



Stanford-India Biodesign Fellowship 2012 Fellowship Year Application Instructions

PLEASE READ ENTIRE DOCUMENT

To apply for the fellowship, you will need to:

- 1** Fill out the online application and submit it (see below). Note the application number assigned to you after you review your information.
- 2** Upload supporting documents required for the application (see below).
- 3** Contact three people to send us letters of recommendation, and make sure they submit their letters of recommendation by the application deadline.

Application deadline: ~~May 23, 2011~~ extended: June 1, 2011

The online application, all supporting materials and all references **must be sent by the application deadline.**



Submitting the Online Application

The fellowship application starts with a series of online forms that will need to be completed. You need not complete them in one setting; you may return to them once you complete the first page (where username and password are defined.) If you do need to return to the forms to complete them, please use the LOGIN button on our website (<http://biodesign.stanford.edu>) and then select "Update Fellowship Application."

The following information is required on these forms:

- Your name, date of birth, country of citizenship, address, telephone number(s), email address and Social Security number (if you have one).
- Contact information for the three persons you have asked to provide letters of recommendation. One of the letters must be from your most recent supervisor, academic advisor or program director. The required contact information is: name, title, institution, business address, telephone and email address.
- Your educational history: institution name(s) and location(s), beginning and ending dates of study, your major, degree, and the dates your degrees were conferred.
- For residency, fellowship and other post-doctoral training, the institution name(s) and location(s), beginning and ending dates of study, and your specialty, if any.

To submit your application, do the following:

1. Go to biodesign.stanford.edu/india, and select the Application link. The link is located in the lower right corner of this page under Fellowship Information.
2. Complete the online forms (four forms total) and review your information on the fifth page. If you need to make any changes, select Edit. Make note of your **username and password**, you will need it later. [Both to complete/update the forms and for uploading documents]
3. An acknowledgement appears on this fifth screen, including your **application number**. **IMPORTANT:** Please record your application number and keep it in a secure place. All materials emailed to us must be labeled with this number (including reference letters)



Additional Materials to Collect for Uploading

After you've submitted your online application, you will need to collect and upload the following materials. It is highly recommended that you have ALL materials prior to initiating the upload process.

1. Copy of Official transcript from most recent degree program [we will request the official version if you are selected to interview]
2. Copy of Official version of any national/state boards or qualifying examinations you've taken [we will request the official version if you are selected to interview.] Only one exam submission is required; it should be the latest exam you have taken.
3. Your resume or curriculum vitae (details below)
4. Your three application essays **in one document** (details below)
5. An optional project or design example (details below)

Files may be PDF, DOC (Word) or TXT formats. Materials not in electronic form must be scanned and turned into PDF format. All supplementary materials must be uploaded no later than the applicable deadline.

Your Resume or Curriculum Vitae

Please upload a copy of your resume or curriculum vitae. It should include the following information (where applicable):

- Your educational history, including dates of study and degrees conferred
- Results of National/state boards or qualifying examinations
- Any health occupation license or registration ever held, including locale, number, dates and status
- Awards and honors received
- Present memberships in organizations
- A list of any publications
- Any intellectual property (patents and patents pending)
- A description of your primary research and scientific/clinical interests
- A summary of your teaching experience
- A chronological listing of your work experience (business, consulting, engineering, military or government), including a description of the organization's activities, your job title and responsibilities, and start and end dates

Application Essays to Upload

The following three essays must be submitted (via the upload process) in order to learn more about the person behind the application. We encourage you to share with us your passions, values and vision for your career. Please limit your response to three pages total for these essays (minimum font size 11). All essays should be **in a single document** for uploading purposes.

Essay A

Why is innovation an important part of your career pathway? How will a fellowship in biomedical technology innovation help you achieve your short- and long-term goals?

Essay B

We understand that your professional and personal experiences are unique. Describe an experience that demonstrates your inventiveness.

Essay C

How would you continue your career after completing the Stanford-India Biodesign fellowship? How will this involve India?

Optional Project

If you choose, you may submit an example of a design or other project that in some way demonstrates your ability to be creative or scientifically innovative. Your project submission should be a photograph or other electronic document that describes your project that you can upload. Only one document representing the project will be accepted.

Upload Instructions

Login to the website <http://biodesign.stanford.edu/Upload.do> [the username and password you created during the application will be required]

Once you have logged in you will see an upload page. Each file that is required must be entered through the appropriate input field. Use the browse button after each field to select the appropriate file (e.g. for your transcript, click on the first browse button). Once you have entered as many of the files into the fields as you can, click on the button marked **Submit All Documents**. This will automatically upload the files you have selected and rename them into a directory with your applicant ID. Filenames will also be changed to match the field, so please be certain you **place the correct file into each field**. If you are uncertain, you may upload again. You may return to this page later to upload additional files if necessary.



Letters of Recommendation

Please contact the three persons named in your online application to write letters of recommendation. One of the letters must be from a recent supervisor, academic advisor or program director. The letters should be sent to: apply@sibiodesign.org

Letters should be emailed directly from the author. We will not accept emailed letters of recommendation from applicants themselves. This is for authentication reasons, if applicants send recommendation letters; we are unable to verify their origination. Please let the author know to email the letter to apply@sibiodesign.org and that the **Subject line must be:**

Subject: Stanford-India Biodesign Fellowship, Applicant #XXXX

where XXXX is your applicant ID.

The letters should describe your ability to be creative and innovative, your academic record, research you've completed, etc.

As with all your supporting materials, all emails must be sent by the applicable deadline. NOTE: It is your responsibility to follow up with those from whom you've requested letters to ensure they are emailed by the deadline.

Questions

Please direct any questions regarding this application process to info@sibiodesign.org.