

Applied Implementation Science Fellowship Program Fellow Application Frequently Asked Questions

Eligibility

My work is in a different clinical area. Can I apply for the fellowship with a research focus outside of the four clinical areas listed on the application? Proposed projects for this Fellowship opportunity must lead to results that are directly applicable to the following therapeutic areas:

- Bone health (i.e., osteoporosis),
- Severe uncontrolled asthma with or without associated COPD,
- Thyroid eye disease, or
- IgG4-related conditions.

The application eligibility criteria states that applicants must have demonstrated interest or experience in one of the four noted clinical areas. What qualifies as interest?

Successful applicants will have research experience or demonstrated interest in one of the four clinical areas. Demonstrated interest may include prior projects or coursework.

What is the definition of “early- to mid-career”? Applicants who have up to 10 years of professional experience after completing training—including post-doctoral positions, residencies, and fellowships—are generally considered early- to mid-career for the purposes of this fellowship program. Applicants may include a brief explanation of why they consider themselves early- to mid-career, taking into account factors such as career trajectory, professional experiences, research background, and career goals. We recognize that individual career paths can vary significantly, and we encourage applicants to provide context that helps us understand their professional development timeline.

Eligibility criteria state an advanced degree is required. Am I eligible to apply if I hold a Master's degree in a health or health services related area? The Fellowship is designed for doctoral-level professionals. This educational requirement is integral to the program's structure and training model. Applicants who hold comparable professional degrees from a foreign institution (e.g., MBBS) are eligible to apply.

I am currently living outside of the United States but can acquire a visa to work in the US without the need for AcademyHealth visa sponsorship. Can I still apply? The Applied Implementation Science Fellowship Program is only open to those who are currently permanently employed by a healthcare delivery system or similar setting based in the US. If you do not hold a permanent (non-postdoctoral training) position at an institution in the US, you are not eligible to apply at this time, regardless of ability to acquire a visa.

Are there age restrictions? Applicants must be 18 years or older to apply.

If I receive current NIH funding, am I still eligible to apply? Yes, current NIH funding does not disqualify applicants from the program, provided they meet all other eligibility requirements. If the proposed Fellowship project is separate from your K award work, applicants must ensure they have sufficient effort available to fulfill the requirements for both programs. This includes meeting your K award obligations, dedicating approximately one day per week to the Fellowship program, plus any clinical and/or teaching responsibilities you may have. If your project naturally

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complements your K award work, please clearly explain in your application materials how the proposed Fellowship work differs from and adds value beyond your current K award research.

I am currently a federal employee, am I still eligible to apply? The program is open to full-time federal employees provided all fellow eligibility requirements are met.

Application Requirements

What materials do I need to submit with my application? All applicants must submit the following materials:

- Brief proposal (maximum of six pages, not including references) describing an applied implementation science research project that the applicant can conduct in their delivery system
- A statement of interest (maximum of 1,000 words) addressing the applicant's interest in conducting applied IS research in healthcare delivery system settings, preparation and qualifications for the fellowship, personal learning objectives, and value of the fellowship to the applicant's career plans and goals
- High-level budget and accompanying justification
- Current NIH Biosketch (old or new format)
- One analytic writing sample with sole or lead authorship
- Two professional letters of recommendation.

Do biosketches need to be submitted for all key personnel on the project or just the fellow? Biosketches should be submitted for all key personnel on the project. To submit more than one biosketch via the application portal, please combine all biosketches into one document prior to uploading into the Confex system (fellow biosketch should be the first document).

How should letters of recommendation be submitted? Referees will receive an email that allows them to submit their letters of recommendation directly into the application portal after applicants have identified and submitted the names and contact info of the two referees.

How should the proposal be formatted? Proposals should be no more than six pages, excluding references. To promote general readability, we recommend using no less than 10-point font and 1-inch margins for the proposal.

What should be included in the high-level budget and how should it be formatted? A sample budget template is included in the application system. The budget should generally describe how awarded funds will be spent, including salary support and anticipated research costs. Note that indirect costs are limited to up to 10% of the total award amount. (The combination of direct and indirect costs cannot exceed \$150,000 per year.) The program will be selecting and separately funding implementation science mentors. Fellowship applicants therefore do not need to budget for implementation science mentorship. Applicants who believe they would benefit from guidance related to the clinical area of the proposed research may include a clinical area mentor. That individual may contribute effort in kind or by drawing a small amount of paid effort from the fellowship award.

