

**APPLICATION GUIDELINES**  
**World Bank Robert S. McNamara Fellowship Program (RSMFP)**  
**2019**

**I. APPLICATION REQUIREMENTS**

To have a RSMFP application reviewed, an applicant must fulfill the following two requirements:

**Requirement #1: Meet Eligibility Criteria:**

The applicant must meet the following eligibility criteria:

- i. Be a national of a World Bank member country that is eligible to receive World Bank financing.
- ii. Not be a dual citizen of any country that is not eligible to receive World Bank financing.
- iii. Be enrolled at the time you submit your application in a PhD program in a World Bank member country that is eligible to receive World Bank financing.
- iv. While enrolled in a PhD program, have been residing in a World Bank member country that is eligible to receive World Bank financing.
- v. Have completed all coursework and exams required by your PhD program at the time you submit your application.
- vi. Be 35 years or younger on the Application Deadline date.
- vii. On or after the date the call for RSMFP applications opens, not be an Executive Director, his/her alternate, and/or staff of any type of appointment (including temporary and consultant) of the World Bank Group (The World Bank, International Development Association, International Finance Corporation, Multilateral Investment Guarantee Agency, and International Center for Settlements of Investment Disputes); nor be a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew.
- viii. Not previously been the recipient of a fellowship from RSMFP.
- ix. At the time of the RSMFP application submission, be accepted as a visiting scholar for a period of six to ten months that will start sometime between September and December 2019 by a university or research institution in a World Bank member country other than your country of citizenship and, if applicable, other than a developing country in which you currently reside.
- x. At the time of your RSMFP application submission, your research proposal for RSMFP funding is endorsed by your PhD Thesis Supervisor and your Host Institution Research Advisor.
- xi. Plan and be able to begin the RSMFP fellowship between September 2019 and November 2019.
- xii. Plan and be able to complete your proposed RSMFP-funded fellowship research within a 6 to 10-month period from the start date of your RSMFP fellowship

**Notes**

- *Annex 1 provides the list of countries eligible to receive funding from the World Bank*

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- *It is up to the Applicant to determine if she/he is eligible given her/his circumstances. The RSM Secretariat will not make that determination for you.*

### Requirement #2: Submit One Online Application

An application will be accepted and reviewed if the applicant submits only one completed application electronically through the online application site by the **Application Deadline of noon, Washington D.C time (Eastern Standard Time/EST) on Thursday May 2, 2019.** An application is considered complete if it includes:

- i. A completed Recommendation Form submitted in English online by the host institution research advisor who is supportive of your proposed RSMFP research and willing to host your RSMFP fellowship;
- ii. A completed Recommendation Form submitted in English online by the PhD Thesis Supervisor who is supportive of your proposed RSMFP research.
- iii. One completed Application Form (which includes an applicant's agreement to conditions stated on the Signature Page of the Application Form) that is written in English.

#### **Notes:**

- *The link to the online application and the supporting documents "Accessing the online application" and "Navigating the online application" that provide step-by-step directions to navigate the online application are posted on the RSMFP webpage of the website [www.worldbankgroup.org/scholarships](http://www.worldbankgroup.org/scholarships).*
- *DO NOT USE A CELL PHONE TO APPLY, AS THE SOFTWARE IS DESIGNED ONLY TO BE ACCESSED BY A COMPUTER.*
- *An applicant that delivers an application (or any component of an application) in-person, by fax, email or postal mail, or starts an online application before the call for applications opens will be disqualified.*
- *Individuals who submit more than one application will be disqualified.*

## II. HOW TO APPLY

The RSM Secretariat recommends that you follow the following ten steps in order.

### IDENTIFY HOST INSTITUTION RESEARCH ADVISOR, AND INITIATE EFFORTS TO GATHER REQUIRED DOCUMENTATION

1. **Secure the support of a Host Institution Research Advisor and your PhD Thesis Supervisor:**
  - Identify the host institution abroad where you want to undertake your research and a host institution research advisor willing to oversee your research that would be financed by RSMFP. Ensure that the Host Institution Research Advisor would be willing to support your RSMFP fellowship application and write a recommendation. Please note, RSMFP does not provide guidance on choosing a host institution research advisor.

