



GHANA



CHINA



PERU



THAILAND



UGANDA



KENYA



CAMEROON

Trainee Handbook
2016-2017



Global Health Fellows
NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM

TABLE OF CONTENTS

WELCOME.....	3
ABOUT THE PROGRAM.....	4
FELLOWS & SCHOLARS PROGRAM.....	6
SUPPORT STAFF	8
INTERNATIONAL INSTITUTIONAL PARTNER DIRECTORS.....	9
ROLES & EXPECTATIONS.....	11
Expectations of Trainees:	11
Expectations of the Home Institution & Support Center Staff:	11
Expectations of the International Site:	11
ETHICS AND COMPLIANCE	12
Institutional Review Board (IRB) Approvals	12
Human Subjects Training	12
Fiscal Compliance	12
Scientific Misconduct	12
Dismissal Policy	12
FUNDING	13
Stipends	13
Supplementing Stipends.....	13
Taxes.....	13
Field Advances/Per Diem Cards	14
Ordering and Shipping Supplies	14
Tuition	14



Language Courses	14
Computer Policy	14
Allowable and Unallowable Costs.....	14
TRAVEL	15
Personal Travel and Vacation	15
Flights.....	15
Purchasing Travel	15
Fly America Act.....	15
Coach Airfare	15
Excess Baggage.....	15
Per Diem Rates.....	15
Passports.....	16
Visas	16
Vaccinations, Prophylaxis & Health Exams.....	16
HEALTH, SAFETY & EMERGENCY POLICIES	17
Motorcycles and Vehicles	17
Purchasing a Vehicle	17
Contingency Plans in Emergency Situations during the Training Year	17
Evacuation.....	17
INSURANCE	18
Medical Insurance	18
Emergency Insurance for US Trainees	18
Equipment Insurance	18
Continuing Medical Coverage from Current Appointment	18

WELCOME

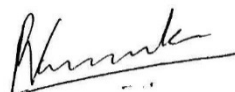
Welcome to the Northern Pacific Global Health Fellowship Program. We're delighted you will be joining us for what we hope is a transformative experience that solidifies your interest in global health, sharpens your research skills and provides a unique opportunity to forge collaborative relationships 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!

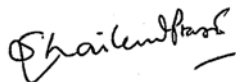
Sincerely,



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



Shailey Prasad, MD, MPH
Associate Professor, Director
Global Family Medicine
University of Minnesota



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.

Continued...

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-scholars-roger-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: 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: 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: Shailey Prasad, MD, MPH
University of Minnesota
Assistant Professor and Director, Global Family Medicine

Academic Interests:

Public Health and primary care integration;
Creating learning communities

Years in Research: 12

Primary Countries of Collaboration:

India, Zambia, Kenya

First Job: Community organizer in remote tribal colonies

Hobbies: Reading, biking, and cooking

Advice for Trainees: It is a long journey: love the journey and have fun.

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 206-744-0471

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.



Angie Ulrich, Research Analyst

Duties: IRB, study design, and methodological support

First Job: Basketball referee for elementary school-age games

Hobbies: Hiking, backpacking, traveling, running, baking

Advice for Trainees: From time to time, take a moment to step back and recall your purpose. It is easy to get lost in the day-to-day details, but don't forget to "see the forest for the trees!"



Molly McCoy, MA, U of M Program Manager 612-624-9749 mmcoy019@umn.edu

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

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 young daughter

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

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.



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

There is a point-of-contact in each country of training to ensure that incoming US 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 all trainees with mentors, ensure mentorship is meeting goals, 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 emergency 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.

ETHICS AND COMPLIANCE

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 US 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 before any research funds are released. IRB approvals may take months to obtain.

Trainees who are required to submit research protocol forms and IRB applications in a language other than English may budget for translation services.

IRB templates and a list of common questions are located on our “Resources” section of the www.fogartyfellows.org website.

Responsible Conduct of Research Training

All trainees are required to complete RCR 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, local, and institutional 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.

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. The program will not be responsible for lost stipend support.

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 \$21,000 USD and each US Fellow will receive a stipend of \$46,000 USD. Stipend amounts for international trainees are based on corresponding salaries for researchers within their home country. \$1000 of the stipend is specifically to cover the cost of international health insurance for US trainees while abroad. Trainees must report the insurance company and policy number to the Support Center within the first month of their fellowship.

