Office of Global Health Equity

Global Learners Training Program Handbook

2019-2021

MOREHOUSE SCHOOL OF MEDICINE | Office of Global Health Equity

Morehouse School of Medicine
720 Westview, SW, • Atlanta GA USA 30314
www.msm. edu

Global Health Research Training in LMIC (MHIRT)

We wish to thank our partners:

- NIH Fogarty Institute
- MSM Office of Career Connections

This handbook serves as an overall guide for the MSM Office of Global Health Equity global learners. Please contact the program directors in case of any conflicting circumstance related to any of these guidelines and policies, or if you have any questions.

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Welcome from the OGHE Coordinating Center Program Directors

Dear 2020 OGHE Global Learner,

On behalf of all the site mentors, staff, and OGHE, we congratulate you on your MSM global learner experience award. We are here to assist in ensuring you have a great global health learning experience.

As an OGHE global learner awardee, you are among a highly qualified group of scholars and students in the health sciences selected to receive the global learner award and to build international research collaborations between the U.S. and low- and middle-income countries. Some of you will work in community-based sites with NGO partners. Your U.S. and international mentors are some of the most talented global health practitioners and you will do well to take advantage of all the opportunities this program presents.

To make the most of your time abroad, use the time before your departure to learn about the work being done at your site and communicate regularly with your mentor so that you can develop your protocols, complete IRB applications, and dive into your research. Please explore the country of your site assignment, its language, culture and people. Along with funding agencies, and the OGHE, we will be eager to hear about your global research experience and trust that you will have a meaningful, productive and exciting experience as a MSM OGHE Global Learner.

Be patient, be productive, be curious and be

safe. Sincerely,

Gilberte Bastien, PhD
Associate Director
Office of Global Health Equity (OGHE)
Equity
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Email: gbastien@msm.edu

Kofi Kondwani, PhD
Assistant Professor
Office of Global Health

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Email: kkondwani@msm.edu

Roles and Expectations

Herein, the terms 'trainee' and 'learner' are inclusive of all recipients of the OGHE Global Learner Awards.

All trainees are awarded a 4-8-week mentored research, clinical or public health global learning experience at the proposed international training site.

Learners will work 40 hours per week on an approved global learner project. All trainees will contribute to the research productivity of the site, their peers and other trainees.

Trainees will work within the parameters of the training plan and within the scope of the research areas agreed upon by the trainee and her/his mentor(s). While completing global research and learner projects, trainees will abide by all ethics rules and regulations, and will consult with mentors and all relevant administrators when problems arise.

Trainees are expected to participate in OGHE related orientation, webinars, and information sessions.

Trainees will acknowledge the MSM Office of Global Health Equity and other partners in all publications and presentations deriving from their global learner experience: *This project was supported by Grant # XXXX funded by the XXXX. The content is solely the responsibility of the authors and does not necessarily represent the official views of the XXXX.*

Trainees agree to be "tracked" by the MSM OGHE for ~20 years and will participate in all follow-up surveys
and requests for information updates in terms of career progression and development. This is a requirement of accepting the funding and will be used for longitudinal program analysis.

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 OGHE by the site's director. The trainee will be placed on probation and OGHE will attempt to mediate a solution. For trainees who are paid outside of MSM, we will respect the host institution's rules and regulations. However, the OGHE reserves the right to intervene in situations where the leadership is concerned about the trainee's continued safety and performance.

Release from the Program

Rarely is there a situation in which a trainee or a site wishes to release the trainee from the program. However, if such a situation arises, the complaint should be registered with the OGHE, which will serve as a mediator
and help to resolve the issue. If the issue is not resolvable, the OGHE has the right to release the trainee from the program, and the trainee has the right to resign from the program, consistent with the policy of OGHE.

Logistics and Administration for Trainees

Most of the administration of the awards will be handled by the MSM OGHE. Please contact the program directors, Gilberte Bastien or Kofi Kondwani with any questions, concerns or assistance

needed.

