PHD IN GLOBAL HEALTH
METRICS AND IMPLEMENTATION SCIENCE
STUDENT HANDBOOK
2022-2023

DEPARTMENT OF GLOBAL HEALTH | DEPARTMENT OF HEALTH METRICS SCIENCES

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SECTION 1: PROGRAM INFORMATION

PROGRAM OVERVIEW

The Department of Global Health (DGH) and Department of Health Metrics Sciences (HMS) PhD in Global Health: Metrics and Implementation Science Program builds on the expertise of our faculty in the areas of Metrics and Implementation Science. This unique, interdisciplinary PhD Program is comprised of a core curriculum in quantitative methods, epidemiology, population health measurement, impact evaluations, and implementation science methods. Students develop skills through a combination of didactic courses, seminars, and research activities including primary data collection and analysis. This PhD Program trains global health researchers for careers in academic institutions, international organizations, Ministries of Health, foundations, and the private sector.

Program websites: http://globalhealth.washington.edu/phd , https://depts.washington.edu/healthms/phd-in-global-health-metrics-track/

PROGRAM LEADERSHIP

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STREET ADDRESS

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PROGRAM GOVERNANCE

A number of critical committees collectively contribute to governing and coordinating various student, program, department, and school activities and issues. Elections for these positions happen annually. We ask that over the course of their time in the program, students volunteer for at least one committee. Key committees and student representative positions include:

DOCTORAL STUDENT AFFAIRS COMMITTEE: Work with the program manager to organize new student orientation, updated and revise handbook and Canvas site, coordinate any program social hours, provide forum for discussing non-academic student issues. 2 student representatives positions; any year student

CURRICULUM COMMITTEE : Attend department curriculum committee meetings (generally monthly), attend program curriculum meetings (generally quarterly), serve as liaison between departments and PhD program for academic matters, and serve as a resource to the department for high concern department communications. 2 student representatives (1 from DGH, 1 from HMS); 2nd or 3rd year student

STUDENT RECRUITMENT REPRESENTATIVES: Attend program information meetings for prospective students, respond via email to applicants' questions, and assist with prospective student visit day. 2 positions (one from each track); ideally 1st year students

DGH DIVERSITY EQUITY AND INCLUSION COMMITTEE : Attend DGH DEI committee meetings (generally monthly), serve as liaison between departments and PhD program for DEI matters, and serve as a resource to the department for high concern DEI communications. 1 student representative (from DGH); any year student

UNIVERSITY GRADUATE AND PROFESSIONAL STUDENT SENATE (GPSS): Attend at least 3 GPSS meetings per quarter and serve as a liaison between program, students, and student senate. 2 positions (one from DGH and one from HMS); any year student

PROGRAM STEERING COMMITTEE : Attend quarterly program steering committee meeting and serve as a liaison between program leadership and students. 1 student represenative; any year student

FACULTY

For a list of all DGH faculty, contact information, and research interests, please visit: http://globalhealth.washington.edu/faculty

For a list of all HMS faculty, contact information, and research interests, please visit:

https://depts.washington.edu/healthms/people_directory/

TUITION SCHEDULE

The tuition schedule is outlined on the UW website at: http://www.washington.edu/opb/tuition-fees/current-tuition-and-fees-dashboards/graduate-tuition-dashboard/. Global health PhD students pay Graduate Tier III Tuition and Fees.

UW ASSISTANTSHIPS

Teaching assistant (TA), research assistant (RA), and staff assistant (SA) positions are available through various departments in the University. Many TA, RA, SA appointments, and other student positions are labor union positions (with a few exceptions, such as the GSFEI first-year no-service RA appointments) and are governed by the UW/UAW contract. Information about the contract is available from the Academic Student Employees (ASE) website, located at: http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/.

Some of these Graduate Student Service Appointment (GSSA) positions are posted on the UW Human Resources website. To view current employment listings, visit the HuskyJobs site http://careers.washington.edu/HuskyJobs. Opportunities in our Department are emailed out and posted on our blog.

Students receiving a Research Assistantships (RAs), Teaching Assistantships (TAs), and Staff Assistantships (SAs) must be enrolled for at least ten credits (two credits in summer quarter) to receive a graduate tuition waiver. When working in these assistantships at a .50 FTE they will AUTOMATICALLY receive the following benefits:

a. Resident Operating Fee Waiver (most of resident tuition student is responsible for a few fees)
b. Graduate Appointee health insurance paid for by the University for the appointee, and half the cost of insuring his or her dependents. Students should be sure to fill out the insurance form and submit it by the quarterly due date (see graduate appointee insurance information) and be registered for 10 credits by the 10th day of the quarter. The Graduate Appointee PhD Program in Health Services Handbook Insurance Program (GAIP) website is located at: http://www.washington.edu/admin/hr/benefits/insure/gaip/
c. Notes: • A University of Washington TA position covers the cost of tuition UP TO 18 credits during the academic year. If a student registers for more than 18 credits during the academic year, he or she would pay the difference out of pocket.

EMPLOYEE TUITION EXEMPTION

If a student is a staff or faculty employee of the University of Washington or of Washington State, they may qualify for tuition exemption. Every quarter, students must submit a completed Faculty Staff Tuition Exemption Request (Form UoW 1374) or Application for Tuition Exemption Program (Form UoW 1250 for non-UW employees) to the Registration Office, 225 Schmitz Hall, Box 355850, Seattle, Washington, 98195-8580, at least ten days before the quarter begins. Tuition Exemption Forms are available online at http://depts.washington.edu/registra/forms/staffindex.php or at the Registration Office. When using tuition exemption, students may not register until the 3rd day of the quarter. Note: **600 independent study and 800 dissertation credits are not eligible for tuition waiver exemption under the Faculty/Staff Tuition Exemption Program.** The waiver covers courses numbered 599 and under. For more information, see http://www.washington.edu/students/reg/tuition_exempt.html

COMMUNICATION

All current students and leadership can be reached through listserv: dgh_phd_students@u.washington.edu.

Current student emails can also be found on the canvas page.

Student opportunities provided by the DGH will be communicated through blog posts: https://uwdgh.wordpress.com/. Students should subscribe to the blog and can manage the type of email alerts received (instantly, daily, or weekly).

Stay in touch via social media: DGH is on Facebook, Instagram, Twitter and Linkedin. Tag posts (@uwdgh) and like/follow them! IHME/HMS is on Twitter, Facebook, and Linkedin.

Newsletters: DGH students will automatically be added to two DGH newsletter mailing lists – a weekly newsletter about global health events, and a monthly newsletter (the DGH Digest) with department news stories. HMS students will automatically be added to IHME and HMS listservs and newsletters.

Communication resources: DGH research poster templates or event poster templates, or other communication resources can be found here. IHME/HMS communication templates can be found on the IHME Hub.

STUDENT ESTABLISHED EMAIL LIST

Students may wish to organize their own list, where they can control membership and use it as a kind of discussion and announcement forum for students only. The UW offers free UW Mailman lists to any student in the furtherance of their education and research. (This can include social applications, which help students to build community and share information and advice.) These lists are not monitored, and they are simple to set up and administer: http://www.washington.edu/itconnect/connect/email/mailman/owners-and-moderatorsguide/#starting.

SPACE

Students may utilize student spaces located in the Hans Rosling Center for Population Health on floor 7. Desks are available to students on a first-come-first-serve basis in the 750 desk bank. Room 742 is dedicated to student group study.

ACADEMIC EXPECTATIONS POLICY

This policy is to clearly lay out academic expectations for students in the program. Students, faculty, and staff should use these guidelines to determine parameters for both academic performance and progress, and academic misconduct. For students struggling with academic progress and performance, or misconduct, the program will make every effort to provide early, appropriate, and consistent interventions to support student success.

DEFINING ACADEMIC PROGRESS, PERFORMANCE, AND ACADEMIC MISCONDUCT

The program follows the UW Graduate School's general guidelines for defining academic progress and performance and the University's Student Conduct Code addressing academic misconduct. Evaluation includes:

GPA REQUIREMENTS

Grades will be monitored on a quarterly basis by Program Manager and faculty leadership. Students who's cumulative or quarterly grade point average (GPA) falls below 3.0 are not considered to be making satisfactory performance and will be asked to meet with the Program Directors and the faculty advisor/dissertation Chair. Cumulative and quarterly GPAs are computed on course, taken while the student is enrolled in the UW Graduate School. Computation is based only on courses numbered 400-599; courses graded S/NS, and CR/NC/N are excluded, as are the 600-800 series.

GRADING, SATISFACTORY/NON-SATISFACTORY, AND INCOMPLETE

All graduate students are required to pass a minimum of 18 graded credits to graduate. All core courses and area of emphasis must be taken for a numerical grade. Elective courses may be taken for a numerical grade or Satisfactory/Non-Satisfactory. Dissertation credits should receive an "N" until the student has passed their defense and is ready to graduate, at which time all dissertation credits will be converted to "CR." If a student receives a grade of "I" or Incomplete, then the "I" must be converted to the appropriate grade (numerical for core and area of emphasis courses and numerical or Satisfactory/Non-Satisfactory for elective courses) by the end of the following quarter. Failure to convert an Incomplete grade within this time period will result in the initiation of Action for Unsatisfactory Performance and Progress.

