**2022 STAAARS+ Cohort 3 Fellowship Application Outline**

Please use this form as a tool for collecting responses while you prepare your application. You **must** enter and submit the [online application](https://cornell.ca1.qualtrics.com/jfe/form/SV_5BH7XtLN3WoXscm) for your submission to be considered. However, the online application will only save unsubmitted responses entered on the same computer with the same browser. It is advised that the submitting applicant collect the necessary information (especially all team member’s biodata information) before starting the application to avoid issues.

The deadline for submissions is **March 15, 2022 at 11:59 New York Time**. Upon submission you will be directed to a confirmation screen, which indicates that we have successfully received your materials. You should receive notice about the status of your application by early May 2022.

**Research Overview**

1. Name of Lead Institution
2. Address of Lead Institution
3. Title of proposed STAAARS+ research
4. How many data sets will you use for the STAAARS+ research?
5. How many team members (including yourself) are included in this proposal? (Note: The STAAARS+ Fellowship is designed for teams of 2-3 members.)

**Data Set (asked for each data set)**

1. Full name of data set
2. [Unit of observation](https://dimewiki.worldbank.org/Unit_of_Observation)
3. Sample size
4. Do you currently possess the data set?
5. Is this data set publicly available?
   1. If so, please provide the link to the data website or download location
6. If you do not possess this data set, please explain in detail when and how you plan to obtain it. Please note that for non-public data, you will be required to provide proof of permission from the data owner in the file submission section.

**Team Member Biodata (asked for each team member)**

1. Name (as it appears on passport)
   1. Surname (e.g. Smith)
   2. Other names (e.g. Jane Marie)
2. Gender
3. Nationality
4. Current country of residence
5. Email
6. Telephone (with country code)
7. Physical address (where postal mail can be received for U.S. or U.K. visa purposes)
8. Date of completion of most recent degree, or expected completion of degree in progress
   1. Degree
   2. Month of completion
   3. Year of completion
9. Institution where you received (or will receive) your degree
10. Current professional affiliation
11. Current job title
12. Contact information for the institutional leader or letter of support author who will authorize your time to work on this research.
    1. Name
    2. Title
    3. Email
13. Rate the level of experience with the following software and tools – options: None, Some, Intermediate, Proficient, Not applicable)
    1. Stata
    2. R
    3. MATLAB
    4. SPSS
    5. GIS (specify if applicable)
    6. Python
    7. Google Suite (Drive, Calendar, Sheets, Slides)
    8. GitHub
    9. LaTeX
    10. Citation managers (e.g. Zotero, Mendeley; specify if applicable)
    11. Other (specify)
14. Of the software or tools you are not already proficient in, select any software that you are interested in learning or improving
    1. Stata
    2. R
    3. MATLAB
    4. SPSS
    5. GIS (specify if applicable)
    6. Python
    7. Google Suite (Drive, Calendar, Sheets, Slides)
    8. GitHub
    9. LaTeX
    10. Citation managers (e.g. Zotero, Mendeley; specify if applicable)
    11. Other (specify)
15. Please tell use about any other goals you have for the STAAARS+ fellowship, including specific skills you would like to develop through the fellowship.

**File Upload and Certification**

Please submit a .ZIP file or merged PDF file that includes your surname(s) at the beginning of the file name (example: Surname\_STAAARSPlusApplication.zip). The ZIP folder or merged PDF file should include the following documents: (1) research proposal following the guidelines in the RFP, (2) each team member's CV or resume, (3) data permission documentation for any private data source, and (4) letters of support from the respective institutions of each team member.

**Explanation of Required Documents**

The following documents must be included in your submitted application. They should be combined, either within a [zipped folder](https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5) or [merged as a single PDF](https://www.adobe.com/acrobat/online/merge-pdf.html), and submitted in the File Upload section of the online application (see previous section).

1. Concept Proposal (2500 word limit):
   1. Title page (not included in the 2500 word limit)
      1. Title of the proposed research
      2. Targeted country (countries)
      3. Host policy research institution(s)
   2. Introduction and motivation that includes clear statement of research objectives, policy relevance, and testable hypotheses
   3. Description of data source(s), documentation of access to the data for publishable research, and any prior experience working with the proposed data
   4. Proposed empirical analysis methodology(ies)
   5. If applicable, summarize any preliminary results
   6. Proposed division of labor among team members
   7. Proposed timeline
   8. Bibliographic references (not included in the 2500 word limit)
2. CVs of each individual team member
3. If proposing to use data that are not publicly available, a letter or other documentation from the data steward(s) indicating that the applicant will have access to the data to use in the proposed project
4. Letter of support from each team member’s home policy research institution(s), explicitly committing to provide team members with adequate paid time to undertake the research and to provide local assistance for any travel planning associated with the fellowship.