

**Collaborating with the Center of Excellence in Biodiversity and
Natural Resources Management (CoEB)
University of Rwanda**

Positions:

- 1) Research Associate – only for UR academic staff

The following appointments are for non-UR staff:

- 2) Research Affiliate – non-student researcher seeking affiliation for research purposes, usually from within Rwanda
- 3) Research Fellow – a researcher seeking research affiliation, usually from outside Rwanda, as required by the research permitting process for foreign researchers in Rwanda
- 4) Center Fellow – senior professional collaborating with the Center in teaching, capacity building, training, or research, national or foreign

1) Definition of a Research Associate in the CoEB: A Research Associate is appointed from the academic staff of the University of Rwanda by the Principal. The Research Associate has a position in a department within a College of the UR, but will be available to offer scientific expertise and research assistance (consultancy help) to the CoEB as Research Associate through the staff member's workload allocation to research (see UR's Workload Policy). The appointment can fulfill the requirement for research as part of the academic staff member's performance contract and the exact workload (hours) allocated to the CoEB will be determined by the HoD, Dean and Principal where necessary. The candidate for Research Associate must hold a MS or PhD degree or have significant professional experience, and must have demonstrated exceptional ability to conduct independent research and to work well in research teams. Contributions of the Research Associate must be substantive and sustained in helping the CoEB achieve its mission. The Research Associate will be evaluated each year by the Director of the CoEB to determine achievement of the workplan goals established at the start of each year by each Research Associate.

The responsibilities of a Research Associate include:

- Serve as a principal investigator or team member on research grants, which may include data collection, data analysis, report writing, and manuscript preparation.
- Actively search for funding opportunities for CoEB projects, and write and submit at least two grant proposals per year.
- Publish at least one article in a peer-review journal per year based on research conducted as part of the CoEB research teams.
- Actively participate in workshops and conferences and represent the CoEB and UR
- Provide workshops or trainings to CoEB staff, nodes, partners and members to help build research capacity or scientific knowledge (as feasible).
- Participate in development of policy briefs (as feasible).
- Acknowledge support of CoEB in all publications, presentations, grant proposals, research projects and other activities done in collaboration with CoEB.
- Attend CoEB weekly staff meetings when possible, review minutes of meetings, and stay abreast of and contribute to CoEB monthly activities.

- Give at least one CoEB Research seminar per year, and attend the seminars when possible; suggest speakers for the seminar series to CoEB staff.
- Mentor junior CoEB staff and interns.
- Prepare an annual workplan for engaging with the CoEB according to the responsibilities listed above.

Research Associates appointed to the CoEB will develop an annual workplan to meet these responsibilities, specific to the expertise and goals of the staff member and CoEB needs. The Research Associates will be evaluated annually by the CoEB Director following the responsibilities and workplan:

- Number of research proposals written either alone or in a team
- Number of successful research proposals (funds obtained)
- Number of research projects participated in, including any of the following: data collection, data analysis, writing of final report or manuscript
- Number articles published and their journal titles
- Number of policy briefs completed, both individually and in teams and their titles
- Number of workshops or conferences participated in for the CoEB
- Number of workshops offered to CoEB and partners for capacity building (if feasible)
- Number of CoEB research seminars attended
- Number of CoEB staff or interns mentored and in what capacity
- Other key contributions to the CoEB in any area

2) Definition of a Research Affiliate at the CoEB: A Research Affiliate is a limited-term appointment that is funded by a research grant or other external source of funding from a national or international university, college or institution other than the University of Rwanda. The Research Affiliate does not become a staff of the UR, but becomes affiliated with UR through the CoEB for the purposes of working on specific research projects. Eligible applicants for Research Affiliate may include faculty or staff from institutions who share research interests with CoEB, independent researchers, consultants, agency or staff workers with shared research or conservation efforts with CoEB who wish to conduct research or projects through the CoEB.

Contributions of the Research Affiliate must help the CoEB achieve its mission. Contributions of the Research Affiliate are conducted under the direction of or in collaboration with the CoEB Director or a CoEB Research Associate.

