# USF International Fellowship Template

The following template may be used to prepare an application for the USF International Fellowship awards offline.

The award must be applied for using the online application form at the [Urban Studies Foundation website.](https://urbanstudiesfoundation.org/funding/international-fellowships/) You may copy-paste the fields from this form to the online form for submission, once you have all your required supporting documents ready (only one pdf per upload, max upload size 5mb).

Please **do not use BLOCK CAPITALS** or unnecessary formatting for any field in this form. Text formatting is not permitted using the online form for submission.

Ensure you have read the [Further Particulars](https://urbanstudiesfoundation.org/funding/international-fellowships/) document in full before applying to this award. This template is only to assist in the preparation of applications, and should not be used as a substitute for the guidance found in the scheme [Further Particulars](https://urbanstudiesfoundation.org/funding/international-fellowships/).

## 1. Applicant information

|  |  |
| --- | --- |
| **FIRST NAME:** | <enter here> |
| **SECOND NAME:** | <enter here> |
| **EMAIL:** | <enter here> |
| **PHONE:** | <enter here> |
| **CONTACT ADDRESS:** | <enter here> |

### Education history (PhD first)\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE:** | **SUBJECT:** | **AWARDING INSTITUTION:** | **COUNTRY:** | **DATE:** |
| <enter here> | <enter here> | <enter here> | <enter here> | <enter here> |
| <add more rows if necessary> |  |  |  |  |

\* Please list PhD first (at top of list). It is not necessary to list pre-undergraduate level education.

### **Current position\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION OR ROLE:** | **INSTITUTION OR ORGANISATION:** | **COUNTRY:** | **START DATE:** | **END DATE (IF APPLICABLE):** |
| <enter here> | <enter here> | <enter here> | <enter here> | <enter here> |
| <add more rows if necessary> |  |  |  |  |

\* Please put your current position at the top of the list. It is only necessary to list current or very recent positions (<6 months). Any relevant positions may be listed, e.g. including both full-time employment or voluntary positions.

### **Academic referees contact information**

Please provide details of two academic referees who can be contacted in support of your application. **Both referees should be prepared to submit blind letters of recommendation upon request**, and **institutional email addresses should be provided where possible**.

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| --- | --- | --- |
| **REFEREE 1:** | **NAME:** | <enter here> |
| **EMAIL:** | <enter here> |
| **INSTITUTIONAL OR PROFESSIONAL CONTACT ADDRESS:** | <enter here> |
| **RELATIONSHIP TO APPLICANT:** | <enter here> |
| **REFEREE 2:** | **NAME:** | <enter here> |
| **EMAIL:** | <enter here> |
| **INSTITUTIONAL OR PROFESSIONAL CONTACT ADDRESS:** | <enter here> |
| **RELATIONSHIP TO APPLICANT:** | <enter here> |

## **2. Fellowship proposal**

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| **START DATE:** | <enter here> |
| **END DATE:** | <enter here> |
| **DURATION (MONTHS):** | <enter here> |

### **Mentor and host institution**

|  |  |
| --- | --- |
| **MENTOR TITLE OR ROLE:** | <enter here> |
| **MENTOR NAME:** | <enter here> |
| **MENTOR SUBJECT FIELD:** | <enter here> |
| **MENTOR EMAIL:** | <enter here> |
| **MENTOR ADDRESS AT HOST INSTITUTION:** | <enter here> |
| **HOST INSTITUTION:** | <enter here> |
| **HOST DEPARTMENT:** | <enter here> |

### **Budget**

Please note that your proposed budget **must** be calculated using **British Pounds**, i.e. Sterling GBP. The USF is an organisation based in the United Kingdom and therefore all grants are paid in British Pounds.

Budget evidence documents must be provided for all items over GBP £500 (e.g. flight prices, quotes for accommodation, local cost of living rates, etc.). Evidence supporting the budget costs should be attached as a single pdf, and should clearly demonstrate that the applicant has carefully researched a realistic and reasonable budget for the fellowship.

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET ITEM:** | **DETAILS:** | **COST:** | |
| <enter here> | <enter here> | <enter here> | |
| <enter here> | <enter here> | <enter here> | |
| <enter here> | <enter here> | <enter here> | |
| <add more rows if necessary> |  |  | |
| **TOTAL FUNDS REQUESTED:** | | |  |

|  |  |
| --- | --- |
| **ARE YOU ATTACHING ANY BUDGET EVIDENCE DOCUMENTS? (MAXIMUM FILESIZE 5MB)** | <YES/NO> |

### **Award support funding**

There is a small amount of separate, limited funds available to support extra-ordinary costs during the sabbatical period which are incurred due to (a) care for dependent person(s), e.g. children, or (b) disability. Please consult the [Further Particulars](https://urbanstudiesfoundation.org/funding/international-fellowships/) document for more details.

