

# Health and Aging Policy Fellows Application CHECKLIST

## Part I: Applicant Information

- Name
- Degree(s)
- Discipline/Professional Field
- Present Position
- Institution/Organization
- Work Address
- Home Address
- Office Telephone Number
- Mobile Telephone Number
- Email Address
- Choice of Fellowship Track
- Placement Interests
- Where/How You Learned About the Program

## Part II: Short Essays

- Big Picture
- Policy Concern
- Long-Term Goals
- Budget and Institutional Support

## Part III: Supporting Documents

- Curriculum Vitae
- Letters of Reference (one from someone at your current institution and two additional letters from colleagues or mentors)

Please email your completed application as one PDF document to [hapfell@nyspi.columbia.edu](mailto:hapfell@nyspi.columbia.edu). Incomplete applications will not be considered.

## Health and Aging Policy Fellows Application

### Part I: Applicant Information

*Please provide the following information on Page 1 of your application:*

- Name
- Degree(s)
- Discipline/Professional Field
- Present Position
- Institution/Organization
- Work Address
- Home Address
- Office Phone Number
- Mobile Phone Number
- Email Address
- Choice of Fellowship Track
  - Residential Only
  - Non-Residential Only
  - Either Residential or Non-Residential (please indicate a preference for one track over the other)
- Please indicate if you have a specific interest in working with a particular agency or organization for your fellowship year (this is not required).
- Where/How You Learned About the Program

### Part II: Short Essays

*Please complete the following short essays (no more than 1000 words each):*

1. **The Big Picture:** Please provide an overview of why you are applying to the Health and Aging Policy Fellows Program. You should address the following:
  - your primary reasons for applying to be a Health and Aging Policy Fellow;
  - your strengths and qualifications for the program;
  - preferences you may have (if any) for a particular type of policy setting placement (e.g., Congress, executive agencies, state or community agencies or organizations, policy organizations);
  - the specific objectives you hope to achieve from this experience and how they relate to your professional goals.
  - A description of your experiences and/or contributions in the health and aging field, either in your professional work or through community or volunteer service, and how they will contribute to your fellowship experience.
  
2. **Policy Concern:** Discuss one priority policy issue that you might address during your fellowship year. Explain why you are passionate about this issue and what policy strategies you might consider to address your concerns. Indicate the agencies/ congressional

committees/networks that might need to be involved to advance your policy concern. *Please note that you are not committed to pursuing this policy issue as a Fellow. The purpose of this question is to learn about your interests and understand how you think about policy issues.*

**3. Long-Term Goals:** Discuss your plans for continued development of your health policy leadership skills after you complete the fellowship. Explain how you will contribute to the development of health policy at the national, state or local levels, at your home institution or elsewhere, and how you envision the fellowship experience affecting your overall career

#### **4. Budget and Institutional Support**

*All applicants should complete the following budget overview.*

- Budgetary requirements:
  - It is expected that all applicants will discuss institutional salary support with supervisors/mentors at their home institutions and other potential sources (e.g., local foundations). In general, we prioritize financial support for individuals early in their careers. For individuals beyond early career stage, we expect that applicants will secure at least partial salary support for their fellowship.
    - Full-Time Residential Fellows:
      - Please indicate what salary and in-kind support your institution is able to provide and the remaining balance required from the Health and Aging Policy Fellows Program. Your salary for the fellowship year will be matched to your salary in the year preceding your fellowship, with the following considerations: the minimum total salary for residential fellows is \$65,000 and the maximum salary from HAPF is \$100,000 annual salary support (some examples: a residential Fellow who has just completed a doctoral degree and does not have a salary base or any other funding resources, will received \$65,000 from HAPF; a residential Fellow who is a tenured professor with paid sabbatical of \$150,000 year will not receive any salary from HAPF; a residential Fellow whose salary is \$150,000 and who has institutional support of \$75,000 will receive \$75,000 from HAPF). Please contact us if you have particular questions about your specific situation.
      - A relocation budget will be provided for Residential Fellows up to a maximum of \$4500.
      - Health benefits are available to full-time Residential Fellows, if not provided by another source, up to a maximum of \$400/month.
    - Non-Residential Fellows:
      - Non-Residential Fellows are expected to dedicate 1 day (.20 FTE) per week to the Health and Aging Policy Fellowship. This time will be allocated in various ways depending on the particular project and collaborations established to advance

your policy work (e.g., 1 day/week in an agency office if you live nearby or several conference calls per week plus work that you do on your own or a regular schedule of conference calls and a several-day trip to DC each month). Please indicate what salary support your institution or other source is able to provide. The Health and Aging Policy Fellows Program will provide a maximum \$15,000/year .20 FTE salary support.

- Project support is available for non-residential fellows, up to a maximum of \$10,000, to cover travel to project-related meetings (e.g., trip to meet with mentors and/or officials at various governmental agencies) and non-capital equipment and supplies or expenses directly related to successfully completing the project (e.g., long distance calls, postage)
- The total budget for non-residential fellows cannot exceed \$25,000.

Travel to the fellowship-sponsored meetings (Orientation, Communications Workshop, Spring Symposium and Fall Leadership Retreat) will be reimbursed by the National Program Office and should not be included in the budget. When possible, we suggest that project-related travel be coordinated with fellowship-sponsored meeting travel in order to reduce project-related travel expenses.

### **Part III: Supporting Documents**

*Please include:*

1. Curriculum vitae
2. Letters of Reference:
  - One letter of reference from someone at your current institution (e.g., department chair, supervisor, faculty mentor, agency or department director, etc.) that addresses:
    1. the selection criteria and your qualifications for the program;
    2. the institution's support of your participation in the program;
    3. the reference's willingness to serve as your advisor by assisting with your growth as a health policy leader, if selected;
    4. any financial or in-kind resources the institution will make available to assist you during the fellowship placement (for residential track applicants) or to implement the proposed project (for non-residential track applicants).
  - Two additional reference letters from colleagues or mentors who can speak to your candidacy;
  - Include the letters of reference in the PDF document that you submit with your entire application.

**Please email your completed application as one PDF document to [hapfell@nyspi.columbia.edu](mailto:hapfell@nyspi.columbia.edu). Incomplete applications will not be considered.**