OHSU GLOBAL

STUDENT OVERSEAS TRAVEL AWARDS
2018-19 APPLICATION OVERVIEW

Dates:

Round One
- September 10, 2018  Application process opens
- October 12, 2018  Submission deadline
- November 9, 2018  Award notification

Round Two
- February 1, 2019  Application process opens
- March 1, 2019  Submission deadline
- March 22, 2019  Award notification

Additional awards may be made during the academic year and are subject to available funding.

Competitive awards of up to $2,000 are available to support OHSU students' overseas experiences in 2018 – 19. All OHSU students in good academic standing are eligible to apply. All applications must address the economic need of the applicant to support this request for funding. Appropriate overseas experiences include projects related to public and population health, health education, clinical practice and/or research. Students are expected to spend at least 4 weeks at their overseas site although exceptions to this requirement will be made on a case by case basis. Overseas sites must not be subject to a U.S. State Department travel advisory of Level 3 or 4. An OHSU off campus authorization (OCA) is required prior to travel to all locations.

Preference will be given to students with a demonstrated high economic need proposing to work at overseas sites where OHSU has an established presence in SE Asia and at sites which strive to (1) meet local priorities, (2) build capacity, and (3) demonstrate commitment to long-term collaborative partnerships. Proposed projects at established overseas sites supported by reputable in-county partners and/or teaching institutions with direct supervision by licensed providers are most likely to receive funding. Please visit the OHSU Global website to learn more about current on-going projects which adhere to these principles.

Students are required to have an OHSU faculty mentor to provide guidance and advice for their proposed project, however, this faculty mentor is not required to accompany the student overseas. Students must also clearly identify an on-site faculty advisor that is actively involved with the project/experience. Students must clearly demonstrate knowledge about the population with which they wish to work and include citations related to the proposed subject matter within the proposal. A statement of the status of
IRB approval (if applicable) is necessary, including a timeline for anticipated milestones in achieving full approval by the overseas site and OHSU Institutional Review Boards. An itemized budget and budget justification of anticipated expenses. Applicants must sign an acknowledgement statement attesting that all information provided is factual.

At least one week before the submission deadline, applicants must schedule an application review with an OHSU Global representative. Please contact OHSU Global at ohsuglobal@ohsu.edu to schedule a review. Applications submitted without a pre-submission review will not be reviewed.

A student’s project and travel plans must be approved by the Associate Dean of their respective school.

Completed travel award applications must be submitted to OHSU Global via email to ohsuglobal@ohsu.edu by the deadlines indicated above.

**Submission Guide**

1. Formatting:
   a. Please use Arial, 12 pt. font and 1-inch margins for your proposal.
   b. The application should be no more than four pages in length, excluding reference list and letters of support from your OHSU mentor and your in-country/on-site advisor.
   c. Review your application carefully and spell-check the document.

2. Submit a single pdf that includes the following:
   a. A descriptive title of your project
   b. A one paragraph abstract, summarizing your proposed project (100 words maximum)
   c. An itemized budget with budget justification detailing all anticipated costs and statement of financial need
   d. A detailed narrative including:
      - Clearly stated aim(s)
      - Two to three specific objectives
      - Brief background section, including a description of the relevance of your idea to global health and OHSU Global programming, where applicable
      - Program plan, including a clear and comprehensive methods section for project-based proposals
      - Description of status of OHSU IRB approval at the time of application (if applicable)
      - Discussion of anticipated challenges and how they might be overcome
      - Brief description of sources of supervision and information on- and off-site which will be used to support your project; include here personal and contact details for an on-site mentor who will support you in successfully completing the proposed project
      - Description of any necessary pre-travel preparation
- Description of expected output and how it might be applicable and relevant to your future professional practice and/or research efforts
- Description of how your project will support ongoing collaborations and local communities, and discussion of how the collaboration will be sustained after you leave
- Project timeline detailing project milestones and travel dates
  e. Written and signed letter of agreement from your OHSU faculty mentor which states their willingness to support your proposed project and describes the extent of their involvement.
  f. Reference list using recognized citation style.

In addition to the above, please provide a clear, detailed and workable plan; describe any cultural or language aptitude you may have with the selected population or country, and relate relevant previous experience or pilot work. Explain what you plan to leave behind, what you hope to gain, and what benefit will accrue to global health programming at OHSU. The latter may include sharing your experience with others after your return or facilitating a follow-up project by another student.

Review Process

A committee, composed of OHSU Global and other faculty, will evaluate applications and determine award winners. Review criteria include:

- Economic need to support this funding proposal
- Originality
- A clear, rational, and achievable plan
- Potential career benefit to the student
- Cost versus anticipated output and impact

- Value to the host
- Potential for a sustainable relationship with the host
- Potential to enhance the future education of OHSU peers

Expectations

1. The award is expected to contribute toward travel, fees, and expenses directly related to the overseas project/experience. Funds must be used within 12 months of the award. Should an awardee be unable to travel to the proposed overseas destination to conduct their project or need to make substantive changes to the content of the proposed project, awardees must contact the committee to propose a secondary site or other alternative project. Consideration for proposal modification(s) must be submitted in writing to ohsuglobal@ohsu.edu and are subject to review and approval by the committee. If travel or a secondary project alternative does not take place all monies must be returned.
2. Acceptance of an award requires a commitment to:
   - Follow all State Department and CDC recommendations for health, safety, and security abroad.
   - Complete the OHSU OCA (Off campus travel authorization) in advance of travel.
   - Complete the proposed work as planned and submit potential revisions for review and approval as needed.
   - Submit a written report (3-4 page limit, single spaced) within 6 weeks after returning to OHSU. This document should:
     o Reiterate the original goals, objectives and specific aims
     o Discuss if, how and why these may have been modified
     o Describe any encountered problems
     o Communicate the results of the project
     o Provide a succinct interpretation of your findings.
   - (Optional) Submit photos that can be used in conjunction with your report for the OHSU Global website.
   - Present the findings of your project to others, if requested by OHSU Global.
   - Send a copy of your report to your hosts, detailing your project outcomes and what you learned.

Your Dean or Program Director will be informed of your travel award and of the satisfactory completion of these commitments.

For more information please contact: ohsuglobal@ohsu.edu