

APPLICATION GUIDELINES FOR 2017 RSMFP*

THE RSMFP ONLINE APPLICATION: Applicants may submit only one application. Applications will be received only through the online application site. Only completed applications will be accepted and reviewed. An application is considered complete if by the Application Deadline of **noon, Washington D.C time (Eastern Standard Time/EST) on December 14, 2016** it includes:

- (i) a completed Application Form submitted online by the applicant, this includes agreement to the terms and conditions for a RSMFP fellowship listed on the Application Form's Signature Page;
- (ii) a completed recommendation form submitted online by the host university research advisor;
- (iii) a completed recommendation form submitted online by the PhD Thesis supervisor.

***Attention!**

- Individuals who submit more than one application will be disqualified.
- *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.*
- *Because the application process is lengthy, it is recommended you submit your application at least a week prior to the application deadline to avoid any last minute issues.*
- *Please note the full online application, including application form, email communications, and reference forms are only available in **English**. You must complete all other information for the application form in **English**, except for required original documents that are uploaded (see section titled "Online Application Form.")*
- *Your referees must complete their recommendation in **English**.*
- *Please note that for all translation, applicants and referees can use a free on-line software (for example, "Google Translate" to translate words into English. Applications that are translated by someone other than a professional translator will NOT be penalized for doing so.*

I. HOW TO APPLY

Follow the 11 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. The RSM Secretariat recommends that you follow these steps in order.

ELIGIBILITY

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1. **Determine if you are eligible.** You must meet all of the following criteria in order to be eligible for this fellowship. See the list posted on the RSMFP website of eligible World Bank member countries that can receive Bank financing.

Please note: It is up to the Applicant to determine if she/he is eligible given his/her circumstances. The RSM Secretariat will not make that determination for you.

The eligibility criteria are:

- i. You are a citizen of a Bank member country eligible to receive World Bank financing.
- ii. You are not a citizen of any country not eligible to receive World Bank financing.
- iii. You are enrolled in a PhD program in a World Bank member country eligible to receive World Bank financing at the time you submit your application.
- iv. While enrolled in a PhD program, you have resided in a World Bank member country eligible to receive World Bank financing.
- v. You will have completed all coursework and exams required by your PhD program at the time you submit your application.
- vi. You are 35 years or younger on the Application Deadline date.
- vii. You are not an Executive Director, his/her alternate, and/or staff of all types of appointments of the World Bank Group (The World Bank, International Development Association, International Finance Corporation, Multilateral Investment Guarantee Agency, and International Center for Settlements of Investment Disputes). Nor are you a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew.
- viii. You have not previously been the recipient of the World Bank Robert S. McNamara Fellowships Program.
- ix. You are accepted as a visiting scholar for a period of six to ten months by a university or research institution in a World Bank member country other than your country of citizenship and, if applicable, other than a developing country in which you currently reside.
- x. Your research proposal for RSMFP funding is endorsed by your PhD thesis supervisor and your host institution research advisor.
- xi. You can begin your proposed fellowship between April and September 2017.
- xii. You are able to complete your proposed fellowship research in 6 to 10 months.

IDENTIFY HOST INSTITUTION RESEARCH ADVISOR, AND INITIATE EFFORTS TO GATHER REQUIRED DOCUMENTATION

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, RSMFP does not provide guidance on choosing a host institution or research advisor.*
3. **Gather required documentation.** This includes: (1) if you are employed, proof of current employment; (2) diploma of highest degree earned; and (3) an official statement from your

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current university that you are either: (i) currently enrolled as a PhD student and have completed all coursework and exam requirements for your doctoral program; or (ii) currently enrolled in a research-only PhD program.

PRERARE RESEARCH PROPOSAL AND BUDGET

4. **Following the Application Form’s section on “Proposed Research for RSMFP Funding,” draft your research proposal for this fellowship period.**
5. **Prepare your research budget for this fellowship period using the budget template posted on the [RSMFP website](#). Adhere to the following guidelines:**

The total budget request cannot exceed US\$25,000.

