

OPEN SOCIETY FOUNDATIONS • HIGHER EDUCATION SUPPORT PROGRAM
CENTRAL ASIA AND CAUCASUS RESEARCH AND TRAINING INITIATIVE

GUIDE FOR APPLICANTS

(2012 Fellowships)

Program Description

ELIGIBILITY

- To be eligible to apply for the CARTI Fellowship, you must meet the following formal requirements:
 - be a **citizen** of one of the following countries: Afghanistan, Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Mongolia, Tajikistan, Turkmenistan and Uzbekistan (the CARTI region);
 - remain a **resident in your country of citizenship or another country within the CARTI region** for the duration of the Fellowship period you are applying for;
 - have a formal affiliation with **an institution of higher education** or another advanced academic degree-granting institution within the CARTI region.CARTI seeks to support primarily those individuals who demonstrate **strong commitment to pursue academic careers at the universities in the region.**
- Candidates for the **Junior Fellowships** must:
 - hold a diploma of higher education (of at least a Specialist or Masters level or equivalent), preferably with a specialization within the social sciences or humanities;
 - be formally registered* at a Doctoral studies program (a Ph.D. or equivalent program, such as *aspirantura*, leading towards a first Doctoral, such as a 'Candidate of Science', degree) in social sciences and humanities in the region, or anticipate to obtain such formal registration within the first six months of the Fellowship.

**The PhD enrolment requirement may be waived for applicants from Afghanistan and Turkmenistan. Interested individuals should inquire with the program administration prior to submitting the application.*
- Candidates for the **Senior Fellowships** must:
 - possess a first Doctoral or equivalent (such as a *Candidate of Science*) degree in social sciences or humanities; preference in selection will be given to the recent PhD graduates – those who received the degree no longer than five years before the time of the application to CARTI;
- CARTI supports projects addressing a **broad range of subjects within the social sciences and humanities**, both discipline-specific, and interdisciplinary. Proposals outside these discipline areas will not be considered.
- Candidates pursuing Bachelor's or Master's degrees or those who hold administrative positions within the network of Open Society Foundations are not eligible to receive the CARTI Fellowship.
- Individuals who are **current recipients of grants and Fellowships** of the Higher Education Support Program, other network programs of the Open Society Foundations and Fellowships at the Central European University are not eligible to receive CARTI Fellowships, unless such current grant or Fellowship expires before 1 March 2012.
- An individual cannot receive CARTI Fellowship more than once. Individuals who have successfully completed the projects within the HESP Central Asia Research Initiative (**CARI**) are **eligible to apply for CARTI Senior Fellowships**, provided they satisfy all other eligibility requirements. Former CARI grantees will not be considered for the CARTI Junior Fellowships.
- Applicants must be **able to travel abroad** their home country and eligible to receive proper visas for the activities related to the CARTI Fellowship abroad.
- Priority in selection will be given to **younger scholars**.

LANGUAGE SKILLS

While CARTI does not require fluent command of any specific foreign language, preference in selection will be given to applicants who have a working level of English sufficient to read academic literature and comprehend discussions in this language. The working language of the International Higher Education Support Program is English, therefore **all application materials and official correspondence on the matters of CARTI Fellowships must be in English.** HESP/CARTI, as a rule, does not provide funding for translation for individual projects. The main working language of the academic and training activities open to the participation of the Fellows is English. In some cases CARTI will provide modest funding to offset some costs of intensive English language training for individual Fellows.

Please be candid in describing your language skills in the Application Form. CARTI will rely on your statement on the language skills in identifying an International Scholar who will collaborate with you on your project. By describing your language skills as "fluent" or "good", you state that you will be able to communicate adequately with an International Scholar, function satisfactorily at the International Scholar's home institution during the exchange visits and follow academic courses of instruction and other academic activities while at the International Scholar's home institution. Please note that CARTI will selectively conduct **interviews with the applicants in a foreign language** to verify the stated level of language skills.

INTERNATIONAL SCHOLARS

Each CARTI Fellow will work in a collaborative partnership with a CARTI International Scholar. **International Scholars** are advanced academics, prominent in the fields of scholarship of concern to the Fellows' projects, representing universities outside the program's target region.

