

**NCHS/ACADEMYHEALTH
2010 HEALTH POLICY FELLOWSHIP
APPLICATION PACKET**

The application packet contains:

1. General Application Instructions
2. Specific Application Instructions
3. Applicant and Project Information – Summary Sheet (Form A)
4. Home Institution Advisor’s Statement (Form B) – For Doctoral and Post-Doctoral Applicants Only
5. Letter of Reference Instructions

**NCHS/ACADEMYHEALTH
2010 HEALTH POLICY FELLOWSHIP
APPLICATION PACKET**

GENERAL GUIDELINES

1. The applicant must submit a **signed original and eight unstapled copies (9 total)** of the following application materials: summary sheet, research proposal, curriculum vitae or resume, statement of qualifications and career plans, published articles or reports, and statement of expectations on the nature and extent of input from NCHS. In addition,
 - For doctoral student and post-doctoral applications, the original copy of the submission must include the advisor statement in a sealed envelope, two letters of reference in sealed envelopes, and a letter from the home institution on the applicant's release time to work off-site.
 - For faculty applications, the submission must include two letters of recommendation in sealed envelopes and a letter of support from the home institution.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

2. The application must adhere to the following format:
 - Double-spaced text with 1" margins and fonts no smaller than 11 points;
 - Single-sided copy;
 - Inclusion of the applicant's name on each of the individual items required; and
 - Each application item stapled individually.

PLEASE DO NOT SUBMIT BOUND COPIES OF THE APPLICATION.

3. The deadline for the receipt of applications is **Monday, January 4, 2010, 5:00 p.m. ET.**
4. Send applications to:

Emily Bass
NCHS/AcademyHealth Fellowship
AcademyHealth
1150 17th Street, NW, Suite 600
Washington, DC 20036

FAX AND EMAIL TRANSMISSIONS WILL NOT BE ACCEPTED.

**NCHS/ACADEMYHEALTH
2010 HEALTH POLICY FELLOWSHIP
APPLICATION PACKET**

Candidates are reminded that each application will be reviewed with respect to the following:

- Relevance and potential contribution of the proposed study to address important health-policy or health services research-related questions and/or the usefulness of the project's findings for future health policy discussions;
- Strength of the proposal's research design and methodology;
- Feasibility of conducting the research under the proposed timeframe, and the appropriateness of the selected NCHS data system(s) for the investigation;
- Applicant's qualifications for and commitment to health services research and health policy;
- Quality of applicant's past research (for post-doctoral and faculty applicants) or planned dissertation research (for doctoral applicants); and
- Applicant's written and oral communication skills, interpersonal skills, and ability to collaborate with peers.

Item 1 Summary Sheet. Complete and sign the attached Form A (2 pages).

Item 2 Research Proposal. The research proposal should include the following:

- A. Title of the proposed research project.**
- B. Purpose and Context of the Research Project.** Describe the purpose and context of the proposed study, including the specific health services research and health policy questions and issues to be explored, and the objectives of the proposed research.
- C. Research Design and Methods.** Describe the particular research methods and procedures, types and sources of data, and methods of data analysis to be used to accomplish the project's objectives.

Applicants should submit proposals that demonstrate knowledge of the NCHS data systems selected for study and their appropriateness for the proposed investigation. Proposals should be sufficiently specific to show that the applicant has adequate understanding of the surveys in relation to the research question and that the project can be completed within the proposed time frame.

- D. Key Activities.** Provide a summary of the key activities to be undertaken.
- E. Expected Contributions of the Proposed Research.** Discuss the relevance and potential contribution of the proposed study to address important health-policy or health services research related questions. Attention should be given to the relevance of the findings to policymakers and clinicians/practitioners.

Length: 10 pages maximum (double-spaced, single sided)

**NCHS/ACADEMYHEALTH
2010 HEALTH POLICY FELLOWSHIP
APPLICATION PACKET**

- Item 3** **Curriculum Vitae/Resume.** Include publications and major presentations; previous fellowships, scholarships, honors and awards; and previous and current grant funding of the applicant.
- Item 4** **Statement of Qualifications and Career Plans.** Limit the statement to two pages and include the following:
- a) Professional training, background and major accomplishments;
 - b) Career plans and objectives, including how selection as a NCHS/AcademyHealth Fellow would contribute to your career development;
 - c) Any special circumstances or experiences that would demonstrate your particular qualifications for or commitment to the fellowship; and
 - d) Any special circumstances that you wish to address with respect to the eligibility criteria.
- Item 5** **Statement of Expectations on the Nature and Extent of Input from NCHS.** Limit the statement to one-page.
- Item 6** **Published Articles or Reports.** Post-doctoral and senior investigator applicants should include copies of up to three published peer-reviewed research articles or papers that represent the best examples of their work, which may include a summary of their dissertations. Doctoral students and post-doctoral applicants who have not published should include a policy-related report(s) or paper(s) authored or co-authored by the applicant.
- Item 7** **Advisor Statement.** (*For doctoral students and post-doctoral applicants only.*) The attached Form B (3 pages) must be completed by the applicant's advisor in his/her home institution and submitted in a sealed envelope signed across the flap by the mentor with the application.
- Item 8** **Institutional Letter of Support.** Senior investigator applicants should include with their submission a letter of support signed by an appropriate official from the applicant's institution.
- Doctoral student applicants should include a letter from the appropriate official from the applicant's institution that indicates that the doctoral student may conduct this 13 month fellowship at NCHS.
- Item 9** **References.** See attached Letter of Reference Instructions. Each of the two letters of reference must come from qualified individuals familiar with the applicant's research capabilities. **The letter from each reference must be submitted with the application in a sealed envelope signed across the flap by the referee.**