PERFORMANCE IN THE FULFILLMENT OF DEGREE PROGRAM REQUIREMENTS

Students are expected to complete their coursework, exams, and dissertation research in a professional manner and to positively represent the University of Washington, School of Public Health, and DGH/HMS. Any infraction of

academic misconduct qualifies as failing to meet expectations for performance and progress. Academic misconduct includes: plagiarism, multiple submissions of a single paper, cheating on an exam, illegal collaboration, and falsification of research. For more information, see the Student Conduct Code and the Student Academic Responsibility Statement. DGH follows the School of Public Health's procedures for Suspected Academic Misconduct. HMS follows the School of Medicine's procedures for academic misconduct. In addition to the School's process, faculty, students, and staff are asked to inform the program director in cases of suspected misconduct.

RESEARCH CAPABILITY, PROGRESS, AND PERFORMANCE

Students are responsible for establishing a workable timeline with their committee. It is the responsibility of the committee to evaluate research progress of students under their supervision and take proper action accordingly. Failure to progress or perform upon agreed terms is unsatisfactory progress and can qualify for probation, etc.

UNSATISFACTORY PERFORMANCE ON PRELIMINARY WRITTEN EXAMINATION

For students who do not pass, a retake examination will be offered one year later. Students who do not pass after two attempts will not be eligible to continue the doctoral program and may be offered the opportunity to complete a Master of Public Health (MPH) degree.

UNSATISFACTORY PROGRESS OF THE GENERAL EXAMINATION

It is the responsibility of the student's committee to evaluate the performance on the General Examination. The committee has three options that it may utilize in grading the General Examination

1. The committee may pass the student, in which case the student passes to PhD candidacy and progresses toward conferring the PhD degree.
2. The committee may decide to reexamine the student after a further period of study. The Dean of the Graduate School will approve no more than two reexaminations.
3. The committee may decide not to recommend the student for further work toward the PhD degree. The effect of this recommendation is termination of the student's enrollment in the doctoral program. If this occurs, a student may be offered the opportunity to complete a MPH degree.

ACTIONS FOR UNSATISFACTORY PERFORMANCE AND PROGRESS OR ACADEMIC MISCONDUCT

The below recommendations may be taken if determination of unsatisfactory performance and progress or misconduct is made in consideration of a student's progress relative to other students in the program or to an individually negotiated schedule. In each situation, students will be required to meet with program leadership to review a letter from the program director including:

1. The circumstances involved and evidence that the action requested is supported by program leadership,
2. necessary steps and a timeline articulating what a student must do to return to good standing, and
3. consequences if the plan is not acted on.

WARNING

A 'warning' is issued in the following circumstances:

1. Student's cumulative GPA drops below 3.0
2. Student has failed to convert an Incomplete to the appropriate grade within the quarter following when the Incomplete grade was given.

3. Student has failed to meet expectations for performance and progress

PROBATION

Probation is issued to students who have not corrected the deficiency that caused the warning action within the time limit specified or for students who depart suddenly and substantially from scholarly achievement. Note: A previous warning is not necessary.

FINAL PROBATION

Final probation is issued when students have not corrected the condition(s) that caused the probation recommendation within the time limit specified. Students who have corrected previous probation conditions, but failed additional performance requirements and did not progress toward completion of the program. Final probation is only recommended for one quarter, though the Graduate School will consider an additional quarter in extenuating circumstances. The program must recommend one quarter of final probation before recommending a drop.

DROP

A "drop" from the program is issued as a final action for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified.

Recommendations for probation, final probation, and drop will be reviewed by the Dean of the Graduate School. Recommendations are noted on a student's unofficial transcript. In addition to notification from the program, students will receive final probation and drop status letters from the Dean of the Graduate School. No action will appear on the transcript for any subsequent quarter unless a new recommendation is made by the Dean.

GRIEVANCE PROCEDURE

Occasionally major difficulties arise during a student's tenure at the University. It is recommended that students first talk with program leadership within their respective department to resolve such issues. If the situation cannot be resolved within the Department, specific grievance procedures are outlined in the Graduate School Memo 33: Academic Grievance Procedure.

STUDY ABROAD

Fieldwork, Research, and Independent Learning Abroad (FRILA) is required for graduate students completing work abroad that is directly related to their degree that does not align with other study abroad program models. These activities include independent research, practicums, clinical electives, government or department sponsored fellowship programs (e.g. FLAS, Fulbright) or employment as a TA on a UW Study Abroad Program.

To enroll in FRILA, these steps must be followed:

- ☐ Read the Standards for Approving Independent Learning and confirm that your planned activity meets these standards.
- ☐ Discuss your research or project proposal with your faculty adviser and verify eligibility for UW credit (full-time).
- ☐ Complete and submit a FRILA Application.
- ☐ If there is a US State Department Travel Warning or Center for Disease Control Health Warning in effect for your destination country additional review will be required before permission to travel is granted. Read Travel Warnings and Waivers for more information.

Students are responsible for knowing FRILA application deadlines and submitting applications accordingly. Learn more at: https://www.washington.edu/studyabroad/fieldwork-research-independent-learning-abroad-frila/

LEAVE

If students do not plan on registering for credits during any Autumn, Winter, or Spring Quarter, every quarter they will need to submit an online Request for On-Leave Status through MyGrad:

http://grad.uw.edu/for-students-and-post-docs/mygrad-program/

For any given quarter, they may submit the request as early as two weeks prior to the beginning of the quarter and no later than the last day of instruction for the quarter. Once it has been requested, please promptly email Program Manager for approval. Students must also submit the $25 on-leave fee by the last day of instruction for the quarter.

Please note: Graduate students may not be on-leave in same quarter in which they conduct their oral general exam or their oral dissertation defense.

SECTION 2: DEGREE REQUIREMENTS

The degree may be completed in four to five years, generally through two years of coursework with the remaining time for dissertation research, primary data collection, writing, and defense. In order to qualify for the doctoral degree, it is the responsibility of the student to meet the following Graduate School minimum requirements:

1. Completion of a program of study and research as planned by the Program Manager in the student's major department or college and the doctoral committee. At least 18 credits of course work at the 500 level and above must be completed prior to scheduling the General Examination.

2. Presentation of 90 credits, 60 of which must be taken at the University of Washington. With the approval of the degree-granting unit, an appropriate master's degree from an accredited institution may substitute up to 30 credits of enrollment. The Director of student's area of emphasis must approve this.

3. Numerical grades must be received in at least 18 quarter credits of course work taken at the UW prior to scheduling the General Examination. The Graduate School accepts numerical grades in approved 400-level courses accepted as part of the major, and in all 500-level courses. A minimum cumulative GPA of 3.00 is required for a graduate degree at the University. The Program requires that all core courses and area of emphasis courses be taken for a numerical grade.

4. If a student received an "Incomplete" for a course, the "Incomplete" must be converted to a grade (numerical for Core and Area of Emphasis courses, and numerical or Satisfactory/Non-Satisfactory for elective courses) by the end of the following quarter.

5. Creditable passage of the General Examination. Registration as a graduate student is required the quarter the exam is taken and candidacy is conferred.

6. Preparation of and acceptance by the Dean of the Graduate School of a dissertation that is a significant contribution to knowledge and clearly indicates training in research. Credit for the dissertation ordinarily should be at least one-third of the total credit. The Candidate must register for a minimum of 27 credits of dissertation over a period of at least three quarters. At least one quarter must come after the student passes the General Examination. With the exception of summer quarter, students are limited to a maximum of 10 credits per quarter of dissertation (GH 800).

7. Creditable passage of a Final Examination, which is usually devoted to the defense of the dissertation and the field with which it is concerned. The General and Final Examinations cannot be scheduled during the same quarter. Registration as a graduate student is required the quarter the exam is taken and the degree is conferred.

8. Completion of all work for the doctoral degree within ten years. This includes quarters spent On-Leave or out of status as well as applicable work from the master's degree from the UW or a master's degree from another institution, if applied toward one year of resident study.

9. Registration maintained as a full- or part-time graduate student at the University for the quarter in which the degree is conferred (see detailed information under Final Quarter Registration).

10. A student must satisfy the requirements that are in force at the time the degree is to be awarded.

SECTION 3: PROGRAM COMPETENCIES AND CURRICULUM

CORE COMPETENCIES (BOTH AREAS OF EMPHASIS)

1. Discuss and evaluate the major issues confronting global health, including their levels and trends, their determinants, and their effect on individual and populations.
2. Describe, evaluate and apply the methods and metrics used in the Global Burden of Disease Study and alternative summary measures of population health.
3. Develop in-depth skills to design, implement, monitor and/or evaluate health programs and health systems, including their inputs, outputs, effectiveness, cost-effectiveness, and financial management.
4. Describe the biology of major global health diseases, and differentiate among the pathogenesis of diseases, infectious disease transmission modes, genetic susceptibility, nutritional concepts and the biological basis of major biomedical public health interventions.
5. Explain and assess the functions, operations, processes and performance of health systems, including critical decision-making and priority-setting mechanisms.
6. Analyze, explain and assess the role of global institutions, international non-governmental organizations and major funders and review their impact on global health.
7. Identify and differentiate the principles of financing in global health and health systems at the macro-level and the micro-level.
8. Critically appraise the current literature, evaluate the evidence, synthesize findings, draw inferences, and apply theoretical and conceptual models from a range of relevant disciplines to global health.
9. Effectively collect, collate, synthesize, analyze and assess the quality of global health data, including primary and secondary data from health information systems and a variety of other sources.
10. Acquire qualitative, quantitative, operations research and modeling skills and apply them to developing new innovative solutions for global health problems.
11. Ensure the ethical and responsible conduct of research in the design, implementation and dissemination of global health research.
12. Develop culturally-relevant professional leadership skills to work collaboratively, and to motivate and inspire others to help solve global health problems.
13. Conduct independent research that is of publishable quality and is characterized by conceptual and methodological rigor, as well as practical value, and which demonstrates expertise in global health research.
14. Critically appraise grants and participate in the grant writing and review process.
15. Effectively communicate research findings and their implications to appropriate academic, professional, policy, and lay audiences.
16. Demonstrate skills critical to teaching and mentoring.

