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**i Instruction:**

The individual below is applying for the RWJF Health Policy Fellows program. Please submit your reference letter electronically by 3:00 p.m. ET on November 9, 2021, to allow the applicant to finalize and submit the application by the submission deadline of 3:00 p.m. ET on November 12, 2021.

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\* Indicates required

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**Applicant:**

**Email**

**Letter of Reference Author**

**Status**

**Last Changed Date**

**Letters of Reference (LOR) \***

**Note:** Applicants will actively track the status of the submission of LOR. All LOR materials submitted by reference writers are confidential and will not be accessible to applicants.

**Please convert your letter to a PDF prior to uploading.** See the "Letter of Reference Guide," "Upload my Letter" section in the "Resources" area (located on the left) for uploading instructions. **This system will not accept document formats other than ".pdf."** To prepare, upload and submit your LOR, following the instructions that are found in the Template document below.

Description	Templates	Uploaded Documents
<b>Letters of Reference*</b> Letters of Reference should address the following selection criteria: <ul style="list-style-type: none"><li>• Professional achievements</li><li>• Potential for leadership in health policy</li><li>• Potential for future growth and career advancement</li><li>• Potential for significant contributions to improving health, equity,</li></ul>	<a href="#">LOR Instructions</a>	

- 
- and well-being in the nation
  - Interpersonal and communication skills
  - Individual plans for incorporating the fellowship experience into specific career goals

*More information may be found in the "Writing the Letter of Reference" section located in the "Letters of Reference Guide" in the "Resources" area on the left.*

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**SAMPLE - PAGE 2 OF 3**  
**- not intended for submission -**

## RWJF Health Policy Fellows (HPF)

### Writing the LOR

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*The program is designed for exceptional mid-career health professionals, behavioral/social scientists, and others 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 policymaking process; and*
- 3. can offer an informed perspective on important and complex challenges facing health policymakers.*

*Fellows will actively participate in the formulation of national health policies in congressional or executive branch offices of their choosing, and accelerate their careers as leaders in health policy. The National Academy of Medicine (NAM) conducts and administers the fellowship, with funding support from RWJF.*

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**Your letter should address the following Selection Criteria:**

- **Professional achievements**
- **Potential for leadership in health policy**
- **Potential for future growth and career advancement**
- **Potential for significant contributions to improving health, equity, and well-being in the nation.**
- **Interpersonal and communication skills**
- **Individual plans for incorporating the fellowship experience into specific career goals**

Note: Applicants will actively track the status of the submission of required LOR. All letters submitted by reference writers are confidential and will not be accessible to applicants.

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All documents must be converted to PDF format prior to uploading, in order to preserve your original document formatting. For additional information regarding converting your document to PDF, refer to the Letters of Support Guide, "Upload a Document" section. For more detailed information, refer to Troubleshooting Tips, File Formats (see links on left navigation bar of the online system.)

Letters of Reference (LOR) can be submitted following the following directions.

- Convert your letter to a PDF and save on your computer before you upload. This system will not accept other document formats.
- Upload your letter by pressing the "Upload document" button.
- Locate your file on your computer by clicking the "Choose File/Browse" button below and select your letter from the dropdown list.
- Press "Upload" to upload your letter. You may replace/update your letter at any time up until you hit the submit button.

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# Welcome

This guide will assist you as you work on and submit your Letter of Reference (LOR). Please refer to the links on the left for detailed information:

- [About the Program](#)
- [Writing the Letter of Reference](#)
- [Print my Letter of Reference](#)
- [Upload my Letter of Reference](#)
- [Submit my Letter of Reference](#)

As you work on your LOR, you may work on any section in any order. You may save a partially completed section at any time by using the "Save" button on the bottom left side of the screen. When you have completed all areas, use the "Save and Submit" button located on the bottom left side of the screen.

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## About the Program

The fellowship requires a full-time commitment with a minimum 12-month residence in Washington, D.C., which prepares individuals to influence the future of health and health care in the nation.

The fellowship begins in September with an intensive three-and-a-half-month orientation arranged by the NAM, during which time the fellows meet with national leaders well-versed in health, health care policy, health equity, social determinants of health, and structural racism; think tanks and interest groups; key executive branch officials; and members of Congress and their staffs. Fellows also participate in seminars on health economics; the congressional budget process; current priority issues in federal health policy; and the process for federal decision-making. The concentrated orientation is designed to prepare the fellows for immediate success in federal legislative and executive branch positions.

