

# Summary Checklist for the IAATO Antarctic Fellowship 2019

## IAATO Fellowship

<p><b>Who can apply?</b></p> <p><b>Eligibility:</b></p>	<p>1. Any “early career” person, where here, “early career” person is defined as someone who is within the first five years after completion of the <u>highest level</u> of university award/certificate/degree obtained; <u>or</u> any person without a university qualification that is under the age of 40 years old on the day of the deadline for the application submission. So, as examples:</p> <ul style="list-style-type: none"> <li>• Those who have a doctorate, with not more than 5 years since your doctoral award.</li> <li>• Those whose highest level of university qualification is a master’s degree, with not more than 5 years since your master’s degree was awarded to you.</li> <li>• Those whose highest level of university qualification is an undergraduate degree, with not more than 5 years since your bachelor’s degree or baccalaureate was awarded to you.</li> <li>• Those without any university qualification and under the age of 40 on 10 June 2019.</li> </ul> <p>2. Applications are welcome from range of disciplines and fields, including but not limited to, those with Engineering, Environmental Management, Tourism-related, Data Management, Technology, Social Sciences, Humanities, Education, Communication and Outreach, Law, Operations and Logistics, Search and Rescue, Medical and Science backgrounds.</p> <p>3. Applications are welcome from:</p> <ul style="list-style-type: none"> <li>• Those wishing to work with Members of the IAATO community, this may include in-kind support from an IAATO Member such as an opportunity to work on an IAATO Member vessel (subject to confirmation of availability on a case-by-case basis).</li> <li>• Those who wish to visit/complete project work at a facility or higher learning institute in an Antarctic Treaty country that is different from applicant’s: (a) country of citizenship (which should be a Antarctic Treaty country), and (b) country of current residence.</li> </ul> <p>4. The proposed fellowship project must reflect the objectives of IAATO (see <a href="https://iaato.org/objectives">https://iaato.org/objectives</a>) and should result in adding to our understanding of human presence in the Antarctic region.</p>
<p><b>Fellowship Award:</b></p>	<p>(a) One award for 2019.</p> <p>(b) Up to US\$15,000 of funding.</p> <p>(c) Fellow to use funding in support of the proposed Fellowship project, for travel/accommodation at a host organisation, company or institute, or for research-related costs. Applicant will be required to submit a budget that proposes how funding will be used.</p> <p>(d) Home institute or applicant to bear in-home-country costs (e.g. travel visa application, salary/wages is any, domestic travel);</p> <p>(e) Host institute to waive any fees that relate to lab/office space, field expenses, library or archive access, if any, or other as agreed in advance with host institute.</p> <p>(f) Please note the award does not usually cover capital purchases (lab equipment, software, technology, etc.).</p>

<b>Application package contents</b> (must all be uploaded when making on-line application):	(a) Proposal (with any relevant appendices); (b) Cover Note 1: Home Institute <sup>1</sup> Agreement Form & Letter of Reference; (c) Cover Note 2: Host Institute <sup>2</sup> Agreement Form.
<b>Deadline for application:</b>	<b>10 June 2019</b>
<b>Online submission through:</b>	The IAATO Fellowship 2019 is being administered by COMNAP. Application is by way of online submission to: <a href="https://www.comnap.aq/SitePages/fellowships.aspx">https://www.comnap.aq/SitePages/fellowships.aspx</a>
<b>Any queries, contact:</b>	<a href="mailto:sec@comnap.aq">sec@comnap.aq</a>

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<sup>1</sup> If applicant is currently undertaking study at a University, the University is considered the “Home Institute”; If the applicant is currently employed and wishes to provide a letter from the employer, then the employer is considered the “Home Institute”; If the applicant is not currently enrolled for studies or employed, then one letter of reference is required from someone who knows the individual well and understands their capabilities.

