FELLOW HANDBOOK

2025-2026

UCGHI GloCal Health Fellowship

http://ucal.us/glocal

UNIVERSITY OF CALIFORNIA HEALTH
Global Health Institute

GloCal Health Fellowship

GloCal Leadership

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Welcome!

The University of California Global Health Institute (UCGHI) GloCal Health Fellowship is one of seven *Launching Future Leaders in Global Health* (LAUNCH) Research Training Programs supported by the National Institutes of Health (NIH) Fogarty International Center (FIC). GloCal constitutes a collaboration of leading global health institutions including UCSF, UC San Diego, UCLA, UC Davis, and 21 affiliated research institutions across 17 low- and middle-income countries (LMICs).

The program will provide each of you with outstanding, interdisciplinary education and training in innovative global health research. During the 12-month program, you will be expected to focus your main efforts on planning, initiating and completing your intended research project. It is your responsibility to ensure that you meet all of the program objectives—you will be expected to communicate with your mentors on a regular basis. The leadership group is here to support your training experience.

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Roles and Expectations

- **U.S. fellows are required to spend 11 consecutive months during their 12-month fellowship period at the proposed training site.** In some circumstances, this requirement may be altered on a case-by case basis. You must request a formal exception from the GloCal Support Center if you cannot fulfill this requirement.

- **LMIC fellows are required to spend at least 9 months during their 12-month fellowship at their training sites in their home countries, and 1-3 months with their UC mentors on the UC campus(es) of those mentors.**

- **Fellows will work on a research project and contribute to the research productivity of the site and education of their peers and other trainees.**

- **Fellows will work within the boundaries of the training and within the research areas agreed upon by the fellow and her/his mentors.**

- **Fellows will consult with mentors and relevant administrators on any changes to their original proposal.**

- **While completing research, fellows will abide by all ethics rules and regulations.**

- **Fellows are required to complete the [Responsible Conduct of Research](#) online course.** Please provide documentation of completion to the GloCal Support Center.

- **Fellows are expected to participate in all Fogarty-sponsored training and information sessions,** including the NIH orientation from July 7-11, 2025.

- **Fellows will acknowledge the GloCal Health Fellowship and the Fogarty International Center,** as well as any other NIH centers funding their individual fellowships, in all publications and presentations deriving from their fellowship year. In general, **fellows should refer to themselves as "Fogarty UCGHI GloCal Fellows".**

- **Fellows agree to be "tracked" by the GloCal Support Center for 20 years, and will participate in follow-up surveys and requests for information.**

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Requirements to fulfill before going abroad/starting working at the training site

Research and Mentoring Plan

Each GloCal fellow is required to have at least one UC faculty mentor, one faculty mentor at his/her research site, and a third mentor who is a senior investigator from a different field of expertise and/or different geographic location than the fellow. Expectations of GloCal mentors are clearly outlined in the fellowship Mentor Compact, which is available on the GloCal website and will be sent to fellows and mentors for review and signature prior to the start of the fellowship year.

All three faculty mentors for the fellowship year should be established no later than June 1, 2025. Trainees should contact the GloCal Support Center if they need assistance selecting their third mentors. Subsequently, fellows should work with their mentors to develop a mentoring plan, goals for the fellowship, timeline, and budget, following the guidelines of the Mentor Compact.

Each mentor will be expected to complete midpoint and final fellowship appraisals of his/her mentee.

Institutional Review Board Approval (IRB) and Responsible Conduct of Research (RCR)

Fellows are required to obtain all relevant Institutional Review Board approvals before beginning work on their projects. Final IRB approval letters for projects should be sent to the GloCal Support Center.

During the fall quarter, all fellows will be required to take the seven-week UCSF Responsible Conduct of Research (RCR) course online, unless they demonstrate that they have taken a comparable course within the previous 24 months.

All trainees involved in human subjects research are required to complete human subjects training (CITI). If you have an active human subjects training equivalent that may be substituted for CITI training, please send the information to the GloCal Support Center. The CITI training can be found at https://about.citiprogram.org/en/homepage .

