



**THE LEE SCHIPPER MEMORIAL SCHOLARSHIP FOR SUSTAINABLE  
TRANSPORT AND ENERGY EFFICIENCY**

**ACTION:** Program guidance.

**DATES:**

Expressions of Interest (Eol): Eols are due no later than **November 23, 2016**. The Board encourages earlier submission of Eols. A short list of approximately ten (10) Eols will be invited to submit a full application.

Applications: Applicants whose Eols have been selected will be given a period of four weeks to prepare and submit a full application.

**SUPPLEMENTARY INFORMATION:**

**Table of Contents**

Overview

1. Scholarship Opportunity Description
2. Award Information
3. Eligibility Information
4. Application and Submission Information
5. Award Administration Information
6. Questions and Clarifications

**SECTION 1: SCHOLARSHIP OPPORTUNITY DESCRIPTION**

**1.2 Scholarship Goals**

The Schipper Family and EMBARQ, the sustainable urban mobility initiative of WRI Ross Center for Sustainable Cities, in cooperation with leading scholars and policy makers, spearheaded the creation of a Scholarship in memory of Leon J. Schipper (“Lee” or “Mr. Meter”).

The “Lee Schipper Memorial Scholarship for Sustainable Transport” supports the momentum of Lee Schipper’s contribution to the enrichment of the international policy dialogue in the fields of sustainable transport and energy efficiency. Lee Schipper, international physicist, researcher, musician and co-founder of EMBARQ, inspired and shaped the thinking of a generation of students and professionals and was widely recognized for enriching policy dialogue with his passion for data and challenging conventional wisdom.



The Scholarship is aimed at expanding the contributions to research and policy dialogue in the field of sustainable transport and energy efficiency. In memory of Lee’s work, the Scholarship will support initiatives triggering and catalyzing transformative research and policy papers. The Scholarship will place a special emphasis on “iconoclastic” contributions (challenging conventional wisdom) that have clear, transformative outputs and contribute to measurable changes. The scholarship will support proposals that span different stages nurturing policy dialogue including:

- Data collection and data quality
- Diagnosis through data analysis (qualitative and quantitative)
- Policy analysis and evaluation
- Interdisciplinary and international comparative analysis

The Scholarship is aimed at supporting young individual researchers and students in their pursuance of the enrichment of policy dialogue consistent with Lee Schipper’s contributions. The Scholarship will be international in nature with no geographical restrictions (developed vs. developing countries). This approach is consistent with Lee Schipper’s work, which spanned broadly geographically and across sectors.

The Scholarship is governed by an Advisory Board of selected experts in the field and will be managed under the umbrella of the World Resources Institute Foundation. The scholarships will be awarded through a transparent process with strong governance procedures.

## 1.1 Selection Process and Priorities

### 1.1.1 Expressions of Interest (Eol)

The application process begins with an Eol. The Eol is a simple form intended to give the Board an early assessment of the topic proposed and applicant background and affiliation. It also allows the Board and prospective potential applicants to start a collaborative process for ensuring early Scholarship success. Eols should be submitted as early as possible, but no later than **November 23, 2016**. The Board considers the Eols to be an essential component of the application submission and decision making processes. The Board will work with pre-applicants if necessary during the period prior to the Eol deadline to ensure eligibility and appropriateness of application, if applicable. Once an Eol is received, it will proceed through a two-step process:

- Screening for completeness and eligibility (both applicant and research proposal eligibility);
- Selection of short list of Eols



It is expected that approximately ten (10) Eols will be shortlisted and asked to submit a full application. Eols will be shortlisted based on broad criteria that will include its consistency with Lee Schippers's contributions, the merits of the research topic, applicant merits and the prospective application’s probability of success.

1.1.2 Application Screening

Applicants whose Eols have been selected will be given a period of three to four weeks to prepare and submit a full application. To give prospective applicants adequate time to complete their applications (while incorporating any guidance clarifications or revisions), the Board reserves the right to adjust application dates. Once an application is received, it will proceed through a three-step process:

- Screening for completeness and eligibility (both applicant and research topic eligibility, and to ensure that the application provides complete and sufficient information for the evaluation process);
- Evaluation panel review process, applying “evaluation criteria;” and
- Final review and selection, applying “selection criteria.”

1.1.3 Application Evaluation Criteria

Eligible applications will be individually reviewed and assessed against three (3) evaluation criteria – organized into several sub-criteria each – as detailed below. For each of the applicable criteria, the application will be assigned a rating of between zero and five points, based on the application’s fulfillment of the objectives of each criterion. These individual criterion ratings will then be accounted according to priority of criteria (weight), to arrive at an overall rating for the application.

The Board will require a rigorous analysis of the applications. Applicants must provide requested information with the best possible clarity and conciseness in order to ensure adequate assessment of applicants’ merits.

**EVALUATION CRITERIA**

<b>Evaluation Criteria</b>	<b>Factors</b>
1. Topic merits towards a transformational outcome in sustainable transport	<ul style="list-style-type: none"> <li>▪ Creation of innovative, transformational outcome (“real outcome”)</li> <li>▪ Consistency with Lee Schipper’s Contributions (quality data collection and sound methodology; Diagnosis through data analysis (qualitative and quantitative); Policy analysis and evaluation; Interdisciplinary and international comparative analysis) as means to a transformational outcome</li> <li>▪ Alignment with sustainable transport</li> </ul>



2. Applicant merits	<ul style="list-style-type: none"> <li>▪ Affiliation</li> <li>▪ Academic background</li> <li>▪ Research background (previous contributions)</li> <li>▪ References</li> </ul>
3. Application feasibility merits	<ul style="list-style-type: none"> <li>▪ Realistic and feasible scope, schedule of activities and budget</li> <li>▪ Readiness of project to be commenced</li> <li>▪ Likelihood of research topic's anticipated merits</li> </ul>

#### 1.1.4. Application Selection Criteria

These criteria will be applied to select the final candidate. Once the full applications are evaluated against their merits based on the evaluation criteria above, the Board will select a final application based on selection criteria (one of them being the score out of the evaluation criteria). The applications will collectively be reviewed by the Board to ensure consistency and to balance projects against Scholarship priorities and schedule. The table below summarizes these additional selection criteria.

