



## **Fellowship Awards Programme 2015: Guidelines and Conditions**

In order to prepare your Research Application Form in a timely manner, please read these guidelines carefully. If you have any administrative questions, please do not hesitate to contact [TAD.PROG@oecd.org](mailto:TAD.PROG@oecd.org). For specific scientific assistance with your Research Application we strongly recommend that you contact the relevant Scientific Advisory Body Member (Research Theme Co-ordinator) prior to submitting your Application Form.

### **Who is eligible to apply for a CRP Research Fellowship?**

Applicants must be citizens or permanent residents of a country that currently participates in the OECD Co-operative Research Programme, and the collaborating host institution must be located in another participating country. In 2015 these are:

**Austria, Australia, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, Germany, Hungary, Ireland, Italy, Japan, Korea, Netherlands, New Zealand, Norway, Poland, Slovak Republic, Spain, Sweden, Switzerland, United Kingdom, United States.**

Whilst candidates should hold a Ph.D. or have the equivalent expertise and/or be extensively published, priority is given to the overall scientific quality of each application considering its relevance to the Programme's Research Themes and the Programme's multi-disciplinary focus.

Applicants should have **completed their postdoctoral training** and should have a **contract with their present employer that ensures their continued employment after completion of the fellowship**. If this is not the case, he/she must prove that there is a **continued on-going scientific affiliation** with the former laboratory, as this ensures that the relationships established during the fellowship are put to beneficial use.

Scientists already holding a position in a foreign laboratory are not eligible to apply to remain in that laboratory.

A candidate who has already been the recipient of a CRP Fellowship may apply for a second award, **but only 5 years after** the year of their first Fellowship.

### **CRP Objectives**

The Co-operative Research Programme's main objective is to strengthen scientific knowledge and provide relevant scientific information and advice that will inform future policy decisions related to the sustainable use of natural resources, in the areas of food, agriculture, forests and fisheries.

The objective and work of the Programme are anchored in both a policy and scientific environment in the fields of food, agriculture, forestry and fisheries, which, more than ever, have a multidisciplinary nature.

This happens to so as to respond to the varied demands from a range of stakeholder groups with interests in these fields, and to take into account that the world is globalised and food production systems are interlinked.

**DEADLINE FOR FELLOWSHIP APPLICATIONS: 10 SEPTEMBER 2014**



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**Criteria for Selection**

Applications are assessed on their relevance to the CRP's objective and the selection criteria explained below.

It is therefore highly recommended that these be addressed in any Fellowship award application:

- The promise of a relevant contribution to the achievement of the aims of the Programme
- Relevance to the Theme objective – the extent to which the proposed project addresses the objectives of the work programme and its relevance to the theme objective
- Scientific excellence – the need for clearly defined and focussed objectives, and the promise of innovative outcomes which can be achieved within the planned study
- The feasibility of achieving the goals set in the proposed work
- The scientific records and achievements of the applicant – judged for example by contributions to science and the scientific literature published
- Crossing disciplines – the extent to which the proposed study involves interactions *between* scientific disciplines, and a readiness to engage with those beyond the research community to explore wider societal implications<sup>1</sup>
- Dissemination – the project's plans for appropriate dissemination of the accomplishments to optimise the benefits to society
- Potential impact – the extent to which the proposal demonstrates the value of carrying out the research collaboratively and at international level
- Policy relevance – how and the degree to which the research proposal will inform policy makers in the development of their national and international agro-food, fisheries or forestry policies

<sup>1</sup> Applicants with extensive experience in their field are particularly encouraged to explore multi-disciplinary aspects in their research proposal; for example, social, economic, policy impacts of their work.



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### How does the CRP Fellowship award process work?

The deadline for submission of applications for a 2015 Fellowship is **10 September 2014**. Confirmation that the application has been submitted and received by the Secretariat is automatically sent by the system.

**Fellowships** may be from **6 to 26 weeks**.

**Applications** must be submitted in English using the on-line application form, with all relevant fields completed and detailed descriptions given where necessary<sup>2</sup> (see [sample applications for theme 1](#), [theme 2](#) and [theme 3](#)). Applicants must attach their CV (see [sample CV](#)) and a list of their publications written during the last five years. Please note that CVs will be passed on to the members of the Scientific Advisory Body who will assess the applications.

