

# WAITRO Fellowship Program

**The WAITRO Fellowship Program encourages individuals from member organizations to work or conduct research in other countries, lasting from half year up to one year. WAITRO fosters collaboration between member RTOs as well as sharing of knowhow within various research disciplines.**

**6 to 10 fellows will be supported by the WAITRO Secretariat each year.**

EXECUTIVE SUMMARY

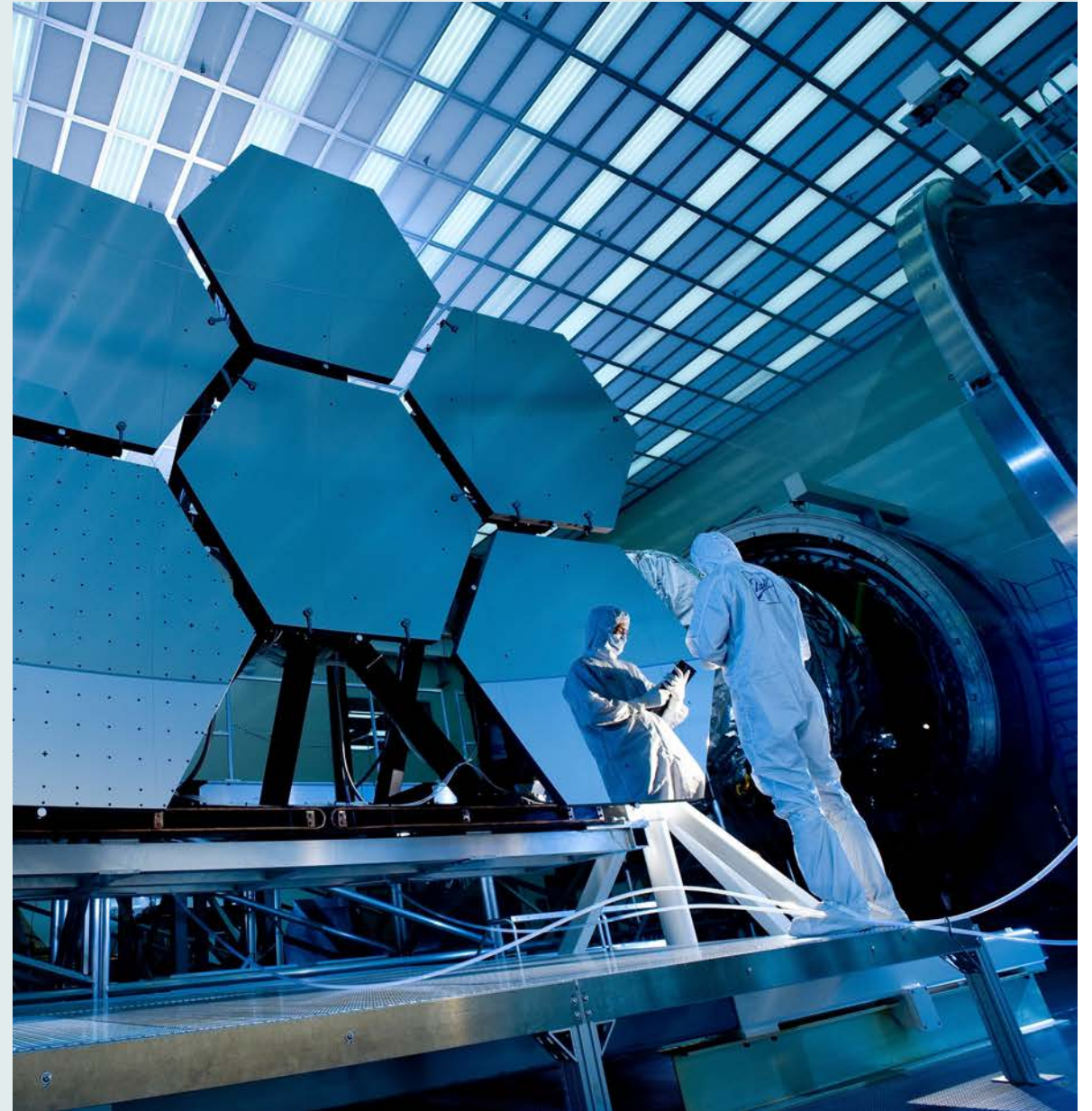
# Apply now for the WAITRO Fellowship!

