

**CALL FOR APPLICATIONS:** 15 January 2010

## **The Iraq Research Fellowship Programme: Round 3**

1. Founded in 1933 by Sir William Beveridge and other distinguished academics of the day, CARA remains an organisation governed by academics on behalf of academics. Since 2006, CARA has run a dedicated programme for Iraqi academics in parallel with its core UK grant programme. Both are supported by the CARA UK Universities Network, 45 UK Universities<sup>1</sup> working to promote and defend academic freedom and provide practical support to those in need. CARA is a UK-registered charity.

2. This 3-year Iraq Research Fellowship Programme is one activity within the wider 'Iraq Programme'. **Programme Aims: to enhance regional and Iraqi research and teaching capacities; to undertake and deliver innovative research outputs of relevance to Iraq's future; to nurture lasting international research collaborations; and, to reengage selected Iraqi academics in exile.**

3. Only proposals that demonstrate likely impact on academic development in Iraq, the reintegration of Iraqi academics into the international arena, and importance/relevance to the future of Iraq will be considered.

4. The Programme provides fellowship funding to support core research teams of four (see 'Research Team Composition' in the guidance notes) and limited research costs. It will fund **up to 20 distinct pieces of research over the 3-year programme, with awards of up to £25,000**, subject to available funding. Funding should be used to support scoping/feasibility studies **or** small distinct pieces of research. **Proposals for sums less than the maximum are encouraged.**

5. The CARA Iraq Programme Manager is supported by a UK Steering Committee and Middle-East Regional Sub-Committee to advise and guide the programme and selection process. Final selection is the decision of the UK Steering Committee.

6. The programme will have **a maximum of 5 rounds** over the 3-year period, within the constraints of available funds. The UK Steering Committee reserves the right to vary the total number of awards made in any one round, where it believes that this would meet the Programme aims more effectively.

**The Call** Outline proposals are invited for awards of **up to £25,000** (total) that meet the aims of the programme. Proposals addressing **public health** and **education** issues are particularly welcome however submissions on other topics will also be considered.

**The Closing Date** for submissions is **midnight on 7<sup>th</sup> March 2010**

**Programme Funders:** CARA would like to express its gratitude to **OSI** and the **Sigrid Rausing Trust** for their financial support of the CARA Iraq Fellowship Programme.

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<sup>1</sup> Current Network membership: Bedfordshire, Birmingham, Birkbeck, Brighton, Cambridge, Central School of Speech & Drama, Chichester, Exeter, Essex, Goldsmiths, IoE, King's, Kent, St Andrews, Glasgow, Edinburgh, Glasgow Caledonian, Leeds Metropolitan, University of London, Lincoln, Liverpool, Liverpool Hope, LSBU, LSE, Manchester, Nottingham, Open University, Oxford, Oxford Brookes, Queen Mary, Reading, Roehampton, SOAS, Sunderland, Ulster, Herriot Watt, Strathclyde, UCL, UCLAN, UEL, UWE, Warwick, Wolverhampton, York.

## **A. Guidance Notes for Applicants: Iraq Research Fellowship Programme (Round 3)**

**1. Application Form** Please complete and submit the Summary Application Form plus: a detailed proposal (max. 6 pages; double spaced; minimum font size 11), a detailed budget (max. 1 page), a detailed research timeline, CVs for each team member, a summary outline of institution(s) involved, and 1 page personal statements from each of the Iraqi team members (see Section B Additional Guidance for Supporting Documentation). The **Application Form** can be found in English and Arabic on <http://www.academic-refugees.org/> under 'News & Forthcoming Events', Research Fellowship Proposal 'Call for Applications'. **PLEASE NOTE: ONLY PROPOSALS THAT INCLUDE ALL ITEMS LISTED ABOVE WILL BE CONSIDERED.**

The application should ideally be submitted in English. Where you believe this may prejudice the clarity of your submission then please submit in Arabic for translation by CARA.

