

POST-AIMS BURSARY PROGRAMME

AIMS CAMEROON

INSTRUCTIONS TO APPLICANTS

Kindly familiarise yourself with the application requirements and criteria before completing the application form.

ELIGIBILITY CRITERIA

- The applicant must be a student or AIMS graduate (1-year post-AIMS) who has never benefited from the Post-AIMS bursary programme and who wishes to pursue a research or professional masters, or PhD degree within the mathematical sciences.
- The study duration should be ideally 18-24 months (two years) for a full research or professional Masters, 12 months for the second year of a two-year research Masters, or three years for a research PhD programme. These periods may be extended for part-time students and students who faced major justified interruptions during the course of their studies (for example female students due to a transition into motherhood). However, the Centre will not incur any additional financial cost in this regard.
- Excellent applicants whose research is entirely or partially linked to a university or other institutions located in the AIMS Centre's host country, at an AIMS Research Centre, in the applicant's home country, other institutions in Africa or, who will be involved in a sandwich research programme (between two or more institutions of which at least one should be in Africa), will be looked upon favourably.
- The AIMS Centre will provide a matching bursary of up to \$9000 USD depending on the academic degree of the applicant (2-years Masters – up to \$5000 or 3-years PhD – up to \$9000). The final approved bursary amount will be decided by the Selection Committee.
- The applicant is normally expected to secure a “matching fund” from external sources such as the Host University or Institution, or host supervisor or other personal sources. Where applicable, supporting documents proving match funding will be required to release the half bursary from AIMS.

- The student is required to commence the study programme within 1-year of receiving the Post-AIMS Bursary, but should have applied at most eight months before the start of the programme.

It is also expected that:

- The corresponding AIMS Centre Director and/or Academic Director approves the study programme and research topic.
- AIMS is properly acknowledged for the funds received in any publications, dissertation and/or media activities related to the funded research. The following formulation should

be used: **“This work was carried out with partial financial support from AIMS Cameroon within the framework of the XXXyear (kindly insert the year of application) Post-AIMS Bursary Programme of the African Institute for Mathematical Sciences (AIMS) and is gratefully acknowledged.”**

- Bursary recipients are expected to provide periodic satisfactory progress reports in order for subsequent payments to be released.
- At the end of their programme, bursary recipients are also required to submit both an electronic copy and if possible, a hard copy of their final dissertation to the AIMS Centre. This will be kept in the Centre's library. Candidates who have been awarded full funding at institutions outside Africa are eligible to apply for small travel grants to enable them to accept this opportunity (These grants are managed by the [AIMS Global Secretariat](#)).

APPLICATION PACKAGE

Applications must be submitted as early as possible by interested AIMS students or alumni to the Academic Director using this email address. postaimsbursary@aims-cameroon.org. The following supporting documents should be included.

- a. A fully completed, signed, and dated **APPLICATION FORM** which should include:
 - A short proposal of the intended research topic (Max 1 A-4 page).
 - A breakdown of the total budget for the programme highlighting how much is being requested from AIMS. Kindly note that the Centre is not obliged to approve the entire requested budget. Major budget

categories could include: tuition, accommodation, travel, subsistence, insurance etc. Applicants who have secured funding from outside Africa and wish to apply only for a small travel grant should provide substantial proof of the funds that have been obtained to cover their complete study period abroad.

b. CV of applicant and cover letter

c. A letter from the proposed supervisor or host institution. This letter should indicate the following:

- Confirmed acceptance into the programme.
- Intended duration of the programme.
- Award of a “matching bursary” stipulating the amount of the bursary, when applicable
- Evidence that the cost of the flight ticket is not supported by other sources, especially the source providing partial funding.

d. A brief CV of the main supervisor.

Additional requirements for candidates wishing to study outside of Africa

For candidates who have secured funds to study outside Africa, the above mentioned documents should be sent to postaimstravelgrants@nexteinstein.org keeping in copy the respective AIMS Centre Academic Director using this email address: postaimsbursary@aims-cameroon.org.

