

FAQs for Robert S. McNamara Fellowship Applicants

HOST INSTITUTIONS AND PHD STUDIES

Can I go to any host institution in the world to conduct research?

Yes – your fellowship can take place at any host institution in the world, as long as it is outside of your home country.

Can I get this fellowship for full PhD studies, or to support my masters degree?

No – this fellowship only covers a doctoral research period of 6 to 10 months.

Can my fellowship be deferred until next year?

No – your fellowship must start between July and December 2015, and cannot be deferred.

Will RSM finance travel to and/or research activities in my home country?

No

ELIGIBILITY

What are the eligibility requirements?

The eligibility requirements are listed in the application guidelines.

Do you make exceptions regarding the age limit, or employment requirements if my PhD is outside of my home country?

No. ALL eligibility criteria are strictly adhered to. No exceptions are made for any reason.

Can I apply for the Fellowship if I am from a developing country and currently pursuing a PhD in a developed country?

Yes - if you are currently employed by an organization or institution in your home country. For example, you might be on leave from work to pursue your PhD abroad, but you are still employed in your home country.

Can I apply for the Fellowship if I am from a developing country and currently pursuing a PhD in another developing country?

Yes - if you are currently employed by an organization or institution in your home country. For example, you might be on leave from work to pursue your PhD abroad, but you are still employed in your home country.

I am about to start my PhD program – can I apply for the RSM Fellowship for support in my first year?

To apply for the RSM Fellowship you must have already completed all coursework and exam requirements for your doctoral program.

REFERENCES

How do I submit letters of reference?

You must submit the email addresses of your referees in the on-line application and we will send them emails with directions on how to submit their reference. Please refer to the document 'Navigating your Online Application' posted on the website.

Can I give a personal email address for my referees?

Yes, you can submit the referee's gmail, yahoo or other personal email address. But if a institutional email address is available, please use the institutional email address.

Can a person providing a professional reference for me write in any language?

No. Recommenders must write their reference in either English, Spanish or French. However, please note that the questions we ask will be written in English.

My host institution research advisor and my PhD thesis supervisor are the same person. Do they have to submit 2 references?

Yes – we have two different reference forms for PhD thesis supervisors and Host Institution research advisors, and require that both forms are completed. If your PhD thesis supervisor and Host Institution Research Advisor are the same person then you should enter his/her name and contact twice in the Reference Request Form, selecting his/her relationship to you as your PhD thesis supervisor, and then selecting his/her relationship to you as your Host Institution research advisor. Once you have sent these reference requests, your referee will receive two emails from us (with two different URLs taking him/her to the reference forms). He/she must login to the system using each URL, and complete both reference forms (selecting the PhD thesis supervisor option on using one URL, and the research advisor option on using the other).

My recommender says that they have not received the email sent from the Robert S. McNamara Fellowship Program with my reference request. What should I do?

Firstly please verify that the email address for your referee that you inputted in your application is correct, and that you entered the email alone in the response field, without any other text, extra email addresses, or other characters.

Secondly, please contact your referee to ensure that the email (from **Donotreply_fellowships@worldbank.org** or from **recommendations@wizehive.com**) has not gone to their junk mail and that these two emails are on their 'safe sender' lists.

If they still can't find the email please try sending the reference request again. You will find instructions on how to do this in 'Navigating your Online Application' under the heading 'To remind your referee to send his/her email'. This will resend the email to them.

Finally, if they have an alternate email address, you may like to try sending the request again to their alternate email.

If none of the steps above work, please send an email to rsm_fellowships@worldbank.org explaining the issue and include your complete name and the name and email of your referee.

Can my referees share the email requesting their reference with other referees?

No – each referee will receive an individual email with a unique link to an online reference form they must complete. Only their reference can be submitted using this link. If they share the link with other referees, their reference may be overridden.

APPLICATION PROCESS

How do I apply?

The online application is open. Please visit www.worldbank.org/scholarships and navigate to:

[RSM Fellowships Program](#) > [How to Apply](#)

The webpage "Applicant Information: 2015 Cycle" has all the instructions, documents and online link for submitting your application.

Is the application available in other languages?

No – the application is only available in English. However, applicants will be given the option of completing the form in English, French or Spanish.

Can I send my required documents (proof of current PhD enrollment and completion of required coursework and exams for PhD, official diploma of your highest degree earned, proposed RSM budget, proof of employment if applicable, and optional list of your publications) **to The World Bank / RSMFP Secretariat via email or postal mail?**

No. We require that applicants upload their required documents using the on-line application form. We will not review ANY documents an applicant provides by email, post or any other means other than the on-line application form.

What is the deadline for submitting a completed application?

Noon, Washington DC time (Eastern Standard Time EST) Wednesday, February 11, 2015.

What makes an application complete?

An application is complete if:

- (i) It is submitted by the application deadline
- (ii) It includes a completed application form and two references (or three if you are employed) that adhere to the application guidelines
- (iii) The application is submitted either in English or in French or Spanish (ENG/FR/ES) as detailed in the application guidelines. The application form itself is only available in English.

Individuals who submit more than one application will be disqualified.

Besides a completed application, are there other requirements I have to fulfill to get the fellowship?

Yes, if applicants are notified that they are finalists of the fellowship (in April) they will be required to submit a copy of their identification document within 5 business days of receiving the email from the program. This identification must be a scanned copy of their passport or other legal document (birth or marriage certificate). Finalists will not receive the official fellowship award if this document is not produced on time. Please refer to the section "Selection" of the application guidelines.

How will I find out if I was awarded the scholarship? How will I find out if I was not awarded the fellowship?

All successful applicants will hear from the Robert S. McNamara Program by end of May, 2015. On or before May 31, 2015, we will post an announcement on the RSMFP website when all selected fellows have been informed. The program will not be informing unsuccessful applicants.

Can I apply again at the next call for fellows?

Yes: unsuccessful applicants can apply in a future call. They must meet all eligibility criteria as specified in that call.

QUESTIONS SPECIFIC TO THE APPLICATION FORM

How can I upload my signature onto the Signature Page?

Applicants only have to type their name in the field for the Signature. You should NOT try to upload an electronic signature.

Do I have to get a certified translation for documents required to be translated?

No.

What does “*” preceding a question mean?

A “*” next to a question in the application indicates that this information is required to complete and submit the application form.

Do I have to complete each question of the application form?

No, only those questions preceded by a “*”

Can I put down an address different than my permanent address?

No. Use your permanent address. Do not put down an address of a relative or a friend. Do not worry about the reliability of postal correspondence from us to you. If we need to communicate with you, we will do so only by email. We do not communicate with applicants by postal service.

The country I am looking for isn't in the drop down menu, what should I do?

If you are answering a question which asks you to select a country, you must select the country from a dropdown menu. If your country is not listed specifically in the dropdown menu you should select 'other' at the end of the menu.