Fogarty International Clinical Research Scholars and Fellows Program
Where research training meets the world

2011-2012 Scholar Handbook
This handbook serves as an overall guideline for the program. If your circumstances conflict with any of these guidelines, please contact the Trainee Affairs Coordinator. Otherwise, you will be subject to the guidelines in place.
Welcome from the FICRS-F Support Center Principal Investigator

Dear 2011-2012 Scholars,

On behalf of all the site mentors, past participants and staff of the Fogarty International Clinical Research Scholars and Fellows Program, I congratulate you on your award. All of us at the FICRS-F Support Center at Vanderbilt University are here to help you however we can throughout the duration of your clinical research training and in the years to follow.

As a Fogarty International Clinical Research Scholar, you are among a highly qualified group of students in the health sciences competitively selected to receive mentored clinical research training at top-ranked NIH research sites across the globe and to build international research collaborations between the U.S. and low- and middle-income countries. Your U.S. and international mentors are some of the most talented global health researchers and you will do well to take advantage of all the opportunities this program presents.

A year is not long. To make the most of your time abroad, use the months 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 your IRBs, and dive into your research. Along with leaders from the National Institutes of Health, the Fogarty International Center, and the FICRS-F Program, I’m eager to hear about your research and trust that you will have a meaningful, productive and exciting year as a Scholar.

Be patient, be productive, and be safe. We look forward to hearing from all of you and seeing you in the future.

Sincerely,

Sten H. Vermund, M.D., Ph.D.
Principal Investigator, Fogarty International Clinical Research Scholars and Fellows Program
Amos Christie Chair in Global Health and Professor of Pediatrics, Medicine, Preventive Medicine, Obstetrics & Gynecology
Director, Vanderbilt Institute for Global Health
About the FICRS-F Support Center

The FICRS-F Support Center is housed at the Vanderbilt Institute for Global Health in Nashville, TN. The Support Center oversees overall program management, information dissemination and applicant selection, communications, program coordination and logistics, program monitoring and evaluation, organization of educational programs and conferences, and maintains relationships with program alumni.

Contacts at the FICRS-F Support Center

Sten H. Vermund, M.D., Ph.D.  
Principal Investigator, FICRS-F Support Center  
sten.vermund@vanderbilt.edu  
(615) 322-9374

Douglas C. Heimburger, M.D., M.S.  
Associate Director for Education and Training  
Vanderbilt Institute for Global Health  
douglas.heimburger@vanderbilt.edu  
(615) 322-9374

Catherine Lem, M.P.H.  
Director of Operations and Management  
• Overall program management  
c.lem@vanderbilt.edu  
(615) 343-3555

Sarah Schlachter, M.Ed.  
Events and Training  
• July Orientation and Training event registration, travel, reimbursements  
• Elluminate online meetings  
• March Selection and Interview Meeting event logistics  
sarah.schlachter@vanderbilt.edu  
(615) 875-0150

Annie Smart  
Trainee Affairs  
• Health insurance, VUnetID, stipends, taxes, ISOS  
• Trainee contact for all other concerns including mentors, health, safety  
• Applications and selection  
• FICRS-F website and social media  
annie.smart@vanderbilt.edu  
(615) 343-3541  
smart.annie (Skype)

Kevin Harvey  
Web Developer  
• RedCap Survey & Database help  
• Website content manager  
kevin.harvey@vanderbilt.edu  
(615) 686-8238

Dana Walker  
Finance and Administration  
• Subcontracts with U.S. partnering institutions  
• Financial reporting  
dana.c.walker@vanderbilt.edu  
(615) 875-1093

Tokesha Warner, M.H.A.  
Alumni Affairs  
• Alumni contact information and C.V. updates (CareerTrac)  
• Alumni publications  
• Alumni travel funds  
tokesha.warner@vanderbilt.edu  
(615) 875-0085

Program Officer at Fogarty International Center, National Institutes of Health

Myat Htoo Razak, M.B.B.S., M.P.H., Ph.D.  
Program Officer, Division of International Training and Research  
MyatHtoo.Razak@nih.gov  
(301) 496-1653
Roles and Expectations

Scholars are required to spend at least 10 months at their international research site. If extenuating circumstances arise, the Scholar may request an exemption by submitting a letter (or email) to the FICRS-F Support Center detailing the specifics of their situation and presenting reasonable justification for the exemption.

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

Scholars will work within the boundaries of the training and within the research areas agreed upon by the Scholar and his/her mentor.

Scholars are responsible for ensuring that their research activities comply with all U.S. and international site ethics rules and regulations.

Scholars will participate in all FICRS-F and Fogarty-sponsored training and information sessions during the duration of their award.

Scholars will acknowledge the FICRS-F Support Center, the Fogarty International Center, as well as other NIH co-funders in all publications and presentations deriving from their fellowship year.

Scholars are responsible for maintaining contact with the FICRS-F Support Center for 20 years following their fellowship year, and will participate in follow-up surveys and requests for information.

Key resources: U.S. Partnering Institution

Each international research site has a partnering U.S. institution that will be instrumental to the logistical management of your year as a Scholar. This institution was indicated in your acceptance letter, and can also be found at www.fogartyscholars.org. Directly following your formal acceptance to the program, get in touch with your site director to discuss who your main administrative contact will be. This individual will help with:

Pre-departure

▪ U.S. partnering institution orientation
▪ Obtaining necessary travel visas and vaccinations
▪ Designing your on-site emergency procedures

While in the field

▪ Understanding IRB requirements
▪ Reviewing emergency procedures at site

▪ Making international airline reservations and travel arrangements to site
▪ Understanding your housing and transportation options
▪ Any additional administrative requirements the international research site
▪ Troubleshooting any issues on-site

Your U.S. partnering institution contact is vital to your Scholar year, so be communicative and respectful. If at any point you have trouble contacting this person, please alert the FICRS-F Support Center.

Mentors

All FICRS Scholars will have a mentor or mentoring team related to their assigned international site. Additionally, your home institution mentor should be kept abreast of your activities, as he/she will be able to help your transition to and from your FICRS year.

U.S.-Based Mentors

The role of your U.S. mentor is to answer your questions and provide you with support while you are abroad, and to willingly offer help and guidance when you need it. As soon as possible, establish communications with your mentor and discuss possible projects so that when you arrive on-site in August you can spend your time solidifying details and beginning your research instead of identifying a project. Schedule regular meetings with your mentor (weekly/biweekly; in person, via email or Skype) to update him/her on your progress.
Your relationship with your U.S. mentor is important. Most Scholars maintain a supportive professional relationship with their FICRS-F mentors throughout their careers. Plan a time to meet with your mentor upon your return to the U.S. He or she will keep you connected to your Fogarty research endeavors, can help identify future research opportunities, and may be able to offer guidance in your professional development throughout your career in global health. In some cases, there is no U.S.-based mentor connected to your site, in which case the international mentoring team will fulfill these roles.

**International Mentors**
Similar to the U.S. mentor, your international mentor will be available to answer your questions and offer help and guidance when needed. Since international mentors are often more involved in the day-to-day operations of the site, it is important for you to meet with them on a regular basis. As soon as you arrive on site, discuss with your international mentor the organizational structure and policies of the site, the project that you will be involved in, and basic logistics (getting around the area, etc).

**Scholar “Twins”**
An important and integral part of the Scholars program is your work with the international/U.S. Scholars at your site. Whether you work on the same project as your counterpart Scholar or not, meet with them regularly to exchange ideas and knowledge. Your international counterpart can be an invaluable resource. The international Scholar will likely already know the inner-workings of the site and can advise you on research issues such as obtaining IRB approval within the country, administration processes, and cultural understanding. U.S. Scholars may bring new skill sets and fresh perspectives to research and projects. Most Scholars leave their sites at the end of their award year with lasting friendships and potential future research collaborations.
Leaving the Site

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

Returning to the U.S. during your award year

In order to fulfill the requirements of the FICRS-F program, multiple trips to the U.S. are not advised, though medical emergencies or other special circumstances may require you to take leave from your site. In these cases, a written request to the FICRS-F Support Center must be made prior to travel.

