



CAREER PATHWAYS

in Public Health Laboratory Science

An APHL-CDC Initiative

The Public Health Laboratory Fellowship Program Handbook

For Fellows and Mentors

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A Message from APHL's Chief Learning Officer

Dear Incoming Fellows,

Welcome to the Public Health Laboratory Fellowship Program! We are so pleased that you will participate in the fellowship program to begin your professional journey into the field of public health laboratory science. This program will provide you with experiential learning to include firsthand laboratory training as well as completion of a core training curriculum. Your experience in the public health laboratory will give you direct experience with the significant role that laboratory testing plays in routine as well as emergency responses in public health.

APHL is committed to advancing the public's health through training the next generation of laboratory scientists. Our goal is to train the next generation of laboratory professionals to support the core functions of public health. We are confident the skills you acquire during your fellowship training and overall experiences will empower you to rise to meet the public health challenges that you will face during your career. Our training program includes learning that takes place in the laboratory, mentorship, alignment with core curriculum training, participating in professional development, and other opportunities to take part in public health planning and response.

As you begin, please let us know how we are doing. Our fellowship team is here to support you. Please let us know what we are doing well, but also where you feel improvements can be made and how we can better assist you to achieve your career goals.

Welcome to the fellowship program, and best wishes for an exciting experience in your host laboratory!

Sincerely,

Christine Bean, PhD, MBA, MT(ASCP)
Chief Learning Officer

Introduction and Overview

The Association of Public Health Laboratories (APHL) has prepared this handbook to provide information on the Public Health Laboratory Fellowship Program: an APHL-CDC Initiative, what APHL expects from fellows and mentors, and what fellows and mentors may expect from APHL. It also describes the expected fellow-mentor-host laboratory relationships and responsibilities. To account for the various types of host laboratories and settings that will have fellowships, APHL will collectively consider the host laboratory/agency/site to be referred to as 'host laboratory' or simply as 'host'.

Additionally, this resource includes information related to administrative and operational aspects of the program, such as reporting requirements, stipend payments, tax information, travel requests and more.

APHL may supplement or modify the policies and procedures set out in this handbook at any time during participation in the Public Health Laboratory Fellowship Program and will provide written or electronic notification of the changes. Fellows will also be expected to follow all applicable host specific policies and procedures that cannot be accounted for within this handbook but will only be available from the host.

APHL Overview

APHL is an international organization representing state and local governmental health laboratories in the United States. APHL works to strengthen laboratory systems serving the public's health in the US and globally. Its members, known as public health laboratories, monitor and detect health threats to protect the health and safety of Americans. The mission of APHL is to shape national and global health outcomes by promoting the value and contributions of public health laboratories, and continuously improving public health laboratory systems and practices.

APHL collaborates with laboratory and public health partners to ensure effective surveillance, detection, and responses to health threats. APHL also works closely with federal agencies to develop and execute national health initiatives. During public health emergencies, APHL operates as a coordinating center for laboratory response. In addition, APHL works internationally to build effective national laboratory systems and expand access to quality diagnostic testing services. With over 25 years of experience in dozens of countries on five continents, APHL is recognized internationally as a leader in laboratory science and practice. APHL supports ministries of health with consulting services including laboratory strategic planning, twinning partnerships, laboratory information management systems, quality assurance and training.

APHL's core [membership](#) is comprised of state and local governmental health laboratories in the US, including public health, environmental, agricultural science and food safety laboratories. Representatives from federal agencies, nonprofit organizations, corporations and interested individuals also participate in the association. International participation is expanding in response to the globalization of disease and APHL's active global health program.

The goal of the Public Health Laboratory Fellowship Program is to train and prepare scientists for careers in public health laboratories and support public health initiatives. The Fellowship Program's mission is to provide a high-quality training experience for the fellow while providing workforce capacity to the public health laboratory community. To learn more about APHL, please visit [APHL.org](#) well as the [APHL Strategic Map](#).

Fellowship Program Areas

Fellows will be placed into one of nine program focused areas for their fellowship, and the determination for placement will depend on the mentor's designated project area. The fellowship program covers a variety of topics that cover each of the nine program areas:

- Bioinformatics
- Biosafety and Biosecurity

- Emergency Preparedness and Response
- Environmental Health
- Food Safety
- Infectious Disease
- Informatics
- Quality Management
- Ronald H. Laessig Newborn Screening

For more information about each of these program areas and the work APHL contributes, please visit [APHL Programs](#).

Signed Fellowship Agreement with APHL

Prior to an individual fellow's start date, APHL will enter into a fellowship agreement with the participant. This fellowship agreement will establish the legal rights and responsibilities between APHL and the individual fellowship participant. Its terms will supersede any statement or material in this handbook and its attachments, or in any other information provided by or on behalf of APHL staff. A fellowship may not begin until the fellowship agreement is finalized and signed by a participant and APHL.

Remote or Hybrid Fellowships

APHL strongly encourages fellows to be physically present in their host laboratories to immerse themselves in the program and dedicate their time and effort to the host laboratory. Hybrid, remote, or part-time fellowships are not common and are discouraged. APHL will only allow a hybrid, remote, or part-time status to individual fellows under special circumstances if requested and agreed upon between the fellow, host, mentor and APHL. This request will need to be communicated to APHL before the fellowship begins, or as soon as possible if a transition needs to occur during the fellowship, to amend the fellow's agreement with necessary adjustments for a hybrid, remote, or part-time status. If a transition to hybrid, remote, or part-time is approved, the remainder of the fellowship will be carried out in the hybrid, remote, or part-time status as indicated in the agreement amendments reflecting the status change.