The NAM will assist all fellows in setting up placement interviews. Each fellow is, however, solely responsible for selecting and securing his or her placement in a Federal government office in Washington, D.C., no later than January 15, 2023.

Fellowship placements generally begin no later than January 31. During these assignments, fellows are full-time, contributing participants in the policy process with members of Congress, a congressional committee, or in the executive branch. Solely under the supervision of the office in which they are placed, fellows typically will:

- Help develop legislative or regulatory proposals;
- Organize hearings, briefings, and stakeholder meetings;
- Meet with constituents;
- Brief legislators or senior administration officials on a range of health issues; and
- Provide staff support for House-Senate conferences.

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

Fellows may request approval from the national program office (NPO) at the NAM to extend the Washington stay past the 12-month residential period of September 1, 2022, to August 31, 2023, through the legislative session or until December 31, 2023. A fellow may carry out additional activities with the support of any remaining funds until August 31, 2024, subject to review and approval of those activities by the NPO and RWJF.

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After the Washington residential experience, fellows become part of a nationwide alumni network and typically return to Washington each year to attend an Alumni Retreat and the NAM Annual Meeting, and to be briefed on issues and trends in health and health care policy.

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# Writing the Letter of Reference

*Initiated in 1973, the RWJF Health Policy Fellows program seeks outstanding mid-career health professionals, behavioral/social scientists, and others 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 policymaking process; and*
- 3. can offer an informed perspective on important and complex challenges facing health policymakers.*

*Fellows actively participate in the formulation of national health policies in congressional or executive branch offices of their choosing, and accelerate their careers as leaders in health policy. The National Academy of Medicine (NAM) conducts and administers the fellowship, with funding support from RWJF.*

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## **Your letter should address the following Selection Criteria:**

- Professional achievements
- Potential for leadership in health policy
- Potential for future growth and career advancement
- Potential for significant contributions to improving health, equity, and well-being in the nation
- Interpersonal and communication skills
- Individual plans for incorporating the fellowship experience into specific career goals

Note: Applicants will actively track the status of the submission of required LOR. All letters submitted by reference writers are confidential and will not be accessible to applicants.

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All documents must be converted to a PDF prior to uploading, in order to preserve your original document formatting. For additional information regarding converting your

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document to a PDF, refer to the "Letters of Reference Guide," "Upload my Letter of Reference" in the "Resources" section on the left. For more detailed information, refer to Troubleshooting Tips, File Formats in the "Resources" section on the left.




# Robert Wood Johnson Foundation Health Policy Fellows

ID:  Print Brief Application Home Resources**Notice:**Hide 

The program will host two applicant webinars: September 22nd at 11:00 am ET and October 26 at 2:00 pm ET. Registration is required. Visit the Applicant Webinars link under the Resources section on the left for further information.

**Instruction:**Hide 

Welcome to the online application. As you work on your application, you can save a partially completed section at any time. When you are finished working on a section, use the "Save, section finished" button to indicate that section has been finished.

Direction and technical assistance for this program are provided by the National Academy of Medicine, which serves as the National Program Office (NPO). For any questions/issues, contact the NPO at 202-334-1506  / [info@healthpolicyfellows.org](mailto:info@healthpolicyfellows.org).

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<input type="radio"/>	Letters of Reference	START WITH THIS SECTION FIRST Invite references and monitor status of letters of reference. All three letters must be submitted in order for this section to be considered complete.
<input type="radio"/>	Contact Information for References	Provide contact information for references.
<input type="radio"/>	Applicant Contact Information	Provide applicant contact information.
<input type="radio"/>	Applicant Questions	Respond to required questions.
<input type="radio"/>	Fellowship Experience Goals	Provide brief fellowship experience goals.
<input type="radio"/>	Sponsoring Institution Information	Provide information about the sponsoring institution.
<input type="radio"/>	Required Essays	Provide your required essays.
<input type="radio"/>	Supporting Documents	Provide your supporting documents.
<input type="radio"/>	Project Title	Provide project title and summary information for the proposed project.

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Brief Application status: Not Started

Last updated on 08/25/2021 by Carole J. Salinger

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Eligibility Criteria\*

### Instruction:

Respond to each eligibility requirement below.