PROGRAM CURRICULUM

All students are required to complete a minimum of 98 credits. This includes a minimum of 44 credits in the core requirements, 27 dissertation credits, 11-12 credits in the area of emphasis, and completing the remaining credits in elective courses. Students should meet minimum credit listed; additional credits will count towards electives.

Curriculum Requirements			Credits
Core Courses - 44 credits in Global Health, Epidemiology, Quantitative Methods, and Leadership, Policy & Management, and Public Health Initiative (IS only)	Global Health	GH/HMS 511 Problems in Global Health	4
		GH/HMS 535 Advanced Methods for Global Health I	4
		GH/HMS 536 Advanced Methods for Global Health II	4
		GH/HMS 537 Advanced Methods for Global Health III	4
		GH/HMS 541 Fundamentals of Implementation Science in Global Health	5
		GH/HMS 580 Global Health Doctoral Seminar	4
	Epidemiology	EPI 512 Epidemiologic Methods I	4
		EPI 513 Epidemiologic Methods II	4
	Quantitative Methods	Various	8
	Leadership, Policy & Management	Various	3
	Public Health Initiative (Implementation Science track only)	PHI 500 Public Health Practice, Science and Knowledge	1
Area of Emphasis - Metrics	Advanced Quantitative Methods	Various	8
	Global Health Measurement	Various	3
Area of Emphasis - Implementation Science	Advanced Health Systems Research Methods	Various	8
	Operations Research/Modeling	Various	3
Electives			Remaining Credits
Dissertation Credits			27
Total credits required			**98**

COURSE WAIVERS AND SUBSTITUTIONS

If a student has completed similar coursework in a previous degree at University of Washington or at a different institution that could fulfill the required courses above they can submit a request to waive or substitute a required course. Course waivers are reviewed annually by the program's Curriculum Committee in the summer shortly before the start of the academic year. Course waiver requests will not be accepted from a student after they have completed their first academic year. Any Implementation Science student who is approved to waive GH 511 must complete HSERV 579 in order to meet the UW School of Public Health's required competencies for anti-racism in public health.

COURSE INFORMATION: CORE REQUIREMENTS (44 CREDITS)

GLOBAL HEALTH (25 CREDITS)

GH/HMS 511 Problems in Global Health (4)

GH/HMS 535 Advanced Methods for Global Health I (4) Pre-Requisites: EPI 512-513; and BIOST 517-518 (or equivalent statistics courses)

GH/HMS 536 Advanced Methods for Global Health II (4) Pre-Requisites: EPI 512-513; and BIOST 517-518 (or equivalent statistics courses)

GH/HMS 537 Advanced Methods for Global Health III (4) Pre-Requisites: EPI 512-513; and BIOST 517-518 (or equivalent statistics courses)

GH/HMS 541 Fundamentals of Implementation Science in Global Health (5)

GH/HMS 580 Global Health Doctoral Seminar (4 total) ***This course is held over Autumn, Winter, and Spring quarters. Each quarter is required.***

PHI 500 Public Health Practice, Science and Knowledge (1) ***This course is required for Implementation Science students only to ensure that all DGH students meet CEPH competency requirements for program accreditation.***

EPIDEMIOLOGY (8 CREDITS)

EPI 512 Epidemiologic Methods I (4) Prerequisite: BIOST 511, which may be taken concurrently, or equivalent.

EPI 513 Epidemiologic Methods II (4) Prerequisite: EPI 512.

QUANTITATIVE METHODS (8 CREDITS)

Students may choose from the following biostatistics (BIOST) or Center for Statistics & the Social Sciences (CS&SS) series to fulfill requirements.

BIOST 511 Medical Biometry I (4)

BIOST 512 Medical Biometry II (4) Prerequisite: either BIOST 511 or BIOST 517, or equivalent.

BIOST 513 Medical Biometry III (4) Prerequisite: BIOST 512 or permission of instructor.

BIOST 517 Applied Biostatistics I (4)

BIOST 518 Applied Biostatistics II (4) Prerequisite: BIOST 517 or permission of instructor.

CS&SS 501 Advanced Political Research Design and Analysis (5) Offered: jointly with POL S 501.

CS&SS 503 Advanced Quantitative Political Methodology (5) Offered: jointly with POL S 503.

LEADERSHIP, POLICY, AND MANAGEMENT (3 CREDITS)

Students may choose from the following to fulfill requirements.

GH 521 Leadership Development in Global Health (3)

GH 522 Global Program Management and Leadership (3)

GH 523 Policy Development and Advocacy for Global Health (3)

GH 524 Project Management in Global Health (3)

PUBPOL 503 Executive Leadership (4)

PUBPOL 531 Development Management and Governance (4)

COURSE OPTIONS FOR AREAS OF EMPHASIS (METRICS OR IMPLEMENTATION SCIENCE)

Courses included below are to give students an idea of what courses can and have been used to meet program requirements. Course offerings are continuously changing and the listings below might not accurately reflect what is current, please refer to the online time schedule for most updated course offerings. Students are encouraged to speak with other students and faculty advisors to find courses that best meet their interest and needs. If courses selected are not included below student should submit a request to waive or substitute a required course.

METRICS TRACK (12 CREDITS)

ADVANCED QUANTITATIVE METHODS (8 CREDITS)

Students may choose from the following to fulfill requirements.

BIOST 536 Categorical Data Analysis in Epidemiology (4) Prerequisite: BIOST 515; EPI 513 and either BIOST 513 or BIOST 518; or permission of instructor. Offered: jointly with EPI 536.

BIOST 540 Longitudinal and Multilevel Data Analysis (3) Prerequisite: either BIOST 513, BIOST 515, BIOST 518, BIOST 536, or permission of instructor.

BIOST 546 Machine Learning for Biomedical and Public Health Big Data (3) Intended for graduate students in SPH/SOM. Prerequisite: BIOST 511 or BIOST 512 and familiarity with R.

CSE 446 Machine Learning Data (4) Prerequisite: CSE 332; either STAT 390, STAT 391, or CSE 312.

CS&SS 510 Maximum Likelihood Methods for the Social Sciences (5) Prerequisite: POL S 501/CS&SS 501; POL S 503/CS&SS 503. Offered: jointly with POL S 510.

CS&SS 536 Analysis of Categorical and Count Data (3) Prerequisite: SOC 504, SOC 505, SOC 506, or equivalent. Offered: jointly with SOC 536/STAT 536.

CS&SS 554 Statistical Methods for Spatial Data (3) Offered: jointly with SOC 534/STAT 554.

CS&SS 560 Hierarchical Modeling for the Social Sciences (4) Prerequisite: SOC 504, SOC 505, SOC 506 or equivalent. Offered: jointly with SOC 560/STAT 560.

CS&SS 564 Bayesian Statistics for the Social Sciences (4) Prerequisite: SOC 504, SOC 505, SOC 506 or equivalent. Offered: jointly with STAT 564.

CS&SS 566 Causal Modeling (4) Prerequisite: course in statistics, SOC 504, SOC 505, SOC 506, or equivalent. Offered: jointly with STAT 566.

GLOBAL HEALTH MEASUREMENT (3 CREDITS)

GH 533/HSERV 527/CS&SS 527 Survey Research Methods (4) Prerequisite: either HSERV 511/HSERV 513; BIOST 517/BIOST 518; or EPI 512/EPI 513, which may be taken concurrently, or permission of instructor. Students should have a survey project in mind.

CS&SS 529 Sample Survey Techniques (3) Prerequisite: either STAT 421, STAT 423, STAT 504, QMETH 500, BIOST 511, or BIOST 517, or equivalent; or permission of instructor. Offered: jointly with BIOST 529/STAT 529.

IMPLEMENTATION SCIENCE TRACK (11 CREDITS)

ADVANCED HEALTH SYSTEM RESEARCH METHODS (8 CREDITS)

Students may choose from the following to fulfill requirements.

BIOST 529 Sample Survey Techniques (3) Prerequisite: either STAT 421, STAT 423, STAT 504, QMETH 500, BIOST 511, or BIOST 517, or equivalent; or permission of instructor. Offered: jointly with CS&SS 529/STAT 529.

BIOST 536 Categorical Data Analysis in Epidemiology (4) Prerequisite: BIOST 515; EPI 513 and either BIOST 513 or BIOST 518; or permission of instructor. Offered: jointly with EPI 536.

BIOST 537 Survival Data Analysis in Epidemiology (4) Prerequisite: BIOST 536 or EPI 536. Offered: jointly with EPI 537.

BIOST 540 Longitudinal and Multilevel Data Analysis (3) Prerequisite: either BIOST 513, BIOST 515, BIOST 518, BIOST 536, or permission of instructor.

