

Minority Fellowship Program



Postdoctoral Fellowship 2009 In Mental Health and Substance Abuse Services (MHSAS)

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Program Information

PURPOSE

The purpose of the *MFP Postdoctoral Training Program* is to expand mental health services in under-served ethnic minority persons with mental health or substance abuse issues and to support the postdoctoral training of ethnic minorities.

This fellowship is designed to support the training of practitioners and policymakers in mental health or substance abuse services and prevention in the following areas:

- To promote culturally competent mental health or substance abuse service delivery and policy related to ethnic minority populations;

- To increase the number of ethnic minority psychologists delivering mental health or substance abuse services to ethnic minority populations, and to provide them with clinical competencies and confidence through intensive experiences in advanced, professional specialty training;
- To enable ethnic minority investigators to undertake active, productive careers related to mental health; mental illness; and substance prevention, treatment, and abuse; to expose them to state-of-the-art research and cutting-edge science; and to strengthen their commitment in their chosen specialty area; and
- To increase the understanding of the social, economic and political forces affecting ethnic minority mental health or substance abuse prevention and treatment, and to further develop analytical skills in matters of public policy formulation, legislation and implementation related to ethnic minority populations.

TRAINING SETTING

The appropriate training setting for this postdoctoral fellowship experience should be identified by the applicant and should meet the following requirements:

- Provide an environment for high-quality mental health or substance abuse services training; and
- Provide an experienced and active sponsor with a doctoral degree and an established professional track record (e.g., grants, publications, presentations) who will provide direct supervision for the applicant's training and experience.

Applicants are encouraged to consider SAMHSA training sites for their postdoctoral training, although *a SAMHSA site is not mandatory*. For information about SAMHSA programs, visit their web site at <http://www.samhsa.gov>.

ELIGIBILITY REQUIREMENTS

Individuals selected to participate in the *MFP Postdoctoral Training Program* must be citizens or non-citizen nationals of the United States, or have been lawfully admitted to the United States for permanent residence and have in their possession an Alien Registration Receipt Card (I-151 or I-551) or other legal verification of admission for permanent residence at the time of appointment to the MFP Postdoctoral Training Program. Non-citizen nationals are persons born in lands which are not States but which are under U.S. sovereignty, jurisdiction, or administration (e.g., Puerto Rico, American Samoa, etc.). Individuals on temporary or student visas are not eligible.

Postdoctoral trainees must have received a Ph.D., or equivalent doctoral degree from an accredited domestic or foreign institution. Certification by an authorized official of the degree granting institution that all degree requirements have been met is also acceptable. Individuals currently supported by other Federal funds are not eligible for trainee support from this program at the same time.

An applicant must provide substantive proof that his or her application for the Postdoctoral Fellowship is supported by an *established* sponsor.

Trainees must be African American/Black, American Indian or Alaskan Native, Asian or Pacific Islander, or Latino/Hispanic; and/or committed to careers that focus primarily on ethnic minority mental health or substance abuse services.

Terms of Appointment

Postdoctoral Fellows are appointed to full-time positions for one year, with the possibility of renewal for a second year pending availability of funds from SAMHSA, and evidence of significant progress. All trainees are required to pursue their training on a full-time basis, at a minimum of forty (40) hours per week. The amount of the stipend is commensurate with current NRSA levels, based on the applicant's years of postdoctoral experience. For current stipend levels, refer to the following web site: <http://grants.nih.gov/training/nrsa.htm>.

Application Overview

This fellowship application consists of two parts: *Part I* to be completed by the applicant. *Part II* to be completed by the sponsor. The applicant is responsible for ensuring that both parts are completed.

Part I: Applicant

The *Postdoctoral Fellowship in Mental Health and Substance Abuse Services Application* is to be completed by the applicant with assistance from the proposed sponsor.

The applicant should complete *Part I* in conjunction with the sponsor. In addition, the applicant must forward *Part II* to the sponsor.

At least two additional recommendation letters and forms must be completed by individuals who can comment on the applicant's qualifications for a career in clinical services, and/or policy.

Part II: Sponsor

Sponsor Packet: Sponsor Research and Training Background, Biographical Sketch, Facilities and Commitment, and Recommendation forms are to be completed by the sponsor.

Specific Instructions for Applicant (Part I)

The applicant must propose to MFP a *sponsor* who will supervise the applicant's training. The applicant's proposed sponsor should be an active participant in preparing the application.

