

Table 1. Scholar and mentor expectations prior to, during, and after HVTN RAMP project periods

	Student	U.S. Mentor(s)	International Mentor (if applicable)	HVTN Core Staff
APPLY	<p>Read complete RFA and Application Materials</p> <p>Email RAMP Project Manager with topics and locations of interest</p> <p>If concurrent with MPH/PhD program, consult academic program staff to discern capacity for outside project</p> <p>Email investigator(s) and ask for project ideas and mentorship</p> <p>Define a project and timeline with assistance of mentor(s)</p> <p>Complete and submit application materials</p> <p>Accept or decline award if made</p> <p>Discuss and revise budget with mentor</p>	<p>Assess student interests and skills</p> <p>Identify feasible and appropriate HIV vaccine research project and timeline</p> <p>Work with student on key project objectives and timeline for application project plan</p> <p>Determine if a database is available for an analysis project</p> <p>Assist student in writing the project description, including analysis plan</p> <p>Send HVTN Core a Statement of Support email confirming agreement to mentor student</p> <p>Coordinate with second mentor (if one)</p> <p>Ensure completeness and feasibility of budget</p>	<p>Assess student interests and skills</p> <p>Identify feasible and appropriate HIV vaccine research project and timeline</p> <p>Determine if a database is available for an analysis project</p> <p>Assist student in writing the project description</p> <p>Send HVTN Core a Statement of Support email that you have agreed to mentor this student</p> <p>Coordinate with U.S. mentor</p> <p>Ensure completeness and feasibility of budget</p>	<p>Jenna Udren (judren@fredhutch.org) to suggest HVTN Investigators for mentorship</p> <p>Assist in connecting students and mentors, and answer application questions</p> <p>Help resolve difficulties communicating with potential mentors</p> <p>Notify students of award by February 2018</p> <p>Work with scholar to review and revise budgets</p>
PRE-ARRIVAL	<p>Attend RAMP Orientation Conference Call</p> <p>Prepare human subjects/IRB application before departure, working closely with mentor(s)</p> <p>Attend HIV Vaccines Webinar</p> <p>Complete relevant trainings, such as Human Subjects Training</p> <p>Kickoff conference call with mentor and HVTN Core staff</p> <p>Discuss expectations with all mentors</p> <p>Be honest and open regarding interests, skill sets, goals, and personal and professional needs and limitations</p> <p>Work with mentor(s) to determine whether site capacity matches project requirements</p> <p>Discuss cultural and professional norms with mentor</p> <p>Research living conditions and customs of site prior to arrival</p> <p>Develop a plan for emergencies</p> <p>Get hired at U.S. mentor's institution</p> <p>Ask mentor and site staff for assistance with preparation of IRB application(s) - two may be needed for international projects</p> <p>Complete online travel request form for air travel to research site</p> <p>Arrange for lodging and transportation at research site, if needed</p> <p>Accomplish as many steps of the project planning as possible prior to going on site, including literature review, developing relevant data analysis skills, instrument development, or document translation</p>	<p>Attend RAMP Mentor Orientation at HVTN Conference</p> <p>Work closely with scholar on IRB application and/or identify site staff member to help</p> <p>Assist student to define a project and establish timeline</p> <p>Attend Kickoff conference call with scholar and HVTN Core staff</p> <p>Think about objectives and timelines for the Scholar-Mentor Agreement</p> <p>Orient scholar to site</p> <p>Orient scholar to professional norms at site</p> <p>Discuss expectations with co-mentor and scholar</p> <p>Post position and hire scholar</p>	<p>Attend RAMP Mentor Orientation at HVTN Conference</p> <p>Work closely with scholar on IRB application and/or identify site staff member to help</p> <p>Assist student to define a project and establish timeline</p> <p>Attend Kickoff conference call with scholar and HVTN Core staff</p> <p>Think about objectives and timelines for the Scholar-Mentor Agreement</p> <p>Identify potential political or research infrastructure barriers</p> <p>Facilitate approvals from appropriate IRBs</p> <p>Orient scholar to cultural and professional customs</p> <p>Discuss expectations with other mentor and scholar</p>	<p>HVTN Fiscal Team to issue sub-award to US mentor (Ryan Boe - rboe@fredhutch.org)</p> <p>HVTN Travel Team to book scholar transport to and from site (vtn.travel@hvtn.org)</p> <p>HVTN Training Unit to hold RAMP Orientation Conference Call and HIV Vaccines Webinar</p> <p>Training Unit to convene kickoff meeting for scholar and mentor(s)</p> <p>Training Unit to provide training resources list, mentoring guidelines, and mentoring plan</p>
