

Information *for* International
Student Research Fellows *and*
Fellowship Institutions

International Student Research Fellowships

2011

HHMI

HOWARD HUGHES MEDICAL INSTITUTE

Department of Science Education

Howard Hughes Medical Institute

www.hhmi.org

The Howard Hughes Medical Institute is a medical research organization dedicated to biomedical research and education. Its principal objectives are the advancement of fundamental knowledge in the biomedical sciences and the application of that knowledge to alleviate disease and promote health.

Through its science education department, HHMI seeks to strengthen science education and biomedical research by supporting current and future leaders to advance scientific knowledge, develop educational products, and implement outstanding educational practices.

International Student Research Fellowships

www.hhmi.org/intl_fellows

HHMI has invested and continues to invest substantially in graduate and medical research education through the direct support of fellowship and training programs. HHMI is committed to the development of the most talented researchers studying in U.S. graduate institutions regardless of their country of origin. The new HHMI International Student Research Fellowships are designed to facilitate the research training of outstanding international predoctoral students (who are ineligible for fellowship or training grant support through federal agencies) in the biomedical and related sciences including physical and mathematical sciences.

HHMI will award three-year fellowships to students while they are engaged in their doctoral dissertation research. U.S. institutions designated by HHMI will nominate students who

- have demonstrated exceptional talent for research;
- are in the second (or third) year of graduate study;
- have entered a laboratory in which they will conduct their dissertation research; and
- are not U.S. citizens, noncitizen nationals, or permanent residents of the United States.

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Program Policies and Procedures for Fellows and Fellowship Institutions

TERMS AND CONDITIONS

Fellows and their fellowship institutions agree to use grant funds provided under this program in a manner that conforms to

- the *Terms and Conditions* document that is signed by representatives of HHMI and the fellowship institution;
- the policies and procedures set forth in this information booklet and any further documents provided by HHMI; and
- all applicable HHMI policies and procedures.

Fellows and fellowship institutions are urged to review the information in this booklet carefully and to consult it before contacting HHMI with questions.

Fellowship institutions are responsible for complying with all relevant laws, including those relating to the receipt and disbursement of grant funds from HHMI. This includes responsibility for any reporting or withholding of funds as required by federal, state, or local laws and regulations.

HHMI reserves the right to terminate a fellowship if the requirements set forth in the *Terms and Conditions* document and this information booklet, as well as any other requirements that HHMI may determine to be necessary, are not met. If a fellowship is terminated, all required reports must be submitted, and HHMI may ask for unused funds to be promptly returned.

LOCATION OF STUDY AND FELLOWSHIP ADMINISTRATION

Institutional Affiliation. After accepting an International Student Research Fellowship, each fellow must confirm his or her fellowship institution, department, and thesis advisor before the initial payment can be made. In most cases,

HHMI designates as the fellowship institution the university at which a fellow is enrolled rather than any constituent part, such as a medical school.

Doctoral study must be in a biomedical or related scientific or engineering field. Predoctoral students pursuing a combined professional degree, such as an M.D./Ph.D., will be supported only during their Ph.D. research and study. Upon application, fellows must be enrolled in a designated U.S. institution of higher education that offers a Ph.D. or an equivalent advanced degree in the science or engineering disciplines. Designated institutions are those that currently host one or more HHMI investigators or are the recipient of a current HHMI graduate training grant. Please see www.hhmi.org/intl_fellows for a list of designated institutions. If, during the course of a fellow's Ph.D. study, the fellowship institution no longer hosts an HHMI investigator or graduate training grant, the institution will remain a fellowship institution for current fellows but will no longer be invited to submit nominations for subsequent competitions.

Terms and Conditions Document. For each fellowship institution, a *Terms and Conditions* document is transmitted to the dean of graduate studies (or a comparable official). An official at the fellowship institution must sign the *Terms and Conditions* document, which incorporates by reference the policies and procedures detailed in this information booklet and any further documentation provided by HHMI. A grant identification number for each fellow will be transmitted with the first payment. New International Student Research fellows at the fellowship institution in subsequent years will receive unique grant identification numbers and will be covered under the *Terms and Conditions* document then in effect.