The Public Health Laboratory Fellowship Program will only consider requests from mentors for remote fellowships for positions that could be remote if the fellow were to be hired into that position as a full-time employee with their host, as well as considerations for hosts that may have geographic constraints. The request for a remote fellowship will be considered on a case-by-case basis and must be addressed to the APHL Fellowship Team ahead of time. If APHL approves a remote fellowship, the following will be taken into consideration:

- Fellows working remotely will not receive the one-time relocation stipend or monthly transportation allowance.
- Fellows in the APHL Informatics or Quality Management program areas, based out of APHL headquarters, may be remote fellowships.
- Fellows in Bioinformatics, Informatics and Quality Management program areas with their hosts, may be remote fellowships.
- For a fellowship to be successful remotely, the host must already have a remote work culture established to account for handling virtual meetings and progress reports related to the fellowship project.

Early Departure from Fellowship Program

Fellows are expected to complete the full term of their fellowship as indicated within their signed agreement. This commitment includes not seeking any employment that would interfere with their time obligations with the host. Although APHL ultimately hopes at the completion of each fellowship that each fellow will gain employment in their host laboratories, or another laboratory or agency that supports public health initiatives, there is an expectation that fellows will complete their full expected term. Therefore, as best possible within host hiring systems, hosts should try to not offer a full-time position until close to the end of the fellowship term.

If unforeseen circumstances arise, and the fellow needs to resign from their fellowship position earlier than specified in their fellowship agreement, then the fellow must contact the APHL Fellowship Team at least 30 calendar days prior to their intended resignation date to communicate the reason for departure and to identify the next steps to be completed before exiting the program. As best possible, fellows should work with their host/mentor to wrap up any outstanding work, complete any host specific off-boarding requirements, and return any items to the host laboratory (e.g., identification badges, etc.). Fellows who leave the program early will still be expected to complete their last quarterly report as well as a final exit (end of program) survey. If the fellow's departure is between report deadlines, the APHL Fellowship Team may contact the fellow as needed to complete the necessary reports/surveys.

In addition, the host, mentor or APHL may request an end to a specific fellowship with sufficient reasoning. If the fellow's departure is a mutual decision between the fellow and the host or mentor, APHL will support the decision. If a host laboratory or mentor requests APHL to end a fellowship and provides reasonably supportive reasoning and/or documentation, APHL will support the decision. If the decision to end the fellowship is not mutual, APHL may attempt (in its sole discretion) to coordinate a virtual meeting with involved parties (i.e., fellow, mentor, APHL technical program area representative, etc.) to try to understand and help resolve the situation to allow the fellowship to continue.

The party requesting early termination must provide the other party and APHL with written communication of the reasoning and the terms of the termination (i.e., desired end date). APHL will provide the fellow and mentor with written communication of termination reasoning if a fellowship is terminated at the request of APHL.

If a fellow departs their fellowship without approval from APHL and the host, they will not be a part of the Fellowship Alumni Community, nor will they be granted a letter of recommendation from APHL staff if requested. If APHL learns a fellow has left or stopped working with their host without approval and has already been paid their monthly stipend, the fellow must promptly refund any excess to APHL as specified in their signed fellowship agreement and may not receive any pending reimbursement requests with an outstanding balance if there was a stipend overpayment. Fellows must complete at least 90 calendar days of their fellowship in the first year and leave the program in good standing to be considered an alumnus of the program.

Fellowship Extension to Second Year

The APHL Fellowship Team will send out a [Request for Extension Form](#) to mentors during the last quarter of the first year of the fellowship to gauge the collective interest between mentors and fellows in a program extension for up to one more year (12 months maximum). If both the mentor and fellow agree to an extension, they will complete and return the [Request for Extension Form](#) to fellowships@aphl.org. If funding is available and the extension is granted, the APHL Fellowship Team will notify both mentor and fellow, and APHL will distribute an agreement amendment to the fellow for signature. Fellows that are granted a fellowship extension will be eligible to apply to be reimbursed up to \$2,000 for approved professional development opportunities during the extension. The amount of allocated professional development funds will depend on extension length. Review the [Professional Development Allowance and Reimbursement](#) section below for further details. Fellows extending their fellowship into a second year may receive an increase in their second-year base stipend. The second-year health insurance stipend and transportation stipend will remain the same, for in-person fellows, as described in the monthly pay breakdown of the [Fellowship Stipend](#) section.

Program Requirements

Ethical Standards and Behavior

Mentors and fellows are expected to conduct work according to the highest scientific and ethical standards in compliance with all applicable laws, regulations and policies regarding protection of human research subjects, human care and use of laboratory animals, laboratory safety and ethical standards or codes of conduct. They are to follow all rules and regulations that apply to host personnel, such as safety, breaks and holidays observed, security access, confidentiality, reporting of a conflict of interest, participation in the employee improvement plan, etc.

APHL has the right to suspend the fellow's stipend and/or terminate the fellow's participation if APHL and/or the host determines that their conduct conflicts with terms of the fellowship program as outlined in the fellowship agreement and this handbook, the host's rules, the best interests of the Public Health Laboratory Fellowship Program, or any of the Public Health Laboratory Fellowship Program focus areas. APHL also has the right to terminate the mentor's participation if APHL determines that their conduct conflicts with APHL's rules, the terms of this handbook, the best interests of the Public Health Laboratory Fellowship Program, or any of the Public Health Laboratory Fellowship Program focus areas.

APHL expects fellowship participants (fellows and mentors) to conduct themselves in a manner that reflects [APHL's vision, mission and values](#), and to exhibit integrity and respect while participating in the Public Health Laboratory Fellowship Program. APHL is committed to conducting its activities with the highest ethical and moral standards and encourages all fellows, mentors, members and employees to practice honesty and integrity in fulfilling responsibilities and complying with applicable laws and regulations.

