



# **Fellows & Scholars Handbook**

## **2022 – 2023**



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## Welcome from the INSIGHT Consortium Primary Principal Investigator

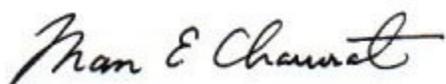
Dear INSIGHT Fellows,

Welcome to the Integrated Network of Scholars in Global Health Research Training (INSIGHT) Program! All of us here at Baylor College of Medicine (BCM), the University of Alabama at Birmingham (UAB), the University of Maryland Baltimore (UMB), and the University of Pittsburgh (UP) are very glad that you competed successfully for this position. We are here to help you in every way we can throughout your global health research training and in the years to follow.

As a Fogarty Global Health Fellow, you are joining the ranks of students and post-doctoral fellows from our institutions which were among the first implementers of the Fogarty AIDS International Training and Research Program (AITRP) having provided research training that has strengthened the capacity of academic and research institutions and of research scientists globally. Our Consortium is proud to have been part of highly competitive training programs from the beginning, and we are pleased to provide you with global health research training at top-ranked NIH research sites across the globe and to welcome you into our mission of building research collaborations between institutions in the U.S. and in low- and middle-income countries (LMICs). Your BCM, UAB, UMB, UP, and international mentors are some of the most talented global health researchers in the world, and it is crucial to take advantage of all the opportunities they and this program offer you.

The time and work that goes into your research is extensive but, a year is not long. To make the most of your time at your international site, use the months before your departure to learn about the work being done at your site and communicate often with your mentors to refine your protocols, obtain your IRB approvals, and dive into your research. Along with the leaders from the INSIGHT consortium, the National Institutes of Health, and the Fogarty International Center, I am grateful and excited to hear about your progress and support this year's group to have a productive and impactful global health research experience.

Best regards,



Man E. Charurat, Ph.D.

Professor of Medicine, Epidemiology and Public Health

Director, Division of Epidemiology and Prevention

Global Director, Center for International Health, Education, and Biosecurity (Ciheb) Institute of Human Virology, University of Maryland School of Medicine

## About the Program

### Our Program

To help train and foster the next generation of global health scientists, the Fogarty International Center and its partners at the National Institutes of Health have funded seven consortia of universities to administer 12-month global health research training programs. The INSIGHT program formed between the University of Alabama at Birmingham (UAB), Baylor College of Medicine (BCM), the University of Maryland Baltimore (UMB), and the University of Pittsburgh (UP) aims to provide the next generation of aspiring global health researchers in the U.S. and in Low- and Middle-Income Countries (LMIC) by giving scientists, early in their careers, a mentored research training experience in global health at established biomedical and behavioral research sites in LMICs. In 1998, our institutions were among the first implementers of the Fogarty AIDS International Training and Research Program (AITRP) having provided research training that has strengthened the capacity of academic and research institutions and of research scientists globally.

### Our consortium

The INSIGHT program is a partnership between UAB, BCM, UMB, and UP with international partnerships in 20 countries.

#### **Four Co-PIs collectively manage the consortium:**



**Janet Turan PhD, INSIGHT MPI and Program Director at UAB, Professor in the Department of Health Policy and Organization of the School of Public Health, UAB, Director of the Sparkman Center for Global Health** Dr. Turan is a social and behavioral scientist with extensive experience in public health research, health behavior, sexual and reproductive health, and qualitative and mixed methods research methodologies. Over the course of her career, she has investigated the barriers that people face in engagement in HIV and other reproductive health services in settings as diverse as Turkey, Italy, Kenya, Zambia, and the U.S.. Her program of research focuses on understanding and addressing stigma and discrimination as they relate to a variety of health conditions/services, and she incorporates qualitative research methods in the context of rigorous mixed methods research designs in all of these projects. Since 2006, she has conducted NIH-funded research in Kenya with the aim of reducing the adverse effects of HIV-related stigma on the health of pregnant women, male partners, and infants. Following her NIMH-funded K01 Award study, she was awarded an NIMH R34, an NIMH R01, and an NICHD R01 to develop and test interventions to reduce HIV-related stigma and improve women's ART adherence and outcomes in Kenya, as well as an NIMH R01 to study HIV-related stigma and intersectional stigmas related to race, gender, and poverty using mixed methods research in the Women's Interagency HIV Study cohort in the United States. Since 2014, she has served as Director of the Behavioral and Community Sciences Core of the UAB Center for AIDS Research (CFAR). She has an extensive track-record as a mentor of pre- and post-doctoral trainees from both the U.S. and LMICs, and currently serves as a mentor or advisor on multiple NIH-funded K Awards.

