



CALIFORNIA HIV / AIDS POLICY RESEARCH CENTERS

Call for Policy Research Fellows

The Southern California HIV/AIDS Policy Research Centers (CHPRCs), funded by the California HIV/AIDS Research Program (CHRP), is pleased to announce a call for the HIV Policy Research Fellows Program. The submission deadline will be September 28, 2018. Application materials can be downloaded at <http://chprc.org/fellows-program>.

About CHPRC's Policy Research Fellows Program

The Southern California Policy Research Center is one of two funded centers, based at UCLA in partnership with community organizations in the Los Angeles Area. CHPRC conducts short-term studies to inform HIV-related policy decision-making in California and its local jurisdictions. As part of these efforts, the centers initiated the Fellows Program in 2015 to build capacity in diverse community organizations for monitoring and shaping public policy that impacts statewide and local HIV prevention and treatment efforts. The program is guided by the centers' philosophy that effective policies stem from the expertise and perspectives of organizations and individuals that are on the frontlines of combating the HIV epidemic and that serve the populations disproportionately impacted by the disease.

Collectively, the two centers support six Fellows over a period of four years. Currently, the Southern California center has an available opening to accommodate a Fellow in the Los Angeles region. The Fellow must be affiliated with a community-based organization that serves people living with HIV and/or the populations disproportionately affected by HIV. The organization will be the Sponsoring Agency. The program will require a commitment of about 20-25 hours/month for the duration of the Fellowship (January 1, 2019 through March 31, 2020). Fellows based in Southern California will be expected to travel to the center's office at UCLA, APLA Health, and the LA LGBT Center to take part in training activities. A Fellow's organization will receive \$1,000/month (\$15,000 in total) to cover administrative costs and to provide release time for the fellow to take part in center activities. Fellows are expected to utilize the skills and knowledge they learn to benefit their organizations and the communities those organizations serve.

To be eligible for the Fellows Program, an individual must:

- Be affiliated with a community organization in California that serves people living with HIV and/or the populations disproportionately affected by HIV.
- Have at least two years of experience working in the area of HIV/AIDS.

- Be able to demonstrate interest and/or involvement in shaping and/or researching policies related to HIV prevention and care.
- Have familiarity and experience working with one or more populations disproportionately impacted by HIV.
- Be able and willing to travel to either San Francisco or Los Angeles for meetings and work-related activities with the HIV/AIDS Policy Research Center teams.

About the Policy Research Centers

The Southern California HIV/AIDS Policy Center is a collaboration between UCLA's Luskin School of Public Affairs; the Center for HIV Identification, Prevention and Treatment Services at UCLA; APLA Health; and the Los Angeles LGBT Center.

Each of the centers has been awarded \$2 million over four years to support policy research and analysis that addresses critical issues related to HIV/AIDS care and prevention in California. The centers are comprised of multi-disciplinary teams of investigators working in partnership with consumers, advocates, and policymakers to conduct policy-relevant research that strengthens local, state, and national HIV responses. This research produces new knowledge that can be applied to improve prevention and care services for affected persons and populations.

The work of the HIV/AIDS Policy Research Centers focuses on “rapid response” studies, which are short-term research projects designed to quickly address questions that emerge in a dynamic health policy environment. Past examples of rapid response research projects can be found [here](#).

Timeline for the Fellows Program

August 1, 2018:	Call for applications released
September 28, 2018:	Complete applications due by 5:00 PM Pacific Standard Time
October 12, 2018:	Initial application screening completed
October 22-26, 2018:	Interviews with selected applicants
November 2, 2018:	Offers made to finalists
November 16, 2018:	Decisions finalized and announced
December 31, 2018:	Contracts finalized
January, 2019:	Program begins
March, 2020:	Program ends

APPLICATION

SECTION A: Policy Research Fellow Applicant

First name	
Last name	
Preferred gender pronoun (optional) (She/He/They/Other)	
Telephone number (work)	
Telephone number (cell)	
Preferred email address	
Number of years employed or affiliated with the organization described in Section B	
Current position at the organization described in Section B	
How did you hear about the Fellows Program?	
Which Center do you prefer to be affiliated with?	<input type="checkbox"/> Northern California (based in San Francisco) <input type="checkbox"/> Southern California (based in Los Angeles)

SECTION B: Sponsoring Agency

Name of organization	
Physical address	
Mailing address (if different from physical address)	
Organization's website (if applicable)	
Date organization was formed	
Briefly describe the services the organization offers to people living with HIV and/or populations disproportionately affected by HIV.	