How should the budget and budget justification be formatted? There is no required template for budget justification, but we recommend including the following categories: personnel, other direct costs (e.g., travel, supplies, equipment), and indirect costs.

How should analytic writing samples be formatted? Samples should not be more than 10 pages. An appendix may be included with tables, figures, and references if needed and will not count toward page limit.

Can I submit a published paper as my analytic writing sample? Yes. If you submit a published paper as your analytic writing sample, we recommend submitting a paper for which you are the lead author. If you wish to submit a published manuscript on which you were listed as a co-author, we ask that you clearly explain your role in the writing of the paper and identify specific sections of the text that you authored. the sections you were primarily responsible for

What is the deadline for my referee to submit my letter of recommendation? All application materials are due by 5:00 PM ET on Friday, February 13th.

How do I submit my letters of recommendation? Applicants will be prompted to provide the names and contact information of two referees in the application portal. Once their information is added to the portal, referees will receive an email that allows them to submit their letters of recommendation directly to the application portal. Applicants do not need to submit their application for referees to upload their letter. Please keep in mind that all application materials are due on February 13th. We recommend adding referee information to the portal early to avoid missing the deadline.

How will my application be evaluated? Applications will be reviewed on a rating scale from 1 (Excellent) to 5 (Poor) with respect to the following criteria:

- Research Plan
- Candidate Qualifications & Career Development
- Environmental/Institutional Commitment

Additional details about application material requirements can be found in the [call for applications](#).

Application Process

When does the application open and close? Applications opened on December 8, 2025, and will close at 5:00 PM ET on February 13, 2026.

Is there a rolling deadline or single deadline? A single deadline. Complete applications with all required supporting materials must be submitted by 5:00 PM ET on February 13, 2026.

Can I save and return to complete my application later? Yes.

Is there an application fee? No, there is no application fee.

What if I experience technical issues while completing my application? If you experience technical issues with your application, please contact Confex utilizing one of the following methods:

- Click the link within your application page to report a technical issue with Confex; or
- Email academyhealth@confex.com; or
- Call 1 (401) 334-0220 between the hours of 9:00 AM – 5:00 PM ET, Monday – Friday.

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Who can I contact with application questions? Please contact ISFellowship@academyhealth.org for non-technical questions related to your application.

Are there information sessions about the program? Yes, an information session was held on Wednesday, January 28, 2026. The recording can be found [here](#).

Program Details and Logistics

Can stipend payment be used to cover salaries for personnel other than the fellow? Yes, stipend funds can be used to cover salaries for personnel other than fellows, provided fellows are still able to meet other program requirements and commit to the level of effort guidelines outlined in the call for applications (at least one day a week).

Do I need to relocate to participate in the program? No. The program is designed for fellows to remain at their institution for the duration of the program.

Is travel required for this program? Fellows are expected to attend AcademyHealth's Annual Conference on the Science of Dissemination and Implementation and Annual Research Meeting in person during the fellowship program (travel and registration costs to be covered by the fellow using funds from their program stipend).

Is this to support new projects or to support current implementation science projects? Proposed projects can complement existing, ongoing work or can be fully new projects. If you choose to propose a project that complements existing, ongoing project work, in your application materials you will need to clearly explain how your proposed fellowship work differs from and adds value beyond the workstreams already in place.

How are fellows paired with mentors? Program leadership with guidance from a steering committee will review applications of both fellows and mentors. Matchmaking between fellows and mentors will be informed by the fellow's project needs and desired implementation science areas of growth to ensure that mentor's expertise and strengths align accordingly. High scoring fellowship and mentor applicants will be interviewed prior to finalizing selections. These interviews will help program leadership understand needs and strengths to inform pairings.

What benefits do fellows receive? Fellows receive the following benefits:

- A \$150,000 stipend per year for the duration of the two-year program
- Access to an array of dissemination, visibility, and networking opportunities, to include:
 - AcademyHealth Individual Membership
 - Special panel and networking sessions at the Annual Conference on the Science of Dissemination and Implementation and Annual Research Meeting (ARM)
 - Dissemination coaching and communications support, including opportunities to author blogs featured in the widely disseminated and read AcademyHealth Blog
- Access to a collaborative Learning Network that connects mentors and fellows, fostering ongoing professional networking and knowledge exchange

Will this program be offered again in the future? And if so, will the topic areas for the applied projects change or remain the same?

At this time, we are unable to confirm whether there will be future cohorts for this program.