# COOPER HIV/AIDS RESEARCH TRAINING (CHART) PROGRAM

# **APPLICATION FORM**

# Background

The Kirby Institute at UNSW Sydney is a leading global infectious disease research institute, recognised for its excellence in HIV research. The Institute has a long-standing commitment to strengthening HIV research capacity in the Asia-Pacific region. The CHART Program is an initiative proposed by the late Professor David Cooper, founding Director of the Kirby Institute.

# Purpose

The CHART Program aims to inspire and increase the number of skilled and experienced researchers in the Asia-Pacific region and identify ways to address local HIV-related priorities. It will generate country-specific research findings to ensure the best scientific evidence underpins regional HIV-related policy and practice. The program objectives aim to support countries and institutions to (i) conduct operational research in accordance with the country’s own priorities, (ii) develop adequate and sustainable operational research capacity in public health programs, and (iii) create an organisational culture of policy and practice that is underpinned by evidence-informed decision making.1

# Description

The CHART Program is an HIV regional research capacity building program. The ‘learning by doing’ training model includes three intensive skill-based workshops (six days/workshop) conducted at the Kirby Institute at UNSW Sydney over a 12-month period. Research projects will be undertaken by participants in their home country.

A total of nine participants will be selected via a competitive entry process from a combination of low-, middle- and high-income countries in the Asia-Pacific region (please refer to the CHART [web page](https://kirby.unsw.edu.au/research-training) for a list of eligible countries.

Participants will undertake individual research projects and be provided with hands-on mentoring during the workshops as well as the time in between, up until research manuscripts are submitted for publication.

**Eligibility:** Health professionals with an interest in HIV related research who are:

* Involved in HIV related prevention, care and management, or
* Working within the Ministry of Health at a national or provincial level with responsibility for HIV-related policy development, or
* University academics working in public health or clinical research with involvement in HIV-related research.

The CHART Program is supported by an unconditional education grant provided by ViiV Healthcare and conducted in partnership with TDR, the Special Programme for Research and Training in Tropical Diseases, hosted at the World Health Organization.

CHART Key Dates for 2019

Applications:

* Open 1 March 2019 and close 30 April 2019 (**Note: this deadline has been extended**)

Workshop dates:

* Workshop # 1: 19 August – 24 August 2019
* Workshop # 2: 26 August – 31 August 2019
* Workshop # 3: 30 March – 04 April 2020

Course Venue: Kirby Institute, UNSW Sydney

Wallace Wurth Building, UNSW Sydney 2052 Australia

***SECTION ONE***

1. **Applicant Information**

Please fill in your name exactly as it appears on your official identification document (passport/National ID).

**Title:** ProfA/ProfDrMrMrsMsMiss **Male  Female**

**Family name** (surname)

**First** (given) **name**

Home address: ………………………………………………………………………………….…

………………………………………………………………………………………………………..

City (+postal code): ……………… Country: …………………………………………………….

Tel: ……………………..

E-mail: ……………………………………….

Employer: …………………………………………………………………

Work address: ………………………………………………………………………………….…

City (+postal code): ……………………………………... Country: …………………………………………

Tel: ……………………………………

E-mail: …………………………………………………………………………………………………….

Nationality (passport): ……… Passport N°:

Date of birth:

Place of birth (city, country):

Current position (Job title): …

Brief job description (max 40 words):

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1. **Knowledge of English (language of instruction)**

Fluency in written and spoken English language is a prerequisite for the CHART Program. Supporting evidence demonstrating compliance with UNSW’s English language requirements is required. Please refer to [https://www.unsw.edu.au/english-requirements-policy.](https://www.unsw.edu.au/english-requirements-policy)

1. **Computer Literacy**

Word: Proficient  Intermediate  Beginner  Never used

Excel: Proficient Intermediate  Beginner  Never used

Internet: Proficient Intermediate  Beginner  Never used

**Statistical data analysis program (experience not essential):**

Epi Info/EpiData: Proficient Intermediate  Beginner  Never used

STATA Proficient Intermediate  Beginner  Never used

SPSS Proficient Intermediate  Beginner  Never used

‘R’ Proficient Intermediate  Beginner  Never used

\*Other (specify)……………………. Proficient Intermediate  Beginner  Never used

Please note, participants are required to bring a laptop (Windows compatible) to the course and have:

1. an up-to-date patented virus protection software
2. proficiency in file and folder management
3. knowledge of computer organisational structure
4. familiarity with the role and concept of file names and extensions
5. an ability to set up display of relevant file information (file name, extension, size, and date)
6. an understanding short-cut keys and using these for efficient copying, pasting, searching and replacing file elements
7. an openness to learn new programs.  No prior knowledge of statistical software is required.
8. **Have you undertaken another research training program(s)?**

Yes  No

If yes, please indicate:

* When (year)
* Duration (days/months)
* Name of the program
* Name of training organisation
* Country where completed

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1. **Workplace Manager/Supervisor**

Name:

Title:

Organisation:

Address:

City (+postal code): …………………………………… Country: ……………………………………………

Tel: ……………………..

