



*Science & Treatment College 2015*  
Supplementary Application



David Geffen  
School of Medicine

UCLA Health

Organization Name.....

Prospective Fellow Name.....

## **AFRICAN AMERICAN HIV UNIVERSITY (AAHU) SCIENCE AND TREATMENT COLLEGE (STC) APPLICATION CHECKLIST**

- Submit AAHU STC online application
  - For organization
  - For Prospective Fellow
- Application Acknowledgment signed by
  - CEO/ED,
  - Prospective Fellow's supervisor, and
  - Prospective Fellow.
- Completed Essay (*Section III*)
- Letter(s) of support (*Section IV*)
- Letter(s) of recommendation (*Section V*)
- Organization Memorandum of Agreement Forms, completed and signed by (*Section VI*):
  - CEO
  - Prospective Fellow's supervisor
  - Prospective Fellow
- Prospective Fellow Memorandum of Agreement Form, completed and signed by (*Section VI*):
  - Prospective Fellow's supervisor
  - Prospective Fellow
- Organizational Staffing Chart
- Prospective Fellow's resume
- Prospective Fellow's Biography (no more than one page)
- Prospective Fellow's Headshot/Photo (please email to [programs@BlackAIDS.org](mailto:programs@BlackAIDS.org) )
- [AAHU Skills Assessment](#)

Organization Name.....

Prospective Fellow Name.....

## **AAHU STC Application Acknowledgement**

By applying for the African American HIV University Science and Treatment program and signing below, we attest that all information and statements in this application are true, complete and honestly prepared to the best of our knowledge. We further understand and acknowledge that if selected, we are making a commitment to contribute time, skills and resources to the program. Additionally, we agree to follow all policies and procedures set forth by the African American HIV University Science and Treatment program and to hold all personal information discussed during the program in the strictest of confidence.

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CEO/Executive Director signature, Printed Name, Date

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Prospective Fellow's Supervisor signature, Printed Name, Date

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Prospective Fellow signature, Printed Name, Date

Organization Name.....

Prospective Fellow Name.....

## **SECTION I – ORGANIZATION**

To be completed online by the organization [here](#).

## **SECTION II – FELLOW**

To be completed online by the prospective fellow [here](#).

## **SECTION III -- SHORT ESSAY**

Prospective Fellows must write an essay responding to the following questions:

1. *What do you believe are the most important issues facing the Black community around HIV/AIDS and what is needed to solve these issues?*
2. *What are the barriers or issues that are preventing Black people living with HIV/AIDS to reach viral suppression?*
3. *What challenges do Black communities face when incorporating HIV prevention, care, and treatment*
4. *How will having a Black Treatment Advocates Network (BTAN) help the community address the challenges?*

**OR**

*If you live in a city with an existing BTAN, how has the network addressed prevention, care, and treatment challenges? How could the network and its efforts be scaled-up?*

Existing BTAN cities include: Houston, TX; Jackson, MS; Philadelphia, PA; Los Angeles, CA; Atlanta, GA; Chicago, IL; Broward County, FL; New Orleans & Baton Rouge, LA; Bay Area, CA; Washington, DC; Melbourne, FL; Richmond, VA; Little Rock, AR; Baltimore, MD; and Minneapolis, MN.

This essay should be no more than 2,000 words.

For electronic submissions (online application) cut and paste the short essay into the field box. The field space will allow no more than 2,000 words.

For applications submitted through postal mail submit the short essay on an additional sheet.

NOTE: This essay must be completed by the prospective Fellow

Organization Name.....

Prospective Fellow Name.....

## **SECTION IV**

Letter of Support(s).

Submit at least one letter of support from another CBO or ASO in their city that is either:

- 1) Applying for AAHU STC 2015 (preferred method) or
- 2) Explicitly willing be a part of their coalition.

A sample letter of support for applicant use can be found below.

