

## Guidance Notes and Rules of Submission

***You must read these notes carefully. A major reason for rejection is failure to provide the necessary information by the required deadline.***

Note:

“Home institution” means the place where you are currently working

“Host Institution” means the place you wish to visit

The HIV Research Trust scholarships are awarded each year in open competition. The scholarships are provided to physicians, nurses, scientists and other health care professionals, in particular those who are in the early to mid-stage of their career (for example, undertaking a PhD; a first or second post doc position; or other professionals in an early phase of their research career), working in resource-poor settings from low-income and lower-middle income countries. The scholarship enables the individual to travel to other centres to acquire skills necessary to conduct their research more effectively when they return to their home institution.

All areas of research related to HIV are supported including laboratory methods, epidemiology, clinical and therapeutic research and research into psychological, social, nursing and other aspects of daily care of patients.

The scholarships are not awarded for routine clinical training in management of patients. They can, however, be awarded for training in research methodology in taught courses, provided that such training is necessary to develop a defined research programme.

The scholarships provide support for travel, living expenses including accommodation, and may provide support for laboratory expenses at the institution to be visited. The preference is for applicants to receive training in recognised centres in other resource-poor countries but travel to other areas is not excluded. The usual period of support is 2-6 months. The maximum sum awarded is £10,000 or equivalent value. We expect the budget request to be clearly justified by the programme being presented. If the financial breakdown includes laboratory costs these must not exceed 40% of the total value of your scholarship application.

The scholarships are awarded competitively through independent assessment by a scientific panel. You are strongly advised to consult with your supervisor and others in your field of interest before making this application, especially if you have no experience in applying for research grants. These Guidance Notes provide you with the information you need to submit the application.

The online application system has the facility to allow applicants to partially complete their application and return to it later. In order to do this the first step is to register as a site user, verify your email address, and check your eligibility. Only then will you have the option to access the site:

- Click on ‘Apply’ to access the online application form.
- Complete all fields within Page 1 paying particular attention to correctly entering a valid e-mail address.
- Most fields are mandatory, as indicated with an asterisk \*.
- Read the statement relating to Data Protection at the bottom of the page and check the box if you agree.

- Proceed through to the next page by clicking 'Next' and add a short summary of your proposed placement in the first field which is marked as a mandatory field with an asterisk. This can be changed at a later date if you wish.
- Proceed through to the next page by clicking 'Next' and include the details of at least one of your referees.
- Proceed through to the next page by clicking 'Next' and at the end press 'Save'. This will enter your details onto our system. You can then re-visit your application at a later date to check through, and make any amendments. Your login details will enable you to return to your application form. If you have any problems, please email [hivresearchtrust@tth.org.uk](mailto:hivresearchtrust@tth.org.uk)

All fields must be completed and submitted before the deadline date otherwise the application will be considered incomplete and will not be submitted for review.

The sections below correspond to the sections of the Application Form that you must complete. Applications must be submitted in English otherwise they will not be considered. It is important that you read these notes as you complete the application form.

**1. Applicant Details**

Complete all the required fields relating to personal and contact details. It is important to ensure that a valid e-mail address is entered in your online application so that confirmation of receipt of your application can be sent upon submission.

**2. Qualifications**

Provide the title of the qualification, awarding body and the date obtained.

**3. Current Employment**

Provide details about your current post, the duration of this post and details of the source of funding and amount for stipend/salary either in Pounds Sterling or the equivalent amount in US Dollars or Euros. You are also expected to provide a short statement of your own career ambitions. Also provide the details of your current supervisor, this is the person who supervises you in your role (line manager).

**4. About Your Home Institution**

Provide the name of your home institution, the country in which it is located and its geographic region. Also give the name and contact e-mail address for the Head of Department.

**5. About Your Host Institution**

Centres of excellence throughout the world have hosted HIV Research Trust Scholars in all aspects of HIV research including laboratory investigation, clinical care, clinical trial and data management, epidemiology, opportunistic infections, social science and nursing research. We encourage applicants to select host institutions from their own continent but recognise that this is not always possible.

Provide the name of your intended host institution, the country in which it is located and its geographic region. We also need you to describe, in no more than 200 words, the reason why this institution has been chosen to be the host for your programme. If this institution is outside your geographic region, also explain why you are not seeking a placement within it. If your reason is lengthy you may need to upload this as an attachment to your application.

6. **About Your Proposed Placement**

Provide details of the intended start date, end date and the duration of your programme. .

7. **Summary of Proposed Placement**

Enter a short description, of no more than 40 words, about the purpose of your scholarship request.

8. **Statement of Purpose of Visit**

Give a clear account, in approximately 500 words, of your current and proposed research and how the scholarship will help you make progress. It is important to fully complete this section, providing a detailed explanation for reviewers. This must include a description of the research methods you wish to acquire and the use to which they will be put on your return. You must explain why this training is necessary and cannot be achieved in your current position. For laboratory projects you must show that the period of support requested will be adequate for the acquisition of the techniques or data you need. If the request is for funding for a taught course you must explain why this course is necessary for the research you propose to undertake and you must also upload the course prospectus.

9. **Your Current Job Summary**

Provide details, in no more than 200 words, of your current role within the home institution.

10. **Amount Requested from HIV Research Trust**

Amount Requested from HIV Research Trust

To assist the reviewers in the evaluation of your application, please indicate the total amount you are requesting from the HIV Research Trust. This figure should match the total calculated in the uploaded budget spreadsheet as referred to in the Supporting Documentation section.

