

The Global Health Field Research Award - Announcement

Issued: September 21, 2009; Revised January 26, 2010

I. Funding Opportunity Description

The Global Health Field Research Award (GHFRA) is a merger of two JHU global health funding programs: the Framework Program in Global Health, administered by the Johns Hopkins Center for Global Health and the Global Field Experience Fund, administered by the Johns Hopkins Bloomberg School of Public Health. The GHFRA is administered by the Center for Global Health.

The objective of the Global Health Field Research Award is to enhance the recruitment of students into global health research and practice careers by providing them the means to work with research mentors and to attain international or, in some cases, domestic cross-cultural field experience. Grants are awarded to the proposals judged by faculty members to be realistic, challenging, and educational.

II. Eligibility

- A. All JHU undergraduate and graduate students, including (but not limited to) students in Arts and Sciences, Engineering, Medicine, Nursing, Public Health, and International Studies are eligible to apply. **There are two exceptions: 1) MPH students may not apply, students within the MPH program must apply to the MPH Field Experience Fund and 2) Because of the virtual guarantee of an award from the SOM Dean's Office Summer Research Funding first-year medical students are not eligible to apply.** Note: Students in combined programs i.e. MPH/MSN, MPH/MBA, apply to the funding program applicable to the academic program they are currently attending (e.g an MPH/MSN student currently in the MPH phase of study must apply to the MPH Field Experience Fund). Additionally, medical graduates in residency programs are eligible to apply. Doctoral students may apply for funding in connection with their dissertation work.
- B. Faculty cannot apply to this program.
- C. Former Frameworks and Global Field Experience Fund recipients cannot reapply for research funding unless they have progressed into another degree program. For example, a student receiving an award while in their MHS program may apply again if they are accepted into a doctoral program.

III. Program Restrictions:

- A. Research proposals based in a country considered unsafe by the U.S. State Department will not be considered.
- B. Project locations in low income countries are preferred while projects in high income countries will not generally be considered. (following World Bank classifications)
- C. Projects in a students' country of permanent residence will not be considered.
- D. Group projects will not be funded.
- E. Student must work on project in-country for at least one month.
- F. Awards will be based primarily on quality and scoring. However, the number of awards may have to be balanced by degree program among the high scoring applicants.

IV. Requirements

- A. Mentors/Advisors
Students are expected to have researchers and/or faculty to assist them in their project. These are:
 1. Faculty Advisor. Applicants are expected to have a Hopkins faculty advisor for their project. The primary role of the advisor is to guide the student in accomplishing their project. This

person may be their assigned advisor, the investigator on the study in which they wish to work, or a faculty member willing to assist. Faculty advisors must provide a signed commitment form.

2. **In Country Host.** Applicants traveling overseas need to provide a signed letter from an in country host indicating that they will provide guidance and supervision on the project. In most instances this will be the in-country investigator for the project.

Note: Because there are a variety of possibilities in terms of projects it is possible that these two required resources may be fulfilled by a number of people. If the student works with a Hopkins faculty on the ground in another country the roles may be filled by a single person. Alternatively, it is possible for a student to have a Hopkins advisor, work with a Hopkins PI but also work with a co-PI in-country (3 people)

- B. All GHFRA recipients must make a presentation at the Global Health Experience Fair (April of each year) and write a 5-10 page report on their research project.
- C. Recipients must compose a brief (500-1000 words) personal summary that reflects their personal experience in a developing country.
- D. Recipients are also asked to provide at least five digital photographs of their time abroad for future use in promotional and fund raising materials.
- E. Travel must occur within one year of funding and while matriculated at Johns Hopkins University and recipients must return in time to participate in the Experience fair.

V. Projects

- A. **Overview.** Students must first identify a project. Most applicants identify a researcher willing to include them within one of their existing research programs. The researcher may be a Hopkins faculty member or an investigator at another institution. In the past students have, for example, worked with Hopkins alumni conducting research in another country. Students are encouraged to undertake meaningful projects that may be completed in their relatively brief period of travel.
- B. **IRB Approval.** Applicants planning to undertake a research project that involves human subjects research activities, including interviews, must have approval from the Institutional Review Board associated with the project. Such approval may come from a Hopkins IRB (Homewood, Bloomberg SPH, or SOM) or, if the student is added to the research team of a non-Hopkins study, the approval must come from the IRB of the institution that is conducting the study. The approval must indicate that either: 1) your research is exempt or 2) your work or involvement in a faculty member's work has been approved. Because IRB approvals are time consuming and/or may be difficult to obtain, applicants are encouraged to seek projects where they are involved as a student investigator in an existing protocol. Applicants proposing new activities in an existing protocol or *de novo* research may find that they will not receive IRB approval in time to be funded. Evidence of IRB approval must be provided immediately after the applicant is selected for funding. Applicants who are unable to provide such evidence will forfeit their funding and it will be awarded to another applicant. Applicants are encouraged to review the monograph: "Navigating the JHSPH Institutional Review Board (IRB) A Primer for Students and Postdoctoral Fellows" which may be found on the School of Public Health IRB (PHIRST) web site:

http://phirst.jhsph.edu/sph/Doc/0/NFSRDIA8S6GKHDDCJ8H0J5CQ86/Student%20Manual_V7_07May09_Final.pdf

Additional information may be found on the following IRB websites:

Homewood Institutional Review Board: (<http://web.jhu.edu/Homewood-IRB/>)

JHSPH Institutional Review Board: (<http://phirst.jhsph.edu/sph>)

JHSOM Institutional Review Board: (<http://irb.jhmi.edu/>)

Human Subject Decision Charts:

<http://www.hhs.gov/ohrp/humansubjects/guidance/decisioncharts.htm>)

VI. Application

Each applicant must submit the following by the due date:

- A. A hard copy of their completed and signed Application/Commitment Form. ***The form must be signed by both the student and their faculty advisor****.

