**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 Assistant, Petra Huang (pshuang@hsph.harvard.edu).

# Personal Statement (<800 words)

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

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.

# Research Proposal (<1,000 words)

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

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

1. Research Project Title
2. Specific Aims
3. Research Plan
   1. Significance
   2. Innovation
   3. Approach/Methods
4. 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.

**For applicants submitting a proposal that is focused on HIV/AIDS, please see Annex 1 for additional guidance.**

# IRB & Ethical Approval Plan (<500 words)

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

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

# Additional Funding (if applicable; <300 words)

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

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 do not submit.

# Fellowship Timeline (<500 words)

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

Describe what you intend to accomplish within the 12-month time frame (official fellowship dates are July 1st to June 30th), 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.

# U.S. Short-Term Training Proposal (if applicable; <500 words)

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

International fellows will travel to their U.S. HBNU site for 1-3 months during the fellowship year. Candidates should discuss this with their mentors and submit a short proposal of the activities they will engage in during their time in the U.S. Short-term training activities are designed to provide LMIC fellows with experiences and skills that are unique to the U.S. academic and research environment.

Fellows should engage in specialized training or work to complete aspects of their research that cannot be accomplished in their home institution (e.g., lacking the necessary equipment). The fellow simply working on their research in the mentor’s lab is not considered a “unique experience”. We acknowledge that for some types of research, it will be easier to plan unique experiences. Please work closely with your mentor to brainstorm ideas.

Please note that we expect this plan to be high-level and tentative. **If awarded, fellows will have the opportunity to submit a more detailed short-term training plan during fellowship onboarding.**

**Please refer to Annex 2** for examples of short-term training activities to consider.

# Budget (<500 words)

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

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.

# NIH-Style Biosketch (Submit as Word Document)

*Please submit all biosketches as* ***WORD DOCUMENTS*** *and name them “7\_LAST NAME\_NIH Biosketch”*

Please submit an NIH Biosketch for the candidate and the two mentors. For instructions on how to format your biosketch, please refer to the [NIH guidelines](https://grants.nih.gov/grants/forms/biosketch.htm). You must submit a biosketch for:

1. Yourself
2. Your HBNU-affiliated U.S. mentor
3. 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. **Applicants are encouraged to utilize the blank templates to ensure their biosketches adhere to all NIH requirements.**

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).

# Transcripts (doctoral and professional students only)

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

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.

# Mentorship Plan (<500 words)

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

Describe your proposed mentorship plan. The plan should explicitly discuss a thorough mentoring plan that outlines practical experiences to be gained, including career development activities, any courses, and evaluative benchmarks for the success of the training project. This should include:

1. 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
2. Involvement of each mentor in your research (i.e., the research activities in which they will participate)
3. Frequency and location of meetings
4. Goals of the mentoring relationship
5. Practical experiences to be gained, including career development activities, and any courses and/or evaluative benchmarks for success
6. Available resources and/or mentoring and research infrastructure for the proposed project

# Letters of Support

*Please submit your signed letters of support as PDF documents and name the files “10\_MENTOR LAST NAME\_LOS”*

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 University, Boston University, 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

Mentor’s E‐mail

**Letter 2**

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

Mentor’s Name

Mentor’s Institution

Mentor’s E‐mail

# Letter of Commitment (if applicable)

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

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.

***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.***

# Annex 1: Guidance on medium and high-priority HIV/AIDS proposals

1. The contents of the application must justify the use of HIV/AIDS funding. The application must clearly focus on HIV/AIDS. The mere presence of an HIV group in the proposed study does not make it an HIV/AIDS study.
2. Applications must align with the Office of AIDS Research's (OAR) research strategy. For more information about the NIH definition of medium and high-priority HIV/AIDS research areas, [please review this page.](https://www.oar.nih.gov/hiv-policy-and-research/research-priorities)
3. HIV or AIDS should be meaningfully included throughout the application: in the title, background, hypothesis, specific aims, approach, etc.
4. There must be explicitly stated HIV/AIDS-relevant outcomes, particularly in the study approach. Please note that merely determining the HIV positivity rate is not sufficient for justifying HIV/AIDS funding.
5. Particularly for TB studies, there needs to be explicit targeting of HIV/AIDS patients. Known TB/HIV comorbidity does not justify the use of HIV/AIDS dollars.

# Annex 2: Examples of Short-Term Training Activities to Consider

1. **Hands-on Training with Cutting-Edge Technologies:** 
   * Use of state-of-the-art imaging facilities (e.g., MRI, PET scans) for biomedical research.
   * Access to advanced laboratory instruments such as CRISPR gene-editing tools or high-throughput sequencing platforms.
2. **Participation in High-Profile Scientific Conferences and/or Workshops:**

* Attending major U.S.-based scientific conferences or symposia in their field of study, such as the American Association for Cancer Research (AACR) Annual Meeting or the American Society of Tropical Medicine and Hygiene (ASTMH) Conference.
* Engaging in specialized workshops or boot camps on emerging topics like artificial intelligence in healthcare or advanced bioinformatics.

1. **Engagement in Interdisciplinary Collaboration:**

* Collaboration with multidisciplinary research teams that include leading experts from various fields such as engineering, computer science, and public health.
* Participation in interdisciplinary projects that bridge clinical research with basic science, engineering, or social sciences.

1. **Involvement in Clinical Trials and Patient-Centered Research:** 
   * Participation in large-scale clinical trials or observational studies being conducted at the partner institution.
   * Shadowing clinical researchers and gaining exposure to patient-centered research methodologies in diverse healthcare settings.
2. **Exposure to Regulatory and Ethical Frameworks:**

* Training sessions on U.S. regulatory frameworks for clinical research, including FDA regulations and Institutional Review Board (IRB) processes.
* Attending ethics seminars focused on research ethics, data privacy, and informed consent in the U.S. context.

1. **Networking with Leading Experts and Institutions:**

* Networking events with key opinion leaders and researchers in their field at the host institution or affiliated organizations.
* Visits to other renowned research institutions, hospitals, or biotech companies in the area to foster collaboration and knowledge exchange.

1. **Access to Extensive Research Libraries and Archives:**

* Utilizing vast research libraries and archives unique to U.S. institutions for literature review and data collection.
* Participating in librarian-led workshops on advanced research techniques, data management, and bibliometric analysis.

1. **Immersion in U.S. Academic Culture and Practices:**

* Attending workshops on grant writing, with a focus on securing funding from U.S. agencies such as the NIH.
* Engaging in professional development seminars on topics like scientific communication, leadership in research, and career development in academia.

1. **Participation in Innovative Teaching and Learning Methods:**

* Observing and participating in innovative teaching methods used in U.S. medical and graduate schools, such as problem-based learning (PBL) or simulation-based education.
* Conducting guest lectures or workshops for students at the host institution, gaining teaching experience and feedback.

1. **Collaborative development of Research Proposals:**

* Working with mentors to develop and submit joint research proposals for funding from U.S.-based foundations and institutions.
* Engaging in grant review panels or mock study sections to understand the peer review process in the U.S.