ROLLINS SCHOOL OF PUBLIC HEALTH
GLOBAL FIELD EXPERIENCE AWARD
INFORMATION AND PROPOSAL INSTRUCTIONS

PART I  AWARD INFORMATION

The Rollins School of Public Health values applied public health learning experiences. The purpose of the Global Field Experience Award is to provide financial assistance to RSPH students seeking public health research or practical experiences in low-resource or high-disparity global settings. To qualify for an award, a student’s proposed GFE 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 GFE program can increase the capacity of host organizations, strengthen faculty/Emory ties with host organizations, contribute to faculty research and attract outstanding students to RSPH.

Students must have an RSPH faculty lead read, review and advise each proposal. This could be the student’s department assigned faculty advisor, another faculty member that connected them to the project or any RSPH faculty with interest in the project or expertise in the proposed region, topic, or methodology (adjunct faculty are included). GFE applicants are encouraged to develop proposals and seek a faculty lead early in the academic year to allow ample time for faculty consultations, site selection, and securing appropriate support letters. The RSPH faculty lead must read and sign off on the final proposal submitted to the committee to verify that it meets the expectations for a GFE. Students must also work closely with the 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 invaluable practical experience while making important and tangible contributions to their host project’s success. 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 for the semester following their field experience to qualify for an award (and to meet award requirements).

Student must provide proof of IRB submission before funds will be awarded. If a project does not require IRB review (exempt), this must be demonstrated in writing explaining the justification by Emory IRB or the faculty field experience advisor. For further information on necessary procedures, contact the Emory IRB website or office. GFE proposals must also include ethical consideration separate from IRB.

See the GFE website [https://www.sph.emory.edu/rollins-life/community-engaged-learning/global-field-experience/index.html] for more information and important dates.

Award Amounts: Awards will be based on availability of resources and the quality of student proposals.

Appropriate Uses of the Award
- Travel to and from the field site (air fare, in-country transportation)
- Visa and passport fees
- Immunizations
- Room and board while at the field site
- Direct project costs (surveyors, equipment, lab supplies, etc.)

Inappropriate Uses of the Award
- Attendance at a national or international conference or meeting
- Outstanding Tuition
- Contingency funds
- School supplies not related to GFE
- Other expenses not related to GFE
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PART II ONLINE PROPOSAL SUBMISSION PROCESS

1. Submit an electronic copy of the entire proposal by 7:00pm on Friday February 17th, 2017.
   ✓ E-mail complete proposal with all components to: 2017_GF.t9byu7r5yi3a3f@u.box.com
   ✓ Save your proposal by the following file name: LASTNAME_DEPT_COUNTRY
     NOTE: No other file names will be accepted.
   ✓ You will need to submit all proposal components as one document. Consult support.microsoft.com, adobe.com, pdfmerge.com, or other technical support if you have any questions on how to do so. The GFE program does not have additional information.
   ✓ IMPORTANT: Nothing in the body of the submission e-mail will be accessible; only the attachment will be saved read by the committee.

2. Complete the GFE Proposal Submission Information Form at: https://goo.gl/forms/84uHlZkj7HnmWwj23
   The following information will be necessary to complete this form—please collect all necessary information in advance to only submit one accurate online form.
   ✓ Title of project
   ✓ Country in which field experience will take place
   ✓ Host organization
   ✓ Name/title of in-country 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)
   ✓ Length of proposed field experience (minimum of 6 weeks required)
   ✓ Name/Department of RSPH Faculty Lead or Project Contact (must be RSPH Faculty or Adjunct Faculty)
     NOTE: If you are using the GFE proposal process to submit a proposal to the GHI Field Scholars Program, please specify this in the “Comments” section of the form

3. NOTE: After you submit your proposal, your faculty lead will be contacted and asked to verify that they have read and advised your proposal and that the proposed project is:
   ✓ well-defined, rational and feasible;
   ✓ of measurable value to the host organization/community;
   ✓ based in a clearly articulated, mutually beneficial partnership;
   ✓ appropriate for you to complete with a clear and distinct role;
   ✓ integral to your public health training.

   The GFE committee will review completed proposals and first tier notification letters will be sent by Thursday, March 3rd, 2016.
   NOTE: Any applicant that does not follow the instructions will not be reviewed.
PART III PROPOSAL

Every proposal must have the following sections in the order shown.

Section I Abstract

Provide a ¼ to 1 page abstract of your proposal

Section II Detailed proposal (Narrative must not exceed 5 pages, double-spaced)

A. Essential background, context and motivation for the work that you will be doing. 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 public health. If your project puts you or your beneficiary/target group at increased risk, you must detail how you will mitigate the risk. If you are working with communicable diseases or a population experiencing an outbreak, you must include your Personal Protection in Outbreak (PPO) considerations.

B. Project objectives. Describe the objectives of your project. 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.

C. Methods and deliverables. What methods will you use to achieve the objectives of the project? Be specific. All applications are not research proposals, but you still must have methods to achieve your objectives. Provide a detailed description of the deliverables that you plan to provide for the organization/community and how you plan to share this information. Include draft tools as an annex, indicating you will revise in country.

Examples:

- If you intend to conduct data collection, provide a copy of your instrument. 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 or participate in an evaluation, provide the evaluation instrument or questionnaire.
- If you are going to participate in developing a training program, provide a draft curriculum.

D. Learning objectives and career goals statement.

- 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.

E. 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. 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 proposal.

F. 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 issues. Budget for a translator or local teams if applicable. Unfortunately, GFE awards will not cover all expenses.
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Section III  Letter of invitation

You must have a letter of invitation from the organization with which you will be affiliated during your summer field experience. 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 visit
- 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 or during your stay. (NOTE: It is important that this discussion and any necessary negotiations happen early during the program development stage and not merely as a technicality for the proposal submission.)
- 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 IV  Current curriculum vitae

Be sure that CV reflects the experience or qualifications indicated in career goals.

PART IV  PROPOSAL ASSESSMENT

All proposals are reviewed by the GFE committee, comprised of faculty and staff in the RSUH with significant global health experience and experience supervising students conducting summer field work. Each application is read and evaluated by at least 3 committee members using a standard score sheet; the reviews are then heard by the entire committee meeting in plenary and the committee makes the final decision – 1) accept with no revisions; 2) accept with minor revisions to discuss with advisor; 3) revise and resubmit; or 4) reject.

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

The evaluation criteria are:
- Did applicant follow instructions?
- Is there evidence of organizational support, communication, planning and preparation with host?
- Feasibility of the project (1-5 scale with 5 highest)
  – Do the methods match the project objectives?
  – Is the final deliverable well defined?
  – Is there demonstrated value added by this specific proposal for the host organization and populations served by the organization?
  – Will this be a meaningful experience for the student?
  – Does the student have a clear and distinct role from other members engaged in the project and is this the appropriate role for the student?
  – Is the time frame realistic to accomplish the project objectives as well as the learning objectives?