



POLICIES AND PROCEDURES FOR THE ADMINISTRATION OF RESEARCH FELLOWSHIPS

Purpose

The National Institute on Drug Abuse (NIDA), in partnership with the French National Agency for Research on AIDS and Viral Hepatitis (ANRS), supports the NIDA-ANRS Drug Abuse and HIV Research Fellowship to advance scientific understanding of the linkages between drug abuse and HIV while fostering multinational research. The fellowship supports postdoctoral training for a non-U.S. researcher working with a senior scientist currently conducting drug abuse and HIV research. Fellows' research will be in an area relevant to HIV-related drug abuse. Under the guidance of the mentor, fellows will develop critical research knowledge, skills, and abilities and also participate in professional development activities. The fellowship may not be used to support work toward any academic degree. NIDA is part of the National Institutes of Health (NIH), a component of the U.S. Department of Health and Human Services (HHS).

Compliance With Regulations on the Conduct of Research

Research conducted as part of an NIDA-ANRS Drug Abuse and HIV Research Fellowship must be done in accordance with the protocol approved by the institutional or local committee on ethics in human and animal investigation. Where no such committee exists, the research must be conducted in accordance with the principles of the *Declaration of Helsinki of the World Medical Association (WMA)* or *WMA Statement on Animal Use in Biomedical Research*.

Research conducted in the United States as part of the fellowship is subject to the same U.S. Federal regulations, policies, guidelines, and review considerations as are all NIH research project grant applications. For a complete discussion of the NIH regulations, consult the NIH Grants Policy Statement at http://grants.nih.gov/grants/policy/nihgps_2010/index.htm or Part III, Section 2 of the *U.S. Department of Health and Human Services, Public Health Service Grant Application, PHS 398 Instructions*, <http://grants2.nih.gov/grants/funding/phs398/phs398.html>.

Obtaining a Visa or Work Permit

The mentor and the host institution are responsible for supporting the fellow in obtaining the necessary visa and/or work permit, insurance, and ethical approval to conduct his/her research in accordance with national requirements and the host institution's regulatory procedures.

Fellows completing the NIDA-ANRS Fellowship in the United States must enter the United States on a J-1 visa. A Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019) must be obtained from the institution where the fellowship will be spent. This form must indicate NIH or HHS (if NIH not available) support in Block 5 (SEVIS system, page 4, Financial

Information, questions 25 and/or 26). The completed Form DS-2019 should also indicate that the fellow is subject to the 2-year residence requirement. A valid passport and the completed Form DS-2019 should be presented to the nearest American Embassy or Consulate, which will issue the J-1 Exchange Visitor Visa. Dependents who accompany the fellow must apply for a J-2 dependent's visa.

The following applies to candidates who were issued a Form DS-2019 that does not reflect support from NIH or HHS in Block 5. Once the candidate has arrived in the United States, the responsible officer of the institution who issued the form will need to update the financial data in SEVIS (page 4 of Financial Information, questions 25 and/or 26) and provide the fellow with a signed, updated Form DS-2019. A copy of the updated Form DS-2019 must be sent to the NIDA International Program.

Beginning the Fellowship

The fellowship must

- Be served continuously for 12 months.
- Begin within 12 months from the announcement date of the award.

Fellows and mentors should discuss the exact date on which the fellowship will begin and notify the NIDA International Program of the identified start date. Within a week of arriving at the mentoring institution, fellows must send the following documents to the NIDA International Program:

- A copy of the visa stamp in the passport (if applicable).
- Local residential address, telephone number, and email address.

If completing the fellowship in the United States, fellows must also send the following:

- A copy of the Form DS-2019 issued by the mentoring institution indicating funding by NIH
- Evidence of health insurance.

Terms of the Fellowship

Award Letter. The award letter will confirm the commitment of NIDA and ANRS to provide the NIDA-ANRS Fellow with a stipend, roundtrip travel between the home country and the mentoring institution, and a supplemental allowance for health insurance and travel to selected scientific meetings.

Reporting. Fellows and mentors must provide a fellowship progress report at 6 months and a final report at the conclusion of the fellowship. The NIDA International Program will provide a report template and will email reminders to each fellow and mentor regarding report deadlines.

