



Indo-U.S. Fellowship for Women in STEMM

(Science, Technology, Engineering, Mathematics and Medicine)
(WISTEMM)

Guidelines/ Terms & Conditions for Women Overseas Student Internship Program Module

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A. Introduction & General Guidelines:

1. Department of Science and Technology (DST), Government of India and Indo-U.S. Science and Technology Forum (IUSSTF) jointly announce “**Indo-U.S. Fellowship for Women in STEMM (WISTEMM)**” (*Science, Technology, Engineering, Mathematics and Medicine*).
2. **Objective** of the program is to provide Indian Women Scientists, Engineers & Technologists opportunities to undertake international collaborative research in premier institutions in U.S.A. to enhance their research capacities and capabilities in global perspective.
3. Through this program, women fellows would get an exposure to the American scientific community and their contemporary research, means & methodologies.
4. The program has two modules for **Bright Indian Women Resident Citizens:**
 - i. **Women Overseas Student Internship:** Between 21 to 35 years (as on **the last date of application**)
 - ii. **Women Overseas Fellowship:** Between 27 to 45 years (as on **the last date of application**)
5. **Duration of the program will be between 3 – 6 months.**
6. **Proposed area of work** may include:
 - i. Agricultural Sciences
 - ii. Atmospheric and Earth Sciences
 - iii. Chemical Sciences
 - iv. Cognitive Sciences
 - v. Computational Sciences & IT
 - vi. Engineering and Technology
 - vii. Life Sciences
 - viii. Mathematical Sciences
 - ix. Medical Sciences
 - x. Physical Sciences
7. **Funding support extended would include Monthly Stipend, Return Airfare, Health Insurance and Contingency** (details given in Section C, Point 4)
8. Candidate **herself has to correspond with the proposed host institute** in the U.S.A. for her visit.
9. Candidate is required to produce evidence, in the form of a **letter of acceptance/ Certificate** on the letter head of the U.S. host institute, duly signed by the host mentor/competent authority of the host institute.

10. Letter should also include the merits/uniqueness of that host institute in the proposed area of research.
11. There should be willingness on the part of the American Institute to accept and extend necessary support to the candidate for the work proposed.
12. Expenses incurred for the fellowship purposes have to be supported with vouchers/receipts and have to be submitted during the settlement of the award grant. Expenditure should be incurred strictly in accordance to the guidelines. **Re-appropriation of Heads of expenditure will not be admissible.**

Note: No bench fees/institutional allowances/research allowances/ overheads can be paid to the U.S. institution from the fellowship grant.

13. Department of Science and Technology (DST), Govt. of India and Indo-U.S. Science and Technology Forum (IUSSTF) have to be **duly acknowledged in all publications, presentations etc.** emanating from the Indo-U.S. Fellowship for Women in STEMM (*Science, Technology, Engineering, Mathematics and Medicine*).

B. Objectives:

1. To provide opportunities **to bright Indian women students and scientists** to gain exposure and access to excellent research facilities in U.S. academia and labs.
2. **To promote research and capacity building** for Indian women students and scientists in different frontline areas of Science, Technology, Engineering, Mathematics and Medicine (STEMM).
3. To pave way for the next generation **Women Scientists and Technologists from India to interact with American peers**, thus helping to build long-term R&D linkages and collaborations.
4. **To encourage, motivate and provide opportunity to the outstanding women** in their respective research areas.

Selection:

1. Selection Committee will be constituted to examine the proposals and give their recommendations.
2. Selection will be made on the basis of research proposals submitted by the applicant. The Selection Committee will evaluate the proposals on the basis of the applicant's credential in terms of academic background, credentials of host mentor & host

institute, value of outcome expected, research output in terms of publication (as applicable), capacity building and creation of some good research groups.

3. The committee would select **top 10 candidates** under the **Women Overseas Student Internship** and **top 10 candidates** under the **Women Overseas Fellowship modules** respectively.
4. Candidates who have availed any other overseas fellowship for a period of more than three months through any Government/public funding agency during last five years will not be considered for this fellowship and an **Undertaking to this has to be submitted by the candidate**.
5. **Awardees should commence their travel within four months from the date of award announcement.** No request for a waiver on any account shall be considered thereafter (*other than the cases where J1 U.S. visa is delayed due to Administrative issues*).
6. Once the award has been made, **no change** in the Title of the Proposal, name of the Host Institution or Principal Investigator or Fellowship Duration shall be permitted under normal circumstances.

