### Global Health Disparities Research Fellowship

2015 Application Package

The Minority Health/Global Health Disparities Research Fellowship is an international summer research program that aims to promote the participation of under-represented students in health sciences research. It is part of the nation-wide “Minority Health and Health Disparities International Research Training” (MHIRT) initiative, sponsored by the U.S. National Institutes of Health. The Minority Health/Global Health Disparities Research Fellowship at UC Berkeley focuses on infectious disease research—particularly for diseases that disproportionately impact people in developing countries and/or minority communities within the U.S.

This informational packet contains all of the required application materials for the 2015 Fellowship. Please read through it carefully. It is your responsibility to see that your complete application (including the Cover Page, Personal Statement, Resume, Unofficial transcript, and any other materials) is submitted to our online “MHIRT 2015” drop box (at <http://bspace.berkeley.edu>) by **November 15, 2014.**  Letter(s) of recommendation will be emailed separately by the letter writers but must also arrive by **November 15th**.

*APPLICATIONS WILL NOT BE PROCESSED IF ANY OF THESE ITEMS ARE LATE OR MISSING.*

**This informational packet consists of:**

Application instructions

Description of Selection Process

Checklist

Application Cover Page

Recommendation Form

#### Eligibility

This program is open to U.S. citizens and permanent residents from health disparity communities who are 3/4/5-year undergraduates, MPH, master’s students or PhD students at U.C. Berkeley. Applications are also accepted from nearby universities.You must be enrolled in classes for the entire Spring 2015 semester in order to be eligible. If you are planning to graduate in Spring 2015, you are only eligible if you will be available to participate in certain on-campus research and training activities in Fall 2015. All applicants must have a GPA of 3.0 or higher.

For the purposes of this program, the U.S. Government has defined members of health disparity communities as follows: African Americans, Hispanic/Latino(a) Americans, Native Americans, Alaskan Natives, Native Hawaiians and low-income Americans on annual income thresholds defined by the U.S. Census Bureau. Low income applicants must demonstrate that they have:

1. Qualified for Federal disadvantaged assistance, or
2. Received any of the following student loans
3. Health Professional Student Loan (HPSL)
4. Loans for Disadvantaged Student Program
5. Scholarships from the U.S. Department of Health and Human Services under the Scholarship for Individuals with Exceptional Financial Need

All questions regarding the application process or the fellowship program can be directed to [mhirt@berkeley.edu](mailto:mhirt@berkeley.edu)

**Application Instructions**

**Step 1:** Review the specific research projects described on the MHIRT website and identify no more than two (2) projects (“placements”) to which you would like to apply.

**Step 2**: Fill out the 2-page Application Cover Page completely, typing in all answers. You will find the Cover Page at the end of this document. Save the Cover Page as a separate file in DOC or PDF format with the title “YourName\_App” (e.g. JaneDoe\_App).

**Step 3:** Prepare your Application Documents—including your Statement of Purpose, Resume, transcript, and Bearfacts financial statement (optional):

* Statement of Purpose (1 page, single-spaced, minimum 10-point font, 1-inch margins)

The Statement of Purpose is your chance to tell us why you want to be a part of the Global Health Disparities Research program. Please address the following questions:

* + 1. Why do you want to participate in this program? How does it fit into your specific career goals and plans? How will it benefit your professional development?
    2. Why do you feel particularly suited or qualified to pursue this program of study?
    3. Describe a specific example of a project or activity that demonstrates a) your initiative and ability to act independently, b) your ability to organize and manage complex logistics and c) your ability to manage time effectively.
    4. Describe your interest in working in the project(s) you're applying for.
    5. How will you apply your international summer research experience to your academic life upon returning to Berkeley? What are some areas of academic improvement you hope to gain from the fellowship?

Save your file in DOC, RTF, or PDF format with the file name “ YourName\_State” (ex: JaneDoe\_State)

* Resume (2 page limit)

Save your file in DOC or PDF format with the file name “YourName\_Resume” (ex: JaneDoe\_Resume)

* Transcript

Log onto Bearfacts and retrieve your unofficial transcript by clicking “Academic Record” and then “All Grades.” Be sure to select the button that displays the student name on the transcript page. Save the file as PDF or HTML, and title it “YourName\_Trans” (ex: JaneDoe\_Trans). Transfer students should submit a transfer transcript, and 1st year graduate students should submit an unofficial transcript from their undergraduate institution(s).