Fellows and mentors may contact the APHL Ethics Reporting System (NAVEX Global's EthicsPoint) to submit a report if something looks illegal or unethical or does not represent APHL's high standards of ethics. Fellows or mentors should report concerns in good faith and have reasonable grounds for believing the information disclosed reflects a violation of policy or procedure. Reporters will have the option to keep their reports anonymous (although, given the situation involved in a particular complaint, absolute anonymity may not be possible). Please appropriately report 24/7 using these tools:

- Web link: aphl.ethicspoint.com
- Mobile intake site: aphl.navexone.com
- Phone numbers: 1-844-979-4928

Plan of Action

Upon arrival at the host location, the fellow and mentor will work to develop a formalized Plan of Action. The purpose of the Plan of Action is to provide a written understanding between the fellow, the mentor/host and APHL for expectations as well as project parameters and goals. The Plan of Action serves as a guideline and overarching agreement about the expectations and opportunities of the fellowship experience in each host location. The Plan of Action is also a tool for the fellow, the mentor and APHL to monitor progress during the fellowship. Plans of Action need to be developed and submitted to APHL through the fellowship onboarding [portal](#) within 30 calendar days of the fellow's start date. An updated or new Plan of Action will be required for fellows who extend their fellowship. For more details, please visit the [APHL Fellowship's website](#).

Progress Reports & Surveys

Fellows and mentors are required to submit several progress reports and surveys, detailed below. For more information about each of these reports and surveys, please visit the [APHL Fellowship website](#).

Onboarding Reports

At the end of months one and two (~30 and 60 days), fellows and mentors will be required to complete brief onboarding reports. The primary purpose of these two reports is to check in on the progress of the fellowship and ensure the fellow is on-boarding appropriately with the host and APHL. Fellowship program reporting requirement details will be provided during the fellowship orientation and in the Fellowship Program [Newsletter](#) described below in the [Communications](#) section.

Quarterly Reports

Fellows and mentors will be required to complete a detailed report each quarter (i.e., every three months) beginning with the third month of the program. These reports will be used to review the fellowship journey and help the fellow, mentor, APHL and CDC identify opportunities that fellows have had, objectives that fellows have been able to achieve and are still working towards, and areas of success as well as areas that may need improvement.

End of Program Report/Survey

Fellows and mentors will be required to complete an End of Fellowship Program survey to provide APHL and CDC with relevant information about the program and the individual experiences to help make continuous quality improvements to the Public Health Laboratory Fellowship Program.

Alumni Survey

Fellows will be contacted at the provided personal, permanent email by APHL after their fellowship concludes at regular intervals (e.g., 1, 3 and 5 years) to follow up and see how the fellowship impacted their careers and to hear about other experiences related to their public health laboratory fellowship experience. APHL will share more information about alumnus surveys with fellows as they near completion of their fellowship term.

Communications

APHL expects that participants will be accessible via email during the fellowship. The host will provide the fellow with access to a computer and an individual work email address. Fellows are also required to provide APHL with a “permanent” personal email address that can be used for communication between APHL and the fellow, and particularly for post-program (alumni) purposes or in the event of an emergency. Fellows and mentors can contact the [APHL Fellowship Team members](#) directly or via fellowships@aphl.org.

Office Hours

The Public Health Laboratory Fellowship Program provides weekly office hours for fellows and mentors to attend and speak directly to APHL Fellowship Team staff members without an appointment. Each office hour participant’s privacy is respected, and breakout rooms will be available to privately discuss the matter at hand. The link to the Office Hours can be found on the [APHL Fellowship website](#).

Newsletter

APHL will send monthly newsletters to both fellows and mentors that provide important information and regular updates. Fellows and mentors are expected to read these newsletters in their entirety and complete by their assigned due dates any action items (e.g., reporting requirements) that are listed.

CoLABorate

[CoLABorate](#) is APHL’s member-only community of practice forum and is used to convey important messages as well as establish a place of discussion for members of each CoLABorate site. APHL has established a CoLABorate site specifically for current fellows and a separate CoLABorate site for mentors. All members of a CoLABorate forum

will have the ability to receive and post messages in that specific community. The APHL Fellowship Program will use the Fellow CoLLABorate Community often to share updates and other information in addition to what is provided in the monthly newsletters. When a fellow is considered an alumnus, they will be removed from the current Fellowship CoLLABorate community and will be added to the Fellowship Alumni CoLLABorate community. APHL has several other CoLLABorate communities that fellows may request to be member of and APHL will provide more information about these other communities as part of the fellow orientation.

Feedback Process

APHL will routinely issue surveys and provide other mechanisms (e.g., quarterly reports, anonymous feedback system, conduct focus groups, etc.) to collect feedback in order to evaluate the fellowship program and to make continuous quality improvements. APHL also recognizes that misunderstandings or conflicts can arise in any program and, to ensure effective working relations, it is important that such matters be resolved before any serious problems develop. It is important that both mentor and fellow provide feedback to each other to ensure a successful working relationship and to ensure the project plan is being completed. If the fellow, mentor, or another member of the host site staff believes there is a situation that is detrimental to a participant, the assignment or the fellowship program, that person should promptly notify the fellowship team at fellowships@aphl.org or the Public Health Laboratory Fellowship [Program Manager](#) of the situation. As the situation warrants, the Program Manager may involve other members of APHL staff or outside consultants to address the issue.

Fellows and mentors are encouraged to provide feedback to APHL. Feedback can be provided within surveys or required reports (e.g., onboarding, quarterly reports, etc.) that APHL sends out, within the weekly office hours, sent directly to [APHL staff](#), or through the APHL Fellowship [Anonymous Feedback form](#).

