



**2010-2011 AVAC HIV PREVENTION RESEARCH
ADVOCACY FELLOWSHIP
Application Information Packet**

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ABOUT THE HIV PREVENTION RESEARCH ADVOCACY FELLOWSHIP

What is the HIV Prevention Research Advocacy Fellowship?

The Advocacy Fellowship is a project of AVAC: Global Advocacy for HIV Prevention. This project is designed to support emerging and mid-career advocates to design and implement advocacy projects focused on biomedical HIV prevention research activities in their countries and communities. Advocacy Fellows carry out their projects while based at “Host Organisations” that are active partners in the Fellowship process.

2010-2011 is the second year of the Advocacy Fellowship. The Advocacy Fellowship was launched in 2009 as a joint partnership of AVAC and the Global Campaign for Microbicides (GCM). AVAC now manages the Advocacy Fellowship independently. However, GCM remains a resource for Advocacy Fellowship and for all advocates.

What is the goal of the HIV Prevention Research Advocacy Fellowship?

The overall goal of the Advocacy Fellowship is to expand the capacity of civil society advocates and organisations to monitor, support, and help shape biomedical HIV prevention research worldwide. The Advocacy Fellowship is guided by the belief that effective, sustainable advocacy grows out of work that reflects organisational and individual interests and priorities.

What is biomedical HIV prevention research?

Biomedical HIV prevention research refers to the search for additional HIV prevention strategies such as microbicides, vaccines, and pre-exposure prophylaxis (PrEP). These strategies are “biomedical” in the sense that they aim to reduce the risk of HIV infection through a medical product or intervention. For the purpose of this Fellowship, biomedical prevention research refers to research around microbicides, HIV vaccines and pre-exposure prophylaxis (PrEP). It also includes medical male circumcision for HIV prevention, which is in the early stages of implementation, and “test and treat”/ARV treatment as prevention, which is under active discussion in many contexts. Advocacy projects on proven prevention methods, such as the female condom, will be considered provided the activities make a clear linkage between expanding access for proven strategies and preparing for experimental ones that are yet to be identified.

What is HIV prevention research advocacy?

Advocacy refers to a process that seeks to transform values, attitudes, policies and/or behaviours at a community, national or global level. Advocacy Fellows are expected to develop projects that identify a change that is needed, and lays out a set of activities that aim to effect

that change. For examples of current Advocacy Fellows' projects, please visit www.avac.org/fellows.

In HIV prevention research, 'advocacy' refers to using various strategies and activities to:

- Engage, critique, and improve the research process;
- Participate in setting the research and programmatic agendas at local, national and international levels;
- Bring under-represented voices of individuals and communities most at risk of HIV to the forefront of discussions and debates;
- Raise critical issues around access, acceptability and roll-out of new prevention technologies; and
- Target guidelines, national policies or laws to ensure that they respect people's rights and are responsive to their needs.

It also refers to the work done by civil society groups and concerned individuals to transform public health programs, national policies and laws, and international guidelines with the goal of increasing benefits for trial participants, trial host communities, and all people who stand to benefit from the implementation of new and expanded HIV prevention methods.

How long is the Advocacy Fellowship?

One year, from January 2011 to December 2011. In addition, prior to the start of the project, Advocacy Fellows will be required to dedicate a total of 3-5 days in the initial two to three months after selection (October through December 2010) working on their 2011 work plan.

What kind of support does the Fellowship provide?

The Fellowship provides:

- **Mentoring and capacity building** in biomedical HIV prevention research advocacy from AVAC for both Advocacy Fellows and host organisations.
- **Connection to a global network** of biomedical HIV prevention research advocates including current and former Advocacy Fellows, researchers, civil society leaders and other individuals and/or organisations working in similar fields.
- **Opportunities for networking and information sharing** with other Advocacy Fellows and a broader community of advocates including activists, scientists, clinical trial staff and other stakeholders working in fields related to HIV prevention research.
- **A small stipend and technical assistance** for the selected Advocacy Fellow for the initial development of a detailed work plan (up to 3-5 days over a maximum of two months). This phase takes place before the official Fellowship year begins.
- **Financial support and technical assistance** from AVAC for project implementation over 12 months. This includes support for a minimum of 75% time commitment up to full-

time work on a Fellowship project (see next item for more information), a modest budget for project execution, and access to a discretionary fund for specific travel, infrastructure or and information technology (IT) needs.