OGHE Program Trainee Participation Form

The trainee participation form is a required document that must be submitted to the OGHE prior to the start of a
OGHE Global Learner Experience (see Appendix A). Please sign and return the agreement promptly to OGHE.

Required Online Research Training Courses
Trainees are required to complete trainings in the Collaborative Institutional Training Initiative (CITI), Responsible Conduct of Research (RCR) before conducting research sponsored through Morehouse School of Medicine. Human Subjects Ethics and RCR website: https://research.unc.edu/offices/human-research-ethics/researchers/training/index.htm.

Once these tasks are completed you will send the computer-generated certification to the program directors, Gilberte Bastien and Kofi Kondwani.

Orientation
Individual training site mentors will provide a brief orientation to the trainee upon arrival at the international site. This handbook is designed to provide the trainee with the basic guidelines and information related to the administrative aspects of the program.

OGHE Global Learner Funding for 2020

The general terms of OGHE Global Learner Awards are indicated below. In specific cases, however, there may be departures from this "package" of support. Refer to your offer letter to determine your level of funding.

U.S. Scholars – OGHE Global Learners

- Stipend – to cover housing, in-country transportation, food, local costs
- Round trip economy airline ticket
- Emergency medical evacuation insurance
- Visa and vaccine fees
- Laboratory bench fees paid to host country if required

Each learner will be asked to present a budget for review and approval by OGHE

Tax Information for U.S. Trainees
For U.S. citizens and permanent residents - Because each person's tax situation is unique, the OGHE does not provide tax advice. Please consult a tax preparer/CPA for advice and guidance when filing annual taxes.

Ultimate taxability depends on individual taxpayer circumstances. **Taxes may be withheld** from learner stipend payments. It is the responsibility of the recipient to keep track of any stipend payments received relative to tax filing and to determine the taxability of such earnings. Pre-doctoral scholars who receive a stipend will receive a 1099 from the MSM Disbursement Services Office. The OGHE does not issues these forms directly; they will be mailed to the address you put on the W9 form.

Health Insurance

U.S. Trainees
All U.S. trainees are required to have comprehensive health insurance. It is assumed that scholars are covered
under their affiliated institution's student coverage policy.

Ethics Approvals
IRB approval is needed from the host country IRB and trainee home institution IRB. A copy of the final

IRB approval letter will need to be submitted to the OGHE prior to initiation of research.

All trainees must obtain the proper IRB approval prior to beginning research. Trainees and mentors must begin this process as soon as the research project is identified.

Assistance for MSM IRB can be obtained from John Smith, MSW, CIM, CIP, IRB Director 404 752 1973 josmith@msm.edu

Human Subjects Training
Trainees are required to complete trainings in the Collaborative Institutional Training Initiative (CITI) and Responsible Conduct of Research (RCR) before conducting research sponsored through NIH RCR.

Our RCR training plan includes: 1) formal training via the online Collaborative Institutional Training Initiative (CITI) courses for Good Clinical Practice (GCP), Research Ethics, Health Privacy Information Act, and Responsible Conduct of Research (RCR); 2) didactic training sessions led by training faculty and other ethics scholars 3) practical opportunities to develop research skills under supervision of mentors, including developing research protocols, informed consent forms, and participant education materials; preparing applications to ethical review boards; interacting with participants; and participating in laboratory practices. In response to the NIH requirement for in-person discussions about RCR, the CITI course is complementary to the one-on-one mentoring fellows receive prior to departure into the field at their home institutions.

Topics covered in the CITI online modules and didactic sessions include but are not limited to: personal, professional, and financial conflict of interest; policies regarding human subjects, live vertebrate animal subjects in research, and safe laboratory practices; mentor/mentee responsibilities and relationships; collaborative research including collaborations with industry; peer review; data acquisition, management, sharing, and ownership; research misconduct and policies for handling misconduct; responsible authorship and publication; financial responsibility; contemporary ethical issues in biomedical research; and the environmental and societal impacts of scientific research. Ethical issues that may arise during training experiences abroad include: 1) developing cultural understanding, 2) ensuring personal safety, 3) exceeding level of training, 4) ensuring sustainable and appropriate benefits, 5) addressing "ancillary benefits," 6) recognizing burdens, 7) shifting resources, 8) telling the "truth," 9) selecting a research project, 10) understanding informed consent for research. More information can be found here: http://ethicsandglobalhealth.org/.