Vacation

Trainees are required to obtain PI/mentor approval for all vacation days in advance and must adhere to the vacation policy of each site.

Dismissal Policy

The dismissal of a Scholar from the Fogarty International Clinical Research Scholars Program is rare. If a trainee fails to meet the expectations of his/her research site, their Principal Investigator will submit a report to the FICRS-F Support Center. The trainee will be placed on probation while the Support Center works with the trainee and P.I. to rectify the situation. If no clear resolution can be found, the Support Center may take the following measures:

If prior to December of the training year:
The Support Center will consider transferring the trainee to another site until the end of the training year.
The Support Center may give the trainee the option to discontinue their award and leave the site, without any further support from the program.

If after December of the training year:
The Support Center will terminate the award and dismiss the trainee from the program.
Safety Policies and Emergency Procedures

Motorcycles and Vehicles

Scholars will be dismissed from the program if they operate or ride on a motorcycle, or 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 dismissal is not required; for example, if the threat of imminent harm outweighs the risks associated with a violation of the activities described above.

Site Policies

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

Contingency Plans in Emergency Situation during the FICRS-F Assignment

The FICRS-F Support Center provides trainees with safety resources in the event of a personal or local crisis. Trainees should use the resources below, as well as those provided by their specific training site, to create their own individualized emergency and contingency plan. International SOS (more information below) can be utilized to develop these plans.

Security Advising

Trainees are briefed on program safety guidelines and personal resources at Orientation. These include:

- A presentation on personal safety abroad by an expert in travel safety
- A copy of "Staying safe abroad: Traveling, working and living in a post-9/11 world," by Edward L. Lee II
- A copy of "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
- A presentation by a safety expert

Communication: Trainees and Sites

Each training site has individualized procedures for the safety of their trainees. These safety plans are presented to the trainee during the mini-orientation at the U.S. partner site or in the first few weeks at the site. Trainees are provided with in-country emergency numbers, police department and hospital information. For site-specific safety information, please contact the Support Center and/or the Site Directors.

Communication: Support Center to Trainees

The Support Center gathers and maintains a contact list for trainees at their post, as well as 1-2 emergency contact numbers for each trainee.

Evacuation

All trainees not posted in their home countries are covered by an International SOS (ISOS) evacuation policy. This applies whether or not you are paid directly by Vanderbilt University. Each trainee is given an ISOS card with an emergency number at Orientation. Trainees are responsible for logging all of their travel, including extended stays on site, on the ISOS webpage. Each training site is also given the number for ISOS. ISOS can be contacted via the emergency number, and also monitors widespread emergencies. In the case of an environmental disaster, outbreak of violence, or other general emergencies, the ISOS database alerts Vanderbilt University of any trainees in the vicinity and immediately works toward evacuating those trainees.

It is essential that all trainees report their whereabouts when they leave the training site. This rule is for the trainee’s protection. ISOS is not an insurance entity, but will aid in the coordination of international emergency evacuation if needed. You are required to log your time abroad in ISOS so that Vanderbilt has a record of your whereabouts if ISOS coverage is needed.
To submit your record to the ISOS web portal, please go to http://www.vanderbilt.edu/vio/ and click on the icon for International Travel Registration, then follow steps 1-3. You will need to update the portal whenever you return to your home country or participate in other international travel, including vacations.

Trainees are strongly encouraged to utilize the following safety resources:

- Register with the U.S. Embassy to receive regular travel advisories
- Pick a health insurance plan with solid international coverage, or default to Vanderbilt-provided CIGNA health insurance
- Explore insurance riders for any sports and/or activity-related coverage
- Use the ISOS webpage and call-in resources (free to trainees) to plan travel, learn about specific safety issues, and construct a personalized evacuation and emergency plan
- Current travel advisories issued by the U.S. State Department

**Vanderbilt Institute for Global Health Trainee Release & Waiver of Liability**

This is a required document that must be submitted to the Support Center prior to the start of your Scholar year on July 1st. Please see Appendix for a copy of the waiver.
Conferences and Presentations

Scholars interested in presenting their research at a conference or meeting during the award year must have written approval from their PIs and mentors before submitting an abstract. If the conference or meeting involves leaving the training site, the Scholar should then submit a letter to the FICRS-F Support Center justifying the request with PI and mentor approvals attached.

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.

Scholars are responsible for informing the FICRS-F Support Center and PubMed Central of any publications (during or after their award year) related to their NIH-funded research. To inform the FICRS-F Support Center, email Trainee Affairs Coordinator Annie Smart at annie.smart@vanderbilt.edu. 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.

Scholars and program alumni should use the following acknowledgement in any publication related to their FICRS-F research:

This work was supported by the National Institutes of Health Office of the Director, Fogarty International Center, Office of AIDS Research, National Cancer Center, National Eye Institute, National Heart, Blood, and Lung Institute, National Institute of Dental & Craniofacial Research, National Institute On Drug Abuse, National Institute of Mental Health, National Institute of Allergy and Infectious Diseases Health, and NIH Office of Women’s Health and Research through the International Clinical Research Fellows Program at Vanderbilt University (R24 TW007988) and the American Recovery and Reinvestment Act.
Logistics and Administration of U.S. Trainees

This program is a yearlong experience, and it is expected you will be at your site for at least 10 months. This is not an especially long time and we want everyone to make the most of the year. Thus, we have included some information that we hope will allow you to “hit the ground running.” Much of the administration of your year will be handled by your U.S. institution and/or international site. However, if your international site does not have a U.S. partnering institution or your home U.S. institution is unable to handle your administration, the FICRS-F Support Center will assume this responsibility. For example: U.S. administrators are usually responsible for your flight arrangements; however, the Support Center will directly book your flights.

Orientation

All new Scholars are brought together on NIH Campus in Bethesda, MD, to begin their training year; Orientation will take place from July 5 to 16, 2011. FICRS-F Orientation is an opportunity for new trainees to learn and discuss issues relevant to international public health from experts in their fields.

The FICRS-F Support Center will organize your travel/visa, hotel, and per diem for Orientation. Do not make any travel arrangements until you receive notification and instructions from the Support Center on how to do so. Any arrangements made outside of those pre-approved or arranged directly by the Support Center may not be reimbursable to the participant.

U.S. Partnering Institution Orientation

Many Scholar sites opt to hold a mini-orientation at the U.S. institution affiliated with your assigned international site. The mini-orientation typically takes place immediately following the NIH Orientation, and is a chance for you to meet with your U.S.-side administrative team, mentors, etc., and go over additional details for your FICRS year. If your international site does not have an affiliated U.S. partner, you will be brought to FICRS-F headquarters in Nashville, TN, to discuss the administration of your FICRS year, eat barbeque, and possibly ride a mechanical bull.
Travel

U.S. Citizens/Permanent Resident Trainees
Flights to and from your international site are arranged by your U.S. administrator. FICRS-F coordinates all flights to the July Orientation in Bethesda, MD. Do not book your own FICRS-related travel unless specifically instructed to do so. Applications for visas should be completed as soon as possible. Your U.S. administrator should know what needs to be done so you can obtain a visa for your foreign site. If you do not have a U.S. administrator, the VU/FICRS Support Center will advise and support you in obtaining your visa.

International Trainees
FICRS-F coordinates all flights to the July Orientation in Bethesda, MD. Ideally, they purchase all tickets directly. If a trainee purchases his or her own flight to Orientation, reimbursement will come from FICRS-F. Do not book your own FICRS-related travel unless specifically instructed to do so. Visas to attend Orientation are facilitated primarily by your U.S. institution. VU/FICRS Support Center will provide you with a letter of invitation for Orientation and Training that you may include with your visa application. Your U.S. institution should provide a letter of invitation for mini-orientation.