### **SAMPLE LETTER OF SUPPORT**

[XX] April 2015

Black AIDS Institute  
African American HIV University, Science and Treatment College  
1833 West Eighth Street, Suite 200  
Los Angeles, CA 90057

Re: [ORGANIZATION]’s AAHU STC 2015 Application

Dear AAHU Selection Committee:

On behalf of [ORGANIZATION WRITING LETTER OF SUPPORT], I write to express our wholehearted support for [APPLICANT ORGANIZATION] for the 2015 African American HIV University Science and Treatment College.

[ORGANIZATION WRITING LETTER OF SUPPORT] has worked with [APPLICANT ORGANIZATION] since 20[XX] in providing HIV/AIDS programming for our community. Our organization will also be applying to AAHU STC 2015 and we believe that having two organizations who are capacity building recipient organizations in the same city will increase our effectiveness in increasing access to and utilization of HIV prevention and treatment services in the Black community.

We have found the various services provided by the [APPLICANT ORGANIZATION] to be of the highest quality. In particular, the [APPLICANT ORGANIZATION] is especially well-qualified to provide mobilization programming that is appropriately tailored for African American communities and sensitive to local culture, gender, identities, diverse HIV risk, and community needs.

We look forward to working with [APPLICANT ORGANIZATION] in the African American HIV University Science and Treatment College to strengthen our organizational capacity to contribute to HIV prevention and treatment and adherence in our community.

Sincerely,

*Signature of ED/CEO*

[Executive Director]  
[Organization]  
[City]

Organization Name.....

Prospective Fellow Name.....

## **SECTION V**

Letter of Recommendation.

Submit at least one letter of recommendation from a community member in their city that is willing be a part of their coalition.

A letter of recommendation template can be found below.

### **-----LETTER OF RECOMMENDATION TEMPLATE-----**

[XX] April 2015

Black AIDS Institute  
African American HIV University, Science and Treatment College  
1833 West Eighth Street, Suite 200  
Los Angeles, CA 90057

Re: PROSPECTIVE FELLOW's AAHU STC 2015 Application

Dear AAHU Selection Committee:

Please state how long you have known the PROSPECTIVE FELLOW. Describe your connection with the PROSPECTIVE FELLOW. Please include how you know them and why you are qualified to write a recommendation letter to recommend the African American HIV University Science & Treatment College.

Discuss the PROSPECTIVE FELLOW'S capacity to conduct effective treatment and advocacy programming in their local community.

Share specific information about the PROSPECTIVE FELLOW and why they are qualified for AAHU, how they can contribute, and why you want to provide this reference letter. Feel free to share information about the person's skills and personal goals.

Share some information about yourself and why you are writing this letter of recommendation on their behalf. Please include your contact information.

Sincerely,

*Signature of Community Member*

[Title]  
[Organization]  
[City]

Organization Name.....

Prospective Fellow Name.....

## **SECTION VI**

### **Organizational Memorandum of Agreement**

This Memorandum of Agreement (MOA) is to initiate a Capacity Building Assistance (CBA) relationship between the Black AIDS Institute and the undersigned, in order to strengthen and sustain community capacity to increase access to and utilization of HIV prevention services.

This MOA is in recognition of the participation and support the undersigned will provide to their organization's chosen representative in the African American HIV University Science & Treatment College training program. Should the undersigned be accepted to this program, the organization's representative will be required to participate fully in all activities and commit to completion of the AAHU STC.

#### **The African American HIV University Science and Treatment College agrees to:**

- Ensure the training content and curriculum are comprehensive, adult-centered and culturally competent.
- Ensure that faculty are experienced and expert in their fields.
- Support the undersigned's ability to engage in activities that increase HIV knowledge and reduce stigma and misperceptions.
- Provide scholarship in the form of housing facilities, meals, and educational materials during trainings if Fellow is selected for scholarship program.
- Provide technical assistance in the promotion of access to and utilization of HIV services.
- Maintain regular communication with Organizational representative's supervisor.
- Provide support, training, and technical assistance for the development, implementation, and evaluation of a Black Treatment Advocates Network (BTAN)

