

A GUIDE TO APPLYING FOR THE GTA RESEARCH FELLOWSHIP AT RUFORUM SECRETARIAT

Proposal preparation guidelines

For an understanding of the RUFORUM mission and the emphasis which underpins selections, and general information and guidelines on Doctoral Grants, you are referred to the RUFORUM website www.ruforum.org and to the Competitive Grants Scheme manual which also details RUFORUM policies applicable to copyright, ethics and related Issues ([Link](#)). To assist with their research proposals, applicants are referred to GEAR (Graduate Environment and Agriculture Research: A guide to effective and relevant agricultural research in Africa) on. ([Link](#))

Applicants are required to work with their supervisor(s) to submit their research proposals that clearly articulates the justification, objectives, hypotheses, activities and methodology, the final outputs and detailed budget. The proposal must have a plan for disseminating findings from the research. The entire proposal should be a maximum of 12 pages (A4) with 1.5 line spacing.

To help ensure highest quality of proposals, each one must be internally reviewed by the submitting Department or Faculty, normally through faculty peer review teams. The university will be held to account for the quality of proposals being submitted. All applications must be channeled through their respective University offices (usually the Deans). The Dean is required in a signed covering letter (scanned copy) to confirm that

- The applicant has passed their coursework, or has demonstrated good progress towards passing coursework.
- The applicant's proposal has undergone internal review.

Proposal Submission

Please complete the application on line.

1. Open this website link: <http://rims2.ruforum.org/>
2. If you do not have an account you will be asked to register here: <http://rims2.ruforum.org/contacts/register/>
3. After registering successfully you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator.
4. For most members of the RUFORUM network we have captured your emails in RIMS. So the system might tell you that your account already exists. If this is the case then follow the steps related to resetting your password / forgotten your password

What to do if you have forgotten your password or need to reset your password

1. Open this website link: <http://rims2.ruforum.org/>
2. Instead of logging on, Click "Forgot Password"
3. You will be asked to enter your email address and then click reset password
4. The link to enable you to reset your password will be sent to your email address. Please also check for this link in your spam folder in case it is delivered to your spam. Follow the instructions to reset your password
5. Use your email and the new password to log into RIMS
6. After successfully logging on you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator

How to log on if you have an existing account

1. Open this website link: <http://rims2.ruforum.org/>
2. Click to log into RIMS by entering your email as the username and your password

After successfully logging on you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator.

How to submit a fellowship grant application via RIMS

1. After successfully logging on click ‘**Apply for a Scholarship**’
2. Choose correct call ID which is **RU/2020/GTA/01**
3. Complete the online application form.

Please submit the detailed proposal in E3, where it is indicated attach concept note and the support letter in E5.

Selection criteria

All proposals will be reviewed by at least two external reviewers. Reviewers will be objectively critical while at the same time offering suggestions for improving the proposals, even for those being recommended for major revision or rejection. The emphasis for the reviewers is on the academic and scientific rigour of the proposal.

The external reviewers will mainly use the following criteria to judge / rank proposals;

- i. Overall project design, content and articulation / write-up
- ii. Appropriateness/relevance and contribution to RUFORUM objectives
- iii. The originality, innovativeness and contribution to science or development
- iv. Research activities clearly defined
- v. Good conceptual framework and clearly defined hypotheses
- vi. Clear identification of pertinent research issues, achievable objectives
- vii. Evidence of a good understanding of the literature, rationale for the particular study
- viii. The theoretical basis for the research
- ix. Well-articulated methodological approach with evidence of good understanding of applicable methods
- x. Participatory action research for development (where applicable).
- xi. Contribution to scientific knowledge and methods
- xii. Clearly articulated dissemination of results to communities, academia and, where appropriate, to service agencies, partners and policy-makers
- xiii. Feasibility: Can the PhD student achieve this in the time available and is it of the expected standard for a PhD?

Time Frame

The foreseen time frame for the award process is as follows:

- i. The deadline for receiving applications at RUFORUM Secretariat is **20th May 2020**
- ii. Administrative check / Compliance Review and feedback to applicants by **25th May 2020**
- iii. Review of Proposals completed by **15th June 2020**
- iv. Communication to Successful applicants by **19th June 2020**.
- v. RUFORUM Secretariat sends out Grant Award letters by **29th June 2020**
- vi. Grant advances disbursed by **9th July 2020**

GOOD LUCK WITH YOUR APPLICATION!