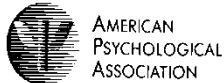


Minority Fellowship Program



Fall 2011

Mental Health and Substance Abuse Services (MHSAS) Application Instructions Predoctoral Applicant

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REMEMBER, THE APPLICATION DEADLINE IS JANUARY 15, 2012

GENERAL INFORMATION

This document provides you with instructions for completing the Mental Health Services and Substance Abuse Services (MHSAS) application. Please review the instructions carefully and thoroughly. Following the instructions will help you put together the very best application possible. At all times, use language that is clear and concise. As a precaution, and for your own future reference, keep a photocopy or electronic copy of all original material that you send to us.

Students receiving support under the MFP MHSAS program will be required to document that they received some training or exposure in the following areas:

- A. Delivering services to ethnic minorities with mental health and/or substance abuse disorders
- B. Cultural competency
- C. Addictions prevention and/or treatment (refer to the Addictions Training Plan instructions near the end of this document for details)

Please note that **you are not required to specialize in addictions** in order to receive this fellowship. However, all Fellows must receive training in addictions for each year of funding.

BASIC ELIGIBILITY

Individuals selected to participate in the MHSAS Predoctoral Fellowship Program must be citizens or non-citizen nationals of the United States, or have been lawfully admitted to the United States for permanent residence prior to the submission of the application. They must have in their possession an immigrant visa, permanent visa, permanent resident card, permanent resident visa, (I-151 or I-551) or other legal verification of admission for permanent residence at the time of appointment to the MHSAS Predoctoral Fellowship Program and must submit this verification with their application. 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.). These individuals should also submit verification of their status. Individuals on temporary or student visas are not eligible.

LIST OF REQUIRED MATERIALS

A complete MFP application includes the following documents.

Group A – Required documents to be submitted online:

- Brief Cover Letter (no more than 1 page)
- Application Form
- Addictions Training Plan (no more than 1 page; Addictions Training Plan has replaced Substance Abuse Training plan)
- Two Essays
- Curriculum Vita
- Three recommendations

Group B – Required documents to be mailed to the MFP office:

We do not accept emailed, faxed or mailed documents besides those listed below. All other documents must be submitted through the online system (FAST)

- Official Transcripts
- GRE Scores (see page 10 for our institution and department codes). These may be ordered and sent to MFP through ETS OR a copy uploaded through the online system (FAST) by the applicant OR a paper copy mailed to our office (address below). If ordered through ETS to be sent to MFP, these scores will be sent electronically and do not need to be re-uploaded or mailed.
- Permanent Resident Card. Non-Citizen Nationals only may submit other legal verification of status. These may be mailed OR uploaded through the online system (FAST).

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

REMEMBER, THE DEADLINE FOR ALL MATERIALS IS JANUARY 15, 2012

MHSAS POLICY FELLOWSHIP

Applicants who have experience or an interest in behavioral health policy may request to be considered for the Policy Fellowship on the GPA/Training screen of the online application. Fellows in this track will have an opportunity for a paid summer internship at SAMHSA.

The intern will work in the Office of the Administrator at SAMHSA with the senior advisor on Children and Families who is also now director of the SAMHSA/Office of Behavioral Equity Health. Specific responsibilities and projects will be determined based on agency priorities as well as individual experience and interests.

SAMHSA's Office of the Administrator provides leadership in the development of agency policies and programs; maintains liaison with the Office of the Secretary of Health and Human Services on matters related to program and other activities; provides oversight for coordination between SAMHSA and other Federal agencies in the areas of alcohol, drug abuse, and behavioral health; analyzes legislative issues, and maintains liaison with congressional committees; coordinates Agency communications and conducts public affairs activities.

This opportunity would provide fellows with a unique opportunity to work in a high level office at the center of the public substance abuse and mental health system. During the internship, the intern may be involved with new administration initiatives, including the intersection of behavioral health and health reform, children, youth, and families, reducing health disparities and a number of other issues. As substance abuse and mental health issues affect other systems including justice, education, and health, this position will likely also offer the opportunity to interact with some of these fields and Departments as well.

DISCLAIMER

Please be advised that all fellowship awards are subject to future funding from the Substance Abuse and Mental Health Services Administration (SAMHSA). Although we expect to receive funding for this program, SAMHSA has not yet determined if funding will be available for the coming academic year. We will update you regarding SAMHSA's decision as soon as we receive the pertinent information from them.

TIPS FOR APPLICANTS

- 1) Begin preparing your application as early as possible.
- 2) Consult with your advisor or mentor while preparing your application. Your advisor can provide you with valuable suggestions and guidance.
- 3) Share the application instructions with your advisor, mentor, and others who will be submitting letters on your behalf so they will know the requirements.
- 4) If you contact our office for assistance with preparing your application, please make note of the date you contacted us, the question you asked or assistance you sought, and the name of the person with whom you spoke.

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/pi/mfp>.

DEADLINE IS JANUARY 15, 2012

Compatible Browsers - FAST 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/Instructions document by using the Need Help? button in the upper right hand corner of the screen.