DURING	<p>Complete Scholar-Mentor agreement and submit to Jenna Udren within 2 weeks of arrival</p> <p>Be proactive about maintaining contact with mentors and providing feedback</p> <p>Contact Jenna Udren with any anticipated funding or project delays</p> <p>Be willing to ask for help, particularly when unexpected problems or safety concerns arise</p> <p>Focus on identified objectives and attempt to complete as many as possible before leaving project site</p> <p>Develop or improve presentation and writing skills</p> <p>Discuss feasibility of creating research abstract or manuscript - define who will be authors and order of authors (discuss with mentors)</p> <p>Communicate clearly with sites about any scheduling needs that may arise during project period</p>	<p>Complete Scholar-Mentor agreement with scholar within 2 weeks of arrival</p> <p>Schedule regular meetings with scholar</p> <p>Orient scholar to research site and introduce to clinical staff (if working at your site)</p> <p>Assist scholar to troubleshoot and identify resources</p> <p>Facilitate networking and community building</p> <p>Encourage adherence to timeline and identified goals</p> <p>Maintain contact with international mentor (if one), and define roles and expectations</p> <p>Ensure necessary IRB approvals are obtained</p> <p>Inform HVTN Training Unit of any concerns about scholar adjusting to working at site</p> <p>Assist scholar in providing updates to your staff (if working at your site)</p> <p>Help develop presentation and writing skills</p> <p>Help orient scholar to culture of scientific research</p>	<p>Complete Scholar-Mentor agreement with scholar within 2 weeks of arrival</p> <p>Schedule regular meetings with scholar</p> <p>Orient scholar to research site and introduce to clinical staff</p> <p>Orient scholar to cultural and professional customs</p> <p>Assist scholar with cultural issues</p> <p>Assist scholar with troubleshooting and identifying local resources</p> <p>Monitor and inform U.S. mentor and HVTN Training Unit of any concerns about scholar adjusting to working at site</p> <p>Facilitate networking and community building</p> <p>Assist scholar in providing updates to your staff</p> <p>Help develop presentation and writing skills</p> <p>Maintain contact with home country mentor</p> <p>Help orient scholar to culture of scientific research</p>	<p>Assist scholars with any project, site, or mentor issues</p>
POST-SITE EXPERIENCE	<p>Continue data analysis or other steps to complete project deliverables</p> <p>Work with mentors to prepare a poster and oral presentation to present at an HVTN Conference</p> <p>Maintain contact with both mentors regarding project outcomes</p> <p>Seek feedback on the experience</p> <p>Be willing to request further professional guidance</p> <p>Arrange your schedule to attend all days of HVTN conference</p> <p>Complete online travel request form to attend HVTN conference</p> <p>Attend HVTN Conference</p> <p>Oral presentation</p> <p>Poster presentation</p> <p>Attend RAMP Training Workshops</p> <p>Establish a peer network among scholars as a forum to discuss barriers and success</p> <p>Evaluate the RAMP program, trainings, and mentoring experience</p> <p>Thank all involved and send updates on future directions</p> <p>Finalize data analysis and work with mentor(s) to submit an abstract or manuscript</p> <p>Speak with applicants and scholars from next cohort about experience</p>	<p>Help scholar create plan to finish deliverables when offsite</p> <p>Be available for future contact and assistance with completion of remaining tasks</p> <p>Ensure IRB status reports are submitted</p> <p>Assist scholar with preparation of poster, oral presentation, and possible manuscript</p> <p>Discuss impact of experience on trainee's future goals</p> <p>Provide feedback to scholar</p> <p>Evaluate the RAMP program, trainings, and mentoring experience</p> <p>Critically assess mentoring plan</p> <p>Continue to build community of researchers.</p>	<p>Help scholar create plan to finish deliverables when offsite</p> <p>Be available for future contact and assistance with completion of remaining tasks</p> <p>Assist scholar with preparation of poster, oral presentation, and possible manuscript</p> <p>Discuss impact of experience on scholar</p> <p>Provide feedback to scholar</p> <p>Evaluate the RAMP program, trainings, and mentoring experience</p> <p>Continue to build community of researchers.</p>	<p>HVTN Training Unit to organize Seminar Series webinars to build scholar skills and competencies</p> <p>HVTN Training Unit to provide logistical information and guidance on attending HVTN Conference</p> <p>HVTN Travel Team to arrange flight and lodging for HVTN Conference (vtn.travel@hvtn.org)</p> <p>HVTN Evaluation Unit staff to perform written survey and phone interview evaluations</p>

Based on Shah, Sural K., Nodell, Bobbi, Montano, Silvia M., Behrens, Chris and Zunt, Joseph R. (2010) 'Clinical research and global health: Mentoring the next generation of health care students', *Global Public Health*, First published on: 14 July 2010 (ifirst)