



# Carnegie African Diaspora Fellowship Program (ADF)

## Project Request Guidelines

Use the project request to apply to bring an African-born scholar who lives and works in an accredited college or university in the United States or Canada to your campus to collaborate with you on a project you propose.

In addition to the application instructions in the project request, context and guidelines follow for prospective African host institutions. Feel free to contact [africandiaspora@iie.org](mailto:africandiaspora@iie.org) for further guidance.

The project request is organized in the following five sections:

### I: Host Institution Information

Complete this section with the name and address of your institution. Please note that only higher education institutions accredited by the applicable national agency in their country in Ghana, Kenya, Nigeria, South Africa, Tanzania and Uganda are eligible. Institutions may be public or private.

The contact person listed in this section will be the main point of contact between the host institution and the Carnegie African Diaspora Fellowship Program (ADF) staff at the Institute of International Education (IIE).

### II: Project Description

Projects may be in any academic discipline or can be interdisciplinary. Please be as specific as possible about the disciplinary specializations required for the project, especially if a prospective Fellow is not identified in the project request. Fellow candidates apply via a separate online form to express interest in participating in the ADF Program. To be eligible, African Diaspora Fellows must be scholars born in Africa who live and work in a college or university in the United States or Canada.

Eligible project activities for the Carnegie African Diaspora Fellowship Program are:

- curriculum co-development
- research collaboration and/or
- graduate student training and mentoring.

In order to qualify for support under the ADF Program, the host institution's project request must describe one or more of these types of project activities. It is important to articulate the ways a fellow is expected to contribute during the project visit. Enter a brief title for the project that conveys the field of study and focus of the collaborative curriculum, research and/or graduate student training activities to be conducted during the fellow's project visit.

Projects should stem from an identifiable need and a desire to work with an African Diaspora Fellow. The proposed project activities, objectives and impact should have benefits for both the host institution and the fellow. Projects that show potential for future continued collaboration are encouraged.

### **III. Timeframe**

Project visits proposed can be for one visit by the fellow of between 14 and 90 days to your institution. Project length is defined as the date the fellow arrives at the host institution until the date the fellow departs the host institution for the activities in the project request.

Further future collaborations, outside of Carnegie ADF Program sponsorship, are welcome. Please note any future visits or travel already planned in this timeframe section.

### **IV. Cost-Share Commitment**

In this section, please provide contact information for the person at your institution who will be responsible for the cost-share arrangements. This may be the same or a different contact person as in section I.

For the fellowship, the African Diaspora Fellow will receive a \$250/day stipend, visa costs, limited health insurance coverage, round-trip international air travel and ground transportation costs to and from home and the U.S. or Canadian airport. The Institute of International Education (IIE) manages the fellowships and payments to fellows. Host institutions are strongly encouraged to provide cost-share to cover the fellow's costs while in the host country. These costs include daily meals, lodging and transportation to and from the host country airport and to and from campus to the site of lodging.

Institutions may propose to provide cost-share funds directly to the fellow or to provide in-kind support. As examples of in-kind support, fellows may be lodged in on-campus housing or other lodging for which the host institution is billed directly. If lodging as a guest of a host faculty member is proposed, please also indicate other evidence of host institution financial support for the project visit. Meals may include invitations to homemade dinners. Transport may be provided in a personal vehicle or via a carpool.

If an institution is not able to provide cost-share for one of these types of expenses (meals, lodging or in-country transportation), the Carnegie ADF Program has a limited amount of funds to add to a fellowship to provide for this purpose. However, such projects will need to strongly justify why the project should take place and explain why the type of cost share cannot be provided by the host institution.

Estimating cost-share in U.S. dollars may be challenging; this information is requested only as a quantitative measure for the program. No receipts need to be submitted by the institution to the ADF staff. For support that is in-kind or otherwise hard to estimate, please use an average cost that would be incurred if the fellow were paying for the item or service. For example, if the fellow is lodged on campus in faculty housing, an estimated cost-share could be the cost of a hotel and the cost of a taxi between the hotel and the campus.

## **Supporting Document**

Each project request must have support from the African institution that proposes it. A letter to demonstrate this support, from an administrator at the host institution holding the position of dean or higher, signed and on institution letterhead, must be uploaded in the online project request system. The content of the letter should make it clear that the relevant administrators are aware of the project being requested and commit to having the institution provide the cost-share proposed. The letter of support must be from someone other than the host institution contact person listed in section I who submits the project request.

## **V. Prospective Fellow of Interest**

Host institutions are not required to have a prospective fellow in mind. Fellows are scholars born in Africa who are currently living in the United States or Canada and working at a college or university in either of those two countries. If an institution has a project but no fellow in mind, it is important to explain the project in section II., especially in terms of discipline and specializations, as well as the project activities.

If the host institution does have a fellow in mind, be sure to complete section V., including the name and contact information of the prospective fellow. One fellow can be requested on a project request. An African institution can submit more than one project request. Please note that fellows and projects are both subject to evaluation and approval. It is possible that a project from a host institution will be approved, but that the prospective fellow identified will not. Fellows in the U.S. and Canada should be encouraged to apply, and to be mindful of the scholar guidelines. All due consideration will be given to prospective fellows identified by host institutions in Africa.

An African institution and a prospective fellow can collaborate on ideas for a project that the institution submits. Fellows must complete a separate application online via a link available on the ADF Program website, to express interest in participating in the program. IIE will maintain a roster of fellow candidates who apply. IIE will search the roster to find one or more possible matches, according to the discipline specializations, expertise, activities and objectives described in the project request.