

## Call for Applications: IMMANA Fellowships

*--One Page Summary--*

The Friedman School of Nutrition at Tufts University and the London School of Hygiene & Tropical Medicine are pleased to announce a new round of **one-year Fellowships** for emerging leaders in agriculture, nutrition, and health research, funded with UK aid from the UK government through the Department for International Development (DFID) and the Bill & Melinda Gates Foundation, through their programme on Innovative Methods and Metrics for Agriculture and Nutrition Actions (IMMANA) detailed here: <https://immana.lcirah.ac.uk>.

For 2020-21, IMMANA will award **six career development Fellowships** to researchers who are validating and applying innovative methods and metrics to measure change and impacts of policy or program interventions in agriculture, nutrition and health in low- and middle-income countries (LMICs). Proposals will include plans for support from two **Mentors**, one from the applicant's current or previous employer or academic institution, and one from a host institution where the applicant proposes to advance their work, with at least one of the two being physically located in Africa or Asia.

Eligible candidates for an IMMANA Fellowship may come from any country or background, but will have an earned doctorate (PhD, DPhil, DPH, MD, DVM or similar degree) in fields related to agriculture, nutrition or health and be building a career in research, education, and engagement at the intersection of two or more of these fields. IMMANA Fellowships will aim for equal representation of women and men. We particularly welcome early-career applications and citizens of LMIC countries as well as individuals with research or faculty appointments in Sub-Saharan Africa or South Asia.

Successful applications will build on the candidate's previous research, proposing a 12-month workplan to test and use new methods and metrics to guide improvements in agriculture and food systems for nutrition and health. Proposals will specify the existing data and methods they will bring to the project, and a realistic timeline for new data collection (if any), analysis and writing needed to complete new scientific manuscripts. Applications will be ranked based on realistic potential for submission of high-impact publications to specified target journals or other scientific outlets within the Fellowship year.

Applications are submitted in a two-stage process. Applicants are welcome and encouraged to submit a concept note to confirm eligibility and receive valuable feedback. Concept notes should be submitted as soon as possible, on a rolling basis until **31 December 2019**. Full proposals must be submitted by **1 February 2020** and selected candidates will be notified by 15 April 2020. IMMANA Fellows must then begin their 12-month projects between the dates of 1 June and 1 December 2020. Both forms are available online at <http://immanafellowships.submittable.com>. Enquiries and other documentation should be sent by email to [immanafellowships@tufts.edu](mailto:immanafellowships@tufts.edu).

## Call for Applications: Postdoctoral Fellowships on Innovative Methods and Metrics for Agriculture and Nutrition Actions (IMMANA)

Led by the Gerald J. and Dorothy R. Friedman School of Nutrition  
Science and Policy at Tufts University

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## 1. Funding Opportunity

### Background

With just about a decade to realize the Sustainable Development Goals, making agriculture-food systems work for nutrition and health of populations has never been more urgent. Accelerated momentum is needed to develop a robust scientific evidence base to guide changes in global agriculture and food systems to nourish the world's population in a sustainable, equitable and just way.

Agriculture-food systems impact health and nutrition outcomes through multiple, dynamic, complex, direct and indirect, and also difficult to document pathways. In addition, food systems are also changing rapidly driven by technological innovation, globalization, rural transformation and urbanization, environmental and political fragility and changes in food system governance among others.

The last decade has seen proliferation of studies assessing the nature and magnitude of these agriculture-food system-nutrition relationships. Several publications highlight the need for development and application of novel, feasible, scalable, field friendly and cost-effective tools, methods and metrics to monitor and unpack how changes in agriculture-food systems can impact nutrition and health outcomes of populations across diverse contexts.

Significant progress has been made in this field in recent years, including through the Innovative Methods and Metrics for Agriculture and Nutrition Actions (IMMANA) programme (2015-2019). Over the past five years, IMMANA has awarded 15 competitive research Grants to develop cutting-edge methodologies and tools that are informing research, policy and practice of international development. It has trained 22 early career Fellows who are already shaping the science and policy landscape in their countries. Finally, the Agriculture, Nutrition and Health (ANH) Academy has grown exponentially, now including over 1,500 members from 770 organisations, predominantly in Africa and Asia.