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 up to 10% 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 advisor or the university tax office. You will receive tax documents from your 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. Budgets are due to the Support Center by August 1st. The Support Center will provide feedback on the allowability of expenses listed and guidance on best purchasing practices.
- Familiarize yourself with allowable and reasonable costs by participating in trainings provided by the program staff. A
- Document purchases and maintain records of your expenditures.

Field Advances/Per Diem Cards

Many trainees will receive their research funds through a “Field Advance.” Trainees must fill out the *Research Funds Request Form* (found on the *Fogarty Fellows website*) and submit 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. The bank and ATM fees must be accounted for when reconciling the advance, but will not count against trainees’ research funds.

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” included in this handbook for more details.*

Tuition

Our grant from NIH does not allow us to pay for tuition for any trainee seeking a degree. Requests for tuition expenses (even with the utilization of research funds) will not be allowed. However, conference registration fees may be 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

Each trainee may use his/her research funds to buy a laptop computer. Trainees will sign a certification form acknowledging that the laptop is federal property, and should be used for federal research purposes only. Laptops should be included in the trainee’s original budget, and purchased within the first 3 months of the fellowship. Under extenuating circumstances, laptop purchased will be approved after the three-month period. Additional laptops may be purchased for other stud personnel for data collection, but trainees should be economical in their equipment purchases and clearly define a need in their budget justifications. We will allow up to \$1200 for a laptop (Mac or PC); any amount over that will not be reimbursed with federal funds. If a higher priced laptop is necessary (example: using large data set or graphic software), then the trainee can petition for a more expensive model.

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 “Allowability Chart” included in this handbook as a reference, and if you have any doubt regarding the allowability of a certain cost, contact the Support Center first.

TRAVEL

Personal Travel and Vacation

Each trainee is allocated ten days of vacation during their fellowship. These 10 days do not include weekends or US major holidays. If you will be traveling away from your duty station, please email the Support Center with your travel dates, tentative itinerary, and a number to contact you. The fellowship program will not pay for any travel (including re-entry visas) for travel associated with personal holidays. Attendance at academic conferences directly associated with your fellowship research will not count as vacation leave. However, trainees should limit non-essential travel and dedicate the majority of their time to in-country fellowship activities. Failure to notify the Support Center of travel plans may result in removal from the program.

Flights

One round trip coach-class flight to Orientation and the international site will be purchased for trainees if applicable. In order to accommodate the full 11 months in country, the Support Center may need to change the return date on a trainee's round trip ticket. If that is the case, the Support Center will pay for 1 change fee and the difference in airfare. If the ticket includes personal travel, the difference in airfare will be reimbursed up to a maximum of \$150.

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.

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 may include costs for up to two extra suitcases if the contents inside are research related materials. This might include materials from the US that are not easily found abroad. Suitcases holding personal items including clothing are considered a personal 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.

Vaccinations, Prophylaxis & Health Exams

US trainees are expected to obtain all necessary vaccinations and be in good health prior to leaving the country. Reasonable costs for these vaccinations will be covered by a central account and will not count against the trainee's research funds. Only vaccinations recommended by the Center for Disease Control (CDC) can be reimbursed. Please also note that due to NIH restrictions, we are only allowed to reimburse the cost of the vaccine itself. We cannot cover any appointment fees, pre-trip counseling, or other costs associated with your appointment.

Reimbursable Vaccines by Country:

	Ghana	Kenya	Peru	Thailand	Uganda
Hepatitis A	✓	✓	✓	✓	✓
Typhoid	✓	✓	✓	✓	✓
Yellow Fever	✓				✓
Japanese Encephalitis				✓	

Other vaccinations recommended by the CDC may be considered under special circumstances. Please contact the Support Center before you get them to make sure they will be reimbursed.

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

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

Trainees are encouraged to review safety information provided by the Support Center as well as their training site to create an individual emergency and contingency plan. The Support Center staff will maintain emergency contact information for each trainee. Please contact the Support Center in the case of any emergency, so that they can provide assistance and be aware of security risks at fellowship sites.

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

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. Once purchased, contact the Support center to report the insurance company and policy number. This should be purchased and reported within the first month of the fellowship.

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 Appointment

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. They may continue coverage if they choose to use personal funds.

Each trainee will select an insurance plan that best fits his or her specific needs. Consider these three parts of coverage when purchasing an insurance plan to ensure comprehensive coverage while abroad and in the US.

