

Stanford Biodesign 2024-26 Innovation Policy Fellowship Application Instructions

Note: We will begin accepting applications for the 2024-26 fellowship on Monday, June 5, 2023

We're so pleased that you've decided to apply to the Stanford Biodesign 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 values diversity and considers 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 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 policy and 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 the core leadership team for the fellowship. This team also will meet for a comprehensive discussion of all applicants before deciding who to invite for an interview.
- 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 several things:
 - **Leadership** – Not just the roles/titles you have held, but how you have motivated or persuaded others to achieve common goals and/or the steps you have taken to achieve your own goals. Also, how and when you have decided what to do and have been able to move ahead without specific direction.
 - **Problem solving** – Your ability to find solutions to difficult or complex issues. This includes your analytical skills, adaptability, and resilience. It also includes your research experience and how you have applied qualitative and quantitative research methods to glean insights about important problems.
 - **Collaboration** – How you relate to and work with others, including ways in which you adapt your approach to negotiate and/or support mutually satisfying and beneficial outcomes with others.
 - **Communication** – Your effectiveness in imparting or exchanging information in multiple forms, from publications to online and in-person interactions.
 - **Change making** – How you have combined the traits above to enact meaningful change at a personal, institutional, and/or societal level.

Important: Please be sure that your application materials and the CV you put together to accompany them explicitly 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 coordinator, Antje Kirschner (akirschner@stanford.edu), is only an email away!

Getting Started

To initiate your application, please go to <https://biodesign.slideroom.com/#/permalink/program/72346>. You'll first be asked to login or sign-up for a Slideroom account. Then, 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 **Friday, August 25, 2023**. If your application is incomplete for any reason after 11:59 pm PST on the due date, it will not be considered, so please give yourself plenty of time to apply and follow these instructions carefully.

Online Application Forms

Our application has four primary parts:

- Applicant Information
- 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, ethnicity and racial identity, date of birth, and authorization to work in the US. As stated on our website, applicants to the Policy Fellowship must be authorized to work for any US employer, including the US government, upon hire. Unfortunately, we are not able to provide visa sponsorship for this particular program.

We're also interested in how you heard about the fellowship.

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.

Essays

Question 1 – 400 words

How does the Stanford Biodesign Policy Fellowship fit into your plans for the future? What is it about this specific program that makes it a good fit for you? How do you intend to use your training after the fellowship?

Question 2 – 250 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 technology 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**.

Then, make the video available to us in Slideroom. You have two options for doing so. 1) Upload it directly to Slideroom following the instructions online (250 MB maximum file size). 2) Upload your video to YouTube or Vimeo (we suggest choosing the “unlisted” option so that your recording is not publicly searchable) and then copy the link to your video into Slideroom in the Video section.

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) that explicitly highlights your leadership, problem solving, collaboration, communications, and change making skills and how you have demonstrated them to create impact from your work. We’re interested in a wide range of your personal and professional activities/accomplishments, including community engagement, awards and recognition, 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.

English Proficiency

You must be fluent in written and spoken English to participate in the fellowship. If you earned your most recent degree from a university where English is the official language of instruction, you do not need to submit results from an English proficiency exam. Otherwise, please submit TOEFL, IELTS, or PTE scores from an exam taken within the last 24 months.

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, problem solving, collaboration, communication, and change making 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, problem solving, collaboration, communication, and/or change making 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:

- Exceptional letters are not a recap of your CV – instead they provide specific examples of your leadership, problem solving, collaboration, communication, and/or change making skills in your interactions with the recommender. Please coach your reviewers to specifically address the prompts above.
- 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.
- 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 provided in English. They should be provided on letterhead, with the signature of the reviewers included.
- References must be submitted through the application system. We will not accept those sent to us via email or the postal service.
- We must have all three letters by the application deadline or your application will not be considered. Please encourage your references to submit their letter at least 1-2 days in advance of the final deadline.

Note: If you are reapplying to the Policy Fellowship and would like to use reference letters from the prior application cycle, please contact Antje Kirschner (akirschner@stanford.edu) to make arrangements.

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 > Policy Fellowship. If you do not find an answer there, questions may be directed to Antje Kirschner (akirschner@stanford.edu).

Good luck!