Despite these successes, much remains to be done. A move towards complex food systems thinking and persistent co-existing an evolution of methods and metrics to align with evolving policy priorities. Taking stock of how well the existing methodological innovations work across contexts and at scale is a becoming a priority.

## About IMMANA

The Innovative Methods and Metrics for Agriculture and Nutrition Actions (IMMANA) programme aims to accelerate the development of a robust and coherent scientific evidence base which will support effective policy and investments in agriculture-food systems for improved nutrition. Following a successful five-year programme, a Phase 2 is being funded by UKaid through the Department for International Development (DFID) and Bill and Melinda Gates Foundation. IMMANA is a partnership between the London School of Hygiene and Tropical Medicine, SOAS University of London, Tufts University and The London Centre for Integrative Research on Agriculture and Health (LCIRAH). The objectives of this second phase of IMMANA are to:

1. Stimulate validation and continued development of innovative methodological approaches and novel metrics in agriculture and food systems for improved health and nutrition;
2. Deepen and expand the pool of emerging leaders skilled in developing and applying cutting-edge methods and metrics;
3. Convene a global research network - the ANH Academy - to facilitate learning, sharing and new interdisciplinary research collaborations and policy uptake of emerging evidence;
4. Synthesise and facilitate the uptake of existing data and scientific evidence to inform policies and investments in agriculture and food systems for improved nutrition and health.

Like the first phase of IMMANA, the second phase will rest on the core pillars of research, capacity building and knowledge sharing, and consist of three synergistic **workstreams**:

- **IMMANA Competitive Research Grants** to *develop new and validate existing* methods and metrics at the agriculture and food systems-nutrition and health (ANH) nexus
- **IMMANA Fellowships** for emerging leaders in ANH research
- **[ANH Academy](#)** with an expanded set of activities including
  - A synthesis centre for data, tools, methods and metrics
  - Strengthening the capacity of academic institutions to offer curriculum enrichment opportunities on ANH related topics in Africa and South Asia
  - A mentorship scheme for early career researchers in LMICs
  - Continuation of [ANH Academy Weeks](#) and other online training and engagement activities

You can find more information about IMMANA on: <http://immana.lcirah.ac.uk/>

## How to Get Involved

We encourage researchers to participate in all aspects of IMMANA, and provide the following guidance on how IMMANA can best support your research interests:

- If you are a researcher in an institution engaged in and committed to linking research in agriculture, nutrition and health, your institution can join the [Agriculture, Nutrition and Health Academy](#), and you can participate in its conferences, learning labs, meetings and working groups.
- If you are an individual researcher with access to data, methods and potential for completion of high-impact research towards IMMANA programme objectives within a 12-month period, then you may consider applying for an IMMANA Fellowship.

All Fellows and Grant holders are expected to participate in the Agriculture, Nutrition and Health Academy and its meetings for the duration of their funded programme. We will not normally provide IMMANA Fellowships to researchers to join IMMANA Grants, but it would be acceptable in principle for an institution that hosts an IMMANA Grant to host an IMMANA Fellowship, as long as they are clearly separate activities. Enquiries regarding research grants or the programme in general may be directed to [immana@lshtm.ac.uk](mailto:immana@lshtm.ac.uk), and regarding the Fellowships to [immanafellowships@tufts.edu](mailto:immanafellowships@tufts.edu).

## 2. Award information for IMMANA Fellowships

### Objectives and Scope

The 12-month IMMANA Fellowships aim to validate and apply new methods and metrics needed to measure change and impacts of policy or programme interventions in agriculture and food systems to improve nutrition and health. Four annual rounds of six Fellowships are planned, with selection criteria based on the qualifications of the candidate, excellence of the project idea, commitment of two Mentors and prospects for completion and communication of research results within the Fellowship year.

For the purpose of this call, **agriculture and food systems include the production, distribution, processing, marketing and consumption of food, and** the people, resources and institutions involved in these processes. Nutrition and health **outcomes of interest include impacts on malnutrition in its broadest sense**, including under-nutrition, micronutrient deficiencies, and diet-related overweight, obesity and associated non-communicable diseases, as well as food-borne illness and agriculture- or livestock-related diseases and other impacts of the food system on human health.