Stipend. The NIDA International Program will disburse to the mentor institution a stipend of \$42,000USD. Following its usual procedures, the mentoring institution will disburse the stipend to the NIDA-ANRS fellow. The stipend is intended only for cost-of-living expenses (e.g., housing, food, health, accident insurance). The stipend may not be used to cover direct research expenses, which should be provided by the mentor institution or paid through additional grants.

Supplementation of the Stipend. The stipend may not be supplemented with similar funds to cover personal expenses from any other fellowship, regardless of the source, including NIH or any other U.S. Federal agency. The mentor institution, the fellow's home institution, or another source may provide research funding support, but only as long as the additional funds (1) do not impose a service, teaching, or other obligation, and (2) do not exceed a maximum of \$10,000 per year.

Taxation of Stipend. The stipend received under the NIDA-ANRS Fellowship may be taxable unless specifically exempt by a treaty or tax convention. The fellow and mentor institution are to be sure that tax laws in their respective home countries are followed regarding the taxation of the fellowship stipend. NIDA and ANRS take no responsibility for the taxation of the stipend. Fellows are encouraged to contact a tax professional to discuss their tax liability.

In the United States, because the Federal tax system operates on a pay-as-you-go basis, the U.S. mentor institution should deduct a certain percentage of the stipend to cover what will be owed in Federal and state taxes at the end of the calendar year. At the end of the calendar year, the fellow will receive a statement of earnings from the U.S. mentoring institution, which will show the total stipend paid and the amount withheld during the previous calendar year. All NIDA-ANRS Fellows are required to file a tax return regardless of whether they are exempt from paying U.S. taxes. It is suggested that fellows contact the local Internal Revenue Service (IRS) office at the beginning of their fellowship to discuss Federal, state, and local tax liability. Some fellows may be exempt from paying Federal taxes due to a tax treaty between their country and the United States. While the treaty may address Federal taxes, the fellow may still be responsible for state and local taxes. Regardless of taxation responsibility, the fellow will still have to file an IRS form at the end of the year. Those who are not exempt should inquire beforehand about allowable deductions so they may save pertinent receipts. Further information may be found at www.irs.gov/Businesses/International-Businesses/United-States-Income-Tax-Treaties---A-to-Z, [www.irs.gov/uac/Interactive-Tax-Assistant-\(ITA\)-1](http://www.irs.gov/uac/Interactive-Tax-Assistant-(ITA)-1) or at www.irs.gov/publications/p515/.

International Travel. The mentor institution will coordinate and pay for international travel using funding provided by NIDA and ANRS (funds are in addition to the stipend and supplemental funds). Air travel arrangements must comply with Federal travel regulations. Fellows must travel via economy class on a U.S. flagged airline or an airline that is part of the Star Alliance Network (www.staralliance.com/en/about/member_airlines/) using the most direct route regardless of cost, convenience, or personal travel preference (see Appendix A). The funding will support the fellow's initial transportation between the home country and the mentor institution as well as the air travel back home at the conclusion of the fellowship. Funds are not provided for dependents' travel or for excess baggage. Return travel must be completed no later than 6 months after the fellowship ends.

Supplemental Allowance. A supplemental allowance of \$6,000USD for NIDA-ANRS Fellows will be administered by the mentor institution. This allowance provides for (1) \$2,500 to be used toward purchasing the mandatory health insurance coverage for the fellow only, and (2) \$3,500 to be used toward supporting travel expenses related to attending scientific meetings (e.g., NIDA International Forum at the College on Problems of Drug Dependence [CPDD], International AIDS Conference, IAS Conference on HIV Pathogenesis, Treatment and Prevention). This allowance cannot be used for contributions to pension or retirement funds or

for unemployment insurance. If family health insurance is required, the fellow is responsible for paying the difference between individual and family coverage. The supplemental funds will be disbursed on a reimbursement basis following the U.S. mentoring institution's customary procedures.

Health Insurance. The mentor and the host institution are responsible for supporting the fellow in obtaining health and accident insurance, if required by the institution or the country's visa or work permit regulations.