SUBMITTING YOUR APPLICATION ONLINE

All applications and recommendations must be submitted via our online system, the MFP Fellowship Application System Tool (FAST). For more information, visit our web site: <http://www.apa.org/mfp>. DEADLINE IS JANUARY 15, 2010

Compatible Browsers - The FAST online application system has been tested with both PC and Apple systems on the following browsers: IE7, Firefox 2+, and Safari 3+. If you are using another browser, IT IS HIGHLY RECOMMENDED that you upgrade to one of these browsers to have access to all of the features of this application.

How to Use FAST

Registering For FAST

- You must register in order to begin the application process. You must have a valid email address to register. After you have registered you will be able to come back and login to return to your application. Your email address and password are sufficient to login after registering for the first time. Set your email filters to make sure they will allow emails from apa.org.

Logging In After Registering

- Once you have registered, you can logon to the system using your email address and password. You will be allowed to return to update your application at a later time using your login and password prior to submitting the application.
- **SAVE** your work frequently. **You must save your work after completing each screen.** The system will automatically log you out if there is no activity after 20 minutes. The system does not automatically save your work and any unsaved changes will be lost if not saved.
- **Logout** will log you out of the system and you will have to reenter your login and password to return to your application. Remember to **SAVE** your work before logging out.

Navigation

The menu bar to the left of the screen of the application form titled FAST Links contains links for all of the sections of the application. You may go to any section of the application using the corresponding link. You may select items by clicking on the item or by using tabs to move from field to field. However, **you must save your data for each screen. If you navigate away from a screen without saving, your data will be lost.**

Instructions/Help

While navigating through FAST, you may access this HELP document with complete Application instructions by using the Need Help button on the FAST links menu bar.

Sending Links to Recommenders

- As soon after registering as possible, complete your recommender information in FAST and click on the button to Email This Recommender or Email All Recommenders. **Note:** You must complete all your required contact information on the Contact tab for your application prior to sending your recommenders request emails.
- Using the Recommendations link on the left hand menu bar, you will be asked to complete contact information for your Recommenders. After doing so, save your recommenders. You will then be provided with a hyperlink to the right of the recommender to Edit, Delete or Email Recommender. After selecting this hyperlink you will be provided with the option to Email This Recommender. Once you have completed a recommender, use this button to have them notified.
- Once you click on the button, an email will be sent to your sponsor and recommenders so that they may complete the recommendation form and attach the recommendation letter. Your recommenders will be required to use this link in order to submit their letter of recommendation.
- After completing all your recommenders, you have the option to have all the emails sent to all your recommenders at the same time.
- Notify your recommenders that they will be receiving an email from apa.org and to have their spam filters allow the email that they will need to complete in order to provide you with a recommendation. If they still do not receive the link, you may log back into your application and request that the link be resent.
- Check with your recommenders to make certain they have received this link **prior to** submitting your application. After you submit your application you will not have access to the portion of the application that allows you to request that the email with the link be sent.

Required Items

Items with **required** in bold parentheses are required items and you will not be able to save the screen without completing the required items. If you try to save, you will be provided with a list of required items not completed in red at the bottom of the page. Make sure you navigate to all tabs on the left hand side of the screen and complete all required items on the application. If you have not completed all the required items in

the application, your application will not be allowed to be submitted. If you do not complete these and try to submit your application, you will be provided with a list of items that still need to be completed.

Saving

You must save each screen using the Save button at the bottom of every page before moving when you have completed entering the requested information. If you do not save and go to another screen the data you have already entered will be lost. Be sure to save regularly to prevent data loss. For each screen a message will appear at the top of the screen in green: *Applicant data was retrieved successfully* once your data has been successfully saved.

Returning to your Application

You will be able to go back to your application at any point prior to submitting your application by the deadline of January 15, 2010.

Submit Data

Submit data will send your application form. Once you have submitted your application form, you will be allowed to log back in to check the status of your application and to print the application for your own records. You will **not** be able to edit your application form once it has been submitted. Application forms will not be accepted after the deadline.

Check Status

You may check the status of your application at any time by selecting the Check Status item on the left hand menu bar. This will allow you to see what items have been completed and which still need to be completed.

Upload Files

You will be asked to attach several documents to your application. Please prepare your documents beforehand and save them on your computer. These documents must be in Microsoft Word or PDF format. Attachments should be uploaded by the deadline. Attachments only may be accepted after the deadline however, if you choose to submit them after the deadline you run the risk of the attachments not being included in your application package. All documents received by to the deadline will be included in the application package.

