



LEAD Global Training Program Trainee Handbook 2021


Washington
University in St. Louis

BROWN SCHOOL


Washington[®]
University in St. Louis

SCHOOL OF MEDICINE

Contents

Welcome	2
Training Team	3
Introduction	4
Program Overview	6
Program Timeline.....	6
Requirements Overview	6
Intake Requirements.....	6
Orientation.....	7
Mentorship	7
Summer Curriculum Overview.....	7
Deliverables.....	8
Evaluations.....	9
Reporting.....	9
Citing Grant Support	9
Stipend/Benefits	10
xTrain Appointment/Termination Process	11
Professionalism	11
Conflict Resolution.....	12
Responsible Conduct of Research.....	12
Resources	12
Appendix	13

Welcome

We would like to take this opportunity to welcome you as a trainee in the Training LEADers to Accelerate Global Mental Health Disparities Research Program (LEAD). We look forward to what this unique and diverse group of trainees will accomplish.

We are pleased to provide you with this handbook which should be a helpful resource during your association with us. It outlines program guidelines, requirements, and logistics, and provides helpful contacts and resources for navigating through your trainee experience.

LEAD is offered in partnership between the International Center for Child Health and Development (ICHAD) at the Brown School at Washington University in St. Louis and the Department of Psychiatry at Washington University School of Medicine. We are always trying to improve our training programs and contribute to the NIH T37 program overall. As such, we will frequently ask for your feedback to evaluate the program and inquire about your experience during your tenure with us and beyond. We hope that you will participate and help us advance and enhance programs locally and nationally.

We encourage you to capitalize on this unique opportunity to interact with and learn from your colleagues and faculty to generate and implement innovative and informative research. We are committed to providing you with professional challenges and support to help you advance your professional goals.

Sincerely,

The LEAD Training Team

Patricia Cavazos, PhD, Co-Director
Fred Ssewamala, PhD, Co-Director
Betsy Abente, MPH, Associate Director, ICHAD
Laura Peer, MPH, Training Programs Manager, ICHAD

Training Team



Patricia Cavazos, PhD

Co-Director, LEAD

Professor, Psychiatry, Washington University School of Medicine

pcavazos@wustl.edu

Dr. Cavazos is a clinically trained licensed psychologist who has been involved in biomedical research for over ten years. Her research is funded by the NIH and involves studying the most efficacious policies that will reduce substance use involvement while accounting for today's new media-saturated environment. She is a member of an underrepresented minority group (Hispanic/Latina), and understands the importance of enhancing diversity in the workforce.



Fred Ssewamala, PhD

Co-Director, LEAD

William E. Gordon Distinguished Professor; Director of ICHAD and SMART Africa Centers; Brown School, Washington University in St. Louis

Professor of Medicine, Washington University School of Medicine

fms1@wustl.edu

Dr. Ssewamala is the Founding Director of ICHAD and the Director of the SMART Africa Center. His global research, funded by a consortium of institutions including the U.S. government through NIMH and NICHD, focuses on improving health/mental health and developmental outcomes for vulnerable children and adolescents; and creating innovative combination interventions for communities affected by poverty and HIV/AIDS.



Laura Peer, MPH

Training Programs Manager, ICHAD

Brown School, Washington University in St. Louis

lpeer@wustl.edu

Laura supports ICHAD's priority objective area of Capacity Building, overseeing three NIH-funded training programs: T37 LEAD Global Training Program, R25 Researcher Resilience Training Program, and D43 CHILD-Global Research Fellowship at the Brown School at Washington University in St. Louis. She has over 15 years of experience in global and US public health, higher education, and research training and administration in the US. She earned her Master of Public Health from Boston University with a concentration in maternal and child health.

Brenda Edsell

Manager, Research and Cores Services

Department of Psychiatry, Washington University School of Medicine

edsellb@wustl.edu

Introduction

Offered in partnership between the International Center for Child Health and Development (ICHAD) at the Brown School at Washington University in St. Louis and the Department of Psychiatry at Washington University School of Medicine, the LEAD Global Training Program recruits and trains predoctoral students, postdoctoral trainees and early career faculty from diverse backgrounds across the United States, including groups underrepresented in biomedical, behavioral, clinical and social sciences research, interested in global mental health disparities research. The program is designed to provide trainees with the skills and experiences needed to lead multi-disciplinary, collaborative research teams focused on health disparities research in low-resource communities. LEAD is funded by the National Institutes of Health's Minority Health and Health Disparities Research Training (MHRT) (T37MD014218).

