



POST-AIMS TRAVEL GRANTS

AIMS GLOBAL SECRETARIAT

INSTRUCTIONS TO APPLICANTS

Kindly familiarise yourself with the application requirements and criteria before completing the application form.

ELIGIBILITY CRITERIA

- The applicant must be a student or AIMS graduate (1-year post-AIMS) who has never benefited from the Post-AIMS bursary program and who wishes to pursue a research or professional masters, or PhD degree within the mathematical sciences.
- Applicants must have secured full funding at institutions outside Africa for the duration of their intended study program.
- The study duration should be ideally 18-24 months (two years) for a full research or professional Masters, 12 months for the second year of a two-year research Masters, or three years for a research PhD program. These periods may be longer for part-time students.
- The student is required to commence the study program within 1-year of receiving the Post-AIMS Bursary, but should have applied at most six months before the start of the program.
- Applications from students who have already obtained valid travel visas to the Host country will be looked upon favourably.

It is also expected that:

- The corresponding AIMS Centre Director and/or Academic Director approves the study program and research topic.
- AIMS is properly acknowledged for this travel support in any publications, dissertation and/or media activities related to the funded research. The following formulation should be used: **“We (I) acknowledge the travel grant from AIMS under the ____ (kindly insert the year of application) Post-AIMS bursary program of the African Institute for Mathematical Sciences (AIMS) which enabled me to undertake this research.”**



- Travel grant recipients are expected to provide periodic satisfactory progress reports annually to the Post-AIMS Travel Grant Coordinator.
- At the end of their program, travel grant recipients are also required to submit both an electronic copy and if possible, a hard copy of their final dissertation to the AIMS Centre. This will be kept in the Centre's library.

APPLICATION PACKAGE

Applications must be submitted as early as possible by interested AIMS students or alumni Post-AIMS Travel Grant Coordinator using this email address postaimstravelgrants@nexteinstein.org, keeping their Centre Academic Director/Director in copy. The following supporting documents should be included.

- a. A fully completed, signed, and dated **APPLICATION FORM** which should include:
 - A short proposal of the intended research topic (Max 1 A-4 page).
 - A breakdown of the total budget for the program highlighting how much is being requested from AIMS. Kindly note that the Centre is not obliged to approve the entire requested budget. Major budget categories could include: tuition, accommodation, travel, subsistence, insurance etc. Applicants who have secured funding from outside Africa and wish to apply only for a small travel grant should provide substantial proof of the funds that have been obtained to cover their complete study period abroad.
- b. Copy of a valid travel visa to the Host country (if available)
- c. CV of applicant and cover letter
- d. A letter from the proposed supervisor or host institution. This letter should indicate the following:
 - Confirmed acceptance into the program.
 - Intended duration of the program.
 - Award of a bursary or financial support to cover the duration of the student's program - stipulating the amount of the bursary, when applicable
 - Evidence that the cost of the flight ticket is not supported by other source, especially the sources.
- e. A brief CV of the main supervisor.

For candidates wishing to study at institutions in Africa, kindly apply for the Post-AIMS bursary through your AIMS Centre.

REVIEW PROCESS

Applications will be reviewed at most twice annually by a Selection Committee that will be put into place by the Post-AIMS Travel Grant Coordinator. In addition to the Academic



Director/Director of each AIMS Centre, this committee will be shared by the Chief Academic and Research Officer of the AIMS Network. Travel Grant recipients will be required to sign a Post-AIMS Travel Grant Agreement document with AIMS.

The Post-AIMS Travel Grant Coordinator will also ensure that progress reports submitted by travel grant recipients and their supervisors are reviewed annually.

PAYMENT SCHEDULE

Candidates are expected to take full responsibilities for the purchase of their flight tickets except the cost of these flight tickets. In exceptional cases, if the flight tickets are equal to the approved grant amount, the Post-AIMS Travel Grant Coordinator can purchase the ticket on behalf of the Grantee.

If the approved grant amount is less than the actual cost of the flight ticket, candidates are expected to provide additional proof that they are able to complete this amount before the grant can be disbursed to them. Candidates can pre-finance the cost of the tickets through support from friends, their host supervisors etc., and claim the approved grant amount from AIMS at a later stage.

Except agreed otherwise, grants will be disbursed in at most two installments depending on whether the selected candidate is already in possession of a valid travel visa for the Host country. **KINDLY USE THIS BANK DETAILS FORM** to submit to us your bank details from the disbursement of your Grant.

REPORTING

Both the student and supervisor are expected to individually submit annual progress reports to the Academic Director of the AIMS centre.

Bursary recipients should use this **POST-AIMS BURSARY PROGRESS SUMMARY REPORT TEMPLATE** to capture a summary of their activities and achievements for the reporting period. This should be accompanied by a 2-page full report. When available, the student's transcript should be submitted with this report.

The supervisor should submit annual reports of at most 1 (A4) page directly to the Academic Director of the AIMS Centre. This report should highlight the student's performance, progress made, challenges faced that could delay the student's progress, steps taken to mitigate these challenges and recommendations.



AIMS

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It is the responsibility of the travel grant recipient to ensure that their annual reports and that of their supervisor are submitted on time using the postaimsursary@aims-cameroon.org email address.

Electronic and paper copies of all resultant materials (publications, thesis etc.) from the funded research activities should be submitted during each reporting period and at the end of the study program as applicable using the above mentioned email address. This will be kept in the Centre's library.

BREACH OF CONTRACT

Each stakeholder involved (AIMS, bursary recipient and collaborating institution) is expected to inform the other stakeholders in writing of any changes relating to the conditions of the travel grant. Such changes should be provided within 7 days and should state the new circumstance(s) and when these came into effect, their implications to the current agreement, and a proposed way forward. Supporting documents should be provided when possible.

Depending on the nature or severity of the situation, AIMS will decide whether to overlook this, suspend the travel grant agreement, terminate the contract, or request for the reimbursement of all, or a percentage of already allocated funds.