



**ADDIS ABABA UNIVERSITY  
AFRICA CENTRE OF EXCELLENCE FOR WATER MANAGEMENT (ACEWM)**

**SHORT TERM STAFF REGIONAL EXCHANGE VISIT  
TO AFRICAN COUNTRIES**

**TRAVEL GRANT MANUAL**

## Table of Contents

1.	PURPOSE OF THE GRANT .....	3
2.	ELIGIBILITY .....	4
3.	DURATION .....	5
4.	APPLICATION PROCEDURE .....	5
5.	HOST INSTITUTION .....	5
6.	PROPOSED WORK.....	5
7.	PRESENT WORK .....	5
8.	PUBLICATION LIST .....	5
9.	ASSESSMENT CRITERIA.....	6
10.	EVALUATION OF SCIENTIFIC REPORTS .....	6
11.	LEVEL (AMOUNT) OF AWARD .....	6
12.	MODE OF PAYMENT .....	6
13.	FINANCIAL RULES FOR TRAVEL COSTS .....	7

## 1. PURPOSE OF THE GRANT

The ACEWM has been established under ACEII project supported by the Government of Ethiopia and World Bank Group to contribute towards the development of highly skilled human resource capable of handling more complex water management problems in a holistic, integrative and transformative approach. This includes teaching, innovative research, exchange visits, internships, on job technical training and community outreach programs using broad-based partnership approach.

The project objectives of the ACEWM are to; (a) strengthen AAU's teaching and research capacity to train critical mass of human capacity required to address national and regional development needs, (b) enhance the capacity of faculty and students to conduct state-of-the-art research and scholarly activities in order to help solve regional problems in water management and climate change issues as well as provide trained research scientists and engineers to support national and regional development goals, and (c) provide training and support for the development and adoption of best-practices in teaching, research, academic administration, and management through regional and international partnerships, coupled with mobilization of African Diaspora scientists.

To achieve these ACEWM has identified the following priority research and development areas:

### A. Water Supply and Sanitation

- Innovative technologies for water purification of microbial contamination New Techniques for Desalination & Remediation of contaminated aquifer
- New Techniques for Desalination of brackish/saline water resources in the Eastern African Rift Valley
- Solar energy driven desalination systems
- New technologies for fluoride removal
- Resource oriented sanitation technologies
- Resource oriented solid waste management system
- Mobile technologies for rural water supply operation and maintenance

### B. Wastewater technologies

- Anaerobic treatment of urban wastewater with combined production of energy and organic fertilizer and reduced volume of sludge
- Technologies for indirect reuse of wastewater for agriculture and to preserving the aquatic environment
- Improved constructed wetlands demonstrated at selected field sites
- System of urban wastewater and drainage management established
- Low-cost materials/technologies (ecological, adsorbents, biosorbents, new materials etc.) for industrial wastewater treatment (textiles, tanneries, chemical, food processing, brewery etc)

### C. Water Resources and Hydrology

- Models to forecast and mitigate effects of climate change on surface water and underground water.
- Effective water injection irrigation system
- Identified large groundwater aquifers for irrigation in arid and semi-arid areas
- Methods/strategies to effectively respond to water scarcity (conservation, supply augmentation, water allocation, artificial recharge)
- Inter-basin water transfer models
- Dam water management system
- Water harvesting and storage technologies

### D. Aquatic Ecosystems

- Efficient aqua phonic technology
- Wetland ecosystem function models
- Nutrient loading and dynamics models for major lakes
- Trophic state of all major lakes will be established

- Biological index for water pollution monitoring

#### **E. Water Quality Management**

- New techniques for the determination of conventional and emerging water quality threats (biological, pesticides, polynuclear aromatic hydrocarbons, pharmaceuticals, endocrine disruptors, toxin-producing algae, trace metals, fluoride etc.)
- Mobile technologies for water quality data collection
- Passive water sampling techniques
- Geochemical characterization of all major lakes and rivers
- Remote sensing and GIS based databases of water quality

#### **F. Water Governance and Policies: cross-cutting issues**

- Identifying the weaknesses in previous and current water resources management policies.
- Policy briefs and recommendations
- Model water quality monitoring strategy will be developed
- Strategy/methods/protocols for joint monitoring of trans boundary water systems will be established
- Strategy for restoration/remediation of contaminated fresh water lakes and urban riverine systems
- Indicators for appropriate monitoring of water quality will be established
- Sharing mechanisms for transboundary water systems
- Equity criteria at various local, national, regional scales will be establishes
- Institutional aspects of water supply and sanitation

As a result, as part of center's plan to Strengthen Research Capacity excellence in terms of quality and productivity, the ACEWM has planned to issue a limited number of travel grants, mainly to support visits directly relevant to the ACEWM Research Networking programme in the identified priority areas for applicants from partner national and regional institutions on competitive basis.