* Financial Aid Information

If your eligibility criteria is based on financial need, write a brief statement of your financial need. You may also submit your most recent Bearfacts Financial Statement, saved as a PDF or HTML file. Please title it “YourName\_Finaid” (ex: JaneDoe\_Finaid)

* Rural Background \*see note below\*

Provide your home address to demonstrate that you come from a rural background. You should be able to enter and find your home address designation as rural on the Rural Assistance Center’s “Am I Rural” website: <http://www.raconline.org/amirural/>

***\*This is for applicants whose eligibility criteria is solely based on being from a rural background.***

**Step 4:** Request Letter(s) of Recommendation

The Recommendation Form is included at the end of this package. No more than two (2) recommendations may be submitted on your behalf. To begin, fill in the top portion of the form with your name and your recommender’s information. Save the form as a separate DOC or RTF file and title it “YourName\_RecName” (ex: JaneDoe\_JoeSmith). Email the file to your recommender to complete. Note that your application will not be evaluated unless this form is received by **November 15, 2014**. Recommendation forms must be emailed directly to [mhirt@berkeley.edu](mailto:mhirt@berkeley.edu) by the recommender. We will not accept recommendations from third parties.

Who to ask: You should request a letter from someone who can address your academic talent, intellectual curiosity and research ability (if appropriate). The letter should also address your maturity level, professionalism, and communication skills. The best letters come from people who know you well and can be specific in describing your talents. Some suggested recommenders, in order of preference, are: a professor in whose lab you have worked; a professor for whom you have GSI’ed; a professor for a class in which you excelled; a GSI for a class in which you excelled; an academic advisor; an employer; a personal contact. (Note: If you are a graduate student, recommendations will ideally come from your faculty thesis advisor.) *Although you may submit up to two recommendations, you should only submit a second letter if it is strong, as a mediocre recommendation will count against you.*

How to ask:It is important to give your recommender plenty of time to complete your recommendation (3 - 4 weeks if possible). When you approach your letter writer, you should provide them with a packet of material so that he/she can write an informed recommendation for you. Along with the form, you might consider including your transcript, resume, statement of purpose (if available), and a description of the Fellowship program (or link to the MHIRT website).

**Step 5:** Submit your application materials to MHIRT 2015 bSpace Drop Box

1. Log onto your bSpace account at <https://bspace.berkeley.edu/> using your CalNet ID and password
2. On the left, under "Workspace Tools", click on "Membership." You will be taken by default to your "Current Sites." Instead, select the "Joinable Sites" link at the top.
3. In "Joinable Sites" you can use the search bar on the right to find the “MHIRT 2015” bSpace site. After you find the MHIRT 2015 site, click "Join," and then return to your "Current Sites" page. There you will find a link to the MHIRT 2015 site.
4. From the MHIRT 2015 site, click on "Drop Box" (listed under "Workspace Tools").
5. You should see a folder with your name. To upload your application materials, click the "Add" button on the right, and then select "Upload Files." You do not need to select the button to send an email notification to the instructor.
6. Upload the following files:

* Application Cover Page
* Statement of Purpose
* Resume
* Transcript
* Financial Aid Information (optional)
* Rural Area Designation Report (if you are from area(

**Selection Process**

# Office checks will be completed on all applications to ensure that students are eligible. You must have completed at least two years of undergraduate coursework, be eligible to enroll in Spring 2015, and have a minimum GPA of 3.0. After office checks, a two-stage expert review process will be carried out:

# Stage 1: A panel of external reviewers will read application materials for all eligible students, and will assign a ranking (or priority) to each application. The reviewers will evaluate the following:

* Match between your qualifications, and the specific requirements for the project(s) to which you have applied
* Demonstration of prior research experience, background knowledge of research, and/or technical skills required for the conduct of research
* Evidence of ability (or potential) to communicate clearly, sensitively and professionally in cross-cultural settings; ability to use good judgment in complex or risky situations; ability to work both independently (i.e. self-motivated and intellectually curious) and as a productive member of a group; flexibility and maturity.
* Interest in global health sciences and/or health disparities research (for undergraduates, there is preference for students interested in pursuing a graduate research degree or research career)
* Likelihood that the international experience will advance stated career objectives
* Evidence of financial need (priority may be given to applicants who would not otherwise have the opportunity for an international training experience)

Based on the external reviewer rankings, the top three (3) candidates for each placement will be selected as finalists.

