



2013 AVAC HIV Prevention Research Advocacy Fellowship

Application Form

Deadline 6th August 2012

Fellowship application overview & instructions

Please read through the *Advocacy Fellowship Information Packet* (download at www.avac.org/fellows) and this entire application form before beginning to fill it in. The Advocacy Fellowship Information Packet contains details on criteria for applicants, resources for developing projects, an extensive reading list for more information on HIV prevention research and other information that can help you prepare your application. If you have any questions please email fellows@avac.org.

We strongly prefer receiving applications in Word document format via email. However, if this is a barrier, we will consider highly-legible handwritten forms that must be FAXed in. For the completed application forms no photo attachments (e.g. jpeg, bmp) will be considered.

Please note that there are two phases to the application process. Please read the box below for a summary of each phase and documents required. Components 1-5 are due no later than **6th August 2012**. If you advance to the second round, then components 6-11 are due no later than **3rd September 2012**. Applicants will be notified as to whether they have advanced to the second round of the application process in late-August. Please note that if you advance to the second round of consideration, you will only have two weeks in which to gather and submit any remaining materials (components 6-11). Therefore, we strongly advise applicants to begin collecting these materials before learning whether they have advanced.

- **Application components 1-5** must be submitted to fellows@avac.org or FAXed to +1 646.365.3452 by **6th August 2012**.
- **Application components 6-11** must be submitted to fellows@avac.org or FAXed to +1 646.365.3452 by **3rd September 2012**.

Special notes

All sections must be completed and all requested documents must be attached. Incomplete applications may not make it past the first round, unless you specifically explain why the application is incomplete.

Please pay special attention to the word limits. Applicants who choose to go over noted word limits will be penalized in the review process.

Applications from individuals who do not have a Host Organisation will be considered, however priority will be given to applicants who have a Host Organisation and all required supporting documentation at the time of their application.

A complete application consists of ELEVEN components.

Items 1-5 in the list below must be submitted by 6th August 2012 as part of the Fellowship application.

- 1. Applicant information form
- 2. Host Organisation Information form
- 3. Essay Questions
- 4. Letter of Support from Host Organisation
- 5. Applicant CV or resume

Applicants will be informed in late-August as to whether they have been selected for further consideration. Applicants who proceed to the second round of the selection process must ensure that the Host Organisation submits items 6-11 no later than 3rd September 2012.

Please note that it can take time to gather these documents and you may wish to initiate this process before learning whether you have advanced to the next round.

- 6. Host Organisation's proof of organisational registration
- 7. Host Organisation's most recent audited financial statement
- 8. Host Organisation's mission statement
- 9. Host Organisation's annual budget
- 10. Host Organisation's organisational or staffing chart
- 11. Host Organisation commitment form

Applications that do not contain all 11 components by 3rd September 2012 will be considered incomplete, and therefore will not be reviewed.