By **methods** we mean the processes and approaches involved in a systematic inquiry of relationships between agriculture, nutrition and health and generally refer to study design (for example, impact evaluations using various types of counterfactuals, pathway analyses). **Metrics** refer to parameters or indicators used for measurement, comparison or tracking performance (for example, disability-adjusted life years; household dietary diversity score and women's empowerment in agriculture index - WEAI). A **tool** is a vehicle or aid to collect information and data to arrive at the metric or aid decision-making (for example, the survey module to collect data required to compute an index).

The process of **validating** a method, metric or tool refers to further testing an existing novel method, metric or tool for its reliability and accuracy to make reasoned judgement about whether it provides useful analytic measurement for the particular purpose(s). We are interested in qualitative, quantitative, and mixed method studies of validation and cross-context equivalence. In some cases, a new type of measurement can be compared to an existing gold standard, but other forms of validation may also be helpful (for example, whether a women's empowerment index is associated with gender gaps in other data). **Application** of a method, metric or tool refers to its use for some practical purpose, testing its value for decision-making. For example, research might show that a household water insecurity index can be used to identify the most at-risk locations, and allocate resources to improve outcomes.

Fellows are expected to **complete and submit for publication** at least one completed research article within their Fellowship year. Fellows are also expected to **communicate** their research by presenting at one or more cross-institutional seminars, professional conferences and international meetings, in addition to their presentation at the ANH Academy Week during their Fellowship year. Evaluation of proposals will be based in part on demonstrated potential to achieve these aims, by documenting the existing data and methods on which the candidate can build, and the ways in which the proposed mentors can support any additional data collection, analysis and writing needed to complete and submit the proposed work to specified target journals and other scientific outlets.

## Indicative Research Topics and Approaches

The programme's goal is to validate and apply innovative methods and metrics regarding the most cost-effective actions for sustainable, large-scale improvements in agriculture, nutrition and health. The IMMANA partnership will consider the full range of proposals that could achieve this goal, based on selection criteria explained below. In order to give an indication of the kinds of Fellows and Fellowship projects that IMMANA will support, we present a list of example topics. Please consider the topic list to be only indicative. We welcome other topics that could meet IMMANA's objectives, and we are prepared to answer questions from applicants about their Fellowship ideas and whether they fit the call.

We expect that most of the Fellowships will focus on the validation and/or application of recently-developed methods and metrics through research conducted in Sub-Saharan Africa and South Asia to further the understanding of linkages between agriculture, nutrition and health. Projects may address knowledge gaps involving crops, livestock, water or other natural resources affected by agriculture, and cover nutrients, pathogens and care practices affecting nutrition or any aspect of care, prevention and treatment affecting nutrition and health outcomes.

**Indicative topics include (but not limited to) the validation and application of methods and metrics to measure and analyze:**

- how climate change and other environmental factors alter agriculture, nutrition and health, and how policies or programmes might contribute to mitigation and adaptation of climate change or other environmental factors;
- how food systems alter the relationship between agricultural production and dietary intake, and how policies or programmes might contribute to improved nutrition and health outcomes by changing how food is stored, transported, processed and marketed or otherwise obtained by households;
- how gender dynamics and other dimensions of social inclusion such as caste, age and household structure affect agriculture, nutrition and health, and how policies or programmes might contribute to improved outcomes;
- how government agencies and non-governmental organizations can improve food system surveillance or governance in various settings from humanitarian crises to fragile states, complex emergencies, post-conflict environments and other contexts, including regional and international coordination towards greater resilience and self-reliance;

- how pathogens and disease vectors associated with crops and livestock interact with sanitation and other environmental conditions to alter food safety, zoonotic disease and other influences on nutrition and health.

IMMANA places particular importance on research that brings together expertise across sectors, including agriculture, food systems, water, sanitation, nutrition and health, and between disciplines relevant to development of novel methods, metrics and tools, including, for instance, economics, sociology, agricultural science, psychology, physiology and political science. We are interested in applications proposing to validate and/or apply innovative use of quantitative, qualitative or mixed methods as long as they can demonstrate practical potential to addressing programmatic and development needs. Metrics that utilise field-friendly biomarkers, remote sensing, mobile phones, or other electronically-collected data are examples of emerging methods that could be considered, as well.

