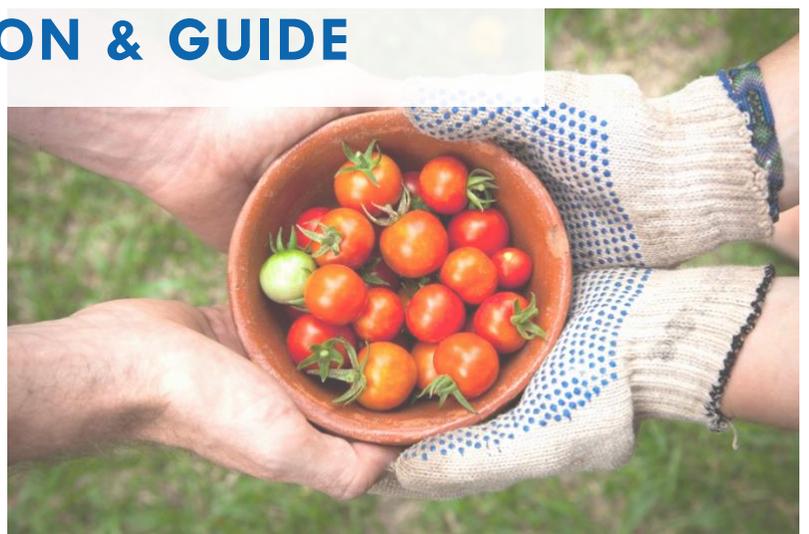


# WESTERN REGION Public Health Training Center



## STUDENT PROJECT STIPENDS: APPLICATION & GUIDE



## TABLE OF CONTENTS

---

Student Project Stipends: An Overview	3
Application Process	5
Application	6
Scientific Report Instructions	9
Video Presentation Instructions	10
Resources	12
Student Checklist	13
Frequently Asked Questions	14

## STUDENT PROJECT STIPENDS: AN OVERVIEW

---

The WRPHTC provides stipends to support public health and other health profession students conducting public health projects with public and non-profit organizations around the region through support from the Health Resources and Services Administration (HRSA).

Stipends are subsistence allowances for students to help defray living expenses during the training experience, and are not provided as a condition of employment, or for tuition, fees, health insurance, or other costs associated with their training program.

**Stipend:** \$3,500 per student.

A partial allotment of the funds (\$2,000) will be provided at the start of the project and \$1,500 at its completion when all reports are provided and a video presentation summarizing the project is uploaded onto the WRPHTC website.

**Number of Stipends Available:** 30 stipends per year

### Eligibility:



Undergraduate juniors or seniors, graduate or doctoral students pursuing degrees in a health profession (e.g., public health, psychology, sociology and social work).\*

*\*Students enrolled in community colleges in the US-Affiliated Pacific Islands are also now eligible*



Students should be enrolled at schools and/or conducting their project work in AZ, CA, HI, NV, or the USAPI.



Students must be U.S. citizens, non-citizen U.S. nationals or from the Pacific Freely Associated States, or foreign nationals having in their possession a visa permitting permanent residence in the U.S.

*\*Individuals on temporary or student visas are not eligible to receive these stipends.*



The project must entail 150+ hours of field work, completed within one year.\*

*\*Students must be enrolled at a college or university throughout the course of their project (students that have already graduated from their program will not be considered).*

### Criteria for Selection:

<p><b>1</b></p> <p><b>Structured Opportunities for Students to Apply Public Health Knowledge &amp; Skills</b></p> <p>The project should enable the student to <b>apply knowledge and skills</b> learned in their program <b>in a public health setting</b> through structured opportunities and/or experiences.</p>	<p><b>2</b></p> <p><b>Contribute to the Mastery of Public Health Competencies</b></p> <p>Projects are expected to contribute to strengthening of public health competencies, whether the <b>CEPH Foundational Competencies</b> or the <b>PHF Core Competencies for Public Health Professionals</b> (e.g., assessment &amp; analysis, program planning &amp; policy development).</p>	<p><b>3</b></p> <p><b>Equity-Focused Work with Public or Nonprofit Health Organizations</b></p> <p>Preference will be given to projects conducted with <b>public or nonprofit health organizations</b>, particularly those working with <b>underserved areas and/or populations to address health disparities</b>.</p>
---	--	--

**Deliverables:**

<p></p> <p><b>THREE SURVEYS</b></p> <p>Students are required to submit three surveys:</p> <ol style="list-style-type: none"> <li>1. At the project start</li> <li>2. At the project conclusion</li> <li>3. One year after project completion</li> </ol>	<p></p> <p><b>POSTER / SCIENTIFIC PAPER</b></p> <p>Projects should be described with a poster or scientific paper that includes an abstract, introduction, methodology, findings, conclusions and discussion.</p> <p><i>*Check the resources page for some short courses with tips for putting together this deliverable.</i></p>	<p></p> <p><b>VIDEO PRESENTATION</b></p> <p>Students will record a 5-minute video that summarizes the project and its outcomes, which will be available to the public on the WRPHTC website.</p>
--	--	---

These deliverables need to be shared with the WRPHTC and HRSA.

