![Johns Hopkins Center for Global Health logo]

Global Health Established Field Placements
Call for Faculty/Staff Applications to Establish a Site
Issued: 09/08/2017

BACKGROUND

The Center for Global Health (CGH) has, for a number of years, supported students in their efforts to gain experience working in low- and middle-income countries (LMICs).The Global Health Established Field Placements (GHEFP) is a unique program where students work on faculty project(s) to gain research or practice skills and experiences which help them become well-rounded global health professionals.

In the GHEFP, 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 document provides JHU faculty and staff (referred to as "mentors") with information about GHEFP requirements, processes, and expectations, including application instructions.

PROGRAM REQUIREMENTS

Requirements for Students

Eligibility: GHEFP is open to all full-time students of the Johns Hopkins University who will return to complete their academic programs. Additional limitations may apply and are provided in the descriptions.
- Students who complete their studies prior to the projected travel date are not eligible to apply.
- MPH students and Masters of Entry into Nursing (MEN) students are ineligible unless they are in dual degree programs and can meet other eligibility requirements.
- First-year medical students (MS1s) are not eligible.

Other Requirements: Students selected for a placement will be expected to:
- Work at the field site during the time established by the mentor, which must be **at least 6 weeks from date or arrival to date of departure**.
- 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).
- Successfully complete either the Coursera or JHSPH course entitled, "International Travel Preparation, Safety, & Wellness"[1].

---

[1]For those using CoursePlus, you will need to create a free account. Contact Nina Martin (nina.martin@jhu.edu) to get course access. If completing requirements via Coursera, you will need to pay $29 to obtain the certificate AND complete the "Honors" assignment.

- 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 2018 will present in Global Health Day 2019.
- Complete the reporting requirements no later than 1 month after return: surveys, a personal reflection statement and 5 hi-res photos. The student 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 and staff members from Johns Hopkins University conducting global health research are eligible to submit an application for 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 establish a general communication plan

Notices to mentors:
- There are a finite number of slots for placements, and the CGH typically receives more applications for sites than funding. The deadline for submission of a site is rolling, and priority is given to earlier applications. Faculty are encouraged to apply early. **Acceptance of a site is not a guarantee of student placement.**
- Faculty can stipulate whether they want to host graduate students only, or an undergraduate and graduate student pair. See "A Special Note about Undergraduate Students" below for more information.
- 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 2018. **We will not approve placements in-country less than 6 weeks.** We strongly 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.

CGH sees its primary role as a facilitator between students and faculty members. In the event of conflict or other issues, we can facilitate conversation and provide referrals to appropriate administrative faculty as necessary. We cannot however offer additional financial assistance beyond the original grant amount, even in emergency situations. JHU faculty mentors are advised to consider these limitations when planning and budgeting for student placements.

A Special Note about Undergraduate Students
CGH supports providing opportunities to all levels of students, including undergraduates. While each student comes with a different skill set and prior experience, we have found that undergraduates benefit from sites with more established infrastructure and support from field teams and PIs.

Therefore, CGH carefully considers each placement site where undergraduates are matched for fit with site, mentorship capacity, and graduate student co-matching. It is unlikely that an undergraduate student will be offered a placement without a graduate student at a site.
If you have questions or concerns, please contact Nina Martin (nina.martin@jhu.edu) to discuss the specifics of your site.
.

PROCESS DETAILS
Outline and Timeframe

Step	Time
1. Faculty/staff members submit requests to CGH to establish placements	10/2/2017 – 12/13/2017
2. Students submit applications to CGH	2/04/2018
3. CGH submits application to faculty/staff for review	2/06/2018
4. Faculty/staff submit finalists to CGH	3/11/2018
5. CGH coordinates "match" with faculty/staff/students	3/12/2018 – 3/13/2018
6. CGH travel grants awarded.	3/15/2018 – 03/26/2018

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.

Applications must be sent no later than December 13, 2017 at 11:59pm EST. 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 4, 2018 at 11:59pm 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
(All deadlines are at 11:59pm unless otherwise specified)

I.	Site placements are confirmed by PIs and CGH after PI submission by site application deadline.	12/13/2017 – 01/02/2018
II.	Student Applications are turned into CGH	2/04/2018
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.	2/06/2018
IV.	Faculty members review and interview top candidates	
	a. Students may possibly be interviewed by all three site preferences	2/06/2018 – 3/11/2018
	b. Faculty selects top three candidates	
V.	Top candidates and faculty are matched by CGH	
	a. 1st choice of site from students to 1st 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.	3/12/2017 – 3/26/2017
	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 | nina.martin@jhu.edu