Vaccinations and Health Exam

U.S./Permanent Resident Trainees
Trainees are expected to get all necessary vaccinations prior to leaving the country. U.S. trainees are also expected to be examined by a physician and judged to be in good health before leaving for their international site. The VU/FICRS Support Center provides some funds for these expenses.
Online Access

For administrative purposes, all trainees are given a Vanderbilt ID (VUnetID); you must activate this ID and set up your password. Your VUnetID will give you access to the Vanderbilt system, including direct deposit information, CITI training, and the superb VU digital library (see below). If you have any problems with your VUnetID, please contact the Support Center. Due to security concerns, never give out your login information to others.

Important Note on Addresses

When asked to submit an address in any paperwork or online form pertaining to your fellowship, please put an address where you can receive important mail. That may be your home department, your parents’ address, or even the FICRS-F Support Center. This ensures that anything that is mailed to you is received by someone who knows where you are and can forward to your current address.

Vanderbilt Libraries

Vanderbilt University has many libraries that can be of use to you during your research year. Most information can be accessed electronically; however, access is restricted to individuals with VUnetIDs. The library that will be the most useful is the Annette and Irwin Eskind biomedical library (http://www.mc.vanderbilt.edu/biolib/). Once logged in, you will be able to access a number of journals and books.

To do this:
2. Then, click on Authenticate with VUnetID and password.

Surveys

You must complete surveys at the end of Orientation and at the end of your research year. These surveys are important to the growth and development of the program. We take your points of view very seriously when making improvements each year. Please complete the surveys by the deadline posted!

Your feedback, comments and suggestions are vital to the continuing development and sustainability of the FICRS-F program.
Journal Club

Some sites already require participation in a Journal Club, but if your site does not there is no reason why you cannot start one! Here are some tips: pick a relevant article to discuss, know related literature on the topic, send out a copy of the article or summary at least 3 days before the journal club, invite a faculty expert, highlight a methodological teaching point (samples and statistics), discuss impact of findings, pick a convenient and routine time, and provide snacks/drinks if possible.

Please see Appendix for suggestions prepared by one of our former ICRF Fellows.
Funding

Salaries/Stipends

U.S. Scholars
Unless other arrangements have been made between you and the VU/FICRS Support Center, your stipend will be paid through direct deposit from Vanderbilt University. All of your direct deposit information can be accessed through the HR website (https://webapp-a.mis.vanderbilt.edu/c2hr/). You will not be able to access the HR website until late May or early June, when you will be notified that you are in the system. If you make changes to your personal information, please notify the Support Center so we can ensure the changes are processed. Each Scholar will be paid on the last working day of each month.

Stipends can only be directly deposited into a U.S. bank account. Please research to find a banking option that is accessible and compatible (few fees, etc.) with your overseas site.

Non-U.S. Scholars
Non-US scholars will receive salary or stipend support from your international institution; this payment will be disbursed according to that institution’s policies.

Current Institution
Each institution has different policies for students who are taking a year off; therefore, please contact your home institution regarding any issues with financial aid, loan deferment, tuition, fees, etc. The Support Center is unable to provide financial support for any student tuition or fees required by your home institution.

Taxes
For U.S. citizens and permanent residents -

Because each person’s tax situation is unique, the FICRS-F Support Center does not provide tax advice. This information is provided as a service. Please consult your tax preparer for advice and guidance on your specific tax situation.

All stipends received are potentially taxable; ultimate taxability depends on individual taxpayer circumstances.

Taxes are not withheld from stipend payments issued through Vanderbilt. It is the responsibility of each stipend recipient to keep track of any stipend payments received relative to tax filing and to determine the taxability of your earnings.

In January, all U.S. Scholars and other trainees paid through Vanderbilt will receive a letter from Vanderbilt University Human Resources Department regarding taxability and what forms (if any) to expect from Vanderbilt. The majority of Scholars are paid through non-service (or service-free) stipends. Vanderbilt University does not issue 1099, W-2, or any other tax forms for non-service stipends. You are not required to have documentation of stipend payments from Vanderbilt University to include appropriate taxable amounts on your tax return.

Trainees can look up and download records of FICRS-F earnings online at Vanderbilt’s C2HR website at https://webapp.mis.vanderbilt.edu/c2hr. Log-in requires a valid VUnet ID and password. Once logged in, click on the purple tab for “Payment History” at the top to see a record of earnings.

Links:

- IRS Publication 525 – Taxable and Nontaxable Income

- IRS Publication 4 – A Student’s Guide to Federal Income Tax

- IRS Top 421 – Scholarship and Fellowship Grants

- Stipends – 2010 Income Tax Reporting and Forms from Vanderbilt Human Resources, 01-01-11
For U.S. Scholars whose stipends are NOT administered by Vanderbilt University, please contact your administering institution if you have not already received information from their human resources or financial department regarding the taxability of your stipend and any important forms you should expect to receive from them.

**Housing**

Scholars are responsible for obtaining their own housing. Please consult with your international site administrator for assistance.
Health Insurance

U.S./Permanent Resident Trainees

As a Scholar, you are required to have comprehensive health coverage. You are given the option to obtain health insurance on your own, through your home institution, or through Vanderbilt.

If you enrolled in Vanderbilt’s plan, the VU insurance office will bill the Support Center and you will not have to pay anything out pocket. However, if you choose to enroll a spouse, you will have to reimburse the Support Center (monthly) for the premium. The Support Center is charged $462.09/month for spousal insurance. (If you are considering enrolling a spouse and/or other dependants on VU insurance, please contact the Trainee Affairs Coordinator to discuss options.) You will receive insurance cards at Orientation.

If you enrolled in your home institution or private insurance, you will be reimbursed up to $4,000. We only reimburse health insurance, not life insurance, etc. We only do reimbursements to you or a parent; we cannot directly pay the institution/insurance company. Therefore, once you receive a statement/invoice, send this along with a check/credit card statement showing that you have paid the insurance. Also, let us know who will receive your reimbursement (if it’s a parent), their SSN, and where you would like the check to be sent. Unfortunately, we cannot do direct deposit for reimbursements, only checks. Checks usually take 2 weeks to be processed.

As a part of your comprehensive coverage, you must be covered while you are overseas. If you are need supplemental evacuation insurance, please let us know.

International Trainees

All international trainees who have coverage from their home institution are expected to continue with this coverage. If you previously had coverage and the cost was covered by their current institution, they may request funds for this cost. However, if you did not hold coverage or paid for coverage on your own, you will not be eligible for support to cover this cost. The exception to this is the health insurance provided to the international trainees during the July Orientation.
Ethics Approvals

IRB

All Scholars must obtain the proper IRB approval prior to beginning research. You and your mentors must begin this process as soon as you have identified a research project. Only if you are directly affiliated with Vanderbilt (student or employee) do you need to go through Vanderbilt’s IRB process. Typically, you will need IRB approval from your host country IRB and your U.S. counterpart institution IRB. For example, if you are a student from Columbia University working on a Cornell partnership at GHESKIO in Haiti, you would need the Cornell and GHESKIO IRB approvals, but not Columbia or Vanderbilt, even though you are a Columbia student and a temporary Vanderbilt scholar. Everyone must send a copy of the final IRB approval letter for her/his project to the VU/FICRS Support Center.

Human Subjects Training

All trainees are required to complete human subjects training (CITI, etc.) as soon as possible. The Support Center will contact each trainee and request training completion. Failure to complete this training will delay the execution of your institution’s subcontract and consequently delay any transfer of funds. If you have an active human subjects training equivalent that may be substituted for CITI training, please send that information to the FICRS-F Support Center.

When registering for your CITI training, please indicate FICRS-F as your department.

https://www.citiprogram.org/Default.asp?
**Elluminate Online Meetings**

In March 2008, the first online conference was held for current U.S. and international Scholars in the field using the Elluminate web-based, distance-learning software. Scholars from sites around the world connected to this conference on the web and engaged in real-time discussion. Over the year, such online conferences will be held on a regular basis to enable Scholars and Fellows to present their works-in-progress, gain much-needed peer review and peer critique, and conduct open discussion concerning the most recent science discoveries. (Participation in these conferences is expected; if you have any technical issues, please notify the VU/FICRS-F Support Center).

