

South East Asia Infectious Disease Clinical Research Network



Network Academic and Operational Training Program Guidelines and Policies

South East Asia Influenza Clinical Research Network Training Plan

Introduction

The concept of a South East Asia Infectious Disease Clinical Research Network (SEAICRN) dedicated to multicenter integrated clinical research on Emerging Infectious Disease was first discussed during a meeting in May 2005 in Ho Chi Minh City, Vietnam which brought together representatives of Indonesia, Thailand, Vietnam, World Health Organization (WHO), Oxford University, the Wellcome Trust, and the US National Institutes of Health's National Institute for Allergy and Infectious Diseases (US NIH NIAID). The South East Asian Infectious Disease Clinical Research Network was formed as an output of this meeting with a commitment of the partners to collaborative integrated clinical research focused initially on avian and human influenza. One of the main objectives of the Network is to build clinical research capacity and infrastructure throughout the network.

Objectives

The network training program has the following objectives:

1. To build individual, institutional and national capacities to conduct clinical research that meets international academic standards, regulatory requirements and ensure patient safety and the highest standards of clinical care
2. To help build well trained, experienced, highly motivated clinical research teams that can contribute to the development of both institutional as well as national clinical research capacity through the involvement of doctors, nurses, scientists, pharmacists, laboratory technicians, data management and related staff in all aspects of clinical trials and allied laboratory science.
3. To identify the best individuals from the partners within the Network to undertake the best available training courses appropriate to the needs of the individuals and the partners within the Network.
4. To develop researchers who have the capacity to conduct, analyze and publish their research?
5. To develop capacity to design, write and compete for international grants to conduct clinical research.
6. To help establish viable and sustainable clinical research career paths for doctors, nurses, research managers, lab techs, data managers, pharmacists and support staff who are interested in clinical research.

Operational Training

Supports the clinical trials program to build clinical research capacity and infrastructure throughout the Network.

Academic Training

Focuses on individual capacity development. It is grouped into two sub-categories:

- 1) Short-term Fellowship, 2) Long-term Fellowship.

Implementation

The Network Steering Committee (NSC) has approved the Network **Training Program Guidelines and Policies**. The program will be managed through the operational and academic training program coordinator at the NCC and guided by the Network Training Committee (NTC).

The guidelines establish a mechanism to achieve the Network's objectives and to help Country Team Leaders to answer questions that emerge and deal with problems arising from sites.

Application Forms

Application forms are available for academic trainings and can be found as Appendices (Appendix 1). Operational training applications are available on case by case basis.

Funding

Funding for the network training program is provided the US NIAID and the Wellcome Trust as part of funds committed to the SEAICRN.

Management

The Network Training Program will be managed by the Network Training Committee operating under the Network Coordinating Center under the direction of the Network Steering Committee (NSC). The NSC will allocate a budget for the Training Programme and this budget will be equally shared between the partners of the Network.

Academic Training

SHORT TERM TRAINING

I. Internal SEAICRN Short Term Training

Eligibility:

1. All member institutions and their respective research staff involved in the Network are eligible for the training
2. Applicant should meet each training program's eligibility requirements

Application Procedure:

An application form is usually available along with the Training Announcement. Applicants should send the completed application form to the NCC Training Officer with a copy to the Network Country Team Leader

Selection Criteria for Applicants:

1. Priority given to applicants from study sites
2. Compliance with the criteria/eligibility stated in the NCC Training Announcement
3. Training Committee's decision on priorities

II. External SEAICRN Short Term Training

Eligibility:

All member institutions and their respective research staff involved in the Network are eligible for the training

Application Procedure:

1. Trainings or courses can be from those suggested in the SEAICRN website or from other sources
2. Applicants must complete the appropriate application form and get necessary support from their institution and Country Team.
3. Completed SEAICRN Short Term Fellowship Application Form can be sent directly to the NCC Training Officer with a copy to the NCC Chief Operations Officer and Country Team Leader, or submitted through NCC Chief Operations Officer and Country Team Leader.