**ARE YOU A RESEARCHER WORKING AT A WAITRO MEMBER ORGANIZATION LOOKING TO TEMPORARILY MOVE ABOARD?**

Apply for the WAITRO Fellowship and work or conduct research in other countries, lasting from half year up to one year.

**HOW DO YOU BENEFIT?**

By joining the WAITRO Fellowship Program you get a grant to work abroad or conduct a research project in another country of a WAITRO member.





## Eligibility

### WHO CAN APPLY?

- Fellowships are open to researchers or technical staff of WAITRO members (individuals of WAITRO members in good standing)
- Professionals working across all disciplines are eligible (depending on the host institutes' scientific fields of competence)
- Applicants need a doctoral degree (PhD) or at least 3 years of full-time research experience at the time of the application



# How to apply?

## 1<sup>ST</sup> STEP

- **Submission of Application\***
- Send to: [sunhs@jitri.org](mailto:sunhs@jitri.org) ,  
[d.reinertz@waitro.org](mailto:d.reinertz@waitro.org),  
[yaox@jitri.org](mailto:yaox@jitri.org)

\*Annex A: Fellowship Application Guide

## 2<sup>ND</sup> STEP

- **Evaluation** of the **Fellowship Proposals** by the WAITRO Secretariat
- Consultation of the WAITRO Executive Board
- **Selection by the WAITRO Secretariat**

\*Annex B: Fellowship Evaluation Guidelines

## 3<sup>RD</sup> STEP

- **Signing of an agreement** between the Secretariat (WAITRO Office China) and the fellow (including the sending and receiving organization)

# Timeline

	2019/2020		2020/2021	
Round	First Round	Second Round	First Round	Second Round
Application Phase	01.04.19-30.06.19 (3 month)	01.07.19-31.12.19 (6 month)	01.01.20-30.06.20 (6 month)	01.07.20-31.12.20 (6 month)
Evaluation & Preparation Phase	01.07.19-31.12.19 (2 <sup>nd</sup> Board Meeting of 2019)	01.01.20-30.06.20 (1 <sup>st</sup> Board Meeting of 2020)	01.07.20-31.12.20 (2 <sup>nd</sup> Board Meeting of 2020)	01.01.21-30.06.21 (1 <sup>st</sup> Board Meeting of 2021)
Expected Start	01.01.2020 (start depending on applicant)	01.07.2020 (start depending on applicant)	01.01.2021 (start depending on applicant)	01.07.2021 (start depending on applicant)

# How to apply (1/3)

## STEP 1: APPLICATION

Researchers submit their application that includes:

- Curriculum Vitae (CV)
- Fellowship Proposal\*
- Letter of Recommendation
- Information on salary (sending country) and living costs (receiving country)
- Memorandum of understanding (MoU) that expresses a convergence of will between WAITRO members, indicating the intended participation

\*Annex A: Fellowship Application Guide

# How to apply (2/3)

## STEP 2: EVALUATION & SELECTION

After submitting an application, the WAITRO Secretariat starts the evaluation process.

The evaluation criterias include:

- Quality of the Fellowship proposal (clearly identified focus and qualified fellow)
- Mutual benefit for sending and receiving organizations as well as WAITRO
- Balance of the regions, countries and members

\* Template Evaluation Guidelines is drafted in Annex B



# How to apply (3/3)

## STEP 3: PREPARATION & START

Participant are informed by an e-mail notifying them about the decision made by the Evaluation Committee. A positive result does not constitute a confirmed grant. Following the evaluation and selection, preparations starts, which includes a contracting process with the WAITRO Office China (Legal & Financial Aspects).

Based on the first two steps, an agreement will be signed between the Secretariat (WAITRO Office China) and the fellow (may include the sending and the receiving organization).