Time Reporting and Leave

The mentor/host will be responsible for monitoring, approving and tracking fellows' paid time off (PTO) which encompasses vacation, sick and personal leave. The APHL Fellowship Team will not be tracking or responsible for maintaining an accurate record of PTO, COVID-19 time off, Jury Duty, or other short-term leave. Long-term leave, including maternity, medical or military leave, must be reported to and approved by APHL prior to the start of the leave, or as early as possible after the leave begins.

The fellow and mentor should agree upon a PTO tracking system that will be maintained by both parties and may or may not mirror the structure the host may already have in place. APHL expects the fellow to report to the host during the host's established regular business hours. Mentors and fellows should follow the leave requirements indicated below. Mentors and fellows should also create a regular (e.g., weekly) work schedule that fits for both of their schedules and the requirements of the project and host work hours. This schedule may be changed as needed and as appropriate with the mentor and fellow input and approvals.

Paid Time Off (PTO)

The fellow will receive 12 days of PTO per year of their fellowship, which encompasses vacation, sick leave and personal days. PTO days must be approved and tracked by the mentor/host prior to taking the leave. When appropriate, the mentor may also work with the fellow to try to "flex" the fellow's time away from the laboratory for any short absences (e.g., leaving early or coming in late) to make up the time. Any requests for "flex" time should be approved by the mentor. Mentors should encourage their fellow(s) to use their PTO balance. However, the fellow may not be away from their fellowship assignment for more than a total of 12 days in a twelve-month period without APHL's approval of extended leave. Therefore, if a fellow's absence exceeds their 12 PTO days, the APHL Fellowship Team will require the mentor to notify the team at fellowships@aphl.org. Anything exceeding 12 days, without an extended leave approval or proper documentation, will be considered 'leave without pay'. For short or intermittent leave that is accompanied by proper documentation (e.g., doctor's note, jury duty summons, etc.) the fellow would not be required to use their PTO days.

If the fellow extends their fellowship for a second year and has not used all 12 PTO days, up to three days of PTO may roll over from year one to year two for a maximum of 15 days in year two. If PTO days are not used by the end of the fellowship, the time will be forfeited, and the fellow will not be 'paid out' for any remaining PTO balance.

Extended Leave

If a fellow requests extended time away (e.g., medical procedures, parental leave, etc.), up to four consecutive weeks may be approved by the mentor with appropriate documentation (e.g., doctor's note). The mentor must contact fellowships@aphl.org to provide the extended leave documentation and copy the fellow on the communication so APHL can grant the fellow the extended time off without affecting the fellow's stipend. Time off that exceeds the approved four consecutive weeks will be leave without pay.

Jury Duty

If a fellow is summoned to jury duty during their fellowship, this must be communicated immediately to the host/mentor with proof of the summons provided. Fellows will need to coordinate any time away from the host with their mentor, especially if the jury duty service may be expected to take longer than a day. Fellows will still receive their stipend while attending jury duty and will not need to use PTO for the purpose of jury duty.

Military Leave

If a fellow has a military related obligation and would need to be deployed or pulled away from the host for another related reason for an extended leave, the mentor or host must notify the APHL Fellowship Team at fellowships@aphl.org of the anticipated extended absence.

Unknown Absence

If a fellow is away from their host for more than three consecutive days without notice, the mentor must notify the APHL Fellowship Team at fellowships@aphl.org immediately. These unique cases will be addressed on a case-by-case basis by the APHL Fellowship Team and the host/mentor.

Fellow & Mentor Challenges

The Public Health Laboratory Fellowship Program does not anticipate challenges, but if they do arise, the fellow and mentor are encouraged to collaboratively reach a solution. Some suggestions might include reducing the scope of the project, creating a structured written plan to reach goals, or for the mentor to provide additional guidance for the fellow. If the fellow and mentor require additional support regarding their challenges, they are encouraged to visit the APHL [current mentors](#) or [current fellows](#) webpages for helpful resources, reach out to the [APHL Technical Program Area](#) staff, the APHL Fellowship Team at fellowships@aphl.org or utilize the Fellowship Team's virtual weekly office hours.

Fellow Overview

Program Requirements

Roles and Expectations

Fellows are expected to complete their entire fellowship period to which they have been appointed as specified in their fellowship agreement. In accepting the fellowship position under the Public Health Laboratory Fellowship Program, the host and APHL have endeavored to support the unique educational and training opportunities afforded to the fellow. APHL also expects that the fellow will neither seek out nor accept an offer for a position at the host laboratory or elsewhere, until after completion of the full fellowship assignment under the Public Health Laboratory Fellowship Program.

APHL further expects the fellow to devote full-time attention and energy to the Public Health Laboratory Fellowship Program and will not seek out other employment in a manner that would conflict with their duties, responsibilities and obligations under the Public Health Laboratory Fellowship Program. However, if the fellow plans to seek out additional paid employment, approval must be obtained by the mentor and APHL Fellowship Team to determine that the additional employment is necessary and will not interfere with their fellowship. Similarly, fellows may not be enrolled in a 'full-time' level of academic course work in a manner that would conflict with fellowship responsibilities.

Fellows are expected to comply with all the requirements listed in their signed agreement, the elements listed in this handbook (e.g., reporting requirements, etc.), and any host-specific requirements. Fellows who do not comply may be subject to remediation actions taken by their host or potentially have their stipend paychecks held until required actions are taken. Fellows who do not comply, and do not work through remediation actions, will be subject to termination from the Public Health Laboratory Fellowship Program and will not be considered an alumnus of the program. The fellow is expected to fulfill the responsibilities outlined below:

- Perform fellowship duties at the host laboratory daily; maintaining normal working hours as set by mentor or host.
- Refrain from working on personal work or non-approved laboratory work during fellowship work hours.
- Collaboratively develop a Plan of Action with mentor within the first 30 calendar days to serve as a guideline and overarching agreement about the expectations and opportunities of the fellowship experience.
- Complete Onboarding Reports each month for the first three months of the fellowship program.
 - The first report will be at the end of the first month of the fellowship.
 - The second report will be at the end of the second month of the fellowship.
 - The third report will be at the end of the third month and will be the first quarterly report.
- Review and complete Quarterly Reports during each quarter of the fellowship program.
- Complete the [Training Plan](#) developed by APHL and CDC.
- Pursue professional development opportunities, as approved by the mentor and APHL Fellowship Team.
- Establish regular patterns of communication with the mentor and set agendas for each meeting with enough time for the mentor to review prior to the meeting.