International Center for Child Health and Development (ICHAD)

<https://ichad.wustl.edu>

ICHAD's mission is to contribute to the reduction of poverty and improvement of public health outcomes for children, adolescents, and families in low-resource communities, particularly those in Sub-Saharan Africa and other developing nations, through:

- Innovative applied intervention research
- Capacity building opportunities for a new generations of scholars
- Raising public awareness and support for economic empowerment interventions
- Informing public policy and programming

Department of Psychiatry at Washington University School of Medicine

<http://www.psychiatry.wustl.edu>

The Department of Psychiatry at Washington University School of Medicine conducts research that defines psychiatry in the 21st century. We are educating clinicians and scientists who become leaders in the field and providing high quality clinical services to facilitate teaching and research. The Department upholds principles of diversity, equity, and inclusion in all of our endeavors in patient care, education, and research. First and foremost, our mission is to advance the understanding and treatment of psychiatric disorders for all.

Capacity Building

The World Health Organization (WHO) defines capacity building as the development of knowledge, skills, commitment, structures, systems, and leadership to enable effective health promotion. Capacity building is one of the primary focus areas for ICHAD as we continue to develop and implement contextually-relevant evidence-based interventions to support children, families, and communities in addressing the unique challenges they experience. In support of this commitment to capacity building, ICHAD works with our partners to administer three NIH-funded training grants: [Training LEADers to Accelerate Global Mental Health Disparities Research \(LEAD\) Program](#), [Researcher Resilience Training \(RRT\) Program](#), and [Child Mental Health in HIV-impacted Low-Resource Settings in Developing Countries: Global Research Fellowship \(CHILD-GRF\)](#).

The following table provides an overview of each training program.

	Researcher Resilience Training (RRT)	LEAD Global Training Program	CHILD – Global Research Fellowship
Website	https://sites.wustl.edu/rrtraining/	https://sites.wustl.edu/lead/	https://sites.wustl.edu/childgrf/
Directors	Mary McKay, Fred Ssewamala, Sean Joe	Fred Ssewamala, Patricia Cavazos	Fred Ssewamala, Mary McKay, Noeline Nakasujja
Research Focus	Child and adolescent mental health in low-resource settings	Global health disparities with a focus on mental health	Child and adolescent HIV and mental health
Research Region	U.S. and Sub-Saharan Africa	Sub-Saharan Africa and US	Uganda
Number of fellows	9 fellows per year	7-9 short term fellows per year; 1-2 postdocs per year	7 fellows (year 1); 12 fellows (year 2); 18 fellows (year 3)
Career Level	PhD, MD, or other doctoral students through early career faculty (must have received advanced degree within 5 years of program start date)	PhD, MD, or other doctoral students through early career faculty (must have received advanced degree within 5 years of program start date)	Advanced graduate level student through early career faculty (must have received advanced degree within five years of program start date)
Eligibility Requirements	No citizenship requirement, but must be working at a U.S.-based institution; priority given to those of African descent	U.S. citizen; Under-represented minority	Ugandan national
2021 Cohort Program Dates	April 2021 – March 2022 (1-year appointment)	June 1 – August 6, 2021 (10-week appointment)	June 1, 2021 – May 31, 2024 (3-year appointment)
Timeline	1 week in person; on-going research/mentorship for 1 or 2 years	10 weeks virtual or 4 weeks U.S.; 6 weeks SSA research site	6 weeks summer training in U.S. over a three-year period; on-going research/mentorship
Application Deadline	January 4, 2021	Summer 10-week program: January 4, 2021 Postdoc position: Rolling admission	January 4, 2021
Benefits	Stipend support; opportunity to apply for pilot funding as program alumni; mentorship	Stipend support; travel/housing at site in SSA*; mentorship	Stipend support; pilot funding; travel to U.S. for summer training*; mentorship
Funder	National Institute of Mental Health: R25MH118935	National Institute on Minority Health and Health Disparities: T37MD014218	Fogarty International Center and National Institute for Child Health and Development: D43TW011541

*Travel is subject to COVID-19 restrictions. All programming will be conducted virtually in 2021.