All trainees are required to complete human subjects training as soon as possible. Active human subjects training equivalents may be substituted for CITI training.

We would like to share a few tips on assuring a safe and productive trip.

Travel

Air Travel Booking and Visas
For U.S. Citizens and permanent resident trainees, flights to and from the international training site are arranged by the OGHE through one of the MSM's approved travel agencies. Trainees will provide a preferred flight itinerary to the program manager three to four weeks prior to departure. Also, a passport photocopy and a completed travel pre-authorization form are required from each trainee and will be on file during the training appointment period.

- Passport – Make copies of passport face page – The fastest way to replace a lost passport is to have a copy to give the US Embassy.
    - Add a scanned copy to your cell phone
    - Take a paper copy in your luggage (not in the same place where you keep your passport)
    - Leave a copy with someone at home or at school

Travel is subject to the Fly America Act as the fellowship is supported by federal funds. http://www.ogc.doc.gov/ogc/fl/fald/itl/itlv14.pdf

Additionally, the Notice of Grant Award states that U.S. flag carriers must be used for departure from or entry into the U.S. and for any other portion of the trip where available. Travel arrangements made outside of approved travel agency cannot be reimbursed until the traveler returns from his/her stay. Also, travel not in compliance with the Fly America Act cannot be reimbursed. Does this apply to funds from OGHE?

Visas

Applications for visas are submitted by the OGHE and should be completed as soon as possible by the trainee. The international site administrator can facilitate, however, the best place to start is the U.S. State Department website at http://travel.state.gov/visa/americans/americans_1252.html. Please submit all receipts for reimbursement.

Packing
Your length of stay will probably determine how much you pack. You should be able to travel with no more than one checked bag. Some airlines allow for 1 or 2 free suitcases for international travels. You will incur a fee for anything excess of two pieces of luggage. You are entitled to one carry-on luggage. We recommend that you check with your airline of choice for allowable measurements (size & weight) – most airline allow weight limit of 50lb and height limit is of 62 inches. Your excess baggage fee will need to be paid with a credit card. Please let us know if you do not have an available credit card for this purpose. Your carry-on bag will not have a charge. You can find more about airlines and their luggage charges here https://www.airfarewatchdog.com/blog/4202340/checked-bag-fees-for-airlines-flying-internationally/

Vaccinations
U.S./Permanent Resident Trainees
Trainees are expected to arrange obtaining all necessary vaccinations prior to leaving the country. The OGHE provides funds for these expenses. A listing of recommended vaccinations for each training site location can be found at the CDC Traveler's Health page: http://wwwnc.cdc.gov/travel/destinations/list.htm

Medications
Stock up on prescriptions. Get enough of your prescription drugs to last you for the trip. Also fill prescriptions for any recommended special medications.
Don't forget over-the-counter medications. Instead of relying on international medications (or access to them), bring over-the-counter medications in case you experience gastrointestinal symptoms such as diarrhea, heartburn or gas. Talk to your doctor about recommendations.

Tip: visit a Health-care Provider before you go

Housing
Trainees are responsible for obtaining their own housing. Consult with OGHE or the appropriate individual international training site contacts for assistance, as needed. Security of housing in LMIC is a priority.

Important Note on Addresses
U.S. trainees - when asked to submit a mailing address in any paperwork or online form pertaining to the fellowship, use a U.S. address that will be regularly checked. This may be a home institution department, or a family member or trusted friend's address.

To avoid missing important and time-sensitive stipend/payroll, health insurance, income tax/IRS or jury duty information, use an address that is consistently checked so that official correspondence are communicated.

