

AuthorAID Small Grants 2013 (2) - Workshop

1. Welcome!

This is the application form to apply for a workshop grant under the AuthorAID Small Grants scheme.

Two candidates from eligible countries will receive this grant, following a competitive selection process. Each of the two successful grant recipients will receive USD (US Dollar) 2500 to cover the expenses for conducting an AuthorAID workshop.

The application deadline is August 31, 2013 (10 PM GMT). Grant recipients will be notified sometime between September 10 and 17, 2013.

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.

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

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. You should be an experienced trainer of research communication, or you should be an administrator who can arrange one or more such 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 sometime between September 10 and 17, 2013. 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.
6. If you receive the grant, you should agree to do the following:
 - Conduct the workshop within 6 months of receiving the grant;
 - Make sure that at least 20 participants attend and complete the workshop;
 - Use the feedback forms provided by AuthorAID to receive feedback from the workshop participants;
 - Submit a report after the workshop, including a summary of the feedback received;
 - Give us the following details of each workshop participant: name, gender, institution, department, email address;
 - Be willing to make a guest post about the workshop on the AuthorAID blog;
 - Provide a report of expenses, with receipts attached, immediately after the workshop; and
 - Be willing to participate in any impact assessment or case study after the workshop.

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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)

5. Eligibility - Part 2

*6. Please choose the most appropriate option below.

- I am an experienced trainer of research communication, and I intend to be the main facilitator at the workshop
- I am an administrator in an academic institution, and I can arrange one or more experienced trainers for the workshop
- I am neither of the above

6. Personal Details

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***7. Your title (for example, Ms, Mrs, Mr, Dr, Prof)**

***8. Your gender**

Female

Male

9. Your given name / first name (if you have only one name, ignore this question and answer the one below)

***10. Your family name / surname**

***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.

7. Workshop Details

***17. Please provide a short description (30 to 50) words of the proposed workshop and mention the topics that will be covered.**

***18. What will be the title of the workshop? The title should not contain more than 10 words.**

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*19. Please enter numbers below.

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

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

*20. Briefly describe the participants who will attend the workshop. That is, their research areas, the institutions they work in, etc.

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

Enter the number of days

*22. When is the workshop expected to begin? Just give an approximate date if you're not sure.

DD MM YYYY

Enter the date (day, month, year)

 / /

*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.

8. Workshop Facilitation

*24. Please provide the following details of the main facilitator at the workshop.

Name of the main facilitator

Place of employment

Academic qualifications

Field of study or research

*25. We'd like to know about the main facilitator's qualifications and experience. Check all the applicable options below.

- Publications in reputable journals
- Experience teaching research communication
- Attended an AuthorAID train-the-trainers workshop
- Awareness of free AuthorAID e-resources
- None of the above

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***26. How many co-facilitators will support the main facilitator in running the workshop?**

- 0
- 1
- 2
- 3
- More than 3

***27. Would you or the main facilitator require guidance or advice from AuthorAID to conduct the workshop?**

- We will need a lot of guidance
- We may need some guidance
- We won't need any guidance
- Not sure

28. Please describe the guidance or advice you may need. If you won't need any, omit this question.

***29. If you receive the grant, do you anticipate any of the following barriers in conducting the workshop?**

- It may be difficult to find suitable dates that work for the main facilitator and the participants within 6 months of receiving the grant
- Not many participants may sign up
- There may not be enough support from the institution (e.g., providing the venue)
- Other
- I don't anticipate any barriers

30. If you think there will be any barriers, please explain below and suggest how you will be able to overcome them. You can omit this question if you don't anticipate any barriers.

9. 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 a word-processing software (e.g., MS Word, LibreOffice, OpenOffice) or some other software, 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.

***31. 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 count (200 to 300 words).**

10. 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 alphabets.

32. Fees / honorarium for facilitators

Amount needed from AuthorAID

Amount you or your institution can contribute

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33. Travel expenses for facilitators

Amount needed from AuthorAID

Amount you or your institution can contribute

34. Allowance for administrative staff

Amount needed from AuthorAID

Amount you or your institution can contribute

35. 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 cannot be given sitting fees or per diem.

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

Amount needed from AuthorAID

Amount you or your institution can contribute

37. Lunch, tea, snacks on the workshop days

Amount needed from AuthorAID

Amount you or your institution can contribute

38. 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.

39. Venue hire

Amount needed from AuthorAID

Amount you or your institution can contribute

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

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

Amount needed from AuthorAID

Amount you or your institution can contribute

*42. Total

Total amount needed from AuthorAID

Total amount you or your institution can contribute

11. Thank You

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Thank you. We will notify the successful grant recipients sometime between September 10 and 17, 2013.

Please remember to 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.