



AREF Grant Writing Programme Online Application Form Guidance

Introduction

Welcome to the AREF Essential Grant Writing Skills Programme Application Form. The application form has five sections: Applicant Details; Research Experience & Achievements; Career Vision & Support; Other Information; and Validation. You can access the form using the following link: <https://programmes.aref-africa.org.uk/>.

Eligibility

To apply for this programme, you must meet the following eligibility criteria which you were asked to confirm upon starting this application.

- You **are** a citizen of a country in Africa
- You **are** in the early stages of your research career, having completed your research education
- **EITHER**
 - you have been awarded a research doctorate (PhD/DPhil/MD) from a recognised academic institution within the previous 6 years, (i.e. awarded on or after 1 January 2019);
 - **OR** you have a medical/clinical qualification **PLUS** a research-relevant Master's degree, **both awarded** within the previous 6 years (i.e. awarded on or after 1 January 2019).
- You **are** currently employed in Africa by a recognised university and/or specialist research institution.



- You have not participated already in equivalent proposal development / grant-writing training.
- A significant part of your current employee role is to develop and conduct health research.
- You do not already have a significant portfolio of international research grants (combined value of £250,000 or more).

Purpose of this Guidance

This guide is to help you to complete the Essential Skills for Grant Writing Programme Application Form correctly and provide the reviewers with information to understand where you are on your research career journey, where you want to go and how the Grant Writing Programme will contribute to your research vision and career.

Each question in the application provides you with some guidance to properly answer the question. However, if you feel that a question is not clear, kindly reach out to using the “Contact Us” section on the portal which can be found on the lefthand panel on your homepage with your enquiry and you will receive a response within 5 working days. If your enquiry is related to registering on the portal, please email us at gtprogrammes@africaresearchexcellencefund.org.uk with the title “Portal Registration” in your email. Please note that emails sent to any other AREF email related to the application will **not** receive a timely response.

Once you have completed all sections, and uploaded all required documents, submit your application as directed on the portal.



Required Application Documents

Applicants must complete all sections of this online application form and upload the required supporting documents as required throughout the application form. A complete application consists of the following:

1. The online application form
2. Copies of your educational certificates uploaded into the online application form (PhD or MSc and clinical qualification)
3. A letter of support from your Sponsor or Mentor uploaded into Section 4 (Career Vision and Support) of the online application form. You can submit letters and signatures from both if you prefer but only one is required.

All applications must be written in comprehensible, good English, but complete fluency is not required.

Please do not write more than the permitted word count on each section. Applicants can submit only one application per call.

Please note:

- We will not accept applications sent to any AREF email. We will only accept applications via the AREF portal; the link will be available on our website.
- Kindly ensure that your application has been fully completed and all supporting documents have been uploaded before submitting it. We will not consider your application if:
 - the application form is not completed properly or,
 - the accompanying documents are not uploaded or incomplete or difficult to read (i.e. in a different language with no translation or photo is blurry),
 - the application is received after the deadline.



The online form will remain open for you to edit your application as many times as needed until the deadline date and time after which the form will be closed, and you will not be able to access your application so please ensure your form is completed and submitted before the due date and time.

**Deadline for submission of all application documents is 13:00 hours
GMT on 8th January 2025**