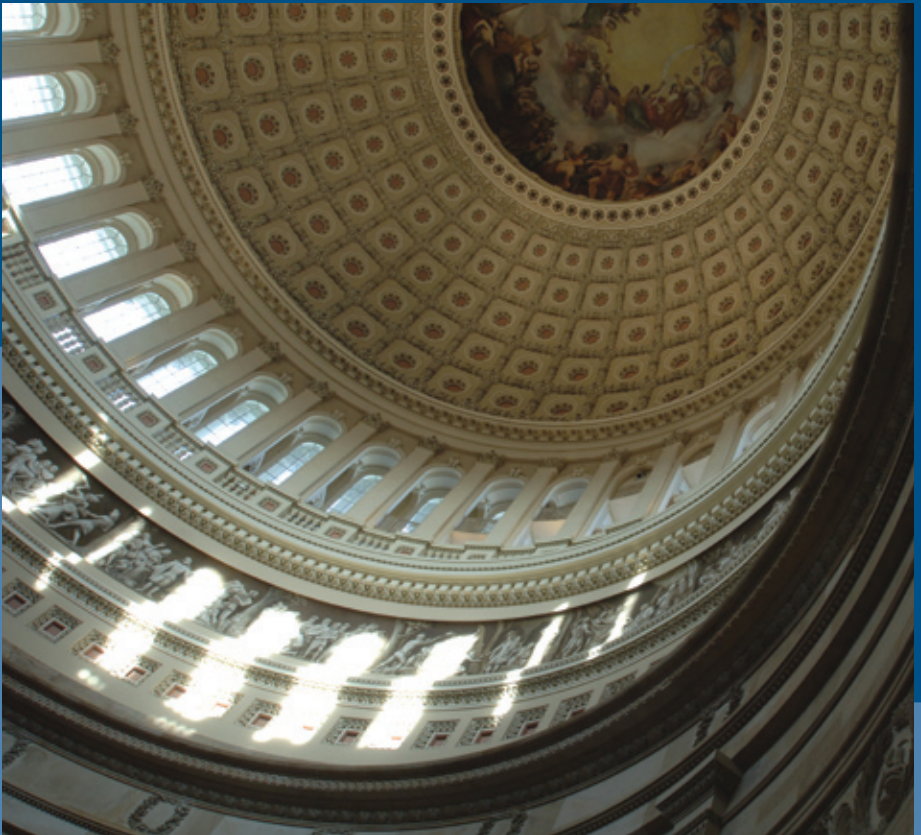




Robert Wood Johnson Foundation

# Robert Wood Johnson Foundation **Health Policy Fellows**



**2010–2011 Call for Applications**

**Application Deadline**

November 13, 2009

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## Program Overview

(Please refer to specific sections for complete detail.)

### Purpose

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

### 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 U.S. or its territories at the time of application.

### 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.

### Total Awards

Up to six grants of up to \$165,000 each will be made in 2010. Each fellow will receive up to \$94,000 for the Washington stay (September 1, 2010 through August 31, 2011) in salary plus fringe benefits or fellowship stipend. Continued pre-approved leadership development activities may be conducted with 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.

### Key Dates and Deadlines

- **November 13, 2009**—Deadline for receipt of applications submitted online.
- **January 7, 2010**—Selection of finalists.
- **January 29, 2010**—Deadline for receipt of full proposals.
- **February 17, 2010**—Board interviews of finalists.
- **February 18, 2010**—Selection and notification.

### How to Apply (page 9)

This solicitation only accepts applications submitted through the RWJF Grantmaking Online system.

[www.healthpolicyfellows.org](http://www.healthpolicyfellows.org)

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## 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 perplexing questions 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.

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## The Program

The fellowship is a 12-month residential experience in Washington, D.C. with continued 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 representatives of health- and health policy-related 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.

In November, fellows join the American Political Science Association Congressional Fellowship Program for an overview of the national political process. The concentrated orientation is designed to prepare fellows for immediate success on the Hill.