In the event that a recipient of this award terminates his or her participation from the program prior to the specified end date, the stipend must be prorated according to the amount of time spent in training, and the award recipient must contact HRSA to discuss options for the remaining stipend funds.

*This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under UB6HP31687.*

## APPLICATION PROCESS

---

1. Select or arrange a project, such as an internship or thesis, by contacting the organization that you are interested in working with directly or selecting a project from your school database. You can also find some projects listed on the WRPHTC website, for which you should contact the person specified on the listing to arrange to work on a project with their partnering organization.
  - a. University of Arizona students may find projects advertised on the student **HUB**.
2. Organizations will have the ability to determine whether students are an appropriate match for their organization and proposed project. Students will need a signature of approval from an identified site supervisor/preceptor on their application to apply for a project stipend from the WRPHTC.
3. Apply for the stipend using the application included in this manual. Applications will be reviewed on a rolling basis, beginning September 1 and ending June 15. Submit the completed application to [wrphtc@arizona.edu](mailto:wrphtc@arizona.edu).
4. The WRPHTC application review committee will select the recipients of the 30 stipend awards. Students who are chosen will be emailed with a Notice of Award and instructions on completing documentation required to release the first allotment of their stipends.
5. Once selected, the student will then proceed with the deliverables required to receive their internship stipend.



**STUDENT INFORMATION:**

**Full Name:**

\_\_\_\_\_

*First Name* *Last Name*

**Address:**

\_\_\_\_\_

*Street Address* *Apt/Unit #*

\_\_\_\_\_

*City* *State or Country* *Zip Code*

**Contact:**

\_\_\_\_\_

*Student Email* *Personal Email* *Phone Number*

**School:**

\_\_\_\_\_

*University/Institution* *Field of Study* *Expected Graduation Date  
(mm/dd/yyyy)*

**Enrollment**

**Status:**

*Full-time* *Part-time*

**What year in school will you be during the 2021-2022 school year?**

Community College student <i>*only community college students in the US-Affiliated Pacific Islands are eligible</i>	Undergraduate Junior or Senior	Graduate or Doctoral Degree
---	-----------------------------------	--------------------------------

**Are you a U.S. citizen, U.S. national, or an eligible noncitizen?**

*Eligible noncitizens include U.S. permanent residents with a Permanent Resident Card (I-551) or conditional permanent residents with a Conditional Green Card (I-551C), and residents of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia.*

Yes, I am a U.S. citizen or U.S. national.	No, I am an eligible noncitizen.	No, I am not a citizen or eligible noncitizen.
---	-------------------------------------	---

**Faculty Mentor / Academic Advisor:**

<i>First Name</i>	<i>Last Name</i>
<i>Email</i>	<i>Phone Number</i>

**PROJECT INFORMATION:**

**Organization:**

---

**Address:**

---

<i>Street Address</i>	<i>Apt/Unit #</i>
-----------------------	-------------------

---

<i>City</i>	<i>State or Country</i>	<i>Zip Code</i>
-------------	-------------------------	-----------------

**Supervisor:**

---

<i>First Name</i>	<i>Last Name</i>	<i>Job Title</i>
-------------------	------------------	------------------

---

<i>Email</i>	<i>Phone Number</i>
--------------	---------------------

**Dates of Project:**

---

<i>Start Date (mm/dd/yyyy)</i>	<i>End Date (mm/dd/yyyy)</i>	<i>Total Hours</i>
--------------------------------	------------------------------	--------------------

**Project Title:**

---

**Project Goal Statement:**

*Please provide a comprehensive goal statement for your project. This statement should be 1-2 sentences and should describe the overall outcome the student expects upon completion of the project (i.e., how will this project impact or help improve health outcomes for the target population?)*

**Project Management Plan:**

Please provide a minimum of 3 objectives for your project and the activities that will be taken to accomplish each objective. These objectives can be related to what the student expects to learn by carrying out their project or what the student hopes to accomplish or deliver as part of the project.