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\* Indicates required

Exceptional mid-career professionals from academic faculties, government (including military, U.S. Dept. of Veterans Affairs, U.S. Public Health Service Commissioned Corps, and state offices who are not considered government officials under Section 4946 of the Internal Revenue Code)\* and nonprofit health organizations who are interested in experiencing the health policy process at the federal level are encouraged to apply.

*\*For these purposes, government officials are defined as any person who holds one of the following:*

- 1. An elective public office in the executive or legislative branch of the Government of the United States;*
- 2. An office in the executive or judicial branch of the Government of the United States, appointment to which was made by the President;*
- 3. A position in the executive, legislative, or judicial branch of the Government of the United States— (A) which is listed in schedule C of rule VI of the Civil Service Rules, or (B) the compensation for which is equal to or greater than the lowest rate of basic pay for the Senior Executive Service under section 5382 of title 5, United States Code;*
- 4. A position under the House of Representatives or the Senate of the United States held by an individual receiving gross compensation at an annual rate of \$15,000 or more;*
- 5. An elective or appointive public office in the executive, legislative, or judicial branch of the government of a State, possession of the United States, or political subdivision or other area of any of the foregoing, or of the District of Columbia, held by an individual receiving gross compensation at an annual rate of \$20,000 or more, and a significant part of whose activities include "the independent performance of policymaking functions."*
- 6. A position as personal or executive assistant or secretary to any of the foregoing; or*
- 7. A member of the Internal Revenue Service Oversight Board.*

**1. Applicants must have earned an advanced degree in one of the following disciplines: medicine; nursing; public health; allied health professions; biomedical sciences; dentistry; economics or other social sciences; health services organization and administration; social and behavioral health; or health law. Do you meet this requirement?\***

- Yes  
 No
- 

**2. Applicants whose official job description or responsibilities are primarily government relations or advocacy are not eligible to apply. Are you eligible to apply?\***

- Yes  
 No
- 
-

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**3. Applicants must be U.S. citizens or permanent residents at the time of application. Because the RWJF Health Policy Fellows are placed in assignments in the federal government, changes in federal policy or law may necessitate that RWJF consider adjustments in eligibility and grant terms, as well as placements in the program. Do you meet this requirement?\***

- Yes  
 No
- 

**4. Are you a government official under Section 4946 of the Internal Revenue Code? \***

*Prior to selection, any finalist who is a government employee will be required to furnish a letter from the applicant's supervisor confirming that the applicant is not a government official under this definition.*

- Yes, I am a government official.  
 No, I am not a government official.
- 

**5. 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. Do any of these apply to you?\***

*\*\* The Officers are the Chair of the Board of Trustees; President and CEO; Executive Vice President; General Counsel; Secretary; Assistant Secretary; Treasurer; Assistant Treasurer; and Chief Investment Officer of the Foundation.*

*Visit [RWJF's Leadership and Policies](#) web page for further information.*

- Yes  
 No
- 

**6. If you specified "Yes" in the question above, please indicate the name(s) of the person/people to whom you are related. Include their role (e.g. Chair, General Counsel, founder).**

*You may skip this question if you respond "No" to the questions above.*

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**SAMPLE - PAGE 19**  
- not intended for submission -

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## Letters of Reference\*

### **i** Instruction:

**Start with this section first and invite your reference writers to submit their Letters of Reference (LOR). Reference letters should be submitted electronically by 3:00 p.m. ET on November 9, 2021, to allow you to finalize and submit your application by the submission deadline of 3:00 p.m. ET on November 12, 2021.**

- **IMPORTANT:** All three of your reference writers must submit their letters before this section is considered complete. You will not be able to submit your application until all application sections are complete.

### **Applicants must read through all the instructions below:**

- To send an email invitation to your three required references, use the "invite" link below. This invitation will include login instructions. Once the reference writer logs into the system, they will have access to the selection criteria and instructions for submitting their letters electronically.
- Return to this section to see if LOR have been submitted. Applicants are responsible for actively tracking their LOR and contacting reference writers when the status of a LOR is not started or in progress. Once the reference writer submits the LOR, the status below will update to "submitted."

If a reference is no longer able to fulfill their obligation within the stated timeframe, you may "Uninvite" that reference and "Invite" another. If a reference did not receive their email message, you may "Reinvite" them.

More information can be found by referring to the "Applicant Guide" section in the "Resources" area on the left.

