

# Robert S. McNamara Fellowship Program

## Fellowship Applicants' FAQs

1<sup>st</sup> Update

April 11, 2019

Most recent updates done in **blue**.

### **TOPIC: BENEFITS**

**Will this fellowship cover any type of graduate degree study?**

No –this fellowship only covers a PhD doctoral research.

**What is the value of the fellowship?**

The value of the RSM fellowship depends on the submission of a well-documented budget for eligible expenditures, but in no circumstance can the benefit excel USD25,000.

**Will the fellowship pay for me to go back to my home country for data collection or other activities during the award period?**

No. We only provide for air travel from your home country to your host institution at the beginning of your fellowship, and from your host institution to your home country at the end of your fellowship period.

**If I am an awardee, can my fellowship be deferred until next year?**

No – your fellowship must start between September and December 2019 and cannot be deferred.

**Does the fellowship support VISA application(s) and related expenses?**

No.

**Does the fellowship cover costs to bring and support family members during my fellowship?**

No.

**Does the RSMFP Secretariat provide support for or respond to inquiries regarding an applicant's family members wanting to obtain a VISA to accompany the scholar while studying abroad?**

No.

### **TOPIC: ELIGIBILITY**

**What are the eligibility requirements?**

The eligibility requirements are listed in the application guidelines. All eligibility criteria are strictly adhered to. **No exceptions are made for any reason.**

**How can I tell if I meet the eligibility requirements?**

It is up to the applicant to assess whether or not he/she is eligible. The eligibility requirements are clearly listed in the application guidelines and these FAQs. The RSMFP Secretariat will not respond to any inquiry that presents an applicants' circumstances (including the type of admissions letter from the university) and requests assistance in assessing the applicant's eligibility. **There is no exception made to the eligibility requirements.**

**How do I determine if I meet the age requirement?**

You must be born after May 2, 1983.

**Can I apply for the fellowship if I am a dual citizen of country not eligible for World Bank financing?**

No.

**Can I apply for the fellowship if I am from a developing country and currently pursuing a PhD in a developed country?**

No.

**Can I apply for the fellowship to do research in a developing country for which I have citizenship?**

No.

**Can I apply for the fellowship to do research in a country in which I currently reside?**

No.

**Can I apply for the fellowship if I currently reside in a country that is not eligible for World Bank financing?**

No.

**Can I apply for the fellowship if I am currently pursuing a PhD in a developing country other than a developing country I have citizenship?**

Yes - as long as the host institution is not located in either of these two countries.

**I have already obtained my PhD degree. Can I still apply for this fellowship for post-doctoral research?**

No – to be eligible you must be currently enrolled in a PhD program.

**I am about to start my PhD program – can I apply for the fellowship for support in my first year?**

If you are enrolled in a PhD program at the time of the application deadline, no matter how long you have been enrolled, you can apply to the RSMFP only if you have already completed all coursework and exams required by your doctoral program.

**Am I eligible for the RSMFP fellowship if I have finished my coursework for my PhD, but am still waiting to pass my qualifying exams?**

No - You must have completed and passed all your qualifying exams to be eligible.

**Does the RSM fellowship cover all types of research?**

No - RSM is for development-related applied research only. The research must inform the quest for poverty alleviation and shared prosperity specific to the developing country context. For example, RSM does not finance basic scientific research (i.e. cancer, molecular biology, chemistry, mathematics, etc.).

**TOPIC: HOST INSTITUTIONS**

**Can I go to any host institution in the world to conduct research?**

Your fellowship can take place at any host institution in the world as long as the following conditions are met:

- (i) the host institution is in a World Bank member country.
- (ii) the host institution is outside the developing country where you have citizenship.
- (iii) the host institution is outside the country where you are a current resident.
- (iv) if you currently reside in a country outside the developing country where you have citizenship, that country must be a developing country.

**Does a host institution have to be in a World Bank member country that was an initial donor for the RSM Fellowship?**

No – your host institution can be in any World Bank member country outside of your home country.

**I have been accepted by a research institute as my host institution. Am I still eligible to apply?**

Yes – your host institution does not have to be a university.