Fellowship assignments begin in January. During these assignments, fellows are full-time, working participants in the policy process with members of Congress. Fellows typically will:

- help develop legislative proposals;
- arrange hearings;
- 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 developing health policy, the general policy and governmental process, as well as media training and leadership development. Fellows are asked to prepare a formal presentation on a policy-oriented research 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, 2011. A fellow may carry out additional activities with the support of the 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.

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**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 at the time of application. 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). Nonprofit health care organizations and academic centers are eligible sponsors.

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## **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. Applicants will be notified of their status in mid-January 2010. Interviews for the select group will take place in mid-February 2010. Those applicants who are selected for interviews will receive details about the remainder of the process upon invitation.

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## **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 Two 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. Responsibilities for any applicable taxes on the award rest with the fellow. 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 Grant Funds**

Up to six awards of up to \$165,000 each will be made in 2010. 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, 2010 through August 31, 2011. 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 costs (such as laptops or PDAs) 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. 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. 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.

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**Conflict of Interest**

Due to ethical concerns regarding staff and fellows working in congressional or 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 because the activity or interest could: 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](http://ethics.house.gov/Media/PDF/2008_House_Ethics_Manual.pdf)

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## How to Apply

All proposals for this solicitation must be submitted only through the RWJF Grantmaking Online system at <http://grantmaking.rwjf.org/hpf>. The Grantmaking online system will be available to applicants starting on September 24, 2009.

For more information on the program and application requirements please contact:  
RWJF Health Policy Fellows  
Phone: (202) 334-1506  
E-mail: [mmichnich@nas.edu](mailto:mmichnich@nas.edu) or [jsolomon@nas.edu](mailto:jsolomon@nas.edu)

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

1. Enter personal and contact information, 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 no later than November 13, 2009.)
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 Grantmaking Online system.
- An up-to-date curriculum vitae (see additional documents screen).
  - A one-page biographical sketch (see additional documents screen).
  - Four separate essays on the following topics (see proposal narrative screen):
    - 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. This discussion must be consistent with the budget submitted with this application (see below). Fellows will have an opportunity to update and revise their plan during the spring of 2011. *(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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Fax: (202) 334-3862  
[www.healthpolicyfellows.org](http://www.healthpolicyfellows.org)

Responsible staff members at the NPO are:

- Marie Michnich, Dr.P.H., *national program director* ([mmichnich@nas.edu](mailto:mmichnich@nas.edu))
- Jovett Solomon, *deputy director* ([jsolomon@nas.edu](mailto: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*
- Linda Wright Moore, M.S., *senior communications officer*
- Christine Phares, *grants administrator*

**RWJF Advisory  
Board Members**

ROBERT GRAHAM, M.D., *Chair*  
Professor of Family Medicine  
Robert and Myfanwy Smith Endowed Chair  
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Cincinnati, Ohio

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SARA ROSENBAUM, J.D.  
Professor and Chair  
Department of Health Policy  
The George Washington University School of Public  
Health and Health Services  
Washington, D.C.

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## Timetable

■ **October 8, 2009 (11 a.m. ET)**

■ **November 4, 2009 (2 p.m. ET)**

Informational Web conference calls. Details can be found on the program's Web site. Registration is required.

■ **November 13, 2009 (5 p.m. ET)**

Deadline for receipt of applications.\*

■ **January 7, 2010**

Selection of finalists.

■ **January 29, 2010 (3 p.m. ET)**

Deadline for receipt of full proposals.\*

■ **February 17, 2010**

Board interviews of finalists.

■ **February 18, 2010**

Selection and notification.

■ **September 1, 2010**

Start of grants.

\* All proposals must be submitted only through the RWJF Grantmaking Online system. All applicants should log in to the system and familiarize themselves with online submission requirements well before the final submission deadline. Program 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 proposals.

## 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](http://www.rwjf.org).

Sign up to receive e-mail alerts on upcoming calls for proposals at [www.rwjf.org/services](http://www.rwjf.org/services).



Robert Wood Johnson  
Foundation

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