



GHANA



CHINA



PERU



THAILAND



UGANDA



KENYA



CAMEROON

Scholar and Fellow
Handbook 2015



Global Health Fellows
NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM



WELCOME

Welcome to the Northern Pacific Global Health Fellowship Program. We're delighted you will be joining us for what we hope is a transformative experience that solidifies your interest in global health, sharpens your research skills and provides a unique opportunity to forge collaborative relationships and friendships that may last a lifetime. The success of our Program is based upon your success. We believe close attention to developing a mentoring team will help you develop a project that allows you to build upon your passions and set the cornerstone for a career in global health.

Our international partnerships are a particular strength of our program and in most cases span decades. These collaborations will provide the perfect setting for you to experience the excitement and intricacies of global health research in a supportive environment. We look forward to participating in your success!

Sincerely,

Chandy C. John, MD
Professor
Departments of Pediatrics & Medicine
University of Minnesota

Joseph C. Kolars, MD
Senior Associate Dean
Education & Global Initiatives
University of Michigan

Vivek R. Nerurkar, PhD
Professor & Chair
Department of Tropical Medicine
University of Hawaii

Joseph R. Zunt, MD, MPH
Professor
Departments of Neurology & Global Health
University of Washington

ABOUT THE PROGRAM

Program Introduction by Dr. Roger I. Glass; Director, Fogarty International Center
Building the Next Generation of Global Health Leaders

"We cannot always build the future for our youth, but we can build our youth for the future."

~Franklin D. Roosevelt

I'm inspired by these wise words from America's 32nd President. One of my favorite activities as Fogarty director is having the opportunity each summer to meet with some of the rising stars who will become our future global health leaders. Each July I delight in speaking with these early-career doctors, dentists, scientists and veterinarians during our Fogarty Fellows and Scholars Orientation here on the NIH campus. I find it invigorating to interact with them and witness your passion, idealism and commitment to improving the health of all of the world's people.

Your youthful enthusiasm is intoxicating and causes me to pause and reflect on my own career in global health. It serves as a reminder of why I decided, all those years ago, to travel to Bangladesh to study the terrible water-borne viruses that are such vicious killers, particularly of children.

I cannot overstate the impact a research Fellowship in a developing country can have on an early-career scientist. The experience gives them firsthand exposure to difficult issues on the ground, while providing the opportunity to forge relationships and scientific collaborations that can boost your career trajectory and lead to a lifetime of global health accomplishments.

It's appropriate in this season of renewal that we're entering the next phase of Fogarty's Global Health Program for Fellows and Scholars, one that we believe will strengthen the quality of mentorship and will broaden the research topics studied, to more fully represent the diversity of the global health challenges we face.

I'm delighted to announce that we're awarding about \$20.3 million over five years to enhance and expand this effort. By forming a network of 20 U.S. academic

institutions with substantial experience in global health research, I'm confident our alumni will be well-equipped to succeed in the global arena and become the next generation of global health leaders.

With the rising tide of developing-country deaths from chronic, non-communicable diseases, it's vital that we develop scientific expertise in a wider span of health problems, from genetics to geriatrics, from cancer and diabetes to heart disease. At the same time, we must continue to build capacity in the longstanding global health topics of HIV/AIDS, malaria and TB. We must broaden our net to recruit early-career dentists, cardiologists, oncologists, neurologists, behavioral scientists, engineers, health economists and others who can help us address the full range of global health needs.

Since 2004, more than 500 Fogarty Fellows and Scholars have been supported on one-year mentored clinical research experiences at 28 top-ranked research sites in 15 countries. In 2010, the Fulbright Program formed a partnership with Fogarty, joining more than a dozen NIH Institutes and Centers in supporting the Fellows and Scholars initiative.

From these modest investments, we have seen great returns. Participants have published more than 300 articles in peer-reviewed journals and have presented research findings at numerous scientific meetings. Many have remained engaged in specific research questions important to your host countries long after the Fellowships have ended - developing toolkits, starting charities to provide funding and continuing to share your expertise from afar. Several alumni have already secured independent NIH funding to continue your global health studies, one of our highest measures of success.

I look forward to meeting the next class of Scholars and Fellows as they embark on your research training experiences. While we continue to "build our youth for the future," my hope is that it will be a future that offers a long and healthy life for all the world's people.

Source:

<http://www.fic.nih.gov/News/GlobalHealthMatters/mar-apr-2012/Pages/fellows-scholars2roger-glass.aspx>

FELLOWS & SCHOLARS PROGRAM

To help foster the next generation of global health scientists, the Fogarty International Center and its partners at the National Institutes of Health have funded five consortia of universities to administer 11-month clinical research-training programs. This new program replaces the Fogarty International Clinical Research Scholars and Fellows Program (FICRS-F). The objective of our consortium is to provide outstanding mentored research training to post-doctorate trainees and doctoral students in seven different countries.

NIH institutes supporting the program include the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD), National Cancer Institute (NCI), National Eye Institute (NEI), National Heart, Lung, and Blood Institute (NHLBI), National Institute of Allergy and Infectious Diseases (NIAID), National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS), National Institute of Biomedical Imaging and Bioengineering (NIBIB), National Institute of Dental and Craniofacial Research (NIDCR), National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK), National Institute on Drug Abuse (NIDA), National Institute of General Medical Sciences (NIGMS), National Institute of Mental Health (NIMH), National Institute of Neurological Disorders and Stroke (NINDS), National Institute of Nursing Research (NINR), Office of AIDS Research (OAR), Office of Research on Women's Health (ORWH), and Office of Behavioral and Social Sciences Research (OBSSR)

Our Consortium

The Northern Pacific Global Health Research Fellows Training Consortium is a partnership between the Universities of Washington, Hawai'i, Michigan and Minnesota; with international academic partnerships in Kenya, Uganda, Ghana, Cameroon, Peru, Thailand and China. The consortium is collectively managed by five co-PIs:



Co-PI: Joseph Zunt, MD, MPH
University of Washington
Professor of Neurology Global Health,
Medicine (Infectious Diseases) &
Epidemiology

Academic Interests: Infections of the nervous system, sexually transmitted infections, slum health

Primary Countries of Collaboration: Peru

Years in Research: 17

First Job: My first paid job was as a babysitter; my first true paycheck was during high school when I worked at York Steak House at Ridgedale Mall in Minneapolis – from busboy to dishwasher to chef. I like global health work much more than that job!

Hobbies: Tinkering with broken machines and motors, gardening, running, cooking, and reading (I read about one book a week).

Advice for Trainees: Be efficient: use your project protocol as a template for your IRB application, for your abstract, for an oral presentation, for the manuscript – then for your grant proposal.



Co-PI: Chandy John, MD, MS
University of Indiana
Professor of Pediatrics & Medicine

Interests:

Clinical: malaria, pediatric infectious diseases

Research: malaria immunology and epidemiology, pathogenesis of severe malaria, interactions between infection, nutrition and child neurodevelopment

Years in research: 18

First job: Newspaper delivery boy

Hobbies: Reading, writing, music, theater, hiking, travel

Advice for Trainees: Find something you love to do that will also make life better for others, and then do that thing. Don't compare: there will always be people who do things better or worse than you. Focus on making sure your work is excellent and relevant, and keep learning, always. The most enjoyable thing about research (besides the joy of making a positive difference for others) is that you will always be learning. That is also the most humbling thing about research.



Co-PI: Joseph C. Kolars, MD
University of Michigan
Senior Associate Dean of Education
& Global Initiatives Institute (JI) for
Clinical and Translational Research

Academic Interests:

Medical education and research systems in low-resource settings, aligning education with desired improvements in health, the assessment of competency, collaborating across cultures, **and** gastrointestinal diseases in low-resource settings

Primary Countries of Collaboration: China and Ghana

Years in Research: 24

First Job: Paperboy! And then a quick ascendancy through the fast-food industry.

Hobbies: Sailing, bicycling, and in-line skating.

Advice for Trainees: Dream big and have a passion for an area. But think incrementally for your first projects with very defined, reachable goals that can be reasonably achieved in a short time frame.



Co-PI: Vivek R.
Nerurkar DMLT, MSc, PhD
University of Hawaii
Professor and Chair, Dept. of Tropical
Medicine, Medical Microbiology and
Pharmacology, and Director, Technical Core,
Centers for Biomedical Research Excellence

Academic Interests:

Conduct research, training and teaching.

Educating the disadvantaged and minorities.

Years in Research: 31

First Job: Delivering milk at 5:30 AM!

Hobbies: Gardening, reading world literature, understanding various religions, history and geography, listening to news NPR/CNN/BBC etc., traveling, conducting research and teaching!

Advice for Trainees: Publish or perish and Perseverance.



Co-PI: Deb Olson, DNP, MPH
University of Minnesota
Executive Director of the Center for Global Health and Social Responsibility Facilitating Global Engagement
Across the University of Minnesota Academic Health Center and Associate Dean for Global Health at the
School of Public Health

Academic Interests:

Developing strategic partnerships for the delivery of lifelong learning opportunities for interdisciplinary health professional students and the public health practice community. These programs are developed to increase the availability of public health education world-wide and to enhance the capability of working professionals through the application of innovative teaching techniques such as technology-enhanced learning.

Primary Countries of Collaboration: Thailand, Uganda, Ecuador, India

Years in Research: 30

First Job: Public Health Nurse

Hobbies: all things creative

Advice for Trainees: Maya Angelou "A woman (A person) in harmony with her spirit is like a river flowing. She goes where she will without pretense and arrives at her destination prepared to be herself and only herself." Do what you have passion for!!!!