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Reference	Date Invited	Status
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- not intended for submission

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Contact Information for References \*

### Instruction:

Enter contact information for three references who can comment on your qualifications for the fellowship program. Reference writers must submit letters via the online application system.

Note: Go to the "Letters of Reference" section to invite reference writers.

To save a partially completed page, scroll to the bottom of this page and select "Save, continue editing" or "Save, return home".

- Use the "Copy feature" to copy completed organizational and address information to a new contact, choose a role from the drop-down menu and selecting the "Copy" button.

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### Reference #1 \*

Please complete the contact information for this reference. This is a required entry.

\* Indicates required

**Email \***

**Confirm Email \***

**Prefix**

**First Name \***

**Middle Name or Initial**

**Last Name \***

**Suffix**

**Organization \***

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**Position \***

**Department**

**County**

**Phone Number**

**Ext.**

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**Reference #2 \***

Please complete the contact information for this reference. This is a required entry.

\* Indicates required

**Email \***

**Confirm Email \***

**Prefix**

**First Name \***

**Middle Name or Initial**

**Last Name \***

**Suffix**

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**Organization \***

**Position \***

**Department**

**County**

**Phone Number**

**Ext.**

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**Reference #3 \***

Please complete the contact information for this reference. This is a required entry.

\* Indicates required

**Email \***

**Confirm Email \***

**Prefix**

**First Name \***

**Middle Name or Initial**

**Last Name \***

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**Suffix**

**Organization \***

**Position \***

**Department**

**County**

**Phone Number**

**Ext.**

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- not intended for submission -

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Applicant Contact Information \*

### Instruction:

Provide applicant contact information as requested below.

- To save your partially completed page, scroll to the bottom of this page and select "Save, continue editing" or "Save, return home".

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## HPF Applicant \*

Provide applicant contact information as requested below.

\* Indicates required

**Email \***

**Confirm Email \***

**Prefix**

**First Name \***

**Middle Name or Initial**

**Last Name \***

**Suffix**

**Degree \***

**Organization \***

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not intended for submission -

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**Position \***

**Department**

**Mailing Address \***

**Mailing Address (line 2)**

**City \***

**County**

**Country \***

**State / Territory \***

**Zip / Postal Code \***

**Phone Number \***

**Phone Ext.**

**Cell Number**

**Fax Number**

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**Website URL**

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- not intended for submission -

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Applicant Questions\*

\* Indicates required

### 1. Please select your discipline or profession from the list below. \*

Select all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Administration                                | <input type="checkbox"/> Medicine - Pediatrics: Subspecialty             |
| <input type="checkbox"/> Basic Sciences                                | <input type="checkbox"/> Medicine - Physical Medicine/<br>Rehabilitation |
| <input type="checkbox"/> Dentistry                                     | <input type="checkbox"/> Medicine - Preventive Medicine                  |
| <input type="checkbox"/> Epidemiology                                  | <input type="checkbox"/> Medicine - Psychiatry                           |
| <input type="checkbox"/> Health Economics                              | <input type="checkbox"/> Medicine - Radiology                            |
| <input type="checkbox"/> Health Policy                                 | <input type="checkbox"/> Medicine - Surgery                              |
| <input type="checkbox"/> Law   | <input type="checkbox"/> Medicine - Surgery: Subspecialty                |
| <input type="checkbox"/> Marriage and Family Therapy                   | <input type="checkbox"/> Nursing   |
| <input type="checkbox"/> Medicine - Anesthesiology                     | <input type="checkbox"/> Osteopathy                                      |
| <input type="checkbox"/> Medicine - Emergency Medicine                 | <input type="checkbox"/> Occupational Therapy                            |
| <input type="checkbox"/> Medicine - Family Medicine                    | <input type="checkbox"/> Pharmacy  |
| <input type="checkbox"/> Medicine - General Internal<br>Medicine       | <input type="checkbox"/> Philosophy                                      |
| <input type="checkbox"/> Medicine - Internal Medicine:<br>Subspecialty | <input type="checkbox"/> Physiology                                      |
| <input type="checkbox"/> Medicine - Neurology                          | <input type="checkbox"/> Psychology                                      |
| <input type="checkbox"/> Medicine - Obstetrics and<br>Gynecology       | <input type="checkbox"/> Public Health                                   |
| <input type="checkbox"/> Medicine - Pathology                          | <input type="checkbox"/> Public Policy                                   |
| <input type="checkbox"/> Medicine - Pediatrics                         | <input type="checkbox"/> Social Work                                     |
| <input type="checkbox"/> Other (Please specify below)                  |  |

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### 2. Please indicate which track you will choose for the administration of your fellowship funds. \*

Select only one.