# Fellowship Program

## CONTRIBUTION BY THE WAITRO SECRETARIAT

Members in developing countries may not be able to bear the cost of an exchange and often depend on scholarships. Nevertheless, to avoid a simple windfall gain, members participating in the WAITRO Fellowship Program share at least a small part of the total direct cost.

The contributions by the WAITRO Secretariat and participating members depend on the category (membership fee) of involved RTOs. The share of the total cost of an exchange for members in countries with lower gross national income (GNI) per capita (categories 1, 2, 3) is lower than for members with higher GNI (category 4).

The sending organization, the receiving organization, and the WAITRO Secretariat will share the total direct cost of a fellow.

## CALCULATION OF THE MEMBERSHIP FEE BASED ON GNI PER CAPITA:

**CATEGORY 1: < 1.000 USD**

**CATEGORY 2: 1.000 – 1.500 USD**

**CATEGORY 3: 1.500 – 2.500 USD**

**CATEGORY 4: > 2.500 USD**

\* A detailed table can be found on p. 8

# Contribution by the WAITRO Secretariat

	Receiving category 1	Receiving category 2	Receiving category 3	Receiving category 4
Sending category 1	5% / 5% 90% WAITRO	5% / 10% 85% WAITRO	5% / 15% 80% WAITRO	5% / 20% 75% WAITRO
Sending category 2	10% / 10% 80% WAITRO	10% / 15% 75% WAITRO	10% / 20% 70% WAITRO	10% / 25% 65% WAITRO
Sending category 3	20% / 15% 65% WAITRO	20% / 25% 55% WAITRO	20% / 30% 50% WAITRO	20% / 40% 40% WAITRO
Sending category 4	25% / 20% 55% WAITRO	30% / 35% 35% WAITRO	35% / 40% 25% WAITRO	40% / 60% 0% WAITRO

# Calculation of Cost

WAITRO supports the Fellow by covering her/his fixed cost and partially contributing to her/his variable cost (up to living costs in target country).

## Calculation of fix costs, total: max. 5.500 USD

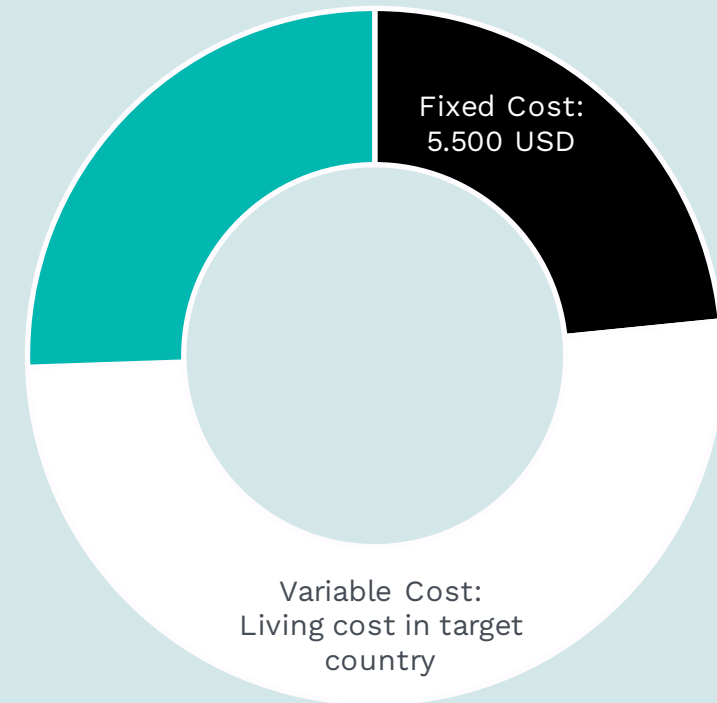
- Traveling costs: max. 2.000 USD
- Visa: max. 500 USD
- Insurance: max. 3.000 USD

## Calculation of monthly payments

- Minimum: Living cost in target country
- Maximum: Net salary in home country, but minimum living costs in target country

## Contribution of the WAITRO Secretariat

- Depending on participating members



## Receiving RTO

**ONLY WAITRO MEMBERS IN GOOD STANDING CAN HOST FELLOWS**

- Receiving RTOs cover share of the total (variable) costs based on their annual membership fee (categories)