SUPPORT STAFF

The Northern Pacific Support Center is housed at the University of Washington in Seattle, WA. The Support Center oversees overall program management, including: information dissemination and applicant selection, communications, program coordination and logistics, program monitoring and evaluation, organization of educational programs and conferences, and maintaining relationships with program alumni.



Nicole Hobbs, Program Manager 206-897-6005 hobbsn@uw.edu

Duties: Overall Program Management

First Job: A server at a retirement home and then a manager of an ice cream store!

Hobbies: Thrift shopping, cooking, rowing, and outdoor adventures!

Advice for Trainees: Don't panic if something doesn't go as planned; in Global Health things work themselves out within a day or two.



Mallory Erickson, Program Coordinator 206-221-8940 emallory@uw.edu

Duties: Reimbursements, purchasing, translating, and infographic-extraordinaire

First Job: Volunteering at the Pacific Science Center

Hobbies: Photography, jewelry making, traveling to Nicaragua

Advice for Trainees: Living abroad requires patience and a great sense of humor.



Nikki Eller, Research Analyst 206-221-8940 ellern@uw.edu

Duties: website design and maintenance, IRB support, technical support

First Job: kayak instructor at Moss Bay summer camp

Hobbies: playing the harp and guitar, learning languages, hiking

Advice for Trainees: flexibility and patience will get you through a lot



Molly McCoy, MA, U of M Program Manager 612-624-9749 mccoy019@umn.edu

Duties: Program support for U of MN trainees (i.e. making sure trainees get paid their stipends)

First Job: Car-hop at a drive-in diner in my hometown (no, I didn't wear roller skates but I certainly would have liked to)

Hobbies: Traveling, tennis, running, and learning how to parent my daughter who was born in May 2012

Advice for Trainees: Make the most of every moment



Cheryl Moyer, PhD, MPH, U Mich Co-Investigator 734-615-2838 camoyer@umich.edu

Duties: point person for trainee recruitment and overall project management at Michigan, faculty mentor for maternal and child health-related Ghana trainees

First Job: Newspaper delivery girl (I was about 10. I did this on my bicycle. Wow, newspapers are heavy.)

Hobbies: Reading, biking, traveling, watching my kids play soccer, and teaching spinning

Advice for Trainees: Learn the art of gentle assertiveness: don't be afraid to email busy faculty twice. Or three times. Set interim goals to make the process manageable. Stick to those goals. Revisit those goals. Revise as necessary, but use them to keep you on track.



Yolanda Thomas, MPA, Consultant 301-203-1090 ythomas@ficsconsultant.com

Duties: Application management, orientation planning, event logistics

First Job: A student position at the Florida Department of Education

Hobbies: Traveling, photography, and spending time with my family

Advice for Trainees: Surround yourself with a great support system

INTERNATIONAL INSTITUTIONAL PARTNER DIRECTORS

You will have a point-of-contact in the country of training to ensure they are received at the airport, have proper housing, are introduced to the local mentoring team and are registered with the U.S. Embassy. Partner directors will coordinate pairing of trainees with mentors, ensure mentorship is meeting goals, facilitate mentor training sessions in your country, review trainees' pilot projects and interact closely with program directors to discuss development of research, mentoring and infrastructure. They will also serve as the first point-of-contact if emergent situations arise.

Peru: Silvia M. Montano, MD, MPH, Professor of Neurology, UNMSM and Affiliate Assistant Professor in the UW Department of Neurology, Dr. Montano received her MPH at the UW and has collaborated with Dr. Zunt in neuroepidemiologic research of retroviral infections, epilepsy and neurocysticercosis since 1996. She has been co-director of the UW-Peru site for the NIH Fogarty/Ellison and FICRS-F Programs, has co-directed all UW-sponsored medical student and resident elective activities in Peru, and will be the co-director of the UW-Peru Fulbright/Fogarty Fellowship Program.

Kenya: John Kinuthia, MBChB, MMed, MPH, an obstetrician/gynecologist at Kenyatta National Hospital and Honorary Lecturer at the UON, Dr. Kinuthia received his MPH degree from the UW in 2009 after completing an assessment of barriers to PMTCT intervention uptake in Western Kenya. Prior to initiating his MPH, Dr. Kinuthia was the Nairobi-site Study Coordinator for a multi-site clinical trial of HSV-2 suppression to prevent heterosexual HIV-1 transmission among HIV-discordant couples. Dr. Kinuthia has been the Kenya director for the NIH FICRS-F Programs and will be co-director of the UW-Kenya Fulbright/Fogarty Fellowship Program.

Ghana: Peter Donkor, BDS, MS, MDSc, Pro-Vice Chancellor at Kwame Nkrumah University of Science and Technology in Kumasi, Ghana, and Aaron Lawson, MBChB, PhD, Provost of the College of Health Sciences at the University of Ghana in Accra will serve as site coordinators for Ghana, coordinating placements of fellows and scholars at your respective universities. Both individuals have collaborated with UM for many years, are experienced mentors, collaborate on the Ghana-Michigan PARTNER training grant, and serve as co- Investigators on UM's recent Gates Foundation grant to address Human Resources for Health in Ghana.

Uganda: Sarah Kiguli, MBChB, MMed, Head, Department of Pediatrics and Child Health, Makerere University and Mulago Hospital, is co-investigator on the large MEPI grant and supplement awarded to a consortium of Ugandan universities (Medical Education for Equitable Services for All Ugandans [MESAU], PI, Nelson Sewankambo). She was also co-PI for the Fluid Expansion As Supportive Therapy (FEAST) study, the results of which were recently published in the New England Journal of Medicine, and she is co-investigator on Dr. John's FIC D43 training

grant on infection and neurodevelopment. Dr. Kiguli is a leader in medical education in Uganda, and will supervise and coordinate fellow education in Uganda. Additional faculty who currently partner with University of Minnesota or University of Washington will also work as mentors for this training grant, including Dr. Richard Idro, Dr. Robert Opoka, and Dr. Moses Joloba.

Thailand: Nittaya Phanuphak, MD, PhD, Deputy Chief, of the SEARCH Collaboration in Thailand, is active in HIV/AIDS research and training in the South East Asia with the University of Hawaii, the Thai Red Cross AIDS Research Centre in Bangkok and The Armed Forces Research Institute of the Medical Sciences (AFRIMS), also in Bangkok, Thailand.

China: Yangfeng Wu, MD, PhD is Professor of Epidemiology, Peking University School of Public Health Executive Director for the George Institute for Global Health, Executive Associate Director of the Peking University Clinical Research Institute, and Executive Board Member of the University of Michigan-Peking University Health Science Center Joint Institute for Clinical and Translational Research. He is PI of the NHLBI-funded Global Health Activities in Developing Countries to Combat Non-Communicable Chronic Cardiovascular and Pulmonary Diseases and Co-PI on the NIH Fogarty International Center-funded Millennium Promise Award “Training for Prevention and Treatment of Stroke in China”.

Cameroon: Dr. Rose Leke, PhD is Professor and Head of Immunology and Parasitology & Director of the Biotechnology Center at the University of Yaounde, Cameroon. Dr. Leke has acted as mentor for the first few Global Health Fellows in Cameroon and will continue to serve as our country director as the program continues to grow.

ROLES & EXPECTATIONS

Expectations of Trainees:

- Fellows and Scholars are required to spend 11 consecutive months at their international research site. If extenuating circumstances arise, the individual may request an exemption by contacting the Support Center and detailing the specifics of the situation and request for exemption.
- Trainees will work on a research project and contribute to the research productivity of the site and education of their peers and other trainees.
- Trainees will work within the boundaries of their training and within the research areas agreed upon by them and their mentorship team. Changes to a research plan will be discussed in advance with their primary mentor and documented in writing.
- Trainees are responsible for ensuring research activities comply with US and international rules and regulations regarding conduct of research with human subjects or animals.
- Trainees will acknowledge the consortium, the Fogarty International Center, as well as other NIH co-funders, in all publications and presentations deriving from the Fellowship year.
- Trainees are responsible for maintaining contact with the Support Center for 20 years following their Fellowship year and will participate in follow-up surveys and requests for information.
- Fellows and Scholars will reply to emails and phone calls promptly and will communicate any problems and successes with their mentorship team and the Support Center.
- Trainees will complete Core Competency curriculum assignments in a timely manner and report any delays to their mentorship team.
- Trainees will be required to follow institutional guidelines regarding purchasing and securing travel arrangements. Failure to comply with institutional guidelines could result in expenses being deemed unallowable.
- Trainees will notify support staff of all professional and personal travel

Expectations of the Home Institution & Support Center Staff:

- Staff will coordinate logistics of the Fellowship, including: purchase of research materials for trainees, stipend payments, travel, and other administrative needs of the program.
- Staff will educate trainees on administrative and financial rules and regulations of the Fellowship.
- Support Center staff will inform trainees of the IRB policies at their institution and will provide trainees with IRB documents to complete.
- Staff will communicate program information in a timely manner to all Fellows and Scholars.
- Support Center staff will serve as a point-of-contact for issues that arise while a trainee is abroad and will keep trainees apprised of travel warnings.
- Staff will track trainee career advancements and maintain contact with you for 20 years following the Fellowship.

Expectations of the International Site:

- International staff will educate trainees about the policies and procedures that are specific to the site, including safety and security.
- International site contacts will help trainees obtain office/lab space.
- International staff will communicate any problems or concerns with domestic PIs in a timely manner.
- Assist with obtaining visas.

PROFESSIONAL MISCONDUCT

Scientific Misconduct

Scientific misconduct is the violation of the standard codes of scholarly conduct and ethical behavior in professional scientific research.