SECTION C: Contact Information for Key Contacts

<p>Organization’s Executive Director (or equivalent position)</p> <p><i>This person must attach a letter of support.</i></p>	Name:
	Official Job Title:
	Email:
	Phone Number(s):
<p>Direct supervisor of the applicant</p> <p><i>The centers may contact this person as professional reference when evaluating the applicant.</i></p>	Name:
	Job Title:
	Email:
	Phone Number(s):
<p>Optional: other professional reference</p> <p><i>The centers may contact this person when evaluating the applicant.</i></p>	Name:
	Job Title:
	Organization (if different than organization listed above):
	Email:
	Phone Number(s):

SECTION D: Application Essay Questions

Please answer the following essay questions regarding your prior experience and current interest in becoming a Policy Research Fellow. Answer each question on separate sheets of paper. Because good communication is an important skill in research and policy decision-making, we encourage you to express your ideas cogently and succinctly within the stated word limits.

- 1. Please tell us about your prior and current work and volunteer experiences related to HIV prevention and treatment.** *(Maximum 1 page single-spaced)*
- 2. Please tell us about any prior research experiences (if not already described in Question 1) and/or how you have used research in the past to inform your work** *(Maximum ½ page single-spaced)*
- 3. Please tell us about a current HIV-related policy that you believe should be changed or a new HIV-related policy that you think should be created. Why does this policy need to be changed or created? For an existing policy, how would you change it? For a new policy, what would you create? Most importantly, what questions would you want to answer to help inform or facilitate the desired change(s) in the existing policy or the creation of the new policy?** *(Maximum 1 page single spaced).*
- 4. What skills do you hope to gain while in the Policy Research Fellows program?** *(Maximum ½ page single spaced)*

SECTION E: Required Attachments

Applicant's Resume or CV

Please enclose with the application a copy of your resume or CV. The document should provide details on educational background, employment history, and other activities or volunteer experiences relevant to HIV, research, and/or policymaking.

Letter of Support from the Sponsoring Agency

The Fellows Program will require a commitment of time each month over the course of the Fellowship. It will not be successful unless Fellows are provided release time from their normal job duties to be able to take part in the program. To ensure that each applicant will be accorded the time needed for the program, each application must be accompanied by a letter of support from the Executive Director of the Sponsoring Agency (or from another person comparably situated within the organization who is able to make commitments on behalf of the organization). The letter of support should be placed on the organization's letterhead, be signed by the Executive Director (or letter writer with comparable organizational authority), and include the following information:

- A statement that the organization is committed to the applicant completing the Fellows Program. To support this statement, it would be helpful to describe why the applicant is the right person within the organization to take part in the program.
- A statement of commitment to developing or growing policy skills within the organization. To support this statement, it would be helpful to describe the organization's existing policy work (if any) and how the organization hopes to be able to engage with HIV policy after the applicant has completed the Fellows Program.
- A statement explicitly agreeing that the applicant, if accepted into the program, will be released from 20 to 25 hours of usual duties each month to take part in the program.
- An acknowledgement that the applicant, if accepted into the program, will not be paid salary support directly by the Policy Research Centers. Instead, the organization will receive \$1,000/month over the course of the program to help offset the costs that the organization incurs by granting the applicant release time from usual job duties.

SECTION F: Submission of Materials

- Completed application materials for the **Southern California Center** must be submitted by email to Elizabeth Wu at elizabethwu@luskin.ucla.edu no later than 5:00 PST on September 28, 2018.

Please be sure to enclose the following materials:

- A completed application form (Sections A, B and C of the application)
- The responses to the four essay questions (Section D of the application)
- The applicant's CV and a signed letter of support from the Executive Director (or equivalent position) of the Sponsoring Agency (Section E of the application)