

2015–2016 Call for Applications

Application Deadline: November 13, 2014



Robert Wood Johnson Foundation

ROBERT WOOD JOHNSON FOUNDATION HEALTH POLICY FELLOWS

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 promoting the health of the nation. Fellows participate in the policy process at the federal level and use that leadership experience to improve health, health care and health policy.

BACKGROUND:

The Robert Wood Johnson Foundation (RWJF) is striving to build a Culture of Health that will enable all Americans to live longer, healthier, and more productive lives. The RWJF Health Policy Fellows program, which seeks to build and maintain strong and diverse leadership and a workforce skilled in health and health care to help develop specific fields, such as health policy, is critical to that vision.

Initiated in 1973, the RWJF 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 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 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 requires, at a minimum, 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 leaders of health and health care policy think

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tanks and interest groups, key executive branch officials responsible for health policy and programs, and members of Congress and their staffs. 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 request approval from the national program office (NPO) to extend the Washington stay past the 12-month fellowship period of September to August through the legislative session, or until December 31, 2016. A fellow may carry out additional activities with the support of any remaining funds until August 31, 2017, subject to review and approval of those activities by the 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. Fellows also 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.

TOTAL AWARDS:

Up to six awards of up to \$165,000 each will be made in 2015. Fellowship funds of up to \$104,000 may be used for the residential stay (not to exceed the fellow's salary prior to entering the program) from September 1, 2015 through August 31, 2016. 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.

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ELIGIBILITY CRITERIA:

- Exceptional midcareer professionals from academic faculties, government (including military, Veterans Administration, 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 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.

** 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 policy-making 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.*

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.

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***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 5 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 based at nonprofit, tax-exempt or public institutions of higher education.*

DIVERSITY STATEMENT:

Consistent with RWJF values, this program embraces diversity and inclusion across multiple dimensions, such as race, ethnicity, gender, disability, age and socioeconomic status. We strongly encourage applications in support of individual 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 more successful we will be as we strive together to build a Culture of Health, enabling all in our diverse society to lead healthy lives, now, and for generations to come.

THE IDEAL CANDIDATE:

While the program highly values diversity in many areas, including professional, geographic, racial and ethnic, gender and political views, there are certain characteristics that tend to be associated with a more successful fellowship experience. Because of the unique nature of working on Capitol Hill and the uncertainty that often accompanies the legislative process, individuals who are flexible, team players, quick studies, with raw processing power as well as a sense of humor tend to be more easily assimilated into the process. Also highly regarded are a positive attitude, confidence, humility, listening skills, discretion and patience. Those who are adept at networking, including the use of social media, will be able to maximize the value of this experience in their subsequent roles as leaders in promoting the health of the nation.

SELECTION CRITERIA:

Members of the *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.
- Interpersonal and communications skills.
- Individual plans for incorporating the fellowship experience into specific career goals.

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The advisory board will select finalists from the applicants and interview them in Washington, D.C. By mid-January 2015, 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., on February 11, 2015. Applicants who are selected for interviews will receive details about the remainder of the process upon invitation.

CONFLICT OF INTEREST:

Due to heightened ethical scrutiny at the federal level, 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 an RWJF 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/pdf/files/manual.pdf> and http://ethics.house.gov/sites/ethics.house.gov/files/documents/2008_House_Ethics_Manual.pdf (see page 284).

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 required to provide a final written report.

ADMINISTRATION OF FELLOWSHIP FUNDS:

There are two options for the administration of fellowship stipends:

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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), 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 IOM. A fellow under Track 2 will receive a stipend of up to \$104,000 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. The stipends are considered non-compensatory fellowship income and the National Academies/IOM will not report income on IRS Forms W-2 or 1099 Misc. taxes. Fellows are not considered employees of the National Academies/ IOM or the RWJF. 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 2015. Fellowship funds of up to \$104,000 may be used for the residential stay (not to exceed the fellow's salary prior to entering the program) from September 1, 2015 through August 31, 2016. 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-

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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.

HOW TO APPLY:

Applications for this solicitation must be submitted via the RWJF online system. Visit www.rwjf.org/cfp/hpfb 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:

Phone: (202) 334-1506

Email: info@healthpolicyfellows.org

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 4 and should be submitted electronically by 3 p.m. ET on November 5, 2014, but no later than 3 p.m. ET on November 12. 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 12, 2014, to enable submission of the completed package by the November 13 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 (no more than 5 pages).
 - A one-page biographical sketch (not the form submitted for the National Institutes of Health (NIH) grants, but an essay).
 - Two 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 and how this fellowship experience will fit with your career plans (300 words).

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- A contemporary health policy topic (250–500 words).
- 4. Applicants who become finalists will be invited to complete a full proposal that will include a proposed budget of \$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.
- 5. RWJF does not provide individual critiques of applications submitted.
- 6. 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 IOM at the National Academies, which serves as the NPO under the direction of the RWJF Health Policy Fellows advisory board located at:

RWJF Health Policy Fellows

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*

Responsible staff members at the RWJF are:

- Kimberly Elliott, *director of policy outreach*
- David Colby, PhD, *vice president of policy*
- Christine Phares, *program financial analyst*

RWJF ADVISORY BOARD MEMBERS

Gail L. Warden, *chair*

President Emeritus

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Detroit, MI

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American Enterprise Institute for Public Policy Research
Washington, DC

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Senior Health Policy Adviser
Robert Wood Johnson Foundation
Princeton, NJ

Clyde Evans, PhD
President
CE Consulting
Needham, MA

James R. Gavin, III, MD, PhD
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Emory University School of Medicine
CEO & Chief Medical Officer
Healing Our Village, Inc.
Atlanta, GA

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Dean, F. Edward Hébert School of Medicine
Uniformed Services University of the Health Sciences (USUHS)
Military Health Systems, Department of Defense
Bethesda, MD

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President and Chief Executive Officer
Missouri Hospital Association
Jefferson City, MO

A. Carole Pratt, DDS
Special Policy Advisor to the Commissioner of the Virginia Department of Health
Commonwealth of Virginia
Richmond, VA

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Charles L. Rice, MD

President

Uniformed Services University of the Health Sciences (USUHS)
Military Health Systems, Department of Defense
Bethesda, MD

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Deputy Chief Medical Officer
American Heart Association
Dallas, TX

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AcademyHealth
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Professor and Margaret Bond Simon Dean of Nursing
University of Pennsylvania School of Nursing
Philadelphia, PA

Kenneth B. Wells, MD, MPH Professor

Semel Institute Health Services Research Center
University of California, Los Angeles
Los Angeles, CA

KEY DATES AND DEADLINES

October 7, 2014 (11 a.m. ET) and November 6, 2014 (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 13, 2014 (3 p.m. ET)

Deadline for receipt of applications.*

January 8, 2015

Selection of finalists.

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January 30, 2015 (3 p.m. ET)

Deadline for receipt of full proposals.*.

February 11, 2015

Board interviews of finalists.

February 12, 2015

Selection and notification.

September 1, 2015

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.*

ABOUT THE ROBERT WOOD JOHNSON FOUNDATION

For more than 40 years the Robert Wood Johnson Foundation has worked to improve the health and health care of all Americans. We are striving to build a national Culture of Health that will enable all Americans to live longer, healthier lives now and for generations to come. 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 www.rwjf.org/funding.

Route 1 and College Road East
PO Box 2316
Princeton, NJ 08543-2316