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- Ensure your PhD Thesis Supervisor will be willing to support your RSMFP fellowship application and write a recommendation.
2. **Gather required documentation.** Among other information, completing the Application Form includes uploading scanned copies of:
- i. A list typed in English of your publications that are peer reviewed and accepted in professionally edited publications, such as research journals.
  - ii. Photocopy of proof of employment from your current employer. This is required only if you are currently employed. The document must be submitted in the original language and, if needed, translated into English.
  - iii. Photocopy of an official document from your University that indicates you are either: (i) currently enrolled as a PhD student and you have completed all coursework and exam requirements for your doctoral program; or (ii) currently enrolled in a research-only PhD program. The document must be submitted in the original language and, if needed, translated into English.
  - iv. Photocopy of the diploma/certificate of your most advanced university degree listed in the Application Form. The document submitted must be in its original language, and if needed, translated into English
  - v. Fellowship Budget Request completed using the required template available on the World Bank scholarships website.
  - vi. If applicable, documentation of any financing you will be receiving during the planned timeframe of the proposed RSM funded research.

**Note:** *A required translation does not need to be certified. Applicants and recommenders can use a free online tool to translate words into English, without penalty for doing so. Paying for a certified translation is NOT required.*

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### PRERARE RESEARCH PROPOSAL AND BUDGET

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3. **Following the Application Form's section on "Proposed Research for RSMFP Funding," draft your research proposal for this fellowship period.**
4. **Prepare your research budget for this fellowship period using the budget template posted on the [RSMFP website](#). Adhere to the following guidelines:**

The total budget request cannot exceed US\$25,000.

The budget needs to:

- i. be incremental to the resources offered free of charge by the host institution;
- ii. be incremental to other sources of funding already secured;

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- iii. be consistent with the research activities you describe in question #2 under “Proposed Research for RSMFP Funding” of the Application Form;
- iv. use the following directions (without any deviation permitted) to calculate the stipend amount that would cover your living expenses (subsistence & accommodation) while a RSMFP fellow. The amount of stipend is set according to the location of your host institution, specifically:
  - Europe, budget in US\$ the equivalent of 1,100 Euro per month.
  - Great Britain, outside London, budget in US\$ the equivalent of 1,050 GBP per month.
  - London, budget in US\$ the equivalent of 1265GBP
  - US, except New York City or Boston, budget US\$1,500 per month.
  - New York City, budget US\$1,900 per month.
  - Boston, budget US\$1,700 per month.
  - For all developed countries excluding US, UK and European countries, budget the equivalent of US\$1,500 per month.
  - For all developing countries, budget the equivalent of US\$700 per month.
- v. **not** to include financing of the following items:
  - Expenses for your family
  - Conference expenses (travel, registration, accommodation etc.) for conferences outside the host institution site, unless you are, at the time you submit your application, an invited speaker in the country where your host institution is located.
  - Any expenses (eg field trips or conference costs) occurring outside the country where the host institution is located.
  - Expenses relating to PhD thesis production (publication, printing, binding).
  - Living expenses not covered by the RSMFP stipend (for example, do not include a request for a “settling-in” allowance).
  - VISA or other Visa related costs
  - Travel expenses, including the cost of an economy round trip airfare, that exceeds USD4,000.
  - Purchase of laptops or other hardware.
  - Hiring individuals or contracting services from firms/companies. For example, RSM funding cannot be used to hire a research assistant, technical expert such as a statistician, or pay (in cash or gifts) for survey participants.
  - Medical and accident insurance purchased in a country other than the country where the host institution is located.
  - Supplemental medical and/or accident insurance when standard insurance is provided by host institution.

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### REFERENCES PROCESS

5. **Share and discuss your research proposal and budget for RSMFP financing with your proposed host institution Research Advisor and your PhD Thesis Supervisor.** *Please note, this is a very important step. RSMFP will be looking closely at the references provided by these two individuals in the review of your fellowship application.*

