

## Stanford Biodesign 2023-25 Innovation Policy Fellowship Application Instructions

We're so pleased that you've decided to apply to the Stanford Biodesign Innovation Policy Fellowship! To help you navigate the process, here are a few important things for you to know about our application and how we'll review your submission:

- Stanford Biodesign is an equal opportunity employer. We consider all qualified applicants without regard to race, color, national origin, religion, sexual orientation, gender, gender identity, age, or physical disability. We strongly encourage people of historically underrepresented groups to apply to the Stanford Biodesign Innovation Policy Fellowship.
- More than anything, we want to get to know you (as best we can) through the application materials you submit. Please take advantage of the essay questions and video to tell us about yourself – your whole self – and the many different experiences that have led you to an interest in health technology innovation.
- In each section of this instruction document, we'll try to explain why we're asking for specific information and how it will be used in the application review process.
- Your application will be read by two faculty-level individuals affiliated with the fellowship. The faculty review committee also will meet for a comprehensive discussion of our applicants before deciding who to invite for an interview.
- We are intentional about ensuring that our reviewers come from diverse backgrounds and bring different experiences and points of view to the review process.
- Our goal is to select candidates from different educational, professional, and personal backgrounds – there's no single "right" profile! When we read your materials, we're looking for five primary skills:
  - **Leadership** – Not just the roles/titles you have held, but how you have motivated or influenced others to achieve common goals and/or the steps you have taken to achieve your own goals.
  - **Initiative** – Your track record of taking action before others do, even when the circumstances are not comfortable or clearly defined. How and when you have decided what to do and moved ahead without specific direction.
  - **Problem solving** – Your ability to find solutions to difficult or complex issues. This includes your analytical skills, adaptability, and resilience.
  - **Collaboration** – How you relate to and work with others, including ways in which you adapt your approach to support mutually satisfying and beneficial interactions with others.
  - **Communication** – Your effectiveness in imparting or exchanging information in multiple forms, from publication to in-person and online interactions.

Please include examples in your application and in your CV that highlight these skills and demonstrate how you've applied them to generate impact from your work.

If you have questions, please let us know. Our fellowships manager, Meghan Stawitcke, is only an email away ([meghans4@stanford.edu](mailto:meghans4@stanford.edu))!

### Getting Started

To initiate your application, please go to <https://biodesign.slideroom.com/#/permalink/program/66560>. You'll first be asked to login or sign-up for a Slideroom account. Once you've completed your registration, you can begin your application. It is not necessary to complete it in one sitting; you can save your work and return at a later time. To access an in-progress application, go back to the link above and login.

## **Application Deadline**

All materials must be received on or before **Thursday, September 22, 2022**. If your application is incomplete for any reason after 11:59 pm on the due date, it will not be considered and the application fee will not be refunded, so please give yourself plenty of time to apply and follow these instructions carefully.

## **Online Application Forms**

Our application has five primary parts:

- Applicant Information
- Applicant Summary
- Main Application
- Other Attachments
- Recommendations

More information about what's required in each section is provided below.

### **Applicant Information**

The information in this section is used primarily for administrative and tracking purposes. It's available to reviewers in Slideroom, but not considered part of your core application materials.

The main information collected includes your current organization/employer, gender identity, date of birth, country of residence, ethnicity, and racial identity. We're also interested in how you heard about our program.

### **Applicant Summary**

The information in this section gives us a snapshot of your education and professional experience. It's used only as a high-level summary of your background when we're first getting to know you and is not considered part of your core application materials.

### **Main Application**

We're interested in how your background, personal and professional experiences, skills, values, and character come together to make **you** uniquely **you** (as well as a good candidate for our program!). Use the questions and video prompts in this section to tell us about yourself.

These materials will be used by all reviewers to learn about you and what's important to you. Your essays will be reviewed in combination with your other application materials. However, your video will be viewed separately, by different reviewers, before all of your scores are compiled.

### Essays

#### **Question 1 – 300 words**

How does the Stanford Biodesign Innovation Policy Fellowship fit into your plans for the future? How do you intend to use your training after the fellowship?

#### **Question 2 – 300 words**

Everyone has taken a different path to their current place in life. Tell us about some of the challenges and hurdles you have faced on your path. How have these experiences contributed to making you the person you are today?

#### **Question 3 – 300 words**

There are a wide variety of policy issues at the intersection of healthcare and innovation. Provide us with a high-level analysis of a state or national policy issue that concerns or interests you. Your essay should

include background on the policy issue, the current status of any legislation or policy reform efforts, and the key government agencies and other voices that are taking part in the debate. Use an academic style of writing and include references (citations are not included in the word count).

### Video

In a two-minute video, please tell us five improbable (unlikely but true!) facts about yourself.

Important:

Rather than submitting the video with your application materials, upload it to YouTube or Vimeo (we suggest choosing the “unlisted” option so that your recording is not publicly searchable). The reason we ask you to do this is because your video will be evaluated separately, by different reviewers than the rest of your application materials.