Insurance (U.S. Fellows)

All U.S. trainees are required to have comprehensive health insurance. Please contact your home institution to enroll in insurance for domestic and international coverage. The fellowship covers the cost of health insurance for U.S. postdoctoral and predoctoral fellows. Malpractice insurance, life insurance, etc. are not covered by the Support Center. Due to institutional concerns and the type of research being conducted, some fellows may need in-country malpractice insurance. Please talk with your mentors and site to determine if this insurance is needed.

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Insurance (LMIC Fellows)

All LMIC fellows should obtain short-term health insurance to cover any time spent in the United States (including just a few days for a conference, etc.)

Immunizations

Fellows are expected to get all necessary vaccinations prior to traveling. Trainees are also expected to be examined by a physician and judged to be in good health before leaving their home countries. These expenses can be paid for with fellowship funds.

Fogarty Orientation

A mandatory orientation for all Fogarty fellows will be held from July 7-11, 2025.

Travel To/From Training Site or for other Fellowship-funded Activities

Because GloCal fellows are funded by the U.S. government, they must comply with the "Fly America Act" when traveling for the fellowship. U.S.-flag air carriers must be used to the maximum extent possible when commercial air transportation is the means of travel between the U.S. and a foreign country or between foreign countries. Make sure to adhere to this requirement when making any travel plans.

Housing

Fellows are responsible for obtaining their own housing in the area(s) where they will be conducting their research. Please consult with your research site contacts for assistance, if necessary.

Documents to submit to the GloCal Support Center in the months prior to departure:

- Fellow Emergency Information Form (via REDCap in June)
- Waiver of Liability (via REDCap in June)
- Photographic Likeness Release (via REDCap in June)
- Photograph for GloCal website (via Qualtrics survey form in July)
- Short biography and research description for GloCal website (via Qualtrics survey form in July)

Safety Policies and Emergency Procedures

UCSF Risk Management and Insurance Services: https://rmis.ucsf.edu/

It is the responsibility of each fellow to comply with the following Safety Policies and Emergency Procedures as prescribed by the University of California, San Francisco and Fogarty International Center. A breach of compliance may be subject to dismissal from the program.

Vehicles

Fellows should find a safe mode of transportation to conduct field study in a cost-effective manner. Fellows may be subject to dismissal from the program if they operate or ride in a vehicle in an unsafe reckless manner or while under the influence of drugs or alcohol.

Motorcycles

Fogarty International Center discourages the use of motorcycles as a mode of transportation. Fellows may be subject to dismissal from the program if they operate or ride on a motorcycle (or motorized two-wheel vehicle) without a helmet or operate the motorcycle in an unsafe, reckless manner, or while under the influence of drugs or alcohol.

Site Policies

All Fellows are subject to the specific rules and policies of their training site. By accepting a position as a GloCal Fellow, you are agreeing to abide by all site policies.

Safety Plan

All Fellows are advised to create a safety plan with their training site prior to arrival. Trainees should keep a record of in-country emergency numbers, police department, and hospital information.

Communication to Support Center

Fellows are required to submit contact information, emergency contacts in their home country as well as country of research, and details of their travel/evacuation insurance (U.S. fellows) via the Fellow Emergency Information Form.

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Evacuation

All U.S. trainees are covered by an international evacuation policy and basic traveler insurance. Please contact your home institution for detailed information on how to enroll.

U.S. trainees are strongly encouraged to utilize the following safety resources:

- Pick a health insurance plan with solid international coverage.

- Review the U.S. Department of State website for travel warnings, advisories, and consular information sheets for your intended destination (for U.S. fellows). (http://travel.state.gov/)

- Enroll in the **Smart Traveler Enrollment Program (STEP)** at https://step.state.gov/step/ to receive travel alerts and to facilitate the U.S. Embassy or Consulate contacting you in case of emergency.

- Review the U.S. Centers for Disease Control and Prevention website for information on travelers' health issues and obtain the recommended vaccinations for travel to a particular area or country. (http://www.cdc.gov/)

- Review the World Health Organization website for information on disease outbreaks and emergencies. (http://www.who.int/en/)

Waiver of Liability

This is a required document that must be submitted to the Support Center prior to the start of your Fellow year.