**2. Eligibility** Applications may be submitted by academics based at any higher education or research institution, or previously allied to such an institution, provided that they fit one of the required core research team profiles (see 4 below). The **English language skills** of core team members must be sufficient to enable communication with the non-Arabic speakers involved in the programme.

**3. Submission** Application proposals must be submitted to [amman.cara@lsbu.ac.uk](mailto:amman.cara@lsbu.ac.uk), before the closing date of **7<sup>th</sup> March 2010**. **APPLICATIONS RECEIVED AFTER MIDNIGHT ON THE CLOSING DATE WILL NOT BE ACCEPTED.**

**4. Research Team Composition** To support the programme aims, the core research teams must combine the following profiles: **a senior academic in post in at a university of international repute, an Iraqi academic in post-invasion exile in the Middle East, and two early to mid-career Iraqi academics still in post in Iraq** (ie. 25 to maximum 45 years of age). Applications are welcome from existing collaborators or from academics seeking to develop new partnerships. Proposals will be accepted where assistance might be needed to develop the required team, but must have at least 2 team members already nominated of which 1 Iraqi. If such proposals are selected for funding, they may be deferred to a future round to enable the full team to be put in place. **Please tick the HELP box under Section III of the Summary Application Form if you need support in developing the prerequisite required team.** Individual Iraqi academics wishing to be considered as additional members of an incomplete team are also welcome to submit their CVs.

**5. Project Management** The research proposal must demonstrate that the team has the necessary expertise, facilities and time to bring the proposed research to a successful conclusion, which will be the responsibility of the Principal Lead Investigator, ie. the senior academic at a university of international repute.

**6. Research Quality** Proposals will need to demonstrate appropriate frameworks and rigorous research methodologies capable of generating findings of clear value to users and beneficiaries, and **include evidence of a thorough knowledge of the extant existing international literature in the field.**

**7. Research Design and Methods** The proposal must fully and clearly describe a research design and timeframe appropriate for the achievement of the stated objectives and include explicit indicators and outcomes as part of the research design to measure the success of the research.

**8. Relevance to Programme Aims and Priority Needs of Iraq** Proposals need to indicate how they meet the Iraq Research Fellowship Programme aims:

***‘to enhance regional and Iraqi research and teaching capacities; to undertake and deliver innovative research outputs of relevance to Iraq’s future; to nurture lasting international research collaborations; and, to reengage selected Iraqi academics in exile.’***

and make a distinctive contribution to addressing key research challenges and the needs of Iraq and the Iraqi people.

**9. Value for Money** Proposals must represent value for money relative to the anticipated outcomes. The requested sum must be necessary and adequate for the research.

**10. Dissemination** Proposals should include an outline of the target audience, a communication/knowledge transfer strategy and list known dissemination opportunities that might arise during or on completion of the research. CARA has limited additional funds to support dissemination of outputs.

**11. Capacity Building** Please note that selected teams will be required to participate in a **1-week induction/review workshop in Amman**, in line with the Iraq Research Fellowship Programme’s capacity building aims. This period will also allow for final review and refinement of proposal methodologies, indicators, outputs and dissemination opportunities, and the aim will also be to facilitate cross-fertilisation and international collaboration across the supported research teams. Additional funding is available for participation in the induction workshop activity. This initial period will be followed by 4-monthly 4-6 week 2-3 day workshops at which teams will present to peers and committee members on progress and benefit from continuing professional development sessions on learning and teaching theories and change management into which teams from following rounds will be integrated.

Wherever possible and appropriate non-core research team members and others will be included in the 1-week induction and follow-on workshops as peer reviewers and observer and to benefit from capacity building sessions. This will facilitate networking and help to increase the knowledge base and teaching and research capabilities within Iraq’s higher education and research institutions.

**12. Complete Applications** Applications received without all requested documents will be regarded as incomplete and **WILL NOT BE CONSIDERED**.