<b>Objective 1:</b>	
<b>Activities:</b>	<b>Anticipated Completion Date:</b>
<b>Objective 2:</b>	
<b>Activities:</b>	<b>Anticipated Completion Date:</b>
<b>Objective 3:</b>	
<b>Activities:</b>	<b>Anticipated Completion Date:</b>

**How does this project relate to your academic and/or career interests?**

--

Student Signature: \_\_\_\_\_  
*signature*

Date: \_\_\_\_\_  
*mm/dd/yyyy*

Faculty Mentor Signature: \_\_\_\_\_  
*signature*

Date: \_\_\_\_\_  
*mm/dd/yyyy*

Supervisor/Preceptor Signature: \_\_\_\_\_  
*signature*

Date: \_\_\_\_\_  
*mm/dd/yyyy*

Submit completed application via email to [wrphct@arizona.edu](mailto:wrphct@arizona.edu)

## SCIENTIFIC REPORT OR POSTER INSTRUCTIONS

---

As part of the project stipend you were awarded by the Western Region Public Health Training Center (WRPHTC), we are asking that you submit a scientific report or poster to the WRPHTC to summarize your project and its outcomes. This document will be made available to the public on the [WRPHTC website](#).

The report should be an estimated 4-8 pages, but the WRPHTC can defer to the requirements of the students' academic program if a report is required by the student's university. The report should contain all of the following sections:

Section Title	Description
Abstract	An overview or summary of what is included in the report, including 1-3 sentences describing each of the following sections: the purpose, methodology, findings, and conclusions. <i>500 words max.</i>
Introduction	An overview of your project, including the need and goal of your project, a background of the organization with which you are collaborating, and the population served by your project.
Methodology	This may include a description of project activities. Define the instrument or tool used to measure/evaluate the goals or objectives.
Findings	Describe your findings, data, recommendations, and/or how products created may be used in the future. Analysis of data collected or examined as part of the project can also be discussed here.
Conclusion	Synthesize and interpret the findings of your project and its impact.
Discussion	Discussion and reflections about your project, its limitations, and recommendations for the future.
Acknowledgements	Please end by thanking the preceptors at your internship site, the Western Region Public Health Training Center, and anyone else who you would like to thank for their involvement in your internship.

The poster should contain all sections as a 1-page PowerPoint slide, but the abstract should be a separate document.

# INTERNSHIP VIDEO INSTRUCTIONS

---

As part of the internship you were awarded by the Western Region Public Health Training Center (WRPHTC), we are asking that you record a brief 3-5 minute video with the WRPHTC to summarize your project and its outcomes. This video will be made available to the public on the [WRPHTC website](#). Here are some instructions to help you prepare for the video:

1. **Script.** If you will be recording this video in person (for students located in Tucson, Arizona), we ask that you prepare a script so we can load it on our teleprompter and insert it as Closed Captioning for ADA compliance. For reference, 3-5 minutes is anywhere from 450-750 words. It is important that the script be written in more of a speaking-style with a natural flow, not how one would write an academic paper.

Please be sure to read your script out loud a few times and pay attention to difficult passages and where you breathe. You may find that using academic language can make sentences long-winded and it may help to split sentences up to keep the phrasing natural so you're not gasping for breath at the end or in the middle.

Please include the following;

- Introduction: A brief overview of your project, including the goal of your project, a background of your partnering organization, and the population served by your project.
- Methodology: This may include a description of project activities. Define the instrument or tool used to measure/evaluate the goals or objectives.
- Findings: Describe your data and/or recommendations for the future. Analysis of data collected or examined as part of the project can also be discussed here.
- Conclusion: Synthesize and interpret the findings of your project and its impact.
- Acknowledgements: Please end by thanking the preceptors at your project site, the Western Region Public Health Training Center, and anyone else who you would like to thank for their involvement in your project.

2. **Powerpoint.** We would like the .ppt or presentation slides developed with a 16:9 aspect ratio (widescreen) as opposed to 4:3 (which is the default). Use good slide creation technique: minimal words on a slide; bullet points should be less than 10 words; slides should supplement the presenter. Avoid reading from slide except for when using a direct quote.

Here is how to change the aspect ratio:

- For PowerPoint on Windows:
  - Click the Design tab
  - Click Page Setup
  - Select 16:9 in the dropdown menu
- For PowerPoint on Mac:
  - Click File > New from Template...
  - Change the Slide size to Widescreen 16:9

3. **Recording.** If you will be recording this video in person (for students in Tucson), we will be recording in front of a green-screen, so please avoid any green in your outfit. We recommend you also avoid wearing solid white, because the lights can make it look too bright next to skin. Other than that, it's best to wear darker colors, or colors darker than your skin tone. Jewelry is fine.