Leaving the site

When leaving the site for any reason (including weekends and holidays), U.S. Fellows must inform their U.S. mentors, onsite mentors, and the GloCal Support Center. The safety of trainees is our utmost concern and we need to know your whereabouts should any threats to your well-being arise (weather, natural disasters, civil unrest, etc.). Leaving the training site without notifying the PI and/or mentors is considered unacceptable behavior by the GloCal Support Center, and can be grounds for dismissal.

Returning to the U.S. during your award year

In order to fulfill the requirements of the GloCal Health Fellowship program, multiple trips to the U.S. are not advised, though medical emergencies or other special circumstances may require leave. In these cases, a written request to the GloCal Support Center must be made prior to travel. The fellowship does not cover airfare for return trips to the U.S. during the year.

Vacation

Trainees are required to obtain their mentor's approval for all vacation days in advance and must adhere to the vacation policy of each site, subject, as applicable, to the Postdoctoral Scholar Policies of the University of California.

Dismissal Policy

Although dismissal is rare, please note that if a trainee is in violation of the policies and expectations of a site, this will be reported to the GloCal Support Center by the site PI. The trainee will be placed on probation, and the Support Center will attempt to mediate a solution.

Release from the Program

Rarely is there a situation in which a Fellow or a site wishes to release the Fellow from the program. However, if such a situation arises, the complaint should be registered with the GloCal Support Center, which will serve as a mediator and help to resolve the issue. If the issue is not resolvable, the Support Center has the right to release the Fellow from the GloCal program.

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Online/Onsite Courses

Trainees are provided with funds to take courses (online or onsite) to meet ethics requirements and fill in gaps in their methodological training. Between September 29 – November 28, 2025, all trainees will be required to participate in the UCSF online Responsible Conduct of Research (RCR) course, unless they have proof of already taking this course or a comparable one during the past two years (in this case, please discuss with Deputy Director Kimberly Bale as soon as possible.) The RCR course is administered by UCSF Bioethics. Since this is a required course, the GloCal Support Center will register all fellows in this course. Some trainees also opt to take the online Designing Clinical Research course provided through the UCSF Department of Epidemiology and Biostatistics. Fellows can use their remaining course funds to take any other courses during their training period that benefit their research or conform to their long-term goals. A variety of online instructional programs in global health are available through the GloCal consortium campuses, as well as countless other universities and institutes worldwide. Trainees are encouraged to consult with their mentors regarding appropriate courses.

Career Development Webinars

In order to foster career development among fellows and help trainees move on to the next stage of their careers, GloCal conducts monthly career development webinars. These one-hour interactive sessions feature global health faculty sharing their career trajectories and lessons learned, including question-and-answer sessions. Participation in these monthly webinars is required of all current fellows.

Works-in-Progress Sessions (WIPs)

The fellowship also coordinates monthly online Works-in-Progress (WIP) sessions for all GloCal fellows. These WIPs give fellows the chance to present on their research and receive valuable feedback from their peers, mentors, and other faculty. The sessions also provide an additional opportunity for networking and community-building among the cohort. Participation in all WIP sessions is mandatory for current fellows.

Instruction in Grant-Writing

In response to fellows' requests for instruction in grant-writing, GloCal has identified online grant-writing courses considered to be helpful to fellows as they prepare to submit grant proposals to secure future funding. An updated version of this list will be shared with new fellows soon. Fellows are strongly encouraged to take at least one of the recommended grant-writing courses during their training period, and work with their mentors to prepare a grant proposal for submission during and after this coursework.

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Appraisals and Progress Reports

To meet funder and program requirements, the following must be submitted:

Beginning of Fellowship
- Goals and Baseline Self-Appraisal (completed by each fellow via REDCap)
- Mentor Compact (discussed, completed and signed by each fellow and his/her three mentors)

Midpoint of Fellowship
- Trainee Midpoint Self-Appraisal (completed by each fellow via REDCap)
- Mentor Midpoint Appraisal (completed by each of the fellow's three mentors via REDCap)

End of Fellowship
- Trainee Final Self-Appraisal (completed by each fellow via REDCap)
- Mentor Final Appraisal (completed by each of the fellow's three mentors via REDCap)

Progress Report for Fogarty
GloCal fellows and alumni will be asked for a short progress report for the annual report for the Fogarty International Center.