Acceptance by the fellows:

Selected candidate shall submit acceptance as stated under the Terms & Conditions that in case, the fellow does not come back or discontinue the fellowship in midway; the entire amount will be treated as a Loan and she will be liable to repay the amount back to the grantee.

C. Module I: Women Overseas Student Internship Guidelines

1. **Eligibility:** Indian women applicant currently pursuing Ph.D. degree in Basic Sciences, Engineering or Technology including Agricultural and Medical Sciences on a full-time basis at any recognized academic institution/R&D institute/university in India. No Objection Certificate (NoC) has to be provided by their Parent Institute (Format indicated).

*(Note: Students currently enrolled in the first year of their Ph.D. degree or students who have submitted their thesis or likely to submit their thesis within next three months from the last date of online submission are **not eligible**).*

2. **Age:** Between 21 to 35 years (as on **the last date of application**)

3. **Duration of the Internship:** For a period of 3-6 months.

4. **Nature of Support** will include :

- i. Monthly stipend of \$ 2,500
- ii. Air Fare up to \$ 2,500
- iii. Health Insurance of up to \$ 500
- iv. Contingency up to \$ 1000

5. **Documents to be submitted:**

- i. Two recommendation letters from Referees (such as Ph.D. Supervisor, Faculty/Mentor, Senior Scientist, Professor, Head of Institute/Department etc.)
- ii. Acceptance Letter/Certificate from host institute in the United States, as per the format indicated*. The letter should also include the merits/uniqueness of that host institute in the proposed area of research.
- iii. No-Objection Certificate from the parent institution as per the format indicated**
- iv. CV of the U.S. Host/Mentor along with list of best publications in the proposed area of work
- v. Latest marks sheet/ Ph.D. transcripts
- vi. CV of the applicant with a current photo (not more than 4 pages)
- vii. Proof of Research work in nationally or internationally recognized academic journals of the applicant (along with PDF upload of the two best publications), if any.
- viii. Proof of Date of Birth (Scan copy of the supporting document, e.g. Birth certificate/ 10thclass certificate/Passport copy)

***ACCEPTANCE LETTER/ CERTIFICATE BY THE HOST INSTITUTE**

Certify that Ms. _____ if given ***Women Overseas Student Internship under the Indo-U.S. Fellowship for Women in STEMM***, she will be provided office and laboratory space, access to equipment and library facilities etc. for implementing the research project proposal submitted by her under this fellowship.

Date:

Place:

(Signature of the forwarding authority along-with the seal):

****NO-OBJECTION CERTIFICATE**

(To be given on the official letterhead of parent institution/organization in following format)

This is to certify that _____ (name of the institution/university) has no objection to the consideration of an application for ***Women Overseas Student Internship Award under the Indo-U.S. Fellowship for Women in STEMM*** from Ms. bonafide (Degree name, Pursuing Year) currently pursuing in the (Name of the department/institute/ organization) to undertake a research internship for a duration of ... months in the U.S. at (Name of the U.S. University/ laboratory).

This is also hereby clarified that the student, Ms. _____ (Name of the candidate) will be permitted to complete her course/thesis requirements as per the Institute norms after her return.

Place:

date:

(Head of Institution/Organization):

Official seal:

**** (No changes in the NoC format are allowed.)**

D. Terms & Conditions for Women Overseas Student Internship

- (i) The individual availing Women Overseas Student Internship award under the Indo-U.S. Fellowship for Women in STEMM would be called as “**Indo-U.S. Fellowship for Women in STEMM Overseas Student Intern**” or “**Indo-U.S. WISTEMM Intern**”.
- (ii) Indo-U.S. *WISTEMM* Intern will be entitled to a **Stipend** of US\$ 2,500 per month.
- (iii) The Indo-U.S. *WISTEMM* Intern will be entitled to a comprehensive **Health Insurance** up to US\$ 500 cover for the duration of the internship.
- (iv) The U.S. federal regulations stipulate that Exchange Visitors/ Students have adequate health insurance cover during their stay in the U.S. It is critical that the insurance plan taken by the Indo-U.S. *WISTEMM* Intern meets the minimum insurance coverage requirements of the U.S. Host University. The Insurance cover rates vary according to the age of the Intern and the duration of their stay in the United States. The Medical Insurance cover has to be obtained by the Indo-U.S. *WISTEMM* Intern as per the Host University guidelines within the limit prescribed as part of Indo-U.S. *WISTEMM* Award. **If the Health Insurance budget exceeds, any additional amount have to be borne by the Indo-U.S. WISTEMM Intern herself.**
- (v) The Indo-U.S. *WISTEMM* Intern will be entitled to a **Contingency** up to US \$ 1,000 to cover expenses including orientation, mentorship, field trips, U.S. visa and airport transfers in India and U.S.A. The expenses incurred needs to be supported with vouchers/receipts during the settlement of the award grant.
- (vi) The Indo-U.S. *WISTEMM* Intern will be entitled to airfare of up to US \$ 2,500.
- (vii) **Air-tickets** for all the selected Indo-U.S. *WISTEMM* Interns would be provided directly by the IUSSTF Travel Desk (traveldes@indousstf.org) by economy class and shortest route from their place of work in India to the U.S. host institute and back. Normally as per IUSSTF rules, reimbursements will not be provided for air-tickets purchased directly but under some exceptional circumstances IUSSTF may consider reimbursements as per the approved budget or actuals, whichever is less. **IUSSTF should be informed for ticketing at least 6 weeks before the date of travel.**
- (viii) The fellowship grant would be disbursed to the Indo-U.S. *WISTEMM* Intern **through her Parent institution** in India. 90% of monthly stipend of the approved number of months along with 50% of Health Insurance and 100% Contingency grant would be disbursed as an advance grant. Balance 10% of the stipend amount, 50% of the Health Insurance would be settled at the time of the

final UC/SE settlement, submission of the Internship Completion Report and other supporting documents. Parent Institution would be responsible for necessary foreign exchange disbursements against the grants provided by IUSSTF.

- (ix) The grants as per the Award letter will be released based on the prevailing foreign exchange rate. Any difference in exchange rate will only be reimbursed by IUSSTF after the completion of the fellowship visit and on submission of UC/SE supported by foreign exchange conversion receipts. There will be a restriction on the maximum number of **Foreign Exchange Conversions** during the entire duration of fellowship as follows:
- For 1-3 months - one conversion
 - For 4-6 months - two conversions

Any additional conversions have to be borne by the Indo-U.S. *WISTEMM* Intern. Accordingly, the financial authority concerned at the Parent Institution should confirm to the above.

- (x) In order to facilitate the advance grant transfer the Indo-U.S. *WISTEMM* Intern is requested to provide the **Banking Details** of her Parent Organization (format would be provided before the Fund Disbursement):
- Name of the Beneficiary
 - Account Number
 - Account Type
 - Bank Name and Address
 - IFSC/RTGS Code number
 - MICR No.

- (xi) **Visa arrangements are to be made by the candidate directly.** The Indo-U.S. *WISTEMM* Intern has to apply for J1 visa. The IUSSTF *WISTEMM* Award letter can be used as a supporting document for the J1 visa application along with necessary documents from host institution i.e. the DS- 2019 form & an invite letter.

- (xii) Once the award has been announced, the Indo-U.S. *WISTEMM* Intern should not deviate from approved Title of the Proposal or identified Host Institution or Principal Investigator or Internship duration under normal circumstances.

- (xiii) The Indo-U.S. *WISTEMM* Intern will abide by the conduct, rules & regulations of the U.S. Host Institution and Country. IUSSTF will not be responsible for any contravention.

