Baldwin Fellowship Application Instructions

Thank you for your interest in The Leakey Foundation's Baldwin Fellowship program. 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 in this document. If you have any questions, contact us at grants@leakeyfoundation.org.

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Before You Get Started

Confirm Your Eligibility

Who can apply
- This program is open to applicants with citizenship in countries with limited opportunities for advanced training and education in fields related to human origins.
- Applicants must be accepted to or currently attending a program of advanced training or studies leading towards a master's degree or PhD either outside or inside the applicant's home country.
- The applicant's field of study must be related to human origins.

Additional eligibility requirements
- The applicant must have a "Home Sponsor" who is a member of the institution where the applicant is affiliated in their home country, as well as a "Host Sponsor" who is a member of the institution where the candidate plans to pursue training.
- In some cases, the home and host sponsor may be in the same country if the applicant is planning on obtaining advanced training and education in their home country.
- Should an award be made, the "Host Sponsor" must be willing to assume responsibility for overseeing the candidate's training. Since the Baldwin Fellowship is intended to be a partnership between the candidate and both the Home and Host institutions, candidates are expected to be offered support by these institutions in the form of financial assistance and, upon completion of training, employment in the home country.

Confirm Deadlines

Applications are accepted once each year with two different deadlines for new and returning applicants:
- Returning applicants' notice to renew: February 1st
- New applicant deadline: February 15th
- Returning applicants deadline: March 1st

- Application status notification: May 15th

Submit online applications by midnight 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.

Download essential application materials
Download the [Baldwin Application Material Packet](). This zip file contains:
- Baldwin Fellowship application instructions
- Budget template
- Host sponsor instructions
- Home sponsor instructions

Links to apply
- First-time Baldwin Fellowship Application Form
- Returning Baldwin Fellowship Application Form

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

New Baldwin Fellowship 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

Access the New Baldwin Fellowship application [here](#).

Page 1: Welcome page

Page 2: Primary Contact
- Enter all contact details

Page 3: Country of Study and Citizenship
- Enter the country of study
- Enter the country of citizenship

Page 4: Host Sponsor
- Enter information about your host sponsor

Page 5: Home Sponsor
- Enter information about your home sponsor

Page 6: Academics
- Enter your current and intended academic degree

Page 7: Academic Schedule
- Enter the start and end date of the academic year for which you are applying

Page 8: Project Financial Data
- Enter the total and requested budget amounts

Page 9: Financial Responsibility
- Enter information about the schedule and timeline for your proposed project

Page 10: Financial Responsibility
- Enter information about your institution's financial contact
- IMPORTANT: Please ensure that this information is current and accurate. If needed, double-check with your institution. Failure to do so can result in delays in transferring funds.

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 Body

This document should be a maximum of five pages and cover:
- ☐ **Plan for study or training**: Describe your plan for study / training, relevant educational and work-related background, and reasons for undertaking additional 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 / training.

☐ **Budget justification**: Clarify your budget items and justify expenses. listed on the budget worksheet. Please use this section to provide any extra detail you think someone reviewing your budget may need. Please explain your reasons for travel, how you arrived at the flight cost, living expenses, and lodging expenses estimates. Describe the other sources of funding for which you are applying or have already received, including funds from your host institution.

Detailed Budget

Use the budget template in the [Baldwin Application Material Packet](#).
Investigator CVs
CVs should not exceed two pages.

Letters of Support

Both Home and Host Sponsors must submit letters directly to the Foundation. Instructions for sponsors are in the Baldwin Application Material Packet.

Letters from both the Home Sponsor and the Host Sponsor must be sent directly to the foundation from the sponsors. This means you should not send the letters/emails to the Foundation yourself.

Home Sponsor Letter of Support:

Your Home Sponsor must write a letter of support and send it directly to grants@leakeyfoundation.org.

The Home Sponsor must be the department head or an appropriate individual from the institution with which the candidate is affiliated in the home country and in which the candidate intends to pursue a career.

The letter should state:
- The candidate's qualifications
- The reasons the candidate needs training abroad

- The kinds of support (monetary or other) that the Home Institution and/or the Home Government will provide (Past Home Institution support has included travel and stipend supplements.)
- The candidate's employment and research prospects upon return to the home country.

A support letter instructions can be found in the [Baldwin Application Material Packet](#). Download this document and send it to your Home Sponsor along with your request.

Host Sponsor Letter of Support:
Your Host Sponsor must write a letter of support and send it directly to grants@leakeyfoundation.org.

The Host Sponsor must be a faculty member of the department or program in which the candidate plans to pursue training. The Host Sponsor must be willing to supervise the candidate's training and fulfillment of the terms of the Baldwin Fellowship if awarded.

