**APPLICATION FOR PARTICIPATION IN UNDERGRADUATE RESEARCH**

Global Mental Health and Addiction Program (GMAP)

Director: Dr. Jessica Magidson

**To the Prospective Applicant for the Position of Undergraduate Research Assistant:**

The Global Mental Health and Addiction Program (GMAP) aims to increase access to evidence-based addiction treatment in resource-limited clinical settings. We are currently running local and global research projects in Baltimore and South Africa. Through a focus on questions central to global mental health and addiction treatment, we evaluate how evidence-based interventions can be feasibly delivered using task sharing models and integrated into community-based clinical settings. We use formative qualitative methodology to meet the needs of these populations.

We recently started the third phase of a hybrid-effectiveness implementation trial to implement a brief, paraprofessional-delivered integrated intervention for substance use disorder and HIV treatment adherence in Cape Town. Locally, we are conducting a study in Baltimore that aims to adapt a peer-delivered Behavioral Activation intervention for substance use in a community setting. Over the next few months, we will be starting a couple-based intervention targeting medication adherence for HIV-infected women and their male partners in KwaZulu-Natal, South Africa. We regularly apply for grants for new projects and are always open to further collaboration. Our research findings are presented at scientific meetings and published in peer-reviewed journals for dissemination to scientists and practitioners around the world.

Undergraduate research assistant positions are available for course credit or on a voluntary basis, unless otherwise specified. Research assistants must adhere to a strict code of integrity and responsibility, including completing training in ethical research conduct. We hope that research experience at GMAP will enhance your undergraduate training and provide you with experience that will be useful in your future professional life. With these goals in mind, we require that you complete the attached application before being interviewed for a position in our laboratory. Please email [gmhaddictionlab@gmail.com](mailto:gmhaddictionlab@gmail.com) once you have completed this application. You may include a CV and cover letter in your email. We will be in touch. Thank you!

**Please Complete the Following, Providing as Much Detail as Possible:**

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| --- | --- | --- | --- | --- | --- |
| Today's Date: | | Click here to enter today's date. | | | |
| Your Name: | | Click here to enter your name. | | | |
| Your e-Mail Address: | | | Click here to enter your e-mail. | | |
|  | How often do you check your email address | | | | Choose a frequency. |
| Your Phone Number: | | | Click here to enter your phone number. | | |
|  | Is this a cell phone? | | | | Yes  No |
|  | Can you be contacted by text messaging for laboratory business? | | | | Yes  No |
|  | |  | | |  |
| Your Major: | | Click here to enter your major. | | | |
| Minor (if any): | | Click here to enter your minor. | | | |
| Class / Year: | | Choose your year. | | | |
|  | If you are a Junior or Senior, when do you anticipate graduating? | | | | Click here to enter year and semester. |
| G.P.A. (Overall, must be ≥ 3.0): | | | | Click here to enter Overall GPA. | |
| G.P.A. (Major, must be ≥ 3.0): | | | | Click here to enter Major GPA. | |

List any statistics or methodology courses you have taken and the grades you received.

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| Click here to enter methodology courses. |

Please list any psychology, biology, or public health courses you have taken or are currently taking that you consider relevant to our research. For completed courses, please include the letter grade you received.

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| Click here to enter relevant courses. |

Do you have previous research experience? If so, with whom? Briefly describe your role in the project(s).

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| Click here to enter research experience. |

If “yes” to the previous question, if we contacted those with whom you have worked previously, should we expect to receive a positive impression of your ability to assist in research? Please explain.

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| Click here to enter text. |

How did you hear about GMAP? Describe why you want to do undergraduate research in this laboratory.

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| Click here to enter text. |

To the extent that you can, briefly describe your academic/career goals.

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| Click here to enter text. |

Which term(s) (Fall, Spring, Summer) do you wish to participate?

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| --- |
| Click here to enter text. |

Please list the hours (days and times) you have available to work at GMAP during the first term you want to work. Please provide a minimum of 8 hours/week in at least 2-hour blocks between the hours of 9AM-5PM, Monday-Friday

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| --- |
| Click here to enter your weekday availability. |

The GMAP lab requires that volunteers commit to the lab at least two consecutive semesters. The summer term is always an option. Is this a requirement you can commit to?