Selection Criteria for Applicants:

1. Network Partners
2. Completed SEAICRN short term application form
3. An applicant can submit multiple requests on the basis of carefully identified clinical research capacity development needs
4. Applicant has a clear understanding of the skills and knowledge s/he is expected to acquire from the training
5. Applicant agrees to the fellowship Terms and Conditions

Terms and Conditions:

- a. The support covers the training/course fee, travel cost, accommodation, insurance, visa, salary and per diem in accordance with Network Travel Guidelines
- b. Awardee must be willing to write the post-training report to the NCC within a week after the training completed

LONG TERM TRAINING PROGRAM

Eligibility

1. All member institutions and their respective research staff involved in the Network are eligible for the training but priorities will be given to the applicants from the study sites
2. Full scholarships are awarded for Master's and Ph.Ds
3. Courses at universities and professional institutions in degrees that support the development of clinical research capacity and infrastructure when applicants return to the home institutions
4. SEAICRN scholarship scheme is a self-placement program. An applicant who is selected is responsible for making her/his own approach to the university.
5. English language training can be included as part of the scholarship upon request by the awardee

Support for Student

The Award will cover:

1. Tuition fees and approved necessary research expenses
2. Salary
3. Housing allowance
4. Flights, visa, insurance (health insurance)
5. Acceptees who are abroad for six consecutive months or more will be offered one flight back to the originating country, or a flight for one family member to visit the acceptee per year. The NCC is not responsible for visas etc for the family member.
6. Special allowances may apply depending on the country of study for food and local transport.

Applications Materials

SEAICRN Long Term Fellowship Application Forms* can be downloaded on the SEAICRN website: www.seaicrn.org

Procedure of Applying

1. SEAICRN scholarship scheme is a self-placement program. Applicants who are selected are responsible for making their own approach to the university. Financial support will be disbursed based upon the notification of university acceptance sent to the NCC Training Unit by the awardee.
2. Send the completed application form to the NCC SEAICRN

Selection Criteria

Applicant will be selected and reviewed by the Training Committee; based on the likelihood that applicant will pursue a career in research. Criteria used to assess this includes: previous research experience, educational excellence, and references from supervisor/endorser.

Award Announcement

Successful applicants will be notified by the NCC SEAICRN by a formal letter of approval

Reporting Requirements

Master and Doctoral Students must make a commitment to return to their originating research program for a period matching the length of the training.

Individuals will provide a six monthly report and final report upon completion of the study and also copy of the diploma to the NCC Training Unit.

Information and Enquiries

For additional information about this program or assistance with application process, please send e-mail to:

South East Asia Infectious Disease Clinical Research Network
Network Coordinating Center Office
Eijkman Oxford Clinical Research Unit

Gedung Lembaga Eijkman
Jl. Diponegoro No. 69,
Jakarta 10430, Indonesia
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E-mail: training@eocru.org

Exceptional Circumstances

Exceptions to these guidelines will only be approved by the Chief Operations Officer, upon discussion with Training Committee.

Operational Training Network Program Guidelines and Policies

Guidelines

Any individual or institutional member of the network can apply for support for training. Training may include group training in workshops, seminars, lectures series, etc on scientific topics or research methods or might include skills building activities, technical writing, grant writing or other similar activities. There has been a strong demand for a Network Scientific English Language Program and this will be a focused part of the training available. Individual training might include laboratory mentor-ships for short or extended periods, clinical clerkships, specialty training or Masters and Ph.D. programs. Institutions and individuals may request training from institutions and individuals from both within and outside the network, provided there is adequate justification for training outside the network.