## Sending RTO

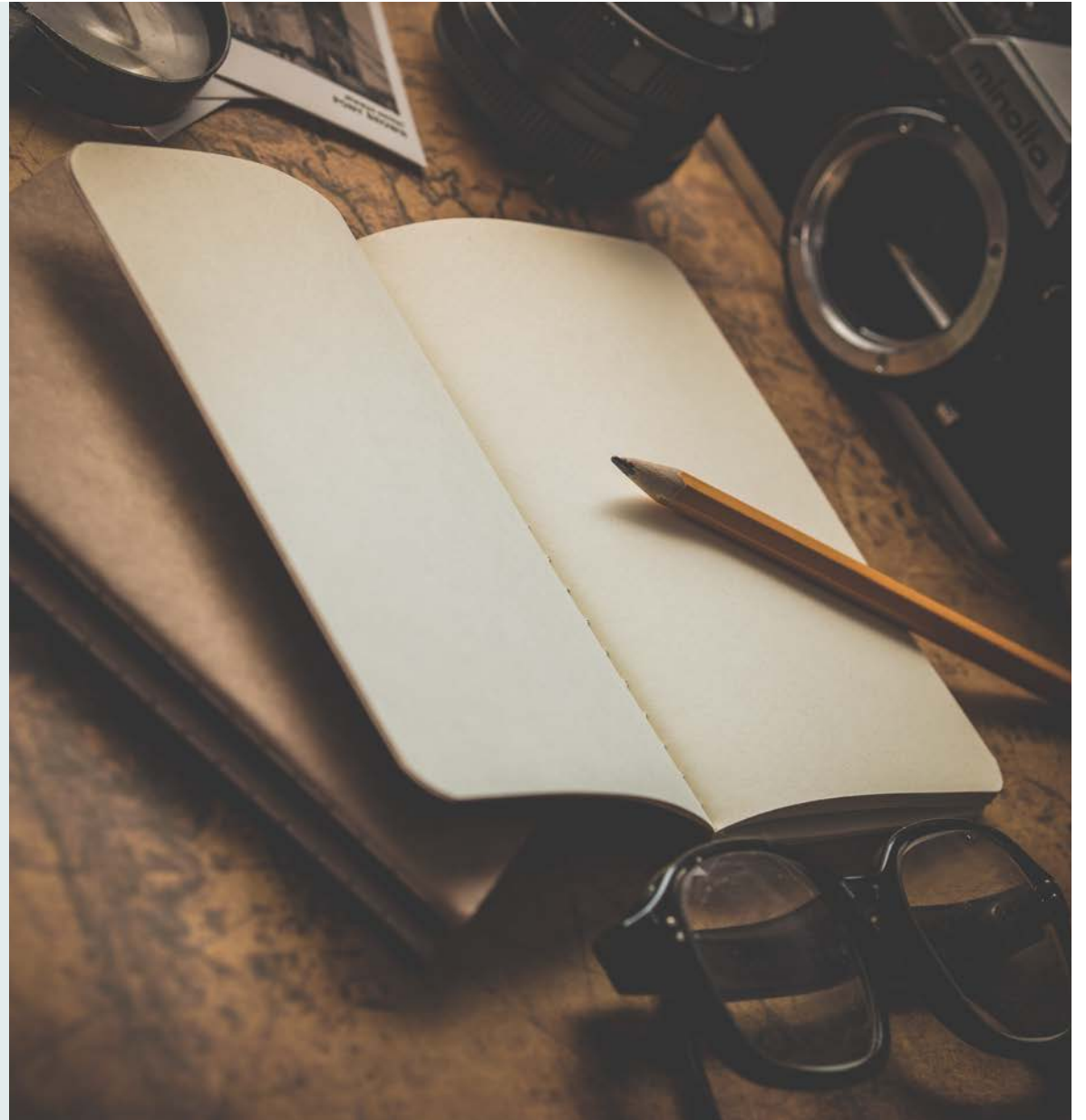
**ONLY WAITRO MEMBERS IN GOOD STANDING CAN SEND FELLOWS TO OTHER MEMBERS**

- Sending RTOs cover share of the total (variable) costs based on their annual membership fee (categories)

# Reporting

## REPORTING DURING FELLOWSHIP AND CLOSING PHASE

- Interim Progress Report: Quarterly report to WAITRO Secretariat is required by email, with a word or power point file, including photo etc.
- Final Report: A final report from each fellow will be required in closing phase detailing:
  - Accomplishments
  - Reflection
  - Recommendations
  - Etc.



