

Department of Global Health and Population
Summer Research Internship Proposal, Spring 2016

Background

The summer research internship, undertaken in the summer between the first and second years, is an opportunity for students to engage in public health research under the supervision of both their faculty advisor and a field preceptor. The research internship provides a public health setting in which students may integrate and apply the skills and knowledge acquired through their coursework. Good internship opportunities will reflect a well-defined goal and activities that, taken together, are valuable for both student and host organization, and are feasible within the time and resource availability for the project.

The Summer Research Internship Proposal, developed during the spring semester before the summer internship, is intended to formalize the process of planning the summer internship. Each student's proposal will describe the background and motivations for their project, the activities they will undertake and their rationale, and a budget and timeline for successfully completing the project. The proposal is to be submitted before the end of the semester prior to the initiation of the internship. The proposal should have the sign-off of both the student's faculty advisor and a representative of the host organization / field site, and reflect a common understanding of the activities and responsibilities of the project.

It is intended that student will develop the proposal with the oversight of a HSPH faculty member. This could be the student's academic advisor, a faculty member with a relationship to the internship opportunity, or a faculty member with expertise relevant to the work the student will be involved with. This advisor needs to sign-off on the proposal before submission. Proposals will be evaluated by a review committee, and students will receive feedback on their internship proposal.

Content of the proposal

The proposal requires the following sections:

1. *Basic details of the project*

Describe the project title, country/location where activities will take place, host organization, key contact(s) at the host organization, and Harvard faculty advisor.

2. *Background section*

Describe the substantive issues related to the internship, such as the health problem being addressed, interventions being deployed, the motivations for research, contextual factors, and the landscape of organizations/institutions involved in addressing the issue.

3. *Objectives*

List the objectives the student will seek to achieve through the internship. Be concrete. If the student's work is part of a larger project these objectives could be those of the larger project, but it should be clear how the student's activities link to the larger goals.

4. *Methods and activities:*

Describe how the student will achieve the objectives. This section should include the general approach adopted, including any important choices made, a listing of activities to be undertaken, plus a description of deliverables the student expects to develop as part of the internship.

5. *Learning objectives*

Describe what skills or experience the student will gain through the internship, and how might these be useful for their career. This section should also make reference to the student's existing expertise, and demonstrate they have the ability to undertake the project described in the proposal.

6. *Timeline*

Provide a concrete plan for the activities to be undertaken, where they will be conducted, and when they will start/end.

7. *Budget*

Provide a budget for the items and services that will need funding for successful completion of the project. Include information on items already funded from another source, such as monetary/in-kind support from the host agency, other research awards.

8. *Human subjects*

Describe the aspects of this project relevant to human subjects protection. Is IRB clearance required for this project? Has it been obtained? If not, what is the plan for obtaining clearance?

9. *Letter of support*

Include a document demonstrating the support from host agency (Harvard faculty member, if it is an internal project) describing general scope of the

internship, activities, deliverables the intern will be required to produce, funding the organization is providing, and the name of the field preceptor.

10. Faculty sign-off

Include documentation from your faculty advisor that they have seen and approved the proposal (can be a emailed concurrence).

11. Check-list

Fill out the check-list to confirm that all proposal components are included and that the proposed activities meet the degree requirements for the internship.

Format

The proposal will be submitted electronically. Proposals should have no less than 1 inch margins, and no smaller than 11pt font. The overall length of the proposal should be a maximum of 4 pages single-spaced. Budget, letters of support, and any other relevant documents can be included as appendices.

Submission timeline

A status update on internship plans will be due at the end of the Spring 1. The final proposal is due at the last session of the internship seminar series. Students will make short presentations of their plans during seminar sessions, such that feedback from these presentations can be incorporated into the proposal. See schedule for seminar sessions and due dates.