Sending Links to Recommenders

- As soon after registering as possible, complete your recommender information in FAST and click on the button to Save Recommender and then 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 to your advisor 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 the application deadline. You will be able to send the links multiple times prior to the deadline.

Required Items

Items with **required** in bold parentheses are required items and you will not be able to save the screen without completing these 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.

Saving

You must save each screen using the Save button (Save screen, Save school) at the bottom of every page before moving when you have completed entering the requested information. For the Upload Docs Screen, the Upload files screen is the same as Save. 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. 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. For each screen, a message will appear at the top of the screen in green: *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. Once the deadline has passed, you will still be allowed to access Print Application, Check Status and Final Status.

Submit Application

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/Final 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. **Once your final status has been determined, you may check your final status by using the Final Status tab. Decisions will not be made until March/April 2012.** Please do not contact the office regarding the final decision. Final decisions will not be given out over the phone or email.

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 must be uploaded by the deadline.

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. After submitting your application you must log back in to print your submitted application.

APPLICATION FORM INSTRUCTIONS

Screen	Question	Instructions
Contact Information	1(a)	If any of your application materials are listed under a different name, enter your previous name.
	1(a)	Suffix is anything that comes after your full name such as “Jr” or “III”
	1(d)	Your primary email address will appear as you entered it when you registered. It cannot be changed. You may change your secondary email address.
Personal Data	2(a)	If you are a permanent resident with a permanent 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 under the Upload Documents link or send it to our office. Non-Citizen Nationals only should submit other verification of status. Individuals on temporary or student visas are not eligible.
	2 (c)	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.
	2(d)	HHS has 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.
	2(e)	Individuals with disabilities, who are defined as those with a physical or mental impairment that substantially limits one or more major life activities. More than one response is permitted.
	3	List schools you have previously attended including the school name, dates you attended (month/year) and if you

Screen	Question	Instructions
<p>Education</p> <p>Education Continued</p>		<p>are requesting a transcript. If you are not requesting a transcript, you must explain the reason you are not requesting one. Continued...</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> <p>The schools you enter will appear at the top of the Education screen.</p> <p>Location – City and State</p> <p>Begin Date– enter the month/year you started at the university (format mm/yyyy)</p> <p>End Date - enter the month/year you finished (format mm/yyyy). If you are currently attending the school, leave the End Date blank.</p> <p>Degree This should be the degree you are pursuing</p> <p>Degree Awarded This should only be checked Yes if you have completed the program and been awarded the degree</p> <p>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>
<p>Educational Status</p>	<p>4</p>	<p>Select your current enrollment status with regard to an undergraduate or graduate doctoral training program. Once you have completed this screen you will be taken to the next question based on the responses you provide.</p> <p>Highest Degree Earned refers to all education you have completed, what level have <u>you have already obtained</u>.</p>
<p>Educational Status</p>	<p>4(b)</p>	<p>Complete the programs you are currently enrolled in and/or the programs you are applying to for the Fall semester</p> <p>Program Area refers to the major area of study within your department (clinical, social, community etc....).</p> <p>Doctoral/Master’s Type – select the type of doctoral degree or enter the type of master’s degree you are pursuing.</p>
<p>GPA/Training</p>	<p>5(a)</p>	<p>Enter the GPAs listed on your transcripts. If no GPA is listed on your transcript, leave the question blank. If you</p>

Screen	Question	Instructions
		attended more than one school for the same degree, enter the GPA of the most current school. Do not try to calculate GPAs yourself or convert them to a 4-point scale. Be sure to indicate whether your GPA is calculated on a 4-point scale.
	5(b)	Visit the website at http://www.samhsa.gov/ , and click on the “About Us” link to get more information on each Center’s mission and priorities.
	5(c)	Applicants who wish to be considered for a Policy Fellowship must select Yes for the first question and answer the remaining questions on the screen. Policy Fellowship recipients are expected to spend the upcoming summer at SAMHSA in a paid internship. If you are not available to do so, provide an explanation and estimate when you will be available for the internship.
Publications Presentations Honors Clubs Volunteer	6-10	You must answer the question with regard to how many publications, presentations, honors, etc. you have. If you do not have any, enter 0. If you will be listing publications, presentations, honors, etc., it is important to furnish the full citations or references in the space provided. You may include articles that are “in press”, but you may not include works in progress or under review. Do not direct the reviewer to refer to your curriculum vita for this information.
Recommendations	11	Enter the names and contact information of all your recommenders including your advisor. For your advisor under Nature of Relationship, select “Advisor.” For all other recommenders select the Nature of the Relationship that best fits your relationship with your recommender. If you do not yet have an advisor or are not required to have one, just list all three of your recommenders with the appropriate Nature of Relationship. Remember to click on the buttons to save your recommender and have APA send an email to your recommenders. This will provide them with the link they need to submit their recommendations.
	12(b)	GRE’s are required for the completion of your MFP application although they are not considered in the final decision. If you <u>do not</u> have your GRE scores and cannot obtain them, you must explain why in this question.

REQUIRED DOCUMENTS INSTRUCTIONS:

COVER LETTER:

Submit a one-page letter introducing yourself and your application to the Training Advisory Committee. Any pertinent information that was not included in other parts of the application may be included here.

