

GUIDANCE NOTES FOR APPLICATIONS FOR AN HIV RESEARCH TRUST SCHOLARSHIP

The HIV Research trust Scholarships are awarded each year in open competition. The aim of the Scholarships is to enable investigators in resource-poor countries to travel to other centres to acquire skills necessary to conduct their research more effectively when they return to their host institution. All areas of research related to HIV are supported including laboratory methods, epidemiology, clinical and therapeutic research and research into psychological, social 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 Europe or North America is not excluded. The usual period of support is 2-6 months but exceptionally support for one year may be given. The maximum sum awarded is £10,000 (\$20,000).

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. They should be read in conjunction with the application form. The numbers refer to the numbers at different sections of the application form.

1. Qualifications and date obtained

Give the title of the qualification, the awarding body and the date

2. Current post duration and funding source

Give the post start date, end date and salary in either US dollars, pound sterling or Euro equivalent

3. Two Referees

These should be individuals who know you, who can provide a reference as to your suitability for the Scholarship, and who have an understanding of what you hope to achieve in your research programme. One of these referees can be the person from your host institution who can provide the necessary letter of support outlined in note 8 below.

4. Duration of visit

Explain briefly the reason for chosen duration

5. Purpose of visit.

You should give a clear account, in no more than 500 words, of your current and proposed research and how the Scholarship will help you make progress. 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. You should state why you have chosen the department you wish to visit. 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.

6. Costs of visit

Give all costs in either US dollars, pounds sterling or euro equivalent. Divide the costs clearly into travel, accommodation and subsistence, research costs, and costs of taught courses. Explain briefly how these costs have been calculated

7. Other support applied for.

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.

8. Supporting Documentation

Applications will not be considered unless the supporting documents are supplied. Letters of support are required from your department head or supervisor, and from the head of the laboratory to be visited. You are strongly advised to show them these guidance notes so that they can provide you with an appropriate letter of support. The letter from your supervisor should explain the way in which your research fits in to the research activity of your current department and how this research will be benefited on your return. The letter from the department to be visited should explain what can be offered in the way of training and in helping you to achieve your goals. Any future collaboration should be mentioned. Also a current CV and a list of publications should be included.

9. Agreement to accept terms and conditions

You must sign the application indicating that you accept the terms of the Scholarship. These include:

- a. Acknowledgement of the contribution of the HIV Research Trust support in any future publication directly arising from the work supported by the Scholarship
- b. That at the end of the period you will provide a report of 300-500 words on what you have achieved as a result of the award
- c. That the responsibility for the integrity of the research findings is yours and not that of HIV Research Trust

10. Future contact with HIV Research Trust

These 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 give the Scholarship twice to the same person, we rely on our Scholars to make their colleagues aware of the Scholarship scheme. For this reason we should like to keep your name on our confidential email 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. Please indicate if you are willing for your name to remain on this list. It will be kept securely and will not be used for any other purpose or shared with any other party.