GH 534 Statistical Methods for Spatial Epidemiology (3) Offered: jointly with BIOST 555/EPI 555.

GH 538 Advanced Qualitative Methods in Anthropology and Public Health (5) Offered: jointly with ANTH 519/HSERV 521.

HSERV 523 Advanced Health Services Research Methods I (4) Prerequisite: either HSERV 511, BIOST 511/BIOST 512/BIOST 513, BIOST 517/BIOST 518, or EPI 511/EPI 512, and permission of instructor.

HSERV 524 Advanced Health Services Research Methods II (4) Prerequisite: either HSERV 523 or permission of instructor.

HSERV 525 Advanced Health Services Research Methods III (4) Prerequisite: either HSERV 523, BIOST 511, BIOST 512, BIOST 513, or permission of instructor.

PUBPOL 518 Applied Cost Benefit Analysis (4) Prerequisite: PUBPOL 516 and 517, or permission of instructor.

PUBPOL 529 Advanced Quantitative Methods for Policy Analysis (4) Prerequisite: permission of instructor; recommended: PUBPOL 527, PUBPOL 528

PUBPOL 551 Measuring Social Impact: Advanced Program Design and Evaluation (4) Prerequisite: instructor permission; recommended: PUBPOL 526

CS&SS 510 Maximum Likelihood Methods for the Social Sciences (5) Prerequisite: POL S 501/CS&SS 501; POL S 503/CS&SS 503. Offered: jointly with POL S 510

OPERATIONS RESEARCH AND MODELING (3 CREDITS)

Students may choose from the following to fulfill requirements.

CSE 416 Introduction to Machine Learning (4) Prerequisite: CSE 143 or CSE 160; and STAT 311, STAT 390/MATH 390, or STAT 391 Offered: jointly with STAT 416.

CSE 446 Machine Learning Data (4) Prerequisite: CSE 332; either STAT 390, STAT 391, or CSE 312.

CS&SS 564 Bayesian Statistics for the Social Science (4) Prerequisite: SOC 504, SOC 505, SOC 506 or equivalent. Offered: jointly with STAT 564.

CS&SS 567 Statistical Analysis of Social Networks (4) Prerequisite: SOC 504, SOC 505, SOC 506, or equivalent. Offered: jointly with STAT 567.

EPI 554 Introduction to Epidemic Modeling for Infectious Diseases (3)

HSMGMT 531 Systems Modeling Frameworks for Healthcare (3)

IND E 512 Introduction to Optimization Models (3)

IND E 513 Linear Optimization Models in Engineering (3) Prerequisite: IND E 410 and MATH 308 or permission of instructor.

IND E 519 Healthcare Modeling and Decision Making (3)

HMS 581 Infectious Disease Dynamics: Models and Data (4) Prerequisite: either a course in matrix algebra/linear algebra; a course in differential equations; and familiarity with Python or R programming languages, or permission of the instructor; recommended: either EPI 554, AMATH 502, AMATH 535, or MATH 491/STAT 491.

ELECTIVES

Elective credits are flexible and should relate to the student's interests. All courses previously listed also satisfy the elective requirement.

TEACHING REQUIREMENT

Teaching is an important skill for Global Health Metrics and Implementation Science PhD students. Most employers will expect that individuals who hold a PhD have teaching experience, and for most of those pursuing a career in academia, teaching will be an essential part of their job. To ensure that students in this program develop their teaching abilities, all students are required to complete at least one quarter of teaching experience before graduating. This requirement can be met either by completing a one-quarter TAship, or by enrolling in HMS 593 Didactic Teaching.

For a TAship to satisfy this requirement, it must meet the following criteria:

1. Be at minimum .25 FTE (10 hours) appointment (or more than one appointment where total hours meet or exceed 10 hours)
2. Can be in any department at UW
3. Be completed by the time the student graduates

For HMS 593 Didactic Teaching to satisfy this requirement, it must meet the following criteria:

1. Be completed within Department of Global Health or Department of Health Metrics Sciences
2. Be completed for at least 2 credits
3. Completed by the time the student graduates
4. Student must earn at least a 2.7 in the course

If a student would like to waive this requirement, they will need to provide documentation of having successfully completed a similar TAship or didactic teaching experience. This will be reviewed by the program and the student will be notified if the waiver request is approved.

PLEASE NOTE: This requirement is in place for the 2021 cohort and future cohorts. Cohorts earlier than 2021 are **not** held to this requirement in order to graduate.

PHD COURSE REVIEWS

Students and the Program Manager maintain a Canvas Page with course reviews and other useful information on current course options for the students in the program. The Program Manager will add current students to the group so they have access to these.

DARS DEGREE AUDIT

Students should check their DARS degree audit regularly to ensure they are completing the required program courses.

SAMPLE COURSEWORK PATH

The course maps below are examples of the coursework that students may take. Students should meet with their faculty advisor to discuss the courses that best suit their research interests and schedule.

SAMPLE CURRICULUM - METRICS TRACK

	Fall	Winter	Spring
Yr. 1	GH 511 (4) GH 580 (1) BIOST 517 (4) EPI 512 (4)	GH 580 (2) BIOST 518 (4) CS&SS 501 (5) EPI 513 (4)	GH 523 (3) GH 541 (5) GH 580 (1) BISOT 540 (3)
Yr. 2	GH 535 (4) Area of Emphasis Course (4) Elective (4)	GH 536 (4) Area of Emphasis Course (4) Elective (4)	GH 537 (4) Area of Emphasis Course (4) Elective (4)
Yr. 3	Dissertation		
Yr. 4	Dissertation		

SAMPLE CURRICULUM - IMPLEMENTATION SCIENCE TRACK

	Fall	Winter	Spring
Yr. 1	GH 511 (4) GH 580 (1) BIOST 517 (4) EPI 512 (4)	GH 580 (2) BIOST 518 (4) EPI 513 (4) Elective (4)	GH 523 (3) GH 541 (4) GH 580 (1) Area of Emphasis Course (4)
Yr. 2	GH 535 (4) Area of Emphasis Course (4) Elective (4)	GH 536 (4) Area of Emphasis Course (4) Elective (4)	GH 537 (4) Area of Emphasis Course (4) Elective (4)
Yr. 3	Dissertation		
Yr. 4/5	Dissertation		

SECTION 4: ADVISING AND COMMITTEES

FACULTY ADVISOR

Each student will be assigned to a faculty advisor once accepted into the program. The initial advisor will be selected by the program directors, who seeks to pair each student with a faculty member with related interests. The faculty advisor aids the student in developing a feasible research topic and agenda as well as helping form liaisons with other researchers and encourages students to achieve goals and complete program requirements. Additionally, the advisor serves as a conduit to direct students to academic resources, and research opportunities.

During the first quarter of the program, it is expected that students and advisors will meet at least monthly with a focus on building a relationship. In the following quarters, students and advisors meet twice a quarter and focus on the student's success in the program and the course selection process. A greater frequency can be determined by the needs of each student in discussion with advisor.

Advising is part of every faculty member's responsibilities. Therefore, students should not feel as though they are imposing when asking advice from faculty. Advising faculty should be available to meet with assigned students, although students should be respectful of faculty time by scheduling meeting times that are convenient for both students and faculty. **It is the student's responsibility to arrange meeting times with their faculty advisor.**

For more information see: http://grad.uw.edu/for-students-and-post-docs/coreprograms/mentoring/

FACULTY ADVISOR RESPONSIBILITIES

A. Meet regularly to fill out the appropriate forms needed to track student's success through the program.
B. Serve as an educational and professional mentor for the student.
C. Assist with identifying educational and research goals, and individual needs at the start of the program.
D. Monitor the overall success of the student in an academic and professional setting.
E. Work with the students to build relationships and networks within Seattle's academic community and its global health organizations.
F. Maintain contact with Area of Emphasis director and Program Manager about student progress, excellence, and areas of concern.
G. Identify and encourage students for funding and travel opportunities, and promote student research.
H. Have sensitivity and understanding to diverse needs and concerns experienced and shared by the student. Direct student to Program Manager for additional resources as necessary.

ADVISEE RESPONSIBILITIES

A. Maintain close communication with Program Manager; provide feedback about the program, coursework, and other academic opportunities.
B. Schedule and meet with advisor at least twice each quarter.
C. Identify and develop professional career goals and research interests.
D. Understand administrative responsibilities and requirements.
E. Provide feedback on advising during the annual program retreat each spring.

After the first quarter, advisors and advisees should meet at least twice a quarter to review course plans and complete the **Student Progress and Planning Form** (this form must be updated annually, due to the Program Manager in June)**.**

ESTABLISHING A DOCTORAL COMMITTEE

DISSERTATION COMMITTEE

During the second year in the program, students should begin to identify faculty members with similar research interests who can serve as their mentor and Chair of their dissertation committee. Students should meet with the program director of their Area of Emphasis to discuss potential faculty to serve as their Chair before formally asking someone. Once a Chair of a committee has been identified, this faculty member will assume the mentorship role for the student. The student should discuss with their Chair potential committee members, the Chair will approve the committee. After successfully passing the prelim exam, students email the Program Manager the names of their committee members so that the committee can be officially established through the Graduate School. This committee must consist of at least four members, of whom two must have primary, joint or adjunct appointments in the student's respective department. For more information on this process, please see the information on the Graduate School's website. A student may not officially establish their committee with the Graduate School until they have successfully passed the preliminary exam.

