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

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| AIMS ALUMNI SMALL RESEARCH GRANTS  REVIEW PROCESS |

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| *Except stated otherwise, all applications will be reviewed following the procedure outlined in this document.*  Contact person:  Dr. Rosita Endah Yocgo  E-mail: asrg@nexteinstein.org  Tel.:+27 21 671 4262 |

Around the 15th of June and December annually, applicants with incomplete application packages will be notified. It is the responsibility of the applicant to ensure that their application package is complete before the review process begins. Incomplete applications will not be reviewed. The entire review process will be completed within a period of one month, after which award letters will be sent to the selected grantees. The selection of grantees will occur as follows:

**Phase 1: Pre-screening of applications.**

* Dedicated staff within the AIMS-NEI Department of Academic Development at the secretariat will pre-screen of all applications received. Applications that do not meet key eligibility criteria or that are incomplete will be disqualified.

**Phase 2: Reviewing of applications**

* A review panel will be put into place at least one month prior to the beginning of each review month.
* The review panel will consist of AIMS network academic staff.
* The panel members will be requested to review applications during the month of August or February annually.
* Panel members will objectively grade applications based on one or more of the following criteria: the quality of the research proposal; potential for collaboration between the host institution and the AIMS Centre, relevance of the research to Africa’s development and to industry, applicant’s academic performance and research aptitude, candidate’s knowledge about the host institution (supervisor), referee letters, and the potential of the applicant to be a game-changer in their academic discipline, and to the African community.
* Each reviewer will grade candidates according following a matric that will be made available to them

**Phase 3: Final selection of candidates**

* The names of shortlisted candidates will be compiled by the AIMS-NEI secretariat following recommendations provided by the review panel members.
* Based on their AIMS Centre of preference, the names of shortlisted candidates will be shared with the corresponding AIMS Centre Director and Academic Director/Manager for their approval and comments. Shortlisted candidates may also be requested to provide letters of acceptance from the AIMS Centre Director.
* In exceptional cases, an interview might be requested with shortlisted candidates before a final decision is made.
* Senior staff of the AIMS-NEI academic team will be responsible for the final selection of candidates after receiving feedback from the Centres.
* The number of grants and funds to be allocated will be decided upon during the final stage of each review process.

Figure 1 AIMS-NEI Small Research Grant Review Process.