

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

	<b>Student</b>	<b>Mentor(s)</b>	<b>HVTN Core Staff</b>
<b>APPLY</b>	<p>Read complete RFA and Application Materials</p> <p>Complete RAMP Pre-Application form</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><b>Complete and submit application materials</b></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>Complete RAMP Applicant Assessment Form by application due date</p> <p>Coordinate with second mentor (if one)</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 and mentors of award by February 2019</p> <p>Work with scholar to review and revise budgets</p>
<b>PRE-ARRIVAL</b>	<p><b>Attend RAMP Orientation Conference Call</b></p> <p><b>Prepare human subjects/IRB application before departure, working closely with mentor(s)</b></p> <p><b>Attend HIV Vaccines Webinar</b></p> <p>Complete relevant trainings, such as Human Subjects and Good Clinical Practice Training, as required</p> <p><b>Kickoff conference call with mentor and HVTN Core staff</b></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. Ensure you have health and/or travel insurance while at your site</p> <p>Get hired at mentor or Resource Manager's institution</p> <p>Ask mentor and site staff for assistance with preparation of IRB application(s) and respond to any comments from HVTN Protocol Committee/Teams</p> <p>Complete online travel request form for air travel or mileage reimbursement 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 Full Group Meeting</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 the Scholar-Mentor Agreement</p> <p>Orient scholar to site</p> <p>Orient scholar to professional and cultural norms at site</p> <p>Discuss expectations with co-mentor, if applicable, and scholar</p> <p>Post position and hire scholar</p> <p>Identify potential political or research infrastructure barriers</p> <p>Secure any needed supplies, as described in budget</p>	<p>HVTN Fiscal Team to issue sub-award to mentor (Ryan Boe - rboe@fredhutch.org)</p> <p>For international projects: HVTN Training Unit to assign Resource Manager</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 resources and template Mentor-Scholar Agreement</p> <p>HVTN Ancillary Studies Committee will assist with any required protocol team or other required approvals, and secure any needed data and/or specimens</p> <p>For international projects: Resource Manager provides resources and learning opportunities for project success, as needed</p> <p>For international projects: Resource Manager and Fiscal Team make arrangements for payment of Scholar</p>
<b>DURING</b>	<p><b>Complete Scholar-Mentor agreement and submit to Jenna Udren within 2 weeks of arrival</b></p> <p>Be proactive about maintaining contact with mentors</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 mentor(s))</p> <p>Communicate clearly with sites about any scheduling needs that may arise during project period</p> <p>Long-term Scholars should plan for their additional conference, including time away from site and any abstract submissions</p> <p>For international projects: provide project status reports as agreed upon interval to Resource Manager. Discuss resources or problem solving, as needed</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>Orient scholar to cultural and professional customs</p> <p>Assist scholar with cultural issues</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>Monitor and inform HVTN Training Unit and, if applicable, Resource Manager, of any concerns about scholar adjusting to working at site</p> <p>Ensure necessary IRB approvals are obtained</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>Assist scholars with any project, site, or mentor issues</p> <p>HVTN Training Unit to organize Seminar Series webinars to build scholar skills and competencies</p> <p>For international projects: Resource Manager to maintain contact with Scholar</p>
<b>POST-SITE EXPERIENCE</b>	<p>Submit any requested project progress reports</p> <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 Full Group Meeting</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><b>Attend HVTN Full Group Meeting</b></p> <p><b>Oral presentation</b></p> <p><b>Poster presentation</b></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>Stay connected with your mentors, RAMP and the HVTN via social media and direct contact</p> <p>Fill out annual RAMP Alumni Survey</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 or application is closed out, as appropriate</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 strengths, areas for growth and lessons learned</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 Full Group Meeting</p> <p>HVTN Travel Team to arrange flight and lodging for HVTN Full Group Meeting (vtn.travel@hvtn.org)</p> <p>HVTN Evaluation Unit staff to perform written survey evaluations</p> <p>HVTN staff (Ashley Clayton, aclayton@fredhutch.org) can advise on the HVTN Publications Policy and ensure abstracts or manuscripts receive required approvals</p> <p>Training Unit to provide information on further professional or training opportunities in the field</p>

Based on Shah, Surai K., Nodelli, 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)