



# Francis H. Brown African Scholarship

## Application Instructions

Thank you for your interest in The Leakey Foundation's Francis H. Brown African Scholarship. This document will help you successfully navigate the application process. We look forward to reviewing your application for this prestigious program.

Please read and follow all of the instructions. If you have any questions, contact us at [grants@leakeyfoundation.org](mailto:grants@leakeyfoundation.org).

### Before You Start

#### Confirm Your Eligibility

- This scholarship is open to graduate students or researchers of African heritage who are citizens of Kenya, Ethiopia, Tanzania, Uganda, South Sudan, Djibouti, Rwanda, Burundi, Somalia or Eritrea who (a) are pursuing a graduate degree at an accredited university, preferably from, but not limited to, an institution located in sub-Saharan Africa or (b) have completed their doctoral degrees not longer than ten (10) years prior to the time of application for funding from this source.
- Applicants must be pursuing research in earth sciences and/or botany related to human origins. Applicants shall demonstrate a commitment to a career in their field of study with an emphasis on research and teaching in his/her country of citizenship following the completion of his/her degree.

#### Confirm Deadlines

Applications are accepted twice each year

- **January 10** for awards given in May
- **July 15** for awards given in December

Submit your online applications by 11:59 pm PST on the deadline day.

**Language Requirement**

Application forms must be in English. Provide English translations for any letters or attachments written in another language.

**Link to apply**

- [Click here to apply for the Francis H. Brown African Scholarship.](#)

**Note:** First-time applicants need to create an account.

# Online Application Instructions

These instructions are for new Baldwin Fellows. Your complete application will consist of:

- Completed online application
- Proposal Body
- Detailed Budget
- Letter of recommendation from Home Sponsor
- Letter of recommendation from Host Sponsor

## **Step 1) Complete each page of the online application**

[Click here to apply.](#)

## **Step 2) Upload Attachments**

**Format requirements for all attachments:**

- Use 12-point black font
- Use US Letter page size (8.5" x 11") with ½" margins
- Save all files as PDFs

Your documents **must** adhere to these guidelines. If your documents are not formatted correctly, your application will not be accepted for review.

### **Proposal**

This document should be a **maximum of three pages, single-spaced.**

Your proposal should contain:

- Plan for study or training:** Describe your plan for study or training.
- Research interests:** Describe your current and future research interests.
- Professional goals or prospects for employment in your home country:**  
State your professional goals/plans and your employment prospects upon completion of your degree/research.

If you hold a current Francis H. Brown African Scholarship and are requesting funds for another year, your proposal body should include a short summary of the above as well as a progress report. Your current grant must be closed out before you

apply for an additional year of support. See the reporting requirements outlined below.

## **Budget**

Please click here to download the [budget worksheet](#).

### **Allowable Budget Expenses**

- Data analysis costs to which the applicant might not otherwise have access, including, but not limited to, elemental, isotopic, geological mapping technology, or genetic analysis of geological or botanical specimens.
  - Analytical costs are expected to be charged at in-house rates in cases where analytical costs are different for internal vs. external laboratory users. We intend the applicant to participate in the measurements to enhance their capabilities and not simply send materials to a laboratory for analysis.
- Travel costs for the applicant to a university for data or sample analysis. Funding may be used for the cost of economy airfare, economy lodging, or subsistence while visiting an institution where the measurements are made.
- Travel costs for the applicant to a field site to collect materials for analysis which would otherwise not be available. Such travel should be less than two weeks unless the fieldwork warrants a longer trip, and the travel is for the express purpose of necessary research such as fieldwork, sample collection, or mapping.
  - Such costs may include economy airfare, food, economy lodging, vehicle rental and maintenance, fuel, a local competitive salary for temporary field assistants, and costs of visas or other documents necessary for travel.
- Minor supply items such as sample containers (e.g., bags, bottles, markers, etc.).
- Tuition, student fees, insurance, books, and other relevant categories of expenditure for a recipient of support from the Francis H. Brown African Scholarship Fund.
- Modest stipend to the recipient.

## **Excluded Budget Items**

No funds shall be provided for:

- Salary or wages for the applicant, coworkers, or assistants other than those specified above.
- Institutional “bench” fees or overhead.
- Travel to conferences or professional meetings.
- Notwithstanding the foregoing, if research travel coincides with a professional society meeting and does not incur additional costs for the traveler, there is no objection to using funds for both purposes.

## **Curricula Vitae**

Please upload your Curriculum Vitae (CV) and your advisor’s CV, each limited to two pages and in PDF format.

## **Sponsor Letter of Support**

Your sponsor’s letter of support may be uploaded as a PDF. If your sponsor prefers to send the letter directly to us, it may be sent to [grants@leakeyfoundation.org](mailto:grants@leakeyfoundation.org). For those with a current Francis H. Brown African Scholarship requesting funds for another year, the sponsor’s letter of support should be a progress report from the sponsor.

## **Applicant Photo**

Please include a photo of yourself. This photo may be .jpg or .tiff or .png format.

## **References**

If you would like to include references, please upload them in PDF format, limited to two pages. References should be formatted in APA style. Examples of APA reference style are available at [Purdue.edu](http://Purdue.edu).

If you have any questions, please email [grants@leakeyfoundation.org](mailto:grants@leakeyfoundation.org).

## Reporting Requirements

For grants lasting longer than one year, an annual progress report and a recorded presentation (e.g., audio recording, YouTube video, narrated PowerPoint, etc.) are due one year and ninety days after the grant start date, and every year thereafter until the end of the support period.

Within 90 days of the end date for the grant, the following are required:

- A final report summarizing all work not to exceed 15 pages. If the grantee holds more than one FBASF grant or is requesting funds for an additional period, then a progress report is required in lieu of a final report.
- A recorded presentation (YouTube video, recorded talk, narrated presentation, etc.).
- A final expense report submitted by the grantee's institution.
- At least one photo (preferably from the field).

## Contact Information

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