



Trainee Handbook
2017-2018



Global Health Fellows
NORTHERN PACIFIC GLOBAL HEALTH RESEARCH
FELLOWS TRAINING CONSORTIUM

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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,



Shailendra Prasad, MD, MPH
Associate Professor
Department of Family Medicine and
Community Health
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

Sourced from a 2012 Opinion piece by Dr. Roger I. Glass:

<https://www.fic.nih.gov/News/GlobalHealthMatters/mar-apr-2012/Pages/fellows-scholars-roger-glass.aspx>

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.

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 12-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 India. 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: Shailendra Prasad, MD, MPH
University of Minnesota
Associate Professor, Department of Family
Medicine and Community Health

Academic Interests: Public Health/Primary Care partnerships; workforce development, health services research

Primary Countries of Collaboration: India, Uganda, and Thailand

Years in research: 10+

First job: Community organizer

Hobbies: Reading, biking, hiking

Advice for Trainees: Make connections, grow your network and have fun!



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.

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 program 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.



Roopa Sriram, Program Coordinator 206-744-0471 roopas@uw.edu

Duties: Reimbursements, purchasing, budget consultation, translating, and creating infographics

First Job: Starbucks Barista

Hobbies: Hiking, Indian classical dance, traveling, and trying out new foods

Advice for Trainees: Try to enjoy every moment of the experience



Angie Ulrich, Research Scientist II 206-221-8940 ulricha@uw.edu

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 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 you 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: David Meya, MBChB, MMed, PhD, is an Infectious Disease physician and senior lecturer in the Department of Medicine at the College of Health Sciences, Makerere University where he also attained his Masters in Internal Medicine degree in 2005 and recently completed his PhD in Clinical immunology. He is a lead investigator on clinical research projects related to HIV-related meningitis and as part of his interest in translating research to policy, he leads the technical working group to establish the cryptococcal antigen screening program in Uganda. He is actively involved in clinical research and training at the Infectious Diseases Institute at the College of Health Sciences with a collaborative partnership with the University of Minnesota spanning 10 years. He is affiliated with the University of Minnesota where he is an adjunct Associate Professor in the Department of Medicine and International Health. He has mentored over 20 undergraduate and postgraduate students, including 8 Fogarty fellows on this program.

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.

India: Mahesh C. Misra, MBBS, MS, FACS is Director of the All India Institute of Medical Sciences (AIIMS) in New Delhi. Dr Misra is a leading surgeon and credited with developing the AIIMS Trauma center into a model of care for emergency services in India. He joined AIIMS in the 1980's and became the head of the surgery department in 1993. He took over as the AIIMS Trauma Center chief in 2006. He has been instrumental in developing a collaborative research and training platform with the University of Michigan.

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.

ORIENTATION

July 17-21, 2017: NIH Orientation (Bethesda, MD; Required)

All trainees should plan to arrive on July 16 and plan to stay the entire week (departing afternoon of July 21). All trainees are required to stay at the conference hotel.

Orientation Logistics

All logistics for the meeting will be coordinated by the fellowship Support Center. You do not need to make any arrangements on your own, with the exception of getting to/from the airport and securing a visa if you are an international trainee.

Roopa Sriram will begin booking Orientation travel for International Trainees on June 1. Trainees should not book their own transport unless they receive prior approval from the Program Manager. To make your booking, she will need the following information from you:

- Full Name, Date of Birth, City of Origin, Proposed Date, Any Special Requests (Mileage, seat preference, layovers)
- Please note: Many trainees request stopovers or trip extensions which are allowable. However, NIH requires us to book the most economical fare possible. If stop overs or extended stays increase the travel costs, you will personally be responsible for the difference and may have to pay for the overall ticket up-front.

Meetings during the orientation generally run from 8am-8pm daily. The agenda will be released in the coming months so you may plan any personal time around required events.

For International Trainees requiring a visa for the US: we will send you visa invitation letters by May, in order to allow time for visa processing.

Additional Notes:

- International trainees 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 that may prevent us from accommodating special requests.

ROLES & EXPECTATIONS

Expectations of Trainees

- Fellows and Scholars are required to spend 12 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 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. Additional information on the IRB approval process can be found in the following webinar: <http://uwmedical.adobeconnect.com/pzuo89ysz3/>

Human Subjects Training/Responsible Conduct of Research (RCR)

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). Please refer to pgs. 30 and 31 in the Appendix for instructions on the Citi Online Course as well as the RCR Completion Form. Additional information on RCR Training can be found in the following webinar: <http://uwmedical.adobeconnect.com/pzuo89ysz3/>

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 (pg. 20) for more information on allowability.

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.

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 (business 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 emailing the Support Center with the following information:

- Destination
- Purpose of trip
- Departure date
- Return date

Trainees traveling without approval may be dismissed from the program. The fellowship program will not pay for any travel (including re-entry visas) for travel associated with personal holidays.

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. Travel to conferences away from duty station must be approved in writing from 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. In order to accommodate the full 12 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.

Fly America Act and Open Skies Agreement

All travel that originates from the United States should be booked through either: a US carrier/Code-Share partner or EU air carrier. If a flight is not available on either of these options 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.