Dismissal Policy

If a trainee participates in scientific or professional misconduct, the Consortium Directors and relevant supervisors will meet with them to discuss the issue and attempt to rectify the situation. If no clear resolution is found, the Support Center could terminate the award and dismiss the trainee from the program.

COMPLIANCE

Human Subjects Training

All trainees are required to complete human subjects training in person or online (CITI) before leaving the country or before their start date (for international trainees).

Fiscal Compliance

The spending of research funds is subject to Federal regulations. Trainees are expected to create a budget and receive prior approval before making purchases with their research funds. Trainees must also provide the required documentation when reconciling purchases and requesting reimbursements. Unallowable purchases or missing documentation will be the responsibility of the trainee. See the "FUNDING" section for more information on allowability.

INSTITUTIONAL REVIEW BOARD (IRB) APPROVALS

If your research will involve human and/or animal subjects, you will (most likely) need to obtain IRB approval from your domestic institution and your international site. As another option, trainees may also participate in existing research that already has IRB approval. All trainees must submit a copy of their IRB approvals to the Support Center.

Trainees who are required to submit research protocol forms and IRB applications in a language other than English will receive translator assistance, when needed.

IRB approvals may take months to obtain. Therefore, trainees should begin working on their IRB applications as soon as they are notified of their acceptance into the Fellowship. The Support Center will assist you with this process.

IRB templates and a list of common questions are located on our "Program Access" area of the website www.fogartyfellows.org

ORIENTATION

- All trainees are required to attend the NIH Orientation in July. The meeting planner will book travel arrangements and trainees should not book their own transport unless they receive prior approval from the Program Manager.
- International fellows will be reimbursed for the cost of their US visa if needed to attend orientation.
- Reimbursement requests for additional expenses (not covered by per diem or ground transport allowances) will not be approved.
- If a trainee incurs additional expenses by upgrading their room or purchasing items above the per diem allotment, they are personally responsible for the expenses and they will not be reimbursed.
- If a trainee must arrive late or depart early from Orientation, they must notify the Program Manager and meeting planner as early as possible.

SPECIAL REQUESTS

The success of your training program and your personal well-being are very important to us and we will make every effort to accommodate your requests regarding special travel arrangements and reimbursements. However, the Global Health Fellows training grant is supported by federal funds, and is therefore subject to requirements imposed by the Fogarty International Center, National Institute of Health, your US Institution, and state regulations. There are thus many constraints outside of our control, which may prevent us from accommodating special requests.

FUNDING

Stipends

Stipends will be paid from the US institution affiliated with the international training institution where the trainee will be hosted and will begin two weeks after the start date of their training or in accordance with the US institution's payroll schedule.

Each US Scholar will receive a stipend of \$20,000 USD and each US Fellow will receive a stipend of \$45,000 USD. Stipend amounts for international trainees are based on corresponding salaries for researchers within their home country.

Additional funds for housing, telecom (cell phones, internet at home, etc.) or daily travel will not be provided. As a result, trainees are expected to utilize their stipends for these personal expenses during their 11-month research period.

No exceptions will be made for higher stipends from the Support Center.

Supplementing Stipends

Trainees are allowed to receive additional stipend support from other non-federal sources as allowed by NIH guidelines.

If trainees receive additional support for the stipend, they must notify the Program Manager to ensure that they are in compliance with NIH policies.

Taxes

It is important to understand that the Fellowship stipend may be subject to taxation under international and United States law. The Support Center cannot provide tax advice, so you should consult your tax consultant or the university tax office. You will receive tax documents from our institution at the start of each year.

Research Funds

Each trainee will receive a pre-determined amount of research funds based on available funds from NIH and mentors. These awards should be spent in accordance with NIH guidelines on allow ability and accountability. Trainees should follow these basic guidelines:

- Develop a budget prior to beginning the fellowship.
- Request prior approval of expenses over \$100 USD. The easiest way to obtain approval from the Program Manager is to submit your draft budget at the start of your fellowship.
- Familiarize yourself with allowable and reasonable costs by participating in lectures provided by the program staff.
- Document purchases and maintain records of your expenditures.

Field Advances/Per Diem Cards

Trainees will receive their research funds through a "Field Advance." Trainees must fill out the *Research Funds Request Form* (found in the appendix to this handbook) and send to the Support Center for

approval. Once approved, the funds are deposited to the trainee's US Bank Per Diem card. Trainees may use the card to make transactions, or withdraw cash from the ATM. Once the funds are spent, trainees will submit receipts, invoices, bank statements, or other documentation to reconcile the advance. There are often high fees when using the ATM, so we encourage trainees to withdraw the largest amount possible when using the ATM and run the card directly whenever possible. The bank and ATM fees must be accounted for when reconciling the advance, but will not count against trainees' research funds.

Tuition

Our grant from NIH does not allow us to pay for tuition for any trainee seeking a degree. Therefore, requests for tuition expenses (even with the utilization of research funds) will not be allowed. However, conference fees are an allowable expense. For assistance determining allowable costs for courses, please contact the Program Manager.

Language Courses

Research funds may not be used for language courses. If a trainee would like to take language courses, they should pay for the expense from personal funds.

Computer Policy

Trainees may purchase laptop or desktop computers with their research funds. These purchases should be under \$2,000 USD and are intended for research related use. Upon completion of the fellowship, trainees may utilize the equipment for publishing data and further investigation. If they will not be conducting research, they should return the laptop to their primary university so that future trainees may utilize the equipment.

Allowable and Unallowable Costs

In addition to the specific items listed above, there are general costs that are deemed allowable and unallowable on federal budgets. Please use the chart on the next page as a reference, and if you have any doubt regarding the allowability of a certain cost, contact the Support Center first.

Carry Forward

1. Research funds should be spent within the 11-month fellowship period. If a trainee will not use all of the funds due to study delays, they may request an extension from the Program Manager.
2. All requests must be in writing and submitted before May 1st, 2016.
3. To request an extension, email the Program Manager with the reason for the delay, a requested date that funds will be used by, and the amount that will be carried forward.

Ordering and Shipping Supplies

There are several different ways to order, pay for, and receive research materials, depending on the country of origin, price, and how quickly they are needed. Trainees may request that the Support Center purchases supplies for them, use their Per Diem card, or in some cases, use personal funds and request a reimbursement. *Please see the guide to purchasing and reimbursements on the last page of this section for more details.*

NPGH FOGARTY GLOBAL HEALTH FELLOWS

A guide to allowable and non-allowable expenses

If you have a question about an expense, please contact Nicole Hobbs (hobbsn@uw.edu)

TYPICALLY ALLOWABLE

THINGS

- Cell Phone and Airtime for research purposes
- Computer/Laptop
- Internet Costs
- Lab Equipment
- Research/Lab Supplies
- Software (Stata, Endnote)

SERVICES

- IT/Technical Support
- Monitoring/Evaluation Consultant
- Lab Services
- Translation Services
- Publication Fees
- Shipping (FedEx, UPS)

TRAVEL

- Checked Baggage Fees (for research supplies)
- Conference Registration
- Currency Conversion Fees
- Flights (Fly America Compliant)
- Ground Transportation (Taxi, Bus, Train, Shuttle)
- Lodging away from Duty Station
- Parking away from Duty Station
- Vaccines and Prophylaxis (recommended by CDC)
- Vehicle Fuel
- Visa Fees (for trainees only)

PERSONNEL

- Light Refreshments for Participants -
- Participant Incentives/Reimbursement (lunch, gift card, bus ticket, etc)
- Payment to Research Assistants (must be hired properly through university systems)

These items are allowed on our grant.

GREY AREA

MISC.

- Bank/ATM Fees
- Camera
- Customary Fees
- Customs/Duties/VAT Fees
- IRB Fees
- Membership Fees
- Office Supplies
- Post Exposure Prophylaxis (PEP)
- Printing/Copying/Binding
- Tips

Please check with the Program Manager BEFORE purchasing these items.

TYPICALLY NON-ALLOWABLE

PERSONAL EXPENSES

- Alcohol
- Childcare
- Entertainment
- Health Insurance (in excess of supplement provided by program)
- Language Classes
- Laundry Services
- Passport
- Personal Rent
- Personal Travel/Vacation
- Sunscreen, Mosquito Repellant, Bed Nets
- Routine Medications (allergy, birth control, etc)
- Tuition
- Vehicle Registration for personal use

AT DUTY STATION

- Building Renovations
- Food and Drink at Duty Station
- Foreign Driver's License
- Gifts for staff or participants
- Meals for Staff Meetings
- Parking at Duty Station
- Transportation to/from home and duty station
- Security

These items are not-allowed on our grant. They cannot be reimbursed.

NPGH FOGARTY GLOBAL HEALTH FELLOWS

A guide to purchasing and reimbursements

If you have a question about an expense, please contact Nicole Hobbs (hobbsn@uw.edu)



Before you purchase anything... make sure the following is true:

1. It is allowable by our grant
2. It is directly related to your project
3. It is a reasonable amount in relation to your budget.

Then, decide the best way to go about purchasing the item.

The method you choose may vary based on the situation and dollar amount of the item(s). Regardless of the method, you will need to obtain and submit the following documentation:



Receipt showing that payment was made



Business Statement (how does this relate to your project?)



Packing Slip (if applicable)

OPTION #1: REIMBURSEMENT

You purchase the item(s) and we reimburse you

1. Identify the item(s) you wish to purchase
2. Use personal funds to make the purchase (credit card, cash, etc.)
3. Submit the receipts/documentation to Mallory (emallory@uw.edu)
4. Receive the reimbursement via direct deposit, wire, or check



You must provide proper receipts/documentation



Can take a couple of weeks to receive funds



Be careful that the expense is allowable



Get your items when you need them



Great for small purchases (under \$1,000)



Easy!

