

## Call for applications: IMMANA Fellowships

### Frequently Asked Questions

The Friedman School of Nutrition at Tufts University and the London School of Hygiene & Tropical Medicine are pleased to announce the fourth and last round of Post-doctoral 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) through their programme on Innovative Methods and Metrics for Agriculture and Nutrition Actions (IMMANA). For 2018-19, IMMANA will award **five 12-month Post-doctoral Fellowships** to early career researchers who are using and developing or adapting these new methodological approaches with Mentors in ongoing research programmes in low- and middle-income countries (LMICs).

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 are seeking a career in research, education, and engagement at the intersection of two or more of these fields. Eligible candidates should have **no more than three years of post-PhD experience** prior to their proposed Fellowship start date. We anticipate that IMMANA Fellows will bring diverse perspectives to leadership in agriculture, nutrition, and health. IMMANA Fellowships will aim for equal representation of women and men, and we particularly welcome applications from citizens of LMIC countries.

Applicants must propose to **conduct fieldwork or other 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 Africa or Asia.** The two Mentors need not have equal roles in the project, but having both involved should help accelerate research and sharing of ideas between the Fellow's home and host environments. 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.

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, and will be accepted on a rolling basis until 1 February 2018. Applicants must submit a full proposal by 1 March 2018** and selected candidates will be notified no later than 1 May 2018. IMMANA Fellows must then begin their 12-month projects between the dates of 1 June and 31 December 2019. 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).



Funded by:



## Frequently Asked Questions

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

The Fellowships are part of a larger programme on Innovative Methods and Metrics for Agriculture and Nutrition Actions (IMMANA), an initiative funded with UK aid from the UK government. The goal of the programme is *to accelerate the development of a robust and coherent scientific evidence base that will support effective policy and investments in agriculture for improved nutrition and health.*

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 early-career 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, developing 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.lcirah.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 **within three years of the proposed Fellowship start date**, and be seeking a career in research, education and engagement at the intersection of two or more of these fields. IMMANA strongly encourages applications from female candidates who are 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.

### 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” represents one of the applicant’s previous employers or educational institutions, and the “host Mentor” represents the institution 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, 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 continue working with their home Mentor. We are particularly interested in applicants who are junior faculty members at African and South Asian universities, and who might use the Fellowship for a year of 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 Coordinator 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 Thursday, March 8, 2018 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 in 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 Coordinator 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 full-time employment during the project year. Fellows may have other affiliations and activities, and may be on leave from other employment, such as a university faculty appointment. 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?

IMMANA Fellowship projects are typically overseen by the host Mentor, and should be approved by their cognizant ethical review board. The research projects of IMMANA Fellows must adhere to the highest standards of ethical conduct. Projects that involve individual human subjects must be given prior approval or exemption for their specific research protocol from the cognizant Institutional Review Board (IRB) or similar authorities. 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 lead to peer-reviewed publications in international academic journals.