6. **Confirm with your host institution research advisor which resources he/she, and the host institution, will be able to provide to you free of charge.** Specifically, if relevant to your research plan, determine if the host institution will provide the following items:
- *Research guidance*
  - *Office space*
  - *Access to a computer*
  - *Reference books, research publications and/or libraries*
  - *Access to databases*
  - *Access to software*
  - *Lab Facilities and equipment*
  - *Seminars*
  - *Courses*
7. **Confirm that your recommenders are willing to complete the required Recommendation Form. Before the applicant submits the Recommendation Request Form, inform both of your recommenders:**
- i. Which type of recommender he/she is (PhD thesis supervisor, proposed host institution research advisor).
  - ii. He/she will receive an email from **RSM Fellow Application** <recommendations@wizehive.com> with a (unique) link to a webpage where he/she will be asked to select the type of recommender he/she is. After selecting the appropriate type, the relevant Recommendation Form will be populated on the webpage, ready to be completed by the recommender.
  - iii. The link provided is unique and should not be shared with the other recommender, or anyone else.
  - iv. He/she should add **RSM Fellow Application** <recommendations@wizehive.com> to his/her “safe sender list” to ensure the email does not go to his/her junk mail.
  - v. He/she must complete the Recommendation Form in English. You may also inform him/her that he/she can use a free on-line tool to translate his/her words into English, without penalty for doing so. Paying for a certified translation is NOT required.
  - vi. Inform the host institution advisor that he/she will be required to upload a copy of his/her C.V. (in English) when he/she fills out the Recommendation Form.
8. **Complete and submit the Recommendation Request Form in the online application.** The Recommendation Request Form requires you to identify the name and email addresses of your two recommenders: (1) the PhD thesis supervisor, and (2) the host institution research advisor. Use of personal email addresses, for example gmail, yahoo, and other similar email addresses, is permissible if there is no available email address from the recommender’s institution. If a personal email is used, RSMFP Secretariat may verify the professional association of your recommender as part of our review process. It is the applicant’s sole responsibility to make sure the email contact information provided in the Recommendation Request Form is accurate.

Refer to the documents “*Accessing the online application*” and “*Navigating the online application*” to help you complete and submit the Recommendation Request Form.

**Notes:**

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- *Applicants are highly encouraged to submit the Recommendation Request Form as soon as possible. If the required recommenders do not submit their recommendations following our instructions we provide to them and by the Application Deadline date, the application will not be reviewed. It is the responsibility of the applicant to ensure his/her recommenders meet the Application Deadline.*
- *Applicants can submit the Recommendation Request Form before submitting the Application Form.*
- *The applicant is not permitted to draft any part of a recommendation letter on behalf of the recommender.*

The recommender will be notified by email **RSM Fellow Application <recommendations@wizehive.com>** that you have asked him/her to provide a recommendation and will be instructed to submit in English the recommendation electronically to the RSMFP Secretariat by the Application Deadline. This system-generated email is usually sent to the recommender within 5 minutes of the applicant submitting the Recommendation Request Form.

After each recommender submits his/her recommendation, you will receive a confirmation email from **RSM Fellow Application <recommendations@wizehive.com>**

### **Notes:**

- If a recommender tells you that he/she has not received an email sent from the Robert S. McNamara Fellowship Program, try the following options in sequence:

First please verify that the email address you submitted for your recommender on your application is correct, and that you entered the email address alone in the response field without any other text, extra email addresses, or other characters.

Second, please contact your recommender to ensure the email (from **RSM Fellow Application <recommendations@wizehive.com>** ) has not gone to another location. Sometimes the email is automatically moved to his/her "Junk" folder. If the email is associated with an institution, you should also ask your recommender to check if his/her institution imposes any security settings or restrictions to filter or prevent emails from untrusted email addresses to reach his/her Inbox. In either of these cases, make sure the recommender adds **RSM Fellow Application <recommendations@wizehive.com>** to his/her trusted contacts list.

Third, if she/he still cannot find the email, please try to send the recommendation request again. Instructions on how to resend the email to the recommender can be found in "Navigating the Online Application" under the heading "To remind your recommender to send his/her recommendation."

Finally, if the recommender has an alternate email address, you may want to try sending the request again to the alternate email.

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If none of the steps above work, please send an email to [rsm\\_fellowships@worldbank.org](mailto:rsm_fellowships@worldbank.org) explaining the issue. Be sure to include your full name and the name and email of your recommender.

- If a recommender gets the message from us that: “You no longer need to upload a recommendation for this applicant. Thank You” it means that this recommender cannot submit his/her recommendation is because the applicant deleted his/her contact from the Recommendation Request Form.