- Track 1: Sponsoring Institution--Sponsorship through nonprofit health care organizations, government agencies, or academic centers
- Track 2: NAM Program-Administered Stipend--Fellowship funds administered by the National Academy of Medicine

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### 3. Is the sponsoring institution your current institution? \*

- Yes
- No
-

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**4. What was the primary way in which you learned about the Health Policy Fellows program? \***

*Select one response.*

- Health Policy Fellow alumnus/alumna
  - From a colleague in a different organization
  - At a national meeting
  - Call for Applications (CFA)
  - CFA emailed directly to you
  - From the RWJF website
  - From the Health Policy Fellows website
  - From the National Academy of Medicine website
  - From a listserv
  - From a colleague in the same organization
  - Other (Please specify below.)
- 

**5. If you learned of the program from an alumnus/alumna, please provide his or her name below.**

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**6. Were there other ways in which you heard about the Health Policy Fellows program?**

*List below.*

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- not intended for submission -

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Fellowship Experience Goals

### Instruction:

*Respond to the following question in the text box below.*

\* Indicates required

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### Fellowship Experience Goals Question \*

How do you think the experience of being an RWJF Health Policy Fellow will impact your career trajectory? How do you think your ability to affect change will be influenced by the fellowship? What problems or challenges at the local or national level do you see now that you could be more effective in addressing as a result of your fellowship experience?

(Be as specific as possible using 50 words or less - approximately 300 characters. Complete sentences are not required.)

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- not intended for submission -

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Sponsoring Institution Information \*

### Instruction:

Please complete the Sponsoring Institution contact information requested below based on the "Track" you will be following. There are two options for administration of fellowship stipends.

**For Track 1 applicants:** Fill in the information for your Sponsoring Institution. (Sponsorship through nonprofit health care organizations, government agencies, or academic centers)

**For Track 2 applicants:** Fill in the information for the National Academy of Medicine. (NAM Program-Administered Stipend-Fellowship funds administered by the National Academy of Medicine)

**Track 2 Applicants** should complete this section using the NAM contact information provided below. Enter EIN# 53-0196932 for the NAM.

Sponsoring Organization:	National Academy of Sciences
School or Department:	National Academy of Medicine
Address:	500 Fifth Street, NW
City:	Washington
Country:	United States
State:	District of Columbia
Zip + 4 / Postal Code:	20001-2739
Main Phone:	202-334-3300
Main Fax:	202-334-3862

You may use the "Select organization information" link below to facilitate the entry of data required below. If the information already exists in the GuideStar Exchange or from prior activity with RWJF, the fields below will become prepopulated with the required data. If that occurs, please be sure to proofread the prepopulated information to ensure that it is accurate and current. Feel free to edit as needed. [Use this link](#) to learn more about this feature. If, instead, you prefer to manually enter all the required information below, you may do so.

Provide the following information about the applicant organization. **Include the formal legal name of the organization that, if awarded, will receive grant funds.**

**Note:** If the Sponsoring Institution is a college or university, include the appropriate School, Department or Unit.

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\* Indicates required

**Sponsoring Institution \***

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**School/Department**

**Address \***

**Address (line 2)**

**City \***

**State / Territory \***

**Zip+4 / Postal Code \***

**Phone Number \***

**Ext.**

**Fax Number**

**Website**

**SAMPLE - PAGE 15 OF 19**  
- not intended for submission -

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Required Essays \*

### Instruction:

All documents must be converted to a PDF prior to uploading, in order to preserve your original document formatting. For additional information regarding converting your document to PDF, refer to "Resources" (located on the left), select "Applicant Guide" and choose "Upload a Document".

To prepare, upload and submit the required essays:

- Review each description below before writing your essays.
- Prepare response to each essay in a separate document using 12-point Arial, single spacing, and one-inch margins all around. Include your name (last name, first name) in the header.
- Convert each document to a PDF.
- Upload each PDF per instructions in the "Uploading a Document" section of the "Applicant Guide" located in the "Resources" area on the left.

When you have completed this page, select the "Save, section finished" button at the bottom of the page. Once all sections of your application are complete, you may "Submit" from the Home Page. All uploaded documents may be updated and replaced until you submit your application.

