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This section is designed to determine if you are eligible for the Health Policy Research Scholars program.

Respond to the questions below to determine if you meet these requirements.

* Indicates required

The Health Policy Research Scholars program is open to full-time students who are from underrepresented populations and/or historically marginalized backgrounds whose racial, socioeconomic, ability status and personal factors allow them to bring unique and diverse perspectives to their research. Applicants must be entering the second year of their doctoral program (in fall 2021) and be from any research-focused discipline. HPRS is especially interested in doctoral students from non-health-related disciplines.

Examples of eligible individuals include, but are not limited to, first-generation college graduates, individuals from lower socioeconomic backgrounds, individuals from racial and ethnic groups underrepresented in doctoral programs, and individuals with disabilities.

Prior experience or knowledge in health policy is not required or expected. Rather, the program is designed for doctoral students from a variety of disciplines (e.g., urban planning, political science, economics, engineering, ethnography, education, social work, etc.), who are interested in learning to apply their research to health policy.

1. Please specify how your background is underrepresented in discipline and/or historically marginalized.* Select all that apply.
Racial or ethnic background Educational background Financial background Other (please specify)
2. Will you be a full-time second-year doctoral student in September of 2021?* O Full-time second-year doctoral student
Not a full-time second-year doctoral student
3. Is your expected graduation date during or after spring/summer, 2024?*YesNo

4. Will you be at least 21 years old by September 1, 2021?* Yes
○ No
5. Applicants must be U.S. citizens, permanent residents, or individuals granted Deferred Action for Childhood Arrivals ("DACA") status by the U.S. Citizenship and Immigration Services at the time of application. Do you fit the eligibility criteria described above?* If you select "No," you will not be eligible for the program.
○ Yes
○ No
6. A recipient of this award cannot be related by blood or marriage to any Officer** or Trustee of the Robert Wood Johnson Foundation, or be a descendant of the Foundation's founder. Does any of the above apply to you?*
**The Officers are the Chairman of the Board of Trustees; President and CEO; Chief of Staff; General Counsel; Executive Vice President; Secretary; Assistant Secretary; Treasurer; and Assistant Treasurer, and Chief Investment Officer of the Foundation.
○ Yes ○ No
7. If "Yes" was selected in the question above, please indicate the name(s) of the

7. If "Yes" was selected in the question above, please indicate the name(s) of the person/people to whom you are related and your relationship (e.g., child, parent, daughter-in-law).*

If you selected "No" for question #6, you will skip this question.

Federal, state, tribal, and local government employees who are not considered government officials* under Section 4946 of the Internal Revenue Code are eligible for this program.

- * 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, tribe, 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.

8. Are you a government official under Section 4946 of the Internal Revenue Code
*
○ Yes, I am a government official.
O No, I am not a government official.
O Unsure. I am a government employee but am unsure if I meet the definition of
government official.

9. Please provide your job title and employer name.*

If you selected "No" for question #8, you will skip this question.



Applicant Key Contact Information *

(i) Instruction:

Complete the "HPRS Applicant" information below prior to inviting your references in the "Letters of Reference" section.

This section collects information required for us to contact you throughout the application process and in other ways consistent with our Privacy Policy.

- Please enter all required contact information for the applicant (including home contact information).
- To save your 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 institutional and address information to a new contact. Choose a role from the drop-down menu and then select the "Copy" button.

You may use the "Select contact 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 be prepopulated with the required data. If that occurs, please be sure to proofread the 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.

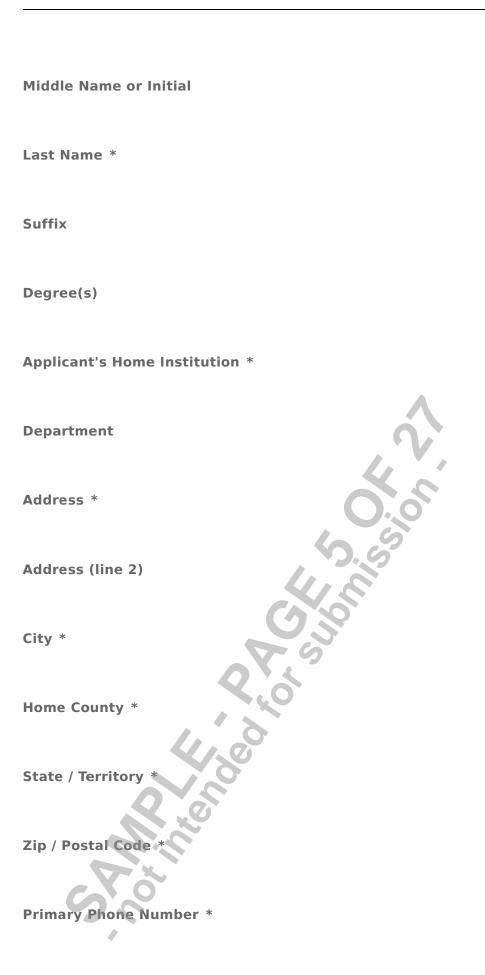
Health Policy Research Scholars (HPRS) Applicant *

