

**ICRAG- NIH Centre of excellence  
FREQUENTLY ASKED QUESTIONS  
Two-week course in Health Research &  
Two-year Health Research Mentorship Program**

Updated on 10<sup>th</sup> August 2009, at 4.00pm  
*This is a live document which will be updated periodically*

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## 1.0 Application

### *1.1 Are there separate application forms for the two-week course in Health Research Methodology and the two year Health Research Mentorship Program?*

No. There is only one application form for both the two-week course in Health Research and the two-year Health Research Mentorship Program. Please select the appropriate option and fill in the details in the application form

### *1.2 Is it mandatory to provide my e-mail id in the application form?*

Yes. All the further correspondence after receiving the application forms will be made through email and therefore it is mandatory to provide a **valid email id**. *It is highly recommended that the applicants check their email regularly during the course of their application and selection process.*

### *1.3 Is it acceptable if I cannot provide a fax number in the contact details?*

We request a fax number to be able to inform the applicant of his/ her selection by fax (if required). We however prefer to correspond by email, as this is fast, efficient and cost effective.

### *1.4 I am applying only for the two-week course in Health Research. Do I need to provide the referee details?*

All the participants applying for the two-week course in Health Research and the two-year Health Research Mentorship Program have to provide details of two referees.

### *1.5 I am applying only for the two-week course in Health Research; will the referee recommendation form be sent to my referees?*

Yes, we will send the referee recommendation form directly to the referees of candidates who are shortlisted for the two-week course in Health Research or the two-year Health Research Mentorship Program.

### *1.6 Why is there no field in the application form to provide the email id of my referees?*

We will request only the selected candidates to send the email ids and mobile number of their respective referees.

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*1.7 Is there any format available for the answering the Q's 9 A and B in the application form?*

There is no prescribed format. We expect the applicants to answer the two questions in their own style. You are advised to take sufficient care for these two sections.

*1.8 Do I need to answer the Q's 9 A and B in the application form if I am applying only for the two-week course?*

All the candidates applying for the two-week course and two-year mentorship program have to answer the Q 9 A. Candidates applying only for the two-week course are invited to answer Q 9 B, but this is not mandatory.

*1.9 Can I send the application form and the enclosures by email?*

All the applicants are requested to send the initial application and enclosures by COURIER or SPEEDPOST only to the address indicated in the brochure on our Institution website. Note that the last date to receive applications is 17<sup>th</sup> August 09. Further correspondence after the receipt of the application will be made through email.

*1.10 What is the last date for the receipt of application forms?*

We will accept the filled in application forms till **17<sup>th</sup> August 2009, 4.30pm**. No application forms will be accepted after this date and time. Please note application without the enclosure will be not considered.

*1.11 Do I need to get the rubberstamp of the Dean/ Principal/ Head of my Institute along with the signature on the application form?*

Yes, we require the rubberstamp of your institution/ dean to authenticate the signature.

*1.12 How should I send my photos?*

All the applications must send their two recent colored photos by courier along with the application form. **Write your name and sign behind both the photos**

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## 2.0 Mentors & Referees

### *2.1 Can there be more than one internal mentor for the two-year Health Research Mentorship Program?*

No, only one internal mentor's details are necessary in the application. Once selected, you may take help from more than one person. **Note** that each selected candidate will be paired with one external mentor and one internal mentor. Please refer to Q7 in the application form. The internal mentor will support the candidate (young researcher) with the scientific and operational aspects during the training. It is preferred to have a single contact, as there will be constant communications between the external mentor identified by the program and the internal mentor.

### *2.2 Can my internal mentor be a separate person other than the two referees?*

No. One of the two referees indicated in the application form has to be the internal mentor.

### *2.3 What is the required experience or qualification for the internal mentor?*

The internal mentor should be a senior level consultant or faculty (associate professor or above), from your present institute. The internal mentor must be committed to the candidate's research endeavor and should be able to provide scientific and logistic support for the two-years of the program.

### *2.4 Can the referees be from my previous organization?*

As one of the referees also has to be the internal mentor, he/ she should be working in your present working place. The second referee can be from your previous organization.