**Can I split my fellowship between two host institutions?**

No - we do not allow the fellowship to be split across institutions or countries. Fellows must spend the duration of the funded research period at one host institution in one country.

**Do I need to provide documentation from my host institution to certify I have been accepted?**

No – The host institution will be contacted during the review process to verify your acceptance.

**TOPIC: RECOMMENDATIONS**

**Can I submit the online Application Form before submitting the online recommendation request form?**

Yes. But the RSMFP Secretariat strongly encourages you to select your professional recommenders and submit the Recommendation Request Form (see Main Menu of the application) as soon as possible in order to give ample time for the recommenders to submit their recommendations online before the application deadline.

**Can anyone provide a recommendation?**

No. Recommendations must come from your PhD Thesis advisor and your host institution advisor.

**May I give a personal email address for my recommenders?**

Yes. You may submit the recommender's Gmail, yahoo or other personal email address. However, if an email address from the referees' academic or research institution place of employment is available you are required to use that. The email address you provide must be accessible only by your recommender.

**Can a person providing a recommendation write in any language?**

No. Recommenders must write their recommendation in English. Please note that recommenders can use a free online tool to translate words into English, without penalty for doing so. Paying for a certified translation is NOT required.

**Can my host institution research advisor and my PhD thesis supervisor be the same person?**

No.

**Can my recommender share the email requesting their recommendation with my other recommender?**

No. Each recommender will receive an individual email with a unique link to an online Recommendation Form he/she must complete. Only his/her recommendation can be submitted using this link. If the recommender shares the link with other recommenders, his/her recommendation may be overwritten.

**Can I draft the recommendation for my recommender, in part or in its entirety?**

No. The recommendation must be drafted and submitted by the recommender.

**After I submit the Recommendation Request Form, can I change my recommender?**

If the Recommender has submitted his/her recommendation, you cannot replace that recommender with another person.

If the recommender has not yet submitted his/her recommendation, you can delete your request for that recommender in your Recommendation Request Form, and insert the contact information of the replacement. The document titled “Navigating the Online Application” provides details on how to undertake this task.

**What is the deadline for each recommender to submit his/her recommendation?**

The Application deadline date noted on the Application Guidelines.

**Do I need a research supervisor who has a permanent position in a university or research institute?**

Yes - Your research supervisor needs to be working at a university or other research / academic institution to assure you will have access to basic research resources. It is not permissible to work individually with a retired professor who has no affiliation with an institution.

**TOPIC: APPLICATION PROCESS**

**Can I apply using my mobile phone?**

No. The online application is not configured to be used by a mobile phone. You should use a desktop / laptop computer.

**The link to the application is not working. What should I do?**

Refer to “Accessing the Online Application” document’s section on Troubleshooting to ensure you are using an internet browser that our software supports.

**Is the application available in other languages?**

No – the application is only available in English and should be completed in English. Please note, applicants can use a free online tool to translate words into English, without penalty for doing so. Paying for a certified translation is NOT required.

**Can I send required documents to The World Bank / RSMFP Secretariat via email or postal mail?**

No -- we require applicants upload their required documents using the online application form. We will not review any documents that an applicant provides by email, post, or any other means other than the online application form.

**I already submitted my Application form and want to make changes. Can I submit another Application Form?**

No -- individuals who submit more than one application will be disqualified.

**Besides a completed application submitted before the Application Deadline, are there other requirements I have to fulfill to receive the fellowship?**

Yes, please refer to the "Selection" section of the Application Guidelines.

**How will I find out if I have or have not been awarded the fellowship?**

All successful applicants will hear from the Robert S. McNamara Fellowships Program by July 31, 2019. On or before that date, we will post an announcement on the RSMFP website after all selected fellows have been informed. The program will not directly inform unsuccessful applicants.

**Can I apply again at the next call for fellows?**

Yes -- unsuccessful applicants can apply in a future call. They must meet all eligibility criteria as specified in that call.

**How should I fill out the Budget table?**

Adhere to the instructions provided in the "Prepare Research Proposal and Budget" section of the Application Guidelines to fill out the budget table. Please note that the green cell in the table contains the available balance of \$25,000 which should not be exceeded when you enter your expenses. Every time you enter an expense in the "USD\$ Total Cost" column, it gets subtracted from the available balance.