These additional and limited funds must be applied for **separately** in the event that the applicant is short-listed for this fellowship. Applicants should therefore indicate whether they intend or need to apply for additional award support funding here. If short-listed, you will be contacted separately to apply for any additional funds.

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| **I wish to apply for additional award support funding in the event that I am short-listed for this award.** | <YES/NO> |

### **Research proposal**

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| --- | --- |
| **TITLE OF PROPOSAL** | <enter here> |

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| **1a. Summary outline of the planned research, demonstrating its originality, rigour and value to the field of urban studies [1200 words max].** |
| Please enter your answer to question 1 here. |
| **Word count for section 1a:** <enter words used here> out of 1200 words maximum. |

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| **1b. References / bibliography [750 words max].** |
| Please list any references used in the proposal text (section 1a above) here, in standard bibliographical format. Do not use this field for anything other than bibliographical information. |

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| **2. Statement of the intended form of research output (e.g. articles [specify target journals], a monograph, etc.) [300 words max].** |
| Please enter your answer to question 2 here. |
| **Word count for section 2:** <enter words used here> out of 300 words maximum. |

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| **3. Relevant background about the suitability of the host institution and reasons for its selection [300 words max].** |
| Please enter your answer to question 3 here. |
| **Word count for section 3:** <enter words used here> out of 300 words maximum. |

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| **4. Explanation of how your proposed mentor’s expertise will support and facilitate your research work. [300 words max].** |
| Please enter your answer to question 4 here. |
| **Word count for section 4:** <enter words used here> out of 300 words maximum. |

**NOTE:** Please do not use any formatting in the text you enter. All proposal text must be plain, san-serif, 12pt type. Exceeding the permitted word count will result in automatic disqualification.

|  |  |
| --- | --- |
| **I confirm that all proposal materials do not exceed the total word limits.** | <YES/NO> |

If required, any supplemental non-text material (e.g. diagrams, images, etc.) may also be uploaded as a single pdf below in the "Supplementary Proposal Material" field below.

|  |  |
| --- | --- |
| **ARE YOU ATTACHING ANY SUPPLEMENTARY PROPOSAL MATERIAL? (MAXIMUM FILE SIZE 5MB)** | <YES/NO> |

## **3. Supporting documents**

This award is only intended for nationals of Global South countries as defined on the [Urban Studies Foundation website](https://urbanstudiesfoundation.org/funding/international-fellowships/). To ensure all applicants are eligible for this award, we therefore require that you provide proof that your primary nationality is listed on the [OECD’s current ODA recipient list (2022)](https://www.urbanstudiesfoundation.org/content/assets/uploads/2022/02/DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf). Acceptable proof includes a scan of the applicant's birth certificate, passport, national identification card, etc. This document, and the personal data contained therein, will only be used to verify a candidate’s nationality (prior to the application being assessed by the awarding committee) and will then be permanently deleted.

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| **PLEASE CONFIRM YOU HAVE ATTACHED PROOF OF PRIMARY NATIONALITY** | <YES/NO> |

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| --- | --- |
| **I confirm I am a national of the countries listed on the OECD’s current ODA recipient list (2018-2020).** | <YES/NO> |

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| **PLEASE CONFIRM YOU HAVE ATTACHED AN APPLICANT CV (.PDF FORMAT, MAX 3 PAGES, MAXIMUM FILE SIZE 5MB)** | <YES/NO> |

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| **PLEASE CONFIRM YOU HAVE ATTACHED A MENTOR CV (.PDF FORMAT, MAX 3 PAGES, MAXIMUM FILE SIZE 5MB)** | <YES/NO> |

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| **PLEASE CONFIRM YOU HAVE ATTACHED A MENTOR SUPPORT LETTER (.PDF FORMAT, MAX 2 PAGES, MAXIMUM FILE SIZE 5MB)** | <YES/NO> |

**Submission declaration**

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| --- | --- |
| **As applicant you confirm that:**   1. **all information that you have supplied in this application is true, correct and complete;** 2. **you consent to the storage, processing and use of the information contained in this application form as described in the Urban Studies Foundation Privacy Notice (available at http://urbanstudiesfoundation.org/privacy-notice); and** 3. **you agree to be bound by the decision of the Urban Studies Foundation awarding panel in relation to this application, and understand that their decision is final.** | <YES/NO> |