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### ONLINE APPLICATION FORM

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9. **Complete and submit in English the online Application Form.** Refer to the document “Navigating the Online Application” and read the questions carefully in the online Application Form. The documents to upload are noted above in step #2, and only formats noted in “Navigating the Online Application” are permissible. The Frequently Asked Questions (FAQs), also posted on the RSMFP webpage of [www.worldbank.org/scholarships](http://www.worldbank.org/scholarships), provides more information regarding the Application Form.

**Once you have submitted the online Application Form, you will receive a confirmation email from RSM Fellow Application <applications@wizehive.com>.** If you have not received this confirmation email, please return to the online Application Form and submit again. Once you have successfully submitted the Application Form you will no longer be able to access it.

If there is a large number of applications being submitted at the same time, it may take up to four hours for you to receive this email. If after that timespan of 4 hours, the lack of an email from **RSM Fellow Application <applications@wizehive.com>** means that either (i) you did not submit your application; or (ii) you entered a different email when you first registered for the online application; or (iii) the email was automatically moved from your email’s Inbox to another location. Sometimes the email is automatically moved to your “Junk” folder. If your email is associated with your institution, you may also want to check if your institution imposes any security settings or restrictions to filter or prevent emails from untrusted email addresses to reach your Inbox. In either of these cases, make sure that you add **RSM Fellow Application <applications@wizehive.com>** to your trusted contacts list. If you still cannot find an email notifying you that your Application Form is submitted, please correspond with us via email at: [rsm\\_fellowships@worldbank.org](mailto:rsm_fellowships@worldbank.org). Remember we cannot guarantee a response to any inquiries within 3 business days before the application deadline.

The email an applicant uses to create an application is the same email address the JJWBGSP Secretariat uses to inform an applicant if she/he is selected for a scholarship. Therefore, it is imperative that an applicant is able to read emails sent from **RSM Fellow Application <applications@wizehive.com>**.

CONFIRMATION OF SUBMISSION

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**10. Check that your application is complete.**

An RSMFP applicant will be notified three times by email during a successful application process:

- i. From **RSM Fellow Application <recommendations@wizehive.com>** confirming that the first of your two required recommenders submitted his/her recommendation
- ii. From **RSM Fellow Application <recommendations@wizehive.com>** confirming that the second of your two required recommenders submitted his/her recommendation

If you have not received both of these emails, please follow up directly with your recommender(s). If we do not receive the two required recommendations by the Application Deadline, your application will be considered incomplete and will not be reviewed.

- iii. From **RSM Fellow Application <applications@wizehive.com>** confirming that your online Application Form has been submitted and received. You should get this confirmation within one hour of a successful submission of the Application Form.

When you receive all three of these emails, your application is complete.

**III. INQUIRES FROM APPLICANTS TO THE RSMFP SECRETARIAT**

Please refer to the Frequently Asked Questions (FAQs), written in English and available on the RSMFP webpage of [www.worldbank.org/scholarships](http://www.worldbank.org/scholarships), for any questions regarding the online application, the application process, and troubleshooting technical problems or other information presented on our website. On a as needed basis, the FAQs will be updated regularly and posted on our website during the call for applications.

If the answer to your question is not in the FAQs or in these Guidelines, you must submit your inquiry in English by email to [rsm\\_fellowships@worldbank.org](mailto:rsm_fellowships@worldbank.org) and under these conditions, you can expect a response in English within 3 business days. For technical problem inquiries, please, if at all possible, include in your email a screenshot of the technical problem you encounter.

**Under no circumstances will we reply to any email inquiries pertaining to information already presented via our website, so please read all the documentation carefully.** If we do not reply to your inquiry within 3 business days, that means we will not answer your email because the answer to your inquiry is available by reading information already posted on our website.

**ATTENTION: We do not guarantee we will reply to ANY email received less than 3 business days before the Application Deadline.** Because the application process is lengthy,



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the RSMFP Secretariat recommends that applications are submitted at least one-week ahead of the deadline to avoid any last-minute issues.

### IV. ADDITIONAL REQUIREMENTS FOR THE FELLOWSHIP

After you submit your completed application it will go through a multi-step selection process described on the “Selection” page of the RSMFP webpage of [www.worldbank.org/scholarships](http://www.worldbank.org/scholarships).