Fellowship Officer and Financial Administrator. Fellowship institutions are required to designate a fellowship officer and a financial administrator for the International Student Research Fellowship program (they may be the same person). Appendixes to the *Terms and Conditions* document are used to designate the fellowship officer and financial administrator.

The *fellowship officer* is the principal point of contact for the fellow, the fellowship institution, and HHMI on most matters relating to the fellowship program. Responsibilities include administering the program consistently with the policies set forth in the *Terms and Conditions* document, this information booklet, and any additional documents provided by HHMI. The fellowship officer also fulfills the reporting requirements described in this booklet (except financial), including attesting annually to the fellow's eligibility for fellowship support.

The *financial administrator* is responsible for receipt and distribution of fellowship funds from HHMI and for completing the annual financial report for the fellowship institution. The financial administrator is the primary contact for HHMI, the fellowship officer, and fellows on all matters pertaining to the receipt and disbursement of fellowship funds.

HHMI will notify the fellow of the names of the fellowship officer and financial administrator.

Transfer of Fellowship to Another Institution. A fellowship may be transferred to another designated institution *only with written approval from HHMI*. The request (email is sufficient) must name the proposed new fellowship institution and department, specify the reason(s) for the change, and provide a transfer timetable. If relevant, the name of the new thesis adviser must be indicated and the new research plan described. A transfer will usually be approved if the fellow's thesis adviser moves to a new designated institution. Transfers

for other reasons and requests for transfers to nondesignated institutions will be considered on a case-by-case basis. The fellow is responsible for informing the fellowship officers and financial administrators at both institutions involved in the transfer.

If HHMI approves the transfer of a fellowship to another institution, the original fellowship institution must refund to HHMI the *cumulative* remaining balance of the stipend and allowances no later than one month after the effective date of the transfer. HHMI will then transfer the funds to the new fellowship institution.

Fellows may study or engage in research away from their fellowship institutions during part of the fellowship term if in the judgment of supervising faculty such an arrangement would further their education. This is not considered a change of fellowship institution.

SCHOLARLY ACTIVITIES

Area of Research. Fellows are required to be enrolled full time in programs leading to a Ph.D. or an Sc.D. degree in a biomedical or related scientific or engineering field. HHMI must be notified of a change in the area of study. *If the new area of study is not supported by the International Student Research Fellowship program, the fellow must resign the fellowship.*

Letters to HHMI notifying of a change in area of study or department must include, as appropriate, the proposed new department, thesis adviser, or research summary as well as the reason(s) for the change and a timetable for the change.

Teaching. The fellow's program of study toward a Ph.D. or an Sc.D. degree may include teaching or similar activities. Scholarly development of the fellow rather than service to the fellowship institution or desire for additional compensation should govern the assignment of such duties.

Publications. Fellows are wholly responsible for the conduct of research and the preparation of research results for publication within the guidelines established by their fellowship institutions. An acknowledgment of HHMI support must appear in any publication that is based on the fellowship research. A suggested format for the acknowledgment follows:

Janel/John Doe is/was a Howard Hughes Medical Institute International Student Research fellow.

Fellows should notify HHMI as soon as possible about submitted and accepted publications so that HHMI may use such information in its print or Web publications.

Intellectual Property Rights. HHMI claims no rights to any products, materials, inventions (or any associated patents), or writings that might result from research supported by its fellowship awards. Fellows should be aware, however, that the federal government or other parties may acquire such rights through other support for particular research.

Responsible Conduct of Research. Fellows are expected to conduct research according to the highest scientific and ethical standards. Fellows are also expected to conduct their research in compliance with all applicable laws, regulations, and policies regarding protection of human research subjects, humane care and use of laboratory animals, and laboratory safety.

Allegation of Scientific Misconduct. If an allegation of scientific misconduct is brought against a fellow, the fellow will be subject to the procedures in place at the fellowship institution. The fellowship institution must notify HHMI's vice president for science education of both the allegation and the procedures that the fellowship institution will follow to inquire into the allegation. HHMI's vice president for science education must also be notified of the outcome of these inquiries.

