

## **AuthorAID Workshop Grants - 2016 (First set)**

### **1. Welcome!**

\*\*\*PDF COPY FOR REFERENCE ONLY . DO NOT FILL THIS OUT. USE THE ONLINE FORM TO APPLY:  
<https://www.surveymonkey.com/r/FWKC2NT>\*\*\*

Welcome to the application form for the AuthorAID workshop grants.

Twelve (12) 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 21 February 2016 (10 PM GMT). Grant recipients will be notified sometime between 1 March and 15 March 2016.

We encourage applications from anyone with an interest in building local capacity in research communication in developing countries (eligibility criteria are described later in this form). In particular, we encourage applications from the following:

- (a) Experienced researchers working at research institutions
- (b) Civil society organisations and NGOs
- (c) People who have previously attended an AuthorAID train-the-trainers workshop

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### **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!

## **AuthorAID Workshop Grants - 2016 (First set)**

### **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/>
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 1 March and 15 March 2016. 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.

\* 1. I agree to the above conditions.

- Yes  
 No

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#### 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. Your workshop should be on one of the following topics:

- (i) a "core" AuthorAID topic: writing and publishing a research paper, or writing a grant proposal
- (ii) a topic related to doing or communicating research, for example, research methods, statistics, communicating research to policymakers

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 April 2016, 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. Select at least 25 participants for the workshop, and try to ensure appropriate gender balance

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

E. Follow instructions given by the AuthorAID team regarding the administration of pre and post assessment activities. Please be aware that these activities are to be done online by your workshop participants. While the AuthorAID team will set up the activities and provide instructions, you will be expected to encourage your participants to complete the activities.

F. 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

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### 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?

\* 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)

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#### 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 or research institution, and I can arrange a suitable lead facilitator for the workshop
- I'm an administrator or specialist at a civil society organisation
- I'm an administrator or specialist at an NGO
- I am none of the above

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### 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.

\* 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.

\* 17. Where did you first see the announcement about this grant?

- Email alert from AuthorAID news
- Email on AuthorAID discussion list
- RSS feed of AuthorAID news
- Directly on the AuthorAID website
- Facebook
- Twitter
- Other social media
- From a colleague, supervisor, or friend
- Other (please specify - if you learnt about this grant on some website, please mention the name of that website)

## AuthorAID Workshop Grants - 2016 (First set)

### 8. Workshop Details

\* 18. Which topic do you plan to focus on at your workshop? Some common topics of interest to workshop grant candidates are given below, but you may propose a workshop on another topic as long as it's related to research communication (fill out the "other" field in this case).

- How to write and publish a research paper
- How to write a grant proposal
- Research methods
- Statistics
- Communicating research to policymakers
- Other (please specify)

\* 19. Please provide a short description (30 to 50 words) of the proposed workshop.

\* 20. 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?

\* 21. 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

\* 22. What will be the duration of the workshop?

Enter the number of days

\* 23. 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.

### AuthorAID Workshop Grants - 2016 (First set)

#### 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.

\* 24. Name of the lead facilitator

\* 25. Gender of the lead facilitator

Female

Male

\* 26. Where does the lead facilitator work? Please provide the full name of the institution.

\* 27. The lead facilitator's highest degree

Bachelor's

Master's

PhD

Other (please specify)

\* 28. The lead facilitator's field of work or research

Health sciences

Life sciences

Physical sciences

Social sciences

Formal sciences

Humanities

Other (please specify)

\* 29. Number of papers the lead facilitator has published in peer reviewed journals

30. 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). You may skip this question if the lead facilitator has no publications.

\* 31. 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)

\* 32. Does the lead facilitator have any experience conducting training programmes on the key topic that will be covered at this workshop?

- No
- Yes

\* 33. 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

\* 34. Has the lead facilitator read the grant conditions and does he/she agree to follow them?

- Yes
- No

#### AuthorAID Workshop Grants - 2016 (First set)

##### 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.

- \* 35. 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).

## AuthorAID Workshop Grants - 2016 (First set)

### 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.

**36. Fees / honorarium for facilitators**

Amount needed from AuthorAID

Amount you or your institution can contribute

**37. Travel expenses for facilitators**

Amount needed from AuthorAID

Amount you or your institution can contribute

**38. Allowance for administrative staff**

Amount needed from AuthorAID

Amount you or your institution can contribute

**39. 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.

**40. Travel and subsistence expenses for participants from outside the city**

Amount needed from AuthorAID

Amount you or your institution can contribute

**41. Lunch, tea, snacks on the workshop days**

Amount needed from AuthorAID

Amount you or your institution can contribute

**42. 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.

**43. Venue hire**

Amount needed from AuthorAID

Amount you or your institution can contribute

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

**45. Enter the amounts for the other costs (if applicable)**

Amount needed from AuthorAID

Amount you or your institution can contribute

\* 46. 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 1 March and 15 March 2016. 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.