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AIMS NEI Fellowship Program for Women in Climate Change Science

Terms of Reference for Host Institutions and Collaborators

Introduction

This document describes the terms of reference for host institutions and collaborators of applicants to 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 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.

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

Definitions

- ❖ The term “home institution” refers to an applicant's current work environment. Home institutions must be non-profit and may include universities, independent research institutions, non-governmental organizations, and governments, among others.
- ❖ The term “host institution” refers to the work environment where an applicant proposes to execute her project. Host institutions must be non-profit and located in Africa.
- ❖ The term “collaborator” refers to a member of the host institution who has agreed to assist an applicant with the execution of her proposed project. Collaborators are required to have significant experience in the topic of the applicant's project.

Requirements and Responsibilities

- ❖ The host institution must be engaged in activities not primarily geared towards profit-making.
- ❖ The collaborator must hold a supervisory and/or independent research position at the host institution.
- ❖ The collaborator must have significant experience in the topic of the Fellow's project.
- ❖ The collaborator must be available at the host institution for the duration of the Fellow's tenure



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- ❖ The collaborator will cooperate with administrators at the host institution to provide the Fellow with logistical and technical support to enable her to take up her fellowship. Such support may be in the form of writing visa letters or providing office space and access to computing and library resources.
- ❖ The collaborator will provide other reasonable forms of assistance necessary for the execution of the Fellow's project.
- ❖ The collaborator will cooperate with the Fellow to provide AIMS NEI with quarterly reports of her progress. A reporting template will be provided for this purpose.
- ❖ Upon request, the collaborator will provide to AIMS NEI a confidential, objective assessment of the Fellow's progress separate from the quarterly reports mentioned above.
- ❖ The host institution will cover any institutional overheads or indirect costs incidental to the Fellow's tenure, and will not charge the Fellow, her home institution, or AIMS NEI for those costs.
- ❖ There is no expectation that the host institution will employ the Fellow.
- ❖ There is no expectation that the host institution will provide any fringe benefits to the Fellow beyond incidental institutional overheads. Nevertheless, the host institution may at its own cost, choose to supplement the funding that AIMS NEI provides to the Fellow.
- ❖ The host institution may at its discretion, require the Fellow to sign a memorandum of understanding governing her tenure of the fellowship. Such conditions may not contradict either these terms of reference or the 'Terms of Reference for Fellows'.
- ❖ The host institution will notify AIMS NEI of any changes to the Fellow's circumstances that could affect her continued eligibility for the fellowship.

Signatures

This document must be signed by both the collaborator and a designated representative of the host institution.

Representative of host institution

Names: _____

Position: _____

Signature: _____

Date: _____

Collaborator

Names: _____

Position: _____

Signature: _____

Date: _____



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