

APPLICATION GUIDELINES FOR RSMFP 2015 FELLOWSHIP*

THE RSM ON-LINE APPLICATION: An application will be accepted and reviewed if the applicant submits only one completed application electronically through the on-line application site by the application deadline of **noon, Washington D.C time (Eastern Standard Time/EST) on Wednesday, February 11, 2015.** An application is considered complete if it includes:

- (i) **a completed Application Form;** and
- (ii) **required reference letters**

Please note that individuals who submit more than one application will be disqualified.

****Attention!** This is the first year that the RSMFP is using an online application system. The RSMFP Secretariat will not guarantee an answer to a question submitted via email by an applicant less than three business days before the application deadline. The application process is lengthy, so to avoid any last minute issues please try to submit your application at least one-week ahead of the deadline.*

****Attention!** Please note that the full online application, including application form, email communications and reference forms are only available in **English**. However, both you and your referees will be given the choice of making your responses, on the application form, and the reference forms, in **English, French or Spanish**.*

I. HOW TO APPLY

Follow the 11 sequential steps below through the *Eligibility, Host Institution, Research Advisor, Research Proposal, References Process, Online Application Form and Confirmation of Submission* sections to complete your World Bank RSM Fellowship application.

ELIGIBILITY

1. Determine if you are eligible.

You must meet the eligibility criteria listed below in order to be eligible for this fellowship.

- Your home country is a World Bank member developing country.
- You are not a dual citizen of a developed country or a country that is not a World Bank member.
- You are currently enrolled in a PhD program in a World Bank member country.
- You will have completed all coursework and exam requirements for your PhD at the time of application.
- You have a master's degree.
- You are 35 years or younger as of February 11, 2015.
- You meet one of the following conditions:
 - You are enrolled in a PhD program in your home country, and not currently employed.
 - You are enrolled in a PhD program in your home country and are employed in your home country.

World Bank Robert S. McNamara Fellowship Program (RSMFP)

- You are enrolled in a PhD program in a World Bank member country outside of your home country and are employed in your home country.
- You are not an Executive Director(ED), ED's alternate, staff, or consultant of the World Bank Group (the World Bank, International Finance Corporation, International Development Association, Multilateral Investment Guarantee Agency, and International Center for Settlement of Investment Disputes), and you do not have any relatives or in-laws who are employed by the World Bank Group in any capacity, including consulting.
- You have not previously been the recipient of the World Bank Robert S. McNamara Fellowship.
- You are accepted as a visiting scholar for a period of six to ten months by a university or research center in a World Bank member country other than your home country.
- Your research proposal is endorsed by your PhD thesis supervisor and your host institution research advisor.
- You can begin your fellowship between July and December, 2015.
- You are able to complete your proposed fellowship research in 6 to 10 months.
- You commit to working in your home country after completion of your PhD.

While not an eligibility criteria, preference is given to lecturers and researchers who are employed in academic or research institutions in their home country.

HOST INSTITUTION, RESEARCH ADVISOR AND RESEARCH PROPOSAL

2. **Identify the host institution abroad where you want to undertake your research and a host institution research advisor willing to oversee your research that would be financed by RSMFP.** Please note that the RSMFP does not provide guidance on choosing a host institution or research advisor.
3. **Following the Application Form's section on 'Proposed Research for RSMFP Funding', draft your research proposal and budget for this fellowship period.** Your research proposal should briefly address each of the elements below:
 - A brief overview of the objectives and potential contribution of your PhD dissertation research;
 - Objectives and expected outputs of the research work, financed by RSM, you will conduct at the host institution and how the research supports your PhD thesis;
 - Major research activities, including any research team(s) you will work with at the host institution;
 - The resources and support you expect your host institution to provide;
 - The reason you chose your host institution and advisor.
 - The budget for RSMFP funding, using the template provided in the application form (this template can also be downloaded from the website).

