

(2) Guidelines and Instructions for Applicants to the IDREAM Project

Thank you for your interest in IDREAM!

These are the Guidelines and Instructions for applying to the project.
Read these “Guidelines and Instructions” as well as the “Call for Applications” thoroughly.

SUBMIT YOUR APPLICATION ONLINE AND IN ENGLISH.

See link to online application below.
DO NOT SUBMIT YOUR APPLICATION BY E-MAIL.

GUIDELINES

- **Deadline.**
The deadline for submission of applications is **5:00 pm (17:00) CST on 10 January 2021**. Late applications will not be reviewed. You are encouraged to apply as early as possible.
 - **Applications must be completed in English.**
 - **Applications must be submitted online on Submittable** (Submittable instructions and link are below.)
 - **Do not submit your application by e-mail** or by any other method.
 - If you are unable or unwilling to use Submittable, please contact CVT at the e-mail address below as soon as possible. **CVT cannot guarantee that an alternative option to apply to IDREAM will be possible within the timeframe of the deadline.**
 - **Who should complete the application.**
The goal of the IDREAM fellowship is to support individual HRDs living in exile. HRDs living in exile who still work with a human rights organization are welcome to apply, but note that this IDREAM fellowship’s primary goal is to support individual activists and not organizations. **Other important eligibility information is listed in the Call for Applications. Carefully review the Call for Applications before you apply to IDREAM.**
- Your contact information.**
Due to security concerns, IDREAM prefers to communicate the status of your application via “Signal,” an app that you can have on your phone and on your computer. Please see the instructions below for obtaining a Signal account **before you start your application online**. Please note: CVT is not affiliated with Signal.
- **Letters of Recommendation.**
You are encouraged (but not required) to attach 1 letter of recommendation from a partner, network, or other relevant individual or organization that know your work well. This letter should describe how the writer of the letter is familiar with your work and why that individual is recommending that you participate in the IDREAM project. The letter of recommendation must be written in English.

- **Answer questions thoroughly.**
 - It is in your best interest to respond **completely and fully** to all questions.
 - Incomplete applications may be disqualified.
 - Most narrative questions have strict character limits, which includes spaces and punctuation. Please be precise with your answers.
 - **Applicants are encouraged to apply early** to allow for the timely resolution of any technical issues.
 - **Review process and timeline.**
 - This application is the **first stage of a competitive application process**.
 - When applicants submit their application online, you will receive an email stating that the application has been successfully submitted. This is your confirmation that CVT has received your application.
 - Applicants who pass the first review stage will continue to the second review stage. All applicants (successful and unsuccessful) will be informed by February 2021 of whether they have been accepted into the second review stage.
 - Final selection of partners to join the IDREAM project will take place at the end of the second review stage. The second review stage ends in June 2021. All second stage applicants (successful and unsuccessful) will be notified of their application status at that time.
 - Approximately 10 partners will be selected to join the IDREAM project. Determination of eligibility and selection of partners, including the waiving of any requirements or irregularities in applications, is at the sole discretion of the IDREAM application review committee (CVT staff and the donor to the project.) Many factors will be taken into consideration in the selection process, at the sole discretion of the IDREAM application review committee.
 - Due to the large number of expected applications, CVT will not be able to provide detailed feedback on unsuccessful applications.
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ONLINE APPLICATION INSTRUCTIONS

- The online application form on **Submittable** comprises 8 sections and will take on average 2 - 3 hours to complete. You do not need to complete the entire application in one session. The 8 sections are:

Section 1:	Applicant Background
Section 2:	Exile History, Other
Section 3:	Advocacy
Section 4:	Resilience
Section 5:	Integrated Security
Section 6:	Technology
Section 7:	Financial Background
Section 8:	Letters of Recommendation
- **Before starting your application online: Signal Account.**
 - **Secure communications:** Security in communications is very important. Before starting your application online, please establish a Signal account if you don't already have a Signal account. You may obtain a free Signal account through this link: <https://signal.org/>
Note that CVT is not affiliated with Signal.

- All applicants who participate in the second review stage will be required to establish a Signal account *before starting* the second review stage.
 - **Submittable.**
 - You will be required to create a free Submittable account (if you do not already have one) to complete and submit the IDREAM application. Please see a brief description of the security features of Submittable below.
You do not need to complete the entire application in one session.
 - **How the information you provide is being used and stored.**

Information collected by CVT during this application process will be transmitted and stored in encrypted form by Submittable. Submittable is an encrypted platform that CVT uses to collect and store information. Information collected by CVT during this application process will be transmitted via encrypted secure socket layer technology (SSL) and encrypted in-transit and at-rest while stored in Amazon Web Servers via Submittable. CVT employees will have access to the application data for the purposes of review and partner selection. Finalists' information will be shared by secure means with the IDREAM donor for partner selection and confirmation.
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LINK TO THE ONLINE APPLICATION.

After you establish a Signal account, please click on the following link to access the online IDREAM application:

<https://cvt.submittable.com/submit/c2d5e202-7091-4cf1-8fe9-45eb1e2ca8ea/idream-application>

QUESTIONS ABOUT THE APPLICATION PROCESS

- Questions about the application process or guidelines may be addressed to: IDREAMinfo@cvt.org .
Please note that e-mails to this address are not encrypted, and Use of this e-mail address is at the applicant's discretion. We advise people using this e-mail address to not include details that might place them or their colleagues at risk.
- If you contact us through this e-mail address, we will presume it is acceptable for us to respond to you via unencrypted e-mail.
- **This e-mail address is monitored periodically only.** It is very important that you submit any questions well in advance of the deadline.