2011–2012 Call for Applications

Application Deadline
November 11, 2010
Program Overview
(For complete details, please refer to specific pages noted below.)

Purpose
The Robert Wood Johnson Foundation Health Policy Fellows program provides
the nation’s most comprehensive fellowship experience at the nexus of health
science, policy and politics in Washington, D.C. It is an outstanding opportunity for
exceptional midcareer health professionals and behavioral and social scientists with
an interest in health and health care policy. Fellows participate in the policy process
at the federal level and use that leadership experience to improve health, health care
and health policy.

Total Awards
Up to six grants of up to $165,000 each will be made in 2011. Each fellow will
receive up to $94,000 for the Washington stay (September 1, 2011 through
August 31, 2012 in salary plus fringe benefits or fellowship stipend). Continued
pre-approved leadership development activities may be conducted with any
remaining funds within the 20 to 24 months following the Washington year. Total
support for the fellowship including fringe benefits may not exceed $165,000.
Fellows will receive an additional allowance for relocation subject to limitations
provided in detail on the program’s Web site.

Eligibility Criteria (page 5)
Exceptional candidates from academic faculties and nonprofit health care organizations
are encouraged to apply. Applicants may have backgrounds in the following disciplines:
allied health professions; biomedical sciences; dentistry; economics or other social
sciences; health services organization and administration; medicine; nursing; public
health; or social and behavioral health. Applicants must be citizens or permanent
residents of the United States or its territories.

Selection Criteria (page 6)
Fellows will be selected based on the following criteria:
- Professional achievements.
- Potential for leadership in health policy.
- Potential for future growth and career advancement.
- Interpersonal and communication skills.
- Individual plans for incorporating the fellowship experience into specific career goals.

Key Dates and Deadlines
- November 11, 2010—Deadline for receipt of applications submitted online.
- January 13, 2011—Selection of finalists.
- February 9, 2011—Board interviews of finalists.
- February 10, 2011—Selection and notification.
- September 1, 2011—Start of grants.

How to Apply (page 10)
Applications for this solicitation must be submitted electronically.
Visit www.rwjf.org/cfp/hpf and use the Apply link for this solicitation.

www.healthpolicyfellows.org
**Background**

The Robert Wood Johnson Foundation (RWJF) seeks to build and maintain a strong and diverse leadership and workforce in health and health care to help develop specific fields, such as health policy.

Initiated in 1973, the Robert Wood Johnson Foundation Health Policy Fellows program seeks exceptional midcareer health professionals and behavioral and social scientists with an interest in health and health care who: 1) possess the skills and commitment to use the fellowship experience to provide leadership in improving health, health care and health policy at the national, state or local level; 2) bring a depth of expertise and knowledge about health and health care to the policy-making process; and 3) can offer an informed perspective on important and complex challenges facing health policy-makers.

Fellows actively participate in the formulation of national health policies in congressional offices and accelerate their careers as leaders in health policy. The Institute of Medicine (IOM) conducts and administers the fellowship with funding support from and in collaboration with RWJF.

**The Program**

The fellowship is a 12-month residential experience in Washington, D.C. with additional support for health policy leadership development activities. The program will select up to six fellows.

The Washington experience prepares individuals to influence the future of public health and health care and accelerate their own career development. Beginning in September with an intensive three-and-a-half-month orientation arranged by the IOM, fellows meet with key executive branch officials responsible for health policy and programs, members of Congress and their staff, and leaders of health and health policy interest groups. Fellows also participate in seminars on health economics, major federal health and health research programs, the
congressional budget process, current priority issues in federal health policy and the process of federal decision-making. The concentrated orientation is designed to prepare fellows for immediate success on Capitol Hill.

In November, fellows join the American Political Science Association Congressional Fellowship Program to expand their knowledge and awareness of Congress and the political process. Fellowship working assignments begin in January. During these assignments, fellows are full-time, contributing participants in the policy process with members of Congress. Fellows typically will:

- help develop legislative proposals;
- arrange hearings;
- meet with constituents;
- brief legislators for committee sessions and floor debates; and
- staff House-Senate conferences.

Fellowship assignments are supplemented throughout the year by seminars and group discussions on contemporary federal policy topics, as well as media training and leadership development. Fellows are asked to prepare a formal presentation on a health policy issue with which they have been engaged. Fellows also take part in meetings of the IOM and other health policy organizations, as well as cultural and social functions.

Fellows may choose to extend the Washington stay past the 12-month fellowship period of September to August through the legislative session, or until December 31, 2012. A fellow may carry out additional activities with the support of any remaining funds for up to 24 months after completing the residential experience, subject to review and approval of those activities by the national program office (NPO) and RWJF.
After the Washington fellowship assignment, fellows return to their respective institutions or take another position in which they further develop their health policy leadership skills. Once the Washington experience is complete, fellows become part of a nationwide alumni network and typically return to Washington each year to attend the IOM’s annual meeting and be briefed on issues and trends in health and health care policy.

**Eligibility Criteria**

Exceptional midcareer professionals from academic faculties and nonprofit health care organizations who are interested in experiencing the health policy process at the federal level are encouraged to apply.