- **Overhead** to the Host Organisation to cover costs associated with hosting a Fellow. Overhead costs or administrative costs are those costs that are incurred by the organisation to support all activities and cannot be directly attributed to the Fellowship activity (for example, rent, phone, some personnel costs such as executive director, accounting and administrative staff time; overhead costs do not need to be supported by receipts; AVAC will pay a percentage of up to 15% for overhead costs to be applied to total direct costs.

What mentoring support does AVAC provide?

The Advocacy Fellow will also be assigned a Mentor from AVAC who will work closely with both the Fellow and the Fellow's Supervisor at the Host Organization to provide technical assistance and guidance. The AVAC Mentor will be in regular contact with the Advocacy Fellow to monitor progress in his/her work plan and its implementation. The Mentor offers technical guidance and helps link the Fellow to other projects/activities/contacts that will help the Fellow and/or his/her project. The Supervisor also monitors and supports the Advocacy Fellow's activities, with a focus on integrating them into the broader goals of the Host Organisation. Mentors and Supervisors have regular phone calls to coordinate and discuss emerging issues.

Who can apply to be an Advocacy Fellow?

The HIV Prevention Research Advocacy Fellowship seeks applicants who are:

- Emerging or mid-career community leaders and advocates involved or interested in HIV prevention research advocacy.
- Individuals with some experience or education in the areas of HIV and AIDS, public health, medicine, international development, women's rights, communications, or advocacy.
- Based in developing countries where biomedical HIV prevention clinical research is planned or ongoing or medical male circumcision for HIV prevention is being introduced—please see the [Map of Advocacy Fellowship Priority Countries](#) and table in the appendix of this packet and visit www.avac.org/fellows for resources to identify these countries and to learn more about activities going on there.
- Able to collaborate with English-speaking mentors. Applications are encouraged from all countries where such research is ongoing or being rolled out; however the Advocacy Fellow and key staff at his/her organisation must be able to communicate with AVAC staff in English.

Applicants are not required to have extensive experience in biomedical HIV prevention research. However, successful applicants must demonstrate awareness of and willingness to learn about ongoing biomedical prevention research in their respective countries. They must also be able to demonstrate strategic analysis of how Fellowship activities will relate to this work.

Who is NOT eligible to be an Advocacy Fellow?

Those who are not eligible for the Fellowship include:

- Founders or leaders of proposed host organisations.
- Students who intend to use the Fellowship to support work toward a thesis, dissertation, or academic degree.
- Seasoned HIV prevention research advocates who have been leading campaigns or related projects for five years or more.
- The primary focus of this Advocacy Fellowship is emerging or mid-career community leaders and advocates. Applicants who are researchers or senior staff members such as leaders of AIDS service or community organisations will only be considered under special circumstances.

What kinds of projects can Advocacy Fellows pursue?

Advocacy Fellows design and execute activities that seek to effect specific changes related to HIV prevention research (as described above) in their chosen contexts at the community, national or regional level. Visit www.avac.org/fellows to learn more about current 2009-2010 Advocacy Fellows' projects.

A successful project is one that identifies a gap or need that can be filled by civil society engagement; maps the steps to fill that gap; measures progress and adjusts strategy as needed; and ultimately evaluates whether the change has occurred. Although many advocacy projects have an evidence-gathering component, they are distinct from qualitative or quantitative research.

Do I have to know exactly what my project will be before I apply?

It is important to note that applicants are not expected to have fully elaborated project proposals to include in their application. However, the application components are designed to help AVAC learn more about applicants' strategic thinking and familiarity with broad areas of biomedical prevention research. Successful applicants will take the time to consult www.avac.org, trial websites, and media resources such as searchable databases of national and local newspapers to learn more about what is happening in their respective contexts. Applicants should use their answers to application questions to share what they've learned, the

questions they've developed, and initial thoughts about their projects. AVAC staff will provide hands-on support during an intensive work plan development phase to help each successful Advocacy Fellow to develop his or her detailed work plan.

