

## **Frequently Asked Questions about the APN Collaborative Working Group Research Grant**

### **ELIGIBILITY**

#### **Who can be a member of an APN collaborative working group research grant?**

Members of an APN collaborative working group must be African citizens and resident in African countries. They should be based at regional/sub-regional organizations or civil society organizations as well as universities and research institutions.

#### **Can the APN collaborative working group grant support individual proposals?**

No. The Working Group Grant does not accept individual proposals. Applications for the Working Group grant have to be submitted on behalf of the research group/team by a senior academic/practitioner (of a professorial rank) based in or affiliated to an African university. The senior academic will put together and lead the research team, and is responsible for identifying an institution that will host the group's research activities and meetings.

If you are interested in an individual project, please consult our [individual research grant competition](#) for more information.

#### **What is the minimum/maximum size of proposed working groups?**

The collaborative working group research grant competition welcomes proposals from teams with a minimum of five to a maximum of six individual applicants. (These figures include the lead investigator.)

#### **Must the applicants have worked together on a project in the past (SSRC-related or otherwise)?**

Not necessarily. The SSRC encourages applications from new, as well as already established groups.

#### **Is there an age limit?**

While there is no age limit, these collaborative research grants are ideally meant for joint teams of mid-career and junior academics, practitioners, activists, and policymakers, and led by a senior academic/practitioner. Preference will be given to teams that reflect a range of professional, regional, disciplinary, generational, gender, and regional diversities, and are made up of Africans based at or affiliated with universities or regional organizations, government

agencies, or nongovernmental, media, or civil society organizations on the continent. While the lead investigator must have a PhD, junior lecturers and practitioners are expected to hold a master's degree with at least two years of work experience.

**Am I eligible if I do not hold a PhD?**

The lead investigator must hold a PhD. However, junior lecturers or practitioners with a Master's degree from an accredited university and research or working experience of at least two years, may be included in an application for a collaborative research grant.

**How many PhD holders can belong to a group?**

In addition to the lead investigator, each group is encouraged to include at least one PhD holder.

**I am applying as the lead investigator, but I currently hold a faculty position at a university outside Africa. Am I eligible?**

As a lead investigator, you must be based in or affiliated to an African university. If, however, you are currently temporarily stationed outside of Africa, you must include a note in your application that guarantees engagement with and return to your African university affiliation before the start of the working group grant period.

**How many members of the working group are allowed to be based in institutions outside of Africa?**

APN prefers that no more than one member of the working group be based in an institution outside of Africa, and the rest based within the African continent. This member has to supply evidence to the APN of sustained engagement with African research institutions/universities.

**I am applying as part of a group and have full-time employment in Africa, but I am temporarily stationed outside Africa. Am I eligible?**

Yes, you can be a part of a group application. However you (or your lead investigator) must supply the APN with a letter of employment/affiliation to an Africa-based institution/university.

**Will the program support my enrollment in a degree-awarding program at a university?**

No. APN collaborative research grants support only APN-specific research and networking activities.

**What disciplines are eligible?**

APN collaborative working group research grants are open to researchers from all disciplines and fields. However, successful proposals will demonstrate a solid grasp of social science literature, tools, and research methodologies, and be focused on an issue related to African peacebuilding.

**I am a former APN grant recipient. Am I still eligible to apply?**

Yes. The APN strongly encourages collaboration and group formation among its alumni.

**APPLICATION PROCESS**

**How do I apply for an APN collaborative working group research grant?**

The lead investigator is required to submit a two-page letter of interest in the APN collaborative research grant by **5:00pm (EST) on January 15, 2016**. Shortlisted project teams will be invited to send in full proposals by March 1, 2016. Guidelines and materials are available on the competition page: <http://www.ssrc.org/fellowships/collaborative-working-group-grants/>.

**What does submitting a letter of interest entail?**

The lead investigator is required to provide his/her Curriculum Vitae/résumé. In addition, s/he will be required to provide details of the proposed research project. This should include the title of the project, research questions/hypotheses; objectives; methodology; research activities; potential contribution to existing knowledge and practice; proposed budget; feasibility of the research project being proposed; and the names, affiliations, professional backgrounds, and highest degree levels of team members. A description of the expected host-institution, specifying how it will contribute to the capacities and work of other members of the team, is also encouraged.

