ROLLINS SCHOOL OF PUBLIC HEALTH
GLOBAL FIELD EXPERIENCE FINANCIAL AWARD
SUMMER 2020 INFORMATION AND APPLICATION INSTRUCTIONS

PART I - FUNDING APPLICATION SUBMISSION PROCESS

1) The deadline is **9:00 pm on March 1, 2021**.

2) Gather the information outlined on this preview version of the application (this is NOT the application, this just tells you what information to collect to submit online).

3) Have your faculty guide complete the **Faculty Guide Confirmation Form** before the deadline. This means you must share a final draft version of your application for funding with your faculty member _well before_ the deadline.

4) Complete the **GFEFA Application for Funding** online. Review the rest of this document to understand the full breadth of information you will need to prepare in advance.

PART II - AWARD INFORMATION

**Please read this information thoroughly. It includes eligibility requirements and conditions for accepting a financial award.**

Purpose of Global Field Experience Financial Awards

 The Rollins School of Public Health values applied public health learning experiences. The purpose of the Global Field Experience Financial Award (GFEFA) is to provide supplemental funding to RSPH students participating in public health fieldwork in low- and middle-income countries (see eligibility criteria section below). To qualify for an award, a student's proposed global field experience project must be well--defined, rational and feasible; integral to the student's public health training; of measurable value to the host organization/community; and based in a clearly articulated, mutually beneficial partnership. In addition to enhancing students' skills and experiences, a successful global field experience can increase the capacity of host organizations, strengthen faculty/Emory ties with host organizations, contribute to faculty research and attract outstanding students to RSPH.

Faculty Responsibilities

 Students must have an RSPH faculty member read, review and advise each application; the person selected may be the student's assigned advisor or mentor but at the least should be a faculty member with interest in the project or expertise in the proposed region, topic, or methodology. For the sake of the application, this faculty person is referred to as a "guide". GFEFA applicants are encouraged to develop fieldwork funding applications

and seek a faculty member early in the academic year to allow ample time for faculty consultations, site selection, and securing appropriate support letters. The RSPH faculty member must read and sign off on the final financial award application submitted to the committee to verify that it meets the expectations for a GFEFA (an example of this form appears at the end of the PDF). The faculty member may also assist in partner development of the fieldwork host/site contact which may include facilitating a Memorandum of Understanding (MOU) between the site and the RSPH (in collaboration with Student Services).

Note: Your application is not complete until your faculty guide has submitted the Faculty Guide Confirmation Form

Fieldwork Host/Site Contact

Students must also work closely with the host agency and local contacts to identify a specific role to play in support of the project goals and objectives in the field. The host letter serves to verify this information. This approach allows students to gain valuable practical experience while making important and tangible contributions to their host organization's success.

Student Eligibility
The GFEFA applications are open to RSPH MPH and MPSH students pursuing summer fieldwork, usually between their first and second years. **The field experience must be a minimum of six weeks** but average field experiences are between 10--12 weeks. **Students must be enrolled at RSPH or Emory for the semester following their field experience** to qualify for a financial award (and to meet award requirements).

Project and Site Eligibility and Exclusion Criteria

Project
For the purposes of GFEFA, a field experience is defined as applying public health knowledge and skills in partnership with a community to advance the wellbeing of a population(s); this includes but is not limited to research projects.

Funding is <u>not</u> provided for student travel that can be categorized as medical- or public health- "tourism;" short term mission opportunities; or shadowing clinicians in settings abroad. Students are also warned not to fall prey to third-party companies that "sell" experience in LMIC and call these APE even though they do not offer public health supervision nor a specific implementation/research partner. Such organizations often charge for a service such as tuition, enrollment or registration. If you are not sure if your site is eligible, please contact Dr. McFarland or Dr. Zesiger.

If a project will consist *only* of data analysis or lab-based work, the applicant will need to justify why those activities require a student to be in-country.

Site
The review committee gives priority consideration to eligible fieldwork that takes place in low- and middle-income (LMIC) nations as defined by the World Bank or within indigenous regions, e.g. tribal designated statistical areas (TDSAs), land base or reservations.

Consideration will be given to projects in the United States and other high-income countries for specific projects related to underserved or marginal populations, e.g. refugee populations in Belgium, post-hurricane environmental data collection in Puerto Rico or Zika virus education and surveillance in the U.S. Virgin Islands.

The review committee will <u>not</u> consider applications to countries with a <u>U.S. State Department</u> Level 4 warning at the time of application. Should the risk of a project site escalate after funds are awarded, additional criteria may apply and there is a chance the trip may not occur at all. In addition, travel to all <u>countries under trade or economic embargoes by the United States government (OFAC)</u> and Afghanistan require a specific endorsement by Emory's international insurance carrier.