Reasonable Baggage Fees

Trainees can be reimbursed for up to two pieces of check-in luggage 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. Each trainee is responsible for securing their own visa and should consult their mentors regarding the visa situation for your country. The Support Center can help put you in touch with previous trainees so you can understand how they obtained their visas if needed. 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.

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 General Safety Briefing and Emergency Calling Tree provided on pgs. 32 and 37, respectively, in the appendix of this handbook as well as resources 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 and Emergency Insurance

Each US trainee will receive basic medical and emergency evacuation insurance purchased by the program. Further details can be provided upon request for those trainees who would like to purchase dependent coverage. The program will purchase insurance for international trainees to satisfy visa requirements during their visit to the US for Orientation.

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. 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. Find out which vaccines are required for your fellowship site by visiting: <http://wwwnc.cdc.gov/travel>. 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.

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 put trainees in touch with in-country contacts to help locate housing, but it will be their responsibility to pay for housing and to manage their leases.

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.

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 \$23,500 USD and each US Fellow will receive a stipend of \$51,120 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 12-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 – Pertains only to UW Trainees

UW Trainees will receive their research funds through a "Field Advance." UW Trainees must fill out the Research Funds Request Form (found on pg. 49 in the appendix to this handbook) and send to the Support Center for approval. Once approved, the funds are deposited to the UW trainee's pre-paid per diem card.

UW Trainees may use the card to make transactions, or withdraw cash from the ATM. Once the funds are spent, UW 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. UW trainees are responsible for budgeting up to 2% of their research funds to pay for bank and ATM fees. Only fees that are incurred above 2% of the UW trainee's budgeted research funds will be paid for by Fogarty.

Trainees belonging to other Consortium institutions should consult their home institution's Support Center for details on how they will receive their 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 pg. 23 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 12-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, 2018.
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. For in-country purchases, UW trainees may use their Per Diem card, or in some cases, use personal funds and request a reimbursement. When purchasing materials from a US vendor, UW Trainees must request the Support Center to purchase supplies on their behalf. Items

will then be shipped from the Support Center to the Trainee. Please see the guide to purchasing and reimbursements on pg. 24 for more details.

Receipts

Trainees must retain receipts for each research-related purchase made. Receipts must contain basic information about the nature of the purchase, with purchase date, total amount, and signatures (as necessary). In the case that the vendor cannot provide a receipt, create a custom receipt using the receipt book given to you at Orientation.

NPGH FOGARTY GLOBAL HEALTH FELLOWS

A guide to allowable and non-allowable expenses

If you have a question about an expense, please contact Roopa Sriram (roopas@uw.edu)

TYPICALLY ALLOWABLE

THINGS

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

SERVICES

- IT/Technical Support
- Monitoring/Evaluation Consultant
- Lab Services
- Translation Services
- Publication Fees
- Shipping (FedEx, UPS)
- Bank/ATM Fees (see policy on pg. 21)
- IRB Fees
- Printing/Copying/Binding
- Tips (Up to federal limit)

TRAVEL

- Checked Baggage Fees (for research supplies)
- Conference Registration
- Currency Conversion Fees
- Flights (Fly America Compliant)
- Ground Transportation that is not a part of daily commute (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)

*Must complete Food Approval Form

These items are allowed on our grant.

GREY AREA

MISC.

- Camera
- Customary Fees
- Customs/Duties/VAT Fees

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

MISC.

- Membership Fees
- Post Exposure Prophylaxis (PEP)

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

NPGH FOGARTY GLOBAL HEALTH FELLOWS

A guide to purchasing and reimbursements for UW Trainees

If you have a question about an expense, please contact Roopa Sriram (roopas@uw.edu)



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

1. Your budget has been approved by program staff
2. Purchase is allowable by our grant
3. Purchase is directly related to your project

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: PROCUREMENT

You send us a proposal and we make the purchase

Used for: US Vendors, frequent/scheduled in-country purchases, etc.

1. Identify the item(s) you wish to purchase (vendor, product #, product name, etc.)
2. Submit a request to Roopa via email
3. If vendor is not registered in ARIBA system, you must work with vendor to complete registration - process may take up to 2 months
3. We make the purchase for you
4. We facilitate delivery of the item to you



You must provide proper receipts/documentation



Item is usually 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

OPTION #2: PER DIEM CARD ADVANCE

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

Used for: Most in-country research-related purchases (services, supplies, etc.)

1. Identify the item(s) you wish to purchase in the next 6 months
2. Submit a research request form to Roopa via email
3. We load the funds onto your card within 14 business days
4. Use the card to make the purchase or get cash out of the ATM
5. Submit scanned copies of the receipts along with spreadsheet summarizing purchases to Roopa



You must provide proper receipts/documentation for every \$ spent



Get the money within a few weeks



No need to spend personal funds



Great if you need to pay with cash



Save your ATM receipts and send your card statement to show exchange rate information

OPTION #3: REIMBURSEMENT

You purchase the item(s) and we reimburse you

Used for: Research-related items (IRB fees, visas, etc.) that are eligible for Fogarty reimbursement

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 Roopa via email
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 \$500)



Easy!