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AIMS NEI Fellowship Program for Women in Climate Change Science

Terms of Reference for Fellows

Introduction

This document describes the terms of reference for Fellows of the AIMS NEI Fellowship Program for Women in Climate Change Science. This fellowship program seeks to increase women's participation in, and contribution to, a more sustainable societal response to climate change in Africa. It is part of a broader effort by AIMS NEI to build the intellectual capital needed to better our understanding of the causes of climate change in Africa, and to solve the myriad challenges to Africa's development resulting from climate change.

Between 2017 and 2021, AIMS NEI will award a total of 20 one-year fellowships to outstanding, emerging and established female scientists. Each Fellow is expected to execute a self-initiated project with the potential to contribute significantly to the understanding of climate change and its impacts, and to the development and implementation of innovative, empirically-grounded policies and strategies for climate change mitigation, adaptation, and resilience. Projects will be executed at non-profit, host institutions in Africa and in collaboration with suitably qualified members of those institutions.

Besides the potential societal benefits of the work that Fellows will do, it is anticipated that Fellows will also:

- ❖ enhance their expertise in climate-change related research, policy and/or practice;
- ❖ augment their track record through international publications and presentations, among others;
- ❖ gain exposure to new ways of thinking through their immersion in a new work environment provided by their host institution;
- ❖ expand their professional networks; and
- ❖ enhance their professional stature through winning this internationally competitive fellowship.

The fellowship program was made possible by a grant from the International Development Research Centre, Ottawa, Canada, www.idrc.ca, and financial support from the Government of Canada, provided through Global Affairs Canada (GAC), www.international.gc.ca.



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More information about the fellowship program is available at:
<https://www.nexteinsteinstem.org/research/aims-nei-fellowship-program-for-women-in-climate-change-science/>.

Eligibility

- ❖ Candidates must be female.
- ❖ Candidates must have obtained a doctorate degree in a quantitative discipline including, but not limited to, applied mathematics, climatology, physics, computational chemistry, statistical ecology, computer science, theoretical biology, and engineering, before the fellowship start date.
- ❖ Candidates must be permanently or temporarily employed in a non-profit work environment (this includes employment in government).
- ❖ Candidates must be actively engaged in research, policy, and/or practice relevant to: climate change modelling; revealing the causative factors of climate change; and climate change mitigation, adaptation, and/or resilience, and must be the lead and/or senior author of at least one refereed publication on a related topic.

Conditions of the Fellowship

Expectations

- ❖ Each Fellow will propose and execute to the best of her ability a project focusing on a topic relevant to climate change modelling, mitigation, adaptation and/or resilience, among others.
- ❖ Projects should involve any combination of applied research, policy and practice (including proof-of-concept studies), and must depend substantively on the mathematical sciences.
- ❖ Projects must be executed in a non-profit work environment located in Africa (the “host institution”) that is different from the Fellow’s current work environment (the “home institution”). It is each Fellow’s responsibility to identify a suitable host institution together with a member of that institution who is willing and able to collaborate on her project’s execution. Nevertheless, AIMS NEI reserves the right to assign a Fellow to an AIMS Centre and staff considered, within reason, to be a suitable host institution and collaborator, respectively.
- ❖ Projects involving human and/or animal subjects must adhere to the highest applicable ethical standards. Fellows must request and receive permission from AIMS NEI before embarking on such projects. Such permission may be granted subject to additional conditions which will be communicated to the Fellow.



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- ❖ Within three weeks of accepting the fellowship award, Fellows must submit duly signed copies of the ‘Terms of Reference for Home Institutions and Supervisors’ and the ‘Terms of Reference for Host Institutions and Collaborators’. Failure to do so may result in AIMS NEI rescinding the award.
- ❖ At least one of the following outputs and outcomes is expected from each Fellow at the end of the fellowship:
 - a research manuscript published or publishable in a high-quality, refereed international journal,
 - a document proposing changes to climate change-related policy and/or practice, backed by a rigorous analysis of available evidence,
 - a completed proof-of-concept study, and
 - an actual change in policy and/or practice resulting from the Fellow’s work.
- ❖ Depending on the outputs and outcomes recorded over the five-year duration of the fellowship program, AIMS NEI may commission a policy document describing key policy implications of the Fellow’s work. Fellows are expected to contribute sections to such a document upon request.
- ❖ AIMS NEI, IDRC, and both the home and the host institutions must be duly acknowledged in all communications (publications, presentations, etc.) concerning work done by Fellows. Publications should carry the following statement: “This work was carried out with the aid of a grant from the International Development Research Centre, Ottawa, Canada, www.idrc.ca, and with financial support from the Government of Canada, provided through Global Affairs Canada (GAC), www.international.gc.ca”.
- ❖ All books and journal articles resulting from work funded by the fellowship must be made freely available to the public, in post-print form, at most 12 months after the initial publication date. All other project outputs must be sent to AIMS NEI for submission to an appropriate open access repository.
- ❖ Fellows shall respect existing intellectual property rights. In addition, Fellows shall immediately report to AIMS NEI any patentable output resulting or anticipated from work funded by the fellowship. Fellows shall not license, or otherwise assign the rights to such outputs without the written permission of AIMS NEI.
- ❖ A Fellow who is unable to take up the fellowship on the agreed start date must inform AIMS NEI (ms4cr-fellows@nexteinstein.org) in writing at least two months before that date. A Fellow who fails to do so may be required to return to AIMS NEI any fellowship-related payments she has received.
- ❖ Each Fellow must submit to AIMS NEI (ms4cr-fellows@nexteinstein.org) quarterly reports of her progress, which must be co-signed by the named collaborator at her host institution. A reporting template will be provided for this purpose.
- ❖ The Fellow is expected to return to her home institution at the end of the fellowship.