International Scholars:

- provide guidance and collaborate in conceiving of the Fellows' research program, including the (re-) formulation of hypotheses and tasks and (re-)defining the sources, methodologies and activities of the research projects;
- assist the Fellows in identifying and getting access to the resources and facilities relevant for the subject of research and available both within and outside the region;
- collaborate in the actual implementation of the research projects, primarily by providing feedback and critique to the Fellows, but also by conducting joint field research, discussion of literature, research progress, procedures and findings;
- facilitate the introduction of the CARTI Fellows to other scholars and institutions involved in research and teaching in similar areas and their involvement in relevant networks and projects outside their home country;
- work with the Fellows on identifying ways and means of integrating the outcomes and experience of research activity in teaching and engage in the academic life at the Fellows' departments.

Identifying and Appointing the International Scholar

- International Scholars can be identified by the Fellows themselves or proposed by CARTI. Joint proposals from already formed partnerships are especially encouraged.

- An International Scholar can be identified by CARTI on your request.
- You can also nominate an International Scholar candidate. In this case, please provide the name, title and contact information. It would be helpful if you supplied CARTI with the Curriculum Vitae of the International Scholar proposed by you, if such scholar has agreed to collaborate with you at the time of the application.

Proposing an International Scholar and having the scholar's agreement to work with you does not influence your chances of being selected. In the same manner, not having an identified International Scholar at the time of the application does not devalue your application.

International Scholar candidates must:

- hold a Ph.D. degree from an internationally recognized university/program;
- be full-time university academics affiliated to institutions of higher education outside the CARTI target region;
- have a record of scholarly publications in the thematic area of the CARTI project proposed by the applicant for the Fellowship;
- be able to commit the time necessary to advise and collaborate with the Fellow at distance and host the Fellow at the home academic department/institution for the period of the CARTI-sponsored visits (typically during one academic semester).

CARTI reserves the right to accept or reject the candidacy of an International Scholar proposed by the applicant (Fellow).

PROJECT TIMELINE

CARTI typically provides Fellowship support for **up to 24 months**. You should plan to **start your project between 1 September and 1 December 2012 and complete it no later than 30 November 2014**.

Junior Fellows will be encouraged to spend the spring semester of 2013 (between January and May) at the home institutions of the CARTI International Scholars. It is the CARTI Fellow's responsibility to secure the time off their regular professional duties at home to be able to travel to the foreign institution at this time.

CARTI will provide funding for up to two visits, with a total duration of up to three months, of the **Senior Fellows** to the home institutions of the CARTI International Scholars. The timing and program of such visits should be elaborated in detail between the Senior Fellow and the International Scholar, but any such visits should occur during the

academic semester at the International Scholar's institution. The number and duration of the visits may be subject to funding restrictions.

The **final decisions on the award of the individual Fellowships** will be made based on the successful completion by the finalists of the Research Design Workshop (please see the *CARTI Training Program* below), discussions of project proposals and selective personal interviews. The offers of Fellowship will be communicated to the finalists no later than 1 April 2012.

The Fellowship funding is contingent on the successful appointment of the International Scholar.

CARTI TRAINING PROGRAM

CARTI engages Fellows in workshops in research design and methods, discussion groups on foundational texts and current scholarship, peer group discussions of research projects, training in academic writing as well as activities directed at critical discussion and development of teaching curricula, methods and materials.

Applicants for Fellowships must note that CARTI will offer a training and project review program which should be completed by all Fellows prior to the start of the individual Fellowship funding. The detailed schedule of activities will be finalized at the time of the start of the Fellowships, and will reflect the needs of the specific cohort of

Fellows. Such program will include at least two intensive (one to two weeks) training workshops/seminars, with at least one of them at a location in the CARTI region.

All finalists are expected to participate in a Research Design Workshop prior to the start of the project (March 2012) to present and discuss the research project assumptions, discuss theories underlying the subject of the research, receive training in relevant research methodologies and discuss the necessary revisions to the research design.

Applying to the Program

COMPLETING THE ON-LINE APPLICATION FORM

Application guidelines are publicly available and distributed **free of charge**.

Before completing the application, please verify your **eligibility for the type of Fellowship (Junior or Senior)** you intend to apply for.

Application to CARTI must be made through the **Open Society Foundations' On-line Applications System** and accompanied by all required documents. Please submit your application only through the official website at <https://oas.soros.org/oas>. **The website will accept applications from 8 August to 7 November 2011.**

Applicants unable to meet the on-line application requirements are advised to **contact the HESP office well in advance of the deadline to discuss alternative means of application submission**. In exceptional cases, HESP will consider applications and supporting documents submitted by e-mail, post or fax. The edit-friendly application forms are available by special request from the CARTI office at the contact information below.

