



# Fogarty Global Health Training Program

Harvard University      Boston University  
Northwestern University      University of New Mexico

## HBNU Application Components

The HBNU Fogarty Global Training Program application will be submitted through a central, online application which you can access through the HBNU website. This document lists the application components and requirements. Please be sure to discuss these components with your HBNU-affiliated U.S. mentor and your international (LMIC) site mentor.

If you have any questions or concerns while preparing your application materials, please contact the HBNU Program Coordinator, Lizi Fine ([efine@hsph.harvard.edu](mailto:efine@hsph.harvard.edu)).

### 1. Personal Statement (< 800 words)

Please state why you are interested in an international mentored research training experience. We are particularly interested in hearing how your career goals relate to global health and how this program will benefit your professional development as a researcher.

*Please submit this as a PDF document and name the file “1\_LAST NAME\_Personal Statement”*

### 2. Research Proposal (<1,000 words)

Describe your proposed research project. Please use the following format:

- a. Research Project Title
- b. Specific Aims
- c. Research Plan
  - i. Significance
  - ii. Innovation
  - iii. Approach/Methods
- d. References (does not count toward word limit)

Applicants should be sure to A) provide an explicit discussion of the significance of the proposed research; B) provide some demonstration of sufficient power to draw conclusions (e.g., power analyses) or discuss what informed the numbers; C) provide a clear description of the training benefits likely to be derived from the scope of work proposed.

*Please submit this as a PDF document and name the file “2\_LAST NAME\_Research Proposal”*

### 3. IRB & Ethical Approval Plan (<500 words)

Describe your timeline for applying for Institutional Review Board and ethical approvals. This should include the U.S. (HBNU institution) and international collaborating institution/national IRBs. Please be sure to include all IRBs/ethical review boards from which you will seek approval.

*Please submit this as a PDF document and name the file “3\_LAST NAME\_IRB Plan”*

### 4. Additional Funding (if applicable; <300 words)

Please describe any additional sources of funding that you have available for your

project/fellowship, or that you are applying for. This includes T32, D43 or MEPI grant support, secondary fellowships, K- award, etc. If none, please list N/A.

*(If applicable) Please submit this as a PDF document and name the file “4\_LAST NAME\_Co-funding”*

**5. Fellowship Timeline (<500 words)**

Describe what you intend to accomplish within the 12-month time frame (official fellowship dates are July 1<sup>st</sup> to June 30<sup>th</sup>), the feasibility of the study within the available time frame, and the next steps to advance your research. Be sure to account for the time needed to obtain ethical approvals prior to beginning your research.

*Please submit this as a PDF document and name the file “5\_LAST NAME\_Fellowship Timeline”*

**6. U.S. Short-term Training Proposal (if applicable; <500 words)**

International Fellows will travel to your U.S. HBNU site for 1-3 months during the fellowship year. Please discuss this with your mentors and submit a short proposal of the activities you will engage in during your time in the U.S. Some examples include, but are not limited to:

- a. In-person meetings with your U.S. mentor
- b. Attending research meetings, presentations, or courses at your U.S. HBNU institution
- c. Attending or presenting your fellowship work at a conference
- d. Use of specialized lab equipment not available at your international research site

*(If applicable) Please submit this as a PDF document and name the file “5a\_LAST NAME\_US Training Plan”*

**7. Budget (<500 words)**

Provide a high-level budget that outlines the major costs needed to complete your research. This budget should only include direct costs for your research and may include costs associated with research dissemination. Travel and living expenses should not be included in this budget. Please note that the total amount approved for research funds under this fellowship is \$15,000.

*Please submit this as a PDF document and name the file “6\_LAST NAME\_Budget”*

**8. NIH-Style Biosketch**

Please submit an [NIH-style biographical sketch](#). For instructions on how to format your biosketch, please refer to the [NIH guidelines](#). You must submit a biosketch for:

- a. Yourself
- b. Your HBNU-affiliated U.S. Mentor
- c. Your international site mentor

Please ensure you and your mentors' biosketches are in the most up-to-date format and are an exact match to the relevant NIH template. You and your mentors should tailor your biosketches to this application (e.g., at the very least, mentor biosketches must make a general reference to

their history and experience with mentorship).

*Please submit all biosketches as PDF documents and name them “LAST NAME\_NIH Biosketch”*

## **9. Transcripts (doctoral and professional students only)**

Doctoral and professional student applicants must provide a PDF copy of their most recent transcript. Non-official transcripts are preferred. Post-doctoral applicants do not need to include a transcript.

*(If applicable) Please submit this as a PDF document and name the file “8\_LAST NAME\_Transcripts”*

## **10. Mentorship Plan (<500 words)**

Describe your proposed mentorship plan. This should include:

- a. The names, affiliations, and background of your U.S. HBNU-affiliated mentor and LMIC Site Mentor. Please also include a justification for choosing each mentor and whether you have previously worked with each mentor
- b. Involvement of each mentor in your research (i.e., the research activities in which they will participate)
- c. Frequency and location of meetings
- d. Goals of the mentoring relationship
- e. Examples of practical experiences to be gained, including career development activities, and any courses and/or evaluative benchmarks for success
- f. Examples of any available resources and/or mentoring and research infrastructure for the proposed project

*Please submit this as a PDF document and name the file “9\_LAST NAME\_Mentorship Plan”*

## **11. Letters of Support**

All applicants must submit two letters of support from their mentors:

### **Letter 1**

Fellows should have the support of at least one program-affiliated faculty mentor from one of the four participating consortium institutions (Harvard TH Chan School of Public Health, Boston University School of Public Health, Northwestern University, and University of New Mexico). Applicants must have communicated with their proposed faculty mentor(s) to obtain their endorsement of the application and submit a letter of support from the faculty member at the consortium institution who has agreed to serve as the applicant’s primary research mentor. With the letter of support, please include the following information for the mentor:

Mentor’s Name

Mentor’s Institution (Harvard, Boston University, Northwestern University, University of New Mexico)

Mentor’s E-mail

Mentor’s Telephone

## **Letter 2**

Fellows must also have the support of at least one mentor from their HBNU-affiliated international site that is willing to serve as the fellow's international site mentor. International mentors can be found on the respective site pages on the HBNU website.

Mentor's Name  
Mentor's Institution  
Mentor's E-mail  
Mentor's Telephone

*Please submit your signed letters of support as PDF documents and name the files "MENTOR LAST NAME\_LOS"*

## **12. Letter of Commitment (if applicable)**

If the applicant would need to take time off from a current academic, residency, or fellowship program or a current position in order to participate in the HBNU program, an additional letter must include the endorsement of the program director or current supervisor. The letter must acknowledge that the applicant, if selected, will be required to work 40 hours per week (at a minimum) on their HBNU project for 12 months. The letter must also describe how the applicant's current workload will be reduced to provide this protected time.

*(If applicable) Please submit this as a PDF document and name the file "11\_LAST NAME\_Letter of Commitment"*

Once you have prepared all of the documents listed above, you can begin your application on the HBNU website.

***Please Note: Because 'Save and Continue' uses cookies to save a respondent's progress, your responses will only save if you return to the survey on the same internet browser on the same computer to finish the survey.***