- (xiv) During the interim period (between the submission and till the results are announced), if the candidate gets the opportunity to visit overseas either personally or officially it should be notified to IUSSTF immediately.
- (xv) **Time frame for availing the fellowship:** Awardees have to commence their travel within four months from the date of the award announcement. No request for a waiver on any account will be considered thereafter. Failure to commence the fellowship within the stipulated period would cause the candidate to forfeit the Fellowship opportunity.
- (xvi) Ordinarily, the Indo-U.S. *WISTEMM* Intern is bound to utilize the complete duration of the approved internship. No deviations would be permissible. In case the Indo-U.S. *WISTEMM* Intern stays beyond the approved internship period, there will be no financial commitments/liabilities of IUSSTF.
- (xvii) In case of any emergency, IUSSTF may consider the request of the Indo-U.S. *WISTEMM* Intern to shorten the duration of the internship. If Indo-U.S. *WISTEMM* Intern is cutting-short her approved internship duration, stipend amount will be settled only for the actual duration of stay in the United States on a pro-rata basis.
- (xviii) Within 8 weeks of completion of the internship, the Indo-U.S. *WISTEMM* Intern must submit a detailed Internship Completion Report to IUSSTF along with other necessary documents (Utilization Certificate/Settlement of Expenditure) etc. towards the settlement of award grant in the prescribed formats.
- (xix) **Termination/Foreclosure cases:** As per rules of the program, selected fellow must accept the Indo-U.S. *WISTEMM* terms & conditions stating that the internship would be treated as a grant-in-aid if the Indo-U.S. *WISTEMM* Intern returns to India after the successful completion or else it will be treated as a loan to Indo-U.S. *WISTEMM* Intern who do not come back or discontinue the internship midway.
- (xx) All grant-in-aid awards are subject to availability of funding, either from internal resources or from external agencies, as the case may be. IUSSTF is not responsible if the Funding Agency, at any given point of time, withdraws the funding support to the Program due to unforeseen exigencies; or for any delays in fund release arising due to delayed receipt of funds from the Funding Agency.
- (xxi) No damages, direct or indirect, caused due to any eventualities during work, stay and travel, such as an accident, injury or illness shall be attributed to IUSSTF during the course of implementation of the Award or any period preceding/succeeding the Award.

(xxii) IUSSTF reserves the right to amend its policies and priorities anytime, depending on circumstances, and such decisions shall be binding for all Awards.

(xxiii) With issues pertaining to conflict of interest or any other disputes, decision will be made on case-to-case basis in consultation with DST. **Decision of Secretary, DST in all cases shall be final and binding.**

(xxiv) As the Indo-U.S. Fellowship for Women in STEMM Award is funded by the Department of Science and Technology (DST), Govt. of India; the Indo-U.S. *WISTEMM* Intern will be governed by the DST/IUSSTF overarching framework of prevailing regulations and policies (such as the Open Access Policy) to the extent applicable.

Acceptance of Women Overseas Student Internship Award under Indo-U.S. Fellowship for Women in STEMM by Indo-U.S. WISTEMM Intern

1. I have read the Terms & Conditions governing the Women Overseas Student Internship Award under the Indo-U.S. Fellowship for Women in STEMM as stated above and accept the same.
2. I abide by the terms and conditions laid by IUSSTF towards the utilization of grants and completion of the internship award.
3. I hereby undertake that I have not availed any other overseas fellowship to U.S.A. through any Government/public funding agency for a period of more than three months during last five years.
4. I hereby declare that the details furnished in my application for Women Overseas Student Internship Award under the Indo-U.S. Fellowship for Women in STEMM with DST/IUSSTF are true and correct to the best of my knowledge and belief. I undertake to inform you of any changes therein, immediately.

In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it and the fellowship would be cancelled or withdrawn by the competent authority, as per the rules.

(Signature):

Name:

Date:

Place:

E. Format for Online Submission of Student Internship Application
(only for reference purposes)

2nd Batch: Indo-U.S. Fellowship for Women in STEMM
Women Overseas Student Internship

WISTEMM_Internship_Year_ Application Reference No.

Section-1: Basic Information

1. Name of the Applicant:

2. Contact details:

- Present Postal address:
- State:
- Pin Code:
- Phone number (Landline): _____
- Mobile No.: _____
- Alternate Mobile No.
- E-mail:

3. Age as on the last date of application: _____ (between 21 to 35 years)

- **Date of Birth (dd/mm/yy): _____**

4. Marital Status: _____

5. A. Are you currently pursuing a Ph.D. Degree program? (Yes/ No)

If yes:

- Date of Registration:
- Expected date of Completion:

If No: You are not eligible to apply under the WISTEMM program.