**TOPIC: QUESTIONS SPECIFIC TO THE APPLICATION FORM**

**What does "\*" preceding a question mean?**

A "\*" next to a question in the online application indicates that this information is required to complete and submit the Application Form.

**Do I have to complete each question of the Application Form?**

No, only those questions preceded by a "\*".

**Can I change any information on my Application Form (including my email address) after I have submitted it?**

No.

**Do I have to get a certified translation for documents required to be translated?**

No -- you can use a free translation service, including those available online.

**The country I am looking for isn't in the drop down menu, what should I do?**

If you are answering a question which asks you to select a country, you must select the country from a dropdown menu. If your country is not listed in the dropdown menu you should select "other" at the end of the menu.

**Should the proposal I wrote for the fellowship be uploaded as a document or am I only expected to fill in the boxes in "Proposed Research for RSMFP Funding" section of the online application?**

You should only fill in the boxes on the section "proposed research for RSMFP funding."

**I have changed my last name because of getting married, so my documents do not all have the same name. What do I do about that?**

In the last question in the Statement of Purpose explain why the name(s) in your uploaded document(s) vary compared to the name you use for the Application Form.

**The ordering of dates (month / day / year) in the Application Form are different than the custom in my home country, so information given by my recommenders may be different than what is written in the Application Form.**

In the Application Form and the CV you upload, please conform to the format provided (month / day / year) and (month / year). During the review we understand information provided by recommenders may use other conventions, e.g. (day / month / year).

**Should I consider my legal status as a resident in answering the question: "What has been your main country of residence over the past 1 year?"**

Applicants should list the country they have lived in the most over the past year, irrespective of the type of residency status.

**How do I complete the "Current Employment" section of the Application Form if I have more than one current employer?**

In the "Current Employment" Section, enter the employer with who you are working the most. And in the last question in the "Statement Of Purpose", note the details of the other current employer(s).

**TOPIC: QUESTIONS ABOUT UPLOADING DOCUMENTS INTO THE APPLICATION FORM**

**Is there a standard format or guide for naming the files that need to be uploaded in the application portal?**

There are no requirements as to how you name the files you upload.

**I have uploaded the wrong file. How to delete it so that i can upload the correct file?**

If you have not yet submitted your Application Form, from your saved draft Application Form, you can just select a new file and it will overwrite the first one you uploaded.

**I have more than one diploma/certificate related to my most recent degree. Which one do I upload?**

If you have multiple diplomas/ related to your most recent degree, please scan all of the diplomas into one file and upload them all through the online application. An academic transcript cannot be uploaded in place of a diploma/certificate. A scanned copy of the diploma/certificate you received at the time of graduation is sufficient. You do not have to ask the university for a newly certified copy of the diploma you received.

**Should I upload additional documentation of academic performance, such as my transcript or Grade Point Average (GPA)?**

No.

**Are there any restrictions on the format or number of pages for my CV?**

No.

**If I am required to provide proof of employment, which types of documents from my employer should I upload into the Application Form as proof of employment?**

Proof of current employment should include a signed and dated letter from your employer written within the last three months on your employer's letterhead, indicating your start date, current title, and note that you are currently employed by that organization. The letter should be signed by an authority such as head of human resources or your manager. The letter can be addressed to "RSMFP Secretariat," "To Whom it May Concern." Proof of prior employment can be: (i) a similar letter described above, with the start and end date of employment noted; (ii) pay stubs that show the timeframe of employment; or (iii) a scanned copy of the original letter of offer of employment that was sent to the applicant by the former employer at the time of hiring.

**If I am self-employed or a founder of an organization in which I work, which types of documentation can I use as proof of this employment?**

For proof of self-employment or of being the founder of an organization in which you work, you must upload the government issued document that indicates when the organization (business or non-for-profit) was registered with the government. If the organization is not registered, it is not considered formal employment.

**How can I upload a scanned copy of my signature onto the Signature Page?**



Applicants must type their first and last names in the field for the Signature. Do not attempt to upload a scanned / electronic signature.