## Baylor College of Medicine

**Anna Maria Mandalakas MD PhD, INSIGHT MPI and Program Director at BCM, Professor of Pediatrics and Director of the Global TB Program at BCM and adjunct Professor of Epidemiology at the University of Texas Health Science School of Public Health.** Dr. Mandalakas's research focuses on the epidemiology, diagnosis and pathophysiology of childhood TB and HIV. She is PI on several large multi-national studies focusing on HIV-associated TB including Quantifiable stool-based TB PCR to Improve Diagnostics and Treatment Monitoring (R01AI137527-01A1) and Closing -TB Gaps - for people living with HIV: TB Guidance for Adaptable Patient-Centered Service (U01GH002278). She is PI on the Fogarty HIV Research Training program in Eswatini (D43TW011547) and serves as the primary mentor for two NIH sponsored career development awards: Persistent DNA methylation of the IFN- $\gamma$  signaling pathway during Tuberculosis (K23AI141681A) and Developing Clinical Prediction Tools to Define Strategies for Differentiated Service Delivery in Children and Adolescents Living with HIV in sub-Saharan Africa (K01TW011482-01A1). She also serves as the Eswatini site PI for two multi-national EDCTP funded projects. She has over two decades of experience investigating child TB and HIV in Sub Saharan Africa and Southeast Asia and has a robust mentorship record evident by over two dozen senior author publications featuring junior first authors from over a dozen countries in the past six years.



**Man Charurat PhD, INSIGHT MPI and Program Director at UMB, Professor of Medicine and Epidemiology is the Global Director of the Center for International Health, Education, and Biosecurity, University of Maryland School of Medicine.** Dr. Charurat is an infectious disease-trained PhD epidemiologist with 20 years of experience designing, implementing, and leading cohort and implementation science studies across eight countries in sub-Saharan Africa related to vulnerable and under-researched populations, including women, children, and key populations. He is PI on two active and recently completed two NIH funded R01: Microbiome and Health Outcomes among HIV-exposed Uninfected Infants (R01DE025174); Network-Based Recruitment of MSM into HCT, Care, Treatment and Prevention Services at Trusted Community-based Venues (R01MH099001); Optimizing ARV-based Prevention for Marginalized MSM (R01AI120913); Adolescent to Adult Patient-centered Transition (R01HD089866), and Impact of Non-B HIV-1 Subtype on second line Protease Inhibitor Regimens in Africa (INSPIRE, R01AI147331). He is currently PI of the Fogarty HIV Research Training program in Nigeria (D43TW010051). He recently led population-based HIV impact assessment surveys in Nigeria, Botswana, and Zambia. He currently serves as primary mentor for one NIH sponsored career development award: Role of anal microbiota, local cytokines, and HIV in persistence of high-risk papillomavirus (K07CA225403).



**Vishwajit Nimgaonkar, MD, PhD, INSIGHT MPI and Program Director at UP, is a Professor of Psychiatry and Human Genetics at the University of Pittsburgh where he also serves as Vice President for the Veterans Administration Pittsburgh Healthcare System.** Dr. Nimgaonkar's research is focused on the causation and treatment of severe psychiatric illnesses, including schizophrenia and bipolar disorder. Dr. Nimgaonkar oversees research and research training projects in the U.S.A and India. He has been continuously funded since 2002 through D43 overseas training grants from the Fogarty International Center. He currently serves as the PD/PI for an Indio-U.S. collaborative training program that implements a flexible, multi-site 'without walls' capacity building program for new psychiatric researchers in India who receive hands on training in research; their mentors and administrative officials are simultaneously trained in grantsmanship and grant administration (D43TW009114, 2019-2024). Dr Nimgaonkar also directs two foundation funded randomized controlled trials of repurposed drugs for patients with schizophrenia in the U.S.A and India. At Pittsburgh, he also directs laboratory studies using human induced pluripotent stem cell (hiPSC) technologies to model infections with neurotropic viruses; these models are used for drug discovery. He has previously conducted gene mapping studies for schizophrenia.