This is the student who will be the Health Policy Research Scholar. This student will be the primary recipient of all key Foundation correspondence: copy of award notice, post-award financial and monitoring, and grant closure. Additionally, this student may be contacted after the submission deadline by SSRS, an independent research firm. If contacted, they will be asked to complete a brief, online survey about the proposal process and applicant characteristics. RWJF will share this person's contact information, including email address, with SSRS for the sole purpose of soliciting feedback. Note: "Applicant's Home Institution" is the doctoral-degree-conferring institution. Type the degrees you already have (i.e. BA, MPH) in the "Degree" box.

* Indicates required

Confirm College/University Email *

Prefix



Phone Ext. Cell Number Website URL HPRS Applicant's Permanent Address If the HPRS applicant's permanent address is different from the HPRS applicant address above, pleas complete this section.
Website URL HPRS Applicant's Permanent Address If the HPRS applicant's permanent address is different from the HPRS applicant address above, please
HPRS Applicant's Permanent Address If the HPRS applicant's permanent address is different from the HPRS applicant address above, please
If the HPRS applicant's permanent address is different from the HPRS applicant address above, pleas
If the HPRS applicant's permanent address is different from the HPRS applicant address above, please complete this section.
* Indicates requir Secondary Email *
Confirm Secondary Email *
First Name * Middle Name or Initial
Last Name *
Address *
Address (line 2)
City * Country

State / Territory *
Zip / Postal Code *
Phone Number *
Extension
Cell Phone
Alternate Contact *
Alternate contact information in the event the Foundation cannot reach you via the information provided on this application. By providing this contact information, you authorize the Foundation and the national program center to contact this person to request information on how to contact you.
* Indicates required * Indicates required
Confirm Email *
First Name *
Middle Name
Last Name *
Phone Number *

Extension

Cell Phone



Home Institution Mentor*

(i) Instruction:

Provide information for the contact listed below.

- Please enter all required information for the home institution mentor.
- To save your 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 institutional and address information to a new contact. Choose a role from the drop-down menu and then select the "Copy" button.

You may use the "Select contact 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 be prepopulated with the required data. If that occurs, please be sure to proofread the 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.

Home Institution Mentor *

The HPRS home institution mentor (required) will be responsible for the Health Policy Research Scholar's academic support and career guidance at the scholar's home institution.

* Indicates required

Scholar's academic support and career guidance at the scholar's home institution.

* |

Mentor Email *

Confirm Mentor Email *

First Name *

Middle Name or Initial

Last Name *

Institution * Position * Department Office Phone Number * **Phone Ext. Cell Number**

References*

(i) Instruction:

Complete the "HPRS Applicant" information (see "Applicant Key Contact Information" to the left) BEFORE inviting your references.

One reference from each of the following roles is required:

- 1. Home Institution Mentor
- 2. Supervisor, mentor, peer, or someone who you have led in a volunteer, academic, or professional role who can speak to your leadership capabilities and potential.

No references will be accepted from individuals who are current RWJF staff or have been RWJF staff within the last 5 years, current or former RWJF Board of Trustees members, staff members from the national program center at the Johns Hopkins Bloomberg School of Public Health, national advisory committee members, application reviewers, or staff from other RWJF national program centers.

References will be completed online and include these questions:

- 1. Describe your relationship to the applicant, including how you know them, how long you have known them, and why you believe they are a strong candidate for the Health Policy Research Scholars program.
- 2. Describe your experiences with the applicant in academic, volunteer, or professional roles, providing examples of the applicant's leadership or emerging leadership qualities with the goal of realizing change.
- 3. Give a specific example of the applicant's openness to learning from and/or working with individuals whose perspectives may be different than their own.