Printing your Application

Using the Navigation bar you will be able to print a copy of your application for your records. By selecting Print Application FAST will open a new browser window with your completed application form. Click File and Print from the new window to print the form.

APPLICATION INSTRUCTIONS

Application Form

Screen	Question	Instructions
Contact Information	1(a)	Suffix is anything that comes after your full name such as "Jr" or "III"
	1(a)	If any of your application materials are listed under a different name, enter your previous name.
	1(d)	Your primary email address will appear as you entered it when you registered. It cannot be changed.
Personal Data	2(a)	If you are a permanent resident with a permanent resident

Screen	Question	Instructions
		<p>registration card, you must provide a copy of your card. You may scan it into a PDF file and upload it with your other documents. Individuals on temporary or student visas are not eligible.</p>
	2(c)	<p>This question is based on self-definition and identification. Respond to the question related to ethnicity and race. More than one response is permitted for race.</p>
	2(d)	<p>HHS has just expanded the definition of Individuals who come from a family with an annual income below established low-income thresholds. These thresholds are based on family size, published by the U.S. Bureau of the Census; adjusted annually for changes in the Consumer Price Index; and adjusted by the Secretary for use in all health professions programs. The Secretary periodically publishes these income levels at http://aspe.hhs.gov/poverty/index.shtml. For individuals from low-income backgrounds, the institution must be able to demonstrate that such candidates (a) have qualified for Federal disadvantaged assistance; or (b) have received any of the following student loans: Health Professional Student Loans (HPSL), Loans for Disadvantaged Student Program; or (c) have received scholarships from the U.S. Department of Health and Human Services under the Scholarship for Individuals with Exceptional Financial Need.</p>
	2(e)	<p>Individuals with disabilities, who are defined as those with a physical or mental impairment that substantially limits one or more major life activities.</p>
Education	3	<p>List schools you have previously attended including the school name, dates you attended (month/year) and if you are requesting a transcript. If you are not requesting a transcript you must explain the reason you are not requesting one.</p> <p>Please list the colleges/universities you have attended in the order of the most recent to those earlier in your academic career (e.g. whatever university/school you are attending now should be your first listing). Do not list colleges you attended for less than one year. You may limit your list to those attended within the last 10 years.</p> <p>In order to add schools, complete the information for one school, SAVE and then you will be taken to a new screen to add additional schools.</p>

Screen	Question	Instructions
		<p>The schools you enter will appear at the top of the Education screen.</p> <p>Location – City and State Begin Date– enter the month/year you started at the university (format mm/yyyy) End Date - enter the month/year you finished (format mm/yyyy). If you are currently attending the school, leave the End Date blank. Transcript Requested – check this box if you are requesting a transcript from this school. If you are not requesting a transcript you must explain the reason you are not requesting one.</p>
Educational Status	4(a)	Select your current enrollment status with regard to a doctoral or post doctoral training program. Once you have completed this screen you will be taken to question 10 based on the responses you provide.
	4(b)	Complete the programs you are currently enrolled in and/or accepted to for the Fall semester.
Postdoc Support	5	If your postdoctoral experience was funded by a grant, then specify the grant number, the name of the individual who received the grant, and the grant title. If your fellowship was not funded by a grant, identify the title of the project on which you worked (if applicable), and indicate the entity or person(s) that provided support for your postdoctoral fellowship experience.
Honors	6	You must answer the question with regard to how many honors or awards you may have. If you do not have any, enter 0. If you will be listing your honors or awards it is important to furnish the full references in the space provided. You may not direct the reviewer to refer to your curriculum vita for this information.
Concurrent Support	8	If you are applying to more than one postdoctoral fellowship, you will have to make a choice regarding which fellowship will best meet your training needs.
Time/Priorities	9(a)	Specify by year the activities (research, clinical, teaching, course work, etc.) in which you will be involved under the proposed award and the percentage of time to be devoted to each activity. The percentages should add up to 100% effort for each year. Base the percentage figures on a normal working day for a full-time fellow as defined by the sponsoring institution. Also, explain briefly on a separate sheet of paper (do not exceed one page) activities not described in your training proposal, and relate them to the proposed training.
Recommendations	10	Enter the names and contact information of all your

Screen	Question	Instructions
		recommenders including your sponsor. For your sponsor under Nature of Relationship, select “Sponsor.” For all other recommenders select the Nature of the Relationship that best fits your relationship with your recommender. Remember to click on the buttons to have APA send an email to your sponsor and recommenders. This will provide them with the link they need to submit their recommendations.

