

Instructions and Checklist for SACEMA External Bursary Applications for 2018

NOTE: The External Bursary Application Form is for Masters or PhD applicants not based at SACEMA, developing their own research proposal together with proposed supervisor at any South African university. (If you intend to be based at and supervised through SACEMA, you should complete a different form here (<http://sacema.org/applications/add/intbursaries>). You should be aware that supervision capacity at SACEMA is limited and the internal bursary selection process is highly competitive.)

INSTRUCTIONS FOR SUBMISSION

Please fill in and submit the External Bursary Application Form online, together with all documents listed in the CHECKLIST below, by 31 July 2017. All documents may be uploaded on the Application Form except the reference letter, which is to be sent directly by the referee. Late or incomplete applications will not be considered.

1. **Personal statement.** You are to submit a statement of not more than 500 words, which includes answers to the following questions: What motivates you to do postgraduate research? Why is your chosen research field attractive to you? What are your career goals?
2. **Research proposal.** As an External Bursary applicant, you are required to submit a detailed proposal in the Application Form. The proposal, to be formulated with the full involvement of your proposed supervisor, includes the broad research area, project title, start/end years, and details under five more headings provided.

Some of the five headings will require more detail than others, depending on your particular project. Substantially more detail is expected from PhD applicants than from Masters. As a rough guide, Masters candidates should provide an average of around 200 words on each, while the limit for all candidates is stated on the form for each of the five boxes. It will be helpful to compose your responses offline in advance of filling in the form.

As a guide to giving adequate answers for each heading, please make sure that you include clear answers to the questions given below. You should insert citations wherever appropriate.

Problem identification: What is your main question? Why is this an important issue in public health?

Context of Research: What is the background for this project? What is already known and how does this inform your research question?

Research aims & objectives: What are the goals and expected outcomes of your research?

Approach/ study design/ methods/ techniques: What are the steps that you plan to take to meet your goals and achieve your expected outcomes? (Give details of proposed methodology.) How will epidemiological modelling contribute to addressing your research question?

Research feasibility: What resources are available to you (give details of data, project funding, equipment, laboratory, etc.), and what contingency plans do you have for any potential difficulties that may arise?

3. **Supervisor Approval Form.** This is to be downloaded from here ([http://www.sacema.org/uploads/Supervisor approval form.pdf](http://www.sacema.org/uploads/Supervisor%20approval%20form.pdf)) and given to your proposed supervisor to complete and return to you as a pdf for uploading with your application form. It includes contact details for further engagement with SACEMA in order to evaluate your proposal, if necessary. It also includes a signed statement confirming, among other things, involvement in the development of your proposal and willingness to supervise your studies.
4. **Copies (in pdf form ONLY) of the following:** your CV, your proposed supervisor's CV, your Passport/Identity Document, and Transcripts of your previous degree results.
5. **Reference Letter.** This is to be commissioned by you from an appropriate academic referee, preferably distinct from the proposed supervisor. The letter must be submitted **separately and directly by the referee** before 31 July 2017, to SACEMA's Research Manager, Lynnemore Scheepers, at scheepersl@sun.ac.za.

Note that it is your responsibility to commission this letter and to brief your referee fully about your intentions, the nature of your proposal, and the requirements of the letter. The reference letter is an important component of your application and should provide relevant support for it. The referee should be able to assess your potential for professional growth, the quality of your previous work, and your potential for independent research.

CHECKLIST OF DOCUMENTS REQUIRED FOR A COMPLETE APPLICATION:

(Items 1, 3-7 are to be in pdf form for uploading upon submission of the Application Form)

1. Personal statement
2. Application Form with research proposal
3. Supervisor Approval Form
4. A copy of your CV
5. A copy of your proposed supervisor's CV
6. A copy of your identity document/passport
7. Transcripts of degree results
8. Reference letter to be sent directly by referee