A **letter of acceptance** from the host institution indicating their willingness to accept the Fellow if successful must also be attached to the application. It should be on headed paper, dated and signed. The letter should also mention the starting and ending dates of the proposed fellowship, what the visiting applicant will bring to the host institution, what the host institution will bring to the applicant, the description of the work with its objectives and methods and the equipment provided (see [sample invitation letter](#)).

The original of this letter must be sent to the Secretariat.

Candidates should address **all the selection criteria in their applications** to increase their chances of success. They are strongly encouraged to liaise directly with the relevant Scientific Advisory Body member (Theme Co-ordinator) prior to submitting an Application.

Award decisions will be made in late December 2014 and Research Applicants will be informed by the Secretariat in early January 2015. **No proposed research fellowship may be undertaken before 1 March 2015**. All administrative arrangements for all Research Fellows departing in 2015 must be completed before 1 November 2015, although departure may be undertaken up to 15 December 2015 at the latest.

### Contact details of the Secretariat

OECD, Co-operative Research Programme Secretariat  
Trade and Agriculture Directorate (TAD/PROG)  
2 rue André Pascal  
75775 Paris Cedex 16  
France

E-mail: [TAD.PROG@oecd.org](mailto:TAD.PROG@oecd.org)  
Telephone number: +33 1 45 24 18 56  
Fax number: +33 1 44 30 61 22

<sup>2</sup> The online application form only supports ordinary text. Please avoid using formatted text, bullet points and tables. If it is necessary to provide a table, please send this separately to [TAD.PROG@oecd.org](mailto:TAD.PROG@oecd.org)



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### What does the Fellowship Award comprise and how is it calculated?

The Fellowship award consists of 3 components which collectively are called the travel lump sum allowance. The total travel lump sum allowance awarded will depend upon distance from the Fellow's laboratory to the host institution and the number of weeks of the fellowship.

1. **Travel costs** (calculated based on a return economy class air ticket (APEX or similar). Note that the travel allowance is calculated to cover a single return trip to and from the host laboratory and the place of domicile.
2. **Weekly Subsistence Allowance:** currently 400 EUR or 450 EUR per week (depending on the cost of living of the host country). This subsistence allowance is to cover all normal living expenses (accommodation, food, etc.) and incidentals (daily travel to and from work etc.)
3. **Terminal charges:** A lump sum allowance of 165 EUR is paid to cover transportation costs incurred in the taking and leaving of duties at the host laboratory.

Please note that these are the only costs covered by the travel lump sum for the fellowship period and **no other costs will be reimbursed**.

#### What the Fellowship Award does not cover:

##### *Insurance:*

An accepted Fellow is not insured by the Co-operative Research Programme or the OECD. Successful applicants must therefore liaise with their employer to ensure that they have adequate insurance, including medical cover, throughout the entire fellowship.

##### *Day-to-day Travel:*

Daily travel to/from the host laboratory (going to work) is not covered separately as this is covered by the travel costs lump sum.

##### *Family Travel, Bench Fees, Laboratory Fees and Other Incidentals:*

- The travel costs, subsistence costs and any other related expenses of family members wishing to join a fellow during their fellowship are not covered. The fellowship award pertains to the fellow only.
- Costs pertaining to administrative procedures, such as passports and visas, medical coverage, insurance of any kind, removals, are at the expense of the fellow.
- Laboratory costs and bench fees are not covered. These are usually covered by the host laboratory. If not, the fellow must find funds to cover them; the home organisation may be able to contribute towards these costs.

##### *Visas:*

Costs incurred in acquiring a visa for the host country (if one is necessary) are not covered. If a visa is required for your host country, we would strongly advise successful applicants to contact the relevant embassy or consulate to find out how long is needed to obtain a visa. Administrative delays with visa processing could impact on the departure date and therefore possibly delay the fellowship schedule.

##### *Tax Status:*

Under the present fellowship award, you are not considered to be an official of the OECD; you will therefore not be privileged to any tax exemptions on the lump sum paid by the Organisation.

##### *Bank Charges*

The OECD is not liable for any charges that may be levied by receiving banks for receiving bank transfers or for cashing cheques.



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**If you are accepted for a CRP Fellowship Award**

The Secretariat will notify successful applicants in writing, confirming the approved travel lump sum allowance amount. You will be required to sign the fellowship acceptance form, indicating the proposed start date of your research.