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\* Indicates required

Description

Templates

Uploaded Documents

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### Essay A \*

A one-page biographical sketch that elaborates on how your personal background and experiences shape your worldview and understanding of health; the highlights of your career; describes how it has evolved; discusses the accomplishments of which you are most proud; and the factors that have motivated you to apply for the fellowship.

(No more than 1 page).

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### Essay B \*

Reflecting on your lived experience, your career and accomplishments, what inspires you about the possibility of becoming a RWJF Health Policy Fellow? Please include what you have done in the past, the unique perspectives you bring to the program, and what you hope to do in

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the future to build a better, more inclusive, healthier and more equitable society where everyone has the opportunity to live a healthy life.

(No more than 1 page).

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**Essay C \***

You are serving as a health policy advisor to a Member of Congress or the head of a federal agency. Prepare a memo describing a current health policy challenge, and recommend an approach that the nation should take to address this challenge.

(No more than 2 pages).

**SAMPLE - PAGE 17 OF 19**  
- not intended for submission -

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Supporting Documents \*

### Instruction:

All documents must be converted to a PDF prior to uploading, in order to preserve your original document formatting. For additional information regarding converting your document to a PDF, refer to the "Upload a Document" section in the "Applicant Guide" which is located in the "Resources" area on the left.

The following supporting document is required:

- An up-to-date curriculum vitae with dates (maximum of 5 pages).

To prepare, upload and submit the required documents:

- Include your name (last name, first name) in the header.
- Convert each document to a PDF.
- Upload each PDF per instructions in the "Applicant Guide" located in the "Resources" area on the left.

When you have completed this page, select the "Save, section finished" button at the bottom of the page. Once all sections of your application are complete, you may "Submit" from the Home Page. All uploaded documents may be updated and replaced until you submit your application.

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\* Indicates required

Description

Templates

Uploaded Documents

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### **Curriculum Vitae \***

Prepare your curriculum vitae and upload in PDF format (maximum of 5 pages). Include your name (last name, first name) in the header.

SAMPLE - PAGE 1 OF 1  
- not intended for submission -

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# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

## Project Title

### ⓘ Instruction:

**You do not need to enter any information in this section.** In order to complete your application, you must acknowledge this section by selecting "Save, section finished" below.

---

\* Indicates required

### Proposed Project Title:

RWJF Health Policy Fellows 2022

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- not intended for submission -

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# Important Applicant Information

This section contains information and instructions for the following:

- [Administration of funds \(Track 1 or Track 2\)](#)
- [Time Commitment](#)
- [Ethical Conduct](#)

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## 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 organizations that are tax-exempt under Section 501(c)(3), governmental offices, and academic centers that are housed at nonprofit, tax-exempt or public institutions of higher education are eligible sponsors.

### ***Track 2: Program-Administered Stipend***

Applicants without a sponsoring institution may request the award be administered by the NAM. A fellow under Track 2 will receive a stipend of up to \$104,000 divided equally into 12 monthly payments, and may receive reimbursement to continue health coverage through COBRA or cover the sponsor portion of a health insurance plan provided to fellows by the NPO. Stipend payments will continue while the fellow remains in the fellowship.

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## **Time Commitment**

Fellows must commit 100 percent of their time to program activities during the first 12 months, September 2022 through August 2023.

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## **Ethical Conduct**

Fellows working in a congressional or federal office must comply with U.S. Senate and House guidelines for ethical conduct. Finalists are required to submit information about ongoing and personal and professional activities or interests that might raise concerns about a fellow's participation in a congressional or federal assignment.

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## Applicant Webinars

The Health Policy Fellows 2022 program will host two applicant webinars as follows:

September 22, 2021 at 11:00 a.m. ET.

October 26, 2021 at 2:00 p.m. ET.

Registration is required. Please visit [this link](#) for complete details and to register.

This optional web conference will provide an overview of the program and an opportunity to ask questions that are general in nature. If you have a question that is specific to your proposed project, please select the "Contact Us" link on the left to send an email.