Stage 2: For each placement (or project), the sponsoring UC Berkeley Professor and his/her international collaborator will review application materials of the 3 finalists. Brief (15-minute) interviews with the top candidates may be arranged, at the Professors’ discretion. Final selection of fellows will be made by the Professors, based on students’ application materials and interviews. Final decisions will be based on criteria used in the “first stage” review (above) as well as the Professors’ personal judgments.

The final decision to accept a student rests with the UC Berkeley Professor and international collaborator.

Decisions will be announced by **December 19, 2014**. A formal letter of award will be sent to each fellowship recipient, and students who were not selected will be informed by email.

**Checklist**

Did you...

 complete the Application Cover Letter?

 include your Statement of Purpose?

 include your Transcript?

 include your Resume?

 include your Financial Aid Information (*optional*)?

 include your Rural Area Designation Report *(if you are from a rural* area)?  
 provide the Recommendation form to at least one recommender (2 maximum)?

**DON’T FORGET!**

**Your completed application must be in our bSpace MHIRT 2015 Drop Box by the**

**November 15th 2014 deadline.**

### Global Health Disparities Research Fellowship

2015 Application Cover Page

Please fill out the application completely. Fields marked with (\*) must be completed for the application to be complete.

If you have any questions about the application please contact [mhirt@berkeley.edu](mailto:mhirt@berkeley.edu)

**Applications must be submitted to the “MHIRT 2015” bSpace Drop Box by MIDNIGHT on November 15, 2014.**

**\*Name**

**\*Birthdate**

**\* SID**

**\*Last 4 SSN:**

**Ethnic Category (Select all that apply):**

African American

East Asian American

Hispanic/Latin American

Native American/Alaska Native

Pacific Islander American

South Asian American

White

Other

##### Ethnicity

(e.g. Vietnamese, Mexican, Colombian, Arab)

**Gender:**  Male  Female  Other

**\*Are you a United States Citizen or Permanent Resident?**  YES  NO

**\*Valid Email Address**

**\*Telephone Number**

**\*Major Field of Study**:

**Minor(s):**

**\*Are you a transfer student?**  YES  NO

**\*Anticipated Graduation** Semester/Year

**\*Academic Standing (Select one)**

Third-year Undergraduate  5+ year Undergraduate  Doctoral

Fourth-year Undergraduate  Masters

**\*Current UCB GPA :**

**\*Transfer GPA (if applicable)**:

**Do you have a valid passport?**  YES  NO

**\* List the Lab Name & Country (i.e. “RILEY-BRAZIL”) for up to TWO (2) projects to which you‘d like to apply**

Project Choice #1

Project Choice #2

### Global Health Disparities Research Fellowship

2015 Application Cover Page (CONTINUED)

**Research Skills:** Describe any laboratory, qualitative or quantitative research skills you have, e.g. programming languages, PCR, RNA extraction, survey design (100-word limit)

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| --- |
|  |

**International Experience:** Please list below any international travel experience and the reason for the travel. (50-word limit)

|  |
| --- |
|  |

**List Foreign Languages:** List any foreign languages you know, and your level of competence; e.g. fair, good, excellent, native. (50-word limit)

|  |
| --- |
|  |

**Project Management:** Describe a project you have independently managed that required advanced planning, logistics, and organizational complexity. How did you become involved in this project? (50-word limit)

|  |
| --- |
|  |

**\*Do you consider yourself to come from a health disparities community?**  Yes  No

For this program, the Federal government defines health disparity populations to include African Americans, Hispanic Americans, Native Americans, Alaskan Natives, Native Hawaiians and Pacific Islanders, and the medically underserved (i.e., socio-economically disadvantaged individuals in rural and urban areas).

