



US-Russia Social Expertise Exchange Independent Professionals Project Initiative 2015-16 Application Instructions

In order to apply to be an independent professional, interested candidates must submit a two-part application: Part I: Application Form and Part II: Supporting Documents. Before proceeding with this application, candidates are strongly encouraged to read the Independent Professionals [section of the SEE website](#), the “[Independent Professional Project Initiative 2015-16](#)” document, the “[Frequently Asked Questions](#),” and this entire document.

The latest deadline for submission of Parts I and II is February 1, 2016 at 7:59AM Moscow Time (January 31, 2016 at 11:59PM Eastern Time). Applications will be reviewed on a rolling basis and early submissions are encouraged. Late and/or incomplete applications will not be considered.

PART I: APPLICATION FORM

Part I is a [digital form](#) that must be filled out and submitted in one sitting. All fields in this form are required. Candidates will not be able to save their answers and return to them later. As such, candidates should take care to collect all necessary information before inputting anything into this form. Candidates who have difficulties using or submitting the online application form may request assistance by emailing see@eurasia.org with the subject line “Indep_Prof_Help.”

PART II: SUPPORTING DOCUMENTS

Part II is a collection of eight supporting documents that must be submitted as separate attachments in an email to see@eurasia.org. Candidates must use the subject line “Indep_Prof_Firstname_Lastname” (example: Indep_Prof_John_Smith). Only documents in .pdf, .doc, or .xlsx format will be accepted. Candidates must label all documents “Firstname_Lastname_Doctype” (example: John_Smith_Resume).

The required supporting documents are listed below. For items 1-5, candidates must develop their documents according to the hyperlinked instructions and/or templates. Item 8 is only required for candidates who already possess a valid visa for travel to the counterpart country. Candidates without a valid visa should only submit seven supporting documents.

1. [Project Narrative](#)
2. [Budget Form](#)
3. [Budget Narrative](#)
4. [Project and Travel Timeline](#)
5. [Statement\(s\) of Support from Host Organization\(s\)](#)
6. Resume or CV of Candidate
7. Scan of Candidate Passport ID (photo page)
8. Scan of Valid Candidate Visa (if applicable)

The total size of the submission email and its seven attachments must be no larger than 10MB. Emails larger than 10MB will be rejected by the SEE server and returned to the sender. If you are unable to limit the total size of your submission email, please divide your materials into several emails. If you still experience difficulties in submitting your materials, please email see@eurasia.org.



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Glossary of Terms

- **Activities:** Actions or processes that lead to meeting the objective. One objective can have multiple activities.
 - *Examples: Hold in-person meeting to jointly develop implementation toolkit, conduct research experiment, attend conference, etc.*

- **Deliverables:** The products and/or services resulting from the completion of activities within a project. One objective can have multiple deliverables.
 - *Examples: toolkit created, article published, etc.*

- **Goal:** One-sentence statement encompassing the big picture of what you want the final impact of your project to be. The goal is much broader than objectives.
 - *Example: Improve public health in Countries X and Y.*

- **Objectives:** Specific and concrete performance measures that lead to the goal.
 - *Examples: Collaborate on a bilateral X-Y school lunch program to feed malnourished children*

- **Outcomes:** The intended or achieved short-term and medium-term changes in conditions or in the beneficiaries served by the project's activities and deliverables. Outcomes are impacts that are directly attributable to the project and occur after the completion of deliverables. Short-term outcomes include changes in knowledge, skills and or attitudes, while medium-term outcomes include changes in behavior.
 - *Examples: (#) number of schools in Countries X and Y now have free school lunch programs, providing (#) number of students with free lunch, reducing child malnourishment rates by (%) amount.*