## Funds Available and Duration of the IMMANA Fellowship

Six Fellowships will be awarded through a competitive selection process. Each Fellowship will be provided for a **12-month period** and cannot be renewed. Each Fellowship must also involve two Mentors. During that period, Fellows will receive the following financial support:

- A fixed stipend of £40,800 paid in quarterly instalments against satisfactory completion of programme milestones.
- A research allowance of £9,000 to cover travel and other fieldwork expenses, also paid as lump sums for achievement of programme milestones.
- An honorarium of £2,100 to each of the Mentors paid in two instalments at mid-term and end of the year, on submission of a satisfactory mentorship report.

## 3. How to Apply for an IMMANA Fellowship

### Eligibility

Eligible candidates will have completed a doctoral degree (PhD, DPhil, DPH, MD, DVM or similar terminal degree) in any field related to agriculture, nutrition or health research and practice, and be actively engaged in research, education, and engagement at the intersection of two or more of these fields. We are particularly interested in applicants who aim to build careers or already have institutional affiliations in a research institute or university in Sub-Saharan Africa or South Asia, but applicants may be of any nationality and have earned their doctorate anywhere. During their Fellowship year, successful candidates will complete and submit for publication at least one potentially high-impact research finding, which they will also communicate through scientific groups including the [Agriculture, Nutrition and Health Academy](#). IMMANA Fellows are expected to play an active role in the ANH Academy, bringing diverse perspectives to leadership across disciplinary and institutional boundaries. The IMMANA programme aims for equal representation of women and men with a wide range of expertise, and we particularly welcome applications from citizens of LMIC countries.

Applicants must propose to validation and/or apply a recently-developed methodological approach to agriculture, nutrition and health research **under the joint supervision of two Mentors**, one from the applicant's current or previous employer or academic institution, and one from a host institution where the applicant proposes to advance their work. At least one of the two Mentors must be physically located in Sub-Saharan Africa or South Asia.

## Timeline

Applications are submitted in a two-stage process. Applicants are welcome and encouraged to submit a concept note to confirm eligibility and receive feedback. Concept notes should be submitted as soon as possible, and will be accepted on a rolling basis until 31 December 2019.

Applicants must submit a full proposal by 1 February 2020 and selected candidates will be notified no later than 15 April 2020. IMMANA Fellows must then begin their 12-month projects between the dates of 1 June and 1 December 2020.

To summarise:

- Concept notes may be submitted at any time until 31 December 2019. The IMMANA Fellowships team will review submitted concept notes and invite full proposals from in-scope and eligible applicants by 15 January 2020.
- Full proposals must be submitted by 1 February 2020. For a full list of required proposal components, see page 10; for a full proposal checklist, see page 12.
- Selected applicants will be notified no later than 15 April 2020.
- Fellows begin their Fellowships between 1 June and 1 December 2020.

## Concept Note Submission Instructions

To confirm eligibility for this programme and to receive feedback, applicants are encouraged to provide the following information and a concept note through our submission website on or before 31 December 2019: <http://immanafellowships.submittable.com>. **Eligibility to submit a full proposal is not contingent on submission of a concept note.**

Applicants should also attach a CV or resume, in Word or PDF format.

**Applicant's full name**, sex and nationality, with personal postal address, email and phone contact details

**Applicant's current employment** or affiliation, with institutional address, email and phone contact details

**Applicant's educational history**, listing all degrees earned by year and field, with titles of theses (if any)

**Proposed home Mentor's name and affiliation**, with institutional address, email and phone contact details

**Proposed host Mentor's name and affiliation**, with institutional address, email and phone contact details

**Proposed project title**, stating your topic, methods and location(s) in the shortest possible terms such as the examples at <http://immana.lcirah.ac.uk/fellowships>

**Proposed project abstract** (max. 500 words), describing how you will work with your home and host Mentors to validate and apply innovative metrics and methods for agriculture and nutrition actions. This abstract need not be detailed, and could be substantially revised in a later full proposal, but should anticipate all elements of the full proposal described below.