Leaving the Training Site
When leaving the site for any reason not related to work, U.S. trainees must inform their U.S. mentors, international mentors, and the OGHE. The safety of trainees is of utmost concern in the face of weather, natural disasters, or civil unrest, etc. Leaving the training site without notifying the site director and mentors is considered unacceptable behavior by the OGHE and can be grounds for dismissal "for cause". Submitting the Independent Travel Form to the program manager documents travel away from the training site for reasons unrelated to the traineeship and conduct of research (See Appendix C).

Returning to the U.S. During the Award
In order to fulfill the requirements of the OGHE 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 OGHE must be made prior to travel.

Vacation
Trainees are required to obtain site director and mentor approval for all vacation days in advance and must adhere to the vacation policy of each site, subject, as applicable, to the Scholar Policies at MSM.

Safety Policies and Emergency Procedures

A comprehensive safety session is provided to trainees during the orientation prior to travel to LMIC. It is the responsibility of the trainee to familiarize themselves with the US state department travel recommendations. This is available at http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html and https://step.state.gov/step/

All students/faculty/staff and affiliates traveling are required to submit their itinerary to the registry. View the current warnings and restrictions for students on MSM-sponsored travel.

It is the responsibility of the trainee to read and be familiar with “Responsible Study Abroad: Good Practices for Health & Safety,” a safety document provided by the Association of International Educators with universal guidelines for students and trainees abroad. This is available at http://www.nafsa.org/resourcelibrary/default.aspx?id=16949

Emergency Contact Information

- Trainees are *required* to submit a copy of their U.S. and in-country emergency contact numbers to the OGHE.
- Trainees are *required* to give mentors and administrators at each training site the phone number and insurance policy number.
- All trainees are advised to create a personal carrying card of in-country emergency numbers, police department and hospital information.

Motorcycles and Vehicles

Trainees will be administratively separated from the program if they operate or ride on a motorcycle, operate any vehicle in an unsafe manner or while under the influence of drugs or alcohol. In extraordinary circumstances, the training site may determine that administrative separation is not required, for example, if the threat of imminent harm outweighed the risks associated with a violation of the activities described above.

Food and water Hygiene

Research your destination. Anticipate issues, food safety or otherwise, that could arise during your trip.

Find out about the water supply. Check if your destination has a drinkable water supply and medical care that is available in case you do become ill. The Centers for Disease Control and Prevention Travelers' Health and U.S. Department of State Travel Information are two excellent resources.

Carry hand sanitizer and disinfectant wipes. These can be used for washing your hands and cleaning surfaces.

Stash nonperishable food items in your carry-on (that aren't liquids).

Bring a travel health kit**.** And, carry your health insurance card in your wallet. Place prescription drugs in your carry-on. Check the TSA website to determine what's allowed on airplanes.

Don't be fooled by appearance of cleanliness in well-traveled areas of the world. Whenever in doubt, don't drink tap or well water or anything that was made with it, including fountain drinks. Your best bet is to opt for sealed, bottled beverages.

Rethink your usual choices. Even though you may typically enjoy certain foods and beverages at home, your safest bet is to avoid some of those favorites during foreign travels to remote locations.

Curb your adventurous foodie enthusiasm. While it may be tempting, skipping food from unknown street or roadside vendors can help keep you from getting sick. And, **please, please,** it's safest to avoid exotic dishes such as prepared monkey, bat, unusual wild game and bushmeat.

Walking at Night – uncovered drains

Trainees are cautioned against walking at night. There are the obvious dangers of walking in an unfamiliar, potentially high-crime area; however, it is important to be aware of open street drainage systems common in developing countries. The leadership strongly recommends finding a companion while out in public at any time of day or night and, if necessary, carrying a flashlight while walking at night.

Site Policies
All trainees are subject to the specific rules and policies of the training site. By accepting a position as an OGHE global leaner you agree to obtain, understand and abide by all site policies.

Contingency Plans in an Emergency Situation
The OGHE provides trainees with safety resources in the event of a personal or location-bound crisis. Trainees should use the resources provided by their specific training site to create their own individualized emergency and contingency plan.

Emergency Medical Evacuation
Trainees are *required* to give mentors and administrators at each training site the phone number and insurance policy number for EME if they have one.

