



AIMS

**African Institute for
Mathematical Sciences**
NEXT EINSTEIN INITIATIVE

The Secretariat
ABSA on Grove, 3rd Floor
11 Grove Avenue, Claremont 7708
Cape Town, South Africa

AFRICAN INSTITUTE FOR MATHEMATICAL SCIENCES –
NEXT EINSTEIN INITIATIVE
DEPARTMENT OF ACADEMIC DEVELOPMENT

AIMS ALUMNI SMALL RESEARCH GRANT
GRANT ALLOCATION AND REPORTING PROCESS

Except where stated otherwise, grants will be allocated to grantees as outlined below. The submission of timely progress reports by the grantee is key for the release of funds.

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1) Receiving awards

- All applicants will be notified of the outcome of their application by email by the 30th August or March.
- Grantees will be required to sign a grant agreement letter, in which they accept the terms and conditions of the grant.
- Grantees will use their names-year-AASRG as reference for future communication.
- Procedures for how grants will be disbursed will be agreed upon with the grantee, the host institution and AIMS-NEI depending on the place of study, commencement of the research project, and place of residence of the applicant.

2) Reporting and grant renewals

- Grants will be paid periodically in at least one installment and following the schedule outlined in the grant agreement document.
- The attainment of key milestones and submission of timely quarterly progress reports is an essential pre-requisite for the subsequent disbursement of funds. Applicants are responsible for reminding the small research grant committee (asrg@nexteinstein.org) of the due date/period for the next disbursements.
- This reminder should be done at least two weeks in advance and in writing. The reminder should be appended to the quarterly progress report and the signed bank details form.
- Grantees should download the reporting template on the AASRG webpage. Reports should be written in non-technical language understandable to a broad audience.
- Between two and three months after commencing the research project, the applicant is expected to submit a realistic work plan which highlights activities within the time which they will be spending at the chosen AIMS Centre. The design of this work plan should be done collaboratively with the Academic Director/Manager of the Centre so that it aligns with relevant activities at the Centre.
- During their visit(s), to the chosen AIMS Centre, grantees could support tutoring or lecturing (depending on their level of seniority and subject to the Centre's approval), provide talks, and use the facilities at the Centre to advance their research activities. Interactions with local institutions and the wider academic community to deliver talks/presentations are highly encouraged. It will also be beneficial for the grantee to be closely involved with the research phase of the AIMS Structured Masters programme at the Centre. Together with their main supervisors, they could develop a short research project to which the grantee could act as a supervisor or co-supervisor depending on their seniority and subject to the Centre's approval. The grantee's overall activities at the AIMS Centre may greatly contribute in building their capacity as future leaders while contributing to research uptake and partnership building.



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- Final payments will be made upon the submission of a final 3-page progress report, the progress report summary form and electronic versions of all written materials (reports, publications, and thesis) generated during the funding period. Such materials will be held at the AIMS-NEI and AIMS Centre repository.

Duty to acknowledge funds

In all written documents and public activities related to the project, grantees must acknowledge the contribution of the funds received using the following formulation: **“This work was carried out with financial support from the government of Canada’s International Development Research Centre (IDRC), and within the framework of the AIMS Research for Africa Project.”**

Breach of contract

Each stakeholder involved (AIMS-NEI, grantee, and collaborating institutions) is expected to immediately inform the other stakeholders in writing, of any changes in their circumstance during the funding period. Such notification(s) should state, among other aspects the new circumstance, when the change occurred or became known, its implications to the current agreement, and a proposed way forward. This should be done within a 24-hour period. Supporting documents should be provided when possible.

Depending on the nature or severity of the situation, AIMS-NEI might decide to overlook this, suspend the grant, terminate the contract, request for unused funds or request for the reimbursement of all, or a percentage of already allocated funds.