

# POLICIES AND PROCEDURES FOR THE ADMINISTRATION OF RESEARCH FELLOWSHIPS

## PURPOSE

The International AIDS Society (IAS) and the National Institute on Drug Abuse (NIDA) jointly organize a fellowship programme to actively encourage HIV and drug use research. Fellowships are awarded yearly in two categories: a fellowship can serve to support one junior researcher for 18 months of postdoctoral training, or one senior researcher for eight months of professional development training. The stipend allows the selected fellows to cover personal expenses (such as living costs and travel) during the programme duration. It is a requirement that the work be carried out under the leadership of a mentor at recognized research institutes excelling in the HIV-related drug use field. NIDA is part of the National Institutes of Health (NIH), a branch of the US Department of Health and Human Services.

## TERMS OF THE FELLOWSHIP

### Start of Fellowship

- Fellows must start their research before 1 June 2013.
- Fellows should notify the IAS and their chosen mentor of the exact start date.
- Fellowships must be served continuously for the duration of the award.

**Stipend:** The award of US\$75,000 will be made available to the host institution, which will provide the stipend to the fellow in accordance with its usual regulatory procedures. The stipend may cover only the cost of living, personal expenses (e.g., health and accident insurance) and one return journey to the country of origin during the fellowship period. Expenses incurred by the fellow's spouse and dependents (except childcare) are not covered. The fellowship funds are not intended to cover direct research expenses, which should be provided for by the host institute or paid through additional grants.

**Award letter:** The award letter confirms the IAS and NIDA's commitment to provide the fellow with a stipend. The award letter can serve as a support document to obtain required work permits.

**Other stipends or awards:** The stipend may not be supplemented with similar funds intended to cover personal expenses from another fellowship, regardless of the source, including from the NIH or any other US federal agency. The fellow may receive additional support to cover research expenses from other sources, such as from the host institution or the fellow's home institution.

**Part-time work:** Fellows are expected to work full-time, unless, for childcare reasons, a request is made by the fellow to work part-time during the fellowship. The maximum duration of the fellowship shall not exceed 36 months for the post-doctoral fellow or 16 months for the professional development fellow at the same host institution.

**Work permit:** The mentor and the host institution are responsible for supporting the fellow in obtaining the necessary visa and work permit, insurance and ethical approval to conduct his/her research in accordance with national requirements and the host institution's regulatory procedures. Mentors are responsible for informing the IAS if there are any administrative issues that prevent the fellow from starting his or her fellowship.

## TAX REGULATIONS

The fellow and host institution should ensure that tax laws in the host and fellow's home country are adhered to in regards to the stipend received under the IAS/NIDA Fellowship. The IAS and NIDA take no responsibility for the taxation of the stipend.

**LEAVE POLICY**

**Vacations and holidays:** IAS/NIDA fellows are considered to be visiting external employees of the host institution and should adhere to the holiday allowance of the host institution.

**Sick leave:** Fellows may continue to receive the stipend for up to 15 calendar days (two weeks plus one day) while absent from work due to personal illness. Absences due to illness exceeding this limit are not covered by the stipend, but count towards the overall duration of the fellowship. In exceptional circumstances, fellows are urged to contact the IAS as soon as possible to discuss the specific circumstances. Alternatively, sick leave can be managed in accordance with the rules of the mentoring institution.

**Parental leave:** Fellows are entitled to three months' maternity leave or five days' paternity leave during their fellowship. Fellows who take maternity leave during the fellowship are entitled to an extension of their fellowship for a period of up to three months, but no further funds will be made available. Alternatively, parental leave can be managed in accordance with the rules of the mentoring institution.

**ACKNOWLEDGEMENTS**

Fellows and mentors must acknowledge the support of the IAS and NIDA in all articles published, as well as in abstracts presented and oral presentations given, which are based on the work performed during the fellowship period.

**REPORTING**

Fellows and mentors must provide regular progress reports to the IAS every six months during the fellowship period, based on a template that they will receive, as well as a final fellowship report, including an expenses report.

I have read and agree to the above policies and procedures.

The Fellow

(Print or type name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

The Mentor:

(Print or type name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

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