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- ❖ The Fellow releases AIMS NEI and her supporters from all liability for any injury or other type of harm that the Fellow or her dependents may suffer during her tenure of the fellowship.
- ❖ In the event of a change in a Fellow's circumstances that makes her unable to adhere to these 'Terms of Reference', she must notify AIMS NEI immediately by sending an email to ms4cr-fellows@nexteinstein.org. If the Fellow fails to notify AIMS NEI within two weeks of the event in question, then she will be considered in breach of these 'Terms of Reference', and her fellowship will be subject to termination at the sole discretion of AIMS NEI.

Duration

- ❖ The fellowship is tenable for 12 months.
- ❖ In exceptional cases (e.g. the birth of a child), the duration of the fellowship may be extended once, at no additional cost to AIMS NEI, to a cumulative total of up to 24 months. Fellows wishing to benefit from such a no-cost extension should submit a request in writing to AIMS NEI (ms4cr-fellows@nexteinstein.org). A fellowship extension request form will be provided for this purpose.

Financial support

- ❖ The maximum value of the fellowship is USD 35,000.
- ❖ The fellowship will cover:
 - transport (air/train ticket, petrol, etc.) to/from the host institution for the Fellow, up to three accompanying dependents (a spouse, two children) and an in-country nanny, at a maximum cost of USD 6,000;
 - transportation and accommodation to enable the Fellow to present work funded by the fellowship at one international conference (up to USD 2,000);
 - a living stipend for the Fellow (USD 12,000) plus a supplemental stipend for up to three accompanying dependents and nanny (up to USD 6 000); and
 - funding for project-related activities.
- ❖ The actual amount provided to each Fellow will depend on the budgets submitted when applying (see *Application procedure*).
- ❖ An initial lump sum, dependent on the submitted budgets, will be paid to each Fellow within a month of the fellowship start date. The balance will be paid in two installments, per a schedule defined by AIMS NEI and contingent on the receipt of satisfactory progress reports from the Fellow (see *Expectations*).
- ❖ Fellows are responsible for complying with applicable tax laws.
- ❖ All air tickets will be bought on the Fellow's behalf by AIMS NEI.
- ❖ Fellows will be required to submit receipts for all equipment purchased with funds from their fellowship.



Application and Evaluation Procedures

Application procedure

- ❖ Applicants should submit this [online application form](#) to which the following supporting documents should be attached:
 - a completed [personal details form](#), including a detailed budget for all non-project-related activities;
 - a completed [project proposal form](#), including a detailed budget for all project-related activities;
 - a curriculum vitae; and
 - an electronic copy of a representative publication in climate change modelling, its causes, climate change mitigation, adaptation and/or resilience on which the applicant is the lead and/or senior author.
- ❖ Supporting documents should be saved in the format: “MS4CR fellowship [type.of.document]- first and last name of applicant.” For example, “MS4CR fellowship application form-SarahJake.”
- ❖ Applicants will request that three confidential letters of support be emailed to ms4cr-fellows@nexteinsteinstein.org (using as subject “MS4CR fellowship application support letter – first and last name of applicant”) by the application deadline. Two of these letters should come from the applicant’s immediate supervisor at her home institution and the named collaborator at her proposed host institution. At least one letter should come from an individual who is qualified to assess the applicant’s experience in climate change research, practice, and/or policy. Applicants will provide their referees with a copy of these ‘Terms of Reference’ and the [‘Instructions for Referees’](#).
- ❖ Applicants will ask their immediate supervisor and proposed collaborator to review the ‘Terms of Reference for Home Institutions and Supervisors’ and the ‘Terms of Reference for Host Institutions and Collaborators’, respectively. Signed copies of the latter ‘Terms of Reference’ need not be submitted at the application stage, but will be requested from successful applicants.
- ❖ Applications will be considered complete if the documents listed above, including support letters, are received by AIMS NEI by the application deadline.
- ❖ Incomplete applications will not be evaluated.

Evaluation procedure

Applications will be screened initially for relevance and then evaluated by an international selection committee based on the following criteria:

- ❖ Quality of applicant: academic qualifications; quality of publications; experience in climate change-related work; real-world impact and recognition of prior work (e.g. through awards).



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- ❖ Quality of proposed project: relevance to climate change modelling, practice and policy; strength of connection to the mathematical sciences; experience of applicant in project topic; quality of project design; feasibility; suitability of proposed host institution environment and of named collaborator; quality and realism of budget projections.
- ❖ Potential impact of proposed project on scientific knowledge, practice and policy.

Contact Information

ms4cr-fellows@nexteinstein.org.

Review

This document will be reviewed annually by both AIMS NEI's Secretariat and the Oversight Committee for the fellowship program.