MEMBERS

All committees must include a Graduate School Representative (GSR) who is a productive scholar in his or her own research area that may differ from that of the student's dissertation project. The remaining members must be productive scholars in the student's major field and/or subfields. If a student wishes to have as a committee member an individual who is not a faculty member at the University of Washington, the Steering Committee will determine whether this individual can serve on a doctoral committee based on their academic credentials and potential to be a contributing member to a doctoral committee. The committee will oversee the student's progress, evaluate performance, and conduct all examinations. It is expected that the Chair of the committee will play the strongest mentorship role, but all members will meet with the student regularly and contribute mentorship.

Doctoral Dissertation Committee

- Four member minimum
- One Chair – requires **GFS** + **Endorsement to Chair (ETC)**
- One **Graduate Student Representative (GSR)*** - requires **GFS + ETC;** faculty *are not eligible* with primary, joint or affiliate appointments in DGH, HMS, or Chair's department
- Two or more must be members of the graduate faculty with **ETC** status

Summary of Committee Requirements, including both **Graduate School (bold)** & program requirements

Committee Requirements	Committee Chair	Committee Member
• **Min. 4 members.** • **1 members must be GSR.** • Chair and at least half of the total membership must have **Graduate Faculty Status (GFS).** Check the Graduate Faculty Locator to see which faculty have this status**.**	• **GFS + ETC.** • **Approved by Program Director.** • One year experience on a Global Health, Health Services or Epidemiology PhD Committee - or equivalent, approved by PhD Director.	• **Min. 4 members.** • **GFS – majority of members.** • **ETC – 2 or more members (includes Chair & GSR).** • **The remaining members must be productive scholars in the student's major field and/or subfields.** • 2 must have primary, joint or adjunct appointments in the DGH. • Approved by Chair.

NOTE - Once committee membership is finalized, the student is responsible for confirming committee membership via an email to the Program Director, Committee Chair, and Program Manager. Any changes to the original committee membership should also be communicated immediately to the above – including both the new and former members.

READING COMMITTEE

Once a draft of the first paper has been prepared, the reading committee is officially designated (generally all members of the doctoral committee are part of the reading committee except the GSR) and is responsible for reviewing all drafts and recommending revisions. Students must notify the Program Manager when this step has been achieved so that the names of the reading committee members can be conveyed electronically to the Graduate School.

SECTION 5: EXAMINATIONS

PRELIMINARY WRITTEN EXAMINATION (QUALIFYING EXAM)

The Preliminary Written Examination is given at the end of the second academic year and is intended to test the student's ability to apply the principles and methods presented in the core requirements. The exam is given when the student has completed the core courses, but no later than the end of the second year.

Each student will have 144 hours to complete the exam and can start at any time within the scheduled exam window. The exam will be held during the last two weeks of August.

There will four different types of questions:

1. data analysis
2. research design
3. critical appraisal of current knowledge of a topic
4. synthesis of existing knowledge into policy implications and recommendations

There is a minimum level of achievement that must be met on all questions in order to pass the exam. Students who pass, will be eligible to move on to the next phase, which includes establishing a committee and taking General Examinations to advance to doctoral candidacy. For students who do not pass on the initial attempt a retake examination will be offered one year later. Students must retake and pass all questions on the exam. Students who do not pass after two attempts will not be eligible to continue the PhD Program and may be offered the opportunity to complete a MPH. A student must successfully pass the preliminary exam before they can formally establish their dissertation committee with the Graduate School.

GENERAL EXAMINATIONS (SHORT PROPOSAL, WRITTEN AND ORAL EXAMS)

The General Examination will be administered by the student's committee and consists of two parts: written and oral,. The examination cannot be scheduled until the student has successfully passed the preliminary exam and has formally established their dissertation committee with the Graduate School. The examination covers the student's chosen Area of Emphasis and the general topic of the dissertation. The exam is designed to assess the following:

1. ability to analyze and synthesize information,
2. significant breadth and depth of knowledge in the Area of Emphasis and the dissertation topic, and
3. adequate knowledge of recent advances in methodological issues relevant to the area of interest.

SHORT PROPOSAL – CHAIR PRESENTATION TO FACULTY MEETING (REQUIRED FOR DGH STUDENTS ONLY)

When a student has completed or is close to completing their general exam, the student will need to complete a short proposal presentation form. The completed form will be handed out at the next faculty meeting and their dissertation chair will present the student and their proposal. Past student short proposal forms can be found on the shared Canvas Page.

PRELIMINARY AND FINAL DISSERTATION PROPOSAL TIMELINE

The student will create a preliminary dissertation proposal which will be used to recruit dissertation committee members and seek their input on formation of the dissertation. A draft of the final dissertation proposal should be completed prior to the written general exam so that the draft content can inform the written exam content. Upon

completing the oral exam, the student will create the final dissertation proposal, incorporating any changes recommended by the committee.

WRITTEN EXAMINATION

The written exam concentrates on the student's proposed research area and the methods applicable to study their topic of interest (Preliminary Dissertation Proposal). It is recommended that the committee and student meet prior to the written exam to review student progress, assess the student's readiness for dissertation work, the feasibility of the project, and resources available for a high quality product. Committee members may require additional coursework to remedy perceived deficiencies in any relevant area. If the committee desires, they may discuss general topic areas for the written exam with the student and provide a few seminal readings in an area. However, it is the student's responsibility to know the relevant literature and methods applicable to the Area of Emphasis and dissertation.

The format of the written exam should be agreed upon by the committee and student. It is generally a 7-to-14-day take-home exam consisting of 4 to 7 questions. Each faculty member asks one or more exam questions and may suggest an approximate number of pages for the answer to a question. Committee members are encouraged to read the entire exam, and the Chair must do so. Each faculty member grades his/her own question(s) as Pass, Rewrite, or Fail. The full committee decides if the student has passed the exam overall. A student who does not pass the written portion of the exam may be re-examined, at the discretion of the committee. The committee members can require additional course work to remedy perceived deficiencies in any relevant area.

ORAL EXAMINATION

The oral exam portion is based primarily on the responses to the written exam. Changes to the preliminary dissertation proposal are also discussed in the oral exam, after which those changes are incorporated into the final dissertation proposal.

The oral exam is usually scheduled one to six weeks after successful completion of the written examination, and after completing the Final Dissertation Proposal. The committee must have sufficient time to review and discuss the dissertation proposal before the oral examination is held. The oral exam is the UW official exam required for a student to pass to doctoral candidacy and, therefore, the Graduate School Representative must be present at the Oral General Exam. The public is welcome to attend.

In order for the Oral General Exam to proceed, at least four members of a doctoral committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at the examination for its entirety. Any member of the committee may attend in-person or remotely. Please refer to the Graduate School Instructions for Video Conference in Doctoral Examinations.

If the committee does not approve the student to move to doctoral candidacy, the student can do further work and repeat of the Oral Examination within six months of the first attempt. If a student fails a second time, the student's enrollment in the PhD Program is terminated, per Graduate School policies and he/she may be offered an opportunity to complete a MPH.

The committee assesses the student's characteristics, experiences, and resources to conduct a high quality dissertation and to eventually become a successful global health researcher. The committee considers the following types of questions:

1. Does the student have sufficient experience in research methods and management through courses or work?
2. Does the student have sufficient resources (data available, data that can be collected and managed) to complete the study?
3. Does the student have sufficient financial support and support from the committee and research team to successfully complete the project?
4. Has the student identified a reasonable list of tasks and timeline, and is it likely that the student can adhere to the timeline?
5. Does the student have the personal skills, intellectual curiosity, work style, and the desire to develop professionally into a health services researcher?

Students must apply formally for a General Exam date for the oral part of the exam at least three weeks prior to the examination. See the Graduate School website for more information.

If a physical room is needed for an oral exam, the student is responsible for finding and reserve a room. Once the date, the room and committee member's attendance is confirmed, the student will enter the request for a General Examination through their MyGrad account.

DISSERTATION DEFENSE (FINAL EXAMINATION)

Writing and defending the doctoral dissertation is the final requirement. Students are required to write a dissertation that addresses an issue of importance in the field of global health and significantly contributes to the advancement of the field of metrics and implementation science. The dissertation may take the format of a three-paper or a book-length dissertation. The topic of the dissertation will be chosen by the student, in consultation with the doctoral committee. The dissertation must demonstrate an understanding of the theory and methods related to the student's Area of Emphasis and must conform to Departmental, School, and University guidelines. The doctoral committee will review the dissertation and recommend revisions, as necessary. When the doctoral committee determines at a formal committee meeting that the student is ready for the final examination, the reading committee should be appointed. Students should email the Program Manager their reading committee so it can be established through the Graduate School. At least three weeks before an examination, the student should request for a final examination on the Graduate School website.

The final examination for the PhD degree consists of a public defense of the student's dissertation orally before the committee. All committee members including the Chair, Graduate School Representative and additional Graduate Faculty members must be present at the examination. Students must successfully defend their research for the degree to be granted. The dissertation presentation must be advertised and is open to the public. Following the presentation, the PhD candidate will meet with the committee. Each member will have the opportunity to question the student on any aspect of the presentation. Students may repeat their defense if performance is unsatisfactory.

APPENDIX A. NEW STUDENT CHECKLIST

FOLLOWING ADMITTANCE

- ☐ Set up a UW NetID and email.