Proposed mentors need not provide written documentation of their commitment at this stage, but evidence regarding their interest in the potential project is an important criterion for whether to proceed in the proposed direction.

## Application Instructions for Full Proposals

Applicants should submit the following information through our submission website:

<http://immanafellowships.submittable.com>. The deadline for full proposal submission is by 11:59 PM EST on **1 February 2020**. Applicants are welcome to submit concept notes to determine eligibility and to receive feedback; however, **eligibility to submit a full proposal is not contingent on submitting a concept note.**

### 1. Applicant and Mentor contact details

1. **Applicant's full name**, gender and nationality, with personal postal address, email and phone
2. **Applicant's current employment** or type of affiliation, with institutional address, email and phone
3. **Applicant's educational history**, listing all degrees earned by year and field, with titles of these
4. **Proposed home Mentor's name and affiliation**, with institutional address, email and phone
5. **Proposed host Mentor's name and affiliation**, with institutional address, email and phone
6. **Name and affiliation of another reference** from whom you have requested the third support letter

### 2. Research proposal (max. 5,000 words)

*When preparing the proposal please use the section headings provided below. Word counts for each section are indicative, but overall length must not exceed 5,000 words plus references cited and any tables or figures needed to present the work-plan's illustrative budget of resources to be used, timelines and research methods.*

1. **Title** of the project, specifying topic and location as briefly as possible (~10-20 words)
2. **Abstract** summarising the project for a general audience (<500 words)
3. **Significance** of the problem and proposed solution (~500 words)
4. **Innovation** in analytical methods and metrics to be advanced (~500 words)
5. **Workplan**, including description of existing data and previous work to be complemented by new data collection (if any), analyses and writing for presentation and submission within the Fellowship year to specified target journals and other outlets (~2000 words)
4. **Linkage** to applicant's doctoral training and future career (~500 words)
5. **Relationship** to the host and home Mentors' ongoing work (~500 words)
6. **Location and resources** to be used, start date and timeline (~500 words)

### 3. Curriculum Vitae

Please append three separate CVs in any format:

1. **The applicant**
2. **The home Mentor**
3. **The host Mentor**

#### 4. Letters of Support

Please submit **three letters of support** from the proposed host and home Mentors and another reference. Letters are typically no longer than two pages.

After the applicant submits his or her full application through Submittable online, the website will send emails with links to upload the letters to the Mentors' email addresses indicated. Letters of support must be received by **8 February 2020**. If experiencing technology issues, please notify the Fellowships Administrator.

1. **Home Mentor:** describing the applicant's doctoral training, previous work and professional potential, and the home Mentor's proposed contribution to the Fellow's project.
2. **Host Mentor:** describing the applicant's potential contribution to the project, programme or institution where the Fellowship will take place, and the host Mentor's proposed contribution to the Fellow's project.
3. **Other supporter:** May be a policy official, research administrator, or colleague of the applicant or either proposed Mentor, describing the potential impact of the proposed project on innovative methods and metrics in agriculture, nutrition and health.

## Application Checklist for Full Proposals

- Contact information** (name, address, email, websites and phone numbers) for:
  - Applicant
  - Home Mentor
  - Host Mentor
  
- Curriculum vitae** (any format and length) for:
  - Applicant
  - Home Mentor
  - Host Mentor
  
- Research proposal** (max. 5,000 words) specifying:
  - Title and abstract summarising the proposed project
  - Significance of the problem and proposed solution
  - Innovation in analytical methods and metrics to be advanced
  - Approach, including project goals and milestones
  - Location, budget and resources to be used, start date and timeline
  - Linkages to applicant's doctoral training and future career
  - Relationship to the host and home Mentors' on-going work
  
- Three support letters** emailed separately from the proposal, from your:
  - Home Mentor
  - Host Mentor
  - Other supporter

## 4. Review Process for Full Proposals

Full proposals will be scored by a selection committee for their potential contribution to the objectives of the Fellowship programme, as specified in the assessment criteria below. Oversight of the process is provided by an Independent Panel of Experts, and also by the IMMANA Steering Committee, comprised of members from DFID, The Bill & Melinda Gates Foundation, UKRI, USAID and CGIAR's A4NH programme.