## **B. Additional Guidance for Supporting Documentation (Round 3)**

### **1. Curriculum Vitae (CV) a maximum of 3 pages**

The following headings and information should be included in your CV

#### **i Personal information**

- Name, date of birth, nationality, marital status
- Contact details – email, telephone, postal address
- Language skills: Arabic, English, Other (reading, writing, understanding, speaking)

#### **ii University education:**

- BA (date of qualification, discipline, university, city, country)
- MA (date of qualification, discipline, title of dissertation, university, city, country)
- PhD (date of qualification, discipline, title of dissertation, university, city, country)
- Other (date of qualification, discipline, university, city, country)

#### **iii Employment**

Job title, dates job held (from – to), organisation or university (city and country)

For each post, please include a brief summary of your primary responsibilities, eg.

- courses taught
- research activities (other than that undertaken for your degrees), with title of research

#### **iv Participation in international workshops and conferences:**

If you presented please provide: Title of paper, date, place, title of conference/workshop

#### **v. Publication list** separating

- Monographs
- Articles
- Chapters in edited volumes
- Books

In each case please give the year of publication, title of publication, name of volume editors if relevant, name of publisher and location, and language of publication.

### **2. Description of your Institution and Partner Institution(s)**

This should include:

- Name, location, type (university, research centre), public or private
- Size (ie. number of faculty and students)
- Departments
- International collaborations (if any)
- Detail of the department to which team members are attached and its research record

### **3. Detailed Budget**

This should include a breakdown of all costs with text justifying the main areas of cost eg.

- Team member 'fellowships'
- Percentage of their working time allocated to the research project
- Additional team members beyond the required 4 core team
- Materials
- Travel
- Other expenses directly related to the research

### **4. Detailed Research Timeframe**

This should include a precise timeframe (beginning and end dates) for each stage of the research up to **but not including** post research dissemination

**5. Personal Statements** should be provided by each Iraqi member of the team outlining how involvement in this research will benefit them and their future academic/research careers in the context of Iraq.

### **C. Proposal Review and Selection Process: Summary (Round 3)**

1. **Initial Administrative Review:** submissions will first be reviewed to assess that all requested documents are included. Applicants will be notified of any missing documents. If this is not received within 7 days of notice before the closing date then the proposal will be deemed incomplete and will not be considered further.
2. **Translation of Material Received in Arabic:** all material received in Arabic will be submitted for translation. Any proposals in Arabic should be sent to CARA as soon as possible.
3. **All complete proposals will be submitted for independent expert review.**
4. **Assessment by the Middle East (ME) Advisory Committee:** all complete proposals and independent expert reviews will be assessed by the ME Advisory Committee to identify areas in need of further clarification and make recommendation to the UK Steering Committee. The ME Committee is composed of international academics from a variety of disciplines with a personal and/or professional interest in Iraq. **Committee members include three Iraqi academics.**
5. **Review/Shortlisting by the UK Steering Committee:** following the ME Advisory Committee review and recommendation, all complete proposals will be reviewed by the UK Steering Committee. Where additional clarification is not required, the UK Steering Committee may elect to make the final selection at this stage using the agreed criteria (see below) scored on a sliding scale of 1-5. The UK Steering Committee may also defer a number of proposals to the future rounds. **If the final selection is done at this stage, those selected for funding will be contacted by mid-May 2010.**
6. **Further Clarification, if required.**
7. **Final Selection:** following further clarifications (if required), the UK Steering Committee will meet to make their final selection of proposals to which awards will be made in Round 3. **If this additional stage is required, those selected for funding will be contacted by mid-June 2010.**

Final selection is undertaken using the following criteria scored on a sliding scale of 1-5.

- i. importance to Iraq and the Iraqi people
- ii. academic impact in Iraq
- iii. capacity building impact
- iv. quality
- v. novelty
- vi. feasibility
- vii. team competence
- viii. value for money
- ix. dissemination strategy

***NB. In line with its capacity-building aims, CARA will provide independent expert feedback to all those who submit complete proposals.***