- B. An electronic copy of the Project Narrative. Narratives must be in the following format (a template can be downloaded on the GHFRA website):

Project Title: _____
Location (City/Country) of the Project: _____
Approximate overseas travel times for this project: From: _____ To: _____
Global Health Field Research Award Advisor/Mentor: _____
I. Abstract (Max. 250 words)
II. Background
III. Objectives
IV. Methods
V. Institutional Support (Please describe your faculty support both at Hopkins and in the field)
VI. Timeline (detailed)
VII. IRB brief (Please describe in a few sentences the current status of an IRB approval for your project).
VIII. Bibliography

Please be sure to place your name in the header so that it appears on all pages. **Note: Application narratives should be no more than 7 double-spaced pages exclusive of the bibliography. Long applications may be rejected.**

- C. Hard copies of two signed recommendations. One must be from the primary faculty advisor for the research project*. The other can be from another faculty member or other person in a position to speak to the applicant's qualifications.
- D. Hard copy of the signed In-Country Host letter
- E. Hard copy of academic transcript
- F. Electronic copies of the completed application. Electronic copies of signed recommendations, host letter, and transcripts, if available, will be greatly appreciated. Please send the files to Jacqueline Sofia jsofia@jhsph.edu

*** A Note About Signatures**

It is recognized that in some cases applicants' advisors, in-country hosts and those giving recommendations may be unavailable to provide actual signatures on hard copies. To overcome this difficulty, these people may do the following:

- Print the completed commitment form and/or recommendation form, sign, digitally scan, and then e-mail to the GHFRA program. **or**,
- Print the completed commitment form and/or recommendation form, sign, and then fax to the GHFRA at 410-502-9570. **or**,
- Complete the recommendation form in Word and save. E-mail the completed (but unsigned) form to the GHFRA program at the address listed above from their own email account (not the applicants').

In regards to the Application/Commitment form, if the advisor is not available to sign the hard-copy application, they can do the following:

Paste the text below into an e-mail sent from the advisor's email account (not the applicants').

To: Johns Hopkins Global Health Field Research Award Program
Re: Faculty Advisor Commitments

I, _____ am the faculty advisor for _____. As such I agree:

- to assist the applicant in carrying out the proposed research plan.
- to ensure that any and all IRB amendments for this research are submitted and approved
- to assist the applicant in preparing a research report within three months of the applicants return from the field experience.
- to notify Global Health Field Research Award administration if for any reason I am no longer able to support the applicants research project.

VI. Budget

Applicants must include in the application form a budget showing the total amount requested (up to \$3,500) and listing by broad categories how the total is to be spent.

VII. Application Deadline and Delivery

- A. Due date: March 1st annually. Consistent with NIH policy, when deadlines fall on a weekend or holiday, applications will be due the next workday following the deadline.
- B. All hard copies of student materials requested as part of the application package must be submitted no later than close of business (5:00 PM) on the due date.
- C. Required electronic copies of materials should be submitted via e-mail no later than close of business (5:00 PM) on the due date.
- D. Materials and recommendations from advisors and in-country hosts can be received up to two (2) business days following the due date. After that late submissions will not be considered. Applications without advisor commitments and two recommendations are considered incomplete and will be returned unscored.
- E. Applications are to be delivered to:

Jacqueline Sofia
Program Associate
Johns Hopkins Center for Global Health
Hampton House 163
624 N. Broadway
Baltimore, MD 21205
jsofia@jhsph.edu
Phone: 410-502-

VIII. Review of Applications

Applications received under the GHFRA program will be reviewed by faculty/trained public health professionals at the university. The grading system is as follows:

1. Educational Background	5 Points
2. International Research Opportunities	5 Points
3. Research Plan	30 Points
Background -	5 Points
Objectives -	5 Points
Methods -	10 Points
Institutional Support -	5 Points
Timeline -	5 Points
4. Recommendations	5 Points

IX. Notification

Every effort will be made to review applications quickly and inform applicants of outcome. We hope that this may be done within four weeks of the deadline. However, application loads can be high and could affect this timing.

X. Suggestions

The following suggestions are made concerning applying and preparing for a possible award.

- 1) Review eligibility criteria carefully to be sure you are eligible to apply. In particular, applicants are advised not to apply for support if it appears that timely IRB approval is not likely.
- 2) Undergraduate students who have applied for Merck funding may apply for a Global Health Field Research Award, but must provide the details of the other application in the application form. Applicants who receive both GHFRA funding and funding from another program will have to choose which funding stream to accept.
- 3) Personal Statements (Item **1.6** on the application form) and the Abstract (Item I on the narrative) should be limited to approximately 250 words; this translates to about one-half page of text. Therefore applicants will need to carefully compose these sections to be sure the points are covered in relatively few words.
- 4) Applicants are also urged to be cautious in the composition of the other parts of the narrative. It is important to ensure that all significant points are covered while also being mindful of the length of the narrative. Reviewers must be able to come away with a clear understanding of your project.
- 5) Program reviewers recognize that students usually work overseas within the context of an existing project. However, it is important to clearly describe what the applicant's specific project activities will be within the context of the advisor's project.
- 6) Applicants are urged to be sure that their project and detailed travel timelines are comprehensive and that they are consistent with the work to be done.
- 7) Keep in mind that incomplete applications **will not** be reviewed. Therefore applicants are urged to follow up with advisors in-country hosts and those giving recommendations before the application due date to be sure that all recommendations and advisor materials will be submitted on time.