The items budgeted need:

- (i) to be incremental to the resources offered free of charge by the host university;
- (ii) to be incremental to other sources of funding already secured;
- (iii) to be consistent with the research activities you describe in to question 2 under “Proposed Research for RSMFP Funding” in the application form;
- (iv) to use the following directions (without any deviation permitted) to calculate the stipend amount that would cover your living expenses (subsistence & accommodation) while a RSMFP fellow. The amount of stipend is set according to the location of your host institution, specifically:
 - Europe, budget in US\$ the equivalent of 1,100 Euro per month.
 - Great Britain, budget in US\$ the equivalent of 1,050 GBP per month.
 - US, except New York City or Boston, budget US\$1,500 per month.
 - New York City, budget US\$1,900 per month.
 - Boston, budget US\$1,700 per month.
 - All other developed countries outside US, UK and Europe, budget the equivalent of US\$1,500 per month.
 - All developing countries, budget the equivalent of US\$700 per month
- (v) **not** to include financing of the following items:
 - Expenses for your family
 - Conference expenses (travel, registration, accommodation etc.) for conferences outside the host university site, unless you are, at the time you submit your application, an invited speaker in the country where your host university is located.
 - Any expenses (eg field trips or conference costs) occurring outside the country where the host university is located.
 - Expenses relating to PhD thesis production (publication, printing, binding).
 - Living expenses not covered by the RSMFP stipend (for example, do not include a request for a “settling-in” allowance).

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- Travel expenses beyond the RSMFP funded economy round trip airfare. (For example, do not include a request for RSMFP to cover visa or other visa related costs).
- Purchase of laptops or other hardware.
- Hiring individuals or contracting services from firms/companies. For example, RSM funding cannot be used to hire a research assistant, technical expert such as a statistician, or pay (in cash or gifts) for survey participants.
- Health and accident insurance purchased in a country other rather than the country where the host university is located.

REFERENCES PROCESS

6. **Share and discuss your research proposal and budget for RSMFP financing with your proposed host institution Research Advisor and your PhD Thesis Supervisor.** *Please note, this is a very important step. The World Bank Robert S. McNamara Fellowships Program will be looking closely at the references provided by these two individuals in the review of your application.*
7. **Confirm with your host institution research advisor which resources they, and the host institution, will be able to provide to you free of charge.** Specifically, if relevant to your research plan, determine if the host university will 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*
 - *Lab facilities and equipment*
 - *Courses*
8. **Confirm that your referees are willing to complete the required reference form. Before submitting the Reference Request Form, inform both of your referees:**
 - (i) Which type of referee he/she is (PhD thesis supervisor, proposed host institution research advisor).
 - (ii) He/she will each receive an email from RSMFellowRecommendations@wizehive.com with a (unique) link to a webpage where they will be asked to select the type of referee he/she is. After selecting the appropriate type, the relevant reference form will be populated on the webpage, ready to be completed by the referee.
 - (iii) The link provided is unique and he/she should not share his/her link with the other referee.
 - (iv) He/she should add RSMFellowRecommendations@wizehive.com to his/her "safe sender list" to ensure the email does not go to his/her junk mail.
 - (v) He/she must complete the reference form in English. You may also inform him/her that he/she can use a free on-line software (for example, "Google Translate) to translate words into English. Applications with recommendations that are

translated by someone other than a professional translator will NOT be penalized for doing so.

(vi) Inform the host university advisor that he/she will be required to upload a copy of his/her C.V. (in English) when he/she fills out the recommendation form.

9. **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 two referees: (1) the PhD thesis supervisor, and (2) the proposed host institution research advisor. Each email address should be entered by itself, without other characters such as inverted commas, commas, and second email addresses, etc. It is your sole responsibility to make sure the email contact information you provide on the Reference Request Form is accurate. We require that if available, the email you provide is from the institution of the person providing a reference. Only use informal email addresses (for example: Gmail or yahoo) if the referee does not have an email address from his/her academic or research institution. If an informal email is used, RSMFP may verify the professional association of your referee as part of the review process.

Please note: It is the Applicant’s responsibility to ensure the referees submit their Recommendation before the Application Deadline date. Applicants are highly encouraged to submit the Reference Request Form as soon as possible and can 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.

When each referee submits his/her reference you will receive a confirmation email from RSMFellowRecommendations@wizehive.com

Please note the email to your referees is usually sent within 5 minutes of you submitting their contact information.