Program Overview

LEAD is a ten-week summer research training program. It was originally designed to include four weeks of in-person training at the Brown School at Washington University in St. Louis and the Department of Psychiatry at Washington University School of Medicine, and up to eight weeks of hands-on research at a partner site in a Sub-Saharan African country. However, in its first full year of implementation, summer 2020, the COVID-19 pandemic required a shift to virtual training and prevented trainees from traveling to research field sites. Given the ongoing uncertainty of the pandemic, LEAD is delivered in a virtual format again in summer 2021, with a training schedule outlined below. The schedule is subject to change:

- June 1-August 6, 2021
- Ten weeks of online training, courses, meetings, networking and professional development
- Approximately 5-7 hours of synchronous and asynchronous learning per week
- Weekly meetings and research collaboration with your mentor (schedules will vary for each trainee/mentor)
- Final presentations; Mock Study Review Process: August 2-6
- Final deliverable(s) due August 31, 2021

Program Timeline

April 9: LEAD Orientation

April 15: All-program Orientation

June 1-July 30: Training webinars, meetings

August 2-6: Final presentations; Mock Study Review Process

August 31: Final deliverable(s) due

Requirements Overview

1. Intake Requirements
2. Orientation
3. Research with your mentor(s)
4. Training webinar attendance
5. Deliverables
6. Evaluations
7. Reporting

Intake Requirements

1. Trainee Agreement (Appendix 1 & Appendix 2)
2. Washington University in St. Louis Human Resources Non-Employee Personal Information Form
3. Direct Deposit Form
4. Brief Professional Biography
5. Headshot photograph in JPEG format
6. W8/W9 Form
7. Certification of Receipt of University Policies Regarding Non-Academic Transgressions (Appendix 3)
8. CITI / Human Subjects Training Proof of Completion
9. Media Release Form
10. Summer Institute Registration Form
11. ORCID Account -- Free to set up: <https://orcid.org/register>
12. [eRA Commons Account](#) – To be created upon admission to the program for trainees who do not have one.

13. Appointment Confirmation Email: For junior faculty/associate professors only to confirm summer availability
14. Non-Disclosure Form (as required by mentor/research project)
15. Other forms and information as requested

WUSTL Key. The WUSTL Key is Washington University users' Login ID and password for use of university systems. Trainees have an active WUSTLY Key and email address for the duration of their appointment. The account expires shortly after appointment ends. Visit the [WashU IT WUSTL Connection page](#) for more information or technical assistance.

Orientation

Attendance is required at the LEAD program orientation and Joint Training Program orientation, which includes [LEAD Global Training Program](#), [Researcher Resilience Training \(RRT\) Program](#) and [CHILD-Global Research Fellowship \(CHILD-GRF\) Program](#), held prior to the start of the summer training period.

Mentorship

Mentored research training is a critically important component of the LEAD Program. Our mentors are NIH-funded researchers in US and global health disparities (including mental health) research in low-resource communities. Trainees are matched shortly after admission to the program. Program leadership and staff match trainees and mentors based on research interests, skill development goals, and other factors. Trainees and mentors have the opportunity to meet (in person, by phone, or by Zoom) and confirm that the mentorship is a good fit for both parties. Mentors signed a Mentor Agreement (Appendix 4).

Within the first two weeks, trainees and mentors work to develop the trainee's Individual Development Plan (See Appendix 5). Trainees and mentors will develop a work plan and timeline for the duration of the training period and should plan to meet at least once per week. Some trainees will be invited to attend research team meetings in addition to one-on-one meetings with their mentors. Mentors and trainees will be asked to complete brief mid-training reports to ensure progress as planned and address any issues. In some cases, trainees continue to work with their mentors beyond the training period to work on their project to completion. Continuing the mentor/trainee relationship beyond the training period is a positive outcome of the LEAD program. However, please note that stipends do not extend beyond the training period.