Should, for any reason, you need to change the dates of your fellowship by more than 7 days before or after the date indicated in your application form, you must contact the CRP Secretariat immediately to request permission to do so, explaining the reason for changing the dates and providing an agreement from your host institution to this change.

Only when the CRP Secretariat has received your Acceptance Form, duly signed and dated, will your fellowship be classed as accepted and the subsequent official letter of contract can be processed.

Approximately **three months before your departure date**, you will receive an **official letter of contract** confirming your travel costs lump sum. This letter must be sent prior to your fellowship commencing. This official letter of contract will enclose:

- General Terms and Conditions of OECD payments
- An Acceptance Form to confirm acceptance of the general terms and conditions
- A pro-forma invoice for our first payment to you
- A bank account details form to enable us to make bank transfers of the money
- A receipt for the payment (to be sent to the Secretariat after receipt of the money)

**If your Fellowship is less than or equal to 12 weeks:**

- You will receive 50% of your total lump sum 8 weeks prior to your departure. This payment will be made by bank transfer<sup>3</sup>.
- Once your host laboratory has confirmed your arrival with them, we will send you a pro-forma invoice for the remaining 50% of your money so it can be transferred to your bank account.

**If your Fellowship is more than 12 weeks:**

- You will receive 50% of your total lump sum 8 weeks prior to your departure. This payment will be made by bank transfer.
- Once your host laboratory has confirmed your arrival with them, we will send you a pro-forma invoice for 25% of the remaining amount.
- The remaining 25% of your lump sum will be paid half-way through your fellowship.

Payments will be processed by electronic bank transfer, either to your own bank account, or to a newly-opened bank account in the host country. In this case, you will need to send the Secretariat the details of your new bank accounts as soon as possible.

<sup>3</sup> USDA Officials – see the note at the end of these guidelines





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### **Your obligations as a recipient of a Fellowship Award**

As soon as you arrive at your host laboratory, you must ask your **host supervisor to confirm your arrival** with the Programme Secretariat, either by fax (+33 1 44 30 61 22) or by e-mail ([TAD.PROG@oecd.org](mailto:TAD.PROG@oecd.org)). Upon receipt of this confirmation, your second fellowship payment will be processed.

If your host laboratory wishes to include visits to other laboratories as part of the research, authorisation should be obtained from the Programme Manager.

You are required to complete and return an **Evaluation Questionnaire** within 2 weeks of the end of your Fellowship. This will be sent to you shortly before the end of your Fellowship.

You are required to complete a **Summary Report** and send it to the Secretariat as soon as possible, but no later than two months after the end of your fellowship. The Summary Report should include a one paragraph non-scientific explanation of how your research might benefit society.

The submission of a Summary Report within two months of the end of your fellowship is a condition of the award. Should you fail to submit a Summary Report, you will be requested to reimburse 10% of the total amount of the lump sum.

If a **publication** results, we request that you send us a copy and that you credit the Programme in a note or footnote, as follows: “[Your name] acknowledges the receipt of a fellowship from the OECD Co-operative Research Programme: Biological Resource Management for Sustainable Agricultural Systems in [Year]”.

#### *Note for USDA/ARS Officials*

ARS requires each scientist to obtain permission to apply for outside funding (*i.e.* competitive grants programmes or Research Fellowship applications) from their line manager prior to submitting applications.

ARS scientists should work directly with their immediate supervisor or Research Leader to receive all necessary approvals prior to submitting the Research Fellowship application form to OECD. For additional information, please contact the Agreement Specialist at your Area Office or at HQ, Extramural Agreements Division (301 504-114).

Payment of your travel costs lump sum will be made directly to USDA. Please contact your regional office to obtain the details (name, telephone number, e-mail address, postal address...) of the person responsible for liaising with the Secretariat of the Co-operative Research Programme.

Please note that OECD financial rules are different from USDA rules and that consequently, we will pay USDA the equivalent in USD of the lump sum given in euros in your official letter of contract once the Secretariat of the Co-operative Research Programme has received your Summary Report.

#### *Note for Other US Federal Agents*

Other US Federal Agencies may operate in a similar way to the USDA ARS as outlined above, but potential applicants from other Agencies should contact the CRP Secretariat in advance of submitting an application for specific information.