The responsibilities of a Research Affiliate may include:

- Conduct collaborative or independent research with CoEB Research Associates and staff.
- Co-advise a student with the CoEB Director or a CoEB Research Associate.
- Participate in joint programs with CoEB.
- Deliver guest lectures, workshops or assist in outreach activities for the CoEB.
- Participate in development of policy briefs.
- Supervise or serve as a committee member for BSc, MSc or PhD students working with the CoEB.
- Acknowledge CoEB and UR in all publications, presentations, grant proposals, research projects and other activities done in collaboration with CoEB.

3) Definition of a Research Fellow. A Research Fellow is a limited-term appointment that is funded by an endowment or research grant from a national or international university, college or institution. The Research Fellow is only for a currently enrolled MS or PhD student or post-doctoral researcher, not necessarily through UR, who is supervised by a senior scholar at their home university, and whose work fits within the mission of the CoEB or is being done in collaboration with the CoEB or its members. The Research Fellow does not become a staff member of the UR. Rwanda requires that visiting researchers from outside Rwanda affiliate with an institution in Rwanda during the time of their research in Rwanda; the CoEB Research Fellow position is appointed to these individuals.

The responsibilities of a Research Fellow include:

- Conduct collaborative or supervised research with CoEB staff or members.
- Deliver guest lectures, workshops or assisting in outreach activities as is reasonable.
- Acknowledge support of CoEB and UR in all publications, presentations, grant proposals, research projects and other activities done in collaboration with CoEB.

4) Definition of a Center Fellow. A Center Fellow is a non-salaried appointment intended to provide for short-term or intermittent visiting scholars and scientists of distinguished standing who wish to contribute to the mission of the CoEB and collaborate with staff. The Center Fellow differs from Research Fellows in that the Center Fellow will have a strong reputation in his/her field, and have publications, awards or other acknowledgements of demonstrated achievements in the field, and the focus of their affiliation with the CoEB need not be focused solely on research. Center Fellows collaboratively contribute to teaching, training or outreach activities to help build capacity in CoEB staff, nodes, partners, affiliates and associates, or to pursue research in collaboration with CoEB staff and Research Associates.

The responsibilities of a Center Fellow include:

- Provide a critical service to help further the mission of the CoEB.
- Acknowledge support of CoEB and UR in all publications, presentations, grant proposals, research projects and other activities done in collaboration with CoEB.

Benefits of becoming a CoEB Research Associate, Affiliate, or Fellow:

- Access to CoEB staff, when feasible, for technical assistance, proposal development, data collection, assistance in field site access, report and publication support etc. (especially for early career researchers).
- Access to the CoEB network of staff, nodes, partners, associates and affiliates for collaborative research and projects.
- Access to CoEB facilities (office space, internet) and University of Rwanda laboratories and libraries, as feasible.
- The right to display the CoEB logo on website or other materials.

- Invitations to all CoEB events including the bi-weekly research seminars, training and workshops.

Applying for one of these positions at the CoEB:

Interested persons may self-nominate for an appointment or be nominated by a current associate or affiliate at any time during the year. Nominations should be submitted to the Director of the Center (CoEB@ur.ac.rw), and should include:

- A description (no more than two pages) of the candidate's "substantial connection to the core research themes of the Center" where the candidate's accomplishments and projects within the field of tropical biodiversity conservation and natural resources management are highlighted.
- A statement of how the candidate anticipates their affiliation with the Center will be useful to both the candidate and the Center.
- A current CV.
- A link to the candidate's professional website (optional).
- Indicate which position is being requested.
- The Center Director will receive the nomination and deliver the required materials to a Selection Committee, and status will be granted upon approval by a majority of the Committee. Should the candidate not be granted the status, they will be provided with an explanation.

Terms of Renewal for all positions

Research Associates will be evaluated annually according to their annual workplan and expected responsibilities in the CoEB; constructive feedback will be provided. The CoEB wishes to retain and support Research Associates who are more than 'paper' associates; they must make consistent and strong contributions annually to meeting the CoEB mission and goal.

All other appointments will be invited to renew their membership annually by submitting a short description (no more than one page) of their ongoing research or other activities in tropical biodiversity conservation or natural resources management, and a brief account of their active involvement with Center activities over the previous period of membership, including publications and reports acknowledging the CoEB/UR affiliation, and any grants obtained for collaborative work with the CoEB. The CoEB may choose to deny renewal if there is no clear evidence of mutual benefits.