

Fieldwork Grant Guidelines

About the Grant

ICLD's Fieldwork Grant is a programme for master's students enrolled at a Swedish university. The aim of the programme is to provide an opportunity for students to conduct fieldwork in one of ICLD's partner countries. The subject of study must have a strong connection to local democracy. Students may apply for a **maximum of 22,000 SEK** to conduct fieldwork for at least five weeks (unless otherwise agreed) in a selected country. Students jointly writing a thesis are encouraged to apply by submitting one application together.

ICLD is planning to extend its fieldwork grant to master's students enrolled at universities in the partner countries that have signed a Memorandum of Understanding (MOU) with ICLD.

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 a master's student enrolled at a Swedish University.
- Travel to a low- to middle-income country to conduct research supporting a thesis or final project.
- Prepare to write your thesis in your thesis semester.

Grant amount

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.

Countries eligible for fieldwork studies

Priority is given to students conducting fieldwork in ICLD's partner countries. However, projects in other countries are welcomed if they show an important contribution to the field of local democracy and relevance to local governments in ICLD's partner countries.

Only one grant possible

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

Mandatory preparation workshop

All students will participate in a preparatory workshop before the trip. Exemptions may be granted for students who are abroad, but ICLD strives to provide an option to attend online. The workshop deals with Swedish development cooperation, ICLD's work in more detail, and covers information on travel and health issues, safety and country information. The workshop will also deal with deliverables and expectations for the grant.

How to apply

Candidates are required to submit and upload the following documents to the online application system:

- Project description (in accordance with provided template that includes background, theory, method, time plan, and budget)
- Letter of motivation
- CV

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.

Review of applications

The review of applications is based solely on the information provided in the application. Applications are reviewed by a selection committee comprised of ICLD's research director and at least one research officer/coordinator. The application is first examined based on validity to ensure the student meet the application criteria. External reviewers can be assigned to assess the applications.

Once validity is established, the application is assessed based on the following criteria:

- Relevance for thematic area
- Relevance for ICLD's core areas
- Relevance for ICLD's partner countries
- Relevance for ICLD programmes
- 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
- Involvement of local governments and relevant actors
- Feasibility of project

Notification of results

If the application is rejected

If your application is rejected, you will receive a decision by e-mail.

If the application is granted

If your application is granted, you will receive a decision by e-mail, along with an invitation to take part in a mandatory preparation workshop.

Information for recipients

- Funds will be transferred to the recipient's account within 30 days following the signing of the contract.
- Recipients must notify ICLD if the fieldwork is postponed or cancelled.
- Recipients must submit a final report (2 pages min.) within three weeks of return from fieldwork country.
- Recipients must submit a financial report (1 pages max.) within three weeks of return from fieldwork country, indicating how the grant was spent.
- Recipients must submit copies of flight tickets sent within three weeks of return from fieldwork country, indicating duration of the visit.

- Recipients must submit their final thesis after its completion.
- ICLD keeps the right to conduct an audit of selected grantees to verify how the funds are used.
- Recipients may be involved in dissemination activities and communicate their research via ICLD's channels in the form of articles, social media posts, and/or presentations at a date agreed upon with the student.
- If the recipient does not conduct his/her fieldwork or fails to submit the final report, financial report, and flight tickets, 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.