**Instructions**

The Elluminate Website is https://globalcampus.uiowa.edu. Elluminate sessions will be listed in the Resources section of our website (www.fogartyscholars.org). You will receive also an email prior to each session with the URL to the Elluminate room.

Please sign on 20 minutes early.

Login: Your first and last name and country
Password: leave blank and click continue
Agree to terms and conditions

The Support Center will set up open rooms for required sessions. If your site would like to have its own online session, please notify the Support Center.

It is ideal to have speakers and headphones. If you have a microphone, you can participate in voice discussions over the web. Only one person can speak at a time. If you have a question, would like to speak, or have a comment, please type into the chat box.

Elluminate is an easy system, but if you would like you can go to their training page for a walk-through of the features: www.elluminate.com/support/docs/7.0/participant.jsp
Alumni Affairs

Tracking Overview

The FICRS-F Support Center is charged with tracking program alumni for 20 years. This is accomplished in a variety of ways.

In a previous survey of Year 1-3 alumni in which 36 past Scholars participated, it was found that two-thirds of FICRS-F alumni continued to collaborate with their FICRS-F mentors after their training year. Ten percent of Scholars and Fellows extended their training year to continue work at their site by being sponsored by that site (if you decide that you would like to stay longer than the 10-month requirement, please discuss this with your mentors).

This continuation of contact and collaboration with site mentors reflects the importance of the FICRS-F experience well beyond the training year itself. The need for a strong FICRS-F community both during and after the training year is apparent.

We ask that each Scholar forward to the Support Center any updates in:
- Conference presentations: poster or presentation
- Students you have mentored
- New grants you have received (include dates of award, grant number and funding agency)
- Publications
- Post-Training Education (and dates enrolled)
- Fellowships Received
- Honors/Awards
- Employment change or promotion
- Changes in address, email or other contact information. Please include the month and year of the change.

CareerTrac

Sten Vermund is the mentor in the CareerTrac contract. Once you have been entered in the system you will receive an email. This is the online system Fogarty uses to collect information; the database is secure.

Additional Opportunities

After completion of the research training year, alumni can submit an abstract to the Support Center. Each year, 5-15 alumni are competitively chosen to return to Bethesda, MD, to present their findings at the Annual Program Selection Conference in March. In addition, you will need to complete a brief survey about your research experience and current career achievements (outcomes such as training and research, awards, publications, and employment).

Alumni Travel Funds

There are alumni funds available for Scholars traveling to conferences where their work is being presented. The Support Center has a process for requesting these funds, so notify the Support Center if you are interested. Up to two years after completion, all Scholars are eligible to apply for funds to cover the cost of attending a conference. Alumni can apply for up to $800 in support for domestic conferences and up to $2,000 in support for international conferences. These amounts may change from year to year depending on the availability of funds. To qualify for these funds, we require the completion of a short application outlining the estimated costs and levels of co-funding, a copy of the accepted abstract, and a letter of recommendation from both the trainee’s home institution and a mentor from his or her site. Upon return, alumni should submit a description of their time at the conference/meeting and pictures for the FICRS-F newsletter and Research Accomplishments book.

Alumni may apply for alumni travel funds to visit their former sites on a case-by-case basis. To qualify, an alumnus must submit a one-page letter of intent (LOI) on the purpose of the trip, a budget, and a letter of support from her/his site mentor.

Alumni Travel Funds are limited and competitively awarded.
FICRS-F Website and Social Media

Our website (www.fogartyscholars.org) has become the main source of information for the Scholars and Fellows Program. As a Scholar, you will have a username and password that will give you access to information on insurance, Elluminate sessions, and recent news/events. Furthermore, you can post pictures and information on the message boards and blog. We also encourage you to use the program website to network with other alumni and to stay up-to-date on the latest program news.

Find FICRS-F on Facebook at www.facebook.com/fogartyscholars.com
We encourage you to post photos, interesting news articles, links to your publications, and relevant upcoming events to the FICRS-F Facebook page.

We are continuously updating and improving the website. If you have any ideas/suggestions, please let us know!

The Support Center also hosts a page on LinkedIn, under Fogarty International Clinical Research Scholars Program.

Web Resources

www.fic.nih.gov
Provides information on the Fogarty International Center, including funding opportunities, programs, and recent news.

www.fogartyscholars.org
A networking and informational site for prospective Scholars/Fellows, current Scholars/Fellows, and program alumni.

www.facebook.com/fogartyscholars
Announcements regarding events, conferences, etc. are sent out via our Facebook page.

www.mc.vanderbilt.edu/biolib
Vanderbilt’s Digital Biomedical Library
Link to Eskind Biomedical Library: In order to access the library, you will have to authenticate your VUnetID and password!

http://travel.state.gov
State Department
The State Department’s website for Americans abroad.

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

www.oanda.com/convert/classic
Currency Converter
For quick currency conversions.

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

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

www.mdconsult.com
Current Journal Articles
This website lists summaries from some of the top journals, including Lancet, JAMA, etc.

www.biostat.ucsf.edu/sampsize.html
Statistics
Immunopaedia is a South African-based program designed to address the fundamental needs of health care providers requiring a general understanding of immunology and, more specifically, people working with HIV-infected children. There are clinical case studies with questions and answers, color graphics and text designed to explain concepts which correspond with a particular case study, and tools, links and news articles to keep readers current in the world of clinical and basic immunology.

A resource for setting up absentee balloting for the federal election, no matter where you are.

HIV/AIDS Department of the World Health Organization has developed tools for operational research on topics that have relevance to program.
FICRS-F Pre-Start Date Timeline

March-April
- Determine which ethics approvals you will need.
- If possible, begin working on IRB protocol with mentors.
- Develop a mentoring plan (communication resources, schedule, etc.) for the year.
- If family health insurance coverage is needed, contact Katie Dickey in the Biomedical Research Education Training Office at katie.mcmillen-dickie@Vanderbilt.Edu or call 615-322-8604.

April-May
- Contact your U.S.-affiliated site to work on the following logistics:
  - Obtain passport, visa.
  - Obtain plane tickets to site and make arrangements for ground transportation*.
  - Research housing options*.
- Acquire required immunizations early and submit receipts as soon as possible to your U.S.-affiliated institution for reimbursement before you leave the country (check the submitted list for approved immunizations)*.
- Complete and send in a copy of Emergency Contacts to your designated administrator.
- Research loan deferment procedures, complete necessary paperwork, and send to FICRS-F Support Center for signature.

May-June
- Vanderbilt will send you your VUnetID.
- U.S. scholars will be sent instructions/paperwork for stipend and insurance*.
- If Vanderbilt insurance will be waived, a waiver form must be submitted.
- If you will be paid directly from Vanderbilt: Establish a U.S. bank account for your direct deposit that is accessible at your site.
- If you know the banking institution you will use overseas nearest to your site, a paper copy of the Direct Deposit Form can be submitted early: http://hr.vanderbilt.edu/forms/documents/DirectDepositandPayDistribution.pdf. Please make sure all of your banking information is correct.
- Discern on all forms which address all materials will be mailed to you from Vanderbilt, whether to our office or a family member.
- Follow emailed instructions regarding Orientation.
- Register for ISOS coverage if eligible*.

(*asterisk next to steps only required by individuals leaving their home countries)
Review articles- some institutions do not allow because of bias but if you choose to pursue these make sure all sides of an issue are discussed

- Know your audience!
- Sometimes its wise to combine a general topic and a subset of it and have two people present if you have the time to do so
- Make sure your article is applicable- make sure its truly relevant to the group.
- Know the level of understanding of your audience. Make sure their background knowledge is sufficient or they will be lost for the entire session
- Review any relevant literature so that you have a general picture of the topic you will be discussing and will be better equipped to answer questions.
- A handout doesn’t replace the paper. One page, 12 pt font with no more than 20 words in each portion will generally make for a good informative handout.
- Subjects and samples- look very closely at the population and look for any differences in the sample.
- Results/ Statistic- look closely at the statistics. Have a content expert help here.
- Discussion-
  - Will the piece lead to new studies? Does it teach anything new?
  - Have an opinion on your paper. You should tell them what you think first before asking them what they think. Defend your opinion- list why.