Summer Curriculum Overview

The summer training schedule has been adapted to combine three training program cohorts into a unified ten-week virtual program. The three programs are [LEAD Global Training Program](#), [Researcher Resilience Training \(RRT\) Program](#) and [CHILD-Global Research Fellowship \(CHILD-GRF\) Program](#). Trainees from all three programs attend training webinars taught by faculty and staff from ICHAD/Brown School, WashU School of Medicine, and partner institutions.

The summer curriculum consists of the following components:

- **Training Webinars** - Trainees will meet 3-5 days per week for didactic training webinars and classes on a range of research and professional development topics including global and US mental health, health disparities, manuscript and grant writing, data analysis, and dissemination and implementation.
- **Program Meetings** - Trainees meet regularly with their program cohort and directors to touch base, share their progress, and address any issues or questions that need attention.
- **Mentor Meetings** - Trainees and mentors maintain regular contact and collaboration on a research project, guided by each trainee's Individual Development Plan.

- **Weekly Check-In Meetings** - Facilitated by a program director, the meetings include a formal career development presentation and time to discuss the topics and themes, and to network within and across each program.
- **Final Presentations** - In the final week, trainees give final presentations to the full group of trainees, directors, and mentors on the work accomplished during the summer and next steps planned to further advance their research.
- **Mock Peer Review** - A small group of trainees will participate in a mock peer review of their project, which mirrors the NIH review process. All trainees participate as observers and peer reviewers, gaining valuable insight into the NIH application and review process.
- **Social Gatherings (Optional)** – With an all-virtual format, opportunities for trainees to relax and connect together look a little different from in-person training formats. LEAD has partnered with other summer training programs in health and medical research across WashU to coordinate social gatherings. These informal, loosely themed, and optional gatherings will provide the opportunity for trainees to gather outside of formal training sessions. Trainees will have the opportunity to be involved in coordinating these gatherings to reflect their unique talents and interests.

Training Schedule

The training schedule is finalized in May and is subject to change throughout the summer. The most up-to-date schedule with Zoom links and supporting information will be available at the following password-protected site:

Site: <https://ichad.wustl.edu/summer-training-curriculum-and-resources/>

Password: TRAINING2020

The training programs manager will send a reminder with links each Sunday evening for the week ahead, along with reminders and updates.

Video Recordings

All webinars and meetings scheduled by the LEAD program will be recorded and posted at the above password-protected site. The training programs manager will coordinate access when available.

Attendance Policy

Full participation is mandatory for all *required* training webinars, classes, meetings, and presentation. The schedule will indicate if an event is required or optional. If you are unable to attend an event, notify the training program manager as soon as possible to make arrangements to access the recording and follow up with any deliverables and deadlines.

Deliverables

Individual Development Plan

A template document will be provided (Appendix 5). The IDP is to be completed with your mentor within the first two weeks of the start of the program and send to LEAD program manager by the date provided at orientation.

Grants/Abstracts

Send confirmation of submissions or your plan for future submissions to the LEAD program manager by August 31, 2021.

Predoctoral Trainees

- Develop an abstract using your research experience and submit it to a national conference.
- Work with your mentor to draft a publication or report related to your research experience.

Junior Faculty/Associate Professors/Postdoctoral

- Submit a publication co-authored with a mentor to a peer reviewed journal
- Complete a concept paper or prepare an R03 (or equivalent) proposal

File Naming Convention

All deliverables should be submitted with the consistent naming convention “LastName_FirstName_DocumentName”.

Evaluations

Trainee Mid-Term Report

In early July, you will be asked to complete a brief “progress report” to assess your progress and address any challenges in staying on track with your IDP. Mentors will complete a similar report.

Training Session Evaluations

You will receive a brief survey following each training event. Please participate in each one so we may assess your satisfaction and specific needs throughout the training period.

Exit Evaluation and Interview

Completion of an online program evaluation and a Zoom-based exit interview are requirements of this program. You will be contacted by program staff towards the end of the training period to schedule the 30-minute exit interview in August.

Reporting

LEAD places a strong emphasis on tracking the career development and future activities of graduates. Reporting on outcomes of trainees for 15 years is an NIH requirement. Trainees agree to respond to annual updates, providing full information requested. See Appendix 6.