FELLOWSHIP TERM

Duration of Fellowship Term. The fellowship award is for no more than three years of full-time study toward a Ph.D. or an Sc.D. degree. In no instance will support be provided past year five of the fellow's current Ph.D. program. Support must be used within a three-year period except in the case of an approved leave of absence (see "Temporary Interruption of Fellowship," page 7). In this case, the fellowship term will be extended for a period equal to the length of the leave. The fellowship term includes periods of full-time research and independent study, whether or not the fellowship institution is in session, and any short vacation periods normally scheduled at the institution.

Fellowship Activation. The fellowship term will begin September 1, following notification of the award. To activate the fellowship, students and institutional officials must certify that the student is in either the third or fourth year of the current Ph.D. program. In special circumstances, upon request, HHMI will grant a deferral of the activation of the fellowship. Deferrals are granted only for opportunities intended to broaden the educational experience of the fellow, such as the M.D. portion of an M.D./Ph.D. degree. Deferrals are not granted for duplicative study such as that covered by a Hertz Foundation Graduate Fellowship.

Continuation of Fellowship. The availability of support after the first year of a fellowship award is contingent upon the fellowship institution's annual certification to HHMI that the fellow is pursuing full-time studies toward a Ph.D. or an Sc.D. degree, is in good academic standing, and is not past his/her fifth year in the Ph.D. program. An annual progress report by the fellow is also required (see "Fellow's Annual Progress Report," page 10, and "Confirmation of Eligibility for Continuation of Fellowship," page 10).

RESIGNATION OF FELLOWSHIP

Fellows must notify HHMI, the fellowship officer, and the financial administrator in writing of their intention to resign the fellowship and of the effective date of the resignation. HHMI would also appreciate an indication of the reason for the resignation.

With the exception of interruptions resulting from serious illness, disability, long-term family care, military service, jury duty, resumption of medical study, or other approved leave (see “Temporary Interruption of Fellowship,” page 7), failure to complete 12 months of any fellowship year will be considered to constitute resignation of the fellowship and will result in forfeiture of the remaining portion of the fellowship.

Termination of Studies at Fellowship Institution. Fellows who terminate studies at the fellowship institution before the expected end of the fellowship term are considered to have resigned. Stipend payments to a fellow should be made only for those months during which the fellow engaged in study under the fellowship. Any remaining stipend or institutional allowance must be refunded to HHMI. The fellow may have access to the cumulative remainder of the fellow’s allowance.

Resumption of Medical Studies. Medical students who are selected as International Student Research fellows should note that fellowship support is awarded only for full-time studies toward a Ph.D. or an Sc.D. degree. Support will be suspended upon a fellow’s resumption of study toward an M.D., a D.O., a D.V.M., or a D.D.S. degree, whether full time or part time.

COMPLETION OF DEGREE

Within one month of completing requirements for a Ph.D. or an Sc.D. degree, fellows must provide the following information to HHMI in writing:

- date of degree completion;

- thesis title and defense date;
- plans for postdoctoral training or other next position; and
- current email address.

For fellows completing their Ph.D. or Sc.D. degree requirements after the end of the fellowship term, HHMI must be notified—either by the fellow or by the fellowship officer—of the fellow’s thesis defense date and the date of degree completion.

A fellow who completes a Ph.D. or an Sc.D. degree before the end of the fellowship term may terminate the fellowship or continue to engage in fellowship activities at the same institution for a brief period not to extend beyond the end of the period covered by the most recent fellowship payment.

On request, HHMI will consider making a partial final fellowship payment for completion of fellowship-related activities, such as preparation of a manuscript. Such support will neither extend to activities that involve the initiation of a new project nor be provided to fellows who have activated a postdoctoral fellowship or similar support. Activities must be conducted at the fellowship institution. Continued support upon early completion of degree requirements is not guaranteed; decisions will be made on a case-by-case basis. In no case will additional payments be made for support beyond the full three-year fellowship term or beyond the fifth year of the Ph.D. or Sc.D. program.

Fellows wanting to continue fellowship activities after their degree completion must submit the following information to HHMI:

- date of degree completion;
- requested date of fellowship termination;
- thesis title and defense date;
- plans for postdoctoral training or other next position;

- whether they wish to request one additional payment; and
- the activities in which they will be participating if an additional payment is requested.