Orientation

Fellows are required to attend a virtual orientation within their assigned cohort (winter, spring, summer or fall). Orientations will be offered routinely (e.g., once a month) to provide fellows with an overview of the program, describe program requirements and location of key resources, and provide an opportunity to ask questions and to meet APHL staff and other cohort fellows. APHL Fellowship Program staff will share more details about orientation at the time the fellow submits their signed agreement and will invite all new fellows to the soonest orientation for their cohort.

Onboarding

The APHL Fellowship Program staff will communicate with all fellows during the initial onboarding period by means of emails, newsletter distribution lists, phone calls, weekly office hours and other methods to ensure essential information is shared. APHL will primarily be responsible for helping new fellows get their signed agreements in place, setting up their stipend paychecks, and providing important information about the program and the program requirements. Most of the other day-to-day onboarding efforts will take place at the host laboratory to ensure the fellow will be set up to work and enrolled in the host laboratory specific safety, security and training programs.

Training

Fellows will receive specific training from their host laboratory or mentor as it relates to their Plan of Action and scope of work. Additionally, APHL will provide a training plan, based on general and cross-cutting [Public Health Laboratory Competencies](#). The [APHL Training Plan](#) consists of required and optional self-paced, asynchronous training resources (e.g., online courses, videos, reference guides) and activities (e.g., core competency activity guides) to support the fellowship experience.

Fellowship Stipend

APHL will provide financial assistance to each fellow in the form of a stipend. The fellow will find their stipend amount and the terms and conditions associated with stipend payments in their individual fellowship agreement. While APHL generally utilizes the US Health and Human Services Public Health Service (PHS) guidelines and the government's federal salary and general wage scale schedule (GS) to aid in establishing the fellowship stipend amounts, this does not guarantee that the fellowship stipends will strictly follow either the PHS guidelines or the GS rating scale. <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages>

APHL will disburse the stipend amount in monthly payments to fellows through its third-party payroll service provider, ADP Inc. Upon enrollment in the fellowship program, fellows will receive an email from ADP with a registration code and their associate ID number that will allow them to register for payroll services. Once registered, fellows will be able to view a schedule of stipend payments on the ADP home page. APHL strongly encourages all fellows to use direct deposit for receipt of their stipend. Fellows will have the opportunity to input their banking information in ADP once they have completed ADP registration. Fellows are expected to complete their ADP onboarding within three days of receiving the "Welcome" email from ADP. Fellows are encouraged to use this helpful [guide](#) to complete their ADP onboarding. As long as the fellowship began on or prior to the 15th of a month, the fellows should receive their first paycheck on the last working day of the month in which they begin their fellowship. If a fellow began their fellowship on or later than the 16th of a month, the fellows would receive their first paycheck on the last working day of the following month. It is therefore highly encouraged that fellows begin their fellowship on or before the 15th of a month. During the fellowship, fellows will be paid on the last working day of each month.

The monthly stipend pay will include:

- The base stipend amount divided by 12 (months).
- The health insurance stipend of \$500 (\$6,000 total over the year).
- And the transportation stipend of \$86.67 (\$1,040.04 total over the year).

Supplementary Support Funds

Supplementary support funds are allocated to each fellow at the start of their fellowship to help offset expenses associated with a fellow's participation in the program. These include relocation, unexpected hardship, and other situations that could have prevented the fellow from participating in their fellowship. These funds will be distributed as one one-time payment which will be included in the fellow's first paycheck and is intended to be used on an as needed basis by the fellow throughout their participation in the program. Supplementary support funds are calculated individually and will therefore differ between fellows depending on relocation parameters. Please see below to identify how these funds are calculated per fellow.

Relocation Stipend

Fellows with an in-person fellowship (non-remote) will be provided a relocation stipend in their first paycheck as part of their supplementary support funds to help offset the cost of relocating from their current home address to their new home address to be closer to their host. Fellows will receive \$1,500 if their relocation was less than or equal to 500 miles, including fellows who elected not to move. If a fellow's relocation exceeded 500 miles, they will receive \$3/mile up to \$5,000.

Under the special circumstance that a fellow is remote, they will not receive a relocation stipend but will be approved to be reimbursed up to \$2,000 on a one-time basis to visit their host in-person once per fellowship year. Some fellows in the Infectious Disease program area that are funded specifically from the APHL Infectious Disease Department's budget will only receive a flat \$1,500 for relocation expenses, and this amount will be clearly listed in the fellowship agreement.

Hardship Support Stipend

All fellows will be provided a hardship support stipend in the amount of \$1,500 in their first paycheck as part of their supplementary support funds to support fellows through unexpected barriers that may arise while participating in the program such as those related to housing, relocation, family or medical related issues.

Fellowship Funding Sources

Most public health laboratory fellowships are funded under the American Rescue Plan, Workforce Pipeline Project in the Enhancing Public Health Laboratory Capabilities and Increasing Capacity (ECIC) cooperative agreement between APHL and CDC. However, there are some public health laboratory fellows funded through the Infectious Disease Program in the ECIC cooperative agreement from other sources of funding. These "program-funded" fellows can be placed at CDC laboratories or at public health laboratories that support the specific infectious disease programs, such as advanced molecular detection (AMD), bioinformatics, antimicrobial resistance, influenza or vector-borne diseases. In addition to the different funding sources, there may be some minor differences between the fellowships such as relocation reimbursement amounts and the potential to travel internationally. The APHL Infectious Disease Team or the APHL Fellowship Team will communicate any significant differences to program-funded fellows.