**\*If yes, please describe** (e.g., “I am African American,” or “I come from mixed heritage: Jewish and Cuban American,” or “I come from a low-income household in the medically-underserved Central Valley region of California,” etc)

|  |
| --- |
|  |

**Statement of Financial Need (optional):** Provide your Bearfacts financial aid statement (as a separate document) **and/or** write a statement of financial need below. Please note if you are eligible for the Pell grant. (100-word limit)

|  |
| --- |
|  |

**\*This is for applicants whose eligibility criteria is solely based on being from a rural background.**

Provide your rural home address and at least two definitions of what designates your home address as rural.. Enter your address in the “Am I Rural” website, <http://www.raconline.org/amirural/>, to generate a report that will have the different definitions of rural eligibility.

|  |
| --- |
|  |

**\*Contact Information for Recommender #1 (required):**

|  |  |
| --- | --- |
| Name: |  |
| Email Address: |  |
| Phone Number: |  |

**Contact Information for Recommender #2 (optional):**

|  |  |
| --- | --- |
| Name: |  |
| Email Address: |  |
| Phone Number: |  |

**\* By submitting this Application Cover Page to the MHIRT 2014 bSpace Drop Box, you acknowledge that all the above information is complete, factually correct and honestly presented and that if this representation is not correct, the UC Berkeley MHIRT Program reserves the right to withdraw your application from consideration.**

###### Recommendation Form

### Global Health Disparities Research Fellowship

2015 Application – University of California, Berkeley

**To be completed by the applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name: |  | | |
| Name & Title of Person to Complete this Reference: | | |  |
| Relation of Recommender to Applicant: | |  | |

***Instructions***

The student named above is an applicant for the Global Health Disparities Research Fellowship at UC Berkeley. The fellowship is part of NIH-funded program designed to encourage under-represented undergraduate, Masters, and doctoral students to pursue careers in biomedical and behavioral research. The fellowship provides full support for a summer research conducted at a laboratory or field site in a developing (lower-income) country. Participants must be highly motivated and driven, emotionally mature, and strong communicators. Your candid evaluation will enable us to determine the applicant’s suitability for this program. We appreciate your prompt response. You must email this recommendation to [mhirt@berkeley.edu](mailto:mhirt@berkeley.edu) by MIDNIGHT on **November 15, 2014.**

***Please complete all sections of this form****.* If you fill in the form by hand, please print clearly and produce a scanned PDF. The form must be submitted electronically. Please sign the form at the bottom (electronic signatures accepted) and save the document as a DOC, RTF, PDF or JPG titled “StudentName\_YourName” (ex: JaneDoe\_MarkSmith). Submit the completed form to [mhirt@berkeley.edu](mailto:mhirt@berkeley.edu) by **MIDNIGHT** on **November 15, 2014.**

If you have any questions, please contact us at [mhirt@berkeley.edu](mailto:mhirt@berkeley.edu)

**Please rate the applicant in comparison with other individuals (of the same background and experience) with whom you have been acquainted.**

|  | **Outstanding** | **Above Average** | **Average** | **Below Average** | **No Chance To Observe** |
| --- | --- | --- | --- | --- | --- |
| Motivation and drive |  |  |  |  |  |
| Perseverance and commitment |  |  |  |  |  |
| Leadership qualities |  |  |  |  |  |
| Time-management skills (balancing deadlines and competing priorities) |  |  |  |  |  |
| Organizational ability (managing complex logistics) |  |  |  |  |  |
| Ability to analyze problems |  |  |  |  |  |
| Written communication skills |  |  |  |  |  |
| Oral communication skills |  |  |  |  |  |
| Independence and initiative |  |  |  |  |  |
| Adaptability/Flexibility |  |  |  |  |  |
| Intellectual curiosity |  |  |  |  |  |
| Emotional Maturity |  |  |  |  |  |
| Social Motivation (Networking) |  |  |  |  |  |
| Ability to cooperate and interact effectively with peers/co-workers |  |  |  |  |  |
| Ability to interact and communicate effectively with supervisors |  |  |  |  |  |

**Please provide your written recommendation here. Use this space to elaborate the ratings you have given above. Include specific examples of the student’s capabilities and personal qualities. You may provide any information that may be helpful in evaluating the candidate, including the existence of unusual circumstances that the student has faced. We are particularly interested in information that might not be apparent from the candidate’s record.**

**\* use continuation page(s) as necessary**

**Please check the appropriate box:**

I highly recommend the applicant

I can recommend the applicant, but with reservation

I do not recommend the applicant

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Your Name and Title: | | |  | | | |
| Mailing Address or Phone Number: | | | | |  | |
| Date: |  | | | Email Address: | |  |
| Signature: | |  | | | | |