Please see resource list below to read about countries where research is being conducted and link to our [Map of Advocacy Fellowship Priority Countries](#) to find out more about the research being conducted in those countries.

What kinds of projects are NOT eligible?

This Fellowship is not designed to support academic projects or other research that requires regulatory approval. The Fellowship is also not designed to support activities being undertaken by a research site in support of a specific trial or trial-related goal.

Other projects not eligible for support by the Fellowship:

- Projects submitted by employees of trial sites that aim to implement specific aspects of a clinical trial or site-specific activity such as community advisory board development, formative research or implementation of site-initiated community engagement are not eligible.
- Academic projects such as thesis research and formal research protocols will not be considered.
- HIV prevention research or programmes in behaviour change, structural interventions (such as domestic violence prevention, housing or socioeconomic support), or delivery of comprehensive prevention services, while critical elements of the HIV prevention response, are not the focus of the Fellowship – unless they are linked to expanding understanding of how to deliver future access to experimental products.
- Priority will be placed on projects located in countries where there is ongoing biomedical prevention research and/or rollout of male circumcision for HIV prevention.

Please see resource list below to read about countries where research is being conducted and link to our [Map of Advocacy Fellowship Priority Countries](#) interactive map to find out more about the research being conducted in those countries.

What is the role of the Host Organisation?

The Host Organisation provides a physical space for the Advocacy Fellow to work from, on-site supervision of and support for Fellowship activities, and the financial infrastructure for administering the Advocacy Fellowship grant. The Host Organisation is an integral partner in each Advocacy Fellowship.

Advocacy Fellows may already be employed at their proposed Host Organisation at the time of application. However, there should be clarity in the planning phase about how the Fellow will transition his/her activities so that Fellowship activities are the primary focus of full-time work.

The Host Organisation executive director or leader, the prospective supervisor and the relevant finance and/or grants administration staff should all review the Questions and Answers for Host Organisations downloadable at www.avac.org/fellows.

Host Organisation staff are also encouraged to contact the Advocacy Fellowship program at fellows@avac.org directly to ask specific questions at any stage in the process.

What types of groups can be Host Organisations?

Host Organisations must:

- Be established non-governmental, civil society, faith-based, or community-based organisations or research/academic institutions with documented experience in HIV and AIDS, preferably HIV prevention research, and/or HIV advocacy.
- Meet all financial eligibility criteria including documentation of organisation's legal designation, a copy of the most recent audited financial statements, an organisational chart and additional information on finance and accounting systems.
- Be committed to working with Advocacy Fellows to develop and share joint goals, roles, and responsibilities.
- Assign a Supervisor (see below) to the Advocacy Fellow and will clearly define its expectations of the Fellow in the work plan.

What is the role of the Host Organisation Supervisor?

- The Host Supervisor is expected to give a percentage of his/her time to oversee the Fellow, guide his or her work, ensure that the project is or will be integrated into the Host Organization's activities, and structure ways to ensure that others in the organization are kept abreast of the Fellowship project progress.
- The Host Supervisor will also be expected to review the Fellow's reports, participate in quarterly teleconferences and may be invited to meetings organized by AVAC.

How are Advocacy Fellows and Host Organisations paid?

All funding for the Advocacy Fellowship goes to the Host Organisation as a grant. The Host Organisation is responsible for administering the Advocacy Fellow's payroll, reimbursing vendors, dispensing petty cash and other financial matters. Each Advocacy Fellowship grant includes overhead to cover the Host Organisation's costs associated with administering the

grant. The Host Organisation, with assistance from the Advocacy Fellow, is expected to submit mid-year and final programmatic and financial reports.

How is the Advocacy Fellow's Compensation calculated?

Compensation is established on the basis of comparable full-time salaries at the host organisation and in related NGOs in the country where the Fellowship is taking place. Compensation levels are set after Advocacy Fellows are selected and during the planning process with input from the Host Organisation and the Advocacy Fellow. In some cases an Advocacy Fellow may work less than full time, but he or she must commit a minimum of 75 percent of his or her time to the Advocacy Fellowship.