The Application form and all supporting documents should be provided in **electronic form in the English language**. Any original documents (including Letters of Recommendation, Statement on Teaching Position from the home institution, etc.) issued in languages other than English must be accompanied by English translation; both the original and the translation must be submitted to CARTI.

The copies of Diplomas (Certificates) confirming the award of a Doctoral degree (for applicants to Senior Fellowships) must be submitted in scanned versions. CARTI will verify the authenticity of these copies as necessary.

It is the applicant's responsibility to supply CARTI with **complete application packages, as described in the On-line Application Form, and accurate English translations** of the application and supporting documents written or issued in languages other than English. Applicants shall submit all required documents, except for Letters of Recommendation, simultaneously with the on-line Application Form, as attachments in formats such as MS Word (doc), Adobe Reader (pdf), Microsoft Photo Editor (jpg, jpeg, tif).

• Letters of Recommendation

CARTI asks you to provide **two Letters of Recommendation**. For such letters you can ask scholars in your own country as well as those from abroad. Stress to them that they should not only assess you as a researcher and higher education teacher, but that they should also consider your project. Make sure, therefore, that they are familiar with it. It is also advisable that both of your recommending scholars do not come from the same department/institution. One of the two Letters of Recommendation for the applicants for the Junior Fellowships must be from their official doctoral (dissertation) advisor (*nauchnij rukovoditel'*), if such has been appointed.

The **forms** for the Letters of Recommendation are available through the On-line Application System. It is the applicant's responsibility to download the forms, supply them to the referees and instruct the referees about the procedure of submitting the Letters of Recommendation to CARTI.

The Letters of Recommendation are **confidential**. They must be sent directly to CARTI by the referees, by e-mail, post, fax, or personal delivery, **to reach the CARTI office no later than 7 November 2011**. The messages sent by email to carti@osi.hu with the Letters of Recommendation should contain the name of the applicant in the subject line. Please inform the writers of the Letters of Recommendation that if their letters are in a language other than English, an accurate English translation should also be supplied.

• Curriculum Vitae (CV) with details of your academic and professional experience and list of publications

Attach your detailed CV to the on-line application form. It should clearly state your research and teaching qualifications and experience. Also enclose a (selected) bibliography of your (mainly recent) most important publications (not more than one page). Please provide full reference information for your publications. If the title of a publication is not in English, please provide both, the title in the original language and its accurate translation into English.

Incomplete and late applications will not be considered.

RECOMMENDATIONS FOR WRITING THE PROJECT PROPOSAL

PROJECT TOPIC

CARTI is open to support projects in a wide range of subjects and topics in the humanities and social sciences. The supported projects will be concerned with the study, revision and application of the foundational scholarly thinking rather than have an explicit policy development orientation. It is not required that the projects supported by CARTI are limited only to the topics or areas specific of the applicant's country or the region. Although the projects that have the bearing on the issues of the day and relevance to the country/region are strongly encouraged, the program has equal interest in exploring original approaches, interpretations and critique of the foundational scholarship and traditional approaches on the chosen subjects. The **Senior Fellows** are especially encouraged to engage in interdisciplinary inquiry.

The **PROJECT PROPOSAL** should be specific and clearly and economically formulated (aim to express yourself in not more than 3,000 words); it should preferably be organized in the following way and contain the following information:

(A) Introduction. Statement on your previous scholarly experience and current goals (not more than 500 words): In this section please describe at what stage in your professional and scholarly career you are at the time of the application. Please describe your scholarly interests and major achievements to date. Explain if the subject you are proposing to CARTI is familiar, or new to you, describe any previous experience with the study of this topic/subject. Please also state your career goals and plans for continuing the academic work beyond the term of the CARTI Fellowship.

(B) A concise description of the research project and of the methods to be used (not more than 2,000 words): Your research proposal should give a specific definition of the work you plan to undertake and explanation of your research strategy. Make it sufficiently detailed to satisfy expert scrutiny but clear enough to be easily understood by those who are not experts in the proposed area. Write your proposal so that it is understandable, insofar as possible, not only to colleagues in the same academic field or a scientifically literate reader, but that it is also suitable for wider discussion - i.e. do not rely excessively on professional jargon.

Avoid an approach that is merely descriptive and the plans that are monumental, too ambitious, too global or vague. In preparing the project proposal, address the following questions, do not forget that they must be concrete and logically connected:

- **Justification, Research Questions, Hypotheses:** Explain why it is useful and important to undertake the research you propose, indicating what earlier work has been done in the field and how your own work will add to it in terms of new knowledge, understanding, or methodology. **State clearly the subject, research questions or/and your hypotheses for the proposed study.**
- **Objectives:** Indicate not more than five precise objectives to be achieved by your project, in terms of the specific questions to which your research will provide answers, and/or the application of the results to be obtained. Note that the extent to which the research project achieves its objectives (as revised, if necessary, in the course of the work) is an important criterion for the evaluation of the project by CARTI after completion.
- **Methods:** Describe in detail the research methods, techniques and tools relevant to your discipline by which your objectives will be achieved. State what primary and secondary sources, documents, materials or statistical data you will use; specify, if appropriate, your choice of populations to be surveyed and the areas you intend to cover in your field work, if such is planned. Explain what will be your methods of data collection and the number and way of selecting your samples. Mention anticipated difficulties and the ways in which you intend to overcome them. If it is not sufficient to give a simple description of a certain topic or problem area you would like to explore in your research. From your proposal it must be clear that you are familiar with the ways and methods by which you may proceed to implement your research interest.

(C) A plan of the implementation and teaching activities, incorporation and dissemination of the results of your work within higher education and in public debate (approx. 500 words):

Describe the plan of related work you anticipate to carry out in your university and elsewhere after your research activity under this project is completed. Indicate how the results and experience of your research will inform and enrich your teaching, curriculum, academic and public discourse in your professional and social environment. Contemplate how the project may have a broader contribution to your academic discipline, higher education in your country, and the advancement of understanding and dialogue on important social issues in your community.

(D) Project outcomes: List expected outcomes of the project, e.g. articles, monograph, teaching material, etc. It is expected that the outcomes of CARTI projects will be articles and other scholarly publications, contributions to textbooks and other teaching resources, updated academic courses and activities involving the students, etc. **Junior Fellows** will be expected to submit sections of their dissertation work resulting from the CARTI-supported research. The projects supported through the **Senior Fellowships** will have direct relevance to and impact on the academic curriculum. At the end of the project, **all Fellows** will be expected to submit at least a 10,000-word academic article summarizing and discussing the research findings intended for publication.

(E) Project timetable: Give a general plan of your work. It should include at least a quarterly timetable (the more detailed, of course, the better) of the activities you will undertake during your work.

CARTI does not tolerate plagiarism. Be sure to provide proper acknowledgement and references for all and any formulations and ideas borrowed from other authors and sources, verbatim or as paraphrase. CARTI will automatically discard applications that contain plagiarized material. For an example of definition and strategies for avoiding plagiarism, please consult [here](http://www.indiana.edu/~wts/eamphlets/plagiarism.shtml)*.

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SUBMITTING THE APPLICATION

Applications, filled according to these guidelines, must be submitted through the **Open Society Foundations' On-Line Applications System no later than 7 November 2011, 17:00 (5:00 pm) Central European Time**. On-line application forms must be accompanied by all necessary supporting materials. Applicants unable to meet the on-line application requirements should contact the HESP office well in advance of the deadline to discuss alternative means of submitting their application. In exceptional cases, HESP will consider submissions by e-mail, post or fax, using the paper-based forms provided by HESP.

Letters of Recommendation should be sent by post, fax, or personal delivery, or by the referees themselves from their personal e-mail addresses. If sent by post, please allow ample time for them to reach the HESP office by the deadline.

Applications will be considered in a two-stage competition involving external independent academic review and judged on the basis of

scholarly merit and stated priorities of the HESP and CARTI program. The finalists will be notified in January 2012 and invited to the Research Design Workshop which will take place in March 2012. The final decisions on awards of the Fellowships will be made after the completion by the finalists of the Research Design program and personal academic interviews.

CARTI is unable to provide any information on the progress of the application until the final selections are made.

No application documents will be returned to the applicants by CARTI. Please make copies of all application documents for your files and future reference.

Please address your queries to

Mr. Oleksandr Shtokvych, Senior Program Manager,
E-mail: oshtokvych@osi.hu; Telephone: +36 1 882 6153

**APPLICATIONS should be completed online at <https://oas.soros.org/oas/oas.asp>
and submitted no later than 7 NOVEMBER 2011, 5:00 PM CENTRAL EUROPEAN TIME**

**LETTERS OF RECOMMENDATION should be sent
BY E-MAIL: carti@osi.hu or BY FAX: +36 1 882 3112
BY POST: HESP, Október 6. u. 12. Budapest 1051, Hungary**