

RSMFP

Navigating the Online Application

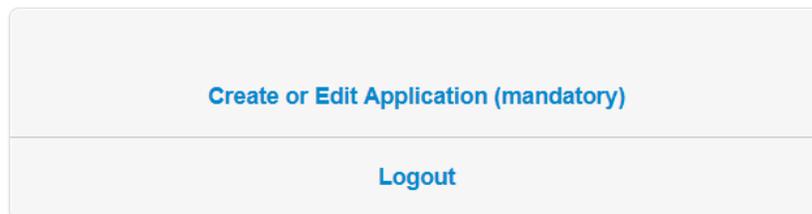
I. Logging on to the Online Application

To log on to the online application follow the instructions in 'Accessing the Online Application'

II. Main Menu

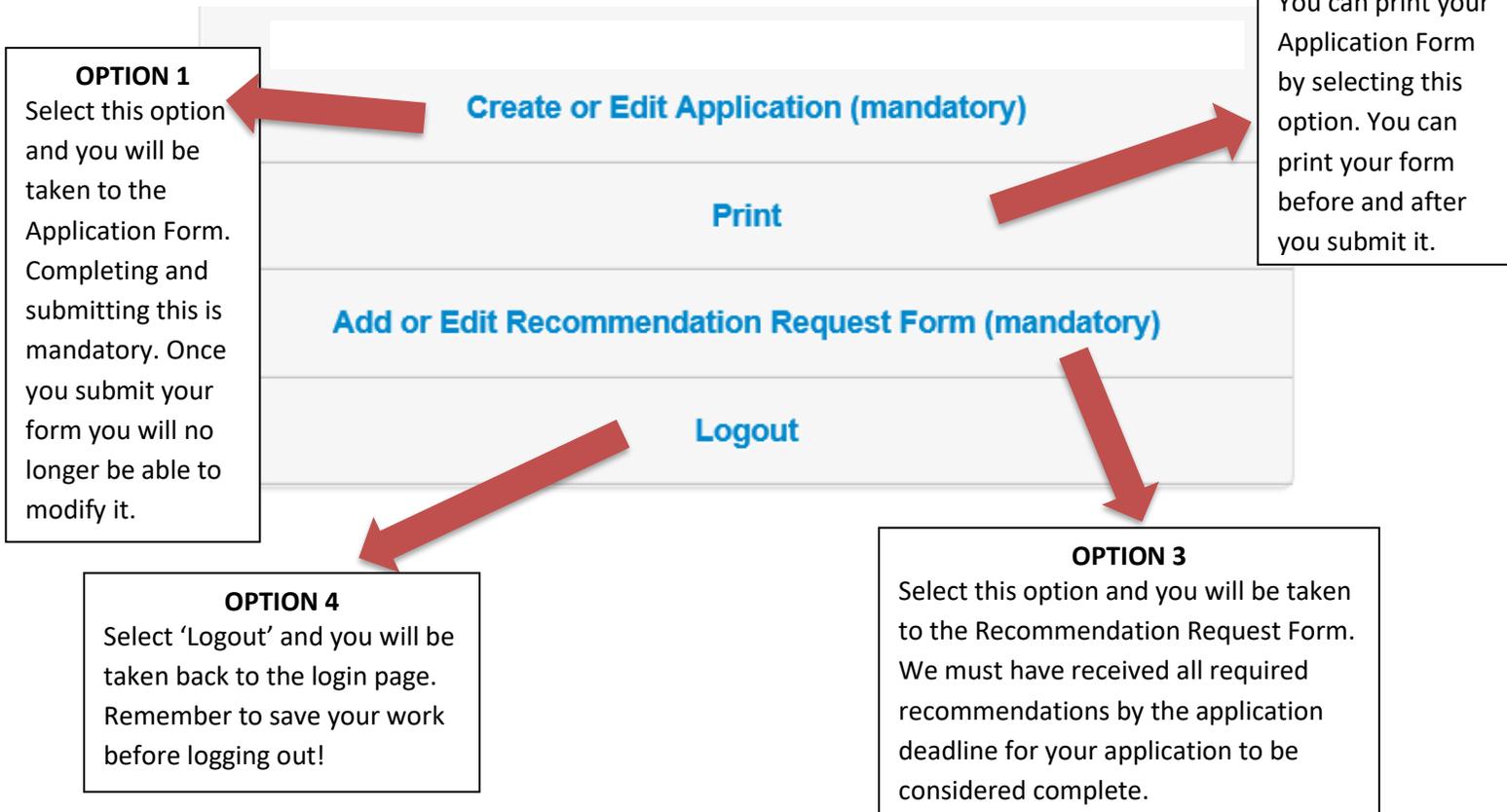
On first logging in – the initial menu

1. The first time you log-in you will be taken to an initial main menu, which will only have 2 options: 'Create or Edit Application (mandatory)' or 'Logout' (see screenshot below).