TEMPORARY INTERRUPTION OF FELLOWSHIP

Study under the fellowship is expected to be continuous. However, a leave of absence will normally be approved for serious illness, disability, long-term family care (e.g., birth or adoption of a child, serious illness or death of a family member), military service, jury duty, and resumption of medical study. Arrangements should be consistent with the policies of the fellowship institution. Other requests (such as leave undertaken to acquire teaching experience) will be considered on a case-by-case basis. *Fellows on approved leave will not receive support from HHMI during that period.*

Fellows are responsible for requesting leave from HHMI as soon as they become aware of the need to take leave from their studies and for notifying the fellowship officer and the financial administrator.

Leave requests must be made to HHMI in writing (an email request is acceptable) before the start of a period of leave or as soon thereafter as feasible. The letter requesting leave must indicate

- the reason leave is requested;
- the expected period for which leave is requested; and
- the arrangements that have been made with the fellowship institution for this period.

When feasible, the letter should be cosigned by at least one of the following: thesis adviser, department chair, or fellowship officer. Otherwise, a separate letter from at least one of them is required for HHMI approval of leave.

Illness, Disability, or Long-Term Family Care.

In the event of serious illness, disability, or long-term family care (e.g., birth or adoption of a child, serious illness or death of a family member) that prevents full-time fellowship activity, the fellowship institution is responsible for making arrangements that are consistent with its general policies for dealing with such events. Generally, such leave will automatically be approved by HHMI.

Military Service or Jury Duty. A brief interruption of a fellowship for authorized military service or training or for certain activities in lieu of service with the regular armed forces will be permitted. Leave for jury duty will also be permitted.

Resumption of Medical Study. For awardees enrolled in an M.D./Ph.D. program, an interruption of the Ph.D. portion of the degree is permissible provided that the interruption is related to activities associated with the M.D. portion of the degree and if prior HHMI approval is obtained.

Other Leave. A leave of absence for other reasons, for a period generally not to exceed one year, may be granted, depending on the particular circumstances. Requests will be considered on a case-by-case basis; in most cases, HHMI will follow policy set by the fellowship institution with respect to granting leave.

Vacations. Fellowships do not specifically provide for a vacation period during the fellowship term. However, fellows are entitled to short holidays observed by fellowship institutions, such as winter holidays, spring breaks, and short between term breaks. Holiday time may not be accumulated for later use. If a fellowship institution should close for a long time, fellows are expected to make arrangements for the use of the facilities necessary to carry out their research. If this cannot be done at the fellowship institution, fellows should make arrangements to carry out their work elsewhere.

STIPEND AND ALLOWANCES

The fellowship includes a stipend for the fellow, a fellow's allowance, and an institutional allowance on behalf of each fellow. There are no dependency allowances, and HHMI does not provide supplemental funding during the fellowship term.

Payment Mechanism. HHMI provides funds to the fellowship institution, which then pays stipends directly to fellows according to a schedule established by the fellowship institution. Fellows should contact their financial administrators for information about the schedule and procedures for stipend payments and for drawing on the fellow's allowance.

Payments are made annually in August for all International Student Research fellows at a given fellowship institution and are included in a single electronic funds transfer (EFT) transaction. An appendix to the *Terms and Conditions* document is used to designate the information necessary to process the EFTs. A confirmation letter and a list of fellows covered by the payment are sent by email to each financial administrator. No payment is made for fellows who resign or otherwise terminate the fellowship. Payments are suspended for fellows on approved leave.

Stipend. The annual stipend during the 2011–2012 academic year is \$30,000. Stipends are to be paid only for those months during which the fellow is engaged in study under the fellowship.

Supplemental Income. Fellows are not permitted to supplement the stipend through private employment or consulting work, nor may they receive funds from another external fellowship, scholarship, or similar award. An exception request can be submitted if the award is a one-time award or an award made by the fellowship institution, and the funding does not constitute a significant increase over the amount provided to comparable graduate students. However, the fel-

lowship institution may supplement the stipend in accordance with its usual policy for comparable graduate students. Mentors may also supplement the stipend from a research grant or similar award in accordance with the fellowship institution's policies for comparable graduate students. Pay received by a fellow for occasional attendance at military reserve or National Guard functions is exempt from these limitations on supplementation of the fellowship stipend.

