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**U.S. GLOBAL  
DEVELOPMENT  
LAB**

## **UC Berkeley**

Global Development Fellowship - 2018  
Application Instructions and Coversheet

### **Instructions**

UC Berkeley's Global Development Fellowship program will be offering up to twenty-nine \$7,500 Fellowships to qualified UC Berkeley students to fund their participation in USAID's Research and Innovation Fellowship program. **Applications are due by midnight on January 19, 2018.**

To qualify for Fellowships:

- Applicants must be a registered UC Berkeley graduate level student at application and during the Spring and Fall 2018 semesters
- They must be in good academic standing (i.e., must not be on academic probation or have had their degree candidacy lapse) and have a minimum **3.0** grade-point average
- Only US citizens and permanent residents are eligible for the twelve USAID-funded Fellowships. However, non-US citizens may qualify for one of the seven Fellowships which are funded by the UC Office of the President, the Chevron Corporation and other donors. The two UCOP-funded Fellowships are for opportunities related to food and agriculture. The five Chevron and other donor funded Fellowships can be in any sector.
- Before applying for Fellowship funding, the "opportunity" that students propose to pursue needs to first be approved by USAID using the Host Opportunity Submission form: Forms must be submitted no later than **December 1, 2017**. Students/faculty proposing opportunities will be informed of USAID's decision in early January.  
**Approval of the opportunity does not guarantee GDF funding.**

Application checklist:

- Completed GDF coversheet (below)
- Copy of the opportunity approval request form
- Invitation letter from the approved host
- Description and work plan for the project you will be undertaking. This would be an elaboration of the project description include in the Host Opportunity Submission form. Include a timeline/Gantt Chart (maximum 3 pages)
- Cover letter that explains why this is an appropriate opportunity for you in terms of your qualifications and in the way it fits into your academic/career objectives (maximum 2 pages)
- USAID Mission Concurrence Request Form
- Copy of Host Opportunity Submission Form (Original due December 1<sup>st</sup>)
- Current 1-2 page résumé

- Two reference letters – at least one from a UC Berkeley faculty member/lecturer. The letters should include contact information. Letters should address candidate's capacity to undertake the assignment. If referee prefers, the letter can be sent directly to berkeleymdp@gmail.com with the subject line:

**GDF FELLOWSHIP APP Reference: Last name\_First name**

- Itemized budget. The budget does not need to equal the fixed amount of the Fellowship (\$7,500), ie. the total can be more or less than \$7,500. It should reflect the estimated real costs of undertaking the assignment – travel, housing, living costs, etc. The main purpose is to provide reviewers with a sense of how realistic you have been in estimating costs.

**Submission instructions:**

Email a copy of all documents (in pdf format) as attachments to a single message addressed to berkeleymdp@gmail.com with the subject line:

**GDF FELLOWSHIP APP Ref: Last name\_First name**

Applications that do not follow this format will not be considered.

**Timing:**

- **Applications are due at 11:59 PST pm on Friday, January 19, 2018. NO LATE APPLICATIONS WILL BE ACCEPTED.**
- Decisions on Fellowships are expected o/a March 2, 2018
- Fellowship winners will be required to signal their acceptance to participate in the program no later than 11:59pm PST on Thursday, March 15, 2018
- **Mandatory** pre-departure preparation schedule (tentative):
  - Wednesday, March 7 (noon – 1:30pm) Kick off lunch
  - Thursday, March 22 (5pm -7pm) Preparatory Training
  - Thursday, April 5, 12 and & 19 (5pm-7pm) Preparatory Training
  - An optional RIFA/GDF Conference (in conjunction with UC Davis, UC Riverside and UC Santa Cruz) location: Davis – in May, exact date TBA
- Fellowship assignment: May – August 2018 (8-10 weeks)
- Students must also attend a post-Fellowship debriefing on September 13, 2018 (5pm – 7:30pm)



**USAID Research and Innovation Fellowships  
2018 Host Opportunity Submission Form**

1. Name of the Host Institution or Organization (must be non-U.S. based opportunity)
2. Is this a new Host Institution or Organization?
3. Country
4. Host Organization Website
5. Type of Organization
  - a. Non-profit/non-governmental Organization
  - b. Private Sector
  - c. University
  - d. Research Center
  - e. Government
6. Point of contact
7. Point of contact address and business phone number
8. Point of contact email
9. Supervisor of Fellow if different from POC
10. Title of the Host Opportunity
11. Discipline(s)
12. Duration of Host Opportunity