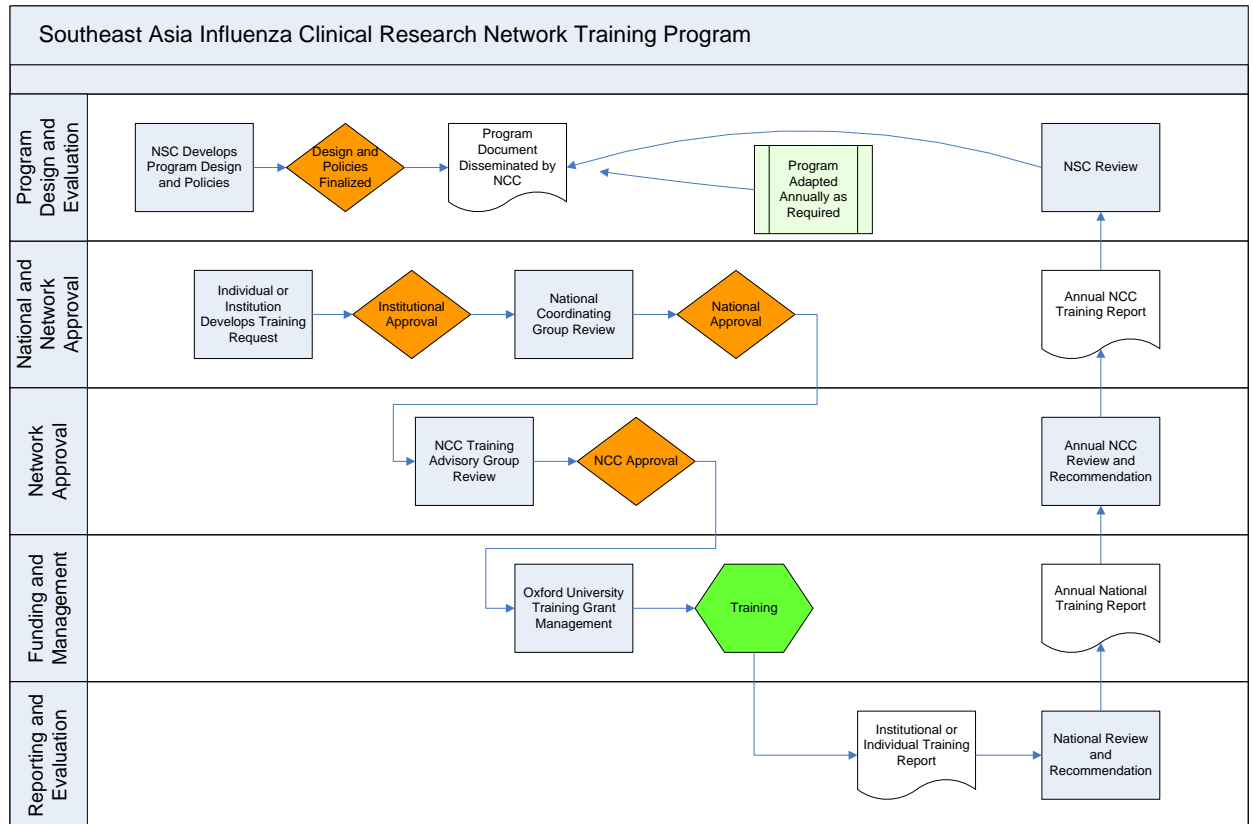
Institutional approval of the application and justification will be forwarded to the Country Coordination Team for review. Criteria for endorsement will include whether the request matches National and Network priorities and needs, feasibility and whether the resources are sufficient for the completion of the training and follow-on support for individuals in Master and Ph.D. programs on return from training. The Country Coordination Team will forward approved training requests of a value greater than \$1000 USD to the NCC Training Committee for consideration. Each Country Coordination Team will be able to allocate up to 15 awards of less than \$1000USD per year for training needs without approval by the Training Committee

Institutions and individuals will forward quarterly reports on training activities and expenditures to the Country team. The country team will consolidate and summarize these reports and forward them to the NCC. The NCC, in turn will provide a six monthly summary to the NST. The NST will make any necessary programmatic changes on the basis of this report.

A schematic of the guidelines as it applies to training is provided in Figure 1.

Figure 1 provides a schematic of the approval and reporting processes

Figure 1



Training Policies

- **Eligibility**
All member institutions and their respective research staff involved in the Network are eligible for short and long course training.
- **Priorities**
National training priorities will be set by the National Coordinating Team in concert with the NCC and NSC.
- **Obligation**
Masters and PhD students or other training of a year or more duration must make a commitment to return to their originating research program for a period matching the length of the training. This would be funded via the Training Program budget allocated by the NSC.

- Reporting

Institutions and individuals will fill a post training report with the Country Team Leader, providing a description of the training activity and whether it achieved the training objectives outlined in the original training request.

Individuals involved in long-term training of 6 months or more will provide a six monthly progress reports to their home institutions and Country Team Leader will report to the NCC Training Officer the result of the national training activities including both individual and common training activities and indicate whether there will be any changes in the training plan proposed at the year's outset. These reports will include a training funds status report.