Other Required Documents

MFP requires the documents listed below to be prepared and uploaded with your application form. Click on one of the “Upload” links located throughout *FAST* to submit these documents to our office.

Prepare a separate document for each item. Label each document with its title and your name. Upload each document in the proper space provided on the Upload Files page.

DOCTORAL DISSERTATION ABSTRACT:

Provide an abstract of your doctoral dissertation.

CURRICULUM VITAE:

Please submit a complete and updated curriculum vitae outlining your educational, research, clinical, and policy-related experiences and qualifications. In chronological order, list your entire bibliography, separating abstracts, book chapters, reviews, and research papers.

TRAINING PROPOSAL:

The training proposal section is the most important part of the application and should be well formulated and presented in sufficient detail that it can be evaluated for its training potential and merit. It is important that it be developed in collaboration with the sponsor, but it is to be written by the applicant.

Include sufficient information to permit an effective review without having to refer to the literature or any previous application. Brevity and clarity in the presentation are considered indicative of an applicant’s approach and ability to conduct a superior project. The proposal should not exceed 10 pages including all tables and figures but excluding references. Choose a title for your training proposal that is specifically descriptive rather than general. Follow the format below:

- (a) Specific Aims.** State (where applicable) the overall strategies, experimental questions, experiments to be conducted, and hypotheses to be tested to achieve the goals of the proposal (*Do not exceed one page*).
- (b) Background and Significance.** Sketch briefly the background to the proposal. State concisely the importance of the training described in this application by relating the specific aims to broad, long-term objectives (*Do not exceed three pages*).
- (c) Research Design and Methods.** If you will be involved in research, provide an outline of:

Research design and the procedures to be used to accomplish the specific aims;
Tentative sequence for the investigation;

Statistical procedures by which the data will be analyzed;

Any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised; and

Any educational experiences planned which support the research training experience.

Potential experimental difficulties should be discussed together with alternative approaches that could achieve the desired aims.

(d) Clinical/Policy-Related Experiences. If you will be involved in clinical/policy-related activities, provide an outline of:

Activities to be used to accomplish the specific aims;

Tentative sequence for the activities;

Any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised; and

Any educational experiences planned which support the training experience.

(e) Dissemination and Future Plans.

If you will be involved in **research**, describe the following in detail:

Your expectations for publishing or presenting the work and future plans for continuing the line of research beyond the postdoctoral fellowship. Be specific about targeted journals or conferences,

Your intentions to pursue future research funding including research grants or career development awards (e.g., NIH K-awards), or any specific research or knowledge related skills that you hope to obtain during your research.

If you will be involved in **clinical/policy-related activities**, describe future plans for continuing your career beyond the postdoctoral fellowship. Include expectations for further skill development and publishing or presenting your work. Be specific about targeted journals or conferences.

(f) Human Subjects/Vertebrate Animals. If you will be involved in research, provide the rationale for the choice of any experimental animals or procedures involving human subjects. Also, summarize the gender and racial/ethnic composition of any human subject population.

(g) Project Timeline. Using a grid or table format, provide a project timeline (by month, quarter, or year) for the major components of your postdoctoral training experience. This timeline should include courses taken, special training obtained, and most importantly, the major tasks associated with the proposed training. Also include plans for dissemination (e.g., publications, conference presentations).

(h) Literature Citations. Provide complete literature citations at the end of the proposal. Each citation must include names of all authors, titles, book or journal, volume number, page numbers, and year of publication.

APPLICANT/SPONSOR PROPOSAL COLLABORATIONS:

Describe the collaborative process between the sponsor or advisor and the applicant in the development, review, and editing of the training proposal described in this application. Do not exceed one page. Please note that your proposed sponsor will be required to certify your response to this item in his/her portion of the application.

ACTIVITIES NOT IN PROPOSAL:

Explain briefly (do not exceed one page) activities not described in your training proposal, and relate them to the proposed training.