There will be modified site eligibility in summer 2021.*

Fieldwork may take place in the U.S. in person and/or virtually per CDC COVID-19 Safety Guidelines. Priority consideration will be given to applied public health fieldwork for the benefit of a population(s) in LMICs or priority populations in the U.S. as identified in by the CDC's Office of Minority Health and Health Equity.

During COVID: Unless you are a citizen of another country and can do fieldwork in that country, or you have approval from your host organization, are permitted to enter the host nation, and meet parameters from the U.S. State Department to travel, you should consider the modified U.S.-based opportunity above.

IRB and Fieldwork Ethics

Consult with your faculty guide about current IRB requirements. If indicated, student must provide proof of IRB determination before funds will be dispersed. Request a determination here: http://www.irb.emory.edu/forms/review/request.html

For further information on necessary procedures, contact the Emory IRB website or office. http://www.irb.emory.edu/forms/international.html

GFEFA applications must also include ethical considerations above and beyond IRB considerations.

Additional Information about Award Funding

Funding Source and Amount of Awards: GFEFAs are made possible through the generous support of endowment funds established to give RSPH students the opportunity to obtain supervised field

training and to enable the transfer of classroom knowledge into practical experiences. The money provided is a grant that students do not have to repay. The total amount of funding awarded will be based on availability of funds in a given year and the number of students who apply and the quality of the applications.

Appropriate Uses of the Award:
- Travel to and from the field site
- Visa and passport fees
- Immunizations
- Room and board while at the field site
- Direct project costs (transportation and incentives for participants, translators, equipment, lab supplies, etc.)

Conditions of Accepting a Funding Award:
If a student accepts funding from the GFEFA committee, the student must complete the following:
- Pre-register for classes or be a Graduate in Residence at Emory University in the fall semester after the global field experience.
- IF TRAVELING OUTSIDE THE U.S.: Register online with International SOS *and* create a profile including your itinerary; provide screen-shots demonstrating this has been done.
  User guide for registering in My Trips:
  https://www.internationalsos.com/MasterPortal/images/ClientAssets/assets/docs_173/MyTrips_User_Guide.pdf
  Provide a screen shot showing you have completed these video tutorials:
  https://www.internationalsos.com/elearning/comprehensive/
- Participate in pre-departure training. Sessions will be online and in-person. More information will be available in the spring semester.
- IF TRAVELING OUTSIDE THE U.S.:Complete a travel waiver/release. *Relevant forms will be included with the award letter.*
- Complete all necessary forms required by Emory to facilitate transfer of funds. *Relevant forms will be included with the award letter.*
- IF TRAVELING OUTSIDE THE U.S.:Comply with Emory's Policy on Student International Travel.
- Follow the Emory Honor and Conduct Code as well as applicable standards of conduct of the host organization.
- Abide by the laws of the host-country.
- Provide proof of IRB submission or justification for the project being deemed exempt by IRB or faculty guide.
- IF TRAVELING OUTSIDE THE U.S.: Obtain health insurance that will cover the student in the destination country.
- Complete the deliverables described in your application for funding and provide them to the host site. (Adjustments to deliverables may occur in consultation with the site supervisor, provide documentation in writing.) ***Failure to complete and share deliverables may result in the student paying back the amount of the GFEFA. The host site will confirm receipt of deliverables.***

PART III APPLICATION FOR FUNDING

The following information will be necessary to complete the **application**—please collect all necessary information in advance to only submit one accurate online form.

Save all of these components in a word processing document so that if your initial application is not accepted, and you are given the opportunity to revise and resubmit, you can revise first in the word processing document before re-submitting online.

Section I - Applicant and Project Information

Student Contact Information
- First Name
- Last Name
- Student ID
- Net ID
- Department
- Concentration (if applicable)
- Cell phone number (U.S.)
- Emory email address
- Non-Emory email address
- Emergency contact – a friend or family member who can make decisions about your welfare if you are incapacitated. Name, relationship, phone number

Project Information
- Title of project
- Country in which field experience will take place
- Length of proposed field experience (minimum of 6 weeks required)
- Name/Department of RSPH Faculty member offering guidance on your GFE financial award application (must be RSPH Faculty or Adjunct Faculty)
- Will your GFE be used for your: thesis, capstone, practicum, unsure
- Prior classes taken, or to be taken before departure/fieldwork, relevant to your topic? Please list:
- Prior classes taken, or to be taken before departure/fieldwork, relevant to your methodology? Please list:

- Prior experiences relevant to your summer field experience?