B. Affiliated Institute Name:

- Institution Address:
- State:
- Pin Code:
- Institution Phone number:
- Contact Email address:

6. Educational Qualifications *(Details should be provided from Undergraduate courses onwards only)*

Examination passed	University/ Board	Institute/ College/ School	City	Duration of the course <small>(from mm/yy to mm/yy)</small>	Subjects studied/ Specialization	Percentage/ CGPA

7. Honours and awards received:

8. Employment history (if any) (Please provide details of your work experience starting with the current organization to previous organizations in reverse chronological order):

Name and Address of the Organization	Designation and Department	Duration (from mm/yy to mm/yy)	Brief job description/Nature of work

9. Passport details (*Radio buttons Yes, Applied for, Not applied as yet*)

- **Yes:**
 - Passport No.:
 - Place of issue:
 - Date of issue:
 - Date of expiry:
- **Applied for**
- **Not applied as yet**

Section-2: Technical Details

1. Title/Topic of the Proposed Research proposal to be done under the WISTEMM program: (300 characters)

2. Title/Topic of your current PhD thesis: (300 characters)

3. Details of the Project Guide /Doctoral Supervisor in India:

- Name:
- Designation:
- Department:
- Institute Name:
- Postal address:
- State:
- Pin:
- Phone number:
- Email Id:
- Web URL:

4. Details of the Host Mentor in the USA:

- Name:
- Designation:
- Department:
- Institute Name:

- Postal address:
- State:
- Phone number:
- Email Id:
- Web URL:

5. Broad subject area (Drop down):

- Agricultural Sciences
- Atmospheric and Earth Sciences
- Chemical Sciences
- Cognitive Sciences
- Computational Sciences & IT
- Engineering and Technology
- Life Sciences
- Mathematical Sciences
- Medical Sciences
- Physical Sciences

6. Sub-subject area (within the above area) (40 characters):

7. Proposed duration of the internship (in months):

(Introduce a ticker flashing: "The duration of the internship will be for a period of up to 3-6 months.")

8. Brief summary of your current area of research work (not exceeding 500 words):

9. Research work proposed to be done under this fellowship program including (Highlighting the below points, not more than 1000 words)

- Objectives
- Timeline
- Methodology
- Specific need for the joint work (should not be confined only to access to instrumental facilities)
- Outcomes expected and its relation to present state of knowledge in the field
- Mutual scientific benefit to be accrued to both sides
- Follow up activities that may emerge towards a sustained collaboration

10.State other relevant aspects which may be useful for the reviewer to make a qualitative judgment on the application (max. 250 words):

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11.Details of international internships/fellowships availed in the past, if any:

Name & address of Overseas Institute	Duration (from mm/yy to mm/yy)	Agency who sponsored the Visit	Brief objective of the work done	Achievement/Outcome

(Introduce a ticker flashing: "The candidates who have availed any other overseas fellowship to USA for a period of more than three months through any Government/public funding agency during the last 5 years will not be considered.")

12.Details of applications made/ pending for any other international fellowships:

Name & address of Overseas Institute	Duration (Months)	Agency	Brief objective of the work done

13.List of publications in peer-reviewed journals (max 5):

Authors	Year	Title of Paper	Journal name; Volume; Page; Impact factor

14.List of papers presented in conferences (Best 3):

Authors	Year	Title of Paper	Name of the Conference

15. References (Please furnish details of persons who can provide an assessment of your suitability for this fellowship. The references should be provided on the official letter-head of the referee. Atleast one reference should come from your Ph.D. guide/supervisor).

Details	Reference 1	Reference 2
Name of Referee		
Designation		
Organisation		

Email id		
Phone Number		
Relationship with Applicant		

16. Supporting Documentation check-list:

Current Ph.D. Degree transcripts/ last marks	
First Reference letter from Ph.D. Supervisor/ Faculty/ Mentor, Senior Scientist, Professor, Head of Institute/Department etc. on their official letterhead	
Second Reference letter from a Faculty/ Mentor, Senior Scientist, Professor, Head of Institute/Department etc. on their official letterhead	
NoC from the Institute/Organisation	
US Host Acceptance letter	
CV of the U.S. Host/Mentor along with list of best publications in the proposed area of work	
CV of the applicant with current photo (not more than 4 pages)	
Proof of Date of Birth	
Passport Scan Copy (First and Last Page)	
Other document (if any)	

Acceptance Letter/ NoC documents should be, as per formats indicated in the program guidelines (visit www.iusstf.org)

17. List of documents attached

Declaration: I hereby declare that the details furnished in my submitted application for Women Overseas Student Internship Award under the Indo-U.S. Fellowship for Women in STEMM with the DST/IUSSTF are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it and the fellowship would be cancelled or withdrawn by the competent authority, as per the rules.

Name:

Place:

Date: