

Guidelines for SANBio/BioFISA II Mobility Grants

1. Background

The Southern African Network for Biosciences (SANBio) is a NEPAD Agency Flagship for collaborative research and development, and an innovation platform aimed to address Southern Africa's challenges in health and nutrition (for more information on SANBio, please access www.nepadsanbio.org). The SANBio Network is comprised of 13 of the Southern Africa Development Community (SADC) Member States and operates from a Regional Hub (The CSIR in South Africa). The current SANBio Member States are Angola, Botswana, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Lesotho, South Africa, Seychelles, Swaziland, Zambia and Zimbabwe. SANBio aims to support positive and dynamic development and increase opportunities to distribute research results and multiply practical applications throughout the region.

The BioFISA Programme (a Finnish-Southern African Partnership Programme) is aimed at strengthening the NEPAD SANBio Network and focuses on boosting regional collaboration and networking and capacity building. The Mobility Grant is to be used to strengthen and enhance expertise and support collaboration amongst individuals and institutions in the SANBio Network Member States in the impact areas of health and nutrition.

2. Activities supported under the SANBio/BioFISA II Mobility Grant

The SANBio/BioFISA II Mobility Grant is one of the instruments used to promote linkages, knowledge-sharing and collaboration amongst institutions and practitioners in the SANBio Network regionally and internationally, and will support the following activities:

- Support candidates on fellowship programme for up to 3 months in the region or internationally for specialist skills training;
- Costs for visiting experts across the region or internationally who provide business and technical expertise in country for up to 4 weeks;
- Knowledge exchange/peer to peer visits in specific thematic areas supported by SANBio/BioFISA II for up to 2 weeks (excluding conferences);
- Business mentorship visits to develop bioscience start-ups in the region up to 2 weeks.

Preference will be given to applications that support the participation of female candidates and other under-represented groups.

The Programme will adopt and implement strong Monitoring and Evaluation systems to ensure that there is adequate follow up and reporting on the benefits associated with the Mobility Grant.

3. Detailed information on support by Mobility Grant

The Mobility Grant will be used as follows:

1. **Support to candidates on fellowships** is for a duration of up to 3 months and may include travel in the **region or internationally**. The home institution employing the candidate/ applicant must demonstrate the need for the specialized training to the institution to support strengthening priorities of health and nutrition in the application. These grants will be administered by the home institution.
2. **Experts in technical or business** fields may be invited by host institutions for up to 4 weeks for **specific technical assistance** to be provided to organisations in SANBio member states. This may include support to organisations for specific skills training, specialised equipment training or to provide scientific or business expertise. These grants will be administered by the home institution.
3. **Knowledge exchange/peer to peer visits** includes **regional and international meetings as well as seminars or training courses** with a specific focus in the areas of health and nutrition and on strengthening the visibility of SANBio network partners. The report should include concrete outcomes from the visit and actionable items for the participant to pursue.
4. **Business development mentorship programmes to support bio-science start-ups.**

4. Application process

1. Application for the SANBio/BioFISA II Mobility Grant is open throughout the programme until December 2018.
2. Ten fellowships will be awarded between 1 July 2017 to March 2018.
3. Applications and supporting documents in English, have to be submitted electronically to biofisamobility@nepadsanbio.org with the subject line titled: V6LFISA/MFG001. The applicant must submit a signed PDF of the application form together with a word version (unsigned) containing the same information as the PDF.
4. The full application submitted should be endorsed by the applicant's supervisor or head of institution. Applicants need to ensure that the necessary approvals are obtained within their institution prior to the submission of the Mobility Grant request to SANBio/BioFISA II.
5. All applications must be accompanied by supporting documents including a letter of endorsement and budget support from the applicant's own organisation. A letter must be provided signed by the head of institution and stating the costs to be covered by the institution. For an exchange visit, the applicant must submit a letter from the receiving host organisation indicating the level of support from the host if applicable.
6. Applicants must also attach their CV with the application, and provide a copy of valid passport (expiry date within six months of travel date and at least 3 blank pages) for travel arrangement purposes.
7. If applicants require visas, they need to pay for and submit applications themselves and ensure that visa approvals are received well in advance of travel dates. It is the responsibility of the applicant to ensure that the application for the Mobility Grant is submitted at least THREE MONTHS IN ADVANCE (international) and TWO

MONTHS IN ADVANCE (regional) to the BPU. **Late applications will not be considered.**

8. All applications will be evaluated according to the defined criteria and feedback to applicants will be provided within 2 weeks of application submission.
9. The BioFISA II Programme Unit will make the travel and accommodation arrangements and pay them directly on behalf of the applicant (except for the support to fellowship programmes). No payments will be made to the applicant directly.
10. If for any reason the applicant is unable to travel after an application has been approved and travel arrangements are made on their behalf, they will be liable for refund of all the costs for accommodation and travel.

5. Eligible costs covered by the SANBio/BioFISA II Mobility Grant

1. The SANBio/BioFISA II Programme will only cover the following expenses within acceptable thresholds for all applications except for the support to fellowships:
 - Flights: Most economical routing, flights for before the event and immediately after the event;
 - Accommodation: Up to four star accommodation will be acceptable, maximum thresholds may apply, accommodation for training days only, no extra days shall be covered by the grant;
 - Event registration/Course attendance fees: costs not exceeding 50% of the requested grant amount can be paid.
2. **The following costs will not be covered by SANBio/BioFISA II, and will have to be covered by the applicant's home institution:** Per diems/subsistence allowances, incidentals, travel and medical insurance, vaccinations, return travel to airport in applicant's home city and host city, and visa fees if applicable. The applicant will have to provide a letter of support from his supervisor indicating that the organisation will cover these costs on behalf of the applicant, and attach this as part of the supporting documents on the application.
3. Individual support grants of up to **ZAR 25,000** for regional applications or **ZAR 35,000** for an international application will be provided, depending on the particular nature of the exchange or visit.
4. BioFISA II Mobility Grant will target to support 50% applications from female applicants.
5. Candidates who have accessed the Mobility Grant within a fiscal year (1 April to 31 March) may not be eligible to access the grant until the next fiscal year in order to provide other members of the SANBio network and participants from other countries the same opportunity.
6. For support to candidates on the fellowship programme, a maximum grant of R100,000 will be supported and administered by the home institution. A grant agreement will be concluded between BioFISA II and the home institution. The grant will cover:
 - Flights: One single return ticket on most economical routing from the applicants permanent residence to country where the visit will take place (up to R15,000);

- Accommodation: Preferably in reasonable lodgings for long term stay, up to three star accommodation will be acceptable, maximum thresholds may apply, accommodation for duration of the visit, no extra days shall be covered by the grant (up to R10,000 per month);
 - Living allowance up to R5,000 per month, and in line with the maximum grant allocation/any institutional policies;
 - Laboratory bench fees at the institution being visited up to R10,000 per month.
7. **For fellowships, the following costs will not be covered by SANBio/BioFISA II, and will have to be covered by the home institution and/or the applicant:**
- Travel and medical insurance, vaccinations, and visa fees if applicable.

6. Eligible criteria for applicants

All applications will be evaluated on the following criteria:

1. Eligible applicants must have nationality or permanent residence in Angola, Botswana, Lesotho, Madagascar, Malawi, Mozambique, Mauritius, Namibia, Seychelles, South Africa, Swaziland, Zambia and Zimbabwe for fellowships and knowledge exchange;
2. Relevance of the activity and contribution towards strengthening the SANBio network and strengthening thematic areas in health and nutrition;
3. Preferred participation of women and under-represented groups (target of 50%).

7. Monitoring and Evaluation

1. The Programme will ensure that proper open and transparent processes are followed for applications process.
2. All requests are to be submitted to the BPU for conducting due diligence and making the grant decision.
3. Back to office reports are to be submitted by the APPLICANT to the BPU within two weeks of the applicant's return to their offices.
4. Applicants will also be expected to write an article or blog for the SANBio website on their experience and submit it to the BPU on their return.
5. For the fellowships, the applicant should also provide: Boarding passes, all original vouchers and receipts, and a full list of expenses to the home institution who then compile a financial expenditure report for submission to the BPU in line with the grant agreement.
6. The BPU will follow up with the applicant within a three to six month timeframe after the visit to assess the impact of the training/networking opportunities that resulted from the Mobility Grant support. The applicant's supervisor may also be interviewed to provide evidence of implementation of any new skills acquired by the applicant.

Enquiries

BioFISA II Programme Unit

Email: enquiremobility@nepadsanbio.org

Phone: 0027 12 842-7998

Application forms available on: www.nepadsanbio.org