# WAITRO Fellowship Program at a glance

## WAITRO FELLOWSHIP PROGRAM

The WAITRO Secretariat provides financial and administrative support to encourage work and research in other countries at an institutions of members within the framework of the WAITRO Fellowship Program.

## OBJECTIVES

- to advance on a particular issue or service activities across borders
- to support experiential learning of individuals
- to support WAITRO fellow's professional and personal growth

## VISION

A WAITRO fellow's community of experienced and globally connected researchers that develop innovations for a sustainable future.



# Annex



## Annex A: Fellowship Application Guide

The **Fellowship Application Guide** supports applicants for the WAITRO Fellowship Program providing relevant information on the required application documents.

### 1. Curriculum Vitae (CV)

Please provide your CV, including your contact information

### 2. Fellowship Proposal

The purpose of the **Fellowship Proposal** is to explain the proposed project or work (activities during your fellowship) and your motivation behind it. It is an opportunity to introduce yourself to the Evaluation Committee explaining why you want to participate and what activities you are planning.

Please keep the following questions in mind:

- From where did your motivation and inspiration arise?
- Why is this Fellowship important to you?
- Why is it important that you conduct research or work abroad?
- What other extracurricular experiences are you interested in and planning to do?
- How will you be contributing to your chosen host organization?
- How will you be contributing to your sending organization?
- How will you be contributing to WAITRO?
- What do you hope to accomplish during your stay?
- What are your longer-term academic and/or professional goals?
- What challenges or difficulties do you anticipate to encounter, and how might you overcome these?

### **3. Letter of Recommendation**

Please note that your application should be discussed with a mentor at your organization. This person will be expected to write your letter of recommendation.

### **4. Information on salary (sending country) and living costs (receiving country)**

- Please provide information about the salary in sending country and organization and living costs in receiving country and city

### **Required Application Documents:**

- Curriculum Vitae (CV)
- Fellowship Proposal
- Letter of Recommendation
- Information on salary (sending country) and living costs (receiving country)

# WAITRO



WORLD  
ASSOCIATION of  
INDUSTRIAL &  
TECHNOLOGICAL  
RESEARCH  
ORGANIZATIONS

## **Annex B: Fellowship Evaluation Guidelines**

The **Fellowship Evaluation Guidelines** are designed to transparently perform the assessment of fellowship applications. It will help to select fellows as to well to achieve the objectives of the program and fulfill the mission of WAITRO.

### **Major Evaluation Criteria:**

- Quality of the **Fellowship Proposal**, with following minor evaluation criteria:
  - ✓ Clearly identified focus
  - ✓ Strong sense of innovation
  - ✓ Outcome will have wide impact
- Mutual benefit for both sending and receiving organizations, as well as WAITRO Association
- Balance of the regions, countries and members (least over time all regions, countries and members have an equal chance to send or to receive fellows);
- Engagement to WAITRO in past years, for both sending and receiving organizations;
- Qualification of candidate fellow;

Each candidate fellow will have a score from 0 (min) to 100 (max), 100 points are distributed to evaluation criteria above with different weight, which are listed in the following table:

**Table 1: Category and Weight**

<b>Category</b>	<b>Indicators</b>	<b>Range</b>	<b>Score</b>	<b>comments</b>
Quality of Proposal	Clearly identified focus; Innovation; Impact;	0 - 30		
Benefit for WAITRO	Sending org; Receiving org; WAITRO overall;	0 - 20		
Balance	Regions, countries, members	0 - 20		
Engagement	Level of participation and Contribution to WAITRO in past years	0 - 10		
Qualification of Candidate	Education, Communication, Engineering experience	0 - 20		
Total Score		0 - 100		