Applicants must have earned an advanced degree in one of the following disciplines: allied health professions; biomedical sciences; dentistry; economics or other social sciences; health services organization and administration; medicine; nursing; public health; or social and behavioral health.

Applicants whose official job description or responsibilities are primarily government relations or advocacy are ineligible to apply.

Applicants must be citizens or permanent residents of the United States or its territories. We embrace racial, ethnic and gender diversity in this program and encourage applications from candidates with diverse backgrounds.

Applicants may apply from an eligible sponsoring institution (Track 1—see Administration of Fellowship Funds on page 6) or as an individual (Track 2). Eligible sponsors are nonprofit health care organizations and academic centers.
Selection Criteria

Members of the Robert Wood Johnson Foundation Health Policy Fellows Advisory Board will assess each applicant, based on the following criteria:

- Professional achievements.
- Potential for leadership in health policy.
- Potential for future growth and career advancement.
- Interpersonal and communication skills.
- Individual plans for incorporating the fellowship experience into specific career goals.

The Advisory Board will select finalists from the applicants and interview them in Washington, D.C. By mid-January 2011, the Advisory Board will invite a subset of applicants for in-person interviews. Interviews for the select group will take place in Washington, D.C. in early February 2011. Those applicants who are selected for interviews will receive details about the remainder of the process upon invitation.

Administration of Fellowship Funds

There are two options for the administration of fellowship stipends.

Track 1: Sponsoring Institution

Applicants with sponsorship from an eligible institution shall indicate the source of sponsorship in the application. Nonprofit health care organizations and academic centers are eligible sponsors. Applicants who arrange institutional sponsorship with their current institution are expected to return to the sponsoring institution after the fellowship.

Track 2: Program-Administered Stipend

Applicants without a sponsoring institution may request the award be administered by the IOM. A fellow under Track 2 will receive a stipend of up to $94,000 divided equally into 12 monthly payments, and may request enrollment in an optional health insurance program that is subtracted from the $165,000 award. Stipend payments will continue while the fellow remains in the fellowship.
**Taxability:**
Fellowship stipends may be subject to income taxes. The National Academies/IOM will not withhold or report income taxes and will not deduct F.I.C.A. contributions (Social Security taxes) from the stipends. Fellows are not considered IOM employees. The fellow is responsible for any applicable taxes on the award. Please consult the IRS Web site at [www.irs.gov](http://www.irs.gov) for more information about fellowship tax reporting and for information on how to file a quarterly declaration of estimated tax, if indicated.

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**Use of Foundation Funds**

Up to six awards of up to $165,000 each will be made in 2011. Fellowship funds of up to $94,000 may be used for the residential stay (not to exceed the fellow’s salary prior to entering the program), from September 1, 2011 through August 31, 2012. The continuation of fringe benefits at levels corresponding to the level of stipend support being requested may be covered with the award, and sponsoring institutions may supplement fellowship funds. Any remaining fellowship funds after the residential stay may be used for continued pre-approved leadership development, partial salary support, travel, research, conferences, educational pursuits and networking. Fellowship funds administered by the IOM, for Track 2 fellows, in addition to covering fellowship stipends during the Washington stay, may cover an optional health insurance program. The IOM will administer any remaining fellowship funds after the Washington stay for Track 2 fellows, or make arrangements to transfer those funds to a subsequent institutional sponsor.

For both Tracks: No additional direct or indirect costs are paid for during the first 12 months of this program. At no time are indirect costs allowable for the fellowship award. Funding for computers, laptops, printers, PDAs or other equipment is not allowable. Fellows will be directly reimbursed for relocation expenses within limits specified by the IOM.
Fellows must commit 100 percent of their time to program activities during the first 12 months. On returning to their sponsoring organization or next position, fellows may undertake a pre-approved plan to continue their health policy leadership development. In the event that a fellow changes sponsors during the grant period, the fellow and the new sponsoring institution must prepare a plan subject to review and approval by the national program director. A fellow who seeks such a grant transfer or other similar changes to her fellowship grant should become familiar with RWJF grant procedures and timelines. The fellow seeking such a grant revision must work with the appropriate RWJF grant staff and anticipate that such requests require up to two months to process. Grants are made to sponsoring institutions for Track 1 or to the IOM for Track 2 and must follow the RWJF funding guidelines. Grantees must meet RWJF requirements for the submission of annual financial and narrative reports, as well as a final written report upon completion of the program.
Conflict of Interest

Due to heightened ethical scrutiny of all staff including fellows working in congressional or other federal offices, the NPO will request information from finalists about ongoing personal and professional activities or interests that might conflict with the participation of a fellow in congressional or federal assignments. This disclosure is required to identify any activity or interest that might: 1) significantly impair the fellow’s objectivity; or 2) create an unfair competitive advantage for any person or organization. Each finalist will provide a list of past, existing and future paid and unpaid activities, board affiliations, consultancies or other interests and sources of financial support. To preserve the integrity of the fellowship program and to ensure that the fellow—during tenure as a Robert Wood Johnson Foundation Health Policy Fellow—is not compromised by the appearance of a conflict of interest, fellows will sign a statement affirming that there is no conflict of interest or competing interest that would preclude the fellow from accepting a congressional or executive branch placement during the fellowship year.

