

Capacity Development Unit (CapDev)

ILRI Graduate Fellowship Pre-registration Checklist for the Recruiting Research Manager

(This form will be converted to an online form and placed on CapDev section of the ILRI website)

If you are interested in recruiting a graduate fellow into your project please complete the following checklist and forward it to the Capacity Development Unit CapDev.recruitment@cgiar.org to allow the unit to initiate the graduate fellowship recruitment and contracting process.

Checklist

1. Recruit Name: _____ Address / institution: _____
Mobile No. _____ e-mail: _____
2. Main Project Name: _____
3. Project Location: _____
4. Host Theme/Unit: _____
5. Graduate fellows project title:

Please attach

- Terms of Reference (TOR)
 - PhD fellows - **3-page** thesis proposal
 - MSc fellows or more than 1 year contracts - **1 page** description of research proposal
 - Other short term research fellows - at least **2/3 paragraph** description of research proposal
6. Please provide a brief overview of how the graduate fellow's input will link to the overall CRP/project objectives/deliverables.

7. Has the graduate fellowship position been reviewed and approved by the program leader.

Yes No

8. Program Leader: (full contact details - include mobile if possible)

Name _____ Mobile No _____ Email _____

9. ILRI Supervisor : (full contact details - include mobile if possible)

Name _____ Mobile No _____ Email _____

10. University Supervisor : (full contact details - include mobile if possible)

Name _____ Mobile No _____ Email _____

11. Department Admin for this fellowship: (full contact details - include mobile if possible)

Name _____ Ext _____ Mobile No _____ Email _____

12. Cost code: *(Please attach a budget as per the ILRI Graduate fellowship costing guidelines)*

13. If this is not an ILRI funded project please include the alternative funding source:

14. Fellow Category of training: (MSc/PhD/Others - specify)

15. Start date: (projected / actual)

16. End date: (projected/ actual)
