Robert Wood Johnson Foundation
Health Policy Fellows

2013–2014 Call for Applications

Application Deadline
November 14, 2012
Program Overview
(For complete details, please refer to specific pages/sections 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 2013.
- Each fellow will receive up to $94,000 for the Washington stay (September 1, 2013 through August 31, 2014) in salary, plus fringe benefits or fellowship stipend.

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; social and behavioral health or health law.
- Applicants must be U.S. Citizens or permanent residents.

Selection Criteria
A complete list of selection criteria can be found on page 6.

Key Dates and Deadlines (see Timetable)
- November 7, 2012 (3 p.m. ET)—Deadline for receipt of reference letters.
- November 14, 2012 (3 p.m. ET)—Deadline for receipt of applications.
- January 10, 2013—Selection of finalists.
- January 31, 2013 (3 p.m. ET)—Deadline for receipt of full proposals.
- February 14, 2013—Selection and notification.
- September 1, 2013—Start of grants.

How to Apply (page 10)
Applications for this solicitation must be submitted via the RWJF online system. Visit www.rwjf.org/cfp/hpf and use the Apply Online link. If you have not already done so, you will be required to register at http://my.rwjf.org before you begin the application process.

Please direct inquiries to:
Jovett Solomon, deputy director
Phone: (202) 334-1506
Email: jsolomon@nas.edu

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 care 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 placements begin in January. During these assignments, fellows are full-time, contributing participants in the policy process with members of Congress or in the executive branch. 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, 2014. A fellow may carry out additional activities with the support of any remaining funds for up to 12 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 program’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; social and behavioral health or health law.

- Applicants whose official job description or responsibilities are primarily government relations or advocacy are not eligible to apply.

- Applicants must be U.S. Citizens or permanent residents. Additionally, individual candidates for receipt of award funds cannot be related by blood or marriage to any Officer* or Trustee of the Robert Wood Johnson Foundation, or be a descendant of its founder, Robert Wood Johnson.

*The Officers are the Chairman of the Board of Trustees; President and CEO; Chief of Staff; General Counsel; Secretary; Assistant Secretary; Treasurer; and Assistant Treasurer of the Foundation.
Applicants may apply from an eligible sponsoring institution (Track 1—see Administration of Fellowship Funds on page 7) or as an individual (Track 2). Sponsors may be either nonprofit health care organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code or academic centers.

Consistent with RWJF values, this program embraces diversity and inclusion across multiple dimensions, such as race, ethnicity, gender, age, disadvantaged socioeconomic status and disciplinary diversity. We strongly encourage applications from candidates who will help us expand the perspectives and experiences we bring to our work. We believe that the more we include diverse perspectives and experiences in our work, the better able we are to help all Americans live healthier lives and get the care they need.

**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 communications 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 2013 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 mid-February 2013. 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 that are tax-exempt under Section 501(c)(3) and academic centers are eligible sponsors.

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 website at 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.

Use of Foundation Funds

Up to six awards of up to $165,000 each will be made in 2012. 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, 2013 through August 31, 2014. 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, smartphones, or other equipment is not allowed. 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 starting their 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 the 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.
Evaluation and Monitoring

Grantees are expected to meet RWJF requirements for the submission of annual narrative and financial reports, as well as periodic information needed for overall project performance monitoring and management. Upon completion of the program, the fellow is expected to provide a final written report.

Conflict of Interest

Due to heightened ethical scrutiny of all staff, including fellows placed 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

How to Apply

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Please direct inquiries to:

Jovett Solomon, deputy director
Phone: (202) 334-1506
Email: 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, phone numbers, and email addresses of three references who have been asked to comment on the applicant’s qualifications for the program. Reference letters should address the selection criteria listed on page 6 and must be submitted electronically by 3 p.m. ET on November 7, 2012. Applicants are urged to actively track the status of the submission of required letters of reference. Please note that all reference letters must be submitted by November 7, 2012, to enable submission of the completed package by the November 14 deadline.

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 online 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 2013 (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 institution’s 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 24 months; and to administer the grant and comply with RWJF’s grant reporting requirements.

RWJF does not provide individual critiques of applications submitted.

All applicants should log in to the system and familiarize themselves with online submission requirements well before the final submission deadline. Staff may not be able to assist all applicants in the final 24 hours before the submission deadline. In fairness to all applicants, the program will not accept late submissions.

Program Direction

Direction and technical assistance for this program are provided by the Institute of Medicine at the National Academies, which serves as the national program office (NPO) under the direction of the Robert Wood Johnson Foundation Health Policy Fellows advisory board located at:

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

Responsible staff members at the NPO are:

- Marie Michnich, DrPH, director
- Jovett Solomon, deputy director

Responsible staff members at the Robert Wood Johnson Foundation are:

- Michael Painter, JD, MD, senior program officer
- John Lumpkin, MD, MPH, senior vice president and director
- Christine Phares, grants administrator
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Timetable

October 5, 2012 (11 a.m. ET) and November 8, 2012 (2 p.m. ET)
Optional applicant Web conference calls. Registration is required. Please visit the program’s website for complete details and to register.

November 7, 2012 (3 p.m. ET)
Deadline for receipt of reference letters.*

November 14, 2012 (3 p.m. ET)
Deadline for receipt of applications.*

January 10, 2013
Selection of finalists.

January 31, 2013 (3 p.m. ET)
Deadline for receipt of full proposals.*

February 13, 2013
Board interviews of finalists.

February 14, 2013
Selection and notification.

September 1, 2013
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 health and health care, the Foundation works with a diverse group of organizations and individuals to identify solutions and achieve comprehensive, measurable and timely change.

For 40 years, the Foundation has brought experience, commitment, and a rigorous, balanced approach to the problems that affect the health and health care of those it serves. When it comes to helping Americans lead healthier lives and get the care they need, the Foundation expects to make a difference in your lifetime.

For more information, visit www.rwjf.org. Follow the Foundation on Twitter at www.rwjf.org/twitter or on Facebook at www.rwjf.org/facebook.

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