REFERENCES PROCESS

4. **Share and discuss your research proposal and budget for RSM financing with your proposed host institution research advisor and your PhD thesis supervisor.** *Please note that this is a very important step, as the World Bank Robert S. McNamara Fellowship Program will be looking closely at the references provided by these two individuals in our review of your application.*

5. **Confirm with your host institution research advisor what resources they, and the host institution, will be able to provide to you free of charge.** Will they provide the following items?
- *Research guidance*
 - *Office space*
 - *Access to a computer*
 - *Reference books, research publications and/or libraries*
 - *Access to databases*
 - *Access to software*
 - *Seminars*
 - *Courses*
6. **Determine how many references you require.**
The number of references we require depends on your employment status:
- a) If you are not currently employed we require two references. One must be from your PhD thesis supervisor, and the other must be from your proposed host university research advisor.
 - b) If you are currently employed we require three references. One must be from your PhD thesis supervisor, the second must be from your proposed host university research advisor, and the third must be a professional reference. This professional reference must come from a supervisor or peer at the institution where you are employed.
7. **Confirm that your referees are willing to provide you with your required references. Before submitting the Reference Request Form, inform your referees:**
- a) Which type of referee they are (PhD thesis supervisor, proposed host institution research advisor, or professional reference)
 - b) That they will each receive an email from recommendations@wizehive.com with a (unique) link to a webpage where they will be asked to select the type of referee they are. After selecting the appropriate type, the relevant reference form will be populated on the webpage, ready to be completed by the referee.
 - c) That they will be required to upload a copy of their C.V.
 - d) That they can complete the reference form in English, French or Spanish, but the questions on the form are written in English.
 - e) That they should add this Wizehive email address to their 'safe sender list' to ensure the email does not go to their junk mail.
 - f) That the links are unique to each referee and the referees should not be share these links among themselves.

Please note that if your PhD thesis supervisor and your host institution research advisor are the same person, you must put his/her name and email in both the PhD thesis supervisor field and the host institution research advisor field. We will send two distinct emails to this individual. One email will have the link to complete the PhD thesis supervisor reference form. The second email will have the link to complete the host institution research advisor reference form. If he/she uses only one of these links to complete both the PhD thesis supervisor reference and the host institution research advisor reference forms, only the second reference will be accepted and your application will be considered incomplete. Please make sure your referee uses the appropriate links and completes both forms.

8. **Complete and submit the Reference Request Form in the online application.** Refer to the documents '**Accessing your online application**' and '**Navigating your online application**' to help you complete and submit this form. The form requires you to identify the name and email addresses of your referees: (1) the PhD thesis supervisor, (2) the proposed host institution research advisor, and (3) a professional reference (if you are currently employed). Each email address should be entered by itself, and without other characters such as inverted commas, commas, second email addresses etc. It is your sole responsibility to make sure that the email contact information you provide on the Reference Request Form is accurate. Unless there is an unusual circumstance, we require that the required emails that you provide are from the institution of the person providing a reference. For example, use of gmail, yahoo, and other similar email addresses are highly discouraged. If this type of email is used, RSMFP may verify the professional association of your referee as part of our review process.

Please note that if your research advisor and PhD Thesis Supervisor is the same person you must still enter his/her name and email twice in the Reference Request Form, and send him/her two emails.

Please note that Applicants should submit the Reference Request Form as soon as possible so to give sufficient time for the referees to meet the application deadline. Applicants can and should submit the Reference Request Form before submitting the Application Form.

What happens when I submit the Reference Request Form?

Once the Reference Request Form is submitted, the RSMFP Secretariat will notify your referees by email that you have asked him/her for a reference and that he/she should submit electronically the reference to the RSMFP Secretariat by the application deadline. It is your responsibility to ensure that the referees meet the application deadline.

When each referee submits his/her reference you will receive a confirmation email.

Please note that the email to your referees is usually sent within 5 minutes of you submitting their contact. If they do not receive it, please ask them to check their junk mail folders for an email from recommendations@wizehive.com.

