

Application Form

OPEN SOCIETY SCHOLARSHIP PROGRAMS

2018-19 CIVIL SOCIETY SCHOLAR AWARDS APPLICATION FORM

**Research Project Title:**

I am applying as a:

Doctoral student enrolled outside my home country

Doctoral student enrolled in my home country

Faculty member currently teaching in my home country

**Personal Details**

Last name:       First name:       Other names:

Sex:

Email address:       Secondary email address:

Date of birth (MM/DD/YYYY):

Country of birth:

Country of citizenship:

Country of second citizenship (if applicable):

City and country of current residence:

Do you have a United States green card, residency status in any other country, or an application pending for residency status in any country? No  Yes

If yes, please provide the details below:

Country:

Type of immigration document held/applied for:

## Have you received or are you receiving support from the Open Society Foundations or the Soros Foundation Network? No Yes

If yes, please list the full name of the program or grant, the year(s) of funding, and the amount received:

Are you a current CSSA grantee? No  Yes

If yes, please give a brief overview of the work that you have completed so far and confirm the end date of your current CSSA project:

Have you ever been employed by an OSF organization, or do you have any family member who is currently employed by an OSF organization? No  Yes

If yes, please provide the details here:

**Education History**

Please provide the details of your educational history, starting with the **most recent** degree obtained:

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| --- | --- | --- | --- |
| **Degree** | **Major** | **Date Received**  **(MM/YYYY)** | **University/College Name** |
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**Doctoral student applicants only.**

**I am currently enrolled in the following doctorate (Ph.D.) program*:***

Area of specialization:

Faculty/Department Name:

Name of University:       City:       Country:

Name of academic supervisor:

Email address of academic supervisor:

Date of enrollment (MM/YYYY):       Expected date of completion: (MM/YYYY):

In which year of your doctoral program will your proposed research take place?

**Employment History**

Current/most recent position held:

Employer:

Country of employment:

Employment start date (MM/YYY):

Employment end date, if applicable (MM/YYY):

*Please attach your CV to this application form, making sure it includes your full up to date employment history. Applications submitted without a CV will not be considered.*

## Awards

Please list any academic awards, scholarships or honors you have received:

Award details:       Date Received:

Award details:       Date Received:

Award details:       Date Received:

**Academic and Professional Publications**

Please list the most relevant books, articles or reviews in your field of research that you have published, making sure you include title, place and date of publication. Any non-English titles must be translated into English. A fuller list can be included on your CV.

**Previous International Travel for Academic Purposes**

Please list below any international trips longer than 1 month that you have taken for academic purposes:

**Research Proposal**

* Research project start date (MM/DD/YYYY):
* Research project end date (MM/DD/YYYY):
* International location of proposed activity (country):
* Host institution (if applicable):
* Field of study:
* Total CSSA contribution requested, USD:

*Please make sure you provide detailed information on your project’s budget and timeline on pages*

*10-11 of this application form.*

**Please respond below, addressing each question clearly, within the maximum word limits specified.**

* Background to the study and a problem statement (up to 200 words).

* Research question/hypothesis (up to 200 words)

* Research plan and methodology (up to 700 words)

* Significance of the research: How is your proposed research project different from other research that already exists on the subject (or how does it add to it)? What contribution will your proposed research make to civil society, academia or general socio-economic development in your home country or region? (up to 400 words)

* Why have you chosen this particular international location for your research? (up to 200 words)

* Are you seeking funds from sources other than OSF for this research? If yes, please provide the details below (up to 100 words):

* Please explain why you need this award at this specific point in your career and how your proposed project is connected to your current work/studies (up to 200 words)

* How are you planning to disseminate the results of your research? (up to 100 words)

* Does your research require IRB/ethics committee approval?

No  Yes

**If your research involves travel to the US, please read the program guidelines carefully before applying to check if your proposal is eligible for CSSA funding.**

* Does your research involve travel to the US?

No  Yes

* If your research involves travel to the US, have you attached an invitation letter from the host institution in the US confirming that they are on the list of Designated Sponsor Organizations for J1 visa and that they are willing to support your J1 visa application?

No  Yes

**Checklist:**

**Please check each box to confirm your submission of the following:**

Completed Application Form

Updated CV

Project budget and timeline (pages 10-11 of this application form)

Copy of the identification pages of your passport/any current visas

Scan of current official graduate school transcript (doctoral applicants) or the final transcript of highest degree obtained (faculty applicants)

A letter of invitation from a faculty member or a senior administrator at the institution where your research will take place, if applicable (scanned and attached to application). If you are not able to collect this by the time of submission or if it is not applicable to your proposal, please outline why here:

**Doctoral student applicants must also provide:**

An official letter from your academic institution confirming your enrollment status, department, and expected completion date (scanned and attached to application)

A personal reference letter from an academic or professional in your field in your home country who can speak to your accomplishments, future aspirations, and ties to your home country (scanned and attached to application)

An academic reference letter from your academic supervisor supporting the research for which you seek funding. Supervisors should also confirm if the activity will need IRB/ethics committee approval prior to the activity taking place (scanned and attached to application).