When you use the "Invite" link below, the reference writer will automatically receive an email message with login information and instructions for submitting your reference electronically. You will have the opportunity to add a personalized message to that automated email.

- Monitor this section to ensure that references are submitted by March 17, 2021 at 3 p.m. ET. You will not be able to submit your application without both references in 'submitted' status (see "Status" below).
- If a reference is no longer able to fulfill their obligation, you may "Un-Invite" that reference and "Invite" another.

Reference Date Invited Status

Applicant Questions*

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As appropriate, respond to the questions listed below.

* Indicates required

2. What is your primary doctoral field of Anthropology Demography/population studies Economics Education Engineering History Political science Other (please specify)	of study?* Psychology Public health Social Work Sociology Transportation engineering/design Urban planning/studies
3. Specify area of emphasis, certificati	on, or specialization, if applicable.
4. Specify doctoral degree being sougl	nt (e.g., PhD, DSW, etc).*

5. What topics or interest areas does ye Select all that apply.	our research or doctoral work target?*
Adverse Childhood Experiences Antibiotic Resistance Behavioral & Mental Health Built Environment & Health Child Maltreatment Childhood Obesity COVID-19 Disability Disease Prevention & Health Promotion Early Childhood Development Education Education Policy Emergency Preparedness & Response Employer-Sponsored Insurance End of Life Care Environment Family & Social Support Food Insecurity, Access, & Hunger Health Care Access Health Care Coverage Health Care Equity & Trust Health Care Equity & Trust Health Care Payment Reform Health Care Quality Health Care Workforce Health Data & IT Health Disparities Health Policy Other (please specify)	Health Reform Healthy Schools Housing Immigration policy Individual Health Insurance Infectious Diseases Leadership Development Life & Behavioral Skills Training Medicaid & CHIP Medicare Men's Health Nutrition Occupational Safety & Health One Health Oral Health Other (please specify) Patient-Centered Care Prescription Drugs Public & Community Health Public Policy Racial Equity and Racism Rural Health Social Determinants of Health Substance Use Disorders Tax Policy Tobacco Control Uninsured individuals Urban Policy Violence & Trauma Women's Health

6. Use the space below to indicate a sub-topic or sub-area of interest.

If you do not have a sub-topic or sub-area of interest, you may skip this question.

7. Is there a specific population that y Select all that apply.	your research or doctoral work focuses on? *
No Adolescents African-American/Black American Indian/Native American & Alaska Native Asian At-Risk/Vulnerable People Children Elderly Families Foster Youth Healthcare workers Homeless Immigrants & Refugees Incarcerated & Formerly Incarcerated Latinx and/or Hispanic LGBTQIA+ Low-Income Other (please specify)	Men Migrant Workers Military/Veterans Pacific Islander People Living with Chronic Conditions People Living with HIV/AIDS People Living with Infectious Diseases People With Disabilities Economically Disadvantaged Puerto Rico & Caribbean Region Rural Single Parents People With Substance Use Disorders Urban People Experiencing Violence or Crime Women Youth
 8. In what month and year did you be (MM / YYYY) 9. What is your anticipated doctoral c MM/YYYY 10. What is your current graduate GPA 	ompletion/graduation date?*

Include: Name, City, State, and Dates Attended (MM/YYYY - MM/YYYY) For example (University of Taiwan; City, Taiwan; 08/2001-05/2006); (University of Learning; Albuquerque, NM; 08/2001-05/2003)	
Demographics The Health Policy Research Scholars program is open to full-time students who are from historically marginalized backgrounds and/or populations underrepresented in their discipline whose racial, socio-economic, ability status and personal factors allow them to bring unique and diverse perspectives to their research. The questions below ask that you provide more detail on how your background meets the eligibility requirements and how your background has influenced the perspectives you bring to your research.	
12. If you selected racial or ethnic background for question one in the "Eligibility" section, please select the best description of your race and/or ethnicity.* Select all that apply or select "Not Applicable."	
African American or Black (you may specify using the "Other" text box below) American Indian or Alaska Native (you may specify tribal affiliation using the "Other" text box below) Asian (specify country or family origin using the "Other" text box below) Latinx (you may specify country using the "Other" text box below) Native Hawaiian or Pacific Islander (you may specify using the "Other" text box below) Not applicable Other (please specify)	
13. If you selected educational background for question one in the Eligibility section, please specify your educational background.* Select all that apply or select "Not Applicable."	
☐ First-generation college graduate ☐ English is a second language (specify primary language using the "Other" text box below) ☐ Learning disability ☐ Not applicable ☐ Other (please specify)	