If the required references submitted through the Reference Request Form are not received by RSMFP by the application deadline, the application will not be reviewed.

ONLINE APPLICATION FORM

9. **Have ready the documents you will need to upload in the online Application Form. These documents are listed below:**
- An official document from your institution that states you are currently enrolled as a PhD student and that states you have completed all coursework and exam requirements for your doctoral program. If this document is not in English, or the language in which you are completing your application, you should translate it into English, or the language in which you are completing your application. Both the document in the original language and the translated document must be uploaded into the application form.
 - If you are currently employed, a proof of current employment is required. If this proof of employment is not in English, or the language in which you are completing your application, you should translate it into English, or the language in which you

World Bank Robert S. McNamara Fellowship Program (RSMFP)

are completing your application. Both the document in the original language and the translated document must be uploaded into the application form.

- An official diploma of your highest degree earned.
- A proposed budget for your fellowship using our [World Bank Fellowship budget template](#).

In addition, you will have the option to upload a list of your publications, although this is not required.

10. Complete and submit the online Application Form.

Refer to the document 'Navigating your online application' to help you complete the online Application Form. Once you have submitted the online Application Form, you will receive a confirmation email from applications@wizehive.com.

Please note that the online application form is in English, however you can choose to complete the form in English, French or Spanish.

CONFIRMATION OF SUBMISSION

11. Check that your application is complete

You will know if your application is complete if you have received the following emails:

- a) **Emails from recommendations@wizehive.com** confirming that each of your required referees have submitted their reference.

If you have not received these emails, please follow up directly with your referees. Bear in mind that if we do not receive their references by February 11, 2015, your application will be considered incomplete and will not be reviewed.

- b) **An email from applications@wizehive.com** confirming that your online Application Form has been submitted and received.

If you have not received this confirmation email, please return to the online Application Form and submit again. If you have successfully submitted the form you will no longer be able to access it.

II. SELECTION

After you submit your completed application it will go through a multi-step selection process, described on the '[Selection](#)' page of our website.

If you are selected as an RSMFP finalist we will contact you via email in April from a World Bank email address to ask that you email us a copy of your personal identification document within 5 business days. This identification must be a scanned copy of your passport or other legal document (birth or marriage certificate), with the name IDENTICAL to the one submitted on the application form. *Please note that failure to produce this document on time will result in immediate disqualification.*

If you are subsequently selected to receive an RSM Fellowship you will receive an email from a World Bank email address with an official award letter in May. To accept the fellowship you will have to:

- a) Sign and scan back this letter within 3 business days.

World Bank Robert S. McNamara Fellowship Program (RSMFP)

- b) Submit within 30 days a certificate of good health from a medical doctor that is less than three months old.
- c) Provide a copy of your visa to conduct research in your host country (it is the responsibility of the recipient to obtain his/her visa according to the host country requirements with the assistance of the host institution. Please note that the World Bank cannot offer any assistance in this matter. Those fellows doing their research in the United States must have either a J-1 visa (specifying that the holder is “subject to the two-year residency rule”) or a G-4 visa (if the fellow’s host institution is the World Bank or other international organization).

Failure to produce these three documents on time will result in withdrawal of the fellowship offer.

III. INQUIRIES

Please refer to the [Frequently Asked Questions](#) on our website if you have a question which is not answered by other information presented on our website.

If the answer to your question is not contained in our website, you may email rsm_fellowships@worldbank.org. If the answer to your question can be found on our website you will not receive a reply from us. In the rare cases that your question is not answered on our website, we will respond to your email within three business days.

Please note that the RSMFP Secretariat will not guarantee an answer to a question submitted via email less than three business days before the application deadline. The application process is lengthy, so to avoid any last minute issues please try to submit your application at least one-week ahead of the deadline.

The FAQs will be updated regularly during the call for applications.