## Support Center & Consortium Contacts

The primary INSIGHT program support center is housed at the University of Maryland Baltimore in Baltimore, MD. The support center oversees overall program management including information dissemination and applicant selection, communications and news, program logistics, program monitoring and evaluation, organization of educational programs and conferences, and maintaining relationships with INSIGHT program alumni. Each of the US consortium sites also has a primary contact person, as listed below.

**Maggie Whittington, MPH**

Program Manager, INSIGHT primary contact  
*University of Maryland Baltimore*

[awhittington@ihv.umaryland.edu](mailto:awhittington@ihv.umaryland.edu)

**Man Charurat, PhD**

Multiple Principal Investigator, Primary  
*University of Maryland Baltimore*

[mcharurat@ihv.umaryland.edu](mailto:mcharurat@ihv.umaryland.edu)

**Joyce Johnson, MS**

Director of Health Programs  
*University of Maryland Baltimore*

[jojohnson@ihv.umaryland.edu](mailto:jojohnson@ihv.umaryland.edu)

**Anna Helova, DrPH, MA, MBA, MPH**

Program Manager  
*Primary University of Alabama at Birmingham contact*

[ahelova@uab.edu](mailto:ahelova@uab.edu)

**Tara Devezin, MID**

Program Manager  
*Primary Baylor College of Medicine contact*

[Tara.devezin@bcm.edu](mailto:Tara.devezin@bcm.edu)

**Maribeth Wesesky**

Program Manager  
*Primary University of Pittsburgh contact*

[weseskyma@upmc.edu](mailto:weseskyma@upmc.edu)

## Roles & Expectations

### Expectations of Trainees

- Fellows and scholars are required to spend 10- to 12- months at their international research site (COVID-19 permitting). If unforeseen circumstances arise, the individual may request an exemption by contacting their mentors and detailing their situation and request for exemption.
- Trainees will work on a research project and contribute to the research productivity of the site and education of their peers and other trainees.
- Fellows will work within the boundaries of the training and within the research area(s) agreed upon by the fellow and his/her mentors.
- Fellows will consult with mentors and relevant administrators on any changes to their original proposal.
- Trainees are responsible for ensuring research activities comply with U.S. and international rules and regulations regarding conduct of research with human subjects or animals.
- Fellows are expected to participate in all Fogarty-sponsored training and information sessions, including the virtual NIH orientation in July 2022.
- Trainees will acknowledge the consortium, the Fogarty International Center, and any other NIH co-funders in all publications and presentation derived from the fellowship year.
- Fellows agree to maintain contact with the support center for 20 years following their fellowship year and will participate in follow-up surveys and requests for information.
- Fellows and scholars will reply to emails and phone calls promptly and will communicate any problems and successes with their mentorship team and support center.
- Trainees will complete core competency curriculum assignments in a timely manner and report any delays to their mentorship team.
- The trainees will develop an individual development plan (IDP) at the beginning of the fellowship in collaboration with their mentors and evaluate progress on that plan at regular intervals throughout the year.

### Expectations of the U.S. institution & Support Center Staff

- Staff will coordinate logistics of the fellowship, including purchase of research materials for trainees, stipend payments, travel, and other administrative needs of the program.
- Staff will educate trainees on administrative and financial rules and regulations.
- Support center staff will inform trainees of the IRB policies at their institution and will provide trainees with IRB documents to complete.
- Staff will communicate program information in a timely manner to all Fellows and Scholars.
- Support center staff will serve as point-of-contact for issues that arise while a trainee is abroad.
- Staff will track trainee career advancements and maintain contact with trainee for 20 years following the fellowship.

### Expectations of the International LMIC Site

- International site staff will educate trainees about the policies and procedures that are specific to the site.
- International site contacts will help trainees obtain office/lab space.

- International site staff will communicate any problems or concerns with US PIs in a timely manner.
- International site directors will assist in identifying appropriate housing for trainees

## NIH Orientation

All trainees are required to attend the NIH orientation in July 2022. Although the orientation will take place virtually, all sessions of the orientation are mandatory, and attendance will be reported. In addition to the valuable information shared during presentations, there are interactive sessions and other opportunities for networking to enable you to make the most of your fellowship and beyond.