Health Insurance

While participating in the Public Health Laboratory Fellowship Program, the fellow is considered a non-employee working in a host laboratory outside the control of APHL. As such, neither the host nor APHL are responsible for the provision of insurance coverage and will not provide any insurance coverage, including workers compensation or unemployment insurance. Therefore, fellows must procure and maintain coverage under a health insurance plan of their choosing and will be responsible for payment of all insurance costs while participating in the Public Health Laboratory Fellowship Program. Fellows must provide APHL with proof of insurance coverage in their [APHL Portal](#) prior to the start date specified in their fellowship agreement. APHL provides all fellows with \$500 per month (\$6,000 per year) to help cover the cost of health insurance. Any fellow who does not provide APHL with proof of their insurance within the first 60 calendar days of their fellowship will be subject to fellowship termination.

Income Taxes

Under Internal Revenue Service (IRS) regulations, the applicants who participate in the Public Health Laboratory Fellowship Program are considered "fellows" (versus employees) for US income tax purposes due to the specific characteristics of the fellowship assignment. As a result, APHL will have no responsibility for federal, state and local tax withholding from fellow stipend payments since APHL fellowship stipends are not considered salaries. APHL assumes no tax liability and will not submit a Form 1099 at the end of any calendar year during the fellowship assignment. Under Section 117 of the Internal Revenue Code, non-degree candidates are required to report, as gross income, all stipends and any monies paid on their behalf for course tuition and fees required for attendance. Additional tax related information is available on the Fellowship [website](#) but APHL strongly encourages fellows to seek individual tax advice from a certified accountant so that they can fully understand the tax implications associated with their fellowship stipend payments.

Status of Fellows

Fellows enrolled in the Public Health Laboratory Fellowship Program are enrolled in an “Educational Experience Program” for the duration of their fellowship term. For host purposes, this means that a fellow is technically not an “employee” of the host and therefore may not have all the access and privileges of a host employee, such as access and enrollment in employee assistance programs. Please note that systems and programs will vary between hosts, as will what each host may be able to offer or provide to their fellows. The “Educational Experience Program” designation also plays a role in how the fellowship stipend amount is considered taxable (more information below).

Fellows will automatically receive an [APHL Student membership](#) during their time as a fellow, and for one year after their fellowship ends, to encourage their continued engagement with APHL.

Citizenship Status

Fellows must be a current US citizen and permanent US resident to apply and participate in the Public Health Laboratory Fellowship Program.

Student Status

Upon request, APHL may provide the fellow with a letter indicating their participation in the Public Health Laboratory Fellowship Program for purposes such as income verification and to request that they be allowed to register for a conference or meeting with the organizer’s student rate (when applicable). For conference/meeting registration purposes, the sponsoring organization will have no obligation to offer the fellow a student rate and it will be entirely in that organization’s discretion as to whether student status will be honored. Please note that some external (non-APHL) conference organizers may not consider a fellow to be a “student” as the Public Health Laboratory Fellowship Program does not lead to a degree or certificate.

Student Loan Deferment

Although APHL is not considered the fellow’s employer, the IRS and lenders may consider the Public Health Laboratory Fellowship Program as a “qualifying program” for loan deferment since the fellowship is designated an “Educational Experience Program.” This means fellows may qualify for the deferment of student loans while they are enrolled in the Public Health Laboratory Fellowship Program. For more details, please visit the [Fellowship Program website](#).

Safety

It is assumed that fellows will be working in environments (e.g., host laboratories or off-site locations for field work) where hazardous conditions or hazardous materials may be present. Therefore, it is critical that all fellows strictly follow all host policies, procedures and practices as they relate to safety, training or other relevant subjects (e.g., evacuations, COVID-19 protocols, etc.).

Vaccinations

Laboratories may require different proofs of vaccination and specific vaccines. Fellows should note that some vaccinations require more than one shot to fully complete a series, and this may be difficult to achieve within a one-year fellowship term. Hosts may be able to provide fellows with a vaccination through their occupational health program if the vaccination is required by their facility. Otherwise, fellows may be able to obtain a required vaccination through their own insurance and be reimbursed by APHL after. Fellows would need to have any reimbursement pre-approved and should communicate this need to the APHL Fellowship Team at fellowships@aphl.org if a vaccine would be requested to be reimbursed. Fellows should discuss individual host requirements, including vaccinations, with their mentor prior to the start of their fellowship term.

Security Clearance

Hosts may require additional security clearance measures for certain types of work or access to certain areas. This requirement must be discussed between the host, mentor and the fellow, and the host must provide details for how they will provide the fellow with proper laboratory-specific security clearances.

Professional Development Allowance and Reimbursement

As described below, APHL will allocate funding per fellow, per fellowship term to be used for professional development opportunities. However, APHL also encourages hosts to provide funds (when and if available) for fellows' professional development opportunities. Regardless of who pays for the opportunity, the fellow must have approval from APHL and their mentor before they embark on a professional development opportunity.