Citing Grant Support

LEAD trainees should acknowledge the receipt of any LEAD grant funding in all publications, biosketches, and other support documents. In addition to the guidelines below, please review the ICHAD Authorship Guidelines for complete information: <https://wustl.box.com/s/v0ia75ftj5w33xjyz9ttazsoqtxuei6i>. Contact the training programs manager with questions related to citing and authorship.

Biosketches and Other Support Documents

Trainees should use the following information when listing the LEAD Program support on biosketches and other support documents:

T37MD014218 (MPIs: Cavazos-Rehg, Ssewamala) 7/11/2019-11/30/2023

National Institute on Minority Health and Health Disparities (NIMHD)

Training Leaders to Accelerate Global Mental Health Disparities in Research (LEAD)

This training program is designed for advanced pre-doctoral students and postdoctoral trainees from diverse backgrounds in the U.S., interested in global mental health disparities research. The program will provide trainees with the skills and experiences needed to lead multi-disciplinary, collaborative research teams focused on health disparities research in low-resource communities.

Role: Trainee

Publications

The grant must be cited if any of the following applies to the peer-reviewed article or work:

- The publication was completed during your protected time granted by the program
- Training gained from the program supported the publication
- Funds or salary support was used to publish the article

- The publication resulted from work conducted while you were participating in the LEAD Program (Note: Manuscripts resulting from work conducted while in the training program, but not published until after the program appointment has ended, still require citation of the grant).

Publication citation example:

“Research reported in this publication was supported by the National Institutes of Health’s Minority Health and Health Disparities Research Training award number T37MD014218. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”

Authors of peer-reviewed work are also required to obtain a PubMed Central ID (PMCID) for publications supported by this program funding. See NIH Public Access and PMC at <https://www.ncbi.nlm.nih.gov/pmc/about/public-access-info/>.

If using ICHAD data, please review our publications policy found here:
<https://wustl.app.box.com/s/v0ia75ftj5w33xjyz9ttazsoqtxuei6i>

Stipend/Benefits

Stipends

A stipend is available to those who are eligible. Trainees who are in doctoral programs or who are junior faculty with nine-month appointments are eligible. Early career researchers (assistant professors; residents) may not receive a stipend if also receiving a salary (i.e. on a 12-month appointment, or in a residency) during the 10-week summer training program. However, they are eligible for the benefits of mentorship and access to robust data sets, potential pilot funding, and travel expenses, as travel becomes available. For more information, please see the following [NIH guidelines](#):

MHRT research training grants must be used to support a program of full-time research training. Within the full-time training period, trainees must devote their time to the proposed research training and must confine clinical duties to those that are an integral part of the research training experience. The program may not be used to support research studies leading to the MD, DDS, or other clinical, health-professional training.

Training is not intended, and may not be used, to support activities that would ordinarily be part of a research degree program; residency training of physicians or other health professionals; activities for which NRSA support is provided under 42 USC 288; or for compensation for employment or for the performance of personal services by individuals receiving training and instruction.

The trainee monthly stipend for research training programs is set by the NIH each year. The stipend is paid via Direct Deposit or check at the end of each month from the Brown School at WashU. Trainees will receive the full monthly stipend for June and July and a prorated amount for the partial month (1 week) of August. Stipends may be subject to US income tax requirements. For more information, trainees may view the Frequently Asked Questions section of the NIH Research Training and Career Development site at <https://researchtraining.nih.gov/resources/faq?CFID=72949451&CFTOKEN=cce9b22080c0b5a9-0B65533B-B059-AF76-EE676D62B0FF7914> and may wish to consult a certified public accountant or other tax preparer.

Trainees receive a letter from WashU regarding their stipend for tax purposes.

US citizens, permanent residents, or resident aliens (US persons) for US tax purposes:

- Fellowship stipends paid to US persons are not required to be reported to you by the university on any type of IRS form.
- Total stipend income you received from the university during the calendar year will be provided to you on stipend letters. These letters are informational only and should not be submitted to the IRS. Additionally, the letters are not substitutes for IRS Form 1099-MISC or a Form W-2.