- Admitted students receive their student number and PAC (personal access code) after accepting the offer of admission. With a student number and PAC, a UW NetID can be set up. A student's UW NetID will precede @uw.edu and become the student's UW email address. The UW offers four email systems.

☐ Register for courses (requires a UW NetID).
- Reference the UW Academic Calendar for dates of instruction, registration deadlines, school holidays, and more. International students must also complete an online check-in.

☐ Find housing.
- The majority of our students live off-campus in shared housing. Campus housing information can be found through UW Housing and Food Services. For off-campus housing, Craigslist is often used. The UW School of Law has a list of neighborhood descriptions to assist with identifying housing.

ONCE ARRIVED ON CAMPUS

☐ Research transportation options.
- Most students utilize the U-PASS to travel by Metro bus around town. Students are automatically charged for the pass each quarter they are registered. Extensive bike and walking trails are around Seattle as well. The closest airport is SeaTac International Airport.

☐ Get your Husky Card.
- The Husky Card is the official identification card for members of the University of Washington community. The U-PASS is electronically embedded into the Husky Card (scan it when boarding the bus or light rail). The Husky Card Account & ID Center is located on the ground floor of the Odegaard Undergraduate Library.

☐ Apply for Washington state identification.
- New Washington state residents are legally required to get a Washington state driver's license or ID card within 30 days of moving to the state. Check out the Washington State Department of Licensing website to find office locations and information on what type of identification is needed when applying for an ID or driver's license.

☐ Explore UW resources.
- The UW Student Guide is a comprehensive reference for UW students and includes information on Academics, Finances, Student Life, University Policies, and much more. The University Bookstore is where you can purchase Husky products and textbooks.

BEFORE THE FIRST DAY OF COURSES

☐ Prepare for the first day of courses.
- Helpful maps include a campus map and a Health Sciences Building (HSB) map. The Health Sciences Building is where many of your courses will be held. It is a very confusing building! You are highly encouraged to locate your classrooms in advance of the first day of courses.

☐ Attend Departmental and school orientations.
- Attendance at the program orientation is required for all entering students. Typically, it is held the week prior to the beginning of Autumn Quarter.

APPENDIX B. CAMPUS RESOURCES

OFFICE	PHONE	EMAIL
Childcare Assistance Program & Student Parent Resource Center	206.543.1041	stuparrc@uw.edu
Disability Resources for Students	206.543.8924	uwdrs@uw.edu
Foundation for International Understanding Through Students	206.543.0735	info@fiuts.org
Graduate School	206.543.5900	uwgrad@uw.edu
Hall Health Primary Care Center	206.685.1011	hhpccweb@uw.edu
Husky Card Account & ID Center	206.543.7222	huskycrd@uw.edu
Husky Health and Wellbeing		
Husky Night Walk	206.685.WALK	
International Students Services	206.221.7857	uwiss@uw.edu
Intramural Activities Building (IMA)	206.543.4590	ima@uw.edu
Libraries Information	206.543.0242	libquest@uw.edu
Library Resources Public Health Tool Kit		
Office of Minority Affairs & Diversity		
Ombud	206.543.6028	ombuds@uw.edu
Parking and U-PASS Information	206.221.3701	ucommute@uw.edu
Police, University	206.543.0507	uwpolice@uw.edu
Q Center	206.616.7296	qcenter@uw.edu
Registrar	206.543.5378	registrar@uw.edu
Residency Classification	206.543.5932	resquest@uw.edu
South Campus Center	206.543.0530	hsbrooms@uw.edu
Student Activities Office	206.543.2380	sao@uw.edu
Student Counseling Center	206.543.1240	
Student Financial Aid	206.543.6101	osfa@uw.edu
Student Fiscal Services	206.543.4694	sfshelp@uw.edu
Student Legal Services	206.543.6486	slsuw@uw.edu
Student Union Building (HUB)	206.543.1447	thehub@uw.edu
UW Study Abroad	206.221.4404	studyabroad@uw.edu
UW Technology	206.221.5000	help@uw.edu
Visitor's Information Center	206.543.9198	uwvic@uw.edu
Waterfront Activities Center	206.543.9433	h2ofront@uw.edu

APPENDIX C. RESEARCH AND FIELDWORK FUNDING

DGH offers competitive funding opportunities to provide financial assistance to graduate students, professional students, and medical residents at the University of Washington to help support fieldwork experience in global health.

- WARREN GEORGE POVEY ENDOWED FUND FOR GLOBAL HEALTH STUDENTS FELLOWSHIP
- GLOBAL OPPORTUNITIES IN HEALTH (GO HEALTH) FELLOWSHIP
- STRENGTHENING CARING OPPORTUNITIES THROUGH PARTNERSHIP IN ETHIOPIA (SCOPE) FELLOWSHIP
- STERGACHIS ENDOWED FELLOWSHIP IN INTERNATIONAL EXCHANGE
- THOMAS FRANCIS, JR. GLOBAL HEALTH FELLOWSHIP

These funding opportunities provide assistance for costs associated with doing fieldwork outside of Seattle.

The Fellowships of up to $4000 (USD) can be used to support travel costs, including room and board, travel health preparation, travel insurance and/or supplies for a particular global health project. Fellowship funding cannot be used to cover tuition costs, school supplies, conference attendance, or other non-project related expenses.

COMMON ELIGIBILITY CRITERIA

- Participation in a global health-related program or fieldwork experience in an international, resource-limited setting relevant to the student/trainee's career goals
- University of Washington faculty mentor and strong relationship with international partner(s)
- Minimum duration of 4-6 weeks abroad (varies among fellowships)
- Students may apply for multiple fellowships, but can only accept one. If a student is awarded and accepts a Fellowship, they must immediately withdraw their applications to other DGH fellowships.

Visit the Funding for Fieldwork page to learn more.

APPENDIX D. TRAVEL FUNDING REQUEST

There is limited funding available through the Graduate School. The Program Manager is able to apply on behalf of the students.

Please Email the Program Manager as soon as you are notified that you were accepted to a conference with the following information:

Destination:

Event Name:

Travel Departure Date:

Request justification must include:

1. Title of paper, poster or talk student is presenting
2. Whether or not the student has applied for or is receiving other funding for this trip
3. If the applied for or receiving funding, the source and amount of funding (requested or received)
4. Explanation of extenuating circumstances contrary to stated policies, if applicable Request Justification:

Example:

This travel request is to help {insert student name} participate in a research symposium organized by the French Ecole des Hautes Etudes en Sciences Sociales (EHESS), on « Globalization of Health: knowledge, practices and policies». {Insert student name} has been invited to present a paper titled: {Insert presentation title} in which they studied how the political and scientific institutions that shape the field of Global Health influences and are influenced by the modes of knowledge developed in the field. This interdisciplinary symposium will bring together researchers from a wide diversity of backgrounds and is a unique occasion to present and get feedback from a diverse audience on a critical part of his research, where they work on a critique of the political and epistemological implications of his results in applied Health Metrics. This research constitutes a third of his dissertation, and will be greatly enriched by the comments and research of Anthropologists, Sociologists or Economists with whom they had not had the occasion to interact with, in his usual research setting. Additionally, they will be able to represent UW and the DGH in a research event that will host leading Social Science researchers from around the world who are interested in Global Health. This will allow him to talk about UW's Population Health Initiative to an audience of researchers that are outside of the usual diffusion circles of the DGH, which will be an occasion to enrich networks for further research projects.

EHESS is funding the train ticket from Paris to Marseille, as well as accommodation for the week (for an estimated total of 600 euros. They applied for a $750 travel grant through the Institute for Humane Studies, but the application was denied. {Insert student name} still need funding to cover the travel costs to Paris.

http://www.washington.edu/populationhealth/resources/funding-and-awards/

APPENDIX E. Request to Waive or Substitute a Required Course Form

An transcript and a syllabus of the course must accompany this form to justify the waiver or substitution. Complete the form, have your faculty Advisor approve and sign them, then return to the Program Manager at **ghphd@uw.edu** to have it reviewed by the curriculum committee. Please also note the following:

- Course waivers are reviewed annually by the program's Curriculum Committee in the summer shortly before the start of the academic year. Course waiver requests will not be accepted from a student after they have completed their first academic year.
- Undergraduate coursework will not be considered for substitution for graduate level coursework.
- **Implementation Science students only**: If you are approved to waive GH 511, you will be required to complete HSERV 579 prior to graduating.

Student Name_____ Email_____

Course being waived or substituted: Number_____ Name_____

WAIVER OR SUBSTITUTION REQUESTED BASED ON ONE OR MORE OF THE FOLLOWING:

1.___ WAIVER (BASED ON A PREVIOUSLY TAKEN NON-UW COURSE): The student has covered essentially all the material in the course at a different institution. (No course may be used more than once as a waiver justification)

Course Number_____ Name_____

Institution_____ Date Taken_____Grade_____

2. ___ SUBSTITUTION (BASED ON A PREVIOUSLY TAKEN UW COURSE): The student has covered essentially all the material in the course in a more advanced or related UW course. (No course may be used more than once as a substitute)

Course Number_____ Name_____

Date Taken_____Grade_____

REQUIRED SIGNATURES (IN ORDER). PLEASE SIGN ONLY IF YOU APPROVE.