Special Notes: Setting up a Journal Club in an International Setting

- You will need support from your mentor, who will provide logistics and protected time, and also from your peers who will have to read the articles.
- Have a very standardized schedule. When will it be held, when will it not be held (holidays).
• Knowing your audience- make sure you know the level of English comprehension in your audience. May be amazing at reading and writing English but may not have as much practice speaking- especially in med terminology
• Have incentives e.g. food
• Be sure to speak slower and *enunciate*. Think a lot about your non native English speaking participants. For example, in China a board was used to write challenging words as the session progressed.
• Content experts may not be available on site so make use of any visiting guests and visiting lecturers.
IRB - What it means to you & FICRS

What I am NOT going to talk about
- Which protocol to use (full, expedited, etc)
- How to write IRB protocol
- How long it will take to go through IRB

Before you can begin ANY research you must have

1- IRB approval

2- A Certificate of Completion for the CITI Course

So, whose IRB do I need?
- With IRBs, you follow the $$. The usual flow:
  - Vanderbilt → US Partner → Foreign Site
- Variation
  - Vanderbilt → Foreign Site

FICRS & IRB
- The FICRS Support Center has an IRB Umbrella
- What does that mean?
  - The IRB Umbrella acknowledges and accepts approvals made by other FWA holding institutes

Joe is a med student at Tufts. He is going to GHESKIO in Haiti. GHESKIO’s US partner is Cornell.
- Joe needs IRB approval from:
  1) Cornell
  2) GHESKIO
Lisa is a fellow at the University of Cape Town, who is taking leave to do her ICRF research at the University of Witwatersrand. Because UW has no US partner, the FICRS Support Center is Lisa’s administrator.

Lisa needs IRB approval from:
1) University of Witwatersrand

Matt is a student/resident/fellow/post-doc from Vanderbilt University going to Bangladesh, which is partnered with Harvard

Matt must go through Full Vanderbilt IRB
Why? He is considered an ‘agent of Vanderbilt’

Any questions about your unique situation should be directed to the FICRS support center

3 main levels of IRB for FICRS

- Work on existing research
- Work on a project nested within existing research
- Work on a project not nested within existing research- For educational purposes only, but not the focus of your research training year

Main Message

- CITI training and appropriate IRB approval letters must be sent to FICRS @ Vandy before starting your research
- IRB requirements follow $$
- Speak with your US & overseas site to determine which IRB Boards and protocols are appropriate to you

IRB guidance is part of the mentoring process provided by your US PI, mentors, and administrators.
International travel help available

2/3/2010

Vanderbilt has contracted with International SOS to provide travel assistance and evacuation services for all faculty and staff members traveling internationally on Vanderbilt related business. The services provided by SOS range from telephone advice and referrals to full-scale evacuation by private air ambulance.

A portal has been created on the Vanderbilt website to permit faculty and staff to use these services. The SOS portal can be accessed from the Vanderbilt International Office website by clicking on the Travel Registration Program link. It can also be accessed directly here.

Vanderbilt travelers can access this portal by logging on using the Vanderbilt member number (11SGM000066).

First time users will be asked to establish a user name and password. This should not be your VUNet ID and password.

Prior to embarking on an international trip, the traveler should complete the Personal Traveler Locator on the portal. This ensures coverage and provides the contact information needed by SOS and Vanderbilt to locate the traveler in the event of a crisis or emergency. Travelers also have the option of storing their personal health, vaccination and travel information securely online.

Before and while abroad, international travelers should review up-to-date reports on safety and security, health issues, medical care and vaccination requirements for their international destinations via the SOS website.

The Vanderbilt-SOS portal provides all of the information needed to access SOS services while traveling abroad on Vanderbilt business. It is important to understand that although SOS offers travel, medical and security advice and services, as well as on-line access to information which many insurance companies do not offer, SOS is not a form of health insurance. We suggest that faculty and staff members examine their health insurance coverage prior to departure to ensure that their policies cover them while abroad.

Contact: Dawn Turton, (615) 322-3444
daun.t.turton@vanderbilt.edu
VANDERBILT INSTITUTE OF GLOBAL HEALTH
TRaineE RELEASE & WAIVER OF LIABILITY

FOGARTY INTERNATIONAL CLINICAL RESEARCH SCHOLARS
& FELLOWS SUPPORT CENTER

I have been approved and wish to participate in the Fogarty International Clinical Research Scholars and/or Fellows (FICRSF) program (hereinafter Aprogram@) offered through the Vanderbilt Institute of Global Health=s (hereinafter AVanderbilt@) during the approximate dates of July 1, 2011 through June 30, 2012 (hereinafter “FICRSF-supported training period”). I understand that this training opportunity is subject to the program's policies as provided in the program handbook which has been provided to me. 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 am legally responsible for any and all student loan arrangements or accruals that I may enter or which may be affected by my participation in the program;

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

1.3. I understand that I must consult with and receive prior written approval from a program officer at the FICRSF Support Center and/or my assigned administrative institution before making any purchases for which I am seeking reimbursement related to my FICRSF-supported 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.

1.4. I understand and agree that I am required to maintain comprehensive health insurance coverage at levels and scope approved by FICRSF during the course of my FICRSF-supported training, and that this health insurance will cover any reasonably foreseeable health care and/or medical issues that may arise while I am enrolled in this program. This will include coverage for medical air ambulance evacuation if required. I understand that it is my sole responsibility to enroll in either the health insurance provided through Vanderbilt University or to obtain a health insurance policy through another source which meets the same requirements. I understand that I am legally 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 for this program.

1.5 I have reviewed, understand, and agree to comply with the attached policies which are also accessible online at the following links:

II. Health Factors

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

2.2 I understand that I am responsible to consult with a medical physician prior to the fellowship start date for an exam and review of my medical history to determine whether I am eligible for participation in the program, and to obtain a written statement from the physician indicating that I am in good health if that is the case. This statement must be submitted to the main administrative contact for my site (please see acceptance letter for contact information) within one (1) month of my acceptance into the program.

2.3 I authorize Vanderbilt to take whatever action it or its agents may consider to be warranted, under the circumstances, relating to my health and safety, and I release Vanderbilt from responsibility for such decisions made in good faith.

III. Medical Authorization

3.1 I authorize the Support Center, Vanderbilt, its employees and its agents to secure and obtain and consent to any and all necessary medical treatment on my behalf in the event of a health or medical emergency. I further authorize the release of any and all relevant medical records, x-rays, etc., from any health care provider that may have treated me so that I may receive treatment. I have signed the attached HIPPA-compliant authorization form that can be used for this purpose. I agree and understand that I am financially responsible for such medical treatment that I receive for a health or medical emergency or as needed to provide reasonable accommodations. If I am taking any medication(s), I acknowledge that I am solely responsible for making arrangements for the timely and appropriate administration of all such medication(s).

3.2 I also authorize the Support Center, my training site director and administrative staff, and Vanderbilt to release any and all relevant medical information obtained from me to my program, insurance company or a health care provider, and to the individuals I have listed on the emergency contact form in the event of a health or medical emergency or as needed to provide reasonable accommodations. I acknowledge that any relevant medical information I provide is true, correct and complete as of the date this release is signed, and I agree to provide updated information to Vanderbilt, if and as reasonably necessary, between the date hereof and the conclusion of the program.
IV. Personal Behavior

4.1 I accept full responsibility for my own behavior and agree to observe such standards and rules and instructions as may be set by the FICRS-F Support Center and/or assigned training site while I am enrolled in and participating in this program. I understand that if in the opinion of the program leaders, I violate these standards, or has engaged in conduct incompatible with the interests, harmony, comfort, and welfare of other program members, the program leaders have the right to request that I be involuntarily removed from the program and returned to the United States and I understand that I will be solely financially responsible for any additional costs associated with my return to the United States.

