



Carnegie African Diaspora Fellowship Program

Project Request Guidelines

The Project Request outlines the host institution's needs in curriculum development, graduate student teaching/mentoring and collaborative research. The Project Request is submitted by the African institution.

In addition to the application instructions in the Project Request, context and guidelines follow for prospective African host institutions. Feel free to contact AfricanDiaspora@iie.org for further guidance.

The Project Request is organized in the following six sections:

I. Host Information

Complete this section with the host institution name, name of person completing the Project Request, and if different, the name of the primary point of contact for the Diaspora Scholar. *Please note that* only higher education institutions accredited by the applicable national agency in Ghana, Kenya, Nigeria, South Africa, Tanzania and Uganda are eligible along with member institutions of the [African Research Universities Alliance \(ARUA\)](#). Institutions may be public or private.

The name of the primary point of contact for the Diaspora Scholar listed in this section will be the main point of contact between the host institution and the Carnegie African Diaspora Fellowship Program (CADFP) staff at the Institute of International Education (IIE).

II. Prospective Fellow of Interest

Host institutions are not required to name a prospective Diaspora Fellow. Diaspora Fellows are scholars born in Africa who currently live in the United States or Canada and work at a college or university in either of those two countries. If an institution has a project but no Diaspora Fellow in mind, it is important to explain the project in *Section III*, especially in terms of discipline and specializations, as well as the project activities.

If the host institution does have a Diaspora Fellow in mind, be sure to complete *Section II*, including the name and contact information of the prospective Diaspora Fellow. One or more fellows can be requested on a single Project Request for cohort projects. An African institution can submit more than one Project Request. Please note that fellows and projects are both subject to evaluation and approval. Diaspora Scholars in the U.S. and Canada are encouraged to apply and be mindful of the scholar guidelines.

An African institution and a prospective fellow can collaborate on ideas for a Project Request that the institution submits. However, fellows must complete a separate application online via a link available on the CADFP Program website, to express interest in participating in the program. IIE will maintain a roster of fellow candidates who apply, and search the roster to find one or more possible matches, taking into consideration the discipline specializations, expertise, activities and objectives described in the Project Request.

III. Project Details

Projects may be in any academic discipline or may be interdisciplinary. Please be as specific as possible about the disciplinary specializations required for the project, especially if a prospective Fellow is not identified in the Project Request. Scholar applicants (African-born scholars) apply via a separate online form to express interest in participating in the CADFP. To be eligible, African Diaspora Fellows must be scholars born in Africa who live and work in a college or university in the United States or Canada.

Please indicate the type of project you are submitting. Types of fellowships include: All-Discipline Fellowship, Alumni Fellowships, Alumni Virtual Fellowships, Multi-Institutional Fellowships, Cohort Fellowships and Flexible Fellowships. [Click here to read more about the types of fellowships.](#)

Eligible project activities for the CADFP are:

- Curriculum co-development
- Collaborative research and/or
- Graduate student teaching/mentoring.

In order to qualify for support under the CADFP, the host institution's Project Request must describe one or more of these activities. It is important to articulate how a fellow is expected to contribute during the project visit.

Projects should stem from an identifiable need and a desire to work with a scholar. The proposed project activities, objectives and impact should have benefits for both the host institution and the fellow. Projects that show potential for future continued collaboration are encouraged.

IV. Timeframe

Project visits proposed can be for one visit by the fellow of between 14 and 90 days in length to your institution. Project length is defined as the date the fellow arrives at the host institution until the date the fellow departs the host institution.

Future collaborations, outside of CADFP sponsorship, are welcome. In this section, please note

any visits or travel planned in this timeframe section.

V. Cost-Share Commitment

In this section, please provide cost-share arrangements.

For the fellowship, the African Diaspora Fellow will receive a \$150/day stipend, visa costs, limited health insurance coverage, round-trip international air travel and ground transportation costs to and from their home and the U.S. or Canadian airport. The Institute of International Education (IIE) manages the fellowships and payments to fellows. Host institutions are strongly encouraged to provide cost-share to cover the fellow's costs while in the host country. These costs include meals, lodging and transportation to and from the host country airport and to and from campus to the site of lodging.

Institutions may propose to provide cost-share funds directly to the fellow or in-kind support. As examples of in-kind support, fellows may be lodged in on-campus housing or other lodging for which the host institution is billed directly. If lodging as a guest of a host faculty member is proposed, please also indicate other evidence of host institution financial support for the project visit. Meals may include invitations to homemade dinners. Transport may be provided in a personal vehicle or via a carpool.

If an institution is not able to provide cost-share for one of these types of expenses (meals, lodging or in- country transportation), the CADFP has limited funding to add to a fellowship for this purpose. However, such projects should provide strong justification as to why the project should take place and explain the reasoning that this type of cost-share cannot be provided by the host institution.

VI. Supporting Documentation

Each Project Request must have support from the African institution that proposes it. A letter to demonstrate this support, from an administrator at the host institution holding the position of Dean or higher, signed, dated and on institution letterhead, must be uploaded in the online Project Request system. The content of the letter should make it clear that the relevant administrators are aware of the project being requested and commit to having the institution provide the cost-share proposed. The Letter of Support should be from someone other than the host institution contact person listed in *Section I* who submits the Project Request.