1._____
Student Signature (required for all waivers) Date

2._____
Faculty Advisor Signature (required for all waivers) Date

3._____
Curriculum Committee Signatures (required for all waivers) Date

3._____
Curriculum Committee Signatures (required for all waivers) Date

3._____
Curriculum Committee Signatures (required for all waivers) Date

APPENDIX F. PROGRAM TIMELINE CHECKLIST

☐ Ongoing, provide the Program Manager with news about your travel to conferences, presentations, publications, funding, and other accomplishments.

- ☐ Annually in June, provide the Program Manager with your Student Progress and Planning Form and a copy of your **current CV**. If you maintain an NIH **biosketch**, please provide a copy as well.

YEAR ONE

- ☐ Set up meetings with assigned faculty advisor.
- ☐ Begin core and Area of Emphasis coursework.
- ☐ Preliminary Written Examination can be taken early if the student starts the PhD Program with a Master's degree. A discussion should be held with the faculty advisor and Program Manager.

YEAR TWO

- ☐ Complete core and Area of Emphasis coursework.
- ☐ Take Preliminary Written Examination.
- ☐ Begin writing Preliminary Dissertation Proposal.
- ☐ Identify potential dissertation committee chair and members
- ☐ Inform the Program Manager of your formed doctoral committee.
- ☐ Provide the Program Manager with a copy of your Preliminary Dissertation Proposal.

YEARS THREE

- ☐ Complete coursework (if needed).
- ☐ Conduct primary data collection (if needed).
- ☐ Establish doctoral committee
- ☐ Finalize Preliminary Dissertation Proposal and submit to committee.
- ☐ Take General Examination (Written).
- ☐ Revise dissertation and submit Final Dissertation Proposal.
- ☐ Submit the Request for General Examination to the Graduate School at least three weeks before your intended Oral Exam, including the date, time, and location of your exam.
- ☐ Take General Examination (Oral).
- ☐ Work on dissertation.
- ☐ Provide the Program Manager with a copy of your Final Dissertation Proposal (as submitted to your doctoral committee).
- ☐ Be sure to provide the Program Manager with copies of all materials associated with your **General Oral Exam**.
- ☐ After you have completed your General Oral Exam, inform the Program Manager of which members of your doctoral committee will now become your reading committee.

YEARS FOUR/FIVE

- ☐ Complete steps from Year Three (if needed).

  -OR-
- ☐ Work on dissertation and search for jobs.
- ☐ Submit the **Request for Final Examination** (your dissertation defense) to the Graduate School at least three weeks before your intended defense, including the date, time, and location of your defense.
- ☐ Dissertation defense.
- ☐ **Submit your Dissertation to the UW Graduate School** **within 60 days** of your defense.
- ☐ Provide the Program Manager with copies of all materials associated with your **Dissertation Defense**.
- ☐ Complete the Program survey and alumni information before graduation.

APPENDIX G. ADVISING SESSION CHECKLIST

The guidelines outlined below are the absolute minimum interactions expected. We encourage students/advisors/Chair to meet more frequently, especially in a student's early stages of their studies. This will foster stronger relations and the potential for life-long colleagues because of this mentoring experience.

YEAR ONE

FIRST QUARTER

- ☐ Identify professional and educational objectives.
- ☐ Review PhD Program competencies and develop a plan to meet educational goals.
- ☐ Identify faculty and research communities that share student's interests.
- ☐ If applicable, ensure that student is acclimating to the US education system, standards, and expectations.
- ☐ Select courses for next quarter.

SECOND QUARTER

- ☐ Schedule two meetings.
- ☐ Review grades from previous quarter.
- ☐ Discuss research topics of interests.
- ☐ Review professional and educational objectives.
- ☐ Select courses for next quarter.

THIRD QUARTER

- ☐ Schedule two meetings.
- ☐ Review grades from previous quarter.
- ☐ Review professional and educational objectives.
- ☐ Discuss possible research topics for dissertation and possible additional research experiences.
- ☐ Review PhD Program timeline checklist and assess timeliness of progress.
- ☐ Select courses for next quarter.
- ☐ Complete the Student Progress Planning Form with faculty advisor (once annually).

YEAR TWO: ALL QUARTERS

- ☐ Schedule meetings.
- ☐ Review grades from previous quarter.
- ☐ Review professional and educational objectives.
- ☐ Continue discussions on possible research topics for dissertation.
- ☐ Identify potential faculty for dissertation committee.
- ☐ Discuss how to prepare to take the Preliminary Written Examination.
- ☐ Review PhD Program timeline checklist and assess timeliness of progress.
- ☐ Complete the Student Progress Planning Form with faculty advisor (once annually).

YEARS THREE-FOUR/FIVE: ALL QUARTERS

- ☐ Schedule meetings.
- ☐ Finalize dissertation committee.
- ☐ Review Preliminary Dissertation Proposal, Final Dissertation Proposal, and/or Dissertation.
- ☐ Discuss steps toward General Examination.
- ☐ Discuss steps toward dissertation.
- ☐ Review PhD Program timeline checklist and assess timeliness of progress.
- ☐ Complete the Student Progress Planning Form with faculty advisor (once annually).

APPENDIX H. STUDENT PROGRESS AND PLANNING FORM

Please complete this form, run a DARS degree audit, print and bring both to discuss with your Faculty Advisor/Chair. Then return signed form (and attach your updated CV) to the Program Manager at **ghphd@uw.edu** by the end of spring quarter annually.

Student:_____ Date:_____ Track:_____

Faculty Advisor or Chair:_____ Dissertation or Research Topic:_____

ACADEMIC PROGRESS

Please complete the table with quarter/year you completed or plan to complete the exams.

PRELIM	GENERAL	DISSERTATION DEFENSE

SECTION II: UPCOMING YEAR PLAN

Please complete the table with your funding plan for next year.

AUTUMN	WINTER	SPRING

ADVISOR'S COMMENTS

Student Signature_____ Faculty Advisor/Chair Signature_____

APPENDIX I. PRELIMINARY DISSERTATION PROPOSAL (PDP) GUIDELINES

The Preliminary Dissertation Proposal is designed to provide a brief introduction to the proposed research project for review and feedback from the student's committee, as well as with other faculty from the DGH. The Preliminary Dissertation Proposal should be single-spaced, use Arial 11 font, ½-inch margins, and should follow the outline below. Total length should be at least 3 pages for sections II-VII.

I. TITLE PAGE (1 page): Project title, student's name, Chair of committee, committee members (including GSR), and date. If your committee is not yet formally constituted, indicate potential committee members under consideration.

II. SPECIFIC AIMS (.5 page): List the project's specific aims in terms of hypotheses to be tested or research questions to be answered. If desired, the overall purpose of this line of investigation may be mentioned in order to indicate the long-term importance of the specific information being sought through this study.

III. BACKGROUND AND SIGNIFICANCE (.5 page): Describe the scientific context for the study, briefly summarizing previous related research. This should include an extensive literature review, including a summary of the major concepts, methods, and literature that have contributed to the field of study and remaining gaps that the project will help to fill.

IV. APPROACH (2-3 pages): This section format may be tailored to meet the needs of the specific study being proposed. It could be organized for the study as a whole, for each specific aim, or for each paper to be written, and will be the longest section of the proposal. The following sub-headings usually apply.

   A. STUDY DESIGN: Define 1) the study design, 2) the intervention to be evaluated (if relevant), and 3) the main analytic variables, including how they will be assessed and quantified.
   B. STUDY SETTING: Describe the location of the research, including the organizational context and implementation setting (if relevant).
   C. STUDY SUBJECTS: Indicate the sources of subjects, eligibility criteria, and anticipated number.
   D. DATA COLLECTION: Describe data sources, sequence of data collection activities, and procedures to assess/assure data quality.
   E. DATA ANALYSIS: Describe how data will be organized and statistical techniques to address the specific aims.
   F. STUDY POWER: Summarize sample size or statistical power calculations.

V. LIMITATIONS (0.25 page): Briefly describe potential difficulties and limitations of the proposed procedures and alternative approaches that may be pursued to achieve the aims.

VI. PROTECTION OF HUMAN SUBJECTS (0.25 page): Briefly describe the current status and plans for obtaining human subjects approval for the research, including for UW and relevant institutional review boards (IRBs) from the countries where the research will be conducted. Even if using an established data set, exemptions or IRB approvals must be documented. Submit documents for UW IRB approval with your Preliminary Dissertation Proposal, even if another IRB will perform the review, unless the committee approves later IRB submission and sufficient time remains for approval prior to the start of dissertation work.

VII. TIMELINE: Provide an approximate timeline for completion of the project. Indicate the current status of the project, to include plans for: 1) funding; and 2) general exam.

VIII. REFERENCES CITED (.5 page): Provide citations to key literature references used in the proposal.

IX. APPENDICES (.5 page): Appendices are optional, and may include data collection instruments, figures, and tables. Appendices should not present additional information that should be included in the prior sections.

Past Preliminary Dissertation Proposal's can be found on the Canvas Page.

APPENDIX J. PHD SHORT PROPOSAL PRESENTATIONS FORM (DGH STUDENTS ONLY)

Please complete this form, then return to the Program Manager at **ghphd@uw.edu** once you are ready to complete your General Exam. The is required for DGH students ONLY.

