

USF International Fellowship Template

This grant funding award **must** be applied for using the online application form via the [Urban Studies Foundation website](#).

However, candidates may use the following template to prepare an application offline, prior to using the online form to submit their proposal. Fields from this form may then be copy-pasted to the online form for submission when ready.

Please **do not use BLOCK CAPITALS** or unnecessary formatting for any field in this form. Text formatting is not permitted using the online form for submission.

Candidates must ensure they have read the [Further Particulars](#) document in full before applying to this award. This template is only provided to assist with the preparation of applications, and should not be used as a substitute for full guidance.

Form contents:

1. Applicant information
 2. Fellowship information
 3. Research proposal
 4. Supporting documents
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Eligibility check

By proceeding with this application you confirm that you are eligible to apply to this award, as follows:

- My PhD was awarded within the last ten years (or I have discussed and approved an exception directly with the USF).
- I am a national of, and currently working within, an eligible country from the current [OECD ODA recipient list](#).
- I confirm that I will (1) be fully released from any current roles and responsibilities for the duration of the Fellowship, and (2) that I will not hold another position or grant award during the duration of the proposed Fellowship.
- My proposal is based on writing-up **existing (already completed)** research.
- I confirm that I meet all other eligibility criteria listed in the Further Particulars.

1. Applicant information

1.1) Contact information

FIRST NAME:	<enter here>
SECOND NAME:	<enter here>
EMAIL:	<enter here>
CONTACT ADDRESS:	<enter here>

1.2) Education history (PhD first)*

DEGREE:	SUBJECT:	AWARDING INSTITUTION:	COUNTRY:	DATE:
<enter here>	<enter here>	<enter here>	<enter here>	<enter here>
<add more rows if necessary>				

* Please list PhD first (at top of list). It is not necessary to list pre-undergraduate level education.

1.3) Current position*

POSITION OR ROLE:	INSTITUTION OR ORGANISATION:	COUNTRY:	START DATE:	END DATE (IF APPLICABLE):
<enter here>	<enter here>	<enter here>	<enter here>	<enter here>
<add more rows if necessary>				

* Please put your current position at the top of the list. It is only necessary to list current or very recent positions (<6 months). Any relevant positions may be listed, e.g. including both full-time employment and/or voluntary positions.

1.4) Career stage statement

Please (a) summarise any international/visiting Fellowships you may have benefited from in the past (*if any*), and (b) explain how an award from the USF could help you further advance your career? [250 words maximum].

Please note: this question helps the USF understand your personal situation and/or career stage as an urban scholar. Please ensure your CV also reflects the details provided here (i.e. listing the same Fellowships and dates held).

Please enter your career stage statement here [250 words maximum].

1.5) Academic referee contact information

Please provide details of two academic referees who can be contacted in support of your application. **Both referees should be prepared to submit blind letters of recommendation upon request, and institutional email addresses should be provided where possible.**

REFEREE 1:	NAME:	<enter here>
	EMAIL:	<enter here>
	INSTITUTIONAL OR PROFESSIONAL CONTACT ADDRESS:	<enter here>
	RELATIONSHIP TO APPLICANT:	<enter here>
REFEREE 2:	NAME:	<enter here>
	EMAIL:	<enter here>
	INSTITUTIONAL OR PROFESSIONAL CONTACT ADDRESS:	<enter here>
	RELATIONSHIP TO APPLICANT:	<enter here>

2. Fellowship information

2.1) Fellowship dates

START DATE:	<enter here>
END DATE:	<enter here>
DURATION (MONTHS):	<enter here>

2.2) Mentor and host organisation

MENTOR TITLE OR ROLE:	<enter here>
MENTOR NAME:	<enter here>
MENTOR SUBJECT FIELD:	<enter here>
MENTOR EMAIL:	<enter here>
HOST ORGANISATION:	<enter here>
HOST DEPARTMENT:	<enter here>
HOST ORGANISATION ADDRESS:	<enter here>

2.3) Budget

Please note that your proposed budget **must** be calculated using **British Pounds**, i.e. Sterling GBP. The USF is an organisation based in the United Kingdom, and therefore all grants are paid in British Pounds.

Budget evidence documents must be provided for all items over GBP £500 (e.g. flight prices, quotes for accommodation, local cost of living rates, etc.). Evidence supporting the budget costs should be attached as a single pdf document, and should clearly demonstrate that the applicant has carefully researched a realistic and reasonable budget for the fellowship.

BUDGET ITEM:	DETAILS:	COST:
<enter here>	<enter here>	<enter here>
<enter here>	<enter here>	<enter here>
<enter here>	<enter here>	<enter here>
<add more rows if necessary>		
TOTAL FUNDS REQUESTED:		

ARE YOU ATTACHING ANY BUDGET EVIDENCE DOCUMENTS? (MAXIMUM FILESIZE 2MB)	<YES/NO>
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Budget statement

Please provide a supporting statement to explain the budget considerations above, including a summary of the researched costings/items and any clarifications that may be useful for the review panel [150 words maximum].

Please enter your budget statement here [150 words maximum].