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## Key Dates and Deadlines

Key dates and deadlines for this program are as follows:

- **September 22, 2021 (11 a.m. ET) and October 26, 2021 (2 p.m. ET)**  
Optional applicant Web conference calls. Registration is required. Please visit [this link](#) for complete details and to register.
- **November 9, 2021 (3 p.m. ET)**  
Deadline for receipt of three reference letters.\*
- **November 12, 2021 (3 p.m. ET)**  
Deadline for receipt of preliminary applications.\*
- **January 11, 2022**  
Selection of finalists.
- **February 11, 2022 (3 p.m. ET)**  
Deadline for receipt of full applications.\*
- **February 16, 2022**  
Advisory board interviews of finalists.
- **February 17, 2022**  
Selection and notification.
- **September 1, 2022**  
Start of grants.

\*All applications for this solicitation must be submitted via the RWJF online system. All applicants should log in to the system and familiarize themselves with online application 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, late submissions will not be accepted.



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## Contact Us


Direction and technical assistance for this program are provided by the NAM, which serves as the NPO under the direction of the RWJF Health Policy Fellows advisory board located at:

### **RWJF Health Policy Fellows**

National Academy of Medicine

National Academies of Sciences, Engineering, and Medicine

500 Fifth Street, N.W., Washington, D.C. 20001

Phone: (202) 334-1506 

Fax: (202) 334-3862 

Email: [info@healthpolicyfellows.org](mailto:info@healthpolicyfellows.org)

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

Responsible staff members at the NPO are:

- Gregg Margolis, PhD, *director*
- Mona Rahman, *deputy director*
- Andrew Cheng, *senior administrative and financial specialist*
- Kimberly Dong, *senior program assistant*

Responsible staff members at the RWJF are:

- Kimberly Elliott, *director of public policy*
- Deborah Bae, *deputy director, Leadership for Better Health*
- Tejal Shah, *program financial assistant*

# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

**Review Name:** Initial Screening

**Review Deadline:**

**\* Indicates required**

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**Reviewer name**

**Application Id**

**Screening Recommendation**

Please provide your recommendation and any comments about this applicant.

**Recommendation\***

- 5 - Keep
- 3 - Discuss
- 1 - Remove

**Score**

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# Initial Screening Instructions & Guidelines

Please screen all applications unless there is a conflict of interest (COI). If you have a COI, go to the Review Detail tab for the applicant and click on the "Indicate a Conflict of Interest" button at the top right side.

Please view the "Roster" located on the left-hand navigation bar for a listing and an overview of the applicants.

You will make one of the following recommendations:

- **Keep** - Application should remain in pool for full board review
- **Discuss** - Application needs discussion among initial screeners to determine standing in pool
- **Remove** - Application should not remain in pool for full board review

A text box for each applicant is available for your comments.

Your online work can be saved and revised or completed at a later time. Once you submit your recommendation, changes cannot be made in the system.

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## Eligibility Criteria

- Exceptional mid-career professionals from academic faculties, government (including military, U.S. Dept. of Veterans Affairs, U.S. Public Health Service Commissioned Corps, and state offices who are not considered government officials under Section 4946 of the Internal Revenue Code)\* and nonprofit health 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: medicine; nursing; public health; allied health professions; biomedical sciences; dentistry; economics or other social sciences; health services organization and administration; 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 at the time of application. Because the RWJF Health Policy Fellows are placed in assignments in the federal government, changes in federal policy or law may necessitate that consider adjustments in eligibility and grant terms, as well as placements in the program.
- 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

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be a descendant of its founder, Robert Wood Johnson.

### **Selection Criteria**

Fellows will be selected based on the following criteria:

- Professional achievements
- Potential for leadership in health policy
- Potential for future growth and career advancement
- Potential for significant contributions to improving health, equity, and well-being in the nation
- Interpersonal and communications skills
- Individual plans for incorporating the fellowship experience into specific career goals

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## Key Dates and Deadlines

Key Dates and Deadlines for the RWJF Health Policy Fellows program initial screening phase are as follows:

- November 16, 2021 - Initial Screening Reviews start
- November 30, 2021 - Initial Screening Reviews due

# Robert Wood Johnson Foundation Health Policy Fellows 2022-2023 Call for Application

**Review Name:** Brief Review

**Review Deadline:**

**\* Indicates required**

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**Reviewer name**

**Application Id**



## Reviewer Notes and Recommendation

The selection criteria is listed below for your reference. The roster is available in the "Resources" area on the left.

**Note:** The system will timeout after two hours. Please save your work periodically using one of the "Save" options below.

### SELECTION CRITERIA:

Members of RWJF 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
- Potential for significant contributions to improving health, equity, and well-being in the nation
- Interpersonal and communications skills
- Individual plans for incorporating the fellowship experience into specific career goals.