OPTION #2: CASHCARD ADVANCE

You send us a proposal and we load the funds on your card

1. Identify the item(s) you wish to purchase in the next 6 months
2. Submit a per diem request form to Nicole via email
3. We load the funds onto your card
4. Use the card to make the purchase or get cash out of the ATM
5. Submit scanned copies of the receipts to Nicole



You must provide proper receipts/documentation



Get the money in about a week



No need to spend personal funds



Use your card to make purchases online



Great if you need to pay with cash



Save your ATM receipts to show exchange rate info

OPTION #3: PROCUREMENT

You send us a proposal and we make the purchase

1. Identify the item(s) you wish to purchase (vendor, product #, product name, etc.)
2. Submit a request to Nicole via email
3. We make the purchase with a wire transfer or credit card
4. We facilitate delivery of the item to you



You must provide proper receipts/documentation



Item is purchased within a week



No need to spend personal funds



Purchase items in US AND abroad



Ideal for large purchases (\$1,000+)



Great if vendor requests wire payment

TRAVEL

Business Travel

Travel to conferences and business meetings are allowable but should not be excessive.

Personal Travel

Trainees receive a total of 10 vacation days during the fellowship. However, prior to departure, trainees must notify the Support Center and their foreign mentor that they will be away from the fellowship site by filling out the *travel notification form* (found in the appendix to this handbook). Trainees traveling without approval may be dismissed from the program.

Returning to the US during the Fellowship Year

To fulfill program requirements instituted by NIH, non-vacation travel to the United States during the fellowship period should not occur. However, medical and personal emergencies that require travel will be approved the Support Center after written justification has been submitted to the Program Manager at the Support Center.

FLIGHTS

One round trip coach-class flight to Orientation and the international site will be purchased for trainees if applicable. The flights will be purchased directly through the respective US institutions.

Purchasing Travel

Trainees should utilize the Support Center to purchase airfare. They should not purchase airfare on their own without first receiving approval from the US program contact.

Fly America Act

All travel that originates from the United States should be booked on a US carrier or a Code-Share partner. If a flight is not available on a US carrier or it would significantly increase travel time and layovers, a ticket on an alternate airline may be booked.

Coach Airfare

Due to NIH regulations, coach airfare must be purchased. There is no exception to this policy and trainees who choose to upgrade to higher classes fares will be personally responsible for the additional charges.

Excess Baggage

Trainees can be reimbursed for up to two suitcases only. Depending on the contents of the luggage, the fees may be considered a research expense.

PER DIEM RATES

When traveling as part of the fellowship (site visits, field work, conferences, etc), trainees are required to stay under the Federal Per Diem rates for meals and lodging.

Per Diem rates for locations in the US can be found at: www.gsa.gov/perdiem

Per Diem rates for international locations can be found at: http://aoprals.state.gov/web920/per_diem.asp



PASSPORTS

Trainees are responsible for obtaining their passport. Passports are considered a personal expense and therefore no fees associated with obtaining or renewing passports will be reimbursed.

VISAS

US trainees should complete their visa paperwork as soon as possible. International trainees who will attend Orientation are also expected to request visas to the United States. The Support Center will assist all trainees with the paperwork that is required and the cost of visas. The Support Center or the trainee's domestic institution will pay for the expenses related to obtaining travel documents (excluding passport fees).

US trainees typically enter and remain in their fellowship country on tourist visas. The Institutional Partner Directors are available to assist trainees in obtaining or extending visas while in country. The Support Center urges trainees to plan ahead regarding visa status, to avoid last minute emergencies and/or unnecessary expenses.

Fellowship Travel

Trainees may attend conferences and other events during the fellowship year. Before making travel arrangements, make sure that the trip fits within your research budget and is approved by your mentor(s). Please notify the support center before traveling away from your fellowship site.

Trainees can either make arrangements themselves and submit receipts for reimbursements, or request payment assistance from the program coordinators.

	Reimbursement Request	OR	Payment Request
Airfare	Purchase your airfare and submit receipt		Send your dates and travel info, we will book the ticket
Visa Fees	Pay the fees directly and submit receipt		_____
Luggage Fees	Pay for up to 2 extra bags and submit receipt*		_____
Lodging	Pay for the reservation and submit receipt		If eligible**, send hotel information to us and we will book on your behalf
Meals	Pay for meals and submit receipts		_____
Registration	Pay the fees directly and submit receipt		Fill out the form and email to us, we will pay the fee
Poster	Pay for printing costs and submit receipt		_____

*Items in the extra bags must be essential to your research (i.e. lab supplies, computers, etc)

**Only trainees and alumni who are not paid through the UW payroll system are eligible



Fly America Act

All travel that originates from the United States should be booked on a US carrier or a Code-Share partner. If a flight is not available on a US carrier or it would significantly increase travel time and layovers, a ticket on an alternate airline may be booked.



Lodging and Meals Per Diem

The price of lodging and amount spent on meals should be under the limit set by the US government.

To view limits for the continental US visit: <http://www.gsa.gov/portal/category/104711>
For international rates visit: http://aoprals.state.gov/Web920/per_diem.asp



Personal Time

Please notify us if you plan to include any personal time before or after the conference. This may affect your flight and/or lodging reimbursement.



HEALTH, SAFETY & EMERGENCY POLICIES

Motorcycles and Vehicles

Trainees will be dismissed from the program if they operate or ride on a motorcycle or operate any vehicle in an unsafe manner or while under the influence of alcohol or drugs. In extraordinary circumstances the training site may determine that administrative separation is not required, for example, if the threat of imminent harm outweighed the risks associated with a violation of activities described above.

Purchasing a Vehicle

Vehicles are not an allowable expense for the use of trainee research funds. However, trainees may personally purchase vehicles to utilize in country but the Support Center will not assist with any necessary paperwork to purchase or register the vehicle. Trainees are fully liable for maintaining legal authorization to drive and own a vehicle at their site and should properly adhere to local laws and regulations.

Contingency Plans in Emergency Situations during the Training Year

The Support Center will provide trainees with safety resources in the event of a personal or regional crisis. Trainees should use the resources below as well as those provided by their training site to create an individual emergency and contingency plan. The Support Center staff will maintain emergency contact information for each trainee.

Evacuation

All trainees who are not posted in their home countries are covered by an international emergency evacuation policy. Each US trainee will be given a contact card with emergency numbers prior to leaving the US.

In the case of an emergency, the emergency database alerts the University of Washington (Support Center) of any trainee(s) in the vicinity and immediately starts developing evacuation plans for those individuals. It is essential that all trainees report their location when they leave their training site.

Trainees are also encouraged to utilize the following safety resources:

- Register with the United States Embassy to receive regular travel advisories
- Pick a health insurance plan with solid international coverage
- Explore insurance for any sports or activity-related coverage
- Utilize the Emergency Call in Center when needed

INSURANCE

Medical Insurance

Each trainee will receive \$1,000 USD as a supplement to his or her stipend for the purpose of purchasing medical insurance. State laws prohibit universities from purchasing private insurance for trainees and institutional insurance plans do not cover trainees in the Global Health Fellowship program.

Emergency Insurance for US Trainees

All US trainees will be provided with emergency evacuation insurance through their domestic institution. We cannot purchase insurance for a trainee's entire family.

Equipment Insurance

Insurance for laptops, cameras and other research equipment is available at a low cost through the University of Washington. This insurance protects equipment if it is lost, damaged or stolen and has a low monthly premium. To discuss equipment insurance, contact the Program Manager. The cost of equipment insurance would come from your research funds but is often valuable since the cost of replacing equipment can be exorbitant.

Continuing Medical Coverage from Current Appoint

Many trainees have requested to keep their current (non-Fogarty funded) insurance through their academic institution. Since this coverage includes additional fringe benefits (retirement, investment, etc.) we cannot allow trainees to continue the coverage using Fogarty Global Health Fellowship funds.

Malpractice Insurance

It is unlikely that fellows will require in-country malpractice insurance. If need for such coverage is anticipated, trainees should consult with their mentors and contact the Support Center.