- How did you find this GFE opportunity?

- **Fieldwork Topic** (select all that apply)
  - □ Behavior change
  - □ Community Health and Development
  - □ Emergency preparedness and Humanitarian relief

- □ Environmental health
- □ Gender Based Violence
- □ Health care systems
- □ Immunizations/Vaccinations
- □ Infectious Diseases (Specify)
- □ Maternal, Newborn and Child health
- □ Mental Health
- □ Non-Communicable Diseases (Specify)
- □ Sexual and Reproductive Health
- □ Water Hygiene and Sanitation
- □ Other (Specify)

- **Methods and tools used (Select all that apply)**
- Quantitative
  - □ Survey
  - □ Epidemiologic methods
  - □ Economic/financing
  - □ Other (Specify)
- Qualitative
  - □ Interviews
  - □ Focus Group Discussion
  - □ Other

  Case Study

- **Organization Level(s)**
  - □ Domestic (local) Organization
  - □ Domestic (national) Organization
  - □ Faith-based Organization
  - □ Foreign Agency (USAID/UKAID)
  - □ International Organization (WHO, UNAIDS)
  - □ University

- **Fieldwork Purpose** what is the main activity you will be doing during your field experience?
  - □ Community Assessment
  - □ Data Collection
  - □ Education
  - □ Evaluation
  - □ Monitoring and evaluation
  - □ Program Development
  - □ Program Implementation
  - □ Surveillance
  - □ Other (Specify)

Field Site Information
- Host organization
- Name/title of contact you will be working with or have been in communication with at

the host organization with contact information
(MUST include in-country phone and e-mail, Skype if applicable)
- Contact information for any other contact that you are working with (may be US-based)
- What is the English language proficiency of your site contact? None, some, fluent
- What is your site contact's primary language?
- What is the primary language of the area in which you will conduct/beneficiaries of your GFE?
- What is your proficiency in that language?
- If you are not proficient, what plans have you made for hiring translators or otherwise managing your project?
- What contributions or support is the host organization providing, if any?
- Have Emory students worked with your host organization previously?
- Are other Emory students planning to work there in 2021? If yes, how will their role differ from yours?

IF TRAVELING OUTSIDE THE U.S.: If your project is lab-based or consists only of data-analysis, please justify why the experience has to occur in-country? Reasons could include that data or samples are only available in that location. How will your outcomes benefit the people of that location?

<div style="border:1px solid black; padding:10px;">
This will be a text field with line spacing and it will cap at 250 words.
</div>

Section II - Abstract
Provide an abstract of your application, 250 words or less. An abstract should include summary statements about your project's importance, objectives, methods and deliverables.

<div style="border:1px solid black; padding:10px;">
This will be a text field with line spacing and it will cap at 250 words.
</div>

Section III - Detailed narrative

Essential background, context and motivation for the work that you will be doing. (500 words) Please include information on the significance of the proposed work and why it is important to the specific country and community where you will be working and to the field of public health. This section should include a brief literature review. References/Citations should be uploaded as a separate file and do not count toward the word limit.

This will be a text field with line spacing and it will cap at 500 words.

Project objectives. (500 words) Clearly identify your research question or project scope. Describe the objectives of your project. Use SMART objectives, that is, your objectives are Specific, Measurable, Achievable, Realistic and Time-bound. Be sure to clearly define your specific role and responsibility in the project. If these are embedded in a larger project or a team, show the relationship and where your discrete project fits in the larger project.

In addition, please describe what you hope to learn from your supervisor/site/colleagues and the local community.

This will be a text field with line spacing and it will cap at 500 words.

Methods. (350 words) What methods will you use to achieve the objectives of the project? Be specific. All applications are not necessarily research proposals, but you still must have methods to achieve your objectives.

If you are not experienced and prepared in the methods you propose, are there other methods you might use to assist the organization and achieve your goals?

If your project puts you or your beneficiary/target group at increased risk, you must detail how you will mitigate the risk (this includes physical risk but also emotional or stigma-related risk if working with certain topics and/or populations). If you are working with communicable diseases or a population experiencing an outbreak, you must include your Personal Protection in Outbreak (PPO) considerations.

If you intend to conduct data collection, provide a copy of your instrument as an attached file. It may be in draft form. Explain how you will complete the instrument, the data collection process

and the report.

If you will conduct an evaluation, provide the evaluation instrument or plan. If you are going to participate in developing or implementing a training program, provide a draft curriculum.

Include draft tools as attachments, indicating you will revise in-country based on input from your stakeholders.