Fellow's Allowance. HHMI provides an annual fellow's allowance of \$3,000, which can be used for health care expenses, books and supplies, journal subscriptions, a computer and computer-related expenses, travel to scientific meetings, professional fees or dues, tuition for special summer courses, clerical services relevant to the program of study, and other purposes relevant to a fellow's study and approved by the fellowship officer. Purchases made with the fellow's allowance portion of the grant funds become the property of the fellow.

If the fellow's allowance is not sufficient to cover a purchase, the fellowship institution may subsequently reimburse a fellow (in the next payment period, after a further fellowship payment by HHMI). Alternatively, the fellowship institution may advance funds to a fellow with the understanding that such an advance does not obligate HHMI to make another fellowship payment if a fellow resigns or otherwise ceases fellowship activities.

The fellowship institution is responsible for following HHMI's policies governing the appropriate uses for the fellow's allowance portion of the grant funds as well as for monitoring the balance available.

Institutional Allowance. HHMI provides fellowship institutions with a \$10,000 annual allowance in lieu of all tuition and assessed fees for the fellow. Fellows are exempt from paying tuition and fees normally charged to students of similar academic standing unless such charges are optional or

refundable, even if the cost of tuition exceeds \$10,000 annually. If the cost of tuition and required fees is less than \$10,000, any remaining funds must be used for education-related purposes to benefit the fellow, other fellows, or other graduate students. For example, such funds may be added to the fellow's allowance or used to supplement a fellow's stipend or another fellow's tuition payment.

The fellowship institution is responsible for following HHMI's policies governing the appropriate uses for the institutional allowance portion of the grant funds as well as for monitoring the balance available.

If fellows engage in study or research away from the fellowship institution during part of the term of the fellowship, HHMI will not provide the visited institution with an institutional allowance.

Changes in Stipend and Allowances. HHMI will advise financial administrators, fellowship officers, and fellows of any changes in the amounts of stipends and allowances at the time of the August payment; that payment will reflect those changes. Continuing fellows must receive any announced increases on the anniversary of their fellowship start date.

Funds Remaining at the End of Fellowship Year or Term. Funds not expended in the year for which they were budgeted may be carried over to the next year without approval from HHMI. However, once a fellow resigns, any remaining stipend (prorated monthly) or institutional allowance must be refunded to HHMI. Fellows may have access to the remainder of the fellow's allowance. Refunds of the stipend and allowances must be made to HHMI within two months of the resignation.

TAX AND OTHER LEGAL CONSIDERATIONS

Fellowship institutions are responsible for complying with all relevant laws, including those relating to the receipt and disbursement of grant funds from HHMI. This includes responsibility for any reporting or withholding of funds that is required by federal, state, or local laws and regulations.

Income Tax. Fellows are responsible for establishing the amount of their taxable income and for making any required payments of estimated tax.

To assist fellows in understanding their tax liabilities, fellowship institutions are expected to provide each fellow with a statement of amounts paid to or on behalf of the fellow. The statement should include detail that is sufficient to enable fellows to report any taxable income properly. The financial administrator must ensure that required information relevant to income taxes is sent to fellows.

Fellows should consult their fellowship institutions with any questions they may have about income tax matters, including federal, state, or local income taxes for which they may be liable. Fellows may be affected by federal income tax withholding requirements imposed on the fellowship institutions or by income tax treaties.

Accounting and Audit. The fellowship institution must record the receipt of fellowship funds, together with expenditures related to the fellowship, in a manner (e.g., in a separate ledger account) that enables HHMI to verify that the funds received have been expended for the purposes for which the fellowship was awarded. Records pertaining to each fellowship award, along with copies of relevant financial reports submitted to HHMI, must be retained in the fellowship institution's files for three years after completion of the fellowship. HHMI reserves the right to audit these records during and after the term of the fellowship or to have an audit made by independent auditors.

REPORTING: FELLOW'S RESPONSIBILITIES

Current Name and Address. New fellows must provide current mailing and email addresses and a reliable telephone number (home and school); the name, phone number, and email address of a permanent contact person (someone who is likely at any time to know the fellow's current contact information); and an office address. Once the fellowship term begins, the fellow must notify HHMI promptly of any change in name or contact information as well as any change in the permanent contact information.

