

**Global Health Established Field Placements
Call for Student Applications**

Issued: September 6, 2011 (Updated 1/11/2012)

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 with faculty members on their research projects. The Global Health Established Field Placement Awards (GHEFP) were developed in the Spring of 2010, with the objective of enhancing the recruitment of students into global health research and practice careers by providing them with the means to work with global health mentors and to attain international cross-cultural field experience. The GHEFP is primarily designed for the student who wishes to obtain a global health experience in research or practice in a developing country, but does not require an independent research experience.

Hopkins-affiliated global health programs have prepared placements for students in their developing world programs. (Please see the CGH web page: http://www.hopkinglobalhealth.org/our_work/travel_grants/established_placements/apply.html] for the for this year's list of situations.) Students who wish to be considered for the GHEFP must apply for posted situations. Applications will be reviewed by the program faculty/staff and finalists may be interviewed. Students selected for placement who further agree to participate will be awarded a grant of \$3,500 by the Center for Global Health.

PROGRAM REQUIREMENTS

Requirements for Students

Eligibility: The GHEFP is open to undergraduate and graduate students at Johns Hopkins University, who will return the following year to complete their academic programs. Additional limitations may apply (e.g. graduate students only) and are provided in the Call for Applications and placement descriptions. MPH students, students in the 13-month accelerated nursing program, and medical residents are not eligible to apply. First-year medical students may apply only for placements designated for medical students. First year medical students will need to apply for funding through the School of Medicine Dean for Student Affairs. Students who would be completing their studies prior to their projected travel date are not eligible to apply. Students who are previous recipients of CGH travel grants cannot reapply for new 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 PhD program.

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

- Work at the field site during the time established by the mentor.
- 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.

- 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.
- Prepare a report within three months of his or her return from the field experience.
- Present on their experience at Global Health Day during the academic year following the completion of the project.
- Submit 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:

- Students are encouraged to seek out their academic advisors for support during the application process, especially undergraduates.
- 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.
- *International students:* Please be advised that owing to government requirements the \$3,500 award may be taxable and a portion of the award could be withheld upon disbursement.

PROCESS DETAILS

Outline and Timeframe

<u>Step</u>	<u>Time</u>
1. Faculty/staff members submit requests to CGH to establish placements	9/1/2011 – 1/6/2012
2. Students submit applications to CGH	2/17/2012
3. CGH submits application to faculty/staff for review	2/27/2012
4. Faculty/staff submit finalists to CGH	3/26/2012
5. CGH coordinates “match” with faculty/staff/students	3/26/2012 – 3/30/2012
6. CGH travel grants awarded.	4/2/2012
7. Placements begin	As negotiated

How to Apply to a Placement Site

Students should review the list of placements and the detailed descriptions. Those interested should do the following:

- Download (see web page), complete and save the “Application Form”, as well as the “Site Preference Information Form” as electronic files
- Print and sign the “Application Form”
- Obtain one recommendation from your advisor or another faculty member at Hopkins (see form)

- Obtain a copy of your transcript (unofficial transcripts via the ISIS website are acceptable)
- On the Site Preference Form students are allowed to apply for up to three placements in priority order. Note however, that students also applying for a GHFRA grant may only apply for two placements.
- Please upload: (Link to site may be found at http://www.hopkinsglobalhealth.org/travel_grants/established_placements/apply.html)
 1. Electronic copy of this Application/Commitment Form (in Word)
 2. Site Preference Form (in Word)
 3. Unofficial Transcript from ISIS (PDF)
- Please send/deliver:
 1. Printed and signed copy of this Application/Commitment Form
 2. Site Preference Form
 3. Recommendation (printed or electronic)

Deliver paper copies to:
 Richard Dunning
 Program Manager
 Johns Hopkins Center for Global Health
 Hampton House 163
 624 N. Broadway, Baltimore, MD 21205
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Posting of Listings

Placement site listings will be posted on the CGH web site as soon as possible after the faculty placement request submission deadline.

Submission of Student Applications and Review by Mentors

Student applications will be received up to **February 17, 2012 at 5pm EST** by the CGH.

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 may conduct personal interviews with the applicants, but this is not a requirement. At the completion of the review period mentors will 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 faculty members and CGH | 1/6/2012 |
| II. | Applications are turned into CGH | 2/17/2012 |
| 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. | 2/27/2012 |
| IV. | Faculty members review and interview top candidates | 2/27/2012 – 3/26/2012 |
| | 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
- a. 1st choice of site from students to 1st of student from faculty. In 2011, the first choice match up accounted for roughly 50% of the faculty mentor and student matches.
 - b. Remaining students and faculty are matched up as best possible where applicants and mentors will receive one of their three preferences.

3/26/2012 –
3/30/2012

The CGH will collect the lists of student finalists for each site and 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 or highly flexible 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, which will be detailed in an email announcing their acceptance into a placement; those not accepting or not responding within the allotted time 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

Questions may be addressed to:

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