### 13. Project Description

### 14. Potential Benefits



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## UC Berkeley

### Global Development Fellowship - 2018

#### Application Coversheet

Name: \_\_\_\_\_

UC Berkeley email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Proposed country of Fellowship: \_\_\_\_\_

Host Organization: \_\_\_\_\_

Host Contact Person: \_\_\_\_\_

Host Contact email: \_\_\_\_\_

Is this Fellowship opportunity related to food or agriculture (circle one)? Yes No

Estimated beginning and ending dates: \_\_\_\_\_

Estimated total budget: \_\_\_\_\_

US citizen or legal resident (circle one): Yes No

Citizenship (if not US or legal resident): \_\_\_\_\_

Graduate degree program (School/Department): \_\_\_\_\_

Degree program (circle one): Masters PhD

Anticipated graduation (year): \_\_\_\_\_

I certify that all the information contained within this application is true and accurate to the best of my knowledge. **I understand and agree to fulfill all program assignments and attend all the listed pre- and post- Fellowship sessions as a condition of the GDF Fellowship.**

Signed,

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_



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## MISSION CONCURRENCE REQUEST FORM

**INSTRUCTIONS:** Complete this form if the prospective country (or countries) of performance has/have been identified. Send this form by email to the responsible bilateral Mission (or Missions), addressed to the Program Office at [program.\[country\]@usaid.gov](mailto:program.[country]@usaid.gov) and any other relevant stakeholders. For additional guidance, see ADS 201mam.

### PART ONE – REQUESTOR INFORMATION AND ACTIVITY DETAILS

*(to be completed by the requesting office)*

1. Date of Request		2. Response Expected By (at least 10 business days after date in Block 1)	
3. Office Symbol LAB/CDR	4. Contact Name Amanda Nataro	5. USAID Email anataro@usaid.gov	6. Phone No. 202-712-5137

7. Activity Name  
Research and Innovation Fellowship Program: (please insert project name here)

8. Prospective Country (or Countries) of Performance

9. Sector(s) (check all that apply)

<input type="checkbox"/> Agriculture/ Food Security	<input type="checkbox"/> Gender
<input type="checkbox"/> Democracy/Rights/Governance	<input type="checkbox"/> Global Health
<input type="checkbox"/> Economic Growth/Trade	<input type="checkbox"/> Water/Sanitation
<input type="checkbox"/> Education	<input type="checkbox"/> Science/Technology/Innovation/Partnership
<input type="checkbox"/> Environment/Climate Change	Other:

10. Activity Stage  
☐ Early Concept    ☐ Pre-Solicitation    ☐ Proposal/Application    ☒ Post-Award  
 Other:

11. Total Estimated Cost/Budget \$	12. COR/AOR, if identified or <input type="checkbox"/> N/A
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13. Estimated Start/End Dates  
 Start:                      End:  
 Additional Remarks:

14. Implementing Partners, if identified or <input type="checkbox"/> N/A	15. Government Counterparts, if applicable or <input type="checkbox"/> N/A
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16. Activity Description

17. Role of Mission Envisioned, if applicable

or ☐ N/A

18. Additional Remarks

PART TWO – CONCURRENCE DETERMINATION (to be completed by the responsible bilateral Mission)			
1. Date of Request		2. Response Expected By	
4. Date of Request			
3. Requesting Office LAB/CDR	4. Contact Name Amanda Nataro	5. USAID Email anataro@usaid.gov	6. Phone No. 202-712-5137
7. Activity Name Research and Innovation Fellowship Program: (please insert project name here) Research and Innovation Fellowship Program: (please insert project name here)			
8. I have reviewed the information in Part 1 of this form, and any accompanying documents and have made the following determination in accordance with ADS 201mam regarding the subject activity:  <input type="checkbox"/> Mission provides concurrence (see Block 9 below) <input type="checkbox"/> Mission does not provide concurrence (see Block 10 below)			
9. <i>[If concurrence is provided]</i> Any additional detail regarding communication/collaboration desired during implementation (e.g. quarterly reports, field monitoring, etc.)			
10. <i>[If concurrence is denied]</i> What is the Mission's justification for not providing clearance (in accordance with criteria in ADS 201mam)?			
11. CLEARANCE			
Mission Director	Name	Title	



