

MINORITY HEALTH – GLOBAL HEALTH

International Summer Research Fellowship at UC Berkeley 2010 Application Package

The Minority Health - Global Health 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 nationwide "Minority Health and Health Disparities International Research Training" (MHIRT) initiative, sponsored by the U.S. National Institutes of Health. The MHIRT 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 2010 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 2010" drop box (at <http://bspace.berkeley.edu>) by **November 13, 2009**. Letter(s) of recommendation will be emailed separately by the letter writers but must also arrive by **November 13th**.

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 or doctoral students at U.C. Berkeley. You must be enrolled in classes for the entire Spring 2010 semester in order to be eligible. If you are planning to graduate in Spring 2010, you are only eligible if you will be available to participate in certain on-campus research and training activities in Fall 2010. 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, Asian 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).

All questions regarding the application process or the fellowship program can be directed to 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, RTF, 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, 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 Minority Health/Global Health Fellowship 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 your interest in working in the lab(s) you’re applying for.
4. How will you apply your international summer research experience to your academic life upon returning to Berkeley?

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, RTF, 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 (Optional)

There is space on the Application Cover Page to write a brief statement of financial need, if you choose to do so. 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)

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 13, 2009**. Recommendation forms must be emailed directly to 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 2010 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 2010" bSpace site. After you find the MHIRT 2010 site, click "Join," and then return to your "Current Sites" page. There you will find a link to the MHIRT 2010 site.
4. From the MHIRT 2010 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)

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 2010, 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. This process will be completed by December 1st.

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, 2009**. 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*)?
- provide the Recommendation form to at least one recommender (2 maximum)?

DON'T FORGET!

**Your completed application must be in our bSpace Drop Box by the
November 13, 2009 deadline.**

MINORITY HEALTH – GLOBAL HEALTH

2010 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

Applications must be submitted to the “MHIRT 2010” bSpace Drop Box by MIDNIGHT on November 13, 2009.

*Name

*Birthdate
(mm/dd/yyyy)

*SID

*Last 4 SSN:

Ethnic Category (Select all that apply):

African American

Asian American

Hispanic America

Native American/Alaska Native

Pacific Islander

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

Fourth-year Undergraduate

5+ year Undergraduate

Doctoral

*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

MINORITY HEALTH – GLOBAL HEALTH

2010 Application Cover Page (CONTINUED)

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

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)

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

For this program, health disparity populations include African Americans, Asian 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. (100-word limit)

*** 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 2010 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

MINORITY HEALTH – GLOBAL HEALTH

2010 Fellowship Program – 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

To be completed by the recommender

The student named above is an applicant for the Minority Health - Global Health Fellowship at UC Berkeley. The fellowship is part of NIH-funded program designed to encourage under-represented undergraduate and doctoral students to pursue careers in biomedical and behavioral research. The fellowship provides full support for a summer research project to be conducted by the student at a laboratory or field site in a developing (lower-income) country. Participants must be highly motivated, emotionally mature and able to adapt easily to people with different social and cultural backgrounds. Your candid evaluation will enable us to determine the applicant's suitability for this program. We appreciate your prompt response. This recommendation must be emailed by you to mhirt@berkeley.edu by MIDNIGHT on **November 13, 2009**.

Instructions: Complete all sections of the recommendation form. If you fill in the form by hand, please print clearly and produce a clear scan, as the form must be submitted electronically. Please sign the form at the bottom (electronic signatures accepted) and save the electronic document as a DOC, RTF, PDF or JPG titled "StudentName_YourName" (ex: JaneDoe_MarkSmith). Submit the completed form to mhirt@berkeley.edu by MIDNIGHT on **Friday November 13, 2009**.

If you have any questions, you may contact UC Berkeley MHIRT at 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 initiative					
Perseverance and commitment					
Leadership qualities					
Ability to analyze problems					
Written communication skills					
Oral communication skills					
Problem solving skills					
Adaptability/Flexibility					
Intellectual curiosity					
Emotional Maturity					
Social Motivation (Networking)					
Ability to cooperate and interact effectively with peers/co-workers					

Ability to interact 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 faced by the student. 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
- I can recommend the applicant, but with reservation
- I do not recommend the applicant

Your name and title (please type or print)

Complete Mailing Address

Signature

Date