<sup>2</sup> The term “Host Institute” will be interpreted broadly and can include, but is not limited to, a university, a company, an IAATO-Member organisation, a COMNAP-Member National Antarctic Program or one of the Antarctic-related Secretariats.

# FELLOWSHIP PROPOSAL

(Maximum length 1000 words + Any References cited + Any Illustrative material)

Applicants should provide a description of the project they intend to undertake, indicating its expected achievements and showing, in particular, what the applicant, the home institute (if applicable) and the host institution are expected to gain from the realisation of the work. The proposal *must* include the following headers and *must* answer the questions posed within each header. (The word count for the proposal *does not* include any references cited or any extra illustrative material – e.g. tables and/or figures).

**Project Title:** [Enter the title of the proposed project ensuring that it meets the criteria as specified in item 4 of eligibility requirements.]

**Objectives:** [What are you going to do?]

**Methodology:** [How are you going to do it?]

**Deliverables:** [What do you expect to achieve?]

**Success Factors:** [What will you expect to be the result when the project has been completed?]

**Why is this particular project important to you?** [Your background/interests in regards to this project.]

**Budget:**

- How much money is required/are you requesting, and how will the money be spent? Please outline a budget indicating approximate expenditures on travel, accommodation, subsistence, any required materials, and other anticipated costs.
- Are you able to obtain additional financial support? If so, how much and from where?

**References cited** (if any, maximum 1 page)

**Illustrative material - tables and figures** (if any, maximum 1 page)

Please upload your proposal and the relevant supporting letters as a single document, in PDF format, during the online application submission period at: <https://www.comnap.aq/SitePages/fellowships.aspx>



# Cover Note 1: Home Institute Agreement Form for an Application to IAATO Fellowship 2019

*(Ask referee to answer all questions & attach a letter of reference)*

## 1. APPLICANT Details: (For whom you are providing a Nomination and Reference)

Forename(s):	Surname:	Title:
Title of Applicant's Project:		

## 2. Referee Details:

Forename(s):	Surname:	Title:
Name of Institute (if applicable) :	Your daytime telephone number:	
City and country:	Your E-mail address:	

How long have you known the applicant?
In what context do you know the applicant?

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge. *(If you do not have an electronic signature, please write your name in FULL CAPITAL LETTERS, to signify that you have signed the document.)*

Signature: .....

Date: .....

### Letter of Reference

Please now provide your letter of reference or recommendation in English on a separate sheet. The sheet should include either your official letterhead, or the letterhead of your institute. Please make sure the reference is also signed and dated.

When completed, this Cover Note 1 should be combined with the letter of reference in a single file (preferably in PDF format) and sent back to the applicant, so that they can upload during the online application process. Application deadline is **10 June 2019**.



# Cover Note 2: Host Institute Agreement Form for an Application to IAATO Fellowship 2019

*(Ask representative from host institute to provide response to all questions)*

## 1. APPLICANT Details: (Whom you will be hosting)

Forename(s):	Surname:	Title:
Title of Applicant's Project:		

## 2. HOST Details:

Forename(s):	Surname:	Title:
Name of Institute:	Your daytime telephone number:	
City and country:	Your E-mail address:	

(a) Do you know the applicant? YES or NO If 'YES', please answer (b) and (c):
(b) How long have you known the applicant?
(c) In what context do you know the applicant?

I understand this project's objectives and purpose, and agree it supports the goals and objectives of our organisation/institute and therefore endorse this proposed project. I also agree and confirm that we will provide the necessary facilities for this applicant, if awarded the fellowship, to undertake the project described in the application and I attach a supporting letter that confirms the specific offer from our organisation/institute. *(If you do not have an electronic signature, please write your name in FULL CAPITAL LETTERS, to signify that you have signed the document.)*

Signature: .....

Date: .....

When completed, this Cover Note 2 should be combined with the supporting letter in a single file (preferably in PDF format) and sent back to the applicant, so that they can upload during the online application process. Application deadline is **10 June 2019**.