### Assessment Criteria

Applications will be evaluated on merit and potential to meet IMMANA programme objectives, based on the following criteria:

1. Demonstrated commitment and potential for excellence in research crossing disciplinary and institutional boundaries in agriculture and food systems, nutrition and health in developing countries, in alignment with the IMMANA project priorities detailed in the call for applications. Fellows should demonstrate this through past achievement, career trajectory and long-term goals (15 points).
2. Quality and feasibility of the proposed 12-month workplan, including the existing data and prior research on which new data collection (if any) and analysis will build, with realistic expectations for timeline and resource needs towards completion and submission of results within the Fellowship year (25 points).
3. Potential for the proposed research to inform government and private-sector actions in agriculture for improved nutrition and health (25 points).
4. Demonstrated commitment and potential of the candidate for leadership roles and transformational contributions to future research (20 points).
5. Demonstrated commitment of the Mentors and their institutions to support the proposed project, with evidence for the proposed Fellowship's contribution to their mission and strategic plans in agriculture, nutrition and health (15 points).

## 5. Frequently Asked Questions

### 1. Who is funding the IMMANA Fellowships?

The Fellowships are part of the second phase of a larger programme on Innovative Methods and Metrics for Agriculture and Nutrition Actions (IMMANA), an initiative co-funded with UK aid from the UK government and the Bill & Melinda Gates Foundation. The goal of the programme is *to contribute to the global effort of harnessing agriculture-food systems to reduce all forms of malnutrition and related health consequences, by building research capacity and generating and sharing knowledge and evidence that informs policies and programmes to better serve the world's growing population.* The Fellowships are a central component of the IMMANA programme, which has four inter-related objectives:

- Stimulate development of innovative methodological approaches and novel metrics in agriculture and food systems for improved health and nutrition;
- Build a cadre of researchers skilled in developing and applying cutting-edge methods and metrics;
- Facilitate learning, sharing and new interdisciplinary research collaborations;
- Develop scientific evidence to inform policies and investments in agriculture and food systems for improved nutrition and health.

### 2. What kind of research can be supported by this Fellowship?

The programme's goal is to advance innovative methods and metrics regarding the most cost-effective actions for sustainable, large-scale improvements in agriculture, nutrition and health. Most of the Fellowships awarded will focus on fieldwork in Sub-Saharan Africa and South Asia, validating and applying new measurement techniques adapted to the analysis of specific interventions. Favourable consideration will be given to projects with linkages to other IMMANA activities and for proposals that address changing gender roles, climate change, and dietary transition, but the programme welcomes strong proposals for any kinds of research on the relationship between agriculture, nutrition, and health in developing countries. Projects may address knowledge gaps involving crops, livestock, water or other natural resources affected by agriculture, and cover nutrients, pathogens and care practices affecting nutrition or any aspect of care, prevention and treatment affecting health outcomes. Projects may be on topics that are similar or different from other IMMANA research described at <http://immana.icirah.ac.uk>. Proposals should specify how they build on or complement previous work, with appropriate citations.

### 3. What kind of applicant can be supported by this Fellowship?

Eligible applicants will have completed a doctorate (PhD, DPhil, DPH, MD, DVM or similar terminal degree) in any field related to agriculture, nutrition and health, and be actively engaged in research, education and engagement at the intersection of two or more of these fields. IMMANA strongly encourages applications from female candidates and citizens of low- and middle-income countries. Selection will give preference to applicants who have research or faculty appointments in Sub-Saharan Africa and South Asia, but applicants may be of any nationality and have earned their doctorate anywhere. The first set of IMMANA Fellowships (2015-19) was designed as postdoctoral awards to launch careers, requiring start dates within three years of receiving the PhD. In the second phase of IMMANA (2020-24), Fellowships are designed as career development awards to support more advanced research projects that build directly on the applicant's past work, with additional data collection as needed, further analysis and writing to complete one or more manuscripts, submit to journals and disseminate results as specified in the project workplan. Individuals who have previously been IMMANA Fellows are not eligible for new awards or to receive funding for more than 12 months, so a key criterion for is the availability of data and methods that can permit completion of high-impact research within the Fellowship period.