Award support funding

There is a small amount of separate, limited funds available to support extra-ordinary costs during the sabbatical period which are incurred due to (a) care for dependent person(s), e.g. children, or (b) disability. Please consult the [Further Particulars](#) document for more details.

Prospective candidates who wish to apply for award support funding **must** contact the USF **in advance** of applying in order to discuss and clarify their eligibility for Award Support Funding (see Further Particulars).

These additional and limited funds must be applied for **separately** in the event that the applicant is short-listed for this fellowship. Applicants should therefore indicate whether they wish to apply for additional award support funding here. If short-listed, candidates will be contacted separately to apply for any additional funds—therefore **do not** include any such costs in the budget above.

I wish to apply for additional award support funding in the event that I am short-listed for this award.	<YES/NO>
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I have contacted the USF to clarify eligibility prior to applying.	<YES/NO>
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3. Research proposal

3.1) TITLE OF PROPOSAL

<enter here>

3.2) Research statement [1200 words max]

PLEASE NOTE: The research statement below should provide a summary outline of the candidate's research, including a clear explanation of the originality and value it will contribute to the field of urban studies, **and** its current stage of development.

This section should explicitly state what data has already been collected and analysed (i.e. existing research), and how this will be transformed into the research outputs detailed in the outputs section below.

It must be very clear that the research is at a state where it can be successfully written up. A brief discussion of research methods may be included (e.g. how the data was collected), but the main aim here is to adequately explain how the existing work will be transformed into outputs.

Please enter your answer to question 1 here.

Word count for section 3.2: <enter words used here> out of 1200 words maximum.

3.3) References / bibliography [750 words max].

Please list any references used in the proposal text above, in standard bibliographical format. Do not use this field for anything other than bibliographical information.

Word count for section 3.3: <enter words used here> out of 750 words maximum.

3.4) Summary of planned research outputs [300 words max].

Statement of the intended research outputs, detailing their specific form (e.g. articles and specific target journals, chapters, monographs, etc.) and their expected impact.

Please enter your answer to question 2 here.

Word count for section 3.4: <enter words used here> out of 300 words maximum.

3.5) Background and suitability of proposed host organisation [300 words max].

Please explain the reasons for selecting this host organisation.

Please enter your answer to question 3 here.

Word count for section 3.5: <enter words used here> out of 300 words maximum.

3.6) Background and suitability of proposed mentor [300 words max].

Please explain the reasons for wishing to work with the proposed mentor, including how their expertise will support and facilitate your research work.

Please enter your answer to question 4 here.

Word count for section 3.6: <enter words used here> out of 300 words maximum.

NOTE: Please do not use any formatting in the text you enter. All proposal text must be plain, san-serif, 12pt type. Exceeding the permitted word count will result in automatic disqualification.

I confirm that all proposal materials do not exceed the total word limits.	<YES/NO>
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If required, any supplemental non-text material (e.g. diagrams, images, etc.) may also be uploaded as a single pdf below in the "Supplementary Proposal Material" field below. Please note that this is optional, and uploads should not add significant text to the application.

Are you attaching any supplemental proposal documents? (optional upload, maximum filesize 2mb)	<YES/NO>
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4. Supporting documents

This award is only intended for nationals of Global South countries as defined on the [Urban Studies Foundation website](#).

To ensure all applicants are eligible for this award, we therefore require that you provide proof that your primary nationality is listed on the current [OECD ODA recipient list](#). Acceptable proof includes a scan of the applicant's birth certificate, passport, national identification card, etc. This document, and the personal data contained therein, will only be used to verify a candidate's nationality (prior to the application being assessed by the awarding committee) and will then be permanently deleted.

I confirm that I have uploaded proof of my primary nationality.	<YES/NO>
I confirm I am a national of the countries listed on the OECD's current ODA recipient list.	<YES/NO>
I confirm that I have uploaded my CV as applicant (.pdf format, maximum 3 pages, maximum file size 2mb)	<YES/NO>
I confirm that I have uploaded a Mentor CV (.pdf format, maximum 3 pages, maximum file size 2mb)	<YES/NO>
I confirm that I have uploaded a Mentor support letter (.pdf format, maximum 2 pages, maximum file size 2mb)	<YES/NO>

5. Submit

AI Policy

Applicants to USF grant schemes must disclose where they have or will make use of AI tools or techniques, and explain where necessary how their use of AI is acceptable, ethical, and transparent within the boundaries of the USF's policy on AI in urban scholarship. The policy can be read in the USF Code of Practice, available [here](#).

You may be asked to make a short statement regarding your use of AI as part of your application.

Submission declaration

<p>As applicant I confirm that:</p> <ol style="list-style-type: none">1. All information supplied in this application is true, correct and complete.2. I have provided all the required documents, adhered to word limit guidelines, and are eligible for the award.3. I consent to the storage, processing and use of the information contained in this application form as described in the Urban Studies Foundation Privacy Notice (available at http://urbanstudiesfoundation.org/privacy-notice).4. I agree to be bound by the decision of the Urban Studies Foundation awarding panel in relation to this application, and understand that their decision is final.	<p><YES/NO></p>
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