Again, it is essential that all trainees report their whereabouts when they leave the training site. This rule is for the trainee's protection. Trainees are required to report time abroad to the site mentors and the OGHE via the independent travel form so that there is a record on file of all of the trainees whereabouts if evacuation coverage is needed (see Appendix C).

Trainees are strongly encouraged to register with the **Smart Traveler Enrollment Program (STEP)** https://step.state.gov/step/. This free service allows trainees to receive updates from the US Department of State while abroad and routine information from the nearest US Embassy or Consulate. Registering with the U.S. Embassy allows access to U.S. Consular Officers who can assist Americans who encounter medical, financial or legal difficulties. And while they cannot act as legal counsel, they can provide the names of trusted local citizens to assist in an emergency; proof of U.S. citizenship is required.

Trainees are strongly encouraged to take an International Travel Preparation, Safety, & Wellness course: https://www.coursera.org/learn/international-travel. It's free and completely online. Offered by JHU. It takes about 7 hours/1 week to complete

Communications
We use ZOOM, which allows us to have interactive discussions, and to view presentations and tutorials together in real time. Learners can join the Zoom meetings from any location with an internet connection and will contribute by using the microphone function or the chat function. Trainees are required to provide real time update with blogs and photos @ the MSM blogsite

Connectivity
The hotel may or may not have good internet connectivity. You may consider WhatsApp for international calls back to the US. Remember to grab a voltage converter. The United States uses 110 while most of other places around the world is 220. You will need a step-down converter (Step Down ***220v*** to ***110v Voltage Converter)*** to protect your electronics from getting destroyed. Don't forget your chargers.

Publications and Acknowledgments
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. 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.

Trainees are responsible for informing the OGHE any publications (during or after their award period) Scholars and program alumni should acknowledge OGHE and source of funding in any publication related to their research under OGHE program:

Periodic Professional Updates

Survey of Current Trainees
Current trainees will be asked to complete an OGHE survey at the end of their global learning experience. This feedback is essential to the growth, development and sustainability of this program. We take trainee experiences and points of view very seriously when making improvements each year. Please complete the surveys by the deadline posted.

Alumni Tracking
Tracking trainees' professional success is part of the responsibility and obligation of receiving the award from the perspective of the individual and the OGHE.

All trainees are expected to complete periodic professional update surveys after completing the fellowship

We ask that each global learner forward to the program directors (Gilberte or Kofi Kondwani) any updates in:

- Conference presentations: poster or presentation
- Students mentored
- New grants received (include dates of award, grant number and funding agency)
- Publications
- Post-Training Education (and dates enrolled)
- Fellowships Received
- Honors/Awards
- Employment change or promotion
- Changes in address, email or other contact information. Please include the month and year of the change.

This continuation of contact and collaboration with site mentors reflects the importance of the global health learning experience well beyond the award period. The need for a strong OGHE community both during and after the global training is apparent. We encourage awardees to use the MSM OGHE website https://www.msm.edu/globalhealth/index.php to stay in touch while in the field (e.g., regularly posting reflections, photos, or videos from the field.

Web Resources

www.studentsabroad.com: Safety Abroad: A handbook from The Center for Global Education.

www.oanda.com/convert/classic: Currency converter.

www.who.int WHO: Latest information from the World Health Organization.

www.healthmap.org Health Map: Global Disease Alert Map.

www.biostat.ucsf.edu/sampsize.html Statistics

www.immunopaedia.org.za

Other pre-departure preparation links:

- CDC Travel Slides (PowerPoint download)
- CDC Yellow Book for Travelers
- Global Health Ethical Challenges
- PREVENTION Highlights(PowerPoint download)
- International Travel Training Seminar (PowerPoint download)

Appendices

A. Trainee Participation Form
B. Independent Travel Form

Appendix A

Directions: Please complete all fields on the first and last pages of this document before printing. After printing, please initial each page, sign and date the final page and submit the entire document to kkondwani@msm.edu or jstiles@msm.edu or gbastien@msm.edu

MSM Office of Global Health Equity
TRAINEE/LEARNER PARTICIPATION FORM ("Form")

Name: _____

Email: _____

I have been approved and wish to participate in the OGHE Global Health Learning Experience Program ("Program") offered through Morehouse School of Medicine.