Other sources of support

To assist the reviewers in the evaluation your application, please give details of additional supporting funds and the dates when you will know if you have received them. Scholarships may be awarded if partial funding has been obtained from other sources but it is important to be clear what these are. We expect that your current salary will be continued while you are away **and you should indicate that this is so.**

**Referee Information**

Please supply details of two referees. These should be individuals who know you, can provide a reference as to your suitability for the scholarship and have an understanding of what you hope to achieve in your research programme. One of these referees can be a person from your home institution who has provided a letter of support outlined in the 'Supporting Documentation' section.

**Supporting Documentation**

Applications will not be considered unless all the supporting documents are supplied by the deadline. There are 6 items that need to be uploaded, these are:

*Your Curriculum Vitae*

An up-to-date CV which includes a list of your publications.

### *Letter of Support from Home Institution and Letter of Confirmation from Host Institution*

Letters of support/confirmation are required from your direct supervisor, the department head of your home institution and the head of the laboratory to be visited. You are strongly advised to show them these Guidance Notes, the "[Advice to Referees](#)" document and also provide them with the relevant template letter that has been prepared for this purpose (available below). This will ensure that you are provided with an appropriate letter of support. These letters should be signed, dated and, where possible, stamped by the author.

The letters from both your [supervisor](#) and the [Head of Department](#) at your home institution must explain:

- your suitability to participate in the suggested programme and the appropriateness of the proposed course/techniques.
- that the reason for the visit can be accomplished in the time noted.
- the suitability of the intended host institution and the reason for its selection.
- the advantage or added value for the home institution after you have completed your scholarship.
- the probable added value to your career after you have completed the scholarship.
- any current or future collaborations with the intended host institution.

The letter from the [host institution](#) must explain:

- what training is being offered and any associated costs that would need to be covered by an award.
- how it will help you to achieve your research goal.
- whether the proposed programme can be successfully completed in the timescale proposed
- any future collaboration.

### *Breakdown of costs of visit*

A [budget template](#) has been provided, this also includes [guidance for completion](#). **Your budget must be submitted using this template.**

You will be expected to:

- clearly present a breakdown of all costs for example, travel, accommodation, subsistence, research costs, costs of taught courses, etc.
- explain, justify and, where possible, demonstrate the basis of each of the costs you propose and how these costs have been calculated. You should consult with the institution to be visited that will have local knowledge in relation to some of these costs.
- budget for competitive economy class airfares and give details that show that this is the case.

- give the reasons for the costs relating to laboratory consumables and show that these have been agreed by the host institution. These must be less than 40% of your total funding request.

It is also important to note that certain items are not covered by the scholarship programme, these include:

- taxi fares to airports unless there is no alternative means of transport.
- funds for purchase of computers or for basic stationery supplies.
- personal expenses such as telephone, Skype and internet costs which are unrelated to the scholarship.

**Please note that a major cause of rejection is imprecision in budget statements and rounding up of sums to an overall figure.**

#### *Full scientific description of the project*

Applicants are further required to provide a full description of their project using conventional scientific layout of abstract, objectives, methods, etc. If the application is for an established external training programme then a copy of the course programme/prospectus must be uploaded.

#### **Supplementary Information**

There is an option to upload other documents that you feel may assist reviewers in evaluating your application, these are optional.

#### **Editing Your Application**

If you wish to edit, you can click back into your application form, click on the three dots to the top right of your screen and then select 'edit'. This takes you to the final page of the application form and you will need to click 'previous' in order to access earlier pages.

If you need to remove or replace any uploaded documents. Again please click on the three dots, select remove and replace as you wish. If you inadvertently remove but forget to replace this will automatically flag back to you when you attempt submission.

#### **Terms and Conditions of Submission**

Only when you have successfully uploaded all the required documents and completed the application form will you be able to access this area. Here you will be asked to agree to our terms of submission.

#### **Important Notes**

Should your application be successful, you will be notified in December. A scholarship can only be granted if you accept the terms of the scholarship and you will be asked to sign to confirm your agreement. Funds will generally only be released when the Trust is reassured that you are able to travel (visa in place).

#### Scholar Agreement

A scholarship can only be granted if you agree:

- that the funding to be provided by HIV Research Trust is adequate for the purpose of the proposed programme.
- to use the funding as per the stated intent on the application form and as approved by the Trustees.
- to immediately notify the HIV Research Trust if there are any changes to your circumstances or to the timing/duration, institution, proposed research/training or financial calculation.
- that if the three points above are not adhered to, the HIV Research Trust reserves the right to withdraw the scholarship funding.
- to provide a report of 300 to 500 words within 4 weeks of completing your scholarship detailing what you have achieved as a result of the award.
- to allow the HIV Research Trust to contact the supervisor who hosted your visit in order that a report can be requested.
- to provide a financial breakdown and receipts for items of significant expenditure.
- to return any unused funds.
- to acknowledge the contribution of the HIV Research Trust support in any future publication directly arising from the work supported by the scholarship.
- that the responsibility for the integrity of the research findings is yours and not that of the HIV Research Trust.
- You will further be required to provide a follow up report indicating the longer term benefits of your placement to yourself as an individual and your home institution.

#### Future contact with HIV Research Trust

The scholarships are aimed at researchers in many countries. They are unique in helping young investigators to get the training they need. Although we do not award a scholarship twice to the same person, we rely on our scholars to make their colleagues aware of the scholarship scheme. For this reason, if successful, we would like to keep your name on our confidential mailing list so that we can notify you that the annual awards are open and to let you know of new opportunities for funding when these arise.

We would also invite you, if successful, to become one of our alumni. This means that we can keep in touch with you and learn of your future career and you can provide us with suggestions concerning our scholarship programme; for example how it might be improved or expanded.