



Global Health Established Field Placements Call for Faculty/Staff Applications to Establish a Site

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BACKGROUND

The Center for Global Health (CGH) has, for a number of years, supported students in their efforts to gain experience working in the developing world working with faculty members on their research projects. The operating model for the Global Health Field Research Award (GHFRA) (formerly Frameworks) is that students seek faculty mentors who have a project overseas. Although some students do engage in research work of their own in connection with the investigator's project, most gain experience by active participation in the PI's protocols. The application process for this requires the student to detail background, methods, timelines, etc.

The Global Health Established Field Placements (GHEFP) is a recently developed program supplementing opportunities for students in addition to the "traditional" GHFRA program. The CGH will work to recruit faculty members interested in having a student work on their project(s) overseas. Students would then apply for these placements. Selections are made by the faculty member from the applications received. Selected students are given a travel grant of \$3,500 from the CGH to defray travel and subsistence costs

The following provides PI/faculty/staff members (referred to as "mentors") with program details including application instructions.

PROGRAM REQUIREMENTS

Requirements for Students

Eligibility: GHEFP is open to all students of the Johns Hopkins University except MPH students and first-year medical students who are not eligible to apply. Students who would be completing their studies prior to their projected travel date are also not eligible to apply. Mentors are particularly encouraged to accept for placement undergraduate students in addition to graduate students.

Other Requirements: Students selected for this placement will be expected to:

- Work at the field site during the time established by the mentor, which must be longer than 6 weeks.
- Carry health insurance for the period of their time overseas.
- Obtain country specific travel information and register with International SOS using the Johns Hopkins portal (Johns Hopkins International Travel Registry, JHITR).
- Obtain all appropriate vaccinations and health information before departure to the field. Students will also be expected to adhere to all preventive regimens recommended by the travel clinic or personal physician.
- Present on their experience at Global Health Day during the academic year following the completion of the project. Students applying in 2017 will present in Global Health Day 2018.

- Completes a number of surveys, submits a personal reflection statement and 5 hi-res photos no later than 1 month after returning to Hopkins, and agrees to allow CGH the rights to publish said photographs, along with appropriate photo credit attribution.

Notices to students:

- The process for the GHEFP is competitive so students are not guaranteed placement
- Selection of awardees from the applicants will be made primarily by the project mentors. Because the student's contribution will affect the work of the project, the mentors will need to make their decisions based upon who they feel will serve them best, not necessarily the preference of the applicants. As a result it is possible that the mentors may choose not to accept any applicants, although this is not likely.
- Applicants are also advised that, depending upon the placement, the \$3,500 award from the Center for Global Health may not cover the entire cost of their travel and subsistence. In these instances the student will be required to use their own resources to meet their costs. Please refer to the estimated monthly/weekly costs provided on the placement posting to better understand the financial requirements for particular sites. Please note if you cannot afford the additional costs required beyond \$3500, applicants are not encouraged to apply.

Requirements (Faculty/Staff)

Eligibility: All faculty members from Johns Hopkins conducting global health research are eligible to register a GHEFP site in a low to middle income country. Additionally, faculty members from all divisions and staff from CCP and Jhpiego conducting global health practice are eligible to register a GHEFP site in a low to middle income country. Generally, requests to establish sites in State Department restricted areas will not be accepted. The CGH, in consultation with its Associate Directors reserves the right to decline requests for sites based upon site safety and the nature of the project.

Other Requirements: Mentors selected for this placement will be expected to:

- Establish a work description and clear set of expectations for students. The work to be performed should be substantive and may involve a research project or a global health practice program.
- Be responsible for compliance with IRB rules in connection with student research involvement.
- Judge all applicants based upon their academic and personal achievement record.
- Provide an orientation for grantees regarding safety, cultural issues, and other matters that may be important and relevant to their living and working in-country.
- Provide reasonable assistance in finding safe and secure housing.
- Provide or ensure supervision to students while in country.
- Outline communication expectations and hear those held by the student and, if necessary, establish a general communication plan

Notices to mentors:

- Finite number of slots for placements. More applications for sites than funding. Rolling deadline. Priority for early applications.
- Mentors are particularly encouraged to accept for placement undergraduate students as well as graduate students.
- The period of work for the site placements should usually be set within the confines of the academic calendar. So this generally translates to an 8-10 week experience during the

summer of 2016. No less than 6 weeks. We will not approve placements in-country less than 6 weeks. We encourage placements to be a minimum of 8-10 weeks.