VACCINATIONS, PROPHYLAXIS, & HEALTH EXAMS

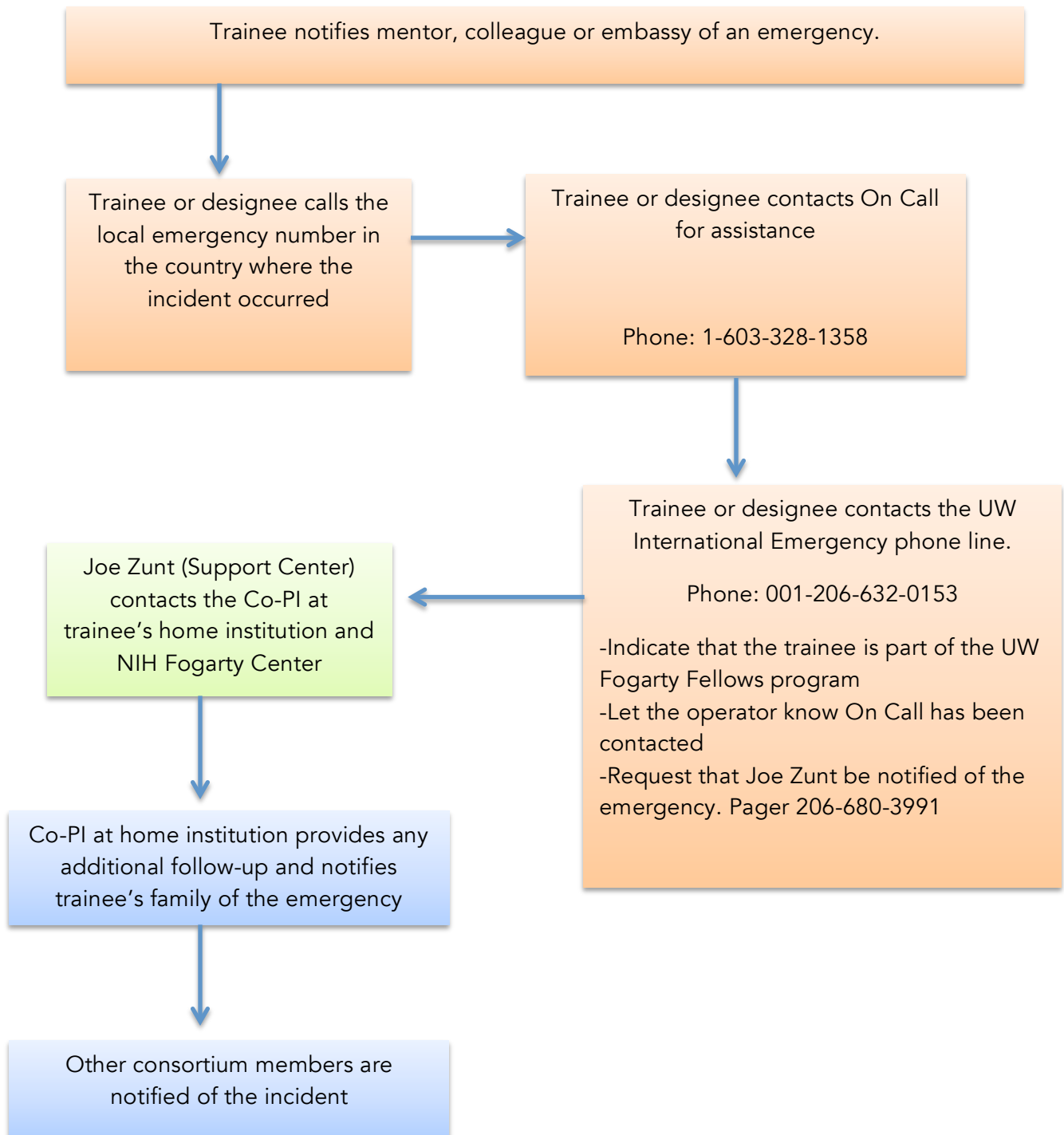
US trainees are expected to obtain all necessary vaccinations and be in good health prior to leaving the country. Only vaccinations recommended by the Center for Disease Control (CDC) can be reimbursed. Reasonable costs for these vaccinations will be covered by a central account and will not count against the trainee's research funds. *Find out which vaccines are required for your fellowship site by visiting:*
<http://wwwnc.cdc.gov/travel>

Medications and medicines considered "personal expenses" include (but are not limited to): anti-malarial, allergy, contraceptive, bug sprays, and sunblock.

HOUSING

The Support Center will help trainees locate housing but it will be their responsibility to pay for housing and to manage their leases.

EMERGENCY CALLING TREE



Fogarty Global Health Fellows

General Safety Briefing for all Fellows and Scholars

The Fogarty Global Health Fellows Program is committed to keeping you as safe as possible during your work abroad. Please read through the following information prior to your departure.

Additional information can be obtained through your embassy website

(<http://travel.state.gov/content/pasports/english/go/checklist.html>)



Checklist: Before You Travel

Selected safety and theft-prevention items to bring with you to your training abroad.

This list is not comprehensive, but includes items typically unavailable in rural settings.

PERSONAL ITEMS

- Money belt
- Extra cash that can be used internationally (Small, \$US bills 2007 or newer)
- Personal alarm, whistle or pepper spray
- Anti-theft bags (e.g. PacSafe)
- TSA luggage locks /other locks
- Prophylactic medicine, traveler's medicines

EMERGENCY "GO" BAG

- Portable cell phone charger (solar/battery)
- Headlamp, flashlight
- Copy of personal documents (passport, credit cards, etc.) and photos of companions
- Optional survival equipment (water purification system, utility tool, etc.)
- First aid kit / travel meds

HOME/TRANSPORT

- Smoke detector
- Rechargeable batteries/charger
- Car "club"
- Door security alarms
- Bike lock & helmet

- Register online** with US Dept. of State Smart Traveler Enrollment Program (STEP) to receive travel alerts and warnings: <https://step.state.gov/step/>
- Provide emergency contact information** to your Fogarty home and international institutions, mentors and family members (see Fogarty Safety Form).
- Know your country visa and documentation requirements** and start the application process as soon as possible - especially obtaining letters of support from mentors and appropriate agency staff.
- Make a copy of your passport** and carry photocopies of your passport ID and valid visa at all times. Email a copy to yourself and a family member.
- Make a copy of your credit cards** and leave with a trusted family member in case of a destroyed, lost or stolen card.
- Notify your bank and credit card companies of your travel:** Obtain bank and credit card international contact numbers. Be familiar with ATM usage rates.
- Obtain travel clinic consultation** for appropriate vaccinations and medications at least 6 weeks prior to your departure. Carry a record of vaccinations and copies of prescriptions with you.
- If you plan to drive as an American foreign national** obtain an International Driver's License from AAA Insurance Company in the USA (and/or local driver's license). If you choose to seek local licensure in your project country, check with your local administrator about regulations and precautions. http://www.aaa.com/PPInternational/IDP_IADP.html
- Know your site:** Read your country-specific safety briefs. Contact your site directors and obtain emergency contacts in country. The *Culture Shock* book series is a good resource on cultural insights and practical logistics for expatriates living overseas (e.g. how to set up a post box, rent an apartment, obtain documentation).
- Prepare safety and theft-prevention equipment:** See table to left for ideas. Consider building a "go-bag" prior to your arrival in country. For a complete list, visit: <http://nairobi.usembassy.gov/gobagitems.html>

Checklist: When You Arrive in Country

- **Notify your mentors** in US and in country of your arrival and any new contact info (i.e. local phone, cell phone, and address).
- **Discuss emergency protocols** and phone trees with your in-country colleagues, including:
 - Local contacts in case of emergency
 - Preferred hospital
 - Embassy security officer contact
 - Police stations
 - Trusted taxi numbers
- **Connect with the US Embassy** (or your Embassy if not a U.S. citizen) for official safety briefing and direct. In certain countries, Fogarty may fall under the US Embassy, Office of Cultural and Educational Affairs as Fulbright-Hays or Title VI grantees/fellows umbrella for embassy access and services. Enter your emergency and embassy phone numbers directly to your phone contacts:
(<http://travel.state.gov/content/passports/english/emergencies.html>)
- **Carry in-country contact** information and ID (photocopy or original) on your person, in case you are in an accident.
- **Get to know the informal support network:** expatriates and in-country colleagues are crucial for navigating local systems and providing personal support if an emergency occurs. Obtain the numbers of local colleagues and any expatriates in the area who may be able to provide support in case of emergency. Discuss safety concerns with these individuals and learn about their safety experiences in country.

Additional Security Communication Ideas

Your country support network may include fellows/scholars in your country and other trusted community members. Determine if your site has existing alert systems and join them.

Mobile Phone: Whatsapp

Establish a free *Whatsapp* group to notify others quickly about security issues via an application for smart phones. This notice board serves the function of a phone tree for trainees, providing a way to be contacted and respond.

Facebook

Establish a closed Facebook group, such as a “Neighborhood Watch” to keep others informed of local warnings, notices, incidents, or security concerns.

Google Groups

Create Google Group to easily contact others about security issues via an email based platform. This is also ideal for sharing safety guides, tip sheets, and other documents of interest.

Safety on the Streets: Pedestrian Safety

- **Determine if walking is safe** in your neighborhood; if not, get appropriate transport such as a taxi or a shared ride.
- **Safeguard cash and electronics on the streets**, by keeping computers, cameras, and mobile phones out of sight. Snatch and grab theft occurs. Be especially careful in coffee shop environments or while jogging with music.
- While these guidelines are helpful at all times of day, **be especially vigilant at night**. It is safest to reduce night and pedestrian travel as much as possible. The best option is to take a taxi or shared ride. However, If you walk at night:
 - *Look down* for dangerous obstacles while walking down paths and roads (holes, open sewage drains).
 - Be as visible as possible to avoid being hit by cars, especially if sidewalks are unavailable.
 - Inquire if night escorts are available.
 - If going home at dusk or night, alert your trusted home gate guards (if night guards have phones) to receive you immediately when you arrive to reduce vulnerability at gates, when events such as carjacking and robbery may occur.

Additional tips on driving or transport may be available in your country

Safety at Home

- **Inquire about safety features while selecting housing:** Consider fire-safety, adequate security fencing and lighting, guard service, etc. Your local mentor, colleagues, or alumni are great resources.
- **Create a “safe haven”** in your home, in case of home invasion. Ensure the bedroom door or bedroom gates lock at night. You should also keep a phone, keys, first aid kit, and your “go bag” here.
- **Set expectations regarding who is allowed to enter your home** (staff or visitors), and consider who is the first line of defense at point of entry. Be cautious about admitting people you don’t know well, especially if you are alone or of the opposite sex. If you have guards, house staff or roommates, ask them to notify you before they admit visitors.