4.2 I understand that Vanderbilt is not responsible for my welfare during periods of independent travel. I accept all responsibility for my own welfare during periods of independent travel and agree that Vanderbilt is not liable for any consequences of my actions including injury to persons and property, arising during such periods, and further accepts responsibility for reimbursement either to the injured party or to Vanderbilt should such occasion arise.

4.3 I further agree that if, in the opinion of the activity leaders, I have failed to maintain these standards, or have engaged in conduct incompatible with the interests, harmony, comfort, and welfare of other program members, the program leaders have the right to request that I return to the United States at my own expense.

4.4 I understand and agree that I may only purchase, possess and use medications that are prescribed by a physician or are generally available at standard retail stores 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 my personal use while I am enrolled in the program. This latter restriction covers all drugs or substances that are illegal and/or unauthorized in the United States and/or the country of participation and applies to all of the time (including personal free time) in which I am enrolled in the program.

4.5 I understand that neither the program nor the U.S. Embassy will attempt to or can obtain my release if I am incarcerated for any reason.

V. Travel Risks and Waiver

5.1 I understand and agree that I will provide written information and itinerary to an official representative of the program or my designated administrative contact at my training site of my plans to travel while on free time during the period of the program. I agree to complete the programs independent travel form or provide this information in another manner as directed by the program. As a recipient of federal 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. I further agree that I will notify the FICRSF Support Center before traveling to any countries that are under a current U.S. State Department Travel warnings or alert (see http://travel.state.gov/) However, I understand that
such notification does not constitute permission or approval on the part of FICRSF. I understand that neither Vanderbilt nor its staff, agents, or representatives are responsible for any travel outside program requirements.

5.2. I acknowledge that I have been informed specifically that Vanderbilt has no insurance coverage for automobile accidents which occur outside the continental United States.

5.3 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 does not constitute grounds for withdrawal with refund.

5.4 In the event the FICRSF Support Center has approved an application for training site and/or personal travel, I understand and agree that Vanderbilt 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.

5.5 I agree that I am responsible for providing the Support Center with my current personal contact information, such as phone numbers and e-mail, where I can be reached for the duration of the training program.

5.6 I understand that there are unavoidable risks in participating in training abroad opportunities. I acknowledge that I have been provided website information for the U.S. Consular Information, as well as the Centers for Disease Control information, on travel to, in, and around my program site country; that I am aware of an 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. I hereby release Vanderbilt from responsibility for: (i) any act or default committed by it or any tour arrangers hired by it; (ii) any injury, loss, damage, accident, delay, or expense resulting from the use of any vehicle, strike, war, weather, sickness, quarantine, government restriction or regulation; (iii) any act or omission by any steamship, airline, railroad, bus, taxi service, hotel, restaurant, or university; or (iv) any other financial obligation or liability, or damage or injury to participant, or to his or her property; and further expressly accepts and assumes any and all risk of trip cancellation by Vanderbilt, the United States Department of State and/or by the government of any host country, and agrees that Vanderbilt’s liability for such action shall be limited to the refund of monies paid.

5.7 I understand that political, social, and/or public health circumstances can change quickly in a country and that it may be necessary for the FICRSF Support Center or other entities to suspend a training abroad program for health, safety or other reasons before the program term either begins or ends. While the FICRSF Support Center will make good faith efforts to mitigate expenses in such circumstances, I understand that I may remain responsible for certain expenses.

5.8 **Waiver** - I agree and hereby do release, discharge, hold forever harmless and indemnify Vanderbilt and its trustees, agents, officers, servants, and employees against loss from any and all claims of ordinary negligence, demands, rights, or causes of action of any kind or nature that may hereafter at any time be made or
brought by the participant, by anyone on behalf or having legal interest of participant therein arising from or by reason of any and all known or unknown, foreseen and unforeseen bodily or personal injuries, damages to property and consequences thereof which may be sustained by the participant in consequence of any accident or injuries in connection with the activity, except such liability or claim of liability as may result from gross or intentional negligence on the part of Vanderbilt; and further agree that Vanderbilt shall not be liable or responsible for any injury, loss, damage, accident, delay, or expense resulting from and act of terrorism, strike, war, weather, sickness, quarantine, government restriction or regulation, all such matters being beyond the control of Vanderbilt.

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

5.10 I acknowledge and agree: (I) that this Release is to be governed by and interpreted in accordance with the laws of the State of Tennessee, U.S.A. (excluding that state=s conflicts of laws principles); (ii) that if there should be any dispute concerning the interpretation of this Release, such dispute shall be adjudicated in any appropriate state or federal court situated in Nashville, Tennessee; (iii) that if any provision of this Release is held to be invalid or unenforceable, the balance hereof shall continue in full force and effect; and (iv) that he or she has read this entire Release and understands its terms; that his or her agreement to the provisions hereof is wholly voluntary; and that prior to signing this Release, he or she had the right and opportunity to consult with any attorney, counselor, or advisor.

VI. Photographic Likeness Release

6.1 For good and valuable consideration, I authorize the Support Center and the Fogarty International Center and its agents to record photographs or other portraits or likenesses of me while participating in this program abroad on videotape, audiotape, film, photographs or any other medium and use, reproduce, modify, distribute, and publicly exhibit such records, in whole or in part, without restrictions or limitation for promotional purposes. I further consent to the use of my name, voice and biographical material in connection with such recordings. In accordance with Federal Privacy regulations, personal data will not be disclosed without my express written permission, except as otherwise provided herein.

6.2. I release the Support Center, the Vanderbilt University, its trustees, successors and assigns, agents, and all persons for whom it is acting from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the recording process, or any unintentional misspellings or inaccuracies and waive any right that I may have to inspect or approve the finished recordings.

6.3. If I choose not to allow the use of my likeness, I will officially notify the Support Center of such, in writing, and that request supersedes this release.

In Witness Whereof, I have signed this Release 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 the release prior to signing. I have read the foregoing Release in its entirety and understand that I am signing a complete and perpetual release and bar to any and all claims of ordinary negligence as defined above resulting from participation in this activity.

Dated this _______ day of ______________________ 20___.

____________________________________  ___________________________________
Participant (please print)    Witness

____________________________________
Participant=s Signature

____________________________________
Address:_____________________________

____________________________________

____________________________________

____________________________________
## General Plan Provisions – (All Amounts in US Dollars)

### Eligibility
- All active, full-time Expatriate Employees of the Employer regularly working a minimum of 30 hours per week.

### How the Plans Work
- All benefits and services provided by CIGNA International. In CIGNALinks™ countries, services may be administered by a contracted local provider.

### Deductible:
<table>
<thead>
<tr>
<th></th>
<th>Outside US</th>
<th>In Network US</th>
<th>Out of Network US</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$150</td>
<td>$150</td>
<td>$500</td>
</tr>
<tr>
<td>Family Maximum</td>
<td>$300</td>
<td>$300</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

### Plan Coinsurance
- 90% of covered expenses after deductible
- 90% of covered expenses after deductible
- 70% of covered expenses after deductible

### Out of Pocket Limit:
<table>
<thead>
<tr>
<th></th>
<th>Individual</th>
<th>Family Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OOP Limits cross apply and exclude the deductible)</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

### Lifetime Maximum
- $5,000,000

### Physician Office Visit Services - General / Specialist
- Plan Coinsurance after deductible
- 100% after $20 Copay
- Plan Coinsurance after deductible

### Outpatient Laboratory and X-ray Services (including preadmission testing)
- Plan Coinsurance after deductible

### Inpatient Hospital Services Room and Board
- The most common semi-private room rate covered at Plan Coinsurance after deductible (private outside the US if there is no intermediate level between ward and private)