**NCHS/ACADEMYHEALTH
2010 HEALTH POLICY FELLOWSHIP
APPLICATION PACKET**

FORM A

APPLICANT AND PROJECT INFORMATION

Name: _____

Present Position: _____

Department/School: _____

Institution: _____

Work address: _____

Home Address: _____

Telephone: Work: _____ **Home:** _____

Fax: _____ **E-mail:** _____

Citizenship: _____

Are you a U.S. citizen? _____ yes _____ no

If no, do you have a green card? _____ yes _____ no – You are not eligible.

Degrees and Dates Awarded: _____

Academic Discipline/Professional Field: _____

Title of Proposed Research: _____

Brief summary of proposed research and objectives:

How did you hear of the NCHS/AcademyHealth Fellowship? _____

**NCHS/ACADEMYHEALTH
2010 HEALTH POLICY FELLOWSHIP
APPLICATION PACKET**

REFERENCES

1. **For doctoral student and post-doctoral applicants only**

Name and title of Advisor: _____

Department and Institution: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

2. **References (Include 2 references)**

Name of Reference: _____

Title: _____

Institution: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Reference: _____

Title: _____

Institution: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Signature of Applicant

Date

**NCHS/ACADEMYHEALTH
2008 HEALTH POLICY FELLOWSHIP
APPLICATION PACKET**

FORM B

**HOME INSTITUTION ADVISOR'S STATEMENT
(FOR DOCTORAL STUDENT AND POST-DOCTORAL APPLICANTS ONLY)**

For doctoral student and post-doctoral applicants, the home institution advisor must use this form or a letter that follows these headings and format. Additional sheets may be attached, if needed. To ensure confidentiality, this form and any accompanying materials should be submitted in an envelope with the signature of the advisor across the sealed flap. **This form must be submitted by the applicant with the full application, and received by Monday, January 4, 2010.**

PLEASE NOTE: IT IS ALLOWABLE TO BE AN ADVISOR FOR MORE THAN ONE APPLICANT IN A GIVEN APPLICATION CYCLE.

To be completed by the applicant's home institution advisor:

Name of Home Institution Advisor: _____

Title: _____

Department: _____

Institution: _____

Address: _____

1. **Applicant Name:** _____

2. **How long have you known the applicant and in what capacity?**

3. **Please comment on the qualifications and (professional) accomplishments, and research capabilities of the applicant. What are the applicant's strengths and skills that could be (further) developed in the area of health services research?**

**NCHS/ACADEMYHEALTH
2010 HEALTH POLICY FELLOWSHIP
APPLICATION PACKET**

LETTER OF REFERENCE INSTRUCTIONS

A. THE PROGRAM

The National Center for Health Statistics (NCHS)/AcademyHealth Fellowship is intended to encourage the use of NCHS data systems and programs by the health services research community in responding to current health policy questions and providing a basis for future health policy.

Applicants must demonstrate training or experience in health services research in disciplines such as public health, public administration, health care administration, sociology, health economics, health statistics, anthropology, and behavioral sciences, or clinical care, including medicine, nursing, dentistry, and pharmacology.

Applicants may be at any stage in their career from doctoral students (who must have completed course work and be at the dissertation phase of their program) to senior investigators. NCHS may select up to two applicants.

Fellows will conduct their research in residence at NCHS located in Hyattsville, Md.. The duration of a full-time fellowship is 13 months.

B. INSTRUCTIONS FOR LETTERS OF REFERENCE

In submitting a letter of reference, please include the following information:

- 1) Indicate the period of time you have known the applicant and in what capacity.
- 2) Comment on the applicant's qualifications and accomplishments, specifically in the health services research field.
- 3) Describe what you would see as the applicant's strengths or skills that could be (further) developed in the area of health services research.
- 4) Evaluate the caliber of the applicant's work and potential for productive research in and contribution to health services research and health care policy.
- 5) Assess the value of the NCHS/AcademyHealth Fellowship experience to the candidate or the contributions the fellowship will make on the applicant's career development. Explain how this fellowship will be a productive experience for the applicant.
- 6) Comment on the applicant's communication and interpersonal skills, and ability to collaborate with peers on research projects.
- 7) Explain any particular qualifications, experiences or reasons why the applicant should be selected.

To ensure confidentiality, the letter of reference should be submitted in an envelope with the signature of the referee across the sealed flap. In order to be considered in the application process, the letter of reference must be submitted by the applicant with the full application and be received by Monday, January 4, 2010.