DEADLINE FOR SUBMISSION OF APPLICATIONS

Applications should be submitted before the 15th of June. These should be as complete as possible, though it is understood that letters confirming acceptances into programmes may not be available by then. In such cases, bursaries may be awarded on the condition that such letters are received before the applicant commences the programme.

REVIEW PROCESS

Applications will be reviewed by a Selection Committee that will be put into place by the Academic Director of the Centre. In addition to the Academic Director, this Committee will be shared by an academic, or the Centre President/Director. Bursary recipients will be required to sign a Post-AIMS Bursary Agreement document with AIMS. The Academic Director will also ensure that progress reports submitted by bursary recipients and their supervisors are reviewed before the release of subsequent funds.

PAYMENT SCHEDULE

Except agreed otherwise, payments will be made directly into the student's university account based upon the achievement of key milestones. **KINDLY USE THIS BANK DETAILS FORM** for this purpose. Except agreed otherwise, the payment schedule will be done shortly before the start of each semester as follows:

Table 1: Payment Schedule

Payments/ Semester	Amount/ Payment	2nd year of the Master (1 year) (2 semesters)	Master 1+1/2 year (3 semesters)	Full Master (2 years) (4 semesters)	PhD (6 semesters)
1	Amount	50%	50%	50%	40%
	Payment Period 1	Before the start of semester 1	Before the start of semester 1	Before the start of semester 1	Before the start of semester 1
2	Amount	40%	40%	40%	25%
	Payment Period 2	At the end of semester 1 and before the start of semester 2 and following submission of a report	At the end of semester 2 and before the start of semester 3 and following submission of a report	At the end of semester 2 and before the start of semester 3 and following submission of a report	At the end of semester 2 and before the start of semester 3 and following submission of a report
3	Amount	10%	10%	10%	25%
	Payment Period 3	Upon successful completion of the Master 2 programme and submission of a report	Upon successful completion of the Master 2 programme and submission of a report	Upon successful completion of the Master 2 programme and submission of a report	At the end of semester 4 and before the start of semester 5 and following submission of a report
					10%
					Upon successful

					completion of the PhD programme and submission of a report
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REPORTING

Both the student and supervisor are expected to individually submit annual progress reports to the Academic Director of the AIMS Centre. The submission of these reports is a pre-requisite for the release of subsequent funds by AIMS. Bursary recipients should use the **POST-AIMS BURSARY PROGRESS SUMMARY REPORT TEMPLATE** to capture a summary of their activities and achievements for the reporting period. This should be accompanied by a 2-page full report. When available, the student's transcript should be submitted with this report. The supervisor should submit annual reports of at most 1 (A4) page directly to the Academic Director of the AIMS Centre. This report should highlight the student's performance, progress made, challenges faced that could delay the student's progress, steps taken to mitigate these challenges and recommendations. It is the responsibility of the bursary recipient to ensure that their annual reports and that of their supervisor are submitted on time using the postaimsbursary@aims-cameroon.org email address. Electronic and paper copies of all resultant materials (publications, thesis etc.) from the funded research activities should be shared with the respective AIMS Centre Academic Director during each reporting period and at the end of the study programme as applicable using the above mentioned email address. This will be kept in the Centre's library.

BREACH OF CONTRACT

Each stakeholder involved (AIMS, bursary recipient and collaborating institution) is expected to inform the other stakeholders in writing of any changes relating to the conditions of the bursary. Such changes should be provided within 7 days and should state the new circumstance(s) and when these came into effect, their implications to the current agreement, and a proposed way forward. Supporting documents should be provided when possible. Depending on the nature or severity of the situation, AIMS will decide whether to overlook this, suspend the bursary, terminate the contract, request for unused funds to be returned or request for the reimbursement of all, or a percentage of already allocated funds.