APHL expects that fellows use their professional development funds on project-related opportunities or materials that enhance their fellowship experience and professional development. Please keep in mind that these funds are for fellows, not mentors or other host personnel. Information about approved professional development opportunities, as well as submitting a professional development request, can be found through the [APHL fellowship website](#). The APHL Fellowship Team will review each request submission and, if approved, the fellow will pay for expenses up front and then submit for reimbursement. APHL will review the expenditures submitted for reimbursement and will then make payment to the fellow. Please note that per CDC, these funds cannot be used for equipment purchases (e.g., laptops). New requests for subscriptions, memberships and exam preparation materials submitted within the last 90 calendar days of the fellowship, and most all new requests submitted within the last 30 calendar days, will **not** be approved as this time frame hinders the fellow's ability to maximize the use of these resources during their fellowship. These funds are not available for use for professional development opportunities occurring after the completion of the Public Health Laboratory Fellowship Program.

Second Term (Second Year Fellowship) Professional Development Funding

If a fellow is granted a second-year extension, APHL will again allocate the fellow funding to be used for professional development opportunities. The amount of funding allocated will be determined by the extension length. Please see the [APHL fellowship website](#) for additional details. Unused professional development funds from a fellow's first fellowship term cannot be rolled over into a fellow's second fellowship term.

Experiential Learning Options for Extending Second Year Fellows

If a fellow is granted a second-year extension, they may participate in an in-person experiential learning option during their extension when applicable and depending on the extension length of time. These in-person options include:

- An approved scientific conference of the fellow's choosing
- An on-site laboratory training / immersion at another laboratory
- A leadership forum (applicable only to Master's and Doctorate level fellows)

Prior to the start of all fellow's second year extension, the APHL Fellowship Team will provide fellows will additional information and, if applicable, the fellow will be asked to indicate which in-person experiential learning option they plan to participate in. Please see the [APHL fellowship website](#) for additional details.

APHL Sponsored Travel

Fellows may travel for various reasons during their fellowship, including to attend meetings, trainings or conferences, participate in fieldwork, or take part in an outbreak investigation. A fellow's travel request will be captured when they submit various program request forms. All APHL-sponsored travel must be approved by the

APHL Fellowship Team prior to the fellow booking the travel. If a travel request is approved, fellows can travel via air, train, driving a personal vehicle, taking public transportation, or using a rideshare option such as Uber or Lyft. Fellows cannot be reimbursed for rental car transactions except in specific circumstances. See the [Domestic Travel](#) section for more information. Fellows are expected to use the federal per diem reimbursement rate for lodging for the specific geographic location as a guide when booking lodging. Fellows unable to obtain the per diem rate must contact the APHL Fellowship Team for approval to book a significantly higher rate. APHL will not reimburse fellows for lodging at online marketplace rentals, such as Airbnb and Vrbo. No matter the travel circumstances or destination, fellows must adhere to professional standards and behavior as fellows will be actively representing the Public Health Laboratory Fellowship Program as well as their host. With the exception of emergencies, typically, there will be a deadline of one week prior to a travel event where a traveler will not be able to make any changes to their set itinerary.

Domestic Travel

Travel related to the Public Health Laboratory Fellowship Program will be domestic, except for very rare circumstances (see [International Travel](#) section). As described above, fellows have many options for mode of transportation and are encouraged to use the most economical method of transportation when traveling, including economy class for airfare as well as using public transportation or a rideshare option instead of a rental car. Rental cars can be booked if no public transportation or rideshare options are available, but justification for a rental car will need to be provided to the APHL Fellowship Team for prior approval.

Fellows intending to travel via train or airplane in order to participate in an opportunity related to their fellowship must book tickets through the [APHL Travel Site](#). Fellows will need to contact the APHL Fellowship Team at fellowships@aphl.org about intended travel so that the Fellow can be added as a traveler to the travel system. The fellow can then proceed with booking airfare using the instructions in the [Professional Development Procedure Guide](#). Fellows intending to drive a personal vehicle to participate in an opportunity related to the fellowship will need to contact the APHL Fellowship Team so they can determine the most economical method of transportation (driving vs. flying) as APHL will only be able to reimburse mileage up to what the cost of airfare would have been. For example, if the total cost of mileage is \$500 but the flight would have been \$300, the fellow would only be reimbursed \$300. Fellows intending to drive a personal vehicle and receive reimbursement for mileage must also submit a request through the [APHL Travel Site](#).

International Travel

Unless approved and funded by their host or program area, fellows should not be traveling internationally for professional development opportunities while in the Public Health Laboratory Fellowship Program. International travel for fellows is not sponsored by APHL due to liability, the extensive approval process, the prolonged time spent away from the program, and the limited professional development funds available to fellows. If international travel is approved and can be funded, the fellow will be instructed on how to use the International Travel Request System by APHL.

APHL Annual Conference

All first-year fellows are expected to attend the [APHL Annual Conference](#) which typically occurs in May. APHL will sponsor the travel for each first-year fellow, including airfare, hotel and conference registration. APHL will also provide the fellow a travel stipend to offset expenses associated with per diem for meals not provided during the meeting, and transportation to and from the airport. More details will be provided by the APHL Fellowship Team within the few weeks before the Annual Conference each year. Extending second year fellows have the option to attend the APHL Annual Conference again as their experiential learning option as outlined in the [Experiential Learning Option](#) section and on the [APHL Fellowship website](#).

Lobbying Restrictions

Since the fellowship stipend will be paid using federal grant funding provided to APHL by a federal funding agency, none of the stipend payments may be distributed by—or on behalf of—the fellow to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress who is in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, or the entering into of any cooperative agreement, extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

Publications and Presentations

Funding Acknowledgement and Disclaimer

Fellows must send the APHL Fellowship Team a copy of all papers published as a result of their appointment with the host regardless of if papers are published during or after the fellow's participation in the fellowship program. All published reports, journal articles, professional presentations or any other document or material that rely on the research conducted during participation in the fellowship program must include an acknowledgement such as the following:

"This publication is supported by Cooperative Agreement Number NU600E000104 (CFDA #93.322), funded by the Centers for Disease Control and Prevention (CDC) of the US Department of Health and Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of APHL, CDC, HHS or the US Government. This project was 100% funded with federal funds from a federal program of [APHL will provide the funding amount]."