14. If you selected financial background for question one in the "Eligibility" section, please specify your financial background.* Select all that apply or select "Not Applicable."
 □ Urban low-income community □ Rural low-income community □ Pell-Grant-eligible as an undergraduate □ Received free or reduced-cost lunch benefits □ Not applicable □ Other (please specify)
15. If you selected "Other" for question one in the "Eligibility" section, please elaborate on your response in the box below* If you did not select other in question one of the eligibility questions, please enter N/A.
16. Please describe whether your background noted above has influenced your academic and career path and if so, how.* Maximum of 1,700 characters including spaces. (approximately 250 words)
17. Describe how your past leadership experiences are related to the Health Policy Research Scholars program goals. (See the "Program Goals" section of the call for applications, located in the "Resources" area to the left.)* Maximum of 1,700 characters including spaces. (approximately 250 words)
18. How is the Health Policy Research Scholars program related to your educational and personal life goals, and career aspirations? * Maximum of 1,700 characters, including spaces. (approximately 250 words)

Maximum of 750 characters, including spaces. (approximately 100 words)
20. If selected, considering all of your current commitments, will you agree to fully participate in all activities for the Health Policy Research Scholars program, as outlined in the call for applications (see "Resources" link to the left)?* Yes No
Future Career Path 21. What is your anticipated future career focus? * Select the one most representative of your future career focus.
 Business Clinical Community Infrastructure Policy Other (please specify) Public Health Public Service Research
22. What is your anticipated future career setting?* Academic Administrative Community Education/Training Business Non-Profit Federal/State/Local Agency Federal (FQHC)/State/Local Health Department

19. List any achievements (i.e., honors and awards) that you believe demonstrate your commitment to the Health Policy Research Scholars program goals.* (See the "Program Goals" section of the call for applications, located in the "Resources"

area to the left.)*

O National Health Institution

Private/For-profitOther (please specify)

Supporting Documents *

(i) Instruction:

The following supporting documents are either required or optional, as indicated:

- 1. Applicant Essays (required, up to three pages)
- 2. Applicant Curriculum Vitae (CV) (required, up to four pages)
- 3. Applicant Doctoral Transcript (required)
- 4. Home Institution Mentor CV (required, up to twelve pages)
- 5. COVID Impact Statement or Other Appendices (optional)

To Begin: Download the applicant essay template shown below and complete it as instructed. In addition, you'll be asked to upload PDF versions of your CV, transcript, and optional appendices.

To Upload: Upload the completed document(s) by selecting the "Upload" button below. For assistance with uploading, refer to the "Upload Documents" section of the "Applicant Guide" (see "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.

* Indicates required

Description

Templates

Applicant

Uploaded Documents

Applicant Essays *

Download the template in the "Templates' column to the right, and follow the instructions carefully.

To maintain the original formatting, you must convert your document to a PDF prior to uploading. For additional information, refer to "Troubleshooting Tips" (see "Resources" area on the left).

Maximum of three pages

Applicant Curriculum Vitae (CV) *

The information in your CV complements the other information you and your referees provide in this application. If applicable, please include information regarding qualifications and experiences that you have obtained that are related to the HPRS Program. Please include

experiences outside of past academic pursuits (e.g., leadership in professional and service organizations, volunteer/pro bono work or community service, participation in service projects, community organizing, legislative advocacy, service as a non-profit board member).

You may format your CV in any way you want.

To maintain the original formatting, **you must convert your document to a PDF prior to uploading**. For additional information, refer to "Troubleshooting Tips" (see "Resources" area on the left).

Maximum of one four-page CV.

Transcript *

Use this area to provide your unofficial doctoral transcript. Ensure the transcript includes your name and is not secured or password-protected. A secured or password-protected PDF will have a padlock icon in the upper left corner of the document. If you are unable to remove the security, please print the document, scan it, and save it as a new, unprotected PDF before you upload it.

Upload one (1) copy of your current doctoral transcript.

To maintain the original formatting, you must convert your document to a PDF prior to uploading. For additional information, refer to "Troubleshooting Tips" (see "Resources" area on the left).

We acknowledge that you began your doctoral program and are applying during the pandemic. Please note that you have the option of including a COVID Impact Statement in the Appendix section of this application.

Home Institution Mentor CV *

Upload your home institution mentor CV as part of the application.