Tracking of Alumni
GloCal is also responsible for tracking program alumni. We ask that each fellow/alumni forward the Support Center any updates during or after their fellowship regarding:
- Conference presentations: poster or presentation
- Students and other trainees you have mentored
- New grants you have received (include dates of award, grant number and funding agency)
- Publications
- Post-training education (and dates enrolled)
- Fellowships received
- Honor/Awards
- Employment change or promotion. Please include the month and year of the change.
- Changes in address, e-mail, or other contact information.

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Publications and Acknowledgements

The NIH Public Access Policy ensures that the public has access to the published results of NIH-funded research. It requires scientists to submit final peer-reviewed journal manuscripts that result from NIH funds to the digital archive PubMed Central upon acceptance for publication. To help advance science and improve human health, the policy requires that these papers be accessible to the public on PubMed Central no later than 12 months after publication.

Fellows are responsible for informing the GloCal Support Center and PubMed Central of any publications (during or after their award year) related to their NIH-funded research. To inform PubMed Central, follow the instructions on http://publicaccess.nih.gov/submit_process.htm. Read more about the NIH Public Access Policy at http://publicaccess.nih.gov/policy.htm.

All publications resulting from the research or research training supported by this fellowship must also acknowledge FIC and other co-funders with the following or a comparable footnote:

This project was supported by the Fogarty International Center of the National Institutes of Health (NIH) under Award Number D43TW009343 and the University of California Global Health Institute (UCGHI). The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH or UCGHI.

In the case that a GloCal fellow uses the protected time of the fellowship to publish on previously implemented research, the resulting publication(s) can be reported as related to the grant as long as they are in PubMed Central and include a footnote similar to the following in the acknowledgements:

[FELLOW NAME] was supported by the Fogarty International Center of the National Institutes of Health under Award Number D43TW009343 and the University of California Global Health Institute.

Electronic Research Administration - eRA Commons

The National Institute of Health (NIH) now requires a Commons ID for all individuals who participate in a project for at least one person month (8%) time. Therefore, every GloCal Fellow must have an eRA Commons identification. The eRA Commons is an online interface where signing officials, principal investigators, trainees and post-docs at institutions/organizations can access and share administrative information relating to research grants. NIH maintains a comprehensive data collection on Principal Investigators associated with funded research projects and on students and postdocs supported by the Ruth L. Kirschstein National Research Service Award (NRSA) programs; and conducts comprehensive career outcome studies and analyses on these populations. Refer to the frequently asked questions page at https://era.nih.gov/faqs.htm to find out how to register for an eRA Commons identification.

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Human Subject Protection Training

Fellows who will be involved in the design or conduct of NIH-funded human subjects research must fulfill the education requirement. These individuals are considered to be "Key Personnel" on NIH awards and contracts that include research involving human subjects; this includes the Principal Investigator(s), all individuals responsible for the design or conduct of the study, and those individuals identified as key personnel of consortium participants or alternate performance sites, including foreign awards and subcontracts. International certification and documentation of the required education in other languages are acceptable; however, documents must include a translation into English.

As a public service, the NIH Office of Extramural Research offers a free tutorial on Protecting Human Research Participants that institutions may elect to use to fulfill requirement for education in the protection of human subjects. Refer to the policy training page at http://grants.nih.gov/grants/policy/hs/training.htm . The University of California, San Francisco, requires that the course be taken within the previous 24 months prior to the start of the GloCal appointment.

GloCal Health Fellowship Expenses Guidelines

Expense Criteria

1. Funds must be expended during the contracted appointment period of the twelve-month fellowship.

2. Any funds not expended during the twelve-month fellowship will be returned to the prime award.

3. A fellow's twelve-month contract period is based on his/her award letter and the stated performance period in the subcontract, not the date of the execution of the subcontract.

4. GloCal will not be liable for overdrafts. Any overdrafts incurred will be the responsibility of the fellow's respective institution.

