**Access to the Elements for HESP portfolio review: Academic Fellowship Program (AFP) [July 17, 2014]**

1. Portfolio elements / Documentation

Following OSF Legal Counsel’s advice, HESP/AFP has issued fellowship contracts instead of individual grants since its inception. Therefore all of the records are kept in an user unfriendly software called Contract SQL. To make access easier to you and other colleagues involved in the portfolio review, Eniko’s team has organized and uploaded all relevant documentation on Box. As we discussed, a university department is our unit of analysis. We have chosen the following 14 departments for this review:

1. Department of Social and Cultural Anthropology, National University of Mongolia, Mongolia
2. Department of Political Science, University of Cyril & Methodius Skopje, Macedonia
3. Department of International Law, Baku State University, Azerbaijan
4. Gender Studies Program, Center for Social Sciences, Tbilisi State University, Georgia
5. Department of World Economy and International Economic Relations, Odessa National University, Ukraine
6. School of International Relations, Kyrgyz National University, Kyrgyzstan
7. Department of Political Science, University of Pristina, Kosovo
8. Faculty of Law, Mari State University, Russia
9. Department of Sociology, American University of Central Asia, Kyrgyzstan
10. Department of International Economic Relations, Tajik National University, Tajikistan
11. Gender Studies Program, Center for Postgraduate Interdisciplinary Studies, University of Sarajevo, Bosnia and Herzegovina
12. Department of Social Policy and Social Work Faculty of Special Talented Group, Azerbaijan State Economic University, Azerbaijan
13. Department of Political Science, National University of Kyiv-Mohyla Academy, Ukraine
14. Department of Social Work, Moldova State University, Moldova

The documentation for each department is saved in a separate sub-folder. The structure of the root folder and sub-folders is described [below].

All the documents are uploaded here: <https://osf.box.com/HESPAFPPortfolioReviewJuly2014> and can be accessed with the following password: hespafp2014.

**Structure of the elements for the portfolio review on BOX**

**I. Contract templates:** The different contract templates used for Returning and International Scholars (RS and IS) per academic years. Each academic year subfolder contains:

* RS\_Contract template
* IS\_Contract template

**II. Departments** (folder): There is one folder per each department of the 14 selected AFP partner departments. Under each department there is a breakdown by academic years. Within each academic year the following materials can be found:

**II.1. Departmental Development Plan.doc**: it is the proposal submitted by the department in the respective year for applying to or renewing partnership with AFP.

**II.2. Letter of understanding.pdf**: it is the agreement signed between OSF and the AFP partner department to set the official/ formal framework for the cooperation during the academic year.

**II.3. IS First name,** **last** **name** (folder): contains the materials connected to the International Scholar serving at the AFP Partner Department in the relevant academic year. This folder contains:

* IS\_ LAST NAME\_NR1 and NR2: narrative reports submitted by the International Scholar
* IS\_ LAST NAME\_WORKPLAN: the work plan prepared by the AFP Partner Department in cooperation with International Scholar for the relevant academic year.

**II.4. RS First name, name** (folder): these are separate folders on each Returning Scholar, contracted by OSF, who teach at the AFP partner department. These folders contain the following documents:

* RS\_LAST NAME\_NR1 and NR2: narrative reports submitted by the Returning Scholar up to 2010-2011 academic year.
* Academic Career Development Plan and Reflection paper are the two documents replacing the narrative reports as of 2011-2012 academic year.
* Professional Development Fund (folder): contains the proposal (Application Form) and related documents. **This sub-folder can be found only in the folder of those RS who applied for PDF.**

**II.5. Departmental Development Fund** (folder): is present only at departments which additionally applied to this scheme. The folder contains:

* Grant proposal – narrative
* Grant proposal – budget
* Report – narrative
* Report – financial
* Other: it may also contain other relevant documents like list of books or correspondence with the grantee.