We prefer a 2015 formatted National Institutes of Health biosketch; however, the home institution mentor

may format their CV in any way as long as it includes publications most relevant to this application, as well as current and past grant support.

To maintain the original formatting, you must convert your document to a PDF prior to uploading. For additional information, refer to "Troubleshooting Tips" (see "Resources" area on the left).

Maximum of one twelve-page CV.

Appendices

While most applicants will not use this section of the application, some applicants may need to submit additional documentation with their application.

If you submit appendices, such as a COVID Impact Statement, download the template in the "Templates" column to the right, and follow the instructions carefully.

We acknowledge that you began your doctoral program and are applying to the Health Policy Research Scholars program during a pandemic. This optional Impact Statement gives you an opportunity to describe to application reviewers how the pandemic has impacted your educational experience. You can find an example of why you may choose to provide a COVID Impact Statement in the linked template. Providing a COVID Impact Statement is not required.

Maximum of two one-page fdocuments.

You must convert your document to a PDF prior to uploading. For additional information, refer to "Troubleshooting Tips" (see "Resources" area on the left).

Optional Appendices



Outreach Efforts*

The questions in this section are designed to help us assess our outreach and recruitment efforts. Your responses to the following questions do not impact your chances of getting into this program.

ed

	* Indicates require
	Health Policy Research Scholars (HPRS) program? * t communication pathways are most effective in reaching terested in learning more.
Select one.	
 ○ Internet search ○ RWJF.org website ○ Other website (specify below) ○ Email from RWJF ○ Email from another organization or group (specify below) ○ Conference (specify below) ○ Current participant in an RWJF ○ corgram (specify program below) 	 ○ Alumni of an RWJF program (specify program below) ○ Someone else I know (specify relationship below) ○ A post from someone I follow on social media (specify channel below) ○ An ad I saw on social media (specify channel below) ○ An ad I saw elsewhere on the Internet (specify below) ○ Don't recall
Other (please specify)	
2. Please provide the name of the we If you don't remember, please enter "I	ebsite where you first heard about the program.* Don't recall."
3. Please provide the name of the or the program.* If you don't remember, please enter "l	ganization or group from which you first heard about
4. Please provide the name of the co If you don't remember, please enter "l	onference where you first heard about the program.* Don't recall."

5. Please provide the name of the program in which the person is a participant.* If you don't remember, please enter "Don't recall."	
6. Please provide the name of the program of which the person is an alumni.* If you don't remember, please enter "Don't recall."	
7. Please specify your relationship with the person from whom you first heard about the program.* If you don't remember, please enter "Don't recall."	
8. Please specify the social media channel where you saw the post (e.g., Twitter, Facebook).* If you don't remember, please enter "Don't recall."	
9. Please specify the social media channel where you saw the ad (e.g., Twitter, Facebook) If you don't remember, please enter "Don't recall."	
10. Please specify the website where you saw the ad that first told you about the program *	n.
If you don't remember, please enter "Don't recall."	
11. Have you previously applied to RWJF for funding or support of any kind?* Yes No	
12. Were you funded?* Yes No	
13. Was your funding for any other RWJF leadership program?* No Yes (provide name of program(s))	

14. Was your funding for a grant other than a leadership program?*○ No○ Yes (provide name of grant(s))
15. We are continually looking to improve our application processes and programs. Are you willing to be contacted to answer questions to help evaluate the effectiveness of the HPRS application process and program or to learn more about the Foundation's leadership programs? * ○ Yes ○ No
Signature of the state of the s

Health Policy Research Scholars Program Applicant Essays

Instructions for using this template:

Use this template to respond to the essay questions below.

You should:

- Save this template as a separate file before you begin, so you have the instructions available at all times.
- Complete the identifying information shown below this block of instructions.
- Leave the essay numbers listed below and use them as an organizational tool. However, delete the instructions in blue under each number.
- Delete this block of instructions before uploading your application narrative.
- Save your final essays as a PDF. In the a Resources area on the left of the online system, you will find the Applicant Guide. Within the guide, there are links to Upload Documents and Troubleshooting Tips for converting your document to a PDF.
- Upload the PDF to the ^a Supporting Documents^o section of the online system.

NOTES:

- Your entire essay, including essay numbers, should be **no more than three pages** with single spacing and one-inch margins on the top, bottom and sides of the page.
- Do not adjust the font/size of this template.
- You will not be able to upload a document that is longer than three pages.
- No hard-copy materials will be accepted.