- Monthly stipends, including health care reimbursements, will be reported on a stipend letter available for download in HRMS Self Service no later than January 31. You will receive an email notification in January when the letter is available.
- Other stipends, such as additional stipend payments, reimbursements of relocation expenses, and reimbursements for books, computer equipment or other supplies, not included in monthly stipends will be reported on a stipend letter that will be mailed to your address of record.

Nonresident aliens for US tax purposes:

- Fellowship stipends paid will be reported on Form 1042-S no later than March 15.
- Forms 1042-S will report the total taxable stipend amount you received from the university during the calendar year as well as any tax withholding that was applied.

If you do not receive one in time to file taxes, it should be available in your HRMS account. In the event that you no longer have access to the account, contact the WashU Help Desk at 314-933-3333.

Additional information is available at the following sites, and trainees may wish to consult a qualified tax preparer:

- <https://financialservices.wustl.edu/wfin-topic/tax-topics/contacts/>
- <https://financialservices.wustl.edu/wfin-topic/payroll/tax-issues-fellowship-stipend-recipients/>

Health Insurance

Trainees may also inquire about health insurance coverage for the summer, if they are not covered otherwise by an employer or educational program. To learn more about health coverage, contact the training programs manager as soon as possible.

Training Related Expenses

Some additional training related expenses, including text books or specialized software may be eligible for reimbursement by the LEAD program.

xTrain Appointment/Termination Process

In order to receive an NIH stipend, trainees are required to: 1) have an eRA Commons account and 2) be officially appointed in xTrain, NIH's trainee database. Once the LEAD program administrator enters you into the xTrain system, you will receive an email asking you to complete basic demographic and education background. Once completed, route this information back to the LEAD administrator. **This information must be completely filled out for you to receive your stipend.** A similar process will occur terminating the appointment at the end of your trainee period.

More information can be found here: <https://era.nih.gov/help-tutorials/xtrain>.

Professionalism

All trainees are expected to adhere to a high level of professional behavior. This includes:

- Responding to emails in a timely manner (within 48 hours)
- Adhering to deadlines
- Attending classes and seminars
- Participating in group discussions
- Communicating with program leadership, the training programs manager, and/or mentors in a timely manner when unable to meet a deadline or attend a training webinar/meeting
- Adhering to the standards and policies laid out in the Certification of Receipt of University Policies Regarding Non-Academic Transgressions

Conflict Resolution

If there is a concern or conflict regarding any area of the program, the trainee should communicate directly to program co-directors, mentors, or the training programs manager. In cases in which resolution is sought through a neutral party outside of the program, trainees may contact the Office of the Ombuds for staff, postdocs and graduate students. For contact and additional information, visit <https://staffombuds.wustl.edu/>.

Responsible Conduct of Research

Responsible conduct of research (RCR) is an essential element for all research trainees at all stages of their education and career. For the purposes of the LEAD program, the responsible conduct of research is defined as the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research. Most trainees will have completed Collaborative Institutional Training Initiative (CITI) and RCR training with their home institutions or employers and are required to submit proof of completion to the training programs manager before the start of the training period. If a trainee does not have up-to-date RCR, they must reach out to the training programs manager to arrange CITI training through WashU's HR system. In addition, trainees will participate in an RCR webinar and discussion during the training period. For more information, please visit <https://oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-research-training>.

Resources

“Capacity Building Connection”

Trainees will receive the bi-weekly Capacity Building Connection, an online newsletter that lists research opportunities and information for training program fellows and alumni. It was created to keep you updated on relevant opportunities in training, funding, conferences, and other learning and professional development resources in a bi-weekly format.

ICHAD Publications Working Meetings

Trainees will be invited to attend regular Friday ICHAD Publications Working Meetings which bring together scholars to their share ideas and research, and receive valuable feedback.

For Postdoctoral Trainees

Office of Postdoctoral Affairs: Postdoctoral trainees may access resources offered by the WUSTL Office of Postdoctoral Affairs at <https://postdoc.wustl.edu/>. Resources include ways to connect with other postdocs, information and support, and the Postdoc Update, a bi-weekly newsletter with opportunities, events, and information for postdocs.

Brown School Postdoc Professional Development Meeting: Led by Professor Leopoldo Cabassa, this group meetings monthly during the academic year to discuss a variety of **research and professional development** topics identified by group participants.