5. Any special circumstances or changes to a fellow's appointment must be requested in writing and will be reviewed on a case-by-case basis.

Allowable and Unallowable Costs

NIH mandates that GloCal funds follow the Uniform Guidance which determines allowable and unallowable expenses on federally funded sponsored research awards as defined in: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1

Research funds may be used for expenses such as transportation, accommodations, research personnel, translation services, and supplies. Fellows should work with the GloCal Deputy Director and their respective department to identify what is allowable and appropriate to ensure compliance with Cost Accounting Standards (CAS). More details can be found at: https://grants.nih.gov/grants/policy/nihgps/HTML5/section_7/7.9_allowability_of_costs_activities.htm?Highlight=membership

Fellows are allowed to use research funds to purchase one laptop/computer for their projects *at the beginning* of their fellowship period; the cost must not exceed $2,000. Fellows may also use a portion of their research funds to attend global health related conferences (either as a general attendee or invited participant) during their appointment period. However, if the travel from research funds exceeds a 25% threshold (>$3,750), fellows must have prior approval. Requests should be made to Kimberly Bale, GloCal Deputy Director, kimberly.bale@ucsf.edu.

Funding for tuition & fees must be used to pay for courses or conference registration fees; rebudgeting of these funds is not allowed. Likewise, the fellow's stipend cannot be re-budgeted. In the case of U.S. fellows' funding for health insurance, a maximum of 25% of the total can be re-budgeted into another budget line item.

Note: Any membership dues or fees associated with conferences, societies or annual dues to organizations are unallowable and will not be reimbursed by GloCal funds. Fellows must pay out-of-pocket for these expenses. Additionally, fellowship funding cannot be used to cover mentor time or expenses.

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Travel Expenses

1. Airfare: Round-trip economy class ticket on a U.S. airline from the United States to your destination. This ticket must be in compliance with the Fly America Act.
http://www.fic.nih.gov/grants/pages/foreign-travel.aspx

2. Surface transportation: Indicate mode, distance, destination, and costs involved in surface transportation for specific trips.

3. The limit as far as per diem that can be received for meals and incidentals (M&IE) while traveling is $79/full day in the U.S. and the maximum rate set by the U.S. Department of State for destinations outside of the U.S.: https://aoprals.state.gov/web920/per_diem.asp

4. The cost of obtaining a passport is unallowable. However, fellows will be allowed reimbursement for visa only.

5. Conferences or travel that fall outside of your appointment period will not be considered.

6. NIH support for scientific meetings and travel details can be found at:
https://grants.nih.gov/grants/policy/nihgps/html5/section_14/14_support_of_scientific_meetings__conference_grants_.htm

Reimbursement Process

1. Fellows will submit their reimbursements to their respective departments.

   Departments will bill the fellow's reimbursements to the subcontract invoice. The invoice must include the name, salary and % of effort of any personnel and include a department general ledger which clearly identifies the expenses listed on the invoice. Submission details will be listed in the fully executed contracts. Invoices and the general ledger should be emailed to Ryan Tom, UCSF Grants Analyst, at ryan.tom@ucsf.edu and Kimberly Bale, GloCal Deputy Director, kimberly.bale@ucsf.edu.

2. Expenses must be posted to general ledger before payment will be considered.

3. International institutions must submit a general ledger, which lists the conversion rate to US dollars. Documentation showing the source of the exchange rate must also be included.

4. The prime award will reserve the right to disallow expenses that do not adhere to the NIH allowable guidelines.

5. Any disallowed expenses incurred will be the responsibility of the respective fellow's Institution.

6. The University of California policy mandates expense reports should be **submitted and approved no later than 45 days** after the completion of a trip, event or reimbursement.

   If an expense report for travel or other expenses is submitted to an Approver **more than 60 days** after the end of trip date or last purchase date will be reported as **taxable income for the employee** being reimbursed and subject to applicable payroll taxes. Travelers will need a justification as to why the expenses are submitted late. A guest domestic traveler will receive a 1099.

Questions may be addressed to Kimberly Bale, GloCal Deputy Director, kimberly.bale@ucsf.edu.

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