Remember to delete this block of instructions and the guidelines shown in blue under each essay number before uploading this template.

Identifying Information

Application I.D.: (your application ID goes hereĐ found in the upper right corner of any screen in this online system)

Applicant Name: (your name goes here)

Applicant Home Institution: (legal name of applicant home institution goes here)

Essay #1

Briefly describe your research interests and how they are relevant to the Health Policy Research Scholars Program.

- a. Then, using the Foundation's Culture of Health Action Framework and Action Areas on the next page briefly explain how you might use your research to contribute to building a Culture of Health. Your response should refer to at least one of the Action Areas.
- b. Finally, describe how your participation in the Health Policy Research Scholars Program will inform and influence policy based on your research. Please refer to the CFA (page 2) for information about Program goals.

(Maximum of 500 words. Approximately 3,400 characters including spaces.)

Essay #2

Each Scholar will bring their own lived experience to the Health Policy Research Scholars Program. Briefly describe one major personal strength that can help you overcome barriers that might impede your successful completion of the Health Policy Research Scholars program.

(Maximum of 500 words. Approximately 3,400 characters including spaces.)

Essay #3

- a. Briefly explain why you believe the Health Policy Research Scholars Program is important to achieving health equity. The Robert Wood Johnson Foundation defines health equity as follows: ^a Health equity means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care. ^o
- b. Then, explain why health equity issues are personally important to you.

(Maximum of 500 words. Approximately 3,400 characters including spaces.)

The Robert Wood Johnson Foundation has developed the Culture of Health Action Framework to help our nation broaden the discussion about health, set goals, and integrate efforts to improve the health of the U.S. population. This framework translates the many actors, and the many facets, of a Culture of Health into four interconnected <u>Action Areas</u>. To learn more about the Culture of Health Action Framework, visit <u>www.cultureofhealth.org</u>

The Culture of Health Action Areas are:

- 1. **Making Health a Shared Value,** measured by indicators such as the percentage of people who strongly agree that health is influenced by their peers and their communities and the percentage who indicate they have adequate social support from family and friends.
- 2. **Fostering Cross-Sector Collaboration to Improve Well-Being**, denoted by measures like the number of local health departments that collaborate with community institutions and employers who promote better health in the workplace.
- 3. **Creating Healthier, More Equitable Communities,** using measurements such as the number of grocery stores, farmers' markets, and safe sidewalks in communities; the ratio of children attending preschool; and the affordability of housing.
- 4. **Strengthening Integration of Health Services and Systems**, gauged by measures such as the percentage of people served by a comprehensive public health system and the percentage of physicians sharing electronic data with other clinicians, health systems and patients.

Health Policy Research Scholars Optional Appendices

Instructions for using this template:

This template may be used to provide additional information in support of your application. You will need to follow the instructions below <u>only</u> if you choose to submit appendices. **If appendices are not applicable,** you do not need to upload this template.

You should:

- Save this template as a separate file before you begin, so you have the instructions available at all times.
- Complete the identifying information shown below this block of instructions.
- Complete the **appendices** section below. Include a list of what you are uploading (ex: "letter from department stating that I will be a 2nd year student in fall 2021. I was part-time for the last year and a half" or "COVID Impact Statement"). Also include an explanation of why you are including as part of your application.
- Delete this block of instructions before uploading your appendices.
- Save your final appendices template as a PDF. In the "Resources" area on the left of the online system, you will find the "Applicant Guide." Within the guide, there are links to "Upload Documents" and "Troubleshooting Tips" for converting your document to a PDF.
- Upload the PDF to the "Supporting Documents" section of the online system.

NOTE:

You may upload up to two one-page documents.

Remember to delete this block of instructions—and the guidelines shown in blue before uploading this template.

Identifying Information

Application I.D.: (your application ID goes here—found in the upper right corner of any screen in this online system)

Applicant Name: (your name goes here)

Applicant Home Institution: (legal name of applicant home institution goes here)

Appendices (List below the materials that you are submitting as appendices. Include an explanation of why you are including as part of your application.)

COVID Impact Statement Example: It is possible that the research that you are supposed to work on shifted because of the pandemic. As a result, the research listed on your CV does not fully demonstrate your commitment to equity. Your academic performance or progress may have also been impacted. You may feel that it is important for the application reviewers to know this information, which you can describe in the Impact Statement.