E-mail: ……………………………………….

1. **Local mentor (not essential).** Experienced local technical advisor who will guide and support the applicant. Please fill in the section below if a mentor is available:

Name

Title

Organisation

Address

City (+ postal code) …………Country

Tel: ……………………..

E-mail: ……………………………………….

1. **Course costs**

All travel related expenses (flights, accommodation, ground transportation in Australia and visas) are covered by the Kirby Institute, UNSW Sydney. Participants will be paid a daily allowance while in Australia for meals and incidentals. There are no tuition costs associated with the CHART Program.

***SECTION TWO***

# **Essential selection criteria**

**Applicants must satisfy the following essential selection criteria:**

1. Currently working in a national, state or non-government organisation or major health institution and be involved in a HIV related program.
2. Have a Master’s degree in Public Health (MPH) or the equivalent, or a strong recommendation.
3. Fluency in written and spoken English demonstrated through compliance with UNSW’s English language requirements
4. Access to relevant HIV-related public health or clinical data for research purposes.
5. Availability and capacity to meet all course milestones (refer to the TDR milestones at <https://www.who.int/tdr/capacity/strengthening/sort/about_sort/en/>)

# **Applicants must provide the following documentation:**

1. Supporting evidence demonstrating compliance with UNSW’s English language requirements (please refer to https://www.unsw.edu.au/english-requirements-policy for the required standardised English language score).
2. Curriculum Vitae (five page maximum)
3. Contact details of two professional referees
4. Written commitment to attend all three workshops of the CHART Program, return to their program or institution after the course and implement course knowledge at a program level for a minimum of at least 18 months.
5. Letter of Support from the applicant’s employer granting the applicant permission to attend all CHART workshops, the time required to undertake the research project (within a 6 to 8 month timeframe) and publish findings in a peer-reviewed journal.
6. Written statement from a local mentor (if available and not essential) describing how the mentor knows the applicant and how the mentor proposes to provide support to complete the course successfully.
7. A written statement (one to two pages only) addressing the following:
   1. The applicant’s motivation for undertaking the CHART Program and their expected outcomes;
   2. Description an HIV-related problem that has been identified within a given local program (the research will need to be carried out within a 6 to 8 month time frame);
   3. A proposed HIV-related research question, based on a local problem, suitable for development into a research project.
   4. Impact of the proposed research.
   5. Description of the data available to answer the proposed research question. Existing administrative data are preferred to prospective studies due to the CHART time-frame. The use of data from another study that has already been collected, but not already analysed or earmarked for analysis by another party, may be considered. The following information should be included:
      1. Data ownership and permission to access
      2. Requirements for gaining access and permission to use data, local ethics approval requirements.
      3. Limitations and completeness of the proposed datasets
      4. Format of data (electronic or hard copy)

**All supporting documents must be in MS Word or PDF format.**

**Failure to submit a fully completed application form with all requested documentation will result in automatic rejection of the application.**

**Application Deadline: 17:00 on 29 April 2019 (Australian Eastern Standard Time)**

***I understand that the decision of the Kirby Institute will be final in matters related to my CHART Program selection and I will not pursue any dispute legally.***

Applicant’s signature: …… Date:

**Please send your completed application via e-mail to:**

Liza Doyle

International Training and Development Manager

Kirby Institute, UNSW Sydney

Email: [ldoyle@kirby.unsw.edu.au](mailto:ldoyle@kirby.unsw.edu.au)

**Please note**

* The Kirby Institute may be contacted via email for points of clarification.
* Failure to provide all the above requested documentation will result in the rejection of the application.
* The CHART Steering Committee will review all applications and select nine successful course participants from a mix of low-, middle- and high-income countries. In addition, three reserve participants will be nominated. The decision of the Steering Committee will be final, and no appeals will be entertained.
* Results of the selection process will be communicated via email to all applicants by 17 May 2019.

**References**

1. Ramsay A, Harries AD, Zachariah R, Bissell K, Hinderaker SG, Edginton M, et al. The Structured Operational Research and Training Initiative for public health programmes. Public Health Action 2014;4(2):79-84.