What if an applicant has not found a Host Organisation?

Applicants who would like assistance from AVAC in identifying a Host Organisation are welcome to apply, however priority will be given to applicants who have established an understanding and partnership with a Host Organization.

Can organisations apply to host an Advocacy Fellow?

At this time, we are accepting applications only from individuals. If your organisation is interested in hosting an Advocacy Fellow, please contact the Fellowship hosts at fellows@avac.org to explore this possibility as we may be looking to pair applicants with Host Organisations.

Process & Dates - how is the Fellowship application process structured?

A concise outline of the Fellowship application process and structure follows. A more detailed explanation is available below this table.

DATE	STEPS IN THE ADVOCACY FELLOWSHIP PROCESS
19 July 2010	Applications Due
Early August 2010	Applicants notified whether they have advanced to second round of consideration
20 August 2010	Deadline for applicants who have advanced to the second round to submit Host Organisation financial information
30 August – 10 Sept 2010	Interviews with short-listed candidates
17 Sept – 1 October	External independent review process
13 – 22 October 2010	Selected Advocacy Fellows Notified
October – December 2010	Work plan and budget development, preparation and signing of grant agreement. A total of 3 to 5 days over two months is required for the process. This may be undertaken while Advocacy Fellow is still employed, if applicable, in his/her current position. <i>Please also note that full participation in work plan development activities including conference calls and timely submission of documents is required; Advocacy Fellowships are provisional until the grant agreement is signed.</i>
January - December 2011	Advocacy Fellowship (full-time)

In general, the Fellowship process follows these steps:

1. **Application:** Applicants must submit the individual and Host Organisation information forms, the essay/short answer questions, the Host Organisation letter of support by 19th July 2010. (For more information see the **2010-2011 Advocacy Fellowship Application Form** and other related documents at www.avac.org/fellows).
2. AVAC staff review all application materials and select applications to advance to second round of consideration. Applications eliminated at this stage are generally those that do not meet basic criteria as listed in the application package. Please review these carefully to make sure you and your proposal are a fit for this program.
3. Applicants are notified if they have advanced to next round; at this time they have two weeks to compile and submit required financial documentation from the Host Organisation as well as the Host Organisation commitment form. We recognize that two weeks is a relatively short time period to complete this and therefore encourage all applicants to discuss this process and these deadlines with Host Organisation well in advance.

4. Following submission of Host Organisation financials and confirmation that all application components have been received, AVAC staff review and score each application to identify a short list of candidates.
5. Short listed candidates are contacted for interviews that aim to get to know each applicant a little better. There is no need to prepare for these interviews—our goal is to start a conversation and find out more about you!
6. Short listed candidates' applications are reviewed and assessed by an external review committee.
7. Successful applicants and Host Organisations are notified and asked to confirm their acceptance.
8. **Work plan development:** Prior to the initiation of the Advocacy Fellowship activities in January 2011, accepted Advocacy Fellows work with their Host Organisations, and AVAC mentors to develop a detailed one-year work plan and Advocacy Fellowship grant agreement. The award of the Advocacy Fellowship grant is contingent on timely and thorough completion of this phase.

Who is organising the Fellowship?

The HIV Prevention Research Advocacy Fellowship is administered by AVAC: Global Advocacy for HIV prevention.

