

## FREQUENTLY ASKED QUESTIONS

# Civil Society Scholar Awards 2015-2016

### Open Society Scholarship Programs

**My research will be conducted in a local community, rural area or outside of an institution or educational establishment. From whom should I request a letter of invitation?**

In the case that you intend to conduct community-based fieldwork or research which is not based at an institution, you do not have to submit a letter of invitation. There is a designated space on the application for you to briefly explain this omission.

**Do I have to provide English language translations of official documents such as degree certificates or transcripts?**

Please ensure that any documents you submit that are not in English are accompanied by a notarized English language translation. If you cannot provide a notarized translation by the submission date, please provide the original documents and a cover note explaining your situation. Should your application be successful, you will then be obliged to submit translations at a later date as a condition of your award.

**I am required to submit an official letter from my institution confirming my enrolment status, department, and expected completion date. My enrolment has not yet taken place.**

If you are unable to provide an enrolment letter, please provide a letter confirming your offer or provisional place. Please make a note in your application of when your enrolment takes place. Should your application be successful, you will be asked to submit your enrolment letter as a condition of your award.

**Can I include expenses for conference participation?**

Requests for conference attendance is permissible if the conference is clearly part of a coherent series of research activities. Conference participation alone will not be considered. Please ensure you describe how the conference relates to your research project.

**The application form mentions a current official school transcript. As a PhD student I am not enrolled in any assessed/graded courses and as such do not have a transcript.**

Please provide a transcript of your most recently completed degree, such as a master's degree.

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**I am unsure of the exact location(s) of my research at this point. May I change the location(s) after I submit my application?**

CSSA grants are awarded by an independent selection committee based on the information you provide. A key part of that assessment is your clear justification for international travel and the suitability of the location. Requests to change the location of the grant activity after the grant has been awarded are not possible. Please be as accurate as possible with the location and timing of the grant activities when applying.

**How flexible can I be with the time period of my grant activity? Is it possible to alter it if I am awarded the grant?**

The dates of the activity should stay as close to the original dates and time period as possible. Successful grantees will however have the opportunity to confirm their project dates and grant activity time period in April/May 2015 when grant notifications will be sent.

**Can I be guaranteed to receive the full amount I request if I am successful?**

The selection committee will make a decision on the amount awarded to successful candidates based on a variety of factors, including the availability of funds and the justification of the budget items requested. In this respect, the full amount of the grant may not be awarded.

**Some of my activities will take place in the country I live in. Are these expenses eligible?**

CSSA grants enable international academic research activities, and are therefore tenable for projects which take place **outside of the place of current study or work only**. In this respect, expenses for any activity within the same country where you are studying or teaching are ineligible.

**I am not starting the first year of doctoral studies. Can I still apply for coverage of my tuition fees while I conduct my research abroad to make up a shortfall?**

Only students **going into their first year** of studies may request funding for tuition/academic fees. Requests for later years of study will **not** be considered.

**Can I submit an application to travel for fieldwork if my research is yet to receive IRB/ethics committee approval?**

You can submit an application based on your plans for fieldwork before you have the necessary approvals. Please have your supervisor note when you expect to receive approvals in the letter of reference they will be submitting for you. We advise you to choose grant dates which are realistic to accommodate for the expected date of approval.

**Do CSSA staff provide any support for obtaining a visa for travel to the country of activity?**

If necessary, we can provide a letter to help you obtain a visa prior to your grant letter being issued. We cannot offer any further assistance for obtaining a visa. Grantees are expected to make the necessary arrangements themselves.