2. To get started, from the Main Menu, click on 'Create or Edit Application (mandatory)' and you will be taken to the Personal Data page. Enter your first and last name in the fields provided. At the bottom of the screen, click on the "SAVE DRAFT" button. (This action ensures that the email your recommenders will receive from us will identify you by name).
3. Once you have done this, you will be taken to the full main menu, which has 4 different options, you can select. See descriptions of each option in the text boxes below:

The Full Main Menu



- Each subsequent time you log-in, you will be automatically taken to this full main menu.

III. Navigating the Recommendation Request Form

From the main menu, click on 'Add or Edit Recommendation Request Form (mandatory)'. You will be directed to the Recommendation Request Form (see screenshot below):

[Return to Menu](#)

CONTACT INFORMATION FOR YOUR REQUIRED RECOMMENDERS

For each recommender, please complete this Recommendation Request Form, as instructed in the 'Navigating the Online Application' posted on the RSMFP website.

Relationship *	<input type="text"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Phone Number	<input type="text"/>
<input checked="" type="checkbox"/> Send the reference request when I press Save (below)	
<input type="button" value="Save & Exit"/>	
<input type="button" value="Save & Add Another"/>	



III. A. The following instructions are for applicants who are ready to submit a recommendation request:

Step 1: Enter the name and email of your first recommender – it can be either of the two recommenders. The email of your recommender should be entered by itself, and without any other characters such as inverted commas, commas, semicolons etc. Do not enter more than one email, or any additional words, or the email address may not be recognized. It is your sole responsibility to make sure the email contact information you provide on the Recommendation Request Form is accurate.

Step 2: Indicate the relevant 'Relationship' for your recommender (host institution research advisor or PhD thesis supervisor).

Step 3: Next, tick the box "Send the recommendation request when I press either button below"; (indicated by a red arrow in the illustration above).

Step 4: Now you have three options:

Option 1. If you are now ready to enter your second recommendation request, click 'Save & Add Another'.

Option 2. If you are not ready to enter your second recommender, click 'Save & Exit'.

For both option (1) and (2), a box will pop up (see screenshot below). This will show you the email that we will send to your first recommender and will give you the option to add a personal message

to our email. In your personal message, we suggest that you remind the recommender of the following:

- his/her role as either the PhD Thesis Supervisor or as the Host Institution Research Advisor (they need to know this to complete their recommendation correctly);
- the recommendation is required for your RSMFP application and
- the RSMFP Application Deadline date and that he/she needs to submit his/her recommendation online by that deadline date.

If you are ready to have us send the email to your first recommender, Click 'Send'. Your recommender will be sent our email. Then for option (1) you will be redirected back to the "Recommendation Request Form" page and you can begin the same process for submitting your second recommender's name and email; or for option (2) you will be redirected back to the Main Menu.

This will send a message to the email address you provided asking them to submit a recommendation online. Below, please feel free to add to our email your own personal message below, including reminding the recommender of his/her role (either as the Host University Research Advisor or as the PhD Thesis Supervisor) and reminding him/her of the Application Deadline date.

To:
Personal Message:

Message
You have been requested to provide a reference as the for **LastName** **FirstName** who is applying for a World Bank's Robert S. McNamara Fellowship Program (RSMFP) that finances PhD research for developing country citizens, outside their home countries for a period of 6-10 months. The aim is to strengthen the research capacity in developing countries, and as such our fellows are expected to return to their home country upon completion of their RSMFP-funded research.

This recommendation is a required and KEY component of the application, and carefully reviewed by us to assess an applicant's qualifications. Your recommendation is required to be written in English. If you cannot write in English, we encourage you to use a free translation service you may find on the internet. Recommendations that are translated by someone other than a professional translator will NOT be penalized for

Option 3. If in the unlikely event you changed your mind and are not ready for us to send the email to your first recommender, click 'Cancel' to exit (see screenshot above) and you will be redirected back to the "Recommendation Request Form" page.

To remind your recommender to send his/her recommendation: Go to the Recommendation Request Form and click on 'Resend Request' on the Status Bar (see image below).

Status: This person has been contacted. [Resend Request](#)

To change a recommender: You can replace a recommender who has already received the email with a new person only if the original recommender has not yet submitted his/her recommendation. Note that once the replacement is made by you, the original recommender will not be able to submit his/her recommendation. To change a recommender, click on the "Delete" button (see illustration below). Then, resubmit the Recommendation Request Form with the correct information by following the instructions above.

