

Fieldwork Grant Guidelines

About the Grant

ICLD's Fieldwork Grant is a programme for master's students in Sweden. The aim of the programme is to provide an opportunity for students to conduct fieldwork in one of ICLD's countries of cooperation. The subject of study must have a strong connection to local democracy. Students may apply for a **maximum of 20,000 SEK** to conduct fieldwork for at least five weeks in a selected country. Students jointly writing a thesis are encouraged to apply by submitting one application each.

The grant is not intended to cover all expenses before, during and after the stay abroad. The grant normally needs to be supplemented with, for example, student funds.

What this means for the student

A student who has been granted a Fieldwork Grant shall collect material for his or her master's thesis at least five weeks on site in a low- or middle-income country. The field period shall be used for the collection and processing of data. The student must plan his/her field stay and, together with his/her thesis supervisor, contact a local supervisor and/or other necessary contacts abroad.

The thesis shall contribute to understanding how local democracy and good governance can contribute to achieving sustainable development and poverty reduction. The project must show relevance to the Sustainable Development Goals and to ICLD's strategic areas: equity, participation, transparency and accountability.

Application criteria for a Fieldwork Grant

To be eligible to apply, you must:

- Be an International Master's student enrolled at a Swedish University. Swedish students who did not receive a Minor Field Studies grant from Sida may also apply.
- Must be traveling to conduct research supporting a thesis or final project.
- Be preparing to write your thesis in your thesis semester

Countries eligible for fieldwork studies

The field studies must be conducted in one of the following countries in which ICLD operates: Bosnia & Herzegovina, Botswana, China, Georgia, Indonesia, Kenya, Kosovo, Moldova, Mozambique, Namibia, North Macedonia, Serbia, South Africa, Tanzania, Turkey, Uganda, Ukraine, Vietnam, Zambia, Zimbabwe.

Only one grant possible

The student who is applying for the grant may also not have been granted another travel grant for the same field study period.

Mandatory preparation course before the trip

All students will participate in a preparatory course on **5-6 December 2019**. It is important to plan your departure so that you can attend the course before leaving. No exemptions are granted from the course. The course deals with Swedish development cooperation, ICLD's work in more detail, and information on travel and health issues, safety and country information. The course will also deal with expectations and conditions for the studies.

How to apply

Candidates are required to submit and upload the necessary documents to the online application system. It is not possible to supplement an application after the closing date.

- Short but strong letter of motivation (max 1 page) in English to support the suggested activity and why it is essential for the applicant's studies.
- Project description
- Letter of certification from your university in Sweden to support the application (signed by student counsellor, professor or similar)
- CV – max 2 A4 pages

Please note that your application may be assessed by a reader from any discipline; strong applications are able to convey the importance of an applicant's research and travel plan to a non-expert or person outside your field. **Late applications will not be considered.**

Review of applications

The review of applications is based solely on the information provided in the application. Applications are reviewed in a two-stage process by a panel of expert reviewers. The application is first examined based on the criteria for validity. If the application is considered valid, it goes on for quality assessment. Invalid applications are rejected.

All applications are individual; if two students will be writing a thesis together, the grant is nevertheless applied for and assessed individually.

Validity criteria

The application's validity is assessed based on the following criteria:

- The application is submitted in the electronic application system
- The application is submitted no later than the last application date and time
- Applicants are master's level students enrolled at a Swedish university

Quality criteria

Proposals will be assessed according to the following criteria and the extent to which the proposed thesis:

- Has a local democracy focus
- Meets the stated objectives of the travel grant and ICLD strategic focus areas
- Meets academic standards that include a specific, well-focused, and realistic statement/s of objectives, and a clear and detailed description of the proposed methodology

ICLD reserves the right to award all or none of the proposed fieldwork grants based on the quality of applications.

Notification of results

If the application is invalid

If your application is deemed to be invalid, it is rejected, and we send a decision by e-mail to the email address specified in the application. In the decision letter, the justification for rejection will be stated.

If the application is granted

If your application for quality assessment is granted funds, you will receive a decision on the grant granted. We send the letter of decision by e-mail to

the email address specified in the application. The decision letter states the reasons for the grant granted.

Information for recipients

- Funds will be transferred to the recipient's account within six weeks of award notification.
- Recipients must notify the ICLD Knowledge Centre if the trip must be postponed or cancelled.
- Recipients will write a travel story (max 1 A4 side) to be submitted to ICLD within **three months** of returning to Sweden. High resolution JPEG images which capture the essence of the project (the research problem, methods and findings) are also required. The travel story may also be in digital (video) format.
- The award recipient agrees to be involved in dissemination activities to inform other students about the ICLD Fieldwork Grant.
- Recipients have the possibility to be a guest editor on ICLD's Instagram account for a week.
- Award details, including text and images from reporting may be used in ICLD publications and its communications channels.
- The award recipients may be asked to present a lecture on their study at ICLD at a mutually convenient date.
- If the recipient does not conduct his/her study trip, the grant must be repaid in full to ICLD.

Data protection

Your information will be treated in the strictest confidence and will only be used in connection with your application. Your data will be shared with selected reviewers but will not be shared with any other third parties. If successful, information about your project, including names of participants and affiliated organisations, will be published on our website, kept as part of ICLD's archive, and may be used to promote ICLD's fieldwork grant programme. Information about unsuccessful projects will be entered into ICLD's archive.

Contact

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