DEPT. OF GLOBAL HEALTH FACULTY & STAFF MEETING

MONTH DAY, 3:00-5:00 PM

FOEGE GENOME SCIENCES, ROOM S-110

STUDENT BIO:

TITLE:

DISSERTATION COMMITTEE:

NAME	TYPE	DEPT/ORG
Insert Name	Chair	Insert Dept/Org
Insert Name	GSR	Insert Dept/Org
Insert Name	Member	Insert Dept/Org
Insert Name	Member	Insert Dept/Org

INTRO PARAGRAH AND SPECIFIC AIMS PAGE:

(No more than one page)

APPENDIX K. GENERAL EXAMINATION CHECKLIST

Before beginning the General Exam (written and oral) process, you are responsible for knowing the UW Graduate School's doctoral degree policies. Please note the following:

- You must be enrolled in at least one credit of coursework in the quarter in which you hold your oral exam. You may not be on-leave when you hold your exam.
- If you hold your oral exam between quarters, you must enroll in at least one credit of coursework in the quarter following your oral exam.

BEFORE SCHEDULING THE GENERAL EXAMINATION

- ☐ Complete Preliminary Written Exam (offered every September).
- ☐ Complete course requirements for degree.
- ☐ Your committee must be established formally – minimum of four members.
- ☐ Send the names of your committee members including the Chair, GSR and other members and the tentative quarter of your oral exam to the Program Manager so it can be submitted to the UW Graduate School.
  - Only one of the committee members is permitted not to be appointed as Graduate Faculty.
  - If your committee has changed, please let the Program Manager know

BEFORE SCHEDULING THE ORAL GENERAL EXAMINATION

- ☐ Set up a meeting with committee to discuss your Preliminary Dissertation Proposal.
- ☐ Develop Final Dissertation Proposal draft and submit to your committee
- ☐ Take the General Exam (Written).
  This is administered by the students committee and is generally a 7 to 14 day take home exam with 4-7 questions. The student's committee will determine the questions and time period.
- ☐ Determine a date for your General Exam (Oral) suitable for the schedule of your GSR and committee.
  - At least four committee members must attend the General Examination, including the Chair and the Graduate School Representative (GSR) and one additional Graduate Faculty member.
- ☐ Complete the "General Exam Request" at http://www.grad.washington.edu/mygrad/student.htm at least three weeks prior to the exam, if possible. If not, email the Program Manager.
  - To make changes to a submitted request, contact the Program Manager, not the Graduate School.
- ☐ Let the Program Manager know you have scheduled an exam date.
  - The Program Manager will email you the Committee Signature Form for your general exam. Print it and give to your Chair at Oral Exam.

FOLLOWING THE ORAL EXAMINATION

- ☐ All committee members, who are present, must sign the Committee Signature Form.
  - The Chair must indicate the exam outcome on the Committee Signature Form. If a member was present by audio/video conferencing, they must email the Chair that they were present by the entire time, and their vote.
- ☐ Submit the signed Committee Signature Form to the Program Manager (before 5:00PM on the last day of the quarter).
- ☐ You will become a candidate the quarter after passing the General Examination (Written and Oral). If you pass between quarters, you will become a candidate the quarter after next.

- ☐ Have a formal committee meeting, where each member must be in agreement that you should proceed with writing your dissertation.

APPENDIX L. FINAL DISSERTATION PROPOSAL (FDP) GUIDELINES

After the student receives comments from the committee about the Preliminary Dissertation Proposal, the student revises the proposal to produce a more detailed Final Dissertation Proposal. The Final Dissertation Proposal must be completed before the General Examination (Oral). The format of the Final Dissertation Proposal is the same as the Preliminary Dissertation Proposal, and Sections II – VII of the Preliminary Dissertation Proposal should be no longer than 16 single-spaced pages (using Arial font 11 and ½-inch margins). Especially important in quantitative studies is the level of detail about the intervention (if applicable), variable definition, data sources, and analytic approaches.

I. TITLE PAGE (1 page): Project title, student's name, Chair of committee, committee members (including GSR), and date. If your committee is not yet formally constituted, indicate potential committee members under consideration.
II. SPECIFIC AIMS (1 page): List the project's specific aims in terms of hypotheses to be tested or research questions to be answered. If desired, the overall purpose of this line of investigation may be mentioned in order to indicate the long-term importance of the specific information being sought through this study.
III. BACKGROUND AND SIGNIFICANCE (2 pages): Describe the scientific context for the study, briefly summarizing previous related research. This should include an extensive literature review, including a summary of the major concepts, methods, and literature that have contributed to the field of study and remaining gaps that the project will help to fill.
IV. INNOVATION (0.25-.5 page): Explain how the proposed research challenges and seeks to shift current research or practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).
V. APPROACH (10-12 pages): This section format may be tailored to meet the needs of the specific study being proposed. It could be organized for the study as a whole, for each specific aim, or for each paper to be written, and will be the longest section of the proposal. The following sub-headings usually apply.
    A. STUDY DESIGN: Define 1) the study design, 2) the intervention to be evaluated (if relevant), and 3) the main analytic variables, including how they will be assessed and quantified.
    B. STUDY SETTING: Describe the location of the research, including the organizational context and implementation setting (if relevant).
    C. STUDY SUBJECTS: Indicate the sources of subjects, eligibility criteria, and anticipated number.
    D. DATA COLLECTION: Describe data sources, sequence of data collection activities, and procedures to assess/assure data quality.
    E. DATA ANALYSIS: Describe how data will be organized and statistical techniques to address the specific aims.
    F. STUDY POWER: Summarize sample size or statistical power calculations.
VI. LIMITATIONS (0.25 page): Briefly describe potential difficulties and limitations of the proposed procedures and alternative approaches that may be pursued to achieve the aims.
VII. PROTECTION OF HUMAN SUBJECTS (0.25 page): Briefly describe the current status and plans for obtaining human subjects approval for the research, including for UW and relevant institutional review boards (IRBs) from the countries where the research will be conducted. Even if using an established data set, exemptions or IRB approvals must be documented. Submit documents for UW IRB approval with your Preliminary Dissertation Proposal, even if another IRB will perform the review, unless the committee

approves later IRB submission and sufficient time remains for approval prior to the start of dissertation work.

VIII. REFERENCES CITED: Provide citations to key literature references used in the proposal.

IX. APPENDICES: Appendices are optional, and may include data collection instruments, figures, and tables. Appendices should not present additional information that should be included in the prior sections.

APPENDIX M. FINAL EXAM CHECKLIST

Before beginning the final exam (dissertation defense) process, you are responsible for knowing the UW Graduate School's doctoral degree policies. Please note the following:

- You must be enrolled in at least one credit of coursework in the quarter in which you hold your oral defense. You may not be on-leave when you hold your defense.
- If you hold your oral defense between quarters, you must enroll in at least one credit of coursework in the quarter following your defense.

BEFORE SCHEDULING THE DISSERTATION DEFENSE

- ☐ Complete General Examination (Written and Oral).

BEFORE THE DISERTATION DEFENSE

- ☐ Schedule a doctoral final exam via MyGrad – Student View.
  - At least three weeks prior to the exam.
  - At least four members must be present at your final exam.
- ☐ Set up the reading committee.
  - Your reading committee must agree that the dissertation is appropriate for fulfillment of the doctoral degree and that necessary changes can be made prior to the end of the quarter.
- ☐ Check your name and thesis details on record with the UW and the Graduate School
  - Go to MyGrad – Student View – Student View
  - Verify your name and thesis details entered in the UW ETD Administrator Site match this MyGrad record exactly.
- ☐ Let the Program Manager know you have schedule an exam date and set a reading committee
  - The Program Manager will email you the Committee Signature Form for your final exam. After passing your defense, all members of your committee must sign the form. Either you or your Chair must return the signed form to the Program Manager before the end of the quarter in which you hold your exam.

FOLLOWING THE DISSERTATION DEFENSE

- ☐ All committee members, who are present, must sign the Committee Signature Form.
  - The Chair must indicate the exam outcome on the Committee Signature Form. If a member was present by audio/video conferencing, they must email the Chair that they were present by the entire time, and their vote.
- ☐ Submit the signed Committee Signature Form to the Program Manager (before 5:00PM on the last day of the quarter).
- ☐ Obtain the necessary signatures on your Doctoral Dissertation Reading Committee Approval Form.
- ☐ Upload your Committee Approval Form to the Administrative documents section of the UW Electronic Thesis/Dissertation (ETD) Administrator Site.
- ☐ The dissertation must adhere to the Graduate School regulations.
- ☐ Complete the Survey of Earned Doctorates (SED) online.
  - Upon completing the SED, you will receive an SED notification email from SEDWEB@norc.uchicago.edu, which includes your SED Certificate of Completion.
- ☐ Upload the SED Certificate of Completion to the Administrative documents section of the UW Electronic Thesis/Dissertation (ETD) Administrator Site.
- ☐ SUBMIT your (1) dissertation, (2) Committee Approval Form, and (3) SED Certificate of Completion via the UW Electronic Thesis/Dissertation (ETD) Administrator Site by the quarterly deadline.

- ☐ Confirm submission: after a successful submission, the message "Your dissertation/thesis has been submitted" will appear in the UW ETD Administrator site.
  - You will also receive a confirmation e-mail from "Administrator of University of Washington.
- ☐ The degree will be posted after the end of the quarter in which the final dissertation is submitted.
- ☐ A diploma will be mailed to the student by the Registrar's Office about 4 months after graduation. The student should keep their address up to date through the MyUW system.
- ☐ Please keep contact information up-to-date and keep the Program Manager apprised of future work, research, and accomplishments!