The term “conflict of interest” applies not only to the personal interests of the fellow but also to the interests of others with whom the fellow has substantial common financial interests, including the fellow’s spouse and dependent children.

As a condition of the fellowship, the fellow may be required by the federal government to submit a financial disclosure statement and sign a declaration of adherence to policies and laws governing codes of ethical conduct. For more information about specific ethics determinations please visit http://ethics.senate.gov/downloads/pdffiles/manual.pdf and http://ethics.house.gov/Media/PDF/2008_House_Ethics_Manual.pdf
How to Apply

Applications for this solicitation must be submitted electronically. Visit [www.rwjf.org/cfp/hpf](http://www.rwjf.org/cfp/hpf) and use the Apply link to access the application. You may be required to register at MyRWJF to begin the application process.

For more information on the program and application requirements please contact:

RWJF Health Policy Fellows  
Phone: (202) 334-1506  
E-mail: mmichnich@nas.edu or jsolomon@nas.edu

To complete and submit an online application, an applicant must do the following:

1. Enter personal and contact information, including the names, addresses, phone numbers and e-mail addresses of three references who have been asked to comment on the applicant’s qualifications for the program. (The actual reference letters should address the selection criteria listed on page 6 and be sent directly to the NPO to arrive no later than November 11, 2010.)

2. Select a preliminary sponsorship track indicating the source of sponsorship. (Track 1—provide name of sponsoring institution and name of sponsoring institution’s chief executive officer; or Track 2—request for stipend administration by the IOM.)

3. Prepare in advance the following documents and save them to your hard drive. Before you begin, be sure to read the detailed instructions within the templates in the RWJF electronic application system.
   - An up-to-date curriculum vitae.
   - A one-page biographical sketch.
   - Four separate essays on the following topics:
     - The reasons you want to be an RWJF Health Policy Fellow, including a discussion of your major strengths and qualifications for the program (300 words).
A description of your most significant community-related activity or activities that utilize your professional expertise and a statement explaining why you consider it (or them) to be significant (300 words).

A sample letter to a member of Congress on improving one aspect of the nation’s health or health care, with a recommendation for a specific policy position. Explain why you think the recommendation is important, what issues it raises, and why you think it should be supported (250–500 words).

Plans for continued development of your health policy leadership skills after you complete your work assignment in Washington, D.C. Explain how you propose to contribute to the development of health policy at the national, state or local level, at your sponsoring institution or elsewhere. Explain how the training you will receive will fit into your short-term and long-term professional goals. Fellows will have an opportunity to update and revise their plan during the spring of 2012 (300 words).

4. Applicants who become finalists will be invited to complete a full proposal that will include a proposed budget of up to $165,000. Track 1 applicants will also submit a letter from their sponsoring institution’s chief executive officer affirming the institutions’ willingness to serve as an adviser to the applicant, to cultivate the fellow’s growth as a health policy leader during the funding period of up to 36 months; and to administer the grant and comply with RWJF’s grant reporting requirements.

RWJF does not provide individual critiques of applications submitted.
Program Direction

Direction and technical assistance for this program is provided by the Institute of Medicine at the National Academies, which serves as the NPO under the direction of the Robert Wood Johnson Foundation Health Policy Fellows Advisory Board.

Institute of Medicine
The National Academies
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Washington, D.C. 20001
Phone: (202) 334-1506
Fax: (202) 334-3862
www.healthpolicyfellows.org

Responsible staff members at the NPO are:
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- Jovett Solomon, *deputy director* (jsolomon@nas.edu)

Responsible staff members at the Robert Wood Johnson Foundation are:
- Michael Painter, J.D., M.D., *senior program officer*
- John Lumpkin, M.D., M.P.H., *senior vice president and director, Health Care Group*
- Christine Phares, *grants administrator*
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**Timetable**

- **October 5, 2010 (11 a.m. ET) and November 4, 2010 (2 p.m. ET)**
  Informational Web conference calls. Details can be found on the program’s Web site. Registration is required.

- **November 11, 2010 (3 p.m. ET)**
  Deadline for receipt of applications.*

- **January 13, 2011**
  Selection of finalists.

- **January 31, 2011 (3 p.m. ET)**
  Deadline for receipt of full proposals.*

- **February 9, 2011**
  Board interviews of finalists.

- **February 10, 2011**
  Selection and notification.

- **September 1, 2011**
  Start of grants.

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About the Robert Wood Johnson Foundation

The Robert Wood Johnson Foundation focuses on the pressing health and health care issues facing our country. As the nation’s largest philanthropy devoted exclusively to improving the health and health care of all Americans, we work with a diverse group of organizations and individuals to identify solutions and achieve comprehensive, meaningful and timely change.

For more than 35 years we’ve brought experience, commitment and a rigorous, balanced approach to the problems that affect the health and health care of those we serve. When it comes to helping Americans lead healthier lives and get the care they need, we expect to make a difference in your lifetime.

For more information visit www.rwjf.org.

Sign up to receive funding alerts on upcoming calls for proposals at http://my.rwjf.org.