## Professional Misconduct

**Scientific Misconduct** – The violation of standard codes of scholarly conduct and ethical behavior in professional scientific research.

The consequences of scientific misconduct can be damaging for both perpetrators and any individual who exposes it. There are also public health implications attached to the promotion of medical or other interventions based on dubious research findings.

### **Dismissal policy**

If a trainee participates in scientific or professional misconduct, the consortium directors and relevant supervisors will meet with the trainee to discuss the issue and attempt to rectify the situation. If no clear resolution is found, the award could be terminated, and the trainee may be dismissed from the program.

## Institutional Review Board Approval (IRB) and Responsible Conduct of Research (RCR)

### **Human subjects training**

All trainees are required to complete [human subjects training online \(CITI\)](#) before leaving the country or before their start date (for international trainees).

### **IRB approval**

Fellows are required to obtain all relevant IRB approvals before beginning work on their projects. Typically, trainees will need IRB approval from the LMIC host country Ethics Committee/IRB and the U.S. counterpart institution IRB. Final IRB approval letters for projects should be sent to the corresponding program manager at their U.S. institution and Maggie Whittington, [awhittington@ihv.umaryland.edu](mailto:awhittington@ihv.umaryland.edu).

### **RCR**

At the beginning of their fellowship, all fellows are required to take the [Responsible Conduct of Research \(RCR\) training](#) online with their affiliated U.S. institution, unless there is sufficient proof of taking a comparable course within the previous 24 months.

## Funding

### Stipends

Stipends will be paid in coordination with the U.S. institution affiliated with the international training site where the trainee will be hosted, in most cases via a sub-contract with the international training site. The stipend will begin two weeks after the start date of their training or in accordance with the U.S. institution's payroll schedule.

Each U.S. predoctoral scholar will receive a stipend of \$25,836 per year and each U.S. postdoctoral fellow will receive a stipend based on the National Research Service Award payscale. International fellows will receive a stipend of up to \$30,000 per year. This is dependent on the LMIC site location and will be coordinated with the trainee's LMIC site director.

### Allowable costs

Fellows and scholars are given funds to support their research. Costs vary for pre- and post-doc and depend upon type of research being conducted (e.g., laboratory research versus secondary data analysis). These costs will be discussed with your affiliated U.S. institution.

## Housing

The trainee's partner U.S. institution and international site contact will help locate housing, but it will be the trainee's responsibility to pay for housing and to manage their leases. \$5,000 will be provided for travel to and from the LMIC country and hotel fees for the trainee to find long term accommodation. More specific information related to each international site is available on the INSIGHT website.

## Health and Insurance

### Vaccinations

U.S. trainees are expected to obtain all necessary vaccinations and be in good health prior to leaving the country. Cost of required vaccinations will be reimbursed.

### Health insurance

For fellows and scholars in the field, International SOS insurance will be provided and emergency evacuation insurance for the individual will be provided. No family insurance will be provided.

Each LMIC trainee will be covered while in the U.S. Trainees will receive a supplement to their stipend for the purpose of purchasing medical insurance.

## Travel

### Visas & Passports

U.S. trainees should complete their visa and passport paperwork as soon as possible. International trainees who will visit a US site are also expected to request visas to the United States. The costs of visas will be reimbursed (up to \$500). The trainee's domestic institution will pay for the expenses related to obtaining travel documents.

Round trip coach-class flights to the international sites will be purchased for U.S. trainees. The flights will be purchased directly through the U.S. institution with which they are affiliated.

## Important Note on Addresses

U.S. trainees - when asked to submit your address on any paperwork or online form pertaining to your fellowship, please use a U.S. address that will be checked regularly while you are abroad. This may be your home department, a family member, or trusted friend's address.

To avoid missing important and time-sensitive stipend/payroll, health insurance, income tax/IRS, or jury duty information, use an address that is consistently checked and ask that official materials be forwarded to you.

If necessary, your U.S. affiliated institution may serve as your U.S. mailing address while you are abroad. Please contact the U.S. institution program manager if you would like to make this arrangement.

## Leaving the site

### **Returning to the U.S. during your award year**

To meet the requirements of the program, multiple trips to the U.S. are not advised however, medical emergencies or special circumstances may require you to take leave from your site. In these instances, approval must be obtained your main INSIGHT administering institution.