### 4. What do you mean by “host” and “home” Mentor?

These Fellowships are intended to help bridge institutional and disciplinary boundaries, by funding a year of research supported by at least two different Mentors. The “home Mentor” is expected to provide support from one of the applicant's previous employers or educational institutions, and the “host Mentor” is expected to support opportunities for collecting any additional data, or analysing data in new ways, from a different institution or location where the applicant proposes to conduct their Fellowship-supported research. At least one of the two Mentors must be located in Africa or Asia.

### 5. What combinations of host and home Mentors are likely to be successful?

We anticipate that “host Mentors” will be project directors or programme officers in implementing agencies, senior faculty members or leaders of agriculture, nutrition and health institutions in a position to guide the Fellow's work on a week-to-week basis during the year. We expect “home Mentors” to be the candidate's doctoral thesis advisor (in the case of recent graduates), their

employer or a senior researcher or administrator in an institution associated with the candidate before and/or after the Fellowship year. In many cases, we anticipate that the candidate will go on leave from their current employer for the Fellowship year, and return to that employer afterwards. We are particularly interested in applicants who are researchers or faculty members in African and South Asian institutions, and who might use the Fellowship for professional development elsewhere, if necessary in the US, UK or other high-income country, as well as candidates from high-income countries doing fieldwork in Africa and South Asia.

## 6. What is the level of honoraria provided to Mentors?

Each host and home Mentor will receive a £2,100 honorarium for the support they provide to the Fellow. We expect that each Mentor will spend 40-50 hours over the course of the year supporting the Fellows on research and career development. Honoraria will be paid in two instalments, on submission of a mid-term mentorship report and an end-of-year evaluation detailing the Mentor's contribution to the Fellowship project. The payments are contingent on successful fulfilment of the Mentor's responsibilities as detailed in the Fellow's own quarterly progress reports, as well as submission of the Mentor's own mid-term and final Fellowship project reports which will be made public on the IMMANA website.

## 7. My Mentors did not receive emails to upload their letters of support. What do I do?

Please let your Mentors know that the email will have come from [notifications@submittable.com](mailto:notifications@submittable.com). Some applicants have noted that the email is caught by their Mentors' spam filters. Please also check to make sure the email addresses you provided are spelled correctly in the application. If you notice that you need to re-enter their email addresses, please email to ask the Fellowships Administrator to open your application for editing.

It is the applicant's responsibility to check with his/her Mentor to confirm that the Mentors and reference have received the request and submitted their letter. Reference letters must be submitted by Saturday, February 8, 2020 by 11:59 PM EST.

### 8. Can prospective applicants submit more than one concept note or full proposal?

Applicants may submit more than one concept note for different proposed projects. Applicants may submit a revised concept note after receiving feedback from the Fellowship team. Applicants may only submit one full proposal.

### 9. What salary, travel, and fieldwork allowance is provided to the Fellows?

Fellows will be provided with a stipend of £40,800 for the 12-month period, plus a research allowance of £9,000 to cover local travel and other research expenses (such as translation, hardware, software supplies, etc.), as well as participation in IMMANA Academy Weeks, trainings and workshops. All payments will be made as lump sums against completion of programme milestones. Fellows are then responsible for arranging and paying all of their travel and other expenses during the project period.

### 10. What arrangements are made for Fellows' health insurance, taxes and other expenses?

IMMANA Fellowships are implemented as fixed-fee payments. Fellows are responsible for arranging and paying for all of their own personal and work-related taxes, insurances, or other fees needed during the Fellowship year.

### 11. What arrangements are made for Fellows' visas and work permits?

**The Fellow and their host institution(s) will be responsible for all visa applications and associated fees required to complete their proposed work plan.** The IMMANA programme and Tufts University cannot sponsor visas or provide support other than proof of funding as specified in the Fellowship contracts. Fellows intending to conduct research in the US must be approved by their host institution to receive funds from Tufts University. Please seek assistance from the Fellowships Administrator for any questions or concerns. It is expected that Fellows will have made the necessary arrangements for visa sponsorship *before the start of their Fellowship*.