**If you are selected to receive an RSMFP award** you will receive an email by the end of July 2019 from a World Bank email address with an official award letter. To accept the fellowship, you will have to submit to the RSMFP Secretariat:

- i. **Award Letter:** Scan and email us a copy of your signed award letter within 3 business days.
- ii. **Identification:** Scan and email us within 3 business days a copy of the identification page of your passport or other legal document of identity (birth or marriage certificate), with the name IDENTICAL to the one submitted on the Application Form.

Then at least 21 days before traveling to the host institution to commence the fellowship, the RSMFP Fellow will be requested to provide to RSMFP Secretariat:

- iii. **Medical Certificate:** At least 21 days before the start date of the RSMFP fellowship, email us a scanned copy of a health certificate. This certificate must be less than three months old from the start date of the RSMFP fellowship and must be from a medical doctor stating the scholar is in good health.
- iv. **VISA:** At least 21 days before the start date of the RSMFP fellowship, email us a scanned copy of your visa to conduct research in your host country. It is the responsibility of the recipient to obtain his/her visa according to the host country requirements with the assistance of the host institution. *Please note the World Bank cannot offer any assistance in this matter.*

**Note:** *Failure to provide any of these four documents on time will result in withdrawal of the fellowship offer.*

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### Annex 1: List of Developing Countries Eligible to Borrow and their Regional Code

Country	Regional Code
Afghanistan	6
Albania	2
Algeria	4
Angola	5
Antigua and Barbuda	3
Argentina	3
Armenia	2
Azerbaijan	2
Bangladesh	6
Belarus	2
Belize	3
Benin	5
Bhutan	6
Bolivia	3
Bosnia & Herzegovina	2
Botswana	5
Brazil	3
Bulgaria	2
Burkina Faso	5
Burundi	5
Cabo Verde	5
Cambodia	1
Cameroon	5
Central African Rep.	5
Chad	5
Chile	3
China	1
Colombia	3
Comoros	5
Congo, Dem. Rep. of	5
Congo, Rep. of	5
Costa Rica	3
Côte d'Ivoire	5
Croatia	2
Djibouti	4
Dominica	3

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Dominican Rep.	3
Ecuador	3
Egypt, Arab Rep.	4
El Salvador	3
Equatorial Guinea	5
Eritrea	5
Eswatini	5
Ethiopia	5
Fiji	1
Gabon	5
Gambia, The	5
Georgia	2
Ghana	5
Grenada	3
Guatemala	3
Guinea	5
Guinea-Bissau	5
Guyana	3
Haiti	3
Honduras	3
India	6
Indonesia	1
Iran, Islamic Rep. of	4
Iraq	4
Jamaica	3
Jordan	4
Kazakhstan	2
Kenya	5
Kiribati	1
Kosovo, Republic of	2
Kyrgyz Republic	2
Lao People's D.R.	1
Lebanon	4
Lesotho	5
Liberia	5
Libya	4
Macedonia, FYR of	2
Madagascar	5

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Malawi	5
Malaysia	1
Maldives	6
Mali	5
Marshall Islands	1
Mauritania	5
Mauritius	5
Mexico	3
Micronesia, F. S.	1
Moldova	2
Mongolia	1
Montenegro	2
Morocco	4
Mozambique	5
Myanmar	1
Namibia	5
Nauru	1
Nepal	6
Nicaragua	3
Niger	5
Nigeria	5
Pakistan	6
Palau	1
Panama	3
Papua New Guinea	1
Paraguay	3
Peru	3
Philippines	1
Poland	2
Romania	2
Russian Federation	2
Rwanda	5
Samoa	1
São Tomé and Príncipe	5
Senegal	5
Serbia	2
Seychelles	5
Sierra Leone	5

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Solomon Islands	1
Somalia	5
South Africa	5
South Sudan	5
Sri Lanka	6
St. Kitts and Nevis	3
St. Lucia	3
St. Vincent & the Grenadines	3
Sudan	5
Suriname	3
Syrian Arab Republic	4
Tajikistan	2
Tanzania	5
Thailand	1
Timor-Leste	1
Togo	5
Tonga	1
Trinidad & Tobago	3
Tunisia	4
Turkey	2
Turkmenistan	2
Tuvalu	1
Uganda	5
Ukraine	2
Uruguay	3
Uzbekistan	2
Vanuatu	1
Venezuela, Rep. Bol. de	3
Vietnam	1
Yemen, Republic of	4
Zambia	5
Zimbabwe	5
Other	7