2023 APPLICATION GUIDELINES

The application guidelines packet contains:

I.   General Application Guidelines
      A. Application Checklist
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II.   Letter of Reference Instructions

All application materials must be submitted online (please visit www.academyhealth.org/nci for the link to the Intent to Apply form). Please email nci@academyhealth.org if you have any questions.

I.   GENERAL APPLICATION GUIDELINES

A. **Application Checklist.** To apply to the NCI/AcademyHealth Healthcare Delivery Research Visiting Scholars Program, the following items must be completed:

    i. **Intent to Apply:** As a first step, please visit www.academyhealth.org/nci to complete a mandatory Intent to Apply form. You will receive a link to the full application form in the confirmation note and confirmation email.

    ii. **Full Application:** Using the link in the confirmation email, complete the full application form. The applicant must submit the following application items via the online application form:

        1. Applicant information,
        2. Work plan,
        3. Curriculum vitae, and
        4. Outline of career goals.

    The Full Application is due by Monday, March 20, 2023 at 5:00 p.m. ET.

    iii. **References:** Applicants must list the names of two references as part of the full application form (item ii. above). Upon submitting names of the references, each reference will receive a link to upload their letter of reference.

        1. *All letters must be:*
            a. On official letterhead
            b. Signed by your reference

    The referee / advisor must submit their letter of reference onto the online portal by Friday, March 24, 2023 at 5:00 p.m. ET

B. **Format**.
    The application materials must adhere to the following format:

- Double-spaced text with 1" margins;
- Typed using Arial or Times New Roman fonts no smaller than 11 points;
- Single-sided; and
- Inclusion of the applicant's name on each of the individual items.

C. Review Criteria. Candidates are reminded that each application will be reviewed with respect to the following:

- Relevance and potential contribution of the proposed study to address an important healthcare delivery question or gap in the cancer continuum;
- Clarity of the description of proposed activity;
- Feasibility of conducting the research in the proposed time frame;
- Relevance of long-term career goals to the healthcare delivery research field;
- Prior research productivity, including funding and published manuscripts; and
- Written and oral communication skills, interpersonal skills, and ability to collaborate with peers.

D. Application Items and Detailed Instructions. Applicants must submit**:**

Item 1   **Online Application Form.** Applicant Information summary

Item 2   **Work Plan. (Not to exceed 2 pages, single-sided)** Provide a description of the project that the Scholar proposes to lead during the one-year program.

Item 3   **Curriculum Vitae. (Not to exceed 20 pages, single-sided)** Include publications and major presentations; previous fellowships, scholarships, honors and awards; and previous and current grant funding of the applicant.

Item 4   **Outline of Career Goals. (Not to exceed one page, single-sided) S**tatement about how serving as a Scholar will advance the applicant's career goals.

Item 5   **References. (Two required)** See attached Letter of Reference Instructions. Each of the two letters of reference must come from qualified individuals familiar with the applicant's research capabilities.

         To ensure confidentiality, the letter of reference must be submitted by the referee on the online application system by **Friday, March 24, 2023 at 5:00 p.m. ET**

E. Submission Instructions. The deadline for the receipt of applications is **Monday, March 20, 2023 at 5:00 p.m. ET**. Applicants must submit all required application materials online (NOTE: letters of references will receive a link to upload their letters directly to the online application system). Letters of reference must be submitted by **Friday, March 24, 2023 at 5:00 p.m. ET**

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

II.   LETTER OF REFERENCE INSTRUCTIONS

A. THE PROGRAM

The NCI/AcademyHealth Healthcare Delivery Research Visiting Scholars Program offers a year-long, funded part-time opportunity for highly qualified mid-career investigators to conduct research at the National Cancer Institute (NCI) in Rockville, Maryland. The primary goal of the Program is to provide an opportunity for investigators in the field of health services research and healthcare delivery to advance their research by drawing on data resources and expertise at NCI.

Visiting Scholars are expected to lead a project of their own design and to collaborate with NCI staff on at least one other project. Proposed projects must focus on improving health care delivery across the cancer continuum, including prevention, screening, diagnosis, treatment, survivorship, and end-of-life care.

Up to two individuals may be selected as Visiting Scholars to conduct their research and work collaboratively with staff from NCI on joint projects of mutual interest. The selected Scholar(s) will be provided with salary and benefits, mentorship for the duration of the program, as well as a designated NCI staff person to oversee each fellow's work and progress through the duration of the Program.

B. INSTRUCTIONS FOR LETTERS OF REFERENCE

Two letters of reference are required. Each of the two letters of reference must come from qualified individuals familiar with the applicant's research capabilities.

When submitting a letter of reference, please include the following information:

1. Indicate the period of time you have known the applicant and in what capacity.

2. Comment on the applicant's qualifications and accomplishments, specifically in relation to the NCI/AcademyHealth Healthcare Delivery Research Visiting Scholars Program.

3. Describe what you would see as the applicant's strengths or skills that could be (further) developed.

4. Assess the value of the NCI/AcademyHealth Healthcare Delivery Research Visiting Scholars Program experience to the candidate or the contributions the Program will make on the applicant's career development. Explain how this Program will be a productive experience for the applicant.

5. Comment on the applicant's communication and interpersonal skills, and ability to collaborate with peers on research projects.

6. Explain any particular qualifications, experiences or reasons why the applicant should be selected.

To ensure confidentiality, the letter of reference <u>must be submitted by the referee</u> on the online portal by Friday, March 24, 2023 at 5:00 p.m. ET