### APPLICANT ESSAY QUESTIONS:

Applicants were asked to provide three separate essays.

- Essay A: A one-page biographical sketch that elaborates on how your personal background and experiences shape your worldview and understanding of health; the highlights of your career; describes how it has evolved; discusses the accomplishments of which you are most proud; and the factors that have motivated you to apply for the fellowship. *(No more than 1 page)*
- Essay B: Reflecting on your lived experience, your career and accomplishments, what inspires you about the possibility of becoming a RWJF Health Policy Fellow? Please include what you have done in the past, the unique perspectives you bring to the program, and what you hope to do in the future to build a better, more inclusive, healthier and more equitable society where everyone has the opportunity to live a healthy life. *(No more than 1 page)*
- Essay C: You are serving as a health policy adviser to a Member of Congress or the head of a federal agency. Prepare a memo describing a current health policy challenge, and recommend an approach that the nation should take to address this challenge. *(No more than 2 pages)*

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### Review Notes and Comments:

Use the optional text box below to record notes and comments about the applicant.

### Review Recommendation:

Complete your evaluation by selecting one of the recommendations displayed below.

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**Recommendation\***

- 5 - Interview
- 3 - Discuss
- 1 - Do not interview

**Score**

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# Welcome and Overview

Welcome to the online review system for the RWJF Health Policy Fellows program. You can work on your reviews in any order and submit one at a time or submit all at once when you have finished all reviews. Once a review is submitted, you are not able to make changes.

## **Key Dates**

- January 5, 2022 - Submit all reviews online
- January 11, 2022 - Participate in Finalists Selection Meeting (Virtual)
- February 16, 2022 - Interview Finalists in DC
- February 17, 2022 - Participate in Grantees Selection Meeting in DC

## **Conflict of Interest**

Please review all applications unless there is a conflict of interest (COI). If you have a COI, go to the Review Detail tab for the application and click on the "Indicate a Conflict of Interest" button at the top right side.

## **Lead Reviewer**

You have been assigned as the lead reviewer for up to three applicants. A small yellow star will appear next to the applicant name to designate that you are a lead reviewer for that applicant. Lead reviewers are expected to be knowledgeable about the assigned applicant's qualifications and the application materials in order to provide a verbal overview during the January meeting. You are not being asked to be an advocate for those applicants assigned to you. If you have any questions about the role of lead reviewer, please contact Gregg Margolis, director of the program, at 202-334-2640 or by email at [gmargolis@nas.edu](mailto:gmargolis@nas.edu).

## **Roster**

Please view the "Roster" located on the left-hand navigation bar for a listing and an overview of the applicants.

## **Evaluation Process**

Information on navigating through the online system and submitting reviews can be found on the Home Page and under the Reviewer Guide section (listed on the left-hand navigation bar).



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Please complete your evaluation by selecting one of the following recommendations:

- 5 - Interview
  - 3 - Discuss
  - 1 - Do not interview
- 

### ***Eligibility Criteria***

- Exceptional mid-career professionals from academic faculties, government (including military, U.S. Dept. of Veterans Affairs, U.S. Public Health Service Commissioned Corps, and state offices who are not considered government officials under Section 4946 of the Internal Revenue Code)\* and nonprofit health 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: medicine; nursing; public health; allied health professions; biomedical sciences; dentistry; economics or other social sciences; health services organization and administration; 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 at the time of application. Because the RWJF Health Policy Fellows are placed in assignments in the federal government, changes in federal policy or law may necessitate that RWJF consider adjustments in eligibility and grant terms, as well as placements in the program.
- 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. \*\**For details, please refer to the [Call for Applications](#).*

### ***Selection Criteria***

Fellows will be selected based on the following criteria:

- Professional achievements
- Potential for leadership in health policy
- Potential for future growth and career advancement
- Potential for significant contributions to improving health, equity, and well-being in the nation
- Interpersonal and communications skills

- 
- Individual plans for incorporating the fellowship experience into specific career goals

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## Key Dates and Deadlines

Key Dates and Deadlines for the RWJF Health Policy Fellows program review are as follows:

- January 5, 2022 - Submit all reviews online
- January 11, 2022 - Participate in Finalists Selection Meeting (Virtual)
- February 16, 2022 - Interview Finalists in DC
- February 17, 2022 - Participate in Grantees Selection Meeting in DC