## **2. ELIGIBILITY**

Applications must meet the following criteria to be accepted:

- The applicant must be an Assistant Professor and above (for academic institutions) and senior research scientist (for research institutions)
- The applicant must be an active research scientist in ACEWM partnering institutions and Academic /Research Units of Addis Ababa University in water-related fields
- Involved in teaching graduate courses in ACEWM and willing to continue her/his participation in teaching and supervision of MSc. /PhD student researches
- The applicant must have demonstrated collaborative research capacity measured by publication records and previous and current research grants
- The applicant must be willing to publish at least one paper in peer reviewed journal upon completion of the fellowship
- The applicant must identify host institution and submit letter of acceptance from host institution
- In order for the ACEWM/Partner institutions to benefit from the exchange, on completion of the fellowship applicants must return to their home institution. A signed letter from the home institution after this period is required as proof.
- Applicants visiting institutions in Africa, Europe, Middle East will be given priority. Applicants who wish to visit North and South America and East Asia will be considered only under special cases based on merit of their work
- The ACEWM Management Committee may decide to apply its additional criteria in addition to the above. For example, the Committee may decide that short visits are more beneficial to senior scientists, and that support for longer visits should be reserved for PhD student researchers.

### 3. DURATION

The visit should be from minimum of fifteen days to a maximum of one month. The availability of ACEWM grants will be openly advertised, using the means considered most appropriate by the Management Committee (advertising in mass media, email circulation, website, etc.)

### 4. APPLICATION PROCEDURE

Applicants are requested to submit **online** the ACEWM application form which can be accessed from the ACEWM website. Applications should generally include information listed below but additional information related to additional selection criteria may also be requested.

- A description of the proposed project work (see section 6) and the aim of the visit
- A curriculum vitae of two A4 pages
- List of courses offered or to be offered in ACEWM or proof of direct engagement in other core ACEWM activities
- Existing and future research areas to supervise MSc. and PhD students enrolled under ACEWM and to contribute to research and core lab related activities
- List of five most recent publications
- A letter of recommendation from someone familiar with the applicant's work
- A letter of acceptance from the host at the receiving institution
- Full address details of the prospective host(s)
- Proposed starting date

### 5. HOST INSTITUTION

The applicant should co-ordinate their application with that of the host (receiving) institute. The applicant must provide the name and contact details of their host supervisor. The host supervisor must submit an acceptance letter.

### 6. PROPOSED WORK

The research proposal should be well argued and written by the applicant. The proposal is subdivided in two parts: a 250-word summary, of the proposed activity and the significance of the proposed plus the research proposal itself, which must not exceed 1500 words (excluding references). The proposal should explain the background of the research project or academic activity and contain a detailed outline of the work to be performed at the host institute. No figures or tables may be included. References in the research proposal should include the complete list of authors followed by the title of the paper, year, journal or preprint server name and details on volume, page numbers, etc. Please keep in mind that all the research activities supported by the ACEWM Grant scheme must be in compliance with fundamental ethical and research integrity principles.

### 7. PRESENT WORK

The applicant shall submit synopsis of work performed at the home institute which should allow the ACEWM, in a brief and concise manner, to appreciate both the applicant's past experience and its relevance to the proposed research topic. Applicants must clearly communicate their career plans for the period following the short-term fellowship.

### 8. PUBLICATION LIST

In the publication list, applicants must indicate their three (or fewer) most important publications, i.e. the five primary research papers that in your view provided the most important and original Contributions to scientific knowledge.

## 9. ASSESSMENT CRITERIA

Applicant must score at least 70 % based on the following assessment criteria

No.	Criteria	Point (%)
1	Collaborative Research Experience (Number of grants during the past 10 years)	10
2	Quality of submitted research project (novelty, feasibility, depth, breadth)	20
3	Publication record	10
4	Involvement in ACEWM teaching, student supervision, admin and core lab activities	20
5	Relevance and capacity of the Host institution to undertake the proposed work (The suitability of the host institution for the proposed work and previous interactions with the applicant)	20
6	Actively collaborating academic unit within AAU	10
7	Work experience in Home Institution	10
	Total	100%

## 10. EVALUATION OF REPORTS

All reports should be submitted online within one month of the end of the visit. Scientific Reports should contain the following information:

- Purpose of the visit
- Description of the work carried out during the visit
- Relevance of the work to the ACEWM's research priority areas
- Description of the main results obtained
- Future collaboration with host institution (*if applicable*)
- Projected publications/articles resulting or to result from the grant (ACEWM must be acknowledged in publications resulting from the grantee's work in relation with the grant).
- Other comments (*if any*)

All reports will be evaluated within the ACEWM, normally by the subgroup delegated to recommend the awards, and if necessary, using external peer review. Unless other arrangements are agreed, the contents of reports will be considered as being in the "public domain" and may be used, suitably acknowledged, in the compilation of any reports compiled by ACEWM.

## 11. LEVEL (AMOUNT) OF AWARD

Exchange Visit Grants are provided on the basis of an allowance of 3000 USD (Three thousand USD) per month/750 USD (Seven Hundred Fifty USD) per week plus return ticket and other actual travel expenses up to a maximum of 200 USD. The grants do not cover health insurance and taxes contributions.

## 12. MODE OF PAYMENT

Upon receipt of the acceptance form (Letter), the ACEWM makes an advance payment of 80% of the allocated grant. The final payment will be made upon receipt at the ACEWM of the report, at least one paper submitted to peer reviewed journal and/or clear accomplished task at host institutions/signed host institution statement form(s) and original travel ticket(s). In the case of cancellation or unreasonable delay (six months or more), all advances must be returned to the ACEWM. If the length of the stay is shorter than the foreseen period, the grantee should reimburse to ACEWM the amount of unspent funds.

### **13. FINANCIAL RULES FOR TRAVEL COSTS**

**Air tickets** should be economy class (or at a lower rate if cheaper tickets are available). To benefit from the most economical fare, early booking is essential. The ACEWM will be responsible to make travel arrangement of applicant from and to home country.