### 12. Can Fellows maintain other affiliations and activities during their project year?

IMMANA Fellowships are intended to provide sufficient financial support for full-time activity during the project year, following the workplan described in the applicant's proposal. Fellows may have other affiliations during the year, for example being on sabbatical leave from a university faculty appointment, and their workplans may include specified, time-limited activities such as teaching that

would complement the aims of the fellowship. Opportunities may also arise during the Fellowship year and would then be discussed with the Fellowships program director. All foreseeable activities should be spelled out in the proposed workplan, specifying the timing of any specific obligations required for career development. Questions regarding potential conflicts of interest and commitment will be resolved on a case-by-case basis and should be addressed to [immanafellowships@tufts.edu](mailto:immanafellowships@tufts.edu).

### 13. Who is responsible for ethical oversight and reviews?

All human subject research conducted during the IMMANA Fellowship year must be approved in advance by the cognizant ethical review board, typically at the institution or location where the research is to be conducted. IMMANA Fellows must also adhere to the highest standards of ethical conduct more generally, including compliance with data protection regulations, duty-of-care obligations, and the institutional policies or legal requirements of the places where they work and reside.

Research proposals may aim to complete work that has already been approved by an Institutional Review Board (IRB) or similar authorities, or may require new approvals at the start of the Fellowship year. In either case, the specific IRB or other ethical authority and its approval process should be spelled out in the project workplan. Information on these approvals or exemptions will typically be obtained through the host or home Mentor, in accordance with the project's institutional context and legal jurisdiction where the research is conducted, and may involve ethical reviews from more than one institution or legal authority. Projects that do not involve individual human subjects, such as research based on aggregate statistics, would typically request a determination from the cognizant IRB that their work is not subject to further ethical review. In rare cases where an IMMANA Fellowship project is being conducted in a setting that has no mechanism for independent ethical review, reviews may be requested through Tufts University.

Fellowship proposals should specify what ethical review process will be followed, and Fellows' quarterly reports must document their project's ethical review and approval, exemption or determination by the cognizant IRB or similar authorities. In addition to ethical review for specific projects, Fellows are encouraged to obtain international certification of their own skills in the responsible conduct of research. Such certification is available for Fellows through Tufts University's participation in the Collaborative Institutional Training Initiative (CITI Program), whose Certificates of

Completion are valid for four years and may be required prior to submitting future grant proposals or obtaining IRB approvals and exemptions. Instructions for obtaining CITI certification are detailed here: [http://viceprovost.tufts.edu/HSCIRB/files/CITI\\_step-by-step\\_instructions.pdf](http://viceprovost.tufts.edu/HSCIRB/files/CITI_step-by-step_instructions.pdf).

#### 14. What are other benefits of being an IMMANA Fellow?

- Fellows will be part of the global Agriculture, Nutrition and Health Academy, giving them access to a community of researchers and institutions from various disciplines working together to develop methods and metrics for the design and evaluation of agriculture programmes for improved nutrition and health. Fellows will have the opportunity to participate in working groups and trainings offered by the Academy, as well as attend annual global conferences, meetings, and trainings including peer review to improve publication quality and research impact.
- Fellows will be affiliated with the Friedman School of Nutrition Science and Policy at Tufts University and London School of Hygiene and Tropical Medicine (LSHTM), gaining access to the expertise of scientists from various disciplines.
- Fellows will have access to Tufts University's facilities and resources available to faculty and staff, including electronic access to the Tufts' library's collection of 19,000 journals and other online materials.
- Fellows will receive communications support throughout their Fellowship that will increase their opportunities to collaborate with other IMMANA Fellows, promote their progress within the research community, and raise the visibility of their academic pursuits to a broader professional network.

#### 15. What are the reporting requirements for Fellows and mentors?

Each Fellow will be required to submit brief quarterly progress reports and a detailed final report, as specified in the award agreement. Each Mentor will be required to submit a mid-term mentorship report and an end-of-year evaluation detailing the Mentor's contribution to the Fellowship project. The final reports from each Fellow and their two Mentors will be shared with the IMMANA Academy and published on the IMMANA website. The project is expected to produce peer-reviewed publications in international academic journals.