ESSAYS

This is arguably the most important part of your application (details below). Please write two brief essays. **Essay #1** should focus on your specific training interests and career goals. **Essay #2** should focus on your choice of university, training program and advisor/mentor and how your choice relates to ethnic minority behavioral health or your specific training interests and career goals.

Size and spacing requirements for all essays are as follows: single-spaced with a blank line between paragraphs; one inch margins (left, right, top, bottom); and a 12 point font size in a True Type Font Setting (such as Times New Roman or Arial). Essays not meeting these requirements will not be favorably reviewed.

Essay #1: Training Interests and career goals. Please write an essay not to exceed two typed pages which describes how your interests and career goals in psychology will contribute to the major objectives of the MFP Mental Health and Substance Abuse Services program. The major goals of the program are to increase the availability of culturally competent mental health and substance abuse services provided to ethnic minorities and to increase the general knowledge of issues related to ethnic minority mental health and substance abuse treatment or prevention. Describe how your training, interests, career goals and cultural identity will contribute to these objectives. This is your opportunity to introduce yourself and your area of interest and describe how you will contribute to the mental health well-being of ethnic minorities. In your essay, you should discuss your current interests in psychology or mental health/substance abuse and detail your related experiences and training to date. You do not have to be an expert in your particular area of interest, but you should certainly impart some sense of enthusiasm or commitment to that area, as well as an understanding of basic issues.

Essay #2: Training Setting. Please write an essay not to exceed two typed pages which describes why you selected the program you are now attending, or to which you are applying. You also should provide a rationale for your choice of advisor or mentor at your university. Identify specific faculty, resources, and training available to you which will provide you with training relevant to ethnic minority mental health and substance abuse prevention or treatment or the specific training interests and career goals you described in your “training interests and career goals” essay. Your essay should make a convincing argument that you will receive training related to ethnic minority mental health treatment and that your advisor (or the faculty you would like to work with) has the resources and expertise to guide you in this area. For those applicants who are currently applying to several programs, please select your top two training site choices and direct your response to those particular programs.

ADDICTIONS TRAINING PLAN

MFP require all fellows to receive at least twelve literal hours of training per year of funding in the areas of substance abuse, assessment and treatment of co-occurring substance abuse and mental health disorders, gambling addictions, or other areas of addictions. Acceptable topics include: psychopharmacology of addictions, culture of substance abuse, prevention, recovery support, assessment and treatment planning, addictions in the family context, evidence based intervention strategies, ethics, and motivational interviewing.

This training can be received through any didactic method of training including (but not limited to): courses/seminars, webinars, seminars within clinical rotations, attendance at conferences, etc. Please upload a one-page document describing how you will fulfill this requirement.

Please note that you are not required to **specialize** in addictions training in order to receive this fellowship.

CURRICULUM VITA

Your curriculum vita must be submitted via FAST. A curriculum vita is a short account of one's qualifications, training, career experiences, publications, professional presentations, etc... If you are a graduating senior, then you may not have one at this stage of your career. We strongly urge you to work with someone in your department to develop one. It is a standard document that will be used throughout your professional career. It is certainly to your advantage if you include one.

THREE RECOMMENDATIONS (Uploaded by Recommenders):

The very best types of recommendations come from faculty who are familiar with your academic work and services potential. Recommendations should be completed by three people most familiar with your academic accomplishments and/or experiences that demonstrate your ability and interest in pursuing a doctorate in psychology with an ethnic minority focus. **If you are already in a doctoral program, you must include a letter from your advisor(s). If you are in a doctoral program and do not yet have an advisor, you may use another recommender.** Please ask your recommenders to describe your strengths, weaknesses, and potential for developing as a practitioner or practitioner/researcher.

*A cautionary note: Missing recommendations account for most incomplete applications!
Start early and work diligently with your recommenders to get them in on time.*

TRANSCRIPTS

Please forward transcripts for any college/university you attended for at least a full academic year within the last 10 years. If you are not requesting a transcript you must explain the reason you are not requesting one. Transcripts must be official with a raised seal or official marking used by the college/university. Transcripts should be mailed to the following address:

**APA Minority Fellowship Program
MHSAS Predoctoral Application
750 First Street, NE
Washington, D.C., 20002-4242**

GRADUATE RECORD EXAM SCORES

Please have your GRE scores forwarded to MFP (**our institution code is 0187 and our department code is 5199**). While GRE scores are not used to select fellows, they help us evaluate the effectiveness of our selection criteria, and the relevance of these scores to successful graduate school completion. They are required for the completion of your MFP application. Unofficial copies of your GRE score report can be uploaded via FAST or mailed to the following address:

**APA Minority Fellowship Program
MHSAS Predoctoral Application
750 First Street, NE
Washington, D.C., 20002-4242**

If you have any questions about our application process, you may contact the office at (202) 336-6127 or mfp@apa.org. We wish you much success in your graduate school training and as you apply for our fellowship!

REMEMBER, THE APPLICATION DEADLINE IS JANUARY 15, 2012