be all three of the following:

(1) a citizen of one of the eligible countries
(2) currently residing in one of the eligible countries
(3) working at an institution in one of the eligible countries

The eligible countries are as follows:

Bangladesh, Bolivia, Cuba, Ecuador, El Salvador, Ethiopia, Ghana, Honduras, Kenya, Lesotho, Madagascar, Malawi, Mozambique, Nepal, Nicaragua, Pakistan, Rwanda, Sierra Leone, Sri Lanka, Tanzania, Uganda, Vietnam, Zambia, Zimbabwe.

Only these countries are listed in the fields below. To continue with the application, you must be able to choose one of these countries for each question.

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

*1. What is your country of citizenship?

[▼]

*2. In which country do you live now?

[▼]

*3. Are you employed in a university or research institute?

○ Yes

○ No

*4. In which country is your institution located?

[▼]

✱5. 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. How many academic conferences have you attended so far?

5. Eligibility - Part 2

✱7. Has your abstract, paper, or proposal been ACCEPTED for an oral, poster, or some other kind of presentation at the conference?

○ Yes

○ No, it has been rejected

○ I'm waiting for a decision

○ I have not submitted anything for the conference

6. Personal Details

✱8. Your full name

✱9. Your gender

○ Female

○ Male

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

✱11. Please provide the full address of your institution, including the country.

✱12. What is your job title or designation?

13. Your telephone number (optional)

*14. Your email address

[   ]

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

[   ]

7. Conference Details

*16. What is the name of the conference you wish to attend? Please do not use short forms or abbreviations.

[   ]

*17. Please describe the conference briefly in 30 to 50 words.

[   ]

*18. Where is the conference going to be held? Please mention the city and country.

[   ]

*19. When is the conference going to be held? Please give exact dates.

[   ]

20. Is there a website for the conference? If so, please give the link.

[   ]

*21. Have you registered for the conference?

○ Yes

○ No

22. What is the last date to register for the conference?

	DD	MM	YYYY
Enter the date (day, month, year)	[ ]	/ [ ]	/ [ ]

8. Your Presentation

*23. What is the type of presentation you intend to give?

○ Oral

○ Poster

○ Other (please specify)

[   ]

24. If oral presentation, what's the duration of the presentation (in minutes)?

[   ]

*25. Please paste the abstract or summary of your presentation in the box below. Do not paste your entire conference paper.

*26. If you receive the grant, are there likely to be any difficulties in your attending the conference? (For example, visa issues, obtaining permission or leave from your institution)

9. 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 question below.

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

Some tips:

(1) Use the spell check feature in the word processing software before copy-pasting your response.

(2) 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.

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

✱27. Imagine that you receive the grant and attend the conference. Please describe how you will use this opportunity to create impact in your institution or region. 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 count (200 to 300 words).

10. Budget

Please state, in USD (US Dollars), 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 alphabets.

28. Conference registration fees

Amount needed from AuthorAID

Amount you or your institution can contribute

29. Flights

Amount needed from AuthorAID

Amount you or your institution can contribute

30. Visa

Amount needed from AuthorAID

Amount you or your institution can contribute

31. Local transport

Amount needed from AuthorAID

Amount you or your institution can contribute

32. Accommodation

Amount needed from AuthorAID

Amount you or your institution can contribute

33. Food

Amount needed from AuthorAID

Amount you or your institution can contribute

34. Insurance, vaccinations, etc.

Amount needed from AuthorAID

Amount you or your institution can contribute

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

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

Amount needed from AuthorAID

Amount you or your institution can contribute

*37. Total

Total amount needed from AuthorAID

Total amount you or your institution can contribute

*38. If the grant amount (USD 1500) is not enough to cover all of the conference expenses (registration, travel, accommodation, etc.), what will you do to cover the additional expenses?

☐ I am certain the grant money will be enough to cover all of the conference expenses

☐ I will use my own money for additional expenses

☐ I will receive money from my institution for additional expenses

☐ I will apply for another grant for additional expenses

☐ I am not sure what I will do

☐ Other (please specify)

11. Thank You

Thank you. We will notify the successful grant recipients sometime between August 11 and 15, 2014. 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 a few days of the notification and submit a copy of the acceptance letter from the conference along with any other documents we may request.