**How does the lead investigator submit the group's application?**

CVs and letters of interest are to be e-mailed by the lead investigator to [apn@ssrc.org](mailto:apn@ssrc.org). (All application materials must be attached to a single e-mail message and in PDF format viewing.)

Please ensure that all relevant information is included in your application e-mail or package, as any incomplete application will be automatically disqualified.

**Do I need to submit my application in English?**

Yes, applications materials must be in English.

**How many grants will be awarded?**

Up to two APN collaborative group projects will be awarded.

**What is the amount of the grant?**

Each grant will be supported by a maximum amount of \$60,000 for a period of eighteen months.

**Do you have samples of previous proposals that have been awarded grants?**

No. Applicants can, however, consult the SSRC publication “On The Art of Writing Proposals” for advice on writing proposals and preparing project statements (free download available at <http://www.ssrc.org/publications/view/7A9CB4F4-815F-DE11-BD80-001CC477EC70/>).

You may also refer to our lists of past recipients (by year), whose names and project titles are available for viewing:

[2014-2016](#)

**Can photographs, charts, and graphs be included in the letter of interest?**

Yes, but they must appear as appendices.

**AWARDING OF GRANTS**

**When will the research grant awards be announced?**

All applicants will be informed about the outcome of the competition by no later than May 2016. Grantees will be expected to commence their projects no later than June 1, 2016.

**What are the selection procedures?**

APN collaborative working group research grant applications are reviewed by a selection committee drawn from the APN Advisory Board. Grants are awarded based on established peer-review procedures and standards. The APN Advisory Board is made up of internationally distinguished scholars, policymakers, and practitioners. For a full list of Advisory Board members, please click [here](#).

**What do I do if my group’s application is selected for an APN research grant?**

Once a team has been notified of its nomination, the following documents are required to finalize award processing.

1. An official letter from the home institution or organization indicating the acceptance of the terms of the grant award and support for the group's research project, which must be written on institutional stationery, signed and dated by the relevant head of administration.
2. A photocopy of all members' highest university degree.
3. Copies of all group members' CVs/resumes.
4. A signed statement by each group member (including the lead investigator) declaring that all grant research will be completed within the time stipulated and that the grant funding will be used only for research activities proposed in the grant application. All signatures must be on one document.
5. Copy of each member's biodata page of passport.

Once these documents have been received and approved by the program, an award letter will be sent to the lead investigator and institution confirming award status.

**Do collaborative research grants go directly to grantees, or are they channeled through the recipient's university or organization?**

APN collaborative research grants are paid in three installments to the recipient's university or organization. More information will be provided upon nomination of the award.

**What do APN research grants cover?**

APN research grants cover necessary equipment (within reason), books and articles, research/fieldwork-related travel, conference costs and related travel, project design and development support, and editorial and professional/institutional support.

**What do APN research grants NOT cover?**

Grants will not fully cover university overhead or institutional contributions exceeding five (5) percent of the total budget, nor will it cover individual salary support, social security, or other insurance programs. They cannot be used for payment on loans, mortgages, or other personal indebtedness and the storage of personal or household effects.

**Does the APN offer administrative support for travel visas and research clearance?**

No. While APN research grants cover visa costs, grantees are responsible for obtaining their own visas, official documentation, and research clearances. Grantees will be responsible for consulting an Institutional Review Board (IRB) on their own and having their proposed research approved before involvement of human subjects may begin.

**What kinds of outputs or products are expected from APN grantees at the conclusion of their projects?**

Research outputs/products may include, but are not limited to, the following:

- Books
- Policy briefs
- Articles/essays
- Occasional/Working papers
- Newsletters

**Are individual group members allowed to apply simultaneously for an APN individual research grant?**

No. Applicants must decide before the deadline whether to apply for an individual research grant, or as part of a collaborative working group grant.

**Some group members are currently applying for several outside research grants/fellowships. Should our group be awarded an APN collaborative working group research grant, can individual members also accept funding from other sources?**

Yes. However, if the person is a current beneficiary of an SSRC fellowship/grant, s/he will not be eligible to apply for another SSRC grant at the same time, unless their current award will be completed by the time the APN 2016 grant commences.

Please note that no awardee may hold two concurrent SSRC fellowships/grants at the same time. Should a grantee receive two different SSRC fellowships/grants simultaneously, they will be asked to forego one of their own choosing.