Safety on the Road: Motor Vehicles

- Fogarty Fellows **may not ride on or operate motorcycles or scooters.**
- **If you drive**, consult your country’s specific guidelines on road safety, laws, and insurance.
- **Use trusted taxi drivers** both day and night. Beware potential dangers of using taxis that carry other passengers or staff you don’t know. Always lock doors and roll-up windows.
- **Wear seatbelts** to prevent serious injury in a car accident.
- **Keep valuables out of sight while driving, and while parked.** Travel with items in the trunk/boot, on the floor, or under the seat (good for laptops). Minimize leaving valuables in the car. If you must leave valuables, rearrange them before your car is parked or doors are opened... not afterwards, when you may draw attention.
- **Ensure vehicle doors are locked** at all times, and windows are rolled up. **Carjacking** is a concern day and night. Gate entry to your home or other locations are vulnerable places where car-jacking frequently occurs; consider systems that allow you to enter quickly and reduce waiting time (e.g. calling your guards to prepare gate) and be watchful of suspicious vehicles before you enter. If you are followed, make another lap, or drive to a public space such as police station. Review and be familiar with the US State Department document regarding carjacking:
<http://www.state.gov/m/ds/rls/rpt/19782.htm>

IF YOU BECOME A VICTIM OF AN ACCIDENT OR CRIME...

- Be cautious about any admission of fault. There may be potential dangers if a crowd starts to gather.
- First, ensure you are in a safe place.
- Contact your health facility if you need medical attention. In cases of sexual assault, seek care immediately.
- If you attend a health facility, bring someone with you if possible to serve as your advocate and take care of tasks such as payments, prescriptions, and ensuring continuity of care.
- Contact your embassy, or local security warden – they may be your best local resource. Contact them immediately, especially in time-sensitive situations (e.g. traffic accident, legal trouble).
- Contact your local law enforcement or authority (best with representation from your embassy or someone local who can be your advocate).
- Contact and inform your mentors and Fogarty coordinators.
- Communicate to others about the incident soon after the event. Alert others in your neighborhood immediately to ask for help if needed, and to warn others about potential multiple attacks in the same night.
- Document the event in as much detail as possible as soon as you can. Photos are often helpful. See box below for important questions.



Security Incident Questions:

- (1) Day, time, location of the event
- (2) Who was involved as the victim (s)
- (3) Who was involved as the perpetrator(s), if applicable?
 - a. Gender
 - b. Age
 - c. Physical description (height, body build, hair/eye/skin color)
 - d. Language/accents
 - e. Any other identifying factors (clothing, tattoos, etc.)
 - f. Description of vehicle and/or license plates
- (4) What was the context of the event?
- (5) Describe the sequence of events
- (6) Who was notified about the event, and when?



EMERGENCY CONTACT INFORMATION FORM

This information will be extremely important in the event of an accident or medical emergency.
Please be sure to sign and date this form

NAME:			
Last		First	MI
HOME PHONE:		CELL PHONE:	
EMAIL:			
ADDRESS:			
Street		City	State
			Zip Code
PRIMARY EMERGENCY CONTACT NAME:			
RELATIONSHIP:			
HOME PHONE:		CELL:	WORK:
SECONDARY EMERGENCY CONTACT NAME:			
RELATIONSHIP:			
HOME PHONE:		CELL:	WORK:
PREFERRED LOCAL HOSPITAL:			
INSURANCE COMPANY:		POLICY #:	
COMMENTS: INCLUDE ANY SPECIAL MEDICAL OR PERSONAL INFORMATION YOU WOULD WANT AN EMERGENCY CARE PROVIDER TO KNOW – OR SPECIAL CONTACT INFO			
SIGNATURE		DATE	

Fogarty Global Health Fellows Safety Form

In-country/On-site Emergency Contacts and Safety Protocol for Fogarty Trainees

In-country Information:
Country, city:
Name of program/institution(s):
Other Comments:

Trainee Arrival Information:		
Arrival date:	Airport:	Airline:
Airport pickup/transportation plan:		
Arrival address for trainee:		
Other Comments:		

Emergency Contacts:			
Position	Name	Email	Phone number
U.S. PI:			
In-country PI:			
Additional in-country colleagues:			

Spouse/partner/family in-country:			
Home University Emergency Contact			
Family contact in U.S.			

Medical and Dental Insurance		
Plan Name & Contact:	ID number:	Dates covered:
Other notes on health? <i>(allergies, medications, blood type, implanted devices, etc)</i>		

Safety Protocol:
Police number:
Nearest police station:
Address of U.S./home Embassy:
Embassy Emergency number (day / after-hours):
Local US Embassy Regional Security Officer Or Embassy Warden <i>(if located outside capital city):</i>
Trusted taxi numbers: 1) 2) 3)
Preferred hospitals (name/address/phone):
Dental emergency contact (name/address/phone):
Payment procedures at this hospital: <i>(note, cash payment may be necessary. Ensure access to funds)</i>

Other Comments:

INSURANCE

The fellowship does not purchase health insurance directly for trainees. Instead, the program provides each trainee with \$1,000 as a supplement to his or her stipend to accommodate the cost of health insurance.

The University of Washington offers Student Abroad insurance to scholars and fellows involved in our program. The UW Student Abroad Insurance plan provides security and natural disaster evacuation services in addition to medical evacuation and travel assistance services. The UW Student Abroad Insurance plan is specifically tailored to services needed overseas. Its broad coverage and reasonable price makes it the best choice for most students abroad.

BENEFITS OF THE PLAN

- Low premium, calculated by days of coverage (\$2.00 per day)
- Evacuation services for medical emergencies plus repatriation benefits anywhere in the world
- Major medical insurance benefits while overseas
- Natural and political disaster evacuation coverage
- Enroll and pay online

IMPORTANT NOTICE AND PLAN LIMITATIONS

- The UW Student Abroad Insurance plan only covers treatment outside the United States for injuries or illnesses that occur abroad.
- There is no coverage for treatment of conditions that arise once a student has returned to their home country, or after the policy term expires.
- The UW Student Abroad Insurance plan covers pre-existing conditions that manifest while abroad.

To sign up for this plan, visit: <https://ci.inter360.net/ci/portal/order/uw/studyabroad>

If you are not a UW student, you may enter the words "UW GUEST" in both the Student ID Number and NetID boxes.

OTHER OPTIONS

Previous trainees have purchased plans from CIGNA, who offers comprehensive plans that may also cover treatment while in the United States.

To learn more about the plans offered by CIGNA contact:

Kristina English

Kristina.english@cigna.com

Telesales Executive, Cigna Global Health Options

Individual Private medical Insurance

Phone: 0044 1475 492119

US Toll Free: 877 539 6295



OTHER INSURANCE OPTIONS

(this is not a comprehensive list, please contact the company directly to obtain updated information and select the most appropriate plan for your situation)

Insurance Company	Insurance Plan	Coverage	Deductible/Coinsurance	Price
CIGNA	Silver Global Health with added Outpatient & Emergency Supplement	\$1 million maximum Emergency Evacuation Vaccinations/medications covered	\$750 deductible	\$2150 for 12 months
CISI	World Class Study Abroad Plan	\$50,000 max per incident Emergency Evacuation No vaccination/medication coverage	\$100 deductible	\$672 for 12 months
CMI	Global Medical International	\$100,000 lifetime maximum Emergency Evacuation 50% of outpatient prescriptions	None	\$1,008 for 12 months
Gateway Global Medical Insurance	Silver	\$5 million maximum Emergency Evacuation Vaccinations/Medications covered	\$250 deductible	\$1040 for 12 months
HTH Insurance	*Previously the UW Study Abroad Plan; this is now discontinued but the company may offer other plans	\$500,000 maximum Emergency Evacuation Vaccinations/medications covered	None	\$510 for 12 months
International Medical Group	Patriot Exchange Plan--Short Term Travel or Global Medical Insurance	\$50,000 maximum Prescription coverage Political evacuation only;	None	\$480 for 12 months
Seven Corners (Tramont Insurance Company)	Liason Majestic	\$60,000 medical maximum Emergency & Political evacuation Vaccinations/medications covered	\$250 deductible	\$333 for 12 months



MENTORSHIP

A structured team approach to mentoring will be used for all trainees, with the objective of providing guidance and feedback on the academic, political and practical nuances of designing and implementing research in the international arena and ensuring each trainee is fulfilling their research and career goals.

We will help trainees develop a mentoring team that includes both domestic and international mentors to help them achieve their research and professional goals. Trainees are expected to establish a schedule for meeting with their mentors. We recommend that they meet on a weekly basis during the first month to develop a research plan, then at least monthly to identify and discuss progress and barriers that may arise.

To ensure trainees and mentors have clear mutual understandings concerning roles, responsibilities, and educational goals, each trainee-mentor pair will be asked to complete the "Mentorship Compact: that is provided by the Support Center.

MENTORSHIP COMPACT

The purpose of the Mentorship Compact is to help develop the relationship between mentor and mentee, and create a plan for the fellowship year. Using the Compact tool, both the mentor and mentee can be assured that they are in agreement on their respective roles and responsibilities.

MENTOR ENCOUNTER FORM

Mentors and mentees should meet quarterly and report back to the Support Center using the Mentor Encounter Form.

CONFLICTS WITH YOUR MENTOR

If you find yourself in conflict with your mentor, please contact Nicole Hobbs (hobbsn@uw.edu) to help mediate and problem-solve.

PUBLICATIONS & ACKNOWLEDGING FUNDING

The NIH Public Access Policy ensures the public has access to the published results of NIH funded research and requires scientists submit final peer-reviewed manuscripts arising from NIH funds to the digital archive PubMed Central upon acceptance of the publication. The Policy requires these manuscripts be accessible to the public on PubMed Central no later than 12 months after publication.

Trainees are responsible for informing the Support Center and their mentorship team of any publications during the time of their award. In addition, all trainees are required to acknowledge funding in publications, using the following sentence:

This project was supported by NIH Research Training Grant #R25 TW009345 awarded to the Northern Pacific Global Health Fellows Program by the Fogarty International Center.