(or designee)	Country	Date
	Signature	
<b>INSTRUCTIONS FOR COMPLETING FORM</b>		
<b>PART ONE</b>		
BLOCK 1	Enter the date the request is sent to the Mission (in the format MM/DD/YY).	
BLOCK 2	Enter a date at least 10 USAID/Washington business days after the request date in which the requestor expects a response from the Mission (in the format MM/DD/YY).	
BLOCK 3	Enter the USAID symbol for the office that initiates the form.	
BLOCK 4	Enter the name of the individual with whom the Mission should communicate while processing the concurrence request. This individual will often be the person who designed the activity, or is or expected to become the COR/AOR.	
BLOCKS 5 & 6	Self-explanatory.	
BLOCK 7	Provide a short title for the activity.	
BLOCK 8	Enter the prospective country where the activity is to be implemented. If the activity is to be implemented in multiple countries, all countries may be listed in this field; however, the form should then be sent to multiple Missions for concurrence.	
BLOCK 9	Self-explanatory.	
BLOCK 10	Indicate the stage of activity design and implementation in which this request is being made. Per ADS 201mam, concurrence should be obtained as early as possible, ideally during activity design. See Section 4 of ADS 201mam for additional guidance.	
BLOCK 11	Provide the total estimated cost or budget estimate for the subject activity. If the activity is to be implemented in multiple countries, this field should indicated the estimated figure for each country, if feasible.	
BLOCK 12	Provide the name of the COR/AOR, if identified.	
BLOCK 13	Indicate the estimated start and end date for the activit(ies). This may be expressed as MM/YY or YYYY. If multiple activities are being awarded on different timeframes in different countries, provide additional detail in Additional Remarks or in Block 18.	
BLOCK 14	If the activity has already been awarded, name the key implementing partner(s) that will carry out the activity agreement.	
BLOCK 15	If the activity anticipates working with host country government counterparts, identify the relevant institutions.	
BLOCK 16	Provide a brief activity description (typically 1–2 paragraphs), which should include the activity purpose and other key outcomes to be achieved.	
BLOCK 17	If applicable, provide any information regarding the level of support that may be requested of the Mission during implementation.	
BLOCK 18	If applicable, provide any additional remarks or background to assist the Mission in processing the concurrence request.	
<b>PART TWO</b>		
BLOCK 1	This cell should auto-populate data from Block 1 in Part One.	
BLOCK 2	This cell should auto-populate data from Block 2 in Part One.	
BLOCK 3	This cell should auto-populate data from Block 3 in Part One.	

BLOCK 4	This cell should auto-populate data from Block 4 in Part One.
BLOCK 5	This cell should auto-populate data from Block 5 in Part One.
BLOCK 6	This cell should auto-populate data from Block 6 in Part One.
BLOCK 7	This cell should auto-populate data from Block 7 in Part One.
BLOCK 8	The Mission Director or designee must make a determination on the concurrence request in accordance with ADS 201mam and check the appropriate box. After making this determination, the Mission Director must print her/his name where indicated, sign where indicated, print title/country and the date where indicated.
BLOCK 9	If the Mission Director opts to provide concurrence, s/he may provide any additional detail on the level of communication and collaboration desired during implementation. For example, some Missions may opt to assign an Activity Manager to monitor progress, while others may request that the COR/AOR provide regular updates or a copy of quarterly or annual reports.
BLOCK 10	<p>If the Mission Director opts to deny the concurrence request, s/he must provide a justification in accordance with at least one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Reputational Risk – The activity could damage the image or credibility of USAID in the country.</li> <li>• Security Risk – The activity may pose physical risks for USAID staff, partner staff, or beneficiaries.</li> <li>• Political Risk – The activity's actions or decisions could undermine the Mission's authority or alter the ability of the Mission to achieve its objectives.</li> <li>• Legislated Funding Cap -- The cost of the activity exceeds, or puts at risk, a legislated funding cap for the country.</li> <li>• Undue Burden on the Mission – The activity would place an excessive burden on the Mission because it necessitates logistical support or that the Mission designates an Activity Manager to provide on-the-ground oversight.</li> </ul>
BLOCK 11	The Mission Director or their designee should sign the form with her/his name, title, Mission and signature. The form should be signed and sent back to the contact in the requesting office by the response date listed in Block 2 above.