SELECTION OF SPONSOR AND INSTITUTION: *(Do not exceed one page.)*

- (a) **Reason for Selection.** Explain why the sponsor and institution were selected to accomplish the training goals.
- (b) **Staying at Doctoral Training Institution.** Applicants must explain why further training at that institution would be valuable.
- (c) **Foreign Institution.** A strong justification must be given that the foreign institution offers unique training opportunities for the applicant. If applicable, the need for and level of proficiency in reading, speaking, and comprehending the foreign language should be addressed.

CONSISTENCY OF CAREER GOALS WITH SAMHSA MISSION:

Explain briefly how your career goals and clinical/research interests are consistent with SAMHSA's mission. To find more information about SAMHSA's mission visit the SAMHSA website at <http://www.samhsa.gov>, go to Centers and Offices to select the Center of your choice (see below for links), and click on the "Overview" link to get more information on each Center's mission and research priorities.

Centers:

CMHS: <http://mentalhealth.samhsa.gov/cmhs/>

CSAT: <http://csat.samhsa.gov/>

CSAP: <http://prevention.samhsa.gov/>

Letters of Recommendation

AT LEAST THREE RECOMMENDATION FORMS AND LETTERS MUST BE SUBMITTED ONLINE. ONE OF THE THREE RECOMMENDATIONS MUST COME FROM THE APPLICANT'S PROPOSED SPONSOR AND IS INCLUDED IN THE SPONSOR APPLICATION SYSTEM.

Recommendations should be carefully selected. The applicant should request recommendations only from individuals who will be able to return them in time for submission of the application. The applicant should consider any factor (e.g., illness or extended vacation) that might cause an inordinate delay. Prospective applicants should email the link to these recommendation forms to the referees well in advance of the application submission date. Only those individuals who can make the most meaningful comments about the applicant's qualifications for a career in services, policy, or research should be used.

SPONSOR DEFINED

The applicant must identify an individual who will serve as a *sponsor*. The sponsor should be active in the area of the proposed training and should *directly* supervise the candidate. The sponsor must document, in the application, the availability of staff, support, and facilities for high-quality training. You may select more than one sponsor.

The sponsor may be an official of the *sponsoring institution* who has authority to certify that compliance standards are met. In this capacity the sponsor takes responsibility for ensuring applicant's compliance with *Assurance of Human Subjects and Vertebrate Animals* requirements, provided that the applicant will be conducting research.

Sponsoring Institution Defined

The *sponsoring institution* is the facility through which the applicant receives his or her training. The sponsoring institution may be private (profit or nonprofit) or public.

Assurance of Compliance

Pursuant to NIH guidelines on Research with Human Subjects and Vertebrate Animals, the American Psychological Association Minority Fellowship Program has to assure compliance that:

For any MFP trainee involved in human research, the training institution will provide plans for safety monitoring, certifications of education in human subjects' protection and IRB approval.

The training institution has filed for and received approval from the NIH Office of Human Research Protections (OHRP), and that any animal research is approved by your university IRB or Institutional Animal Care and Use Committee (IACUC).

The training institution certifies that any research involving humans includes women and members of minority groups.

The training institution certifies that children are included in all human subjects' research.

A signed MFP *Assurance of Protection of Human Subjects and Vertebrate Animals Form* is part of the MFP Appointment Package for this postdoctoral fellowship. No funds will be released to any MFP fellow who will be involved in research until the APA office receives this assurance of compliance.

Application Deadlines

Applications are currently being accepted for a start date of September 1. ***Applications must be received no later than January 15, 2010.*** Fellowships are typically two years. A second year is provided upon submission of evidence that progress merits continuation.

LIST OF REQUIRED MATERIALS

A complete MFP application includes the following documents.

GROUP A – REQUIRED DOCUMENTS TO BE SUBMITTED ONLINE:

- Application Form
- Doctoral Dissertation Abstract
- Curriculum Vita
- Training Proposal
- Applicant/Sponsor Proposal Collaborations
- Activities Not in Proposal
- Selection of Sponsor and Institution
- Consistency of Career Goals with SAMHSA Mission
- Sponsor Form
- Sponsor NIH Biosketch
- Three recommendation letters (with Recommendation Forms)

GROUP B – REQUIRED DOCUMENTS TO BE MAILED TO THE MFP OFFICE:

- Official Transcripts from Doctoral Program

Mail all Group B documents to: APA Minority Fellowship Program
MHSAS Postdoctoral Application
750 First Street, NE
Washington, D.C., 20002-4242

REMEMBER, THE APPLICATION DEADLINE IS JANUARY 15, 2010