Status: This person has been contacted. [Resend Request](#)

Delete

No further changes to the information above can be made at this time.

Attention: Once a recommendation is submitted by the recommender, you cannot cancel it or replace it with another recommendation (See screenshot below).

Status: This person has responded to your recommendation request and no further changes to the information above can be made at this time.

No further changes to the information above can be made at this time.

III. B. The following instructions are for applicants who want to first save on the Recommendation Request Form the name and email of a recommender and then at a later date submit the request for their recommendation.

To save a recommendation request on the form, but not yet notify the recommender:

- Enter the name and email of your recommender
- Un-tick the box which says 'Send the recommendation request when I press either button below' so that it appears as:

Send the recommendation request when I press either button below

- Now you have two options: (1) To save the name and email of the recommender you just entered and be ready to enter the information for your second recommendation request, click 'Save & Add Another'; or (2) if you want only to save the name and email of the recommender you just entered, click 'Save & Exit' and you will be redirected to the Main Menu. Either way, as long as the tick box above is not checked, the name and email you just entered will be saved, but your recommender will not be sent the email.

To send the email to your recommender whose contact information you have saved on the Recommendation Request Form

When you return to the Recommendation Request Form the status bar of your recommendation request will look like below:

Status: Not contacted. [Send Request](#)

- Click 'Send Request' on the status bar of the Recommendation Request Form.

Then a box will pop up (see screenshot below). This will show you the email that will be sent to your recommender and will give you the option to add a personal message to our email. In your personal message, we suggest that you remind the recommender of the following:

- his/her role as either the PhD Thesis Supervisor or as the Host Institution Research Advisor (they need to know this to complete their recommendation correctly);
 - the recommendation is required for your RSMFP application and
 - the RSMFP Application Deadline date and that he/she needs to submit his/her recommendation online by that deadline date.
- If you are ready to send the email to your recommender, Click 'Send' and you will be redirected back to the Main Menu. If instead you change your mind and are not ready to send the email to your recommender, click 'Cancel' to exit and you will be redirected back to the "Recommendation Request Form" page.

This will send a message to the email address you provided asking them to submit a recommendation online. Below, please feel free to add to our email your own personal message below, including reminding the recommender of his/her role (either as the Host University Research Advisor or as the PhD Thesis Supervisor) and reminding him/her of the Application Deadline date.

To:
Personal Message:

Cancel Send

Message
You have been requested to provide a reference as the for **LastName** **FirstName** who is applying for a World Bank's Robert S. McNamara Fellowship Program (RSMFP) that finances PhD research for developing country citizens, outside their home countries for a period of 6-10 months. The aim is to strengthen the research capacity in developing countries, and as such our fellows are expected to return to their home country upon completion of their RSMFP-funded research.

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IV. Navigating the Application Form

To print your Application Form

To print an Application Form, either in draft or after submission, go to the Main Menu and click on "Print".

To complete your Application Form

On the Main Menu click on 'Create or Edit Application (mandatory)'.

You will be taken to the first page of the nine pages of the Application Form.

Before your Application Form is submitted, you will need to complete all eight sections (those marked with a red star "*" or a black star (*) are mandatory, per the Application Guidelines) and then click 'submit.'

The eight sections of the Application form include:

1. Personal Data
2. Education
3. RSM Fellowship and PhD Studies
4. Employment
5. Proposed Research for RSMFP Funding
6. Required Documents
7. Signature Page
8. Review

To navigate between these sections, click on the 'Previous' or 'Next' page buttons at the bottom of the page (see screenshot below), or click on the name of the section you want to move to (colored in light blue at the top of each page).

To save your Application Form

To save your entire Application Form click on 'Save Draft' found at the bottom of any of the Application Form pages (see illustration below). Your Application Form will be automatically saved every ten minutes. But, you will still want to make sure to save your work periodically by pressing 'Save Draft' to ensure your work has been saved. This is particularly true if you are working at an internet café or other location where connectivity is difficult.

Also, most people will not have all the information necessary to complete the application on the first visit and will want to save their draft, exit, and return to continue working on the application at another time.



There are  symbols in various parts of the form.

If you move your mouse over the symbol a clarifying note appears.

Accuracy of dates requested

For all dates requested we request you to be accurate only regarding the month and year. The day can be approximated.

Uploading your supporting documents

As detailed in the Application Guidelines, applicants are required to upload documents on the 'Required Documents' page of the Application Form.

Documents must be uploaded in one of the following formats: pdf, doc, docx, xlx, xlsx, jpg, png.