This letter should describe:
- The candidate's prospects for success in the proposed program of study/training
- The length of time that is likely to be required for completion of this program;
- The facilities and support to be made available to the candidate while at the Host Institution
- Any financial assistance that the Host Institution will offer the candidate. (Past Host Institutions have provided Baldwin Fellowship support, waived tuition, travel, or subsidized living accommodations.)

Support letter instructions can be found in the [Baldwin Application Material Packet](#). Download this document and send it to your Host Sponsor along with your request.

Step 3) Follow up on letter of support

After you have completed the application, confirm with your academic advisor that they have sent your letter of recommendation to grants@leakeyfoundation.org prior to the deadline. **Your application will not be complete until a letter of support has been received.**

Returning Baldwin Fellowship Online Application Instructions

Baldwin Fellows may request a second-year renewal of their award unless the award has been designated as a one-time award.

Important Dates
- **February 1st -** Notify The Leakey Foundation of your intent to renew.
- **March 1st -** Application deadline, including a progress report from your Host Sponsor and yourself

Your complete Returning Baldwin application will consist of the following:
- ☐ Notice to renew letter (due February 1)
- ☐ Completed online application
- ☐ Proposal Body
- ☐ Detailed Budget
- ☐ Progress Reports
- ☐ Fellow Progress Reports
- ☐ Host Sponsor Progress Reports
- ☐ Accounting Statement
- ☐ Current Transcript

Step 1) Notify The Leakey Foundation about your intent to renew

Send a PDF letter of intent to grants@leakeyfoundation.org by February 1st.

Step 2) Complete each page of the online application

Access the Returning Baldwin Fellowship application here.

Page 1: Welcome page

Page 2: Primary Contact
- Enter all contact details

Page 3: Country of Study and Citizenship
- Enter the country of study
- Enter the country of citizenship

Page 4: Host Sponsor
- Enter information about your host sponsor

Page 5: Home Sponsor
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Step 3) Upload attachments

Format requirements for all attachments:
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Proposal Body

Cover the following in a maximum of five pages:

☐ **Plan for study or training**: Describe your plan for study /or training, . Include your relevant educational and work-related background, and reasons for undertaking additional study or training.

☐ **Research interests:** Describe your current and future research interests. These could be interests you have already developed or those you hope to pursue in the future.

☐ **Professional goals or prospects for employment in your home country:** State your professional goals/plans and your employment prospects for employment upon completion of your degree /or training.

☐ **Budget justification**: Clarify your budget items and justify expenses.Your budget justification should justify and clarify your budget items listed on the budget worksheet. Please use this section to provide any extra detail you think someone reviewing your budget may need. Please explain your reasons for travel, how you arrived at the flight cost, living expenses, and lodging expenses estimates. DPlease describe the other sources of funding for which you are applying or have already received, including funds from your host institution.

Detailed Budget

- Use the budget template in the [Baldwin Application Material Packet](#).

Fellow Progress Reports

This needs to be written

Host Sponsor Progress Reports

Required at the end of each year. Address academic performance, language ability, and time required to complete training. Due by March 1st.

Accounting Statement

Ensure Host Institution submits an official, signed accounting each year, supplemented by a detailed statement of expenditures signed by the Fellow and Host Sponsor.

Current Transcript

Request a final transcript from the Host Institution and submit a copy to the Foundation.

Step 4) Follow up on reports

Confirm with your institution and academic advisor that they have sent the required reports to grants@leakeyfoundation.org before the deadline. **Your applications will not be complete until all required reports have been received.**

Baldwin Fellowship Review Process

The following is the standard process we follow for selecting Baldwin Fellowships:

1. Grant applications are reviewed by our Grants Department for completeness and relevance.
2. Applications are evaluated by The Leakey Foundation's Scientific Executive Committee (SEC).
3. SEC meets and makes fellowship funding recommendations.
4. SEC recommendations are presented to the Board of Trustees for approval.
5. Applicants are notified by **May 15th** about the status of their applications.

After Completing a Baldwin Fellowship

The following documents must be **SUBMITTED WITHIN THREE MONTHS** after the end of the study/training period as stated by the Baldwin Fellow on the application form.

- ☐ **Baldwin Fellow Final Report**: A 2-3 page summary of accomplishments, further educational plans, and a position taken in the Home Country. Include a mailing address upon returning to the home country.
- ☐ **Host Sponsor Final Report**: A final report on the Fellow's accomplishments, including additional training needs and sources of support.
- ☐ **Transcript**: Request a final transcript from the Host Institution and submit a copy to the Foundation.
- ☐ **Accounting Statement**: Ensure Host Institution submits an official, signed accounting for the US dollar amount expended each year, supplemented by a detailed statement of expenditures signed by the Fellow and Host Sponsor.

Contact Information

The Leakey Foundation
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