Prior to publication, the fellow must contact the APHL Fellowship Team at fellowships@aphl.org to verify the acknowledgement requirements for the fellowship program.

Use of APHL Logos

Fellows should only include an APHL logo in a publication or presentation if an APHL Staff Member was involved in the project that is being included in the publication or presentation and has been provided with an opportunity to review the publication and presentation. When contacting the Fellowships Team for the logo, please provide a brief description of the work and its intended or target audience. If no APHL Staff Member was involved in the project then Fellows should use the host logo, with approval from their mentor.

Style Guide for Publication, Posters and Presentations

Fellows should refer to the fellowship program as the Public Health Laboratory Fellowship Program: An APHL-CDC Initiative. Fellows should refer to themselves as "APHL-CDC Public Health Laboratory Fellowship participants" or "APHL-CDC Public Health Laboratory Fellows." The host's name and the complete funding acknowledgement must be included in publication, poster or presentation. Please replace "publication" in the acknowledgement with the appropriate word if applicable. If a fellow is asked to represent APHL and/or the Public Health Laboratory Fellowship Program, APHL can provide branding materials upon request.

Use of Funding Agency or Third-party Logos

Fellows may not use federal funding agency or third-party logos without prior written authorization from APHL. Fellows may not use the host logo without prior written authorization from the mentor, the host laboratory director, or the appropriate host representative as required by the host.

Publication of Peer reviewed Materials

Under pursuant applicable federal grant regulations and federal funding agency public access policies, fellows will be required to submit into the National Institutes of Health Manuscript Submission (NIHMS) system an electronic version of the final, peer-reviewed manuscript (defined below) of the work developed under or in connection with the fellowship assignment upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication.

At the time of submission, the fellow or the host's submitting author must specify the date the final manuscript will be publicly accessible through PubMed Central (PMC). The fellow or the host's submitting author must also post the manuscript to PMC within 12 months of the publisher's official date of final publication; however, the host is strongly encouraged to make the subject manuscript available as soon as possible.

The fellow and the host laboratory must obtain prior written approval from APHL—who, in turn, must obtain prior approval from the federal funding agency—for any exception to this requirement. For purposes of this section of the handbook, the “final, peer-reviewed manuscript” is defined as the final version accepted for journal publication and includes all modifications from the publishing peer review process and all graphics and supplemental material associated with the article.

APHL Fellowship Program Publications and Other Program Promotional Materials

Under the Fellowship agreement, the fellow grants APHL the right to use their name and photograph or likeness for the purpose of generally promoting APHL and its programs, without payment or compensation. From time to time, fellows and mentors may also be invited to participate in Public Health Laboratory Fellowship Program promotion activities and have quotes or stories used from their experiences. Such activities will only take place or be published with the express permission of the fellow, mentor or host. Participation in these activities is strictly voluntary and will have no bearing on the final outcome or final evaluation of the fellowship.

For more details and submission information, please visit the [Public Health Laboratory Fellowship Program website](#).

Intellectual Property Rights

Patents and Inventions

While APHL follows US federal grant recipient-related guidelines and will neither interfere in an attempt to seek a patent nor claim any right to inventions made by fellows, the host may have rights in and to any invention connected to the participation in the Public Health Laboratory Fellowship Program and may require fellows to seek a patent or claim intellectual property rights through the host's processes and procedures. Fellows will have to check with, and may need to coordinate with, their mentor or a staff representative from the host as part of any patent application or invention claim.

Copyright Interests

The US federal government will have a royalty-free, non-exclusive and irrevocable right to reproduce, publish and otherwise use publications, data and other copyrightable works developed by fellows during their time in the Public Health Laboratory Fellowship Program. The US federal government may also grant a sublicense of these rights to others to do so for federal purposes.

For purposes of this paragraph, the term “data” means recorded information, regardless of the form or media on which it may be recorded, and includes:

- Writings
- Films
- Sound recordings

- Pictorial reproductions
- Drawings, designs or other graphic representations
- Procedural manuals
- Forms
- Diagrams
- Workflow charts
- Equipment descriptions
- Data files
- Data processing or computer programs (software)
- Statistical records and other research data.

Mentor Overview

All Public Health Laboratory Fellows are assigned to a designated host and mentor. Hosts are typically APHL member laboratories, but they also may be laboratories in a federal agency or with another organization working in one or more aspects of public health. The hosts that are paired with fellows in the fellowship program have a demonstrated capacity to provide all fellows with technical training and research opportunities in the Public Health Laboratory Fellowship Program focus area.

Roles and Expectations

Training

The mentor will oversee the fellow's training and research and/or project activities, ensure that fellows are familiar with relevant techniques, practices and policies in each specialty, and encourage the fellow's overall professional development. The mentor will support fellow participation in the [Training Plan](#) and be available to discuss those topics and learning activities. Mentors are encouraged to provide (when and if available) funds for fellow travel and training needs, as well as opportunities for fellows to participate in a field investigation or laboratory assignment to assist with an outbreak investigation.

Fellow Status and Classification

A fellow's appointment at a host location during the fellowship does not mean the fellow is an employee of the host. Some hosts may classify their fellows as "contractors" to align with their established systems for things (e.g., assigning badges, providing email addresses). Mentors should discuss this classification assignment with their fellow(s) and convey what will be included or not included for the fellows due to this classification.

Program Requirements

The mentor is expected to fulfill the responsibilities outlined below. Although fellows may possess sophisticated methodology skills, they still require guidance and direction from their mentors as part of the Public Health Laboratory Fellowship Program for professional development purposes. The mentor should