If you upload documents using any other format, your application will not be reviewed. For example, zip, tif and html files are not acceptable formats.

Signing your Application Form

After reading and agreeing to the conditions listed on the Signature Page, you must sign the form by typing your name in the “signature” field. Please type your name as it appears in the PERSONAL DATA section of the Application Form in the following order:

(i) first (given) name

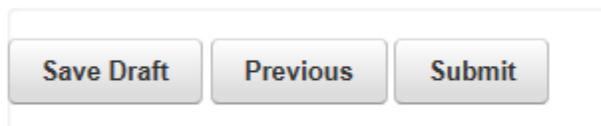
(ii) family name (*otherwise known as surname*)

Submitting your Application Form

Once you have filled out the 7 pages of your Application Form you will be taken to page 8: the ‘review’ page. Before you submit your form make sure that you have:

1. Completed all the ‘required’ questions (indicated with a red star * or a black star *, per the Application Guidelines);
2. Uploaded all the required documents
3. Reviewed and Saved your Application Form

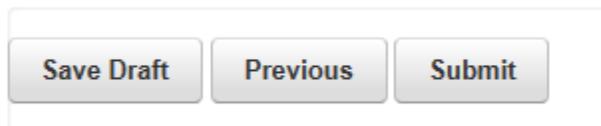
To submit, first save a draft of your Application at the bottom of the review page, and then click on the submit button at the bottom of the review page (see illustration below):



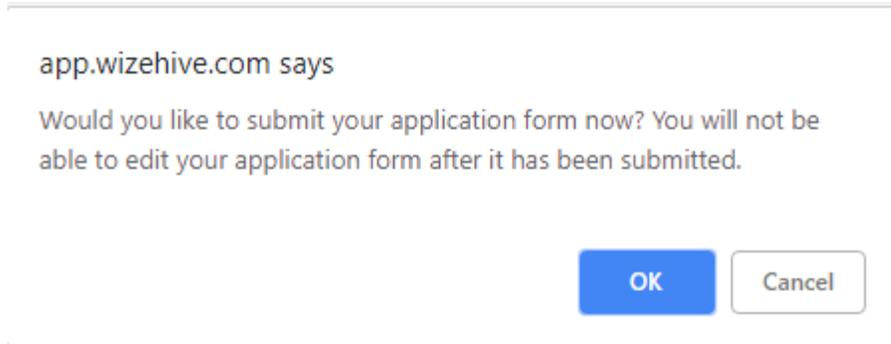
- If you have not completed all of the required fields that are marked with a red star*, you will not be able to submit the form. Instead you will be taken directly to the required question that you must fill in on the review page. For example, if you did not enter a valid date you will see the following message below the relevant question:

Please enter a valid date.

Once you have corrected these entries you should ‘Save Draft’ and then hit the ‘submit’ button once again:

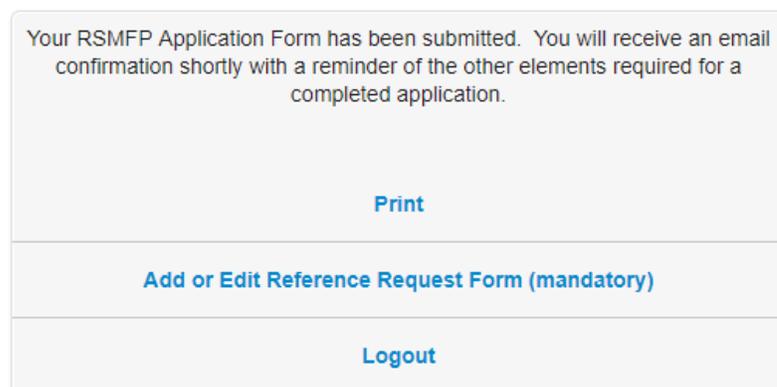


- If you have entered all of the required fields that are marked with a red star*, you will see the box below.



This is your last chance to edit your Application Form. If you still want to make changes, Click 'Cancel'. If you are ready to submit your Application Form, click 'OK' and your Application Form will be submitted.

Once you submit your Application Form you will be automatically redirected back to the Main Menu, which will display the message below.



In addition to the notice on the Main Menu (see figure above), you will also receive an email containing the same message from the email address: **RSM Fellow Application**<applications@wizehive.com>. Please, do not respond to this email.

***REMEMBER that submitting your Application Form DOES NOT MEAN that your application is complete. An application is only completed once RSMFP has received both your Application Form AND your required recommendations. To send your recommendation requests go to the "Main Menu" and click on 'Add or Edit Recommendation Request Form (mandatory)'**