Health insurance is mandatory for fellows completing the NIDA-ANRS Fellowship in the United States. The NIDA-ANRS Fellow must have minimum health insurance coverage for the duration of the fellowship for both the fellow and his or her dependents (J-1 visa, CFR 62.14). Up to \$2,500 of the supplemental allowance may be used to pay for the health insurance of the fellow only (see Appendix B). Fellows will be responsible for insurance payments for their dependents. Any health plan chosen by fellows must provide at least the following coverage, which became mandatory for foreign fellows in September 1994:

- Medical benefits of at least \$50,000 per accident or illness
- Repatriation of remains in the amount of \$7,500
- Expenses for medical evacuation of \$10,000
- Deductible not to exceed \$500 per accident or illness.

Fellows must provide the NIDA International Program with evidence of insurance for both themselves and their dependents at the beginning of the fellowship. Fellows will be reimbursed for their individual health insurance premium costs only, following the U.S. mentoring institution's customary reimbursement procedures.

Travel to Scientific Meetings. Supplemental funds may cover travel to select scientific meetings or to meet with other senior HIV researchers. NIDA-ANRS Fellows who wish to use the supplemental allowance for such travel should obtain approval from the NIDA International Program at least 3 weeks prior to traveling. Fellows will be reimbursed for their travel expenses, following the mentoring institution's customary reimbursement procedures.

Increasing knowledge and professional networking are important to increasing the scientific response to HIV-related drug abuse. To this end, NIDA encourages the NIDA-ANRS Fellow to participate in the following meetings:

NIDA International Forum and CPDD. The NIDA International Forum is held annually as a satellite event at the annual CPDD conference (usually in mid-June). The NIDA International Forum includes a research symposium, a poster session, network-building activities, and highlights of NIDA-supported and other international research on drug abuse. This unique scientific meeting will allow fellows to network with other colleagues, learn about drug abuse research and policy issues in other countries, and discuss NIDA-supported fellowships and other programs that can support international collaborations. Fellows are asked to attend both the NIDA International Forum and the CPDD Conference. In addition to attending the meetings, all fellows are required to submit an abstract and participate in the NIDA International Forum's poster session.

International AIDS Conference and IAS Conference on HIV Pathogenesis, Treatment and Prevention. These regularly held conferences provide opportunities to identify gaps, share experiences, and increase knowledge and expertise of professionals working in HIV/AIDS. The IAS Conference on HIV Pathogenesis, Treatment and Prevention focuses on the biomedical aspects of HIV/AIDS. It brings together individuals and organizations from around the world to address current issues in HIV basic, clinical, and prevention science.

Leave Policy

Vacations and Holidays. NIDA-ANRS Fellows are not considered employees of the mentor institution and, therefore, are not entitled to paid vacations. Fellows may observe the normal holidays of the mentor institution, but they are expected to conduct their research activities throughout the calendar year, including the time between semesters or academic quarters.

Sick Leave. NIDA-ANRS Fellows may continue to receive the stipend for up to 15 calendar days (2 weeks plus 1 day) while absent from the mentor institution training site due to personal illness.

Appendix A: Rules of Foreign Travel

U.S. Government Travel Regulations require all individuals whose travel is paid by U.S. Government funds, either directly or by reimbursement to the traveler, to use U.S. air carriers and to be reimbursed for economy air travel only.

The traveler must use U.S. air carriers when travel is by commercial air transportation between the United States and a foreign country or between foreign countries except for the portion(s) of travel where U.S. air carrier service is not available.

When U.S. air carriers are not available for a particular route, fellows are required to use U.S. air carriers from the nearest point serviced by a U.S. air carrier. The requirement to use U.S. air carriers to the maximum extent possible shall not be influenced by factors of cost, convenience, or personal travel preference of the traveler.

An airline may be considered a U.S. air carrier if it belongs to the Star Alliance Network (www.staralliance.com/en/about/member_airlines/).

Appendix B: Health Insurance

The NIDA-ANRS Drug Abuse and HIV Research Fellowship provides funding for the health insurance of the fellow only. Fellows may enroll in a health insurance plan available at the mentoring institution. In some instances, it is either not possible or it is impractical for fellows to be a part of the institution group plan, and they must obtain individual coverage for themselves and their family. This type of individual coverage is usually very expensive. The NIDA International Program is familiar with health insurance plans and may be able to provide additional information if needed.

(Print or type name)

(Signature)

(Date)