Appendix

Appendix 1

DRAFT

LEAD Trainee Agreement Predoctoral

I agree to:

- Become a trainee in the LEAD Global Training Program for Summer 2021.
- Participate in the LEAD Program Orientation on Friday, April 9, 2021, 1:00-2:00 PM CDT (Zoom link to be provided).
- Participate in the Training Programs Joint Orientation on Thursday, April 15, 9:30-11:00 AM CDT (Zoom link to be provided).
- Attend all required training webinars, classes, and meetings from June 1 to August 6. (Final schedule to be provided in May.)
- Conduct research under the guidance of your research mentor and ICHAD research staff.

I understand that as a trainee I am expected to:

- Meet regularly (via Zoom, telephone, etc.) with my mentor. (Mentor will also receive an agreement outlining their commitment.)
- Create an Individual Development Plan with your mentor to set goals and guide progress throughout the training appointment.
- Develop an abstract using my research experience and submit it to a national conference.
- Work with my mentor to draft a publication or report related to my research experience.
- Send submission confirmation of final deliverable(s) to LEAD coordinator by August 31, 2021.
- Complete a program evaluation and exit interview upon program completion.
- Provide my CV/biosketch/career updates annually upon request in a timely manner for 15 years post appointment period, per NIH requirements.

I understand the LEAD Global Training Program will cover costs for:

- \$[amount] monthly stipend (June, July, prorated for partial month in August)
- US health insurance if needed (Contact LEAD training coordinator)
- Materials required to conduct research (text books, software, etc.)

I have read and understand the information above. I agree to these terms and accept the offer of admission to the LEAD Global Training Program. (eSignature accepted)

Trainee Name:

Trainee Signature: _____

Date: _____

Complete and send the following documents to Laura Peer at Lpeer@wustl.edu by March 15, 2021:

1. LEAD Trainee Agreement
2. Personal Information Form - Non-Employee (attached)
3. Authorization for Direct Deposit (attached)
4. NIH Statement of Appointment - Online Form (Look for an email in the coming weeks from NIH eRA Commons with instructions and a link to complete this form.)

Please save all documents with the following naming convention: Lastname_Firstname_Filename

Appendix 2

DRAFT

LEAD Trainee Agreement Early Career Researcher

I agree to:

- Become a trainee in the LEAD Global Training Program for Summer 2021.
- Participate in the LEAD Program Orientation on Friday, April 9, 1:00-2:00 PM CDT (Zoom link to be provided).
- Participate in the Training Programs Joint Orientation on Thursday, April 15, 9:30-11:00 AM CDT (Zoom link to be provided).
- Attend all required training webinars, classes, and meetings from June 1 to August 6. (Final schedule to be provided in May.)
- Conduct research under the guidance of your research mentor and ICHAD research staff.

I understand that as a trainee I am expected to:

- Meet regularly (via Zoom, telephone, etc.) with my mentor. (Mentor will also receive an agreement outlining their commitment.)
- Create an Individual Development Plan with your mentor to set goals and guide progress throughout the training appointment.
- Submit a publication co-authored with a mentor to a peer reviewed journal. Send submission confirmation to LEAD coordinator by August 31, 2021.
- Complete a concept paper or prepare an R03 (or equivalent) proposal by August 31, 2021.
- Complete a program evaluation and exit interview upon program completion.
- Provide my CV/biosketch/career updates annually upon request in a timely manner for 15 years post appointment period, per NIH requirements.

I understand the LEAD Global Training Program will cover costs for:

- \$ monthly stipend (June, July, prorated for partial month in August)
- US health insurance if needed (Contact LEAD training coordinator)
- Materials required to conduct research (text books, software, etc.)

I have read and understand the information above. I agree to these terms and accept the offer of admission to the LEAD Global Training Program. (eSignature accepted)

Trainee Name:

Trainee Signature: _____

Date: _____

Complete and send the following documents to Laura Peer at Lpeer@wustl.edu by March 15, 2021:

5. LEAD Trainee Agreement
6. Personal Information Form - Non-Employee (attached)
7. Authorization for Direct Deposit (attached)
8. NIH Statement of Appointment - Online Form (Look for an email in the coming weeks from NIH eRA Commons with instructions and a link to complete this form.)