Here are a couple of examples to see what we would like this to look like:

<http://wrphtc.arizona.edu/successful-projects>

For students that are not located in Tucson, we will be recording this video over Zoom, a video conferencing platform. This will create a webinar-style presentation with slides and video. Here are some tips for making the video and sound quality as good as possible:

- Turn off your cell phone
- Close doors and windows
- Use a wired internet connection, if possible
- Opt to use a computer headset and turn off your computer speakers

- Check your slides and practice your speaking points before the recording begins

Erich Healy ([erichh@arizona.edu](mailto:erichh@arizona.edu)) will be the one recording/editing your presentation. Please coordinate with him about what time would work for you both for the recording. Please send him the script and ppt prior to your scheduled time as well.

## RESOURCES

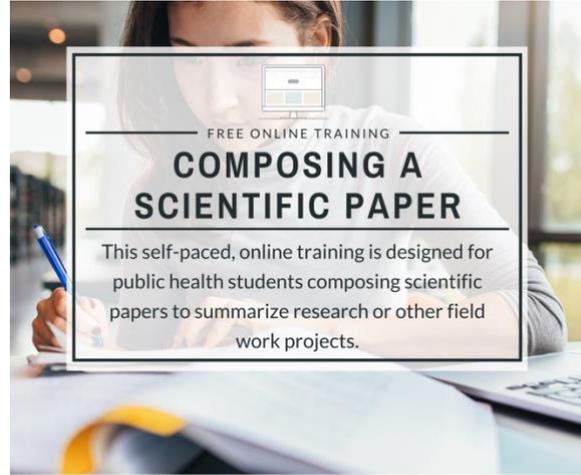


  
FREE ONLINE TRAINING

### IDENTIFYING A RESEARCH QUESTION

This quick self-paced, online training is ideal for public health students looking to identify a research question for a project or study.

[HTTPS://MOODLE.PUBLICHEALTH.ARIZONA.EDU/](https://moodle.publichealth.arizona.edu/)

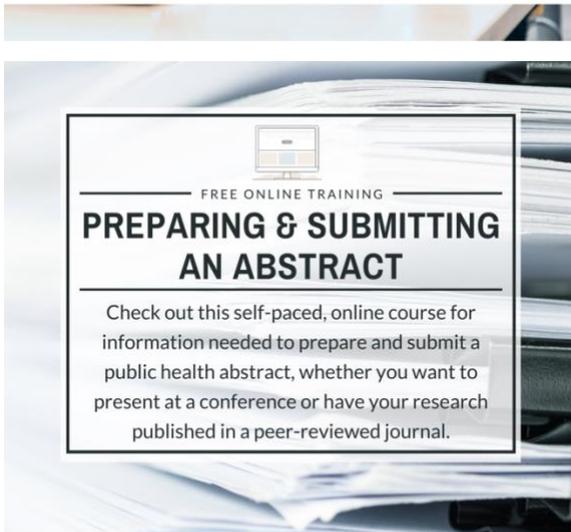


  
FREE ONLINE TRAINING

### COMPOSING A SCIENTIFIC PAPER

This self-paced, online training is designed for public health students composing scientific papers to summarize research or other field work projects.

[HTTPS://MOODLE.PUBLICHEALTH.ARIZONA.EDU/](https://moodle.publichealth.arizona.edu/)

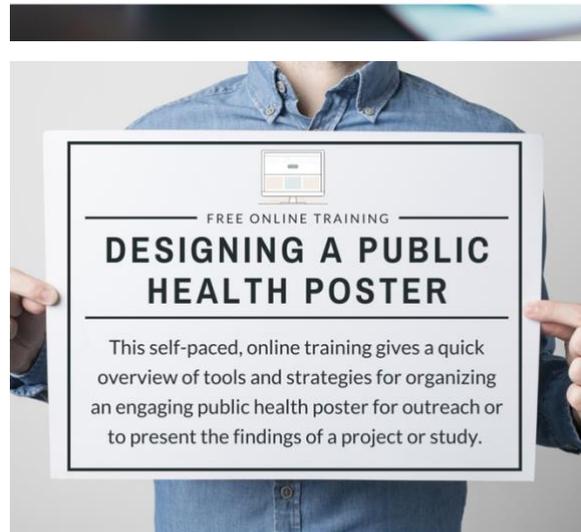


  
FREE ONLINE TRAINING

### PREPARING & SUBMITTING AN ABSTRACT

Check out this self-paced, online course for information needed to prepare and submit a public health abstract, whether you want to present at a conference or have your research published in a peer-reviewed journal.