### *2.5 Please clarify the difference between the external and internal mentor.*

External mentor: The external mentors are experienced researchers in CVD and diabetes mellitus from India and abroad. They will play an important role in the selection process of the candidates for the two-year Health Research Mentorship program. They will be the key contributors to the development and implementation of both the two-week course in Health Research and the two-year Health Research Mentorship Program. They will attend the two-week Health Research course for a few days and work with the candidates to develop ideas for their research project.

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Mentors will continue to help the candidates throughout the two years to fine tune their protocols, implement and complete the research project. They will also help to identify and obtain external funding if needed.

Internal mentor: The internal mentor will help the candidate with scientific and operational aspects at the institute. The internal mentor is also required to attend a part of the course. We recommend that the internal mentor attends at least 3-4 days. These days would be the same that the external mentor must also attend.

*2.6 When should my internal mentor attend the course?*

The candidate's internal mentor should be present at the two-week Health Research course when the external mentor is attending. Interaction between the internal and external mentor of every candidate is vital for the success of the program. We will support the travel and accommodation (upto 5 days) for the internal mentor.

*2.7 How I will interact with my external mentor during the two years of the Health Research Mentorship program?*

Candidates are expected to contact their external mentors on a regular basis. At a minimum the interaction must be as prespecified (eg. Once in two week or once a month), and then as and when required. The candidates are expected to develop an idea for protocol during the two-week course with their mentors. During the two years the candidates are expected to expand and implement their research question.

We expect periodic reports from the candidates. The candidates will get an opportunity to present the progress and result of their study during our annual Executive Committee or Regional Meetings in different parts of India. Exceptional candidates will get an opportunity to travel to the NIH, USA.

### 3.0 Selection

*3.1 Will I be informed when the referee recommendation form is sent to my internal mentor?*

Yes, we will inform the candidate by email when the referee recommendation form is sent to his/ her referees. *We will not disclose the contents of the forms filled by the internal mentors to any candidates.*

*3.2 How will be the referee recommendation sent to my referees?*

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We will send the referee recommendation form to both the referees by email (preferred) or by courier (if required).

*3.3 What are the selection criteria for the two-week course in Health Research and the two-year Health Research Mentorship Program?*

Please refer to the brochure on our Institution website.

*3.4 Will I be informed of the receipt of my application form?*

We will confirm the receipt of the application form by email to all participants. The confirmation email will be sent to the applicant within three days of the receipt of the application form. In case you do not receive the confirmation email within these three days, contact us at [nandini@sjri.res.in](mailto:nandini@sjri.res.in) or [pranjali@sjri.res.in](mailto:pranjali@sjri.res.in)

*3.5 How will I be informed of my selection for the two-week Health Research course or two-year Health Research Mentorship program?*

We will send a confirmation letter by email to all the selected candidates for the two-week health research course.

#### 4.0 Research Areas

*4.1 Why are the research areas restricted to cardio vascular diseases and diabetes?*

The objective of the NIH, Global Health Initiative is to combat chronic non-communicable disease. Our experience in clinical trials and observational studies in cardiovascular diseases and diabetes gives us the expertise to support the young health professionals in these research areas. Please refer the brochure on our Institution website. Presently we are not expanding beyond these research areas.

*4.2 The research areas are restricted to cardiovascular disease and diabetes. Will neurological disorders be included?*

Yes, cerebrovascular disease (stroke) is included under CVD.

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*4.3 Will I get research topic on the basis of my priority?*

For the two-year Health Research Mentorship program based on the priority you indicate and the choice of the external mentor, we will do our best to allocate the topic of your first priority.

5.0 Correspondence

*How do I identify myself in any further correspondence and queries?*

Each of the applicants will be identified with a unique Identification number. We will send the identification number to all the applicants along with confirmation of receipt of the application forms. This identification number has to be quoted in any further correspondence.