I understand that this training opportunity is subject to the Program's policies as provided in the Program Handbook which will be provided to me prior to the start of the Program. In consideration for the opportunity to participate in this Program, I understand and agree to the following requirements:

I. Academic and Financial Requirements

1.1. I understand that I am required to spend 40 hours per week on research, clinical or public health related activities over a 4-8-week period.

1.2. I am responsible for any and all student loan arrangements or accruals that I may incur, or which may be affected by my participation in the Program.

1.3. I am responsible for any and all student fees required by my home university.

1.4. I understand that I must consult with and receive prior written approval from a program officer at the OGHE before making any purchases for which I am seeking reimbursement related to my training. I understand that if I do not obtain prior program written approval, I may not be reimbursed and will be personally responsible for such purchases.

1.5. I am required to maintain comprehensive health insurance coverage at levels and scope determined by the OGHE during the course of my OGHE -supported training, and that this health insurance is intended to cover any reasonably foreseeable health care and/or medical issues that may arise during my participation in this Program. The OGHE will provide payment for the basic health insurance policy either as a part of my award stipend or reimbursement of expenses. I understand that I am responsible for the costs of any additional health insurance that I may elect to purchase as well as the costs of health care not covered by any health insurance policy that I obtain while participating in this Program.

1.6. I agree that I am responsible for providing the OGHE with my current personal contact information, such as phone numbers and e-mail, where I can be reached for the duration of the Program.

II. Health Factors

2.1 If in the course of participating in the Program, the administrators of the Program, should determine that the health, safety or welfare of myself or others, or the integrity of the Program, is jeopardized by my continued participation, I agree to withdraw or be withdrawn from the Program. I understand and agree that if I withdraw or am withdrawn from the Program I will promptly return to the U.S. and am responsible for all financial and other arrangements.

III. Personal Behavior

3.1 I accept full responsibility for my own behavior and conduct and agree to observe such standards and rules and instructions as may be set by the OGHE and/or assigned training site while I am enrolled in and participating in this Program. I understand that if in the opinion of my training site director or the OGHE leaders, I violate these standards, or have consistently engaged in conduct incompatible with the interests, harmony, comfort, and welfare of other Program participants, the OGHE leaders have the right to request that I be withdrawn from the Program and returned to the United States, consistent with the Policies of HU as applicable, and I understand that I may be solely financially responsible for any additional costs associated with my return to the United States.

3.2 I understand and agree that I may only purchase, possess and use medications that are prescribed by a physician or are generally available over the counter for my own personal use and consumption while I am enrolled in the Program. I further understand and agree that I will not purchase possess, and/or use any drugs that are illegal or that have not been prescribed by a physician for my personal use while I am enrolled in the Program.

3.3 I understand that neither the Program nor MSM or their respective employees or agents, will attempt to or can obtain my release if I am incarcerated for any reason.

IV. Travel Risks and Waiver

4.1 I understand and agree that I will provide written information and an itinerary to my training site director or my designated administrative contact at my training site of my plans to independently travel while on free time during the period of the Program. I agree to complete the Program's Independent Travel Form or provide this information in another manner as directed by the Program.

4.2 I understand that MSM is not responsible for my welfare during periods of independent travel, which is defined as travel, personal or otherwise, during the period of the Program but not associated with or required by the Program. I accept all responsibility for my own welfare during periods of independent travel and agree that MSM is not liable for any consequences of my actions including injury to persons and property, arising during such periods of independent travel.

4.3 As a recipient of MSM/OGHE funding, I understand and agree not to travel to any countries that do not have regular diplomatic relations with the U.S. government within the Program dates of this training Program and that the OGHE will make all reasonable efforts to provide me with information relevant to my compliance with this requirement. I further agree that I will notify the OGHE before traveling to any countries that are under a current U.S. State Department Travel warning or alert (as provided at http://travel.state.gov/). However, I understand that such notification does not constitute permission or approval on

the part of OGHE for such travel. I understand that neither MSM, nor its employees, agents, or representatives are responsible for any travel undertaken outside of the Program's requirements.