Resources

Advocacy Fellowship Priority Countries

Country	Intervention being researched or rolled out
Botswana	Pre Exposure Prophylaxis (PrEP), Partner Treatment and Male Circumcision (MC) roll out
Brazil	Vaccines, Partner Treatment and PrEP
China	Vaccines
Dominican Republic	Vaccines and Microbicides
Ecuador	PrEP
Haiti	Vaccines
India	Vaccines and Partner Prevention
Jamaica	Vaccines
Kenya	Vaccines, PrEP, Microbicides, Partner Treatment and MC roll out
Lesotho	MC roll out
Malawi	PrEP, Microbicides, Partner Treatment and MC roll out
Mozambique	MC roll out
Namibia	MC roll out
Peru	Vaccines and PrEP
Puerto Rico	Vaccines and Microbicides
Rwanda	Microbicides and MC roll out
South Africa	Vaccines, PrEP, Microbicides, PrEP & Microbicides, Partner Treatment and MC roll out
Swaziland	MC roll out
Tanzania	Vaccines, PrEP, Microbicides and MC roll out
Thailand	Vaccines, PrEP, Microbicides and Partner Treatment
Uganda	Vaccines, PrEP, PrEP & Microbicides, and MC roll out
Zambia	PrEP, PrEP & Microbicides, and MC roll out
Zimbabwe	PrEP & Microbicides, Partner Treatment, and MC roll out

HIV/AIDS general info

The Body - <http://www.thebody.com/>

General HIV prevention

- Aidsmap NAM prevention page - <http://aidsmap.com/cms1000247.aspx>
- NIAID HIV/AIDS Research Program - <http://www.niaid.nih.gov/topics/hivaids/research/pages/researchprogram.aspx>
- UNAIDS Publications - <http://www.unaids.org/en/KnowledgeCentre/Resources/Publications/default.asp>
- HIV this Week (UNAIDS) - <http://hivthisweek.unaids.org/>

Biomedical Prevention Research

- AVAC website:
 - AIDS vaccines: <http://www.avac.org/vaccines/GCM>
 - Pre-exposure prophylaxis (PrEP): <http://www.avac.org/prep/GCM>
 - Treatment as prevention: <http://www.avac.org/treatmentasprevention>
 - Microbicides: <http://www.avac.org/microbicides/GCM>
- Male Circumcision Clearinghouse (maintained by AVAC, FHI, UNAIDS, WHO): www.malecircumcision.org/AVAC/GCM/
- International AIDS Vaccine Initiative (IAVI) - www.iavi.org
- International Rectal Microbicides Advocates (IRMA) - <http://www.rectalmicrobicides.org/>
- International Partnership for Microbicides (IPM) - <http://www.ipmglobal.org/>
- Global Campaign for Microbicides (GCM): <http://global-campaign.org/>
- Community HIV/AIDS Mobilization Project (CHAMP) - <http://www.champnetwork.org/>
- Project Inform: <http://www.projinf.org/>
- Treatment Action Group (TAG) – www.treatmentactiongroup.org
- Michael Palm Basic Science, Vaccines & Prevention Project Weblog - http://tagbasicscienceproject.typepad.com/tags_basic_science_vaccin/

Learning modules/webinars

- CROI Webinar Series:
 - 2009 - <http://avac.org/ht/display/ContentDetails/i/5868/pid/351>
 - 2010 - <http://avac.org/ht/display/ContentDetails/i/6061/pid/351>
- GCM Microbicides Essentials – <http://www.global-campaign.org/e-learning.htm>
- IAVI VAXlit – <http://www.iavi.org/PUBLICATIONS-RESOURCES/Pages/PublicationDetail.aspx?pubID=2e2d5419-050b-4814-a135-f9b0d20a5b56>

About the AVAC: Global Advocacy for HIV Prevention

Founded in 1995, AVAC is an international, non-profit organisation that uses education, policy analysis, advocacy and community mobilization to accelerate the ethical development and eventual global delivery of AIDS vaccines and other new HIV prevention options as part of a comprehensive response to the pandemic. This project and AVAC's continuous policy, advocacy, and outreach work is made possible by the dedicated labor of AVAC advocates and support from the Blum-Kovler Foundation, Broadway Cares/Equity Fights AIDS, the Ford Foundation, the Bill & Melinda Gates Foundation, the International AIDS Vaccine Initiative, the International Partnership for Microbicides, Until There's a Cure Foundation, UNAIDS, the WHO-UNAIDS HIV Vaccine Initiative, and many generous individuals who have become AVAC members and contributors. AVAC does not accept funding from government or the pharmaceutical industry.

Who do I contact if I have more questions?

For more information about the Fellowships, please visit our websites at AVAC (www.avac.org/fellows). If you have more questions, contact us at fellows@avac.org.