[HTTPS://MOODLE.PUBLICHEALTH.ARIZONA.EDU/](https://moodle.publichealth.arizona.edu/)



  
FREE ONLINE TRAINING

### DESIGNING A PUBLIC HEALTH POSTER

This self-paced, online training gives a quick overview of tools and strategies for organizing an engaging public health poster for outreach or to present the findings of a project or study.

[HTTPS://MOODLE.PUBLICHEALTH.ARIZONA.EDU/](https://moodle.publichealth.arizona.edu/)



  
FREE ONLINE TRAINING

### AN INTRODUCTION TO EFFECTIVE PROFESSIONAL COMMUNICATION

This 30-minute training module is designed to prepare you for the workplace, helping to identify components of effective professional communication.

[HTTPS://MOODLE.PUBLICHEALTH.ARIZONA.EDU/](https://moodle.publichealth.arizona.edu/)

## STUDENT CHECKLIST

APPLICATION	<b>Read Overview</b> <i>Read this overview and confirm that you are an eligible student with an eligible project.</i>	
	<b>Submit Application</b> <i>Submit your signed application to <a href="mailto:wrphtc@arizona.edu">wrphtc@arizona.edu</a>.</i>	
AT THE START OF YOUR PROJECT	<b>Notification of Award</b> <i>Approved applicants will receive a Notice of Award by email that will summarize the terms of the stipend. Students must sign and return these to the WRPHTC by email.</i>	
	<b>Initial Survey</b> <i>Students must fill out an online survey via Qualtrics upon acceptance of the stipend to elicit information required by HRSA.</i>	
	<b>First Allotment of Stipend</b> <i>Upon completion of the previous two items (the signed NOA and completed initial survey), the University of Arizona will process and send out the first \$2,000 allotment of the stipend to students.</i>	
AT THE END OF YOUR PROJECT	<b>Follow-up Survey</b> <i>Students must fill out an online survey via Qualtrics upon completion of their projects to receive the second allotment.</i>	
	<b>Submission of Scientific Report or Poster</b> <i>Students should send their completed scientific report or poster PDF to the WRPHTC via email.</i>	
	<b>Creation of 3-5 minute video</b> <i>Students will record a 3-5 minute video summarizing their projects with the WRPHTC.</i>	
	<b>Second Allotment of Stipend</b> <i>Upon completion of the above 3 items (follow-up survey, submission of a scientific report or poster, and creation of a short video), the University of Arizona will process and send out the second \$1,500 allotment of the stipend to students.</i>	
	<b>Annual Follow-up Survey</b> <i>One year following completion of their projects, students will be sent a final survey to complete. This is used to gather information required by our funders at HRSA.</i>	

## FREQUENTLY ASKED QUESTIONS

---

- *Who arranges the project for the student?*

Students should select or arrange projects themselves by contacting an organization that they are interested in working with directly or selecting a project from their school database. Organizations should identify an individual that will act as a mentor/supervisor/preceptor, who is qualified to assess your project, guide you through your project, and evaluate your progress.

- *How are student stipend recipients selected?*

Applications are first reviewed to ensure the applicants and projects meet all eligibility requirements. Applications are then filed according to location of the project, in order to distribute stipends as evenly as possible through Arizona, California, Hawaii, Nevada, and the U.S.-Affiliated Pacific (5-6 projects will be selected to support from each). Finally, applications are reviewed and scored based on feasibility of the approach, clarity of the plan, and significance/impact of the project for the student and the community.

- *Will students that are not selected to receive stipends be notified?*

Only students that are awarded stipends to receive stipends will be notified. Once applications are reviewed, Notice of Award letters will be distributed to selected students. This normally occurs within a month of application submission. Students that are selected will have 2 weeks to submit their signed Notice of Award letters and complete the initial survey required by our funders. If they are not able to submit the requirements in this time, other students will be selected to receive the stipend.

- *How long will it take for me to receive the stipend? What is the process?*

Once students are selected and notified of the award, they will need to submit a signed Notice of Award letter and complete an initial survey. University of Arizona students will have their stipend processed via the Bursar's Office and no additional documentation will be needed. Students at other schools that are U.S. citizens or foreign nationals with a visa permitting permanent resident in the U.S. will also need to submit a W-9 form (your stipend will be sent to the address on your W-9 form). The business office at the University of Arizona's Mel and Enid Zuckerman College of Public Health will enter non-UA students into the UA system as vendors, which normally takes a few days for processing before the payment can be entered. The business office estimates it will be about 2-3 weeks from the time they are entered as vendors for the university to process and mail out checks.