**Faculty applicants must also provide:**

An official letter from your institution of employment confirming your status as a faculty member and endorsing the proposed time away from your position (scanned and attached to application)

An academic reference letter from a senior colleague in your field with direct knowledge of your work and your proposed research topic (scanned and attached to application)

**Please refer to the Guidelines to verify which letters of support you need to include. All letters MUST include full name, email address and contact number of the person giving the reference.**

**Submitting your application:**

Please submit your completed application form and all the required documents electronically to [cssa@infoscholar.org](mailto:cssa@infoscholar.org), making sure you include your surname in the subject line of the message. The deadline for submission of all documents is **March 31, 2018 (6pm ET).**

If you are unable to send your application to us electronically, you may submit it **in hard copy only** to one of the local offices listed in the Guidelines. All completed applications will then be forwarded to OSF for review.

Please tick one of the options below to confirm how this application will be submitted:

via post to OSF-London

via post to OSI-New York

via email to cssa@infoscholar.org

via post, email or by hand to your local Educational Advising Center

**Outreach Assessment:**

Please do let us know how you heard about CSSA:

Friend/colleague

Poster/flyer

Listserv (Please give the name:       )

OSF website

Local Educational Advising Center

University information session

Radio announcement

Other (please specify):

**Privacy statement**

1. **How we use your personal data**

Open Society Foundation London and Open Society Institute, New York will use your personal data to process this application and, if successful, to arrange your receipt of a Civil Society Scholar Award, monitor your grant, contact you about the progress and status of your grant and (where applicable) administer your attendance at our grantees’ annual conference. We would also like to stay in touch with you as part of our alumni network (see below).

As part of the process of dealing with your application and administering your grant if successful, your personal data will if necessary be transferred to the USA and countries outside of the European Economic Area where there may be a lower standard of protection for personal data. We will also pass data to the Educational Advising Centre and national or regional Open Society Foundation that is local to your home country or region as well as staff, consultants and suppliers who are performing services on our behalf.

The legal basis on which we process your data is either you have provided consent, it is necessary for us to comply with a legal obligation or to perform our responsibilities under an agreement with you, or there is a legitimate interest in us doing so. Our legitimate interests include administering the Civil Society Scholar Award program.

From time to time, we publish the names of grant recipients, the purpose of the grants we award and the grant amount.

We will keep your data secure and retain it for no longer than is necessary for the purposes for which it is processed. We generally delete data from unsuccessful application after 2 years.

1. **How we and our partners would like to stay in touch with you**

We and the Educational Advising Centre and national or regional Open Society Foundation that is local to your home country or region would like to keep you updated about our and their work, programs and events and to ask you for feedback.

Are you happy to be contacted via email?

Yes  No

1. **How you can change your preferences**

For more information about the way in which we process personal data, to request access to and rectification or erasure of your data, or to object to processing or withdraw your consent where applicable contact us at [cssa@inforscholar.org](mailto:cssa@inforscholar.org).

You can opt-out or update your communication preferences at any time by contacting us at [cssa@inforscholar.org](mailto:cssa@inforscholar.org).

If you are unhappy with the way in which we have handled your personal data please contact us using the details above. If your application is assessed and grant is administered by Open Society Foundation London, you are also entitled to make a complaint to the United Kingdom Information Commissioner’s Office.

1. **Your agreement**

I certify that the information given in this application is complete and accurate.

Full Name:

Date:

**Open Society Scholarship Programs**

**2018-19 CIVIL SOCIETY SCHOLAR AWARDS**

**ProJECT budget and timeline**

**Full name:**

**Title of your proposed research:**

**Total CSSA contribution requested (USD):**

Please submit a line item budget for the proposed activity, stating the estimated amount for each category in USD. Kindly note that the total amount requested cannot exceed USD 15,000.

All expenses should relate to international activities taking place **outside of the country of your home institution**. If your project involves travel to more than one country, please indicate expenses for each country in a separate line within each budget category.

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| --- | --- | --- | --- |
| PLEASE INDICATE PRIMARY CATEGORIES  FOR EXPENDITURE OF YOUR CIVIL SOCIETY SCHOLAR AWARD | INTERNATIONAL LOCATION | TOTAL  ESTIMATED COST,  USD$ | CSSA FUNDING CONTRIBUTION, USD$ |
| **International travel expenses**  *For travel to the international location of proposed activity* |  |  |  |
| **Local transportation**  *at the**international location of proposed activity* |  |  |  |
| **Accommodation expenses**  *at the**international location of proposed activity* |  |  |  |
| **Maintenance expenses**  *at the**international location of proposed activity* |  |  |  |
| **Research materials**  *Please provide a detailed breakdown in the budget narrative section.* |  |  |  |
| **Publication and dissemination costs**  *Please provide a detailed* *breakdown in the budget narrative section.* |  |  |  |
| **Other\***  *Please provide a detailed breakdown in the budget narrative section.* |  |  |  |
| **TOTAL** |  |  |  |

**Budget Narrative**

Please provide detailed information on your planned expenses, making sure you cover each of the categories listed above. If you are planning to travel to more than one country, please list the costs for each of the countries you are planning to visit separately.

**Proposal timeline**

**All planned activities must take place between September 1, 2018 and August 31, 2019.**

**Project duration cannot exceed 12 months.**

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| --- | --- | --- |
| MM/YYYY | ACTIVITIES PLANNED | INTERNATIONAL LOCATION  OF THE PROPOSED ACTIVITIES |
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