Please save all documents with the following naming convention: Lastname_Firstname_Filename

Appendix 3

DRAFT

Research Training Programs Certification of Receipt of University Policies Regarding Non-Academic Transgressions

I certify that I have received and read the following Washington University policies governing non-academic transgressions:

- Washington University Student Judicial Code (<http://www.wustl.edu/policies/judicial.html>)
- Washington University Office of Faculty Affairs Faculty Information Guide (<https://facultyaffairs.wusm.wustl.edu/governance-policies/>)
- Bulletin of the Brown School (https://bulletin.wustl.edu/grad/Bulletin_2020-21_Brown.pdf)
- Bulletin of the School of Medicine (<http://bulletinoftheschoolofmedicine.wustl.edu/>)
- Code of Conduct (<http://universitycompliance.wustl.edu/codeofconduct/Pages/default.aspx>)
- Research Integrity Policy (<https://research.wustl.edu/PoliciesGuidelines/Pages/ResearchIntegrityPolicy.aspx>)

By signing this statement, I agree to abide by the rules and regulations outlined in the policies listed above. I recognize that any suspected breach of conduct will be reviewed by the Training Program Directors, and, if necessary, will result in disciplinary action.

Signature

Date

First and Last Name

Appendix 4

DRAFT

US Research Mentor Agreement

I agree to:

- Become a mentor for the LEAD Global Training Program during the period of June 1-August 31, 2021.
- Participate in a mentor training seminar, date TBD.
- Give mentee formal feedback at the conclusion of the program.
- Complete all program evaluation materials in a timely manner.
- Report any concerns to the LEAD co-directors, Patricia Cavazos and Fred Ssewamala.

I understand that as a mentor I am expected to:

- Provide mentee support and guidance throughout 10 weeks on a virtual full-time research project within one or more of my research projects.
- Provide mentee support, direction, insight and assistance with writing, research proposals, study design, methods, analysis, and dissemination of results, as well as opportunities for collaboration, networking, and advancement.
- Work with mentee to develop a research project timeline and scope of work using the Individual Development Plan template.
- Attend mentee presentation at the end of the training period, during the week of August 2-6, 2021.

I agree to be a mentor in the LEAD Global Training Program.

Trainee:

Mentor:

Appendix 5

DRAFT

Individual Development Plan (IDP)

Overall Research Strategy: Briefly describe the project the trainee will be working on during the 10 week program. (e.g. working on a measurement paper running models and writing-up results from an exploratory and confirmatory factor analyses on a Social Cohesion Scale; Develop and pre-test a qualitative study questionnaire examining youth migration, etc.)

Educational Goals: List any specific skills and/or courses that the trainee may need supplemental assistance with for your project (e.g. R programming, manuscript development, qualitative data analysis, etc.)

Research Goals: List any research goals that the trainee has for the specific project. (e.g. develop a set a fidelity criteria, etc.)

Professional Goals: List any professional goals that the trainee wants to accomplish during the training program (e.g. Grow research network, present work at a national conference, etc.).

IDP Template:

Name:

Primary Mentor:

Secondary Mentor (if applicable):

1. Provide a brief overview of what the trainee will be working on during their training period (June 1 – August 6):
2. Provide a summary of your communication plan. (How often do you plan to “meet”; what format do you plan to use, etc.):
3. Please fill out the table below:

Goals	Objectives	Details	Timeline/Dates
1. Educational Goals <i>Identify any learning gaps/priorities the trainee has identified</i>			
2. Research Goals <i>List any research goals that the trainee has for the specific project</i>			
3. Professional Goals <i>List any professional goals that the trainee wants to accomplish</i>			

Appendix 6

DRAFT

Annual Trainee Updates Form

Name:

Professional Degree Sought or Completed During Appointment:

Mentor(s):

Project:

I. Trainee Narrative (Provide a descriptive paragraph of your accomplishment in the past calendar year.)

II. Grants

Awarded

Submitted

Planned/In progress

III. Publications

Published

Submitted

Planned/In progress

IV. Conference presentations made or anticipated

V. Fellowships or other support

VI. Workshops attended or anticipated