Committee concerns in the past have most often been in the areas of ethics and research methods. Please review your application carefully with a faculty mentor well in advance. For example, if you plan to conduct focus groups of adolescents in an STI clinic – what are the ethical implications and considerations regarding stigma, limits on confidentiality, working with minors, discussing sexuality, etc.

Another area of committee concern has been insufficient details about the methods, please be sure to address these in this section if relevant: sample size should be specified; detail how data entry will occur, what is the plan for analysis?

> This will be a text field with line spacing and it will cap at 350 words.

Deliverable/s. (200 words) Provide a detailed description of the deliverables that you will provide to the organization/community and how you plan to share this information with stakeholders. (Examples of deliverables include a final report, a curriculum, a training module, an evaluation, a research study manuscript, draft legislation or policy proposal, etc.

> This will be a text field with line spacing and it will cap at 200 words.

Learning objectives and career goals statement. (200 words) What skills, knowledge and experience do you want to gain as a result of the project? How does this project relate to your career goals?

This is also the section where you would describe any previous qualifications (i.e. experience,

language) that justify how you are the appropriate person to complete this project and describe how this experience will utilize your public health practice and any additional perspective. Describe your previous training, coursework or other preparation (mentoring support from faculty experts; online course; etc.) in the specific methods to be utilized (survey research, interviews, focus groups, evaluation, curriculum development, needs assessment, etc.).

This will be a text field with line spacing and it will cap at 200 words.

Timeline. Global field experiences must be at least 6 weeks in duration. Describe your specific project plan for the time that you will be in the field as well as any additional preparations before departing and steps that you must complete upon your return. As you prepare your timeline, consider the potential impact of the rainy season in some regions, the potential impact of Ramadan or other holidays or festivals in your host community; how long might it take to build relationships in-country to facilitate access to the populations on which your project depends?
Be sure to include plans for sharing your findings while you are in-field and any necessary follow-up.

Create a GANTT chart and provide this along with your application as an uploaded attachment. See http://asq.org/learn-about-quality/project-planning-tools/overview/gantt-chart.html

NOTE – *when you upload your GANTT chart, if it is formatted as an excel document, you will need to select "all files" from the drop-down menu by file name to see files formatted in excel*.

Budget. Detail the budget for your project and the expected source of funds for each line item. Consider language requirements and your ability to mitigate any translation and cultural understanding concerns. Budget for a translator or local teams if applicable. Your proposed budget has no bearing on how much money you will be awarded. Rather, it is required in order to indicate whether you have a realistic and feasible expectation of the monies necessary to engage in fieldwork. It is very likely that GFE financial awards will <u>not</u> cover all expenses.

Section IV - Letter of invitation
- You must upload a letter of invitation from the organization with which you will be affiliated during your summer field experience. (NOTE: It is important that a discussion of the following points and any necessary negotiations *happen early during the program development stage* and not merely as a technicality for the GFEFA application submission.)

The letter should include:

- □ Name and position of supervisor and/or mentor in the organization and the individual's contact details. (NOTE: The letter must be signed by an official representative of the organization but if there is another representative who will serve as your main contact in the field, that information must also be included.)

- □ Statement that the organization knows about and approves your project and the timing of your fieldwork.

- □ Statement of value that your project will have for the organization/community and any agreement of expectations for what you will provide as deliverables for your project.

- □ Support or resources the organization may be able to provide or that they are able to help identify (i.e. local transport, office space, translators, assistance finding housing) NOTE: This letter is intended to appropriately communicate expectations and available resources and does not serve as a guarantee that any support or materials will be provided upon arrival.

- □ Statement of whether local IRB/ethics committee approval is required and if so, whose responsibility it is to complete this and when it will be submitted.

Section V Current curriculum vitae or résumé

Upload your CV or résumé. Be sure that the CV or résumé reflects the experience or qualifications indicated in your career goals section. (Get help in advance from the staff in Career Services or one of the Career Development Ambassadors.)

Uploads:

- □ DRAFT project documents such as survey, interview guide, etc. (You must merge these into one file before uploading. A PDF is acceptable.)

- □ Budget

- □ CV

- □ GANTT chart

- □ Host letter

- □ References/Citations

- □ Other uploads/appendices

All applications are reviewed by the GFEFA review committee, comprised of personnel in RSPH with significant global health experience and experience supervising students conducting summer field work. Each application is read and evaluated by at least 2 committee members using a standard score sheet. Based on scores, application decisions will be: 1) accept with no revisions; 2) accept with minor revisions to discuss with faculty member; 3) revise and resubmit; or 4) reject.

NOTE: Applications are evaluated against the criteria not against one another. However, applications accepted with no revisions will receive higher funding than those that require revisions and resubmission.