Fellow's Annual Progress Report. Each fellow must submit an annual progress report to HHMI via GrantsCentral (www.hhmi.org/grantscentral) by October 1. HHMI will send fellows the Web address for GrantsCentral and their user IDs and passwords to log into the system. Each progress report covers the period from September 1 through August 31.

Completion of Fellowship. At the end of the fellowship term, fellows must provide a final progress report via GrantsCentral. It is especially important for HHMI to know about a fellow's new position and affiliation and any new contact information (professional address, telephone number, and especially email address).

Alumni Updates. In accepting the award, fellows agree to update HHMI after the fellowship term about any new position, affiliation, or contact information (especially an email address). This reporting is done through the Alumni Update section of GrantsCentral. The information helps HHMI assess the effectiveness of the fellowship program and inform alumni about relevant HHMI activities. Fellows can expect to receive periodic emails from the HHMI Alumni Network (alumni@hhmi.org).

Publications. A copy (electronic copies or links to articles are acceptable) of all publications derived from research carried out during the term of the fellowship must be provided to HHMI. An acknowledgment of HHMI support must appear in any publication that is based on the fellowship research (see "Publications," page 5).

REPORTING: FELLOWSHIP INSTITUTION'S RESPONSIBILITIES

Confirmation of Eligibility for Continuation of Fellowship. Before each August payment, HHMI sends eligibility confirmation reports to the *fellowship officer*. The fellowship officer must complete a form that verifies the eligibility of each International Student Research fellow for continuation of the award. On this form, the fellowship officer must also confirm the fellow's year in the Ph.D. program, the activation date for new fellows, and dates for fellowship completions or resignations that have occurred since the previous eligibility confirmation. For fellows who are on leave, the fellowship office must indicate the anticipated return to studies for the student.

Annual Financial Reports. The *financial administrator* at the fellowship institution must submit annual financial reports (via GrantsCentral at www.hhmi.org/grantscentral) by October 31 to cover all International Student Research fellows who have received any HHMI support during the reporting period (September 1 through August 31). For new fellowship institutions, the first report will be due October 31 of the year following notification of the fellowship award. The financial administrator is to collaborate with the appropriate office at the fellowship institution and ensure the timely completion and return of the reports to HHMI. New financial administrators will be notified by HHMI of the Web address and their user IDs and passwords for accessing GrantsCentral.

Financial administrators are expected to keep a record of their user IDs and passwords in order to complete their financial reports each year.

Change in Nonprofit Status. The *financial administrator* must notify HHMI immediately of any change or expected change in the fellowship institution's status as a nonprofit organization exempt from federal income tax.

Change of Fellowship Officer or Financial Administrator. A written notice to HHMI must provide the name and title of a new fellowship officer or financial administrator, the effective date of the change, mail and express delivery addresses, telephone and fax numbers, and an email address. The person submitting the notice must also provide his or her name, title, and telephone number.

OTHER MATTERS

Relationship with HHMI. HHMI's relationship with the fellow and the fellowship institution is solely one of financial support of the fellow. No employer—employee or principal—agent relationship is created through participation in the fellowship program. HHMI assumes no responsibility for the research activities supported by the fellowship program or for research findings or their interpretation.

In addition, HHMI assumes no liability or responsibility in connection with any fellowship, other than the responsibility for making fellowship payments in accordance with HHMI's policies and procedures. For example, HHMI assumes no liability or responsibility to any fellow or the fellow's dependents for any compensation for injury, disability, or death of the fellow during the term of the fellowship or during travel to or from the fellowship institution; and HHMI assumes no liability or responsibility for the payment of compensation for a fellow's involvement in any accident or incident that causes injury to other persons or damage to property.

The offer and acceptance of a fellowship do not obligate either the fellow or HHMI in any way with regard to employment or service of any kind in the future.

Public Announcement and Attribution. The fellowship institution may make a public announcement of a fellowship award. A copy of any press release or public announcement should be provided to HHMI.

In any reports, articles, or documents regarding HHMI's International Student Research Fellowship program, the full name "Howard Hughes Medical Institute" must be used. HHMI is a medical research organization, not a foundation, and must not be referred to as a foundation in any context.

CONTACTING HHMI PROGRAM STAFF

Requests, notifications, inquiries, and other correspondence regarding HHMI's International Student Research Fellowship program should be directed to:

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