- Mentors reserve the right to not make any placement should none of the applicants be judged acceptable.
- Because placements are not considered employment, mentors may not offer pay to students although they are free to offer transportation and similar assistance.
- Faculty are allowed to apply to establish more than one site. Multiple applications must represent different research projects.

A Special Note about Undergraduate Students

Principal investigators and program staff are encouraged to consider accepting Hopkins undergraduate students into their placements. Undergraduates who are interested in traveling to a LMIC are likely to be mature and motivated to do a good job. Hopkins faculty members have had good experiences with undergraduates.

Although each placement is likely to be allowed one student, the Center will accept placements that wish to have a graduate student as well as an undergraduate student. The Center will also accept placements solely for undergraduate students. Faculty and staff are encouraged to think outside the box for placement opportunities for undergraduates.

PROCESS DETAILS

Outline and Timeframe

<u>Step</u>	<u>Time</u>
1. Faculty/staff members submit requests to CGH to establish placements	10/1/2016 – 12/14/2016
2. Students submit applications to CGH	2/07/2017
3. CGH submits application to faculty/staff for review	2/08/2017 – 02/10/16
4. Faculty/staff submit finalists to CGH	3/15/2017
5. CGH coordinates “match” with faculty/staff/students	3/20/2017 – 3/24/2017
6. CGH travel grants awarded.	3/24/2017
7. Placements begin	As negotiated

How to Apply to Host a Placement Site

Faculty/staff interested in having a student participate in their global health project should complete the “Application to Host a Site.” Applications are submitted electronically through the Center for Global Health website.

Although applications must be sent no later than December 14, 2016 faculty/staff are strongly encouraged to submit applications as early as possible.

Posting of Listings

Placement site listings will be posted on the CGH web site as soon as possible after the submission deadline. Application instructions for students will be posted simultaneously with the site listings.

Submission of Student Applications and Review by Mentors

Student applications will be received up to February 7, 2017 by the CGH. Please note that students may apply for up to three placements and applications will be accompanied by a list of those sites in priority order. Applications for each site will be sent to the site contacts.

Mentors and their teams will have approximately four weeks to review applications and review finalists. Mentors should review application materials but may request additional information as may be appropriate, e.g. writing samples. Mentors are encouraged to conduct personal interviews with the applicants. At the completion of the review period mentors must submit to the CGH a list of three student finalists in priority order agreeing, in doing so, that any of the three are acceptable. Those mentors who have determined that fewer than three of the applicants are acceptable must make a notation to that effect when submitting their finalists.

Selection and Match Process

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| I. | Site placements are confirmed by PIs and CGH after PI submission by site application deadline. | 12/14/2016 – 01/02/2017 |
| II. | Student Applications are turned into CGH | 2/14/2017 |
| III. | Applications are sent to faculty members based on the student's three site preferences. Faculty members receive applications for review for each site preference. | 2/08/2017 – 02/10/2017 |
| IV. | Faculty members review and interview top candidates | 2/08/2017 – 3/15/2017 |
| | a. Students may possibly be interviewed by all three site preferences | |
| | b. Faculty selects top three candidates | |
| V. | Top candidates and faculty are matched by CGH | 3/20/2017 – 3/24/2017 |
| | a. 1 st choice of site from students to 1 st of student from faculty. | |
| | b. Remaining students and faculty are matched up as best possible where applicants and mentors will receive one of their three preferences. | |
| | c. CGH announces matches to students, and then after the student confirms the match, the faculty is notified. | |

The CGH will collect the lists of student finalists for each site and will endeavor to match students and site based on the priority of both the mentor and student. This process recognizes that students may decline a placement if it is not their preference. As this is not a perfect process, applicants and mentors must be willing to accept the possibility of not receiving their first choice.

Students will be given a finite amount of time to accept their placement; those not accepting or not responding will forfeit their selection including grant funding. Slots freed up in this selection process will be offered to runners-up on the selection lists. Students who accept their placements will be provided a travel grant.

Questions?

Please contact Student Program Coordinator | JHSPH.ghgrants@jhu.edu