### Inpatient Hospital Services
- Plan Coinsurance after deductible

### Outpatient Hospital/Surgical Services
- Plan Coinsurance after deductible

### Hospital Emergency Room
- Plan Coinsurance after $100 copay and subject to deductible

### Prescription Drugs / CIGNA Pharmacy Management (A managed pharmacy benefit plan for prescription drugs purchased in the United States at participating retail pharmacies)
- Plan Coinsurance after deductible
- Retail: $15/$30/$45
- Mail order: $30/$90/$135
- Copays do not apply toward OOP Maximum
- Plan Coinsurance after deductible

### Pre-existing Condition Limitation
- None, except for Late Entrants.

### Late Entrant Provision
- A 3/18 pre-existing provision will apply only to late entrants for medical coverage. This applies to any condition treated within 3 months prior to effective date. Coverage for the pre-existing condition is limited to $2500 within 18 months of being continuously insured.
**WELLNESS SERVICES**

<table>
<thead>
<tr>
<th>Well Child Care up to age 18 (Child Preventive Care Services)</th>
<th>The following services are included: health history, physical examination, development assessments, anticipatory guidance, appropriate immunizations, and laboratory tests.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plan Coinsurance up to $500 per calendar year up to and including age 2 and $250 per calendar year up to age 18.</td>
</tr>
<tr>
<td></td>
<td>100% after $20 copay up to $500 per calendar year up to and including age 2 and $250 per calendar year up to age 18.</td>
</tr>
<tr>
<td></td>
<td>Plan Coinsurance up to $500 per calendar year up to and including age 2 and $250 per calendar year up to age 18.</td>
</tr>
<tr>
<td><strong>Adult Preventive Care</strong></td>
<td>For charges made for or in connection with the overall health and well being for members 18 years old and over.</td>
</tr>
<tr>
<td></td>
<td>Plan Coinsurance up to a calendar year maximum of $250.</td>
</tr>
<tr>
<td></td>
<td>100% after $20 copay up to a calendar year maximum of $250.</td>
</tr>
<tr>
<td></td>
<td>Plan Coinsurance up to a calendar year maximum of $250.</td>
</tr>
<tr>
<td><strong>Travel Immunizations</strong></td>
<td>Plan Coinsurance after deductible For Employee and Dependent immunizations required for travel are included.</td>
</tr>
<tr>
<td>*<strong>Papanicolaou Screening</strong></td>
<td>Plan Coinsurance up to one test per calendar year for all eligible females.</td>
</tr>
<tr>
<td>*<strong>Prostate Cancer Screening</strong></td>
<td>Plan Coinsurance up to one test per calendar year for all eligible males.</td>
</tr>
<tr>
<td>*<strong>Mammograms</strong></td>
<td>Plan Coinsurance per the following schedule:</td>
</tr>
<tr>
<td>&amp; Ages 35 – 39: one baseline exam</td>
<td></td>
</tr>
<tr>
<td>&amp; Ages 40 – 49: one exam every one or two years for asymptomatic women, but no sooner than two years after a woman’s baseline.</td>
<td></td>
</tr>
<tr>
<td>&amp; Age 50 &amp; Over: one exam annually</td>
<td></td>
</tr>
<tr>
<td>&amp; Any Age: Whenever prescribed by a physician</td>
<td></td>
</tr>
<tr>
<td>*<strong>Lead Poisoning Screening</strong></td>
<td>Plan Coinsurance for children at or around 12 months old and children under age 6 who are considered to be at high risk.</td>
</tr>
<tr>
<td>*<strong>Immunizations</strong></td>
<td>Plan Coinsurance for children from birth through age 18 for immunization against diphtheria, hepatitis B, measles, mumps, pertussis, polio, rubella, tetanus, varicella, haemophilus influenza B, and hepatitis A.</td>
</tr>
<tr>
<td>*<strong>Colorectal Cancer Screening</strong></td>
<td>Plan Coinsurance for persons age 50 and older or for any person deemed at high risk of colon cancer because of family history, ethnic or lifestyle background.</td>
</tr>
<tr>
<td><strong>Vision Care</strong></td>
<td>Plan Coinsurance for exams once every 24 months. 100% for eyewear, not subject to deductible up to $100 every 24 months.</td>
</tr>
<tr>
<td><strong>Dental Care</strong></td>
<td>Plan Coinsurance limited to charges made for a continuous course of dental treatment started within six months of an injury to sound natural teeth.</td>
</tr>
<tr>
<td><strong>Hearing Care</strong></td>
<td>Plan Coinsurance for exams only once every 24 months.</td>
</tr>
</tbody>
</table>

**MENTAL ILLNESS**

_Mental Illness Expenses do not count toward an insured’s out of pocket maximum._

<table>
<thead>
<tr>
<th>Serious Mental Illness and Alcohol/Substance Abuse Inpatient &amp; Outpatient</th>
<th>Plan coinsurance after deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>A serious mental illness is defined as: schizophrenia; bipolar disorder; obsessive-compulsive disorder; major depressive disorder; panic disorder; anorexia nervosa; bulimia nervosa; schizoaffective disorder; and delusional disorder.</td>
<td></td>
</tr>
<tr>
<td><strong>Mental Illness</strong></td>
<td>Plan Coinsurance after deductible up to a calendar year maximum of 30 days</td>
</tr>
<tr>
<td><strong>Inpatient</strong></td>
<td>50% coinsurance after deductible up to a calendar year maximum of 30 visits</td>
</tr>
<tr>
<td><strong>Outpatient</strong></td>
<td></td>
</tr>
</tbody>
</table>
**MATERNITY AND FAMILY PLANNING SERVICES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Plan Coinsurance after deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Planning Physician Office Visit</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>Vasectomy</td>
<td>Plan Coinsurance after deductible (reversal not covered)</td>
</tr>
<tr>
<td>Tubal Ligation</td>
<td>Plan Coinsurance after deductible (reversal not covered)</td>
</tr>
<tr>
<td>Abortion (Elective or Spontaneous)</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>Maternity Services</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>Newborn Care</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>Birthing Centers</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>Nurse Midwife</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>Infertility</td>
<td>Plan Coinsurance after deductible for diagnostic services only (services to by-pass excluded)</td>
</tr>
</tbody>
</table>

**OTHER COVERED MEDICAL SERVICES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Plan Coinsurance after deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skilled Nursing Facility</td>
<td>Plan Coinsurance after deductible up to a maximum of 120 days per calendar year</td>
</tr>
<tr>
<td>Home Health Care</td>
<td>Plan Coinsurance after deductible up to a maximum of 120 days per calendar year</td>
</tr>
<tr>
<td>Hospice</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>Outpatient Short Term Rehabilitative Therapy (Cardiac, Physical, Physio, Pulmonary, Cognitive, Occupational, and Speech)</td>
<td>Plan Coinsurance after deductible up to a combined maximum of 60 days per calendar year.</td>
</tr>
<tr>
<td>Infusion Therapy</td>
<td>Plan Coinsurance after deductible and limited to the lifetime maximum up to $5,000,000</td>
</tr>
<tr>
<td>Dialysis Treatment</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>Chiropractic Treatment</td>
<td>Plan Coinsurance after deductible up to a maximum of 20 days per calendar year</td>
</tr>
<tr>
<td>Allergy Testing / Treatment</td>
<td>Plan Coinsurance after deductible</td>
</tr>
<tr>
<td>*Contraceptives</td>
<td>Plan Coinsurance after deductible for FDA approved prescription contraceptives, consultations, exams, procedures and medical services related to the use of contraceptives.</td>
</tr>
<tr>
<td>*Diabetes Equipment and Supplies</td>
<td>Plan Coinsurance after deductible for the following equipment and supplies: insulin pumps; blood glucose meters and strips; urine testing strips; insulin; syringes; lancets; alcohol swabs; and pharmacological agents for controlling blood sugar.</td>
</tr>
<tr>
<td>Durable Medical Equipment</td>
<td>Plan Coinsurance after deductible limited to $700 calendar year maximum.</td>
</tr>
<tr>
<td>TMJ services</td>
<td>Plan Coinsurance after deductible up to a maximum of $1,000 per lifetime</td>
</tr>
</tbody>
</table>

*Delaware State Mandate*
CIGNALinks<sup>SM</sup> Plan Designs

<table>
<thead>
<tr>
<th>Home/Host Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• China (HK Network Access Only) (2)</td>
</tr>
</tbody>
</table>

Variations from global plan:

- Operate Under 90% Coinsurance
- Pre-existing conditions waived
- Internal limits for medical services waived except for the following:
  - In-Patient Mental Illness/Drug/Alcohol 30 days per calendar/contract year
  - Out-Patient Mental Illness/Drug/Alcohol 30 visits per calendar/contract year

Chiropractic mirrors global financial limit.