#### **The Undersigned agrees to:**

- Reinforce the integrity of the program by ensuring their representative adheres to deadlines, attends all trainings, and is punctual as required
- Release their representative from all work-related duties and responsibilities during trainings
- Work with their organizational representative to develop and implement an action plan of activities
- Fully support all internship activities by providing space, telecommunications and organizational resources to facilitate the completion of any of the below, but not limited to:
  - A full community needs assessment;
  - The development and/or support of a coalition to respond to the findings of the Fellow's needs assessment;
  - Develop a strategic action plan to respond to the findings of the Fellow's needs assessment;
  - Implement a mobilization event that responds to the findings of the Fellow's needs assessment;
  - Monitor and evaluate the Fellow's mobilization efforts;
  - Collaborate with other organizations to increase utilization of HIV services;
- Fully-support their representative in fulfilling the training and internship requirements;
  - Allow their representative to spend at least 15 hours per week on internship activities;
  - Allow their representative to participate in four trainings (total of 50 days during the 1 year period);
  - Incur all expenses associated with their representative's travel and ground transportation
  - Provide supervision.
  - Maintain regular communication with AAHU staff.
- Develop, implement, and evaluate a Black Treatment Advocates Network (BTAN) or serve on the executive committee of an existing network

Organization Name.....

Prospective Fellow Name.....

**SIGNATURES TO MEMORANDUM OF AGREEMENT**

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Signature and Printed Name of CEO/Executive Director

.....  
Signature and Printed Name of Supervisor to Prospective Fellow Applicant

**TO BE COMPLETED BY AAHU STAFF**

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Executive Staff, Black AIDS Institute

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Raniyah Copeland, Director of Programs

Organization Name.....

Prospective Fellow Name.....

## Prospective Fellow Memorandum of Agreement

This Memorandum of Agreement (MOA) is in recognition of the undersigned's participation in the African American HIV University Science and Treatment program training and internship program. Should the undersigned be accepted to this program, they will be required to participate in internship activities that promote HIV testing and access to HIV prevention services.

### **The African American HIV University Science and Treatment program is dedicated to:**

- Ensure the training content and curriculum are comprehensive, adult-centered and culturally competent.
- Ensure that faculty are experienced and expert in their fields.
- Support the undersigned's ability to engage in activities that increase HIV science literacy, reduce stigma and misperceptions around HIV/AIDS.
- Provide scholarship in the form of housing facilities, meals, and educational materials during trainings if Fellow is selected for scholarship program.
- Provide technical assistance in the promotion of access and utilization of HIV services.
- Provide regular, contact, support guidance throughout the entirety of the program.

### **The Undersigned agrees to:**

- Participate fully and be on time to all training activities
- Attend all days of the four Science and Treatment trainings and Symposium (approximately 50 days during the one year period)
- Participate in study groups, conference calls and AAHUonline activities.
- Develop and implement an action plan of activities.
- Engage in AAHU-related activities only during trainings. This includes but is not limited to responding to work emails, taking conference calls, etc.
- Restrict use of mobile and other electronic devices (e.g. pagers, iPods, iPads, laptops, tablets) to AAHU-related activities during trainings.
- Share a hotel room with another AAHU Fellow during all trainings and be responsible for hotel incidentals.
- Participate fully in all internship activities; including but not limited to:
  - Conduct a full community needs assessment;
  - Develop and/or support of a coalition to respond to the findings of the Fellow's needs assessment;
  - Develop a strategic action plan to respond to the findings of the Fellow's needs assessment;
  - Implement a mobilization event that responds to the findings of the Fellow's needs assessment;
  - Monitor and evaluate mobilization efforts;
  - Collaborate with other organizations to increase utilization of HIV services;
  - Train community members on AAHU model;
  - Spend at least 15 hours a week on internship activities.
  - Submit all monthly reports and other required documentation in a timely manner.

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Signature of Prospective Fellow and Printed Name

### **TO BE COMPLETED BY AAHU STAFF**

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Executive Staff, Black AIDS Institute

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Raniyah Copeland, Director of Programs