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| --- |
| Yes  No |
| Click here to enter text. |

Describe any experience you have working with people with substance use or other mental health disorders.

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| Click here to enter text. |

Do you anticipate having difficulty working with populations with substance use disorders? If so, please explain.

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| --- |
| Click here to enter text. |

Can you commit to the following?

Volunteering for **two consecutive semesters** (Fall, Spring, Summer).

Volunteering in the lab for **eight hours a week**.

If you have not checked off both items, please do not submit this application. Thank you for your interests.

**Declaration**

I hereby declare that the foregoing information that I have provided is true and complete.

Signature (to be signed by the applicant at the interview with Dr. Magidson) Date

**BASIC LABORATORY RULES AND PROCEDURES**

Global Mental Health and Addiction Program (GMAP)

Director: Dr. Jessica Magidson

As an undergraduate research assistant at GMAP, you will be involved in conducting actual scientific research that will contribute to the development of evidence-based, community-delivered substance use interventions. Therefore, you will need to behave professionally and help maintain the high standards necessary for success in our ongoing research efforts at GMAP.

You must:

* **Be on time for all research commitments.** 
  + If you are responsible for assisting in or conducting an assessment at a certain time and cannot make it to GMAP due to an emergency, you must contact other GMAP personnel so that emergency arrangements can be made. We have a **Zero Tolerance** policy on unexcused tardiness or outright absence during scheduled duties.
* **Respectfully work with populations with substance use disorders.**
  + You should be motivated to treat participants with respect and maintain a high degree of ethical standards so that our research is as meaningful as possible.
* **Follow prescribed procedures.**
  + Failure to conduct an assessment properly can disrupt a study, waste effort and resources, and possibly endanger GMAP personnel.
* **Be careful and precise in recording and storing data.**
  + Incorrectly recorded or entered data can set back research and mislead the scientific community. Lost data wastes effort, funds, and resources.

At the discretion of senior GMAP personnel (Dr. Magidson, Emily Satinsky, Alexandra Rose, Mary Kleinman, and Jenn Belus), undergraduate research assistants can lose the opportunity to work at GMAP with infraction of these guidelines.

Some infractions are so serious that they will lead to immediate dismissal from GMAP, and possible additional sanctions, including criminal prosecution. These infractions include:

* Harassing other members of the laboratory team.
* Mistreating any research participants or staff members at Paul’s Place Inc.
* Intentionally departing from approved study protocols.
* Falsifying or intentionally destroying data.
* Intentionally damaging equipment or sabotaging ongoing experiments.
* Misusing computers or other equipment, instruments, or laboratory supplies.

Such cases are extremely rare, but they are also extremely serious and will be handled as such. Such behavior is a threat to the ethics and integrity of science and will not be tolerated.

Most problems in the laboratory result from accidents, equipment malfunctions, or unintentional mistakes in conducting assessments or experiments. The proper response when such things happen is to remain calm, use common sense, and follow proper procedures:

* Record what happened so that proper attention can be given to the incident and its effect on the experiment.
* If you have been told how to handle the incident, go ahead and take appropriate action, then report the incident to a faculty research assistant, graduate student, post-doctoral associate, or Dr. Magidson
* If you do not know what to do, immediately contact a faculty research assistant, graduate student, post-doctoral associate, or Dr. Magidson for assistance.
* In case of serious problems with participants such as obvious signs of illness, pain, or distress, contact a faculty research assistant, graduate student, post-doctoral associate, or Dr. Magidson immediately.

Everybody makes mistakes and problems of various kinds develop in nearly every intervention. We simply expect you to behave professionally: Do the best you can, seek help when you need it, and always record and report incidents when they occur.

#### Signature

I have read the rules and procedures described on this form. All of my questions about this form have been answered. By signing below, I acknowledge my understanding of these rules and procedures.

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Electronic Signature of Undergraduate Research Assistant Applicant