

**Fellowship Application Worksheet**

This document is to help you prepare for submitting the online application. You can use this as a worksheet and then copy and paste your answers onto the Qualtrics form.

For our HEALL fellowship, it is important that you have the support of your Chair and/or Division Director or Research Supervisor and that you are seen by these people as having potential for an educational leadership role in the future. We therefore put these first to make sure you address these issues as a part of your application and ensure that you will have their support for your participation and time involved with the fellowship.

# **Upload the following documents:**

* Proposal (see question 7)
* A Letter of Recommendation from a current educational leader (examples include Dean, course, clerkship, or program director, senior colleague representing a prior faculty development experience, educational or research mentor) who can attest to your potential as an educational leader.
* A Letter of support from your Department Chair (and joint letter from Division Director or Research Supervisor if applicable) attesting to
  + Your qualifications for the fellowship
  + Your future potential as an educational leader in their department or in the school
  + Their commitment to free your time to allow for fellowship (15% first year, 10% second year)
* Upload an updated CV

## **Review & prepare for the following questions:** (questions are numbered same as online application)

1. Why do you want to participate in the Health Education Academy for Leadership and Learning (HEALL) Fellowship Program?

*(Consider how this opportunity fits into other faculty development activities that you have taken part in and how it aligns with your goals as an educator and leader (250-500 words)*

1. Given the description of the HEALL fellowship, please indicate which Academy focus areas interest you? (rank in order of interest):
2. Teaching and learning
3. Curriculum development and assessment
4. Educational innovation
5. Educational leadership
6. Educational scholarship

1. Describe how your educational effort to date demonstrates interest and achievement **in one Academy focus area**. (250 words, use 1-2 specific examples)

1. Please provide a project description for a healthcare or biomedical sciences education area you want to investigate during the fellowship period.

*The project should convey your interest in a specific area of biomedical education and be relevant to your career interests and to your assigned responsibilities in the department or institution. Projects should also result in scholarship, leading to dissemination of the work to a larger audience. Your project description should include project's* ***title,*** *background (work to date, why the project is important), planned project activities/methods,* ***potential outcomes or impact,*** *and* ***timeline****. This project proposal contains the elements of a meeting or journal abstract but allows you more words to describe your project (1000-word max- upload file)*

1. Please list your approximate current FTE effort allocation on annual basis: (equal 100%)
2. Education Teaching %
3. Research %
4. Clinical %
5. Administrative %

1. What do you propose changing to make time available for this activity in year 1 and 2 (FTE for year 1 is 15% and year 2 is 10%)?