NOTE: Prior to any publication, please contact the Support Center for the most up-to-date acknowledgement.

ALUMNI AFFAIRS

Alumni Travel to Conferences

Alumni may request funds to support attending one conference after completing their fellowship year. To be eligible, the trainee must be presenting at the conference about their fellowship research. The funds are on an as-available basis, and subject to approval from the Support Center, PIs, and mentors.

CareerTrac

The Support Center is tasked with tracking alumni for 20 years. Many trainees will maintain contact with their mentorship team; however, we ask that trainees contact the Support Center with any updates regarding:

- Conference Presentations
- Students you mentor
- New grants you receive (include dates of the award, grant number, and funding agency)
- New publications
- Post-Training Education (and dates enrolled)
- Fellowships Received
- Honors and Awards
- Employment Promotions
- Change in address, email, or other contact information

The Support Center will send you a form to complete and they will enter the information into CareerTrac for you.



Social Networking

We encourage trainees to use the program website (www.fogartyfellows.org) to network with other alumni and to stay up to date on the latest program news. The Support Center also hosts pages on Facebook and LinkedIn for social networking and announcements of upcoming conferences and events. Our Facebook group name is: Northern Pacific Fogarty Global Health Fellows Program.

RESOURCES

Books

Travel Wise: How to be Safe, Savvy, and Secure Abroad

Author: Ray S. Leki

ISBN: 1931930368

Amazon.com link: http://www.amazon.com/Travel-Wise-Savvy-Secure-Abroad/dp/1931930368/ref=pd_bxgy_b_img_b

Staying Safe Abroad: Traveling, Working, & Living in a Post 9/11 World

Author: Edward L Lee II

ISBN: 0981560504

Amazon.com link: http://www.amazon.com/Staying-Safe-Abroad-Travelling-Working/dp/0981560504/ref=pd_sim_b_2

Adobe Connect Trainings

The Support Center will arrange for additional trainings to be conducted via Adobe Connect and Skype. You are expected to participate in trainings and will be given a training schedule from the Support Center.



ADOBE® CONNECT™ 

NPGH: Research Symposium (Oct 2)

Enter as a Guest

Name

Enter with your login and password(Required for hosts, recommended for registered users)

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To access Adobe connect go to uwmedical.adobeconnect.com/ghfellows. Type your name in the guest box and click the "Enter Room" button.



ADOBE® CONNECT™ 

NPGH: Research Symposium (Oct 2)

The virtual meeting room you are about to enter may be recorded. By clicking 'OK' you acknowledge that any audio, video, screen sharing, PowerPoint, documents or text chat that you transmit may be recorded and made available for later consumption by the University of Washington students, faculty, staff, or partners. Further, it is your responsibility to protect and hold confidential any student or patient information as required by University of Washington rules or Federal HIPPA and FERPA.

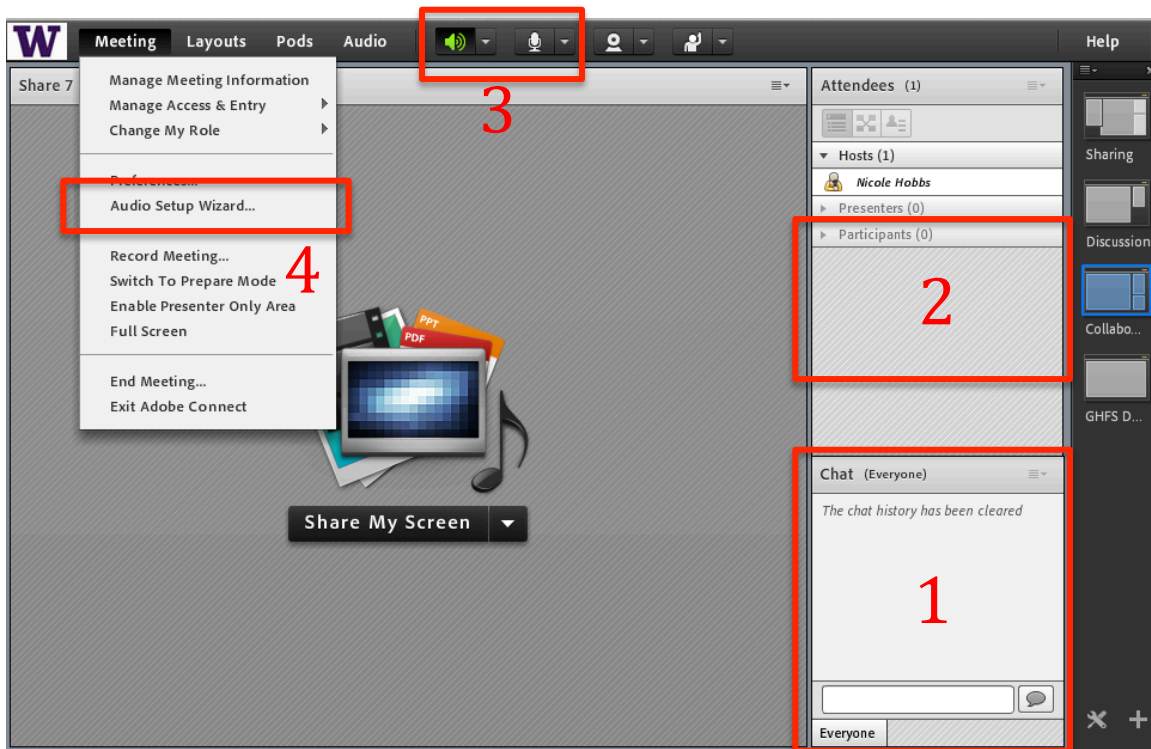
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You will then see a message reminding you that the meeting may be recorded, and you should not disclose patient information in an Adobe Connect meeting. Click on the "OK" button to continue.



The above image is what you will see once you login to the Adobe Connect session. We have included detailed information about the features of the meeting below. The numbers listed below correspond to the diagram above.

1. This is the chat box where you can ask questions and let the meeting hosts know if you are having any technical problems. Everyone can see the chat history so please do not include information that you do not want others to read.
2. This is a list of everyone attending the meeting. During the meeting your microphone will be muted and you will be listed as a participant. If you will be presenting during the meeting, the meeting host will give you speaking privileges in the system and will un-mute your microphone.
3. These two buttons control your audio settings. The left button controls your sound. If you cannot hear the presentation, this is the first place to check to see if your speakers are on. The second button will appear when you are given speaking privileges by the meeting host. You need to click here *before* you can speak and this button will activate your microphone.
4. Before the call, it is important that you set up your audio using the "Audio Setup Wizard." This will help make sure that you will be able to hear and be heard during the call.

If you have difficulty connecting, please consult the Troubleshooting Guide on our website.

www.fogartyfellows.org/resources

You may also contact Nikki Eller (ellem@uw.edu) before the call to set up a time to test your connection.



ADMINISTRATIVE CHECK LIST

IMPORTANT INFORMATION

- My Start Date: _____ End Date: _____
- I will receive my stipend on _____ of each month.
 - I should contact _____ with payroll questions.
- Health Insurance Information:
 - Company: _____
 - Policy Number: _____
 - Contact Information: _____
- I understand the Emergency Policy of the consortium
- I understand the procedure to notify my administrator before traveling for work or pleasure.
- Office space has been arranged for my fellowship.
- I know how I will purchase and receive my supplies.
- I understand the NIH & University policies for purchases.
- I have a computer or laptop that I will use for research work.
- I have the contact information for other trainees in my fellowship country.
- I have my Bank of America card and know how to request funds and check my balance
- I have at least one fun (non-work related) thing planned to do during my fellowship.

US TRAINEES ONLY

- I've obtained a visa to enter the country. I understand how I can extend my visa.
- My bank and credit card companies know that I will be abroad.
- I've arranged housing for my fellowship period.
- I have received any vaccinations and prophylaxis that I will need.

FORMS TO FILL OUT

(send all forms to Nicole Hobbs hobbsn@uw.edu)

- Payroll forms
- Emergency Contact Form
- Mentor Compact (signed by mentorship team)
- Proposed budget for my research funds.
- IRB application (if necessary) to my US institution.
- IRB application (if necessary) to my site institution.
- Responsible Conduct of Research (RCR) training and documentation
- Website Bio Form for the www.fogartyfellows.org website.