The numbers in parentheses indicate the number of employees that have been identified as assignees to or from that specific CIGNALinks<sup>SM</sup> location. If the global plan offers a greater benefit than that outlined for CIGNALinks countries, the member may claim the balance (if applicable with CIEB). You will be asked to sign a global acceptance form for the program and will have the ability to opt out of particular markets. Your sales executive can provide you with additional information about the CIGNALinks<sup>SM</sup> program.

COST CONTAINMENT PROVISIONS

| **Preadmission Certification (PAC), Continued Stay Review (CSR), Surgical Pre-certification** |
| Will apply with penalties for non-compliance for U.S. confinements. Penalties: $300 penalty applied to hospital in-patient charges for failure to pre-certify admission. Benefits are reduced 50% for any admission not certified or additional days not deemed medically necessary. |

| **Case Management** |
| A service provided through CareAllies, a CIGNA company, which assists individuals with treatment needs that extend beyond the acute care setting. The goal is to ensure that patients receive appropriate care in the most effective setting possible whether at home, as an outpatient, or an inpatient in a hospital or specialized facility. This service works with the patient, their family and the attending physician to determine appropriate treatment options which will best meet the patient’s needs and keep costs manageable. Case managers will help coordinate the treatment program and arrange for necessary resources. |

| **CIGNA Pharmacy Management** |
| A service provided through CIGNA Pharmacy Management, a CIGNA company, which offers a managed pharmacy benefit plan for prescription drugs purchased in the United States at participating retail pharmacies. Mail order drugs will also be available via TelDrug, but can be shipped overseas to APO addresses only. Some limitations may apply. |
### ADDITIONAL SERVICE RIDERS

#### EVACUATION BENEFIT

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Evacuation</td>
<td>100% of covered expenses limited to $50,000 per occurrence for services approved by International SOS.</td>
</tr>
<tr>
<td>Family Travel Arrangements</td>
<td>Economy round-trip airfare to the place of hospitalization for one family member for hospitalizations in excess of 7 days</td>
</tr>
<tr>
<td>Return of Dependent Children</td>
<td>One-way Economy airfare to return dependent children to their country of residence</td>
</tr>
<tr>
<td>Repatriation of Mortal Remains</td>
<td>100% of covered expenses not subject to the deductible</td>
</tr>
<tr>
<td>Return of Traveling Companion</td>
<td>In the event of hospitalization or evacuation, and a traveling companion's air ticket is no longer usable, one-way economy airfare will be provided to the original point of departure.</td>
</tr>
</tbody>
</table>

(For services incurred outside the US, Iraq, Afghanistan, and home country)
Welcome to International SOS.

You're now a member of International SOS.

Reach out to International SOS if you need routine medical advice or assistance when outside of your home country.

Keep this card handy as you travel, live, and work. It contains your membership number and phone numbers to access International SOS 24/7/365.

When you need help, we'll be here for you.

When do I use this membership?

While abroad, stay healthy, safe, and secure.

- Contact us when you:
  - Need medical advice or assistance.
  - Need legal or security advice.
  - Need a hospital, doctor, or other medical arrangement.
  - Need travel insurance.
  - Need to report a lost or stolen travel document.
  - Need assistance to return home.
  - Need to cancel or change travel arrangements.
  - Need to evacuate.

In an emergency, call us right away:

- Call our 24/7/365 worldwide assistance centers.
- Call for help with medical, legal, or security issues.
- Call for help with travel arrangements.
- Call for help with other issues.

Control Risks

Visit www.internationalsos.com to find out more about our services and how we can help you.

Medical advice and assistance provided by International SOS and Control Risks.

Take advantage of all the membership benefits.

You'll find a joint venture of International SOS and Control Risks.

Vanderbilt University
Scholastic Comprehensive Membership
115SM00086

When you need help, we'll be here for you.

When do I use this membership?

While abroad, stay healthy, safe, and secure.

- Contact us when you:
  - Need medical advice or assistance.
  - Need legal or security advice.
  - Need a hospital, doctor, or other medical arrangement.
  - Need travel insurance.
  - Need to report a lost or stolen travel document.
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Take advantage of all the membership benefits.

You'll find a joint venture of International SOS and Control Risks.
Welcome to
International SOS

How to use your new membership program

Worldwide reach
Human touch
Who is International SOS?

World’s leading provider of medical assistance, international healthcare, security services and customer care.

- Worldwide network of 26 alarm centers, 28 clinics and a fleet of air ambulances
- Over 5,600 employees, 33% are medical professionals, operating in more than 70 countries
- Established global network of over 52,000 credentialed medical, legal and security providers

“From the beginning, our company was founded on the principle of putting the member first. Our teams work closely together so the customer is at the heart of every decision.”

- Nick Peters, CEO, Americas Region, International SOS
Membership Provides

Reassurance
- One call will immediately start resolution to your situation – whether an emergency or routine advice

Quality Medical Care
- Confidential medical advice from experienced, Western-trained doctors
- Providers are credentialed by our medical staff to ensure quality treatment

Peace of Mind
- An experienced, culturally knowledgeable partner who operates in over 70 countries is there to help you

Convenient Access
- 24/7 coverage, 365 days per year offering expert advice in 70 languages
- Comprehensive, up-to-date members-only website to keep you informed
Stay Healthy, Safe and Secure

Use your membership when you are outside your home country if you have:

- Medical Question or Concern ➢ “I’m ill, should I see a doctor? Where should I go?”
- Medical Emergency ➢ “I’ve had a heart attack!”
- Safety Concern ➢ “Is it safe to venture outside my hotel for coffee?”
- Security Emergency ➢ “There are rioters outside my hotel!”
- Travel Assistance ➢ “I’ve been pick-pocketed.”

When you need help, International SOS is there for you.
How to Reach International SOS

Call us anytime, anywhere at any of our Alarm Centers around the world

Visit our Website
www.internationalsos.com

Member Tips:
• Always carry your membership card in your wallet.
• You can call us collect, if necessary.
• Add International SOS to your mobile phone contact list along with your membership number.

Welcome.
You’re now a member of International SOS.

Rest assured. You now have your very own personal, medical, and security assistance advisor on standby, 24 hours a day, 7 days a week, no matter where you are in the world, helping you to get what you need, no matter what your need is.

Keep this card handy as you travel, live, and work. It contains your membership number and phone numbers to access our services.

Visit www.internationalsos.com, enter your membership number, and discover all that International SOS can do for you.
Prepare yourself before traveling

Access accurate, real-time information

• Go to: www.internationalsos.com
  – Click on: members login
  – Enter member ID: 11BSGM000066
  – Select Resource
    ➢ Country guides
    ➢ Online reports
    ➢ E-mail alerts

• Call an alarm center for pre-travel information.

Remember:
An ounce of prevention is worth a pound of cure
Stay healthy while abroad

Contact us, when you:
• Seek health and safety advice – at any time
• Need a referral or help with doctor or hospital appointments
• Require supplies of medication or equipment
• Need travel advice
Helping you in an emergency

If the “unthinkable” happens, call us to:
• Arrange an ambulance
• Pay medical fees when approved
• Monitor your condition and advise
• Evacuate you to a center of medical excellence
• Evacuate you to a safe area
• Help with your family
• Deal with a fatality