#### SELECTION CRITERIA

<b>Selection Criteria</b>
<ol style="list-style-type: none"> <li>1. Merits associated with the evaluation criteria</li> <li>2. Geographical diversity and equity of applicant and application</li> <li>3. Likelihood of Scholarship Award success</li> <li>4. Visibility of the Scholarship Award outcome</li> </ol>

### SECTION 2: AWARD INFORMATION

#### 2.1 General Award Information and Anticipated Award Amount

The Board anticipates making an award of up to US \$10,000. The Board is choosing to award through this solicitation an amount that will allow for potential future rounds of solicitations and awards, which occur after 2017. There is no predetermined allocation between this and any future solicitations; all such distributions will cumulatively reflect the nature and timing of the selected applications and the available endowment for the Scholarship Program.

### SECTION 3: ELIGIBILITY INFORMATION



Applications will be required to meet minimum requirements in terms of applicant eligibility and research project eligibility.

To the extent that an application's substance exceeds the minimum eligibility requirements described below, such qualifications will be considered.

### **3.1 Eligible Applicant Types**

Eligibility for the Scholarship Program is dependent on applicant and application requirements.

Applicants are eligible if they are young individual researchers. For the purposes of this Scholarship, a young individual researcher is a researcher that has five or fewer years of experience since his or her last academic degree (Masters or PhD) and is not older than 35 years at the time of submission of the EoI (born on or after November 23, 1981).

The applicant must be a young individual researcher affiliated with an academic institution or with a research institution (public, private or not-for-profit).

- Researchers affiliated with academic institutions will be Masters or PhD students at the time of submission of the EoI
- Researchers affiliated with research institutions will need to demonstrate that the research institution has been a legal entity for one year at the time of the EoI, and that the research institution has a track record of published, peer reviewed publications.

### **3.2 Cost Sharing and Matching**

The Scholarship share of the costs will be a lump sum for up to 100 percent of the costs for the proposed research project, but no more than US \$10,000.

### **3.3 Eligible Projects**

EoIs and Applications must be for eligible research projects. These include the following requirements:

- Topic must be related to Sustainable Transport.
- The topic(s) must be consistent with Lee Schipper's main work areas in Sustainable Transport, this is:
  - Data collection and quality,
  - Diagnosis through data analysis (qualitative and quantitative,)
  - Policy analysis and evaluation,



- Interdisciplinary and international comparative analysis
- The research project has not been published or submitted to a journal
- The research topic will be ideally completed by October - November 2017 – please indicate completion date if you are not able to comply with the date above

### 3.4 Other Prerequisites

In general, applications must meet the following additional prerequisites:

- Applications must be submitted in English;
- Applications must be complete;
- The research project must result in *independent utility*<sup>1</sup>.

## SECTION 4: APPLICATION AND SUBMISSION INFORMATION

### 4.1 Applying Online

Based on the criteria above, WRI Ross Center for Sustainable Cities will set up a user-friendly online form on their website.

### 4.2 Content and Form of Application

#### 4.2.1 Expression of Interest (Eol)

All prospective applicants must submit an Eol, which consists of the following components:

- **Research Project Description** – A brief overview of the project's main features, purpose, expected outcome, cost, and benefits from the research project; and
- **Applicant Eligibility** – Answers to questions regarding applicant background, affiliation and experience to carry out their proposed research project.

The Eol will follow a pre-determined standard template form that is posted on the WRI Ross Center for Sustainable Cities website. Eols not following the standard template form or not providing the information requested are expected to not be considered by the Board. In an effort to focus prospective application efforts and remedy concerns, the Board may contact potential applicants if there are any questions that arise from the information submitted in an Eol, or if the information raises questions as to the eligibility of the proposed research project or applicant.

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<sup>1</sup> *Independent Utility* – A research project is considered to have independent utility if it will result, upon completion, in the creation of new or substantially improved research contribution on its own with no additional research necessary.



#### 4.2.2 Application Package Components

The application package for the Scholarship consists of specific application forms and supporting documentation. Applicants must complete all EoI package components as required in the section above; failure to do so may result in the application being removed from consideration for award. Information should be submitted directly as electronic forms, and other information will be submitted as attachments to the application.

The components will consist of a 5 – 10 page proposal including the relevance of the work, the transformational character, the methodology, expected impact, timeframe and costs in addition to the already provided information for the EOI.

#### 4.2.3 Submission Dates and Times

	<b>Research Projects</b>
<b>EoI submission</b>	November 23, 2016
<b>Finalist(s) notified</b>	December 8, 2016
<b>Finalist(s) application submission</b>	December 30, 2016
<b>Announcement of Awardees</b>	January 13, 2017 at Transforming Transportation
<b>Envisaged research project completion</b>	October – November, 2017

### **SECTION 5: AWARD ADMINISTRATION INFORMATION**

#### **5.1 Award Notice**

Upon approval of an application, notification will be sent to the potential awardee recipient through informing that the award is waiting acceptance. Once the notice is received, the awardee will have approximately two weeks to formally confirm his or her interest. If the confirmation is not received, the Board will conclude that the awardee is no longer interested and will give the award opportunity to the next best-rated potential awardee in the list.

The Board will publicly announce selected awardee and funding.