

USAID | Notre Dame **Global Development Fellowships**

Become a USAID Fellow and spend your summer or semester overseas helping to solve development challenges through research



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UNIVERSITY OF
NOTRE DAME

Keough School of Global Affairs

USAID | Notre Dame **Global Development Fellowships**

Notre Dame is working with the U.S. Global Development Lab to offer research and innovation fellowships to graduate students. Focused on science, technology, and social sciences, the program's goal is to solve development challenges through innovative research.

USAID | Notre Dame Global Development Fellowships allow students to work with cutting edge scientists, scholars, and innovators from around the globe, and provide the opportunity to form new and lasting professional networks.

Available opportunities for 2016:

- summer fellowship (minimum 8 weeks) with awards of \$7,500 ▪ 7–9 fellowships available
- semester fellowship with awards of \$15,000–\$18,000 ▪ 2–4 fellowships available

Any country in which USAID works (see complete list at usaid.gov/where-we-work) is eligible. The second year of the USAID | ND GDF program will begin in the summer of 2016.

Application Process

▪ STEP ONE ▪ IDENTIFY A RESEARCH OPPORTUNITY *anytime*

To begin, create an account on the USAID online catalog, located at **RIFELLOWSHIPS.ORG**. You can identify a research opportunity in two ways:

- 1 **Search the catalog**, where you can filter existing opportunities by discipline, country, length of fellowship, and more.
- 2 **Bring your own research opportunity to the catalog**. The host must be an in-country organization that you designate as your point of contact throughout the fellowship. The host will submit their research fellowship to the catalog (see link on our website). If you are working directly with the host, you may want to suggest that they include "Open to University of Notre Dame students only" at the top of the project description.

If you find an opportunity that matches well with your research, or you see your host's submitted opportunity appear in the catalog, click the Contact Host button to indicate your interest. You may contact more than one host at this stage.



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Applicant

- attends information session (*optional*)
- finds research opportunity in USAID online catalog
- finds faculty mentor

Host

- submits research opportunity to USAID online catalog
- USAID Mission reviews site submission
- approved sites are added to the USAID online catalog

**USAID Online Catalog
of Research Opportunities**
RIFELLOWSHIPS.ORG

Applicant contacts host

through USAID online catalog;
initiates discussions to
ensure mutual goals are met

Host accepts application

and provides letter of invitation
to applicant; marks opportunity
as "filled" in the catalog

Applicant and host develop work plan

NOVEMBER 18, 2015

Applicant submits final application

to NDIGD

EARLY JANUARY 2016

USAID Fellows announced

JANUARY–MAY 2016

Preparatory Seminars

Depart for fellowships

■ STEP TWO ■ APPLY TO YOUR HOST AND DEVELOP A WORK PLAN *anytime*

Once you have decided upon one opportunity and your host organization accepts you as their choice, your host should send you a **letter of invitation** that you will use in your final application for the fellowship, and will mark the opportunity as “filled” on the website. The listing will still be viewable in the USAID catalog, but no one else will be able to apply.

Next, develop a **work plan** with your host (a template is provided at gdf.nd.edu/apply). This is required for your application, and should be a plan intended to accomplish the goals of both your research and your host's needs. Through this process, the project description may need to adjust, and this is acceptable as long as the core of the research remains in line with the original host application.

Meanwhile, **identify a faculty mentor** who will be able to work with you through the application process and for the duration of the fellowship. Discuss the opportunity, as you will need a reference letter for your application.

■ STEP THREE ■ SUBMIT YOUR FINAL APPLICATION PACKAGE *by November 18*

Your application package must include the following:

- USAID cover form
- CV and cover letter
- letter of invitation from the host
- letter of reference from your faculty mentor
- work plan, developed with your host (template provided at gdf.nd.edu/apply)
- proposed cost with an itemized budget (template provided at gdf.nd.edu/apply)*

Send your final application package to NDIGD; after consultation with faculty and advisors, NDIGD will submit the final roster of applicants to USAID, who will announce the awards in early January.

■ IF YOU ARE AWARDED A FELLOWSHIP *January through May, 2016*

In spring of 2016, you will work with NDIGD in monthly seminars to prepare documents and arrange travel, finalize budgets, prepare to work in a research site abroad, apply for Institutional Review Board approval (if applicable), and learn about the culture in which you'll be working.

Upon completion of your fellowship, you will be required to submit a final report to NDIGD. The deadline for this report is three months from the date of your return, and a template will be provided.

** Notre Dame is required to provide a 1:1 funds match to USAID. Providing this funding is not a requirement; however, it will be a consideration in the application review and awards process.*

To apply, you must meet all of the following requirements:

- U.S. citizen, national, or permanent resident
- graduate student, a recent graduate, or post-doctoral student
- hold a cumulative GPA of at least 3.0
- have completed at least three related graduate courses
- faculty recommendation

NDIGD will support you by:

- providing information sharing sessions in fall of 2015
- assisting with your application preparation, if necessary
- holding preparatory sessions in early 2016 to prepare for fellowships:

JANUARY	TRAVEL DETAILS: ARRANGEMENTS, VISA AND DOCUMENT REQUIREMENTS
FEBRUARY	PREPARATION FOR RESEARCH EXPERIENCES ABROAD
MARCH	CULTURE, LANGUAGE, AND COUNTRY-SPECIFIC INFORMATION
APRIL	SPEAKER FROM USAID
MAY	PRE-DEPARTURE CHECK-IN, DETAILS, AND Q&A
- checking in and being a resource for you (via email, Skype, or in-person visit) during your fellowship

Your faculty mentor commits to:

- working with a host to submit a site for consideration, if one is not already in the USAID catalog
- mentoring you through the application process and the duration of the fellowship
- working with departments, centers, and institutes on campus to identify funding sources that will contribute to or fulfill entirely a 1:1 cost share
- providing 5-10% time as a cost share match contribution (requiring inclusion on the faculty member's labor distribution form at year-end)
- writing a letter of reference for your application

Contact:

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