6.0 Attendance

*6.1 What is the expected attendance for this course?*

All candidates are expected to attend all the classes/ activities on all the days. *No exception to this principle will be made.*

*6.2 Will I get the evening off each day after the course?*

As the course is designed to be intensive, candidates are expected to prepare for assignments such as journal club, student presentations and group discussions on the next day. Sufficient resources required for these preparations are provided. The Friday afternoon/ evening (Sept 18) is left free for outing and socializing.

7.0 Faculty

*7.1 Who are the faculty for this course?*

We have invited colleagues and friends from India and Canada as faculty for this course. Candidates will get an opportunity to learn from and interact with clinicians, academicians, statisticians etc during the course. A detailed list of faculty is provided in the brochure on our Institution website.

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## 8.0 Methods

### *8.1 What methods will be used in the two-week Health Research course?*

We will use different methods like lectures, journal club, group discussion, statistics lecture and practical and student presentation. The course is intensive and designed to give a strong foundation to all the candidates on different research methods.

## 9.0 Accommodation & Food

### *9.1 I have a relative in Bangalore city, can I stay with them?*

No, this is a full time residential two-week program. Candidates will be provided accommodation in our campus at no cost. All the candidates will have to share a room with one more candidate. This will build comradeship and collaborative spirit within the group.

### *9.2 I am vegetarian; will I get food as per my requirement?*

All the selected candidates will be asked to provide us with their dietary requirement before the course starts. We will then do our best to provide appropriate meals.

## 10.0 Team Building

### *10.1 Can I get more information about the team building activity?*

The team building activity is planned from the forenoon of 19<sup>th</sup> Sept, Saturday to the afternoon of 20<sup>th</sup> Sept, Sunday. Please find more details of the team building activity in the brochure on our Institution website.

## 11.0 Contract & Funds

### *11.1 Will I have to sign a contract for the two-year Health Research Mentorship program?*

Yes, only the candidates selected for the two-year Health Research Mentorship program, their internal mentor and the head of their present institution will have to sign a contract with St. John's before the start of the two week course. We will send a

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draft contract to each selected candidate along with the selection letter. The candidates will get a chance to discuss and get clarification for any clauses in the contract.

*11.2 When will I receive the funds for my research project?*

Discussion regarding the total amount and disbursement of funds will be done one on one with each trio of candidate-internal mentor-external mentor. Likely funds will be within 3 months of completion of the two-week Health Research course.

12.0 Registration

*12.1 What material will I receive during registration?*

Each candidate will be given a registration card with a registration number, a binder with required study material, agenda, notepad and other required stationary. Do not forget to provide your confirmation/ selection letter at the registration counter; this will help us to identify the candidates.

13.0 Future Courses

*13.1 Will there be any more courses like the present one in the future?*

We will conduct an advance course in Health Research Methodologies at approximately the same time next year (2010). This course will be an extension to the course conducted in 2009. We will announce the course for year 2010 well in advance. Candidates who attend the course in year 2009 can apply for the course in year 2010 - in fact they will be preferred. It is mandatory for the candidates selected for the two-year program to attend the advanced course in 2010. If interested and eligible you are advised to avail of the course this year , as there will be a greater demand next year.

14.0 Further Resources

*14.1 Where can I access further details of the global health initiative by the NIH, USA?*

More details are available on our Institute website <http://sjri.res.in> or

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at the NIH websites <http://www.nhlbi.nih.gov/about/globalhealth> and  
<http://www.nhlbi.nih.gov/about/globalhealth/centers/bangalore-center-of-excellence.htm>

Direct any further queries to : [nandini@sjri.res.in](mailto:nandini@sjri.res.in), [pranjali@sjri.res.in](mailto:pranjali@sjri.res.in)

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General guidelines to fill in and send the application form

1. Please use **BLACK** or **BLUE PEN** to fill in the application form
2. Kindly fill in all the details in the application. Do not leave any questions unanswered. Where required please write NA for “not applicable “
3. Please fill in the form neatly and in legible handwriting. We will be unable to consider the application form if the details are incomprehensible
4. Please send the application form, requested enclosures and (if applicable) answers to Q 9A and B in one envelope.
5. Please mention the address clearly and entirely (as mentioned) on the envelope to avoid any delays in delivery of the documents