

GATES INTERNSHIP APPLICATION GUIDELINES 2011

The mission of the Gates Institute is to build individual and institutional capacity in countries of the developing world to strengthen the effectiveness of population, family planning, and reproductive health policies and programs. The Institute works with leadership in the academic, private and public sectors to build skills and enable these entities to strengthen one another and the institutions they serve.

The Institute offers support for 3-6 month internship opportunities for MSPH and doctoral students in the Bloomberg School of Public Health. Approximately 4 to 8 are awarded each year. The objective of the internships is to enable students to enhance their professional practice or research skills for future reproductive health work in developing countries.

The Gates Institute has expanded the terms of internship arrangements to accommodate students' interests in programmatic skill building in the area of population and reproductive health. Past internships required collaboration with Gates Institute partners on research projects. Because of increasingly challenges for IRB reviews and approval which cannot be guaranteed to be completed before internships commence, the Institute encourages students, especially at masters level, to identify internship arrangements with a programmatic focus.

Students may arrange their own internships directly with developing-country based offices of multilateral or bilateral agencies, international and national non-governmental organizations or private foundations. Internships may also be arranged, with assistance from Gates Institute staff, to work with partnership institutions in Nigeria, Ethiopia, Malawi, Egypt, Uganda, and Ghana. Specific guidelines for applications are given below.

Eligibility

- Full-time student currently enrolled in a degree program in the Bloomberg School of Public Health.
- Priority consideration given to candidates with demonstrated interest and commitment toward working in the following areas: demography, population, reproductive health, family planning, and MCH.
- In good academic standing
- Completion of said internship within duration of student's degree study

Priority will be given to

- Eligible applicants who develop collaborative arrangements with Gates Institute partners (see Appendix 1)
- Masters students in the Population, Family and Reproductive Health Department
- Proposed internship activities that meet the mission and interests of the Gates Institute
- U.S. citizens

Amount of Support

There are two possible award amounts: 1) up to \$5000 for Gates partner institution sites and 2) up to \$2500 for other sites.

Application Procedure

Interested applicants should submit a completed application packet **electronically** to the Institute Training Administrator, Ms. Monnie Heminthavong (aheminth@jhsp.h.edu) **by 5p EST April 1**.

A complete application packet must include the following:

- Cover page with the following contact information:
 - Full name
 - Email address
 - BSPH degree program, department and academic advisor's name
 - Permanent Address
 - Mailing Address (if different from permanent address)
 - Phone number
 - Fax if applicable
 - Signature of acceptance of post-award terms (see Appendix 2)
- Current CV
- Unofficial copy of JHSPH transcript
- Description of proposed internship (**maximum 500 words**), including
 - Purpose and nature of internship activities (similar to a scope of work with expected outcomes)
 - Institutional setting and name of local preceptor
 - Expected benefits to student and host organization
 - Approximate duration and expected travel dates (minimum of 3 months required)
- 2 letters of concurrence, one from the student's academic advisor and one from the internship preceptor. Advisor's letter should speak to student's ability to work cross-culturally and adapt to life in low-income settings
- Budget for requested support

Appendix 1

Gates Partner Institutions

For information on possible internship activities with research projects at these sites, please contact Monnie Heminthavong (aheminth@jhsph.edu) or (410)502-0693.

- Addis Ababa University, School of Public Health, Addis Ababa, Ethiopia
- Assiut University, Department of Community Medicine, Assiut, Egypt.
- Kwame Nkrumah University of Science and Technology, Kumasi, Ghana
- Makerere University, School of Public Health, Kampala, Uganda
- Rakai Health Sciences Project, Rakai, Uganda
- Obafemi Awolowo University, Department of Community Health Sciences, Osun State, Nigeria
- University of Ibadan – Center for Population and Reproductive Health, Nigeria
- University of Malawi, Center for Reproductive Health, Blantyre, Malawi,

More sites may be added to this list with time.

Appendix 2

Terms of Award

Please read these terms of award carefully. Then if in agreement, please include the following statement on the cover page of the internship application and sign and date it.

I have read the terms of the award and, if a recipient of Gates Institute internship support, I acknowledge and accept them.

Signature/Date (Applicants should copy and paste this statement to cover page)

Internship Activities

The Gates Institute has expanded the terms of internship arrangements to accommodate students' interests in programmatic skill building in the area of population and reproductive health. Past internships required collaboration with Gates Institute partners on research projects. Because of increasingly challenges for IRB reviews and approval which cannot be guaranteed to be completed before Gates student internships commence, the Institute encourages students, especially at masters level, to identify internship arrangements with a programmatic focus.

Students involved in internships which require the approval for human subjects research will need to obtain the requisite IRB approvals and submit this documentation to the Gates Institute before commencing travel and start of the proposed research activity. This is a compliance, safety and liability issue of the Johns Hopkins University. Proper planning is highly recommended.

Required Workplan/Reports

The selected award recipient will submit to her/his academic advisor, host organization preceptor and the Gates Institute training officer:

1. An updated work plan within the first two weeks of training
2. A brief midterm progress report (1000-1500 words) with expense reporting
3. A final internship report (maximum 3000 words), along with any products (e.g., project report, photos).
Final report should address the following:
 - a. Achievement of internship objectives

- b. Expected and unexpected benefits of
- c. Any barriers to accomplishments
- d. Any plans for follow-on contact/work with host organization
- e. Any recommendations for improving Gates internship program
- f. Final expense report

Dissemination

Upon return, award recipients will be required to share a 15-minute presentation on their internship experiences at a pre-arranged seminar. Possible venues are: 1) PFRH seminar for the MSPH essays, 2) Gates Institute seminar, or 3) another approved dissemination event.

Use and Disbursement of Funds

The internship award is intended for the recipient's expenses associated with cost of living including lodging, transportation, telecommunication, as well as costs associated with reporting during the training period. This award is not intended for costs associated with programmatic activities of the host institution. **The Gates Institute award is intended to *supplement not cover* all internship expenses. Students will in all likelihood need to cover some of their expenses out of pocket. Students are responsible for arranging for their health insurance coverage during the internship.**

- For the 5K award, \$2500 of the award amount will be advanced once a letter of award is issued and all administrative documents have been received from the award recipient;
 - The second disbursement of \$2000 will be processed upon receipt of the mid-term report; and
 - The third and final disbursement of (\$500) will be processed upon receipt of the final narrative and financial report and any internship products.
-
- For the \$2500 award, \$2000 of the award will be advanced once a letter of award is issued and all administrative documents have been received from the award recipient;
 - The final disbursement (\$500) will be processed upon receipt final narrative and financial report and any internship products.

Return of Funds

If for any reason, the recipient is unable to fulfill the requirements of this award or has received another offer, any funds disbursed must be returned to the Bill and Melinda Gates Institute within one month of notification.