

Summary Checklist for the COMNAP Fellowship Scheme

COMNAP Fellowships	
Eligibility:	<p>1. Any “early career” person, where here, “early career” person is defined as someone who is within the first five years after completion of the highest level of university award/certificate/degree obtained; or any person, regardless of university completion, that is under the age of 40 years old on the day of the deadline for the application submission. So, as examples:</p> <ul style="list-style-type: none"> • Those who have a doctorate, with not more than 5 years since your doctoral award. • Those who hold a master’s degree, with not more than 5 years since your master’s degree was awarded to you. • Those who hold an undergraduate degree, with not more than 5 years since your bachelor’s degree or baccalaureate was awarded to you. • Those under the age of 40 on 1 July 2017. <p>2. Applications are welcome from a range of disciplines and fields, including but not limited to, those with Engineering, Environmental Management, Data Management, Technology, Social Sciences, Humanities, Education, Communication and Outreach, Law, Operations and Logistics, Search and Rescue, Medical and Science backgrounds.</p> <p>3. Those wishing to visit a facility in or run by a COMNAP Member or Observer country, which is different from applicant’s (a) country of citizenship (which should be a COMNAP Member or Observer country) and (b) country of current residence.</p> <p>4. Applications must be for one of the COMNAP projects as indicated in the 2017 list of projects (attached); or, if the proposed project is not on list, the proposed project must fit within COMNAP’s goals and purpose and should contribute to one or more objectives of the home or host National Antarctic Programme.</p>
Fellowship Award:	<p>(a) Up to one award for 2017;</p> <p>(b) Up to US\$15,000 funding;</p> <p>(c) Home institute or applicant to bear in-home-country costs (e.g. travel visa application, salary/wages, domestic travel);</p> <p>(d) Host institute to waive any fees that relate to lab/office space, field expenses, library or archive access, if any, or other as agreed in advance with host institute.</p>
Application package contents (must all be uploaded when making on-line application):	<p>(a) Proposal (with any relevant appendices);</p> <p>(b) Cover Note 1: Home Institute Agreement Form & Letter of Reference;</p> <p>(c) Cover Note 2: Host Institute Agreement Form.</p>
Deadline for application:	1st July 2017
Online submission to:	https://www.comnap.aq/SitePages/fellowships.aspx
Any queries, contact:	sec@comnap.aq

PROPOSAL

(Maximum length 1000 words + Any References cited + Any Illustrative material)

Candidates should provide a description of the project, indicating its expected achievements and showing, in particular, what the candidate, the home institute and the host institution are expected to gain from the work. The write up *must* include the following headers and *must* answer the questions posed within each header. (The word count for the proposal *does not* include any references cited or any extra illustrative material – e.g. tables and/or figures).

Project Title: [Please choose from the project list for 2017 or enter the title of the project ensuring that the proposed project meets the criteria as specified in item 3 of eligibility requirements.]

Objectives: [What are you going to do?]

Methodology: [How are you going to do it?]

Deliverables: [What do you expect to achieve?]

Success Factors: [What will show if the project has succeeded?]

Why is this particular project important to you? [Your background/interests in regards to this project]

Budget:

- How much money is required/are you requesting, and how will the money be spent? Please outline a budget indicating approximate expenditures on travel, accommodation, subsistence, materials, and other anticipated costs.
- Are you able to obtain additional financial support? If so, how much and from where?

References cited (if any, maximum 1 page)

Illustrative material - tables and figures (if any, maximum 1 page)

Please upload your Proposal (and any relevant appendices or other documents) as a single document, preferably in PDF format, during the online application process at:

<https://www.comnap.aq/SitePages/fellowships.aspx>.



Cover Note 1: Home Institute Agreement Form for an Application to COMNAP Fellowship 2017

(Ask referee from home institute to answer all questions & attach a letter of reference)

1. APPLICANT Details: (For whom you are providing a Nomination and Reference)

Forename(s):	Surname:	Title:
Title of Applicant's Project:		

2. Referee (From Applicant's HOME Institute) Details:

Forename(s):	Surname:	Title:
Name of Institute:	Your daytime telephone number:	
City and country:	Your E-mail address:	

How long have you known the applicant?
In what context do you know the applicant?

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge. *(If you do not have an electronic signature, please write your name in FULL CAPITAL LETTERS, to signify that you have signed the document.)*

Signature:

Date:

Letter of Reference

Please now write your reference or recommendation in English on a separate sheet. The sheet should include either your official letterhead, or the letterhead of your institute. Please make sure the reference is also signed and dated.

The reference letter should be scanned and combined with this cover note in a single document (preferably in PDF format). It must be returned to the applicant **before the deadline of 1st July 2017** for uploading during the online application process.



Cover Note 2: Host Institute Agreement Form for an Application to COMNAP Fellowship 2017

(Ask representative from host institute to provide response to all questions)

1. APPLICANT Details: (Whom you will be hosting)

Forename(s):	Surname:	Title:
Title of Applicant's Project:		

2. HOST Details:

Forename(s):	Surname:	Title:
Name of Institute:	Your daytime telephone number:	
City and country:	Your E-mail address:	

(a) Do you know the applicant? YES or NO If 'YES', please answer (b) and (c):
(b) How long have you known the applicant?
(c) In what context do you know the applicant?

I understand this project's objectives and purpose, and agree it supports the goals and objectives of our host institute and therefore endorse this proposed project. I also agree and confirm that the host institute will provide the necessary facilities for the nominee, if awarded the fellowship, to undertake the project described in the application. *(If you do not have an electronic signature, please write your name in FULL CAPITAL LETTERS, to signify that you have signed the document.)*

Signature:

Date:

This document should be returned to the applicant **before the deadline of 1st July 2017**. The applicant must upload Cover Note 2 (preferably in PDF format) during the online application process.