Then, make the video available to us by copying the link into the following Qualtrics form by the September 22, 2022 deadline: [https://stanforduniversity.qualtrics.com/jfe/form/SV\\_bPJnERA5oK1x8WO](https://stanforduniversity.qualtrics.com/jfe/form/SV_bPJnERA5oK1x8WO).

***You only may upload ONE video link to Qualtrics. You will not be permitted to make changes to your video link once you have submitted it.***

When creating and submitting your video, here are a few important guidelines:

- Do not exceed two minutes in length (it will not be viewed beyond the two-minute mark).
- Record only yourself, from the shoulders up, with no graphics, special effects, or other footage included (we are interested in your response and communication skills, not your video editing capabilities).
- If possible, use a web camera or smartphone/video camera on a tripod to ensure a steady recording.
- Please test the link to ensure the video can be viewed at that URL before submitting it.

### **Other Attachments**

The following materials will be used to augment the main application content and will be read by all reviewers.

### CV

Please provide us with a current CV (no more than 3 pages in length). When reviewing your CV, we'll look for a wide range of personal and professional activities/accomplishments that illustrate your leadership, initiative, problem solving, collaboration, and communication skills. Be sure to include information on your CV regarding your community engagement, awards and achievements, academic publications, conference posters and presentations, substantial projects relevant to the policy arena, and/or leadership roles that might not be self-evident from the title and description of the various roles you've held.

### Transcript

Please provide a transcript from your most recent degree-granting academic program. We'll use the transcript to verify the dates you were in the program and that you completed it in good standing.

### **Recommendations**

Recommendations enable us to learn about you from people who have worked closely with you. We find the specific examples, anecdotes, and evidence they provide about your character and performance to be especially helpful. Your recommendations will be read by all reviewers in combination with your other application materials to help us understand the impression you make on others.

Please ask three individuals who you know well, whose opinion you trust, and who want to see you succeed to complete your references. The requests for recommendation are automatically generated and sent by our application system, Slideroom, when you enter and submit the contact information for your

references, which can be done BEFORE you complete and submit your application.

***In order to give your references plenty of time to respond, don't wait until the last week before the deadline to enter their contact information into Slideroom.***

The application system will send each recommender a personalized link to submit their recommendation online. The automatic requests that Slideroom sends may go into your recommender's SPAM folder. Please let them know to watch for the message and check all of their email folders. For verification purposes, register your recommender using their work email account, not a personal account such as Gmail, Yahoo!, etc.

When they access the online system, we will ask them to assess your leadership, initiative, problem solving, collaboration, and communication skills, and then to upload a recommendation letter that addresses the following prompts:

1. How do you know and interact with the applicant?
2. Give a specific example of how the applicant has demonstrated exemplary leadership, initiative, problem solving, collaboration, and/or communication skills in your interactions together.
3. What is the most important constructive feedback that you have given the applicant? How did the applicant respond?
4. Is there anything else that we should know about the applicant?

Here are a few other things to consider as you choose recommenders:

- We care about the content of the letter, not about just the title or status of the person who wrote it.
- The strongest letters usually come from individuals who have interacted with you closely, extensively, and recently.
- Exceptional letters are not a recap of your CV – instead they provide specific examples of your leadership, problem solving, creativity, teamwork, and/or communication skills in your interactions with the recommender.
- Choose recommenders from your academic or professional experience. It is inappropriate to ask a family member or close personal friend to provide a recommendation.
- You may not write, draft, edit, translate, or submit the letter of reference on a recommender's behalf.
- Letters must be submitted in English.
- We must have all three letters by the application deadline or your application will not be considered and your application fee will not be refunded. Please encourage your references to submit their letter at least 1-2 days in advance of the final deadline.

### **Application Fee**

When you're ready to submit your application, please remit the non-refundable application fee. Please note that if your application is determined to be incomplete at the time of the application deadline (e.g., missing three letters of recommendation), your application fee will not be refunded.

If the application fee presents a financial hardship, please email Meghan Stawitcke at [meghans4@stanford.edu](mailto:meghans4@stanford.edu) to apply for a fee waiver.

***If you experience technical issues with processing your payment, you may have anti-virus software on your computer that is preventing the payment to Slideroom.*** Users of the anti-virus/security software Kaspersky must add Slideroom as a safe website. More information is available at [support.kaspersky.com/us/12047#block2/](https://support.kaspersky.com/us/12047#block2/). If you have a different anti-virus software installed, please temporarily disable it in order to remit your payment.

## Questions?

Please refer to the Frequently Asked Questions page under on the Stanford Biodesign website for additional information, which can be found under Programs > Fellowships > Innovation Policy Fellowship. If you do not find an answer there, questions may be directed to Meghan Stawitcke at [meghans4@stanford.edu](mailto:meghans4@stanford.edu).

**Good luck!**