

Frequently Asked Questions

APN Book Manuscript Completion Grants

ELIGIBILITY

Who is eligible to apply?

Applicants must be Alumni of either the APN's [Individual Research Grant](#), [Collaborative Working Group Research Grant](#), or [Residential Postdoctoral Fellowship](#).

Joint applications of no more than two individuals may apply. If you choose to apply as a two-person team, only one full application is required. However, each individual must submit two (2) letters of reference and a CV. Each person must also list five (5) of their own most recent publications (not necessarily related to the research conducted under the previous APN award).

What kinds of book manuscripts will be supported?

The APN will support either sole or joint authored or edited original book manuscripts.

I intend to co-edit the book manuscript with someone who is not an APN Alumnus. Can I co-apply with a non-APN Alumnus?

Yes, however, the APN will only consider applications for co-edited book manuscripts if the lead editor is an APN Alumnus.

I intend to propose an edited book. Is there any restriction on who can contribute chapters?

APN will encourage awardees to include other APN Alumni in the proposed book who are also working on related topics. If you choose to do this, we would expect you to include no less than sixty percent of your contributors from the pool of APN Alumni.

I am an Alumnus of the APN program, but I currently hold a faculty position at a university outside Africa. Am I still eligible?

Yes, but only if you are temporarily outside Africa.

I have full-time employment in Africa, but I am temporarily resident outside Africa. Am I eligible?

Yes. However, you must supply the APN with a letter of employment in Africa at the time of application as proof of your stationing, and indicate where you intend to carry out your Book Manuscript Completion grant.

I have a book manuscript that has been submitted and accepted for publication by a reputable publisher. Am I eligible?

No, only those with book manuscripts that are yet to be completed may apply.

Will the program support outside scholarships or enrollment in a degree-awarding program at a university?

No. APN Book Manuscript Completion grants support only APN-specific research, writing, and networking activities related to the completion of a particular book manuscript.

What specific activities or items will the grant support?

This grant is meant to cover costs for the final stages of writing, editing, copy-editing, fact-checking, and finalization of manuscripts for publication by reputable publishers including, where relevant, a “buy-out” of teaching responsibilities or other duties. Other possible activities under the grant include residency, as well as affiliation to centers of excellence, for additional library and desk research and engagement with leading experts that will facilitate the completion of said manuscript. The grant will only support activities related to the completion of book manuscripts, and not the initiation of any book proposals or projects.

APPLICATION PROCESS

Should all application materials be submitted at once?

Yes. All materials must be submitted at the same time. Reference letters may be submitted separately, but are required before the deadline.

Do I need to submit my application in English?

Yes, all application materials must be in English.

How many letters of reference do I need, and whom should I ask to write them?

You will need two (2) letters of reference. One should be written by your department head or an administrative supervisor of similar standing, while the other should be written by a senior academic or practitioner who is very familiar with your research or work. The APN will accept reference letters written in English, French, or Portuguese. Reference letters not written in English should be accompanied by a translation. All other application materials, however, must be submitted in English.

Should my references send in their letters on their own, or can I include them in the application that I submit to the APN?

References must submit their letters on their own directly to the APN through the referee portal (<http://soap.ssrc.org/reference/>).

Confirm the email addresses of your two references and then add them to the “References” section of your application in the APN online portal. **Please make sure these emails are correct. It is your responsibility to notify your referees of the submission date and request.** Your references will be notified via email that you have requested a reference letter and given instructions for submitting their letter online. Materials submitted by your references will then be automatically added to your application.

Please note that since letters of reference are to be submitted on their own, kindly encourage those writing your reference letters to submit them before the APN deadline. It is not the APN’s responsibility for late submissions. Applications will not be considered complete until both references have been submitted.

Can I send in my application even if my reference letters have not been received?

Yes. You are strongly advised to send your completed application well in advance of the deadline. Do not wait for your reference letters to be received by the APN before you submit your completed application.

Can photographs, charts, and graphs be included in the letter of interest?

Yes, but these should be submitted as appendices separate from the three-page letter of interest.

Do I need to submit academic transcripts with my application?

No, academic transcripts are not required for your application. However, if nominated, the program will request a photocopy of the applicant’s highest university degree.

AWARDING OF GRANTS

When will the Book Manuscript Completion awards be announced?

All nominees and waitlisted candidates will be informed about their status no later than May 2018.

What are the selection procedures?

Letters of interest will first be reviewed by independent experts. Shortlisted candidates will have their full proposals reviewed by a selection committee drawn from the APN Advisory Board. Grants are awarded based on established peer-review procedures and standards. The APN Advisory Board is made up of internationally distinguished scholars, policymakers, and practitioners.

How many grants are awarded?

Up to two (2) grants of a maximum of USD \$10,000 each will be awarded.

What happens if my application is selected for an APN Book Manuscript Completion grant?

Once a nominee has been notified, the following documents are required to finalize award processing:

1. An official letter from the applicant's home institution or organization indicating the acceptance of the terms of the grant award and support for the applicant's research project, which must be written on institutional stationery, signed and dated by the relevant head of administration;
2. A photocopy of the applicant's highest university degree;
3. A signed statement by the grantee declaring that all grant research will be completed within the time stipulated and that the grant funding will be used only for research activities proposed in the grant application; and,
4. A copy of the biodata page of the applicant's passport.

Once these documents have been received and approved by the program, an award letter will be sent confirming award status.

Please note that all selected grantees will be required to submit a detailed budget indicating the funds necessary to complete the proposed research, which is taken into consideration in determining the final grant amount.

What is the grant amount?

APN Book Manuscript Completion award amounts may vary depending on the research and writing activities supported and proposed budget, but will not exceed \$10,000 USD.

What do APN Book Manuscript Completion grants cover?

APN Book Manuscript Completion grants cover relevant books and articles, project design and development support, necessary equipment (within reason), research/fieldwork-related travel, editorial and professional/institutional support for publications, and conference costs and related travel for dissemination activities.

What do APN research grants NOT cover?

Grants do not cover university overhead, individual or institutional contributions, salary support, social security, or other insurance programs. They cannot be used for payment on loans, mortgages, other personal indebtedness, or the storage of personal or household effects. Other excluded expenses will be conveyed to grantees during the final budget proposal and review process.

Does the APN offer administrative support for travel visas and research clearance?

No. While APN research grants cover visa costs, grantees are responsible for obtaining their own visas, official documentation, and research clearances. Grantees will be responsible for consulting an Institutional Review Board (IRB) on their own and having their proposed research approved before any involvement of human subjects may begin.

What kinds of outputs or products are expected from APN manuscript completion grantees at the conclusion of their projects?

Research outputs/products are expected to be publishable book manuscripts, either full-length monographs or edited volumes.

Do research grants go directly to grantees or are they channeled through the recipient's university or organization?

APN Book Manuscript Completion grants are paid directly to the grantees in three separate installments, pending submission and approval of required progress reports at the beginning, in the middle, and towards the end of the project. In addition to the Interim and Final progress reports, grantees are expected to submit a completed manuscript with proven intent of publication.

I am currently applying for several research grants/fellowships. Should I be awarded an APN research grant, can I also accept funding from other sources?

Yes. However, please note that no awardee may hold two concurrent SSRC fellowships/grants at the same time. Should you receive two different SSRC fellowships/grants simultaneously, you will be asked to forego one of your own choosing.

Current beneficiaries of an SSRC fellowship/grant may apply for an APN grant only if their current award will be completed by the time the APN grant commences in June 2018.