4.4 I accept responsibility for obtaining and carrying my own passport, visas, or other documents required for the purpose of participation in the Program and acknowledge that failure to do so may constitute grounds for withdrawal from the Program.

4.5 In the event the OGHE has approved an application for training site travel, I understand and agree that the OGHE has the right to alter arrangements concerning the location and/or content of the Program or travel arrangements if it deems such action is advisable.

4.6 I understand that there are unavoidable risks in participating in training abroad opportunities, such as this Program. I acknowledge that I have been provided website information for the U.S. Consular Information; that I am aware of and understand the risks and dangers to my own health and personal safety posed: (a) by the use of public and private transportation to, from and in my site country; (b) by domestic or international terrorism; and (c) by civil unrest, political instability, crime, violence, natural disaster, disease and public health conditions in my site country and that I am knowingly undertaking and assuming these risks.

4.7 I understand that political, social, and/or public health circumstances can potentially change quickly in my Program site country and that it may be necessary for the OGHE to suspend my participation in the Program for health, safety or other good faith reasons before the Program term either begins or ends. The OGHE will make good faith efforts to mitigate expenses in such circumstances.

4.8 I agree that neither the OGHE nor MSM shall be liable or responsible for any injury, loss, damage, accident, delay, or expense resulting from an act of terrorism, strike, war, weather, sickness, quarantine, government restriction or regulation, all such matters being beyond the control of the OGHE and MSM

4.9 I understand and agree that this Form is binding on me and or my heirs, executors, administrators, and next-of-kin.

4.10 I acknowledge and agree: (i) that this Form is to be governed by and interpreted in accordance with the laws of the U.S.A. (ii) that if there should be any dispute concerning the interpretation of this Form, such dispute shall be adjudicated in any appropriate state or federal court situated (iii) that if any provision of this Form is held to be invalid or unenforceable, the balance hereof shall continue in full force and effect; and (iv) that I have read this entire Form and understands its terms; that my agreement to the provisions hereof is wholly voluntary; and that prior to signing this Form, I have had the right to consult with any attorney, counselor, or advisor.

In Witness Whereof, I have signed this Form for the purposes herein contained the day and year as set forth below.

CAUTION: READ BEFORE SIGNING
By signing below, I represent that I am 18 years of age or older and understand that I am entitled to have an attorney of my own choosing to review this Form prior to signing. I have read the foregoing Trainee Participation Form in its entirety and understand that, by signing this Form, I am agreeing to the foregoing terms and attesting to the foregoing acknowledgments.

Dated this _____day of _____2019.

_____
Participant Name (please print)

_____
Participant's Signature

Appendix B

OGHE INDEPENDENT TRAVEL FORM

Learner/Scholar Name: _____

Training Site: _____

Primary on-Site Mentor: _____

Phone/Email:_____

I hereby agree to indemnify and hold harmless MSM and the affiliated LMIC training site, their Officers, Agents, and Employees from and against any liability, which I may incur while separated from my LMIC training site and OGHE. I fully understand and herby agree that I am responsible for all travel, lodging arrangements and expenses as well as my well-being while separated from the LMIC training site and on-site mentors. I hereby release the above-named institutions and persons from any claim arising while I am separated from the LMIC training site and the OGHE. For purposes of clarity, "separated from my LMIC training site, program and/or my on-site mentors" means that I am not engaging in any activity through, for or on behalf of the LMIC training site, and/or my on-site mentors.

Signed, this _____day of _____, 20_____
Date Month year

By: Print name_____

Signature_____

This shall apply to the following personal absence:

Date of departure: _____ Date of Return: _____

Purpose of Travel: _____

This fellow/scholar may be contacted during this personal absence at:

Name: _____

Address: _____

Phone: _____

This form must be complete and emailed to the OGHE (globalhealthequity@msm.edu) one week prior to travel.