### **Vacation**

U.S. trainees are required to obtain PI/mentor approval for all vacation days in advance. Vacation policy may differ between each LMIC site, so it is important to review at your site.

## Safety & Emergency Policies

### Vehicles

Fellows should find a safe mode of transportation to conduct field study in a cost-effective manner. The international site will have transportation and/or recommendations on safest modes of transportation.

### Site policies

All fellows are subject to the specific rules and policies of their training site. By accepting a position as an INSIGHT fellow, you are agreeing to abide by all site policies.

### Safety plan

Fellows are advised to develop a safety plan with their training site prior to arrival. Trainees should keep a record of in-country emergency numbers, police department, and hospital information in addition to international SOS contact information.

### Communication to support center & Evacuation

Fellows are required to submit contact information, emergency contacts in their home country as well as country of research, and details of their travel/evacuation insurance (U.S. fellows) via the Fellow Emergency Information Form.

All U.S. trainees are covered by an international evacuation policy and basic traveler insurance. Please contact your home institution for detailed information on how to enroll.

## U.S. trainees are encouraged to use the following safety resources:

- Work with your program manager to choose a health insurance plan with solid international coverage.
- Review the U.S. Department of State website for travel warnings, advisories, and consular information sheets for your intended destination (for U.S. fellows). (<http://travel.state.gov/>)
- Enroll in the Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/> to receive travel alerts and facilitate the U.S. Embassy or Consulate contacting you in case of an emergency.
- Review the U.S. Centers for Disease Control and Prevention website for information on travelers' health issues and obtain the recommended vaccinations for travel to particular area or country. (<http://www.cdc.gov/>)
- Review the World Health Organization website for information on disease outbreaks and emergencies. (<http://www.who.int/en/>)

## Evacuation

All trainees not posted in their home countries are covered by an International SOS (ISOS) evacuation policy. Each trainee is given ISOS information around the time of orientation. Training sites are also given the number for ISOS. ISOS can be contacted via the emergency number and also monitors widespread emergencies. In the case of an environmental disaster, outbreak of violence, or other emergencies, the ISOS database alerts INSIGHT trainees in the vicinity and immediately works to evacuate the trainees.

It is essential that all trainees report their whereabouts when they leave the training site. This rule is for the trainee's protection. ISOS is not an insurance entity but will aid in the coordination of international emergency evacuation if needed. You are required to log your time abroad in ISOS so that your U.S. institution has a record of your whereabouts if ISOS coverage is needed.

## Reports and Surveys

All INSIGHT trainees must complete reports and surveys throughout their fellowship and at the end of their research year. The reports include project updates, progress reports, and final reports. Surveys/templates will be distributed throughout the year and provide the trainee and program leadership with an understanding of challenges faced and milestones reached. Trainees must also complete surveys at the end of orientation and at the end of their research year. These surveys are important for the growth and development of the program. INSIGHT leadership takes trainee feedback seriously when making improvements each year.

## Publications & Acknowledging Funding

The NIH Public Access Policy ensures that the public has access to the published results of NIH-funded research. It requires scientists to submit final peer-reviewed journal manuscripts that result from NIH funds to the digital archive PubMed Central upon acceptance for publication. To help advance science and improve human health, the policy requires that these papers be accessible to the public on PubMed Central no later than 12 months after publication.

Fellows are responsible for informing the INSIGHT Support Center and PubMed Central of any publications (during or after their award year) related to their NIH-funded research. To inform PubMed Central, follow the instructions on [http://publicaccess.nih.gov/submit\\_process.htm](http://publicaccess.nih.gov/submit_process.htm). Read more about the NIH Public Access Policy at <http://publicaccess.nih.gov/policy.htm>.

All publications resulting from the research or research training supported by this fellowship must also acknowledge FIC and other co-funders with the following or a comparable footnote:

*This project was supported by the Fogarty International Center of the National Institutes of Health (NIH) under Award Number D43TW012274 and the University of Maryland Baltimore).*

*The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH or UMB.*

In the case that an INSIGHT fellow uses the protected time of the fellowship to publish on previously implemented research, the resulting publication(s) can be reported as related to the grant as long as they are in PubMed Central and include a footnote similar to the following in the acknowledgements:

*[FELLOW NAME] was supported by the Fogarty International Center of the National Institutes of Health under Award Number D43TW012274 and the University of Maryland Baltimore.*