



# Carnegie African Diaspora Fellowship Program

## Project Request Guidelines

The Project Request outlines the host institution's needs in curriculum development, graduate student teaching/mentoring and collaborative research. The Project Request is submitted by the African institution.

In addition to the application instructions in the Project Request, context and guidelines for prospective African host institutions are below. Feel free to contact [AfricanDiaspora@iee.org](mailto:AfricanDiaspora@iee.org) for further guidance.

The Project Request is organized in the following six sections:

### **I. Host Information**

Complete this section with the host institution name, name of person completing the Project Request, and if different, the name of the primary point of contact at the Host Institution. *Please note that only higher education institutions accredited by the applicable national agency in Ghana, Kenya, Nigeria, South Africa, Tanzania and Uganda are eligible along with member institutions of the [African Research Universities Alliance \(ARUA\)](#) and the [Consortium for Advanced Research Training in Africa](#). Institutions may be public or private.*

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

### **II. Prospective Fellow of Interest**

Host institutions are not required to name a prospective Diaspora Fellow. Diaspora Fellows are scholars born in Africa who currently live in the United States or Canada and work at a college or university in either of those two countries. If an institution has a project but no prospective Diaspora Fellow, it is important to thoroughly explain the project in *Section III*, especially in terms of discipline and specializations, as well as the project activities, so the CADFP team can better identify appropriate potential Diaspora Fellow matches

If the host institution does have a prospective Diaspora Fellow for the Project Request, be sure to complete *Section II*, including the name and contact information of the prospective Diaspora Fellow. One or more Fellows can be requested on a single Project Request for cohort projects. An African institution can submit more than one Project Request. Please note that Fellows and projects are both subject to evaluation and approval. Diaspora Scholars in the U.S. and Canada attached to a Project Request must also submit a Diaspora Scholar application and be mindful of the scholar guidelines.

An African institution and a prospective Fellow can collaborate on ideas for a Project Request that the institution submits. However, Fellows must complete a separate application online via a

link available on the CADFP Program website, to express interest in participating in the program. IIE will maintain a roster of Fellow candidates who apply, and search the roster to find one or more possible matches, taking into consideration the discipline specializations, expertise, activities and objectives described in the Project Request.

If you are not naming a scholar in your project request, please email [AfricanDiaspora@iie.org](mailto:AfricanDiaspora@iie.org) to begin the matching process. Once you contact the program, IIE will share a dossier of qualified candidates for your review.

### **III. Project Details**

Projects may be in any academic discipline or may 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. Scholar applicants (African-born scholars) apply via a separate online form to express interest in participating in the CADFP. 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.

Please indicate the type of project you are submitting. Types of fellowships include: All-Discipline Fellowship, Alumni Fellowships, Alumni Virtual Fellowships, Multi-Institutional Fellowships, Cohort Fellowships, and Flexible Fellowships. [Click here to read more about the types of fellowships](#). If you select a fellowship type different from an All-Discipline Fellowship, please explain the choice of fellowship type in the Project Request.

Eligible project activities for the CADFP are:

- Curriculum co-development
- Collaborative research
- Graduate student teaching/mentoring.

To qualify for support under the CADFP, the host institution's Project Request must describe one or more of these activities. It is important to articulate how a Diaspora Scholar is expected to contribute during the project visit.

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

#### *Area of Expertise Required*

- Use this space to list additional subfields in which the Diaspora Fellow needs to have experience and to indicate other areas of expertise you expect the Diaspora Fellow to have in order to collaborate on this project. (200 word limit)

#### *Project Activities*

- Describe the proposed activities and how the Diaspora Fellow would be involved. If project activities include curriculum development, please provide the actual or anticipated

course titles and number of courses to be evaluated and developed, and how the host institution plans to staff teaching of new curricula. For projects that include collaborative research, please include anticipated publication titles and academic journals for publication, where applicable. For projects in graduate student teaching and mentoring, please indicate the number and type of graduate students who will be taught and/or mentored (name, if possible) and the nature of the relationships (i.e. course instruction, thesis/dissertation advising, dissertation committee, research methodology training, etc.). (500 word limit)

#### *Project Objectives*

- Please address why the project is needed, how the project will address these needs and how it fits into your institution's strategic vision. (500 word limit)

#### *Project Impact*

- Please describe the expected outcomes in both the immediate and long-term (within five years) for the project, including impact and outcomes for the host institution, the Diaspora Fellow and the fellow's home institution. Please also comment on how your institution will evaluate and measure the project's impact. (500 word limit)

#### *Sustainability*

- Outline plans to sustain collaboration with the Diaspora Fellow (if selected). What future collaborations do you envision? (500 word limit)

### **IV. Timeframe**

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

### **V. Cost-Share Commitment**

In this section, please provide cost-share arrangements.

For the fellowship, the African Diaspora Fellow will receive a \$150/day stipend, visa costs, limited health insurance coverage, round-trip international air travel and ground transportation costs to and from their 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 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 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 the host institution's 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.

Host Institutions can also mention providing an office for the Fellow and other facilities support. Also, it is highly encouraged that a representative from the host university both collect and deposit the Diaspora Fellow at the airport.

If an institution cannot provide cost-share for one of these types of expenses (meals, lodging or in-country transportation), the CADFP has limited funding for this purpose. However, such projects should justify why the project should take place and explain why the host institution cannot provide this type of cost-share.

## **VI. Supporting Documentation**

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, dated, and on institution letterhead, must be uploaded in the online Project Request system.** The letter's content should make it clear that the relevant administrators know about the requested project and commit to having the institution provide the proposed cost share. Examples of Letters of Support that are not accepted include letters from an Associate Dean, Deputy Dean, or Assistant Dean. Should you have questions about who should provide the letter of support, please contact [AfricanDiaspora@iie.org](mailto:AfricanDiaspora@iie.org). The Letter of Support should be from someone other than the host institution contact person listed in *Section I* who submits the Project Request.

*Updated April 2024*