



**Global Health Established Field Placements (GHEFP)
Call for Faculty/Staff Applications to Establish a Site**
(Issued: 11/19/2020)

Background

The Center for Global Health (CGH) supports 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 in which students work on faculty projects to gain research or practice skills and experiences that help them become well-rounded global health professionals.

While travel restrictions related to the COVID-19 pandemic may prevent students from traveling to the field, CGH is prioritizing the continuation of the GHEFP program for the 2021 cycle, with adjustments made for flexibility to accommodate travel uncertainty. At this time, the CGH is recruiting faculty and staff members interested in having a student work on their project(s) remotely, and if possible, in person if/when travel becomes available to the site.

Similar to in the past, students will apply for these placements and selections will be made by the CGH through a matching process taking into consideration both faculty and student preferences. Selected students will be awarded a grant of up to \$3,500 from the CGH, broken up into two payments to defray subsistence costs while working remotely and travel costs (if possible).

This document provides JHU faculty and staff (referred to as “mentors”) with information about the GHEFP 2021 requirements, processes, and expectations, including application instructions.

Program Requirements for 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 an LMIC. 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- or middle-income country. Generally, requests to establish sites in State Department restricted areas will not be accepted. If considering establishing a site in a country with a Level 3 restriction or higher, please contact the Program Coordinator to discuss before submitting an application. 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.

Mentors selected for this placement will be expected to:

- Ensure project funding is in place prior to submitting the application to host a site.
- 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.

- The bulk of the scope of work should be able to be completed remotely.
- Additional activities may be listed in the case that the student is able to travel at some point.
- Ensure your in-country partners agree to have a Hopkins student working remotely (or eventually on-site if travel is possible), and if appropriate, supervise them.
- Be responsible for compliance with IRB rules in connection with student research involvement.
- Judge all applicants based upon academic and personal achievement record
- Provide an orientation for grantees regarding cultural issues, and other matters that may be important and relevant to working with your team remotely
- Provide or ensure remote supervision for the scope of work
- Outline communication expectations and establish a general communication plan and check in with students regularly
- If the student is eventually able to travel:
 - Provide additional orientation about cultural issues, safety, and other considerations related 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

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.**
- We will only be offering the GHEFP opportunity to *graduate* students for the 2021 cycle due to the pandemic.
- Placements vary in length, and we strongly encourage placements to be a minimum of 8-10 weeks. **We will not approve placements lasting less than 8 weeks.** If students are allowed to travel, we will require a minimum of 4 weeks in-country regardless of the length of the placement.
- Mentors reserve the right to not make any placement should none of the applicants be judged acceptable.
- If budgets allow, mentors may offer hourly student wages to students and/or offer to cover transportation or similar assistance. It is not required but it is encouraged.
- Faculty may apply to establish a maximum of 2 site placements. Multiple applications must represent different research projects, though can be in the same country and with the same organization.
- The 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.

How to Apply to Establish a Placement Site

Faculty/staff interested in having a student participate in their global health project should [apply through the online Site Application](#). (Please see Appendix 1 for the questions that will be asked on the application)

A maximum of two sites will be accepted from any mentor.

Applications must be received by CGH no later than December 20, 2020 at 11:59pm EST. Faculty/staff are encouraged to submit applications as early as possible.

Selection and Match Process

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

Student applications will be received up to February 14, 2020 at 11:59pm EST by the CGH. Students may apply for up to three placements.

Review by Mentors

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. The interviews will likely happen on Zoom. At the completion of the review period mentors must submit to the CGH a list of **three** student finalists in priority order. 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.

CGH Matching Process

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.

Notification of Awards

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 may be offered to runners-up on the selection lists. Students who accept their placements will be provided a grant by the CGH.

Timeline

(All deadlines are at 11:59pm EST unless otherwise specified)

<u>Step</u>	<u>Time</u>
1. Faculty/staff members submit requests to CGH to establish placements	11/19/2020 – 12/20/2020
2. Students submit applications to CGH	2/14/2021
3. CGH submits application to faculty/staff for review	2/17/2021
4. Faculty/staff submit finalists to CGH	3/17/2021
5. CGH coordinates “match” with faculty/staff/students	3/18/2021
6. CGH awards GHEFP to selected students	3/19/2021
7. Placements begin	As negotiated

Questions?

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

On December 4, 2020 at 12noon EST, CGH will hold a 2021 GHEFP Mentor Q+A Zoom session. This will be an **optional** meeting in which potential faculty and staff mentors may ask questions about the 2021 GHEFP grant cycle.

Appendix 1: Application Questions

- Mentor Information (Name, email, department, school affiliation):
- I would describe my communication and mentorship styles as:
- A complementary student will have a working style and mentorship expectations that:
- Project/Program Title:
- Please list the main funding sources for this research or intervention:
- In what country does this research/project take place?:
- Location Type?: Rural or Urban
- Please list the city/town that your student would travel to if allowed:
- Estimated out of pocket cost of living at site PER MONTH (if a student is able to travel). Do not include the cost of things you plan to provide:
- Minimum length of service (minimum of 8 weeks total required by CGH):
- Preferred service dates (These are an approximation only and should be in the format MM/DD/YYYY - MM/DD/YYYY.) :
- Please provide a description of the project/program here:
- Please provide details on the work or activities students will complete:
- This placement would be a good fit for someone who:
- The professional environment of this placement is:
- Student Skills/abilities required (e.g. Epi skills, research protocols):
- Please note a language requirement preference if any:
- Other Position Requirements/Comments:
- Local Collaborator Name (this will not be shared with the students):
- Local Collaborator's Title/Role/Position:
- Local Collaborator's Organization/Affiliation:
- Local Collaborator's Email Address (for CGH records only):