The evaluation criteria are:

Please rate the application using the following scores:
Score = 0 if an item is missing
Score = 1 if few (0-1) of the items are met
Score = 2 if some of the items (2-3) are met, but many are unclear
Score = 3 if most (3-4) of the criterion are met, but are unclear
Score = 4 if most (4-5) of the criterion are met; a few are unclear
Score = 5 if all of the criterion are met clearly

Criteria	Score
1. The application demonstrates the project's implications for public health.	**___/5**
a) The applicant provides a thorough statement of the significance of the proposed work.	
b) There is ample evidence of organizational support, communication, planning and preparation with host site.	
c) Project goals align with the needs/assets of the host organization.	
d) There is a clear value added by this project for the host organization and the population(s) served.	
e) There is evidence of a brief literature review or other indication that the student can appreciate the impact of their project within a larger context.	
2. The project objectives are achievable.	**___/5**
a) Research question or project scope is well defined.	
b) Timeline is appropriate for meeting objectives.	
c) Budget is detailed, there is evidence of consultation or research to determine costs, sources for in-country estimates are cited, and estimated costs are congruent with the resource needs of the project or research proposed.	
d) Deliverables are well defined.	
e) Objectives are SMART.	
3. The project methods are appropriate.	**___/5**
a) Provides a clear explanation of the proposed methods including, if applicable, sample size, a description of how data entry will occur and a data analysis plan.	
b) Risks are identified and risk mitigation is addressed.	

c) There is evidence of consideration of fieldwork ethics and human subjects research protections.	
d) Evidence of a "plan B" should the first tool or methodological approach lack feasibility once in-country input is received.	
e) The proposed methods are congruent with the project goals.	
4. Student demonstrates capacity to meet project objectives.	**___/5**
a) Student has the necessary training (class work or experience) to execute the work.	
b) There is a specific role for the student to perform in the GFE. The roles of other project personnel are described and the student clearly offers a unique contribution.	
c) There is evidence of self-reflection and humility in planning for one's GFE.	
d) The proposed experience augments the student's professional development	
e) Information on the student's résumé supports their preparation for the GFE.	
TOTAL SCORE	**___/20**

2021 Global Field Experience Financial Award (GFEFA) Application
Faculty Guide Confirmation Form

Student's name _____

Student's email _____

Student ID# _____

Faculty name _____

Faculty email _____

I have reviewed this student's application for funding and I am confident sending it to the faculty review committee for consideration. The application for funding contains the following, quality components:

Criteria	Component is present and I deem it to be of high quality
1. The application demonstrates the project's implications for public health.	
The applicant provides a thorough statement of the significance of the proposed work.	
There is ample evidence of organizational support, communication, planning and preparation with host site. **Host Letter**	
Project goals align with the needs/assets of the host organization.	
There is a clear value added by this project for the host organization and the population(s) served.	
There is evidence of a brief literature review or other indication that the student can appreciate the impact of their project within a larger context.	
2. The project objectives are achievable.	
Research question or project scope is well defined.	
Timeline is appropriate for meeting objectives.	
Budget is detailed, there is evidence of consultation or research to determine costs, sources for in-country estimates are cited, and estimated costs are congruent with the resource needs of the project or research proposed.	
Deliverables are well defined.	
Objectives are SMART.	
3. The project methods are appropriate.	
Provides a clear explanation of the proposed methods, including, if applicable, sample size, a description of how data entry will occur and a data analysis plan.	
Risks are identified and risk mitigation is addressed.	
There is evidence of consideration of fieldwork ethics and human subjects research protections.	

Evidence of a "plan B" should the first tool or methodological approach lack feasibility once in-country input is received.	
The proposed methods are congruent with the project goals.	
4. Student demonstrates capacity to meet project objectives.	
Student has the necessary training (class work or experience) to execute the work.	
There is a specific role for the student to perform in the GFE. The roles of other project personnel are described and the student clearly offers a unique contribution.	
There is evidence of self-reflection and humility in planning for one's GFE.	
The proposed experience augments the student's professional development.	
Information on the student's résumé supports their preparation for the GFE. **Review student's CV.**	
Uploads – Confirm items are present and review program documents for quality, if applicable	
Host letter (evaluated under #1 above)	
Budget (evaluated under #2 above)	
DRAFT survey, interview guide, etc. [Optional, only include if referenced in application narrative]	
Student's CV (evaluated under #4 above)	
GANTT chart (evaluated under #2 above)	

_____

Faculty Signature (Typed name constitutes signature for the purposes of this form.)

_____

Date