If your recommender says they have not received an email sent from the Robert S. McNamara Fellowship Program, try the following options in sequence:

Option 1: Take the following two steps

- (i) Verify the email address for your referee you submitted in your application is correct, and that you entered the email alone in the response field, without any other text, extra email addresses, or other characters.
- (ii) Contact your referee to ensure the email from RSMFellowrecommendations@wizehive.com has not gone to their junk mail and that the email is on their “safe sender” lists.

Option 2: If the referee still cannot find the email, send the reference request again. You will find instructions on how to do this in “Navigating your Online Application” under the heading “To remind your referee to send his/her email.” This will resend the email to them.

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Option 3: If they have an alternate email address, try completing again the Recommendation Request Form using this alternate email.

Option 4: If none of the steps above work, please send an email to: rsm_fellowships@worldbank.org explaining the issue and include your complete name and the name and email of your referee.

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

10. **Complete and submit in English the online Application Form.** Refer to the document "Navigating your online application" and read the questions carefully in the online Application Form. The documents you will need to upload in the online Application Form. The documents must be in one of the following formats: pdf, .doc, .docx, .xlsx, .xls, .jpg, .png. Please note zip files, and tif and .htm files are not acceptable formats. The documents to upload are listed below:

- An official statement from the university that you are enrolled as a PhD student that you are either: (i) currently enrolled as a PhD student and have completed all coursework and exam requirements for your doctoral program; or (ii) currently enrolled in a research-only PhD program. If this document is not in English, you should translate it into English. 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 you should translate it into English. 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. If this document is not in English, you should translate it into English. Both the document in the original language and the translated document must be uploaded into the application form.
- A proposed budget for your fellowship using the RSMFP Fellowship budget template posted on the RSMFP website. Please note that if a different format is used to present the applicant's budget, the application will be ineligible.

Although not required, you will have the option to upload a list of your publications that have been peer reviewed and published by professionally edited publications (such as research journals and books).

Once you have submitted the online Application Form, you will receive a confirmation email from RSMFellowApplicaitons@wizehive.com

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:

- i. **Two emails from RSMFellowRecommendations@wizehive.com** confirming 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 if we do not receive their references by the application deadline, your application will be considered incomplete and will not be reviewed.
- ii. **An email from RSMFellowApplications@wizehive.com** confirming 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 Application 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 the RSMFP website.

If you are selected to receive an RSMFP award you will receive an email around the end of January 2017 from a World Bank email address with an official award letter. To accept the fellowship you will have to:

- i. Sign, scan, and return this letter via email within 3 business days.
- ii. Scan and email us a scanned copy of your passport or other legal document of identity (birth or marriage certificate), with the name IDENTICAL to the one submitted on the application form. *Please note failure to produce this document on time will result in immediate disqualification.*
- iii. Submit a certificate of good health at least 17 business days before the start date of the RSMFP fellowship. This certificate must be issued by a medical doctor within 3 months of its submission and state you are medically fit to perform the planned research activities.
- iv. Submit a copy of your visa to conduct research in your host country at least 17 business days before the start date of the RSMFP fellowship (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. Fellows doing their research in the United States must have either a J-1 visa or a G-4 visa (if the host institution is the World Bank or other international organization). *Please note the World Bank cannot offer any assistance in this matter.*

Please note: Failure to produce any of these four documents on time will result in withdrawal of the fellowship offer.

III. INQUIRIES

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Please refer to the **Frequently Asked Questions (FAQs)** on the RSMFP website if you have a question not answered by other information presented on our website. The FAQs will be updated regularly during the call for applications.

If the answer to your question is not contained in our website, you may email your question in English to: rsm_fellowships@worldbank.org. You may use a free on-line translation service if you cannot write in English.

If the answer to your question can be found on our website, including the posted FAQs and Application Guidelines, you will not receive a reply from the RSM Secretariat. The Secretariat often receives emails from applicants who are explaining their individual circumstances and asking us to determine if he/she is eligible. We do not reply to these inquiries, as it is up to the applicant to determine if he/she meets our eligibility criteria and make the decision to apply or not to apply.

In the rare case that your question is not answered on our website, we will respond to your email within three business days. Therefore, if you do not hear from us within 3 business days, you should read carefully the information provided on the website for an answer to your question.

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