NPGH FELLOW AND SCHOLAR ALUMNI

	Cohort	Name	Designation	GHF Research Site	Research Interest	Email
CHINA	Year 1	Ching-Ping Lin	US Fellow	Joint Institute	Biomedical Global Health Informatics	ping@uw.edu
	Year 1	Xiuying Zhang	LMIC Fellow	Peking University	Diabetes; Metabolic Diseases	zhangxiuying717@163.com
	Year 2	Ping Lin	US Fellow	Peking University	Biomedical Global Health Informatics	ping@uw.edu
	Year 3	Gu, Jing	LMIC Fellow	Sun Yat-sen University	Mental health status among methadone maintenance treatment users	gujung5@mail.sysu.edu.cn
	Year 3	Tian, Maoyi	LMIC Fellow	The George Institute of Global Health	Mobile technology for chronic disease management among rural Chinese patients	mtian@georgeinstitute.org.cn
	Year 3	Yang, Ming	LMIC Fellow	Peking University	Hepatic Disease in China	ymicecream@163.com
CAMEROON	Year 2	Anna Babkhayan	US Fellow	University of Yaounde	HIV and malaria co-infection in pregnant women	annab8@hawaii.edu
	Year 2	Olivia Achonduh	LMIC Fellow	University of Yaounde	Infection Prयोगens Profiles in Cameroon	oliafa@yahoo.com
	Year 3	Ngu, Abanda	LMIC Scholar	University of Yaounde	Mycobacterium tuberculosis in HIV-positive Cameroonian Adults.	abandann@hawaii.edu
GHANA	Year 1	Nauzley Abedini	U.S. Scholar	KNUST	Maternal & Child Health	nauzley@med.umich.edu
	Year 1	Constance Opoku	LMIC Fellow	KNUST	Maternal & Child Health; Women's Health	cafraopoku@yahoo.com
	Year 1	Iman Martin	US Fellow	Uganda Cancer Institute	Cancer Surveillance & Registry Networks	iman.k.martin@gmail.com
	Year 2	Rockefeller Oteng	US Fellow	KNUST	Trauma; Emergency Medicine	roteng@med.umich.edu
	Year 3	Stewart, Barclay	US Fellow	KATH	availability and sustainability of physical resources in the care of the injured patient	stewarb@u.washington.edu
	Year 3	Gardner, Andrew	US Scholar	KATH	Alcohol Use and Trauma	agardn@med.umich.edu
PERU	Year 1	Mario Cornejo	LMIC Fellow	UNSM	Neurogenetics	marior_cornejo@hotmail.com
	Year 1	Jamie Soria	LMIC Fellow	Hosp. Nacional Dos de Mayo	TB Meningitis	jaime9504@yahoo.es
	Year 1	Segundo Leon	LMIC Fellow	Universidad Nacional Mayor de San Marcos	Resistance to HIV Therapy	srleons@yahoo.com
	Year 2	Anya Romanoff	US Fellow	NAMRU-6	Surgical Oncology	anya.romanoff@mountsinai.org
	Year 2	Daphne Ma	US Fellow	IMPACTA, UNMSM	A Peru Unit for Neurosyphilis Diagnosis	daphnema@gmail.com
	Year 2	Devora Aharon	US Scholar	Callao; Barton Clinic	HPV; Female Sex Workers	devoraaharon@gmail.com
	Year 2	Emily Deischel	US Scholar	NAMRU-6	HTLV	edeichsel@gmail.com
	Year 2	Jaime Soria	LMIC Fellow	Dos de Mayo Hospital	TB Meningitis in HIV infected individuals in Lima	jaime9504@yahoo.es

PERU	Year 2	Katie Nielsen	US Fellow	UNMSM, Hospital de Nino	Pediatric Critical Care	katruth@me.com
	Year 2	Kristin Heitzinger	US Scholar	NAMRU-6	Darrhea Prevention & Treatment	heitzk@uw.edu
	Year 2	Nicanor Mori	LMIC Fellow	Universidad Nacional Mayor de San Marcos	Central Nervous System Infections	nicanormori@gmail.com
	Year 2	Segundo Leon	LMIC Fellow	Universidad Nacional Mayor de San Marcos	Resistance to HIV Therapy	srleons@yahoo.com
	Year 2	Tatiana Metcalf	US Scholar	Dos de Mayo Hospital, NAMRU	TB Meningitis/Lab DX Techniques Using CSF	tatianametcalf@yahoo.com
	Year 3	Gasper, Melanie	US Fellow	IMPACTA	Tuberculous Meningitis in HIV-Infected Peruvian Patients	melgasper@gmail.com
	Year 3	Alva, Isaac	LMIC Fellow	Universidad Peruana Cayetano Heredia;	Vertical transmission of HTLV-1/-2	drisaacalva@gmail.com
	Year 3	Cortez, Valerie	US Fellow	NAMRU-6; Lima, Peru	Leptospirosis in Rodents and Humans	vccortez@u.washington.edu
	Year 3	Romanoff, Anya	Fulbright; US Fellow	NAMRU-6	Breast Cancer; Oncology	anyaromanoff@yahoo.com
KENYA	Year 1	Rose Bosire	LMIC Fellow	KEMRI	HIV/AIDS; Maternal & Child Health	bosirero@yahoo.com
	Year 1	John Cranmer	US Fellow	PRONTO	Nursing; HIV/AIDS	jncranmer@gmail.com
	Year 1	Bartholomew Ondigo	Intl. Scholar	KEMRI	Malaria	ondigo2002@gmail.com
	Year 1	Frankline Onchiri	Intl. Scholar	KEMRI	Bacteremia & HIV in Children	fonchiri@gmail.com
	Year 2	Cyrus Ayieko	LMIC Fellow	Maseno University	Malaria Immunology	cxayk@yahoo.com
	Year 2	Daniel Chivatsi	LMIC Fellow	University of Nairobi	Baboon Alphapapillomaviruses	dchivatsi2002@yahoo.co.uk
	Year 2	Elizabeth Irungu	LMIC Fellow	University of Nairobi	Risk score to Identify Higher-Risk HIV1 Serodiscordant Couples	eirungu@pipsthika.org
	Year 2	John Cranmer	2nd YR US Fellow	University of Nairobi; Kisumu sites	Cultural differences in treatment and care models in countries with high HIV prevalence	jncranmer@gmail.com
	Year 2	Karen Hamre	US Scholar	KEMRI	Epidemiology of Malaria	hamr0091@umn.edu
	Year 2	Quy Ton	US Fellow	University of Nairobi	Partner Notification & HIV Care Linkage	quyton@gmail.com
	Year 3	Masese, Linnet	LMIC Fellow	Kenya Medical Research Institute (KEMRI);	HPV Vaccine Preparedness among Youth in the Coast Region of Kenya in the HIV Cohort Study	linnet@uw.edu
	Year 3	Ayodo, George	LMIC Fellow	KEMRI; Kisumu, Kenya	Interactions of HIV and Malaria with Iron Deficiency	gayodo@gmail.com
	Year 3	Kioko, Marilyn	US Fellow	Kenyatta National Hospital, Gertude Children's Hospital	Reduction of Shock-related Mortality in Pediatric Patients in Urban Kenya	marilynmkioko@gmail.com
Year 3	Muriuki, Eric	LMIC Fellow	University of Nairobi	DMPA use and immune activation amongst postpartum HIV-uninfected Kenyan women	ericmcire@yahoo.com	

KENYA	Year 3	Burns, Paul	US Fellow	University of Nairobi	Neighborhoods, Water, Sanitation and Hygiene (WASH) and HIV/AIDS in Kenya	pauburns@gmail.com
	Year 3	Lee, Fan	US Scholar	Kenyatta National Hospital & Coptic National Hospital;	Spousal/partner support for cervical cancer screening/treatment among HIV+ women	fanlee@uw.edu
	Year 3	Mark, Jennifer	US Scholar	University of Nairobi	Introducing syphilis point-of-care testing (POCT) into established and novel settings.	jmark55@uw.edu
UGANDA	Year 1	Ghoutam Ghosh	US Fellow	Makerere University	Aberrant Angiogenesis in Cerebral Malaria	ghosh013@umn.edu
	Year 1	Abdu Musubire	LMIC Fellow	Makerere University	Cryptococcal Meningitis; Nodding Syndrome	amusubire@yahoo.com
	Year 1	Emmanuel Seremba	LMIC Fellow	Makerere University	Viral Hepatitis & Liver Cancer	eseremba@gmail.com
	Year 1	Sylvia Wanzala	Intl. Scholar	Makerere University	Veterinary Medicine; TB	wanza003@umn.edu
	Year 1	Lindsey Law	U.S. Scholar	Makerere University	Cerebral Malaria	lawxx121@umn.edu
	Year 2	Henry Ddungu	LMIC Fellow	Uganda Cancer Institute	Transfusion Support in Cancer patients	hddungu@me.com
	Year 2	Nathan Bahr	US Fellow	Makerere University	Xpert MTB/RIF Detection of TB Meningitis	nate.bahr@gmail.com
	Year 2	Olatundun Williams	LMIC Fellow	Makerere University	G6PD Deficiency & Malaria	tundunwilliams@gmail.com
	Year 3	Rhein, Joshua	US Fellow	Makerere University	Adjunctive Sertraline for the Treatment of HIV-associated Cryptococcal Meningitis	joshua.rhein@gmail.com
	Year 3	Anyanwu, Juliana	US Fellow	Makerere University	Clinical malaria episodes in children with sickle cell disease	juliana.anyanwu@cchmc.org
	Year 3	Mahero, Michael	LMIC Fellow	Makerere University	Common and emerging infectious diseases associated with febrile illness of unknown origin	maher140@umn.edu
Year 3	Namazzi, Ruth	LMIC Fellow	Makerere University	Risk of severe hemolytic anemia after artesunate treatment for severe malaria	namazzi101@gmail.com	
THAILAND	Year 1	Nitiya Chomchey	Intl. Scholar	SEARCH	HIV/AIDS Prevention in MSM	nitiya.c@searchthailand.org
	Year 1	Nittaya Phanuphak	US Fellow	SEARCH	Dermatologic Manifestations of HIV/AIDS	nittaya.p@trcarc.org
	Year 2	James Kelley	US Fellow	Mahidol	Dengue; Vascular Permeability	jkelly@hawaii.edu
	Year 2	Nitiya Chomchey	Int'l Scholar	SEARCH	HIV/AIDS Prevention in MSM	nitiya.c@searchthailand.org
	Year 2	Sumidtra Prathep	LMIC Fellow	Prince of Songkla University	Traumatic Brain Injury	sumidtra@uw.edu
	Year 3	Tomas, Charlene	US Fellow	SEARCH	Sexual Reassignment Surgery among Thai Transgender Women	ctomas@hawaii.edu
	Year 3	Chuang, Eleanore	US Scholar	SEARCH	Ano-genital HIV DNA and HPV genotypes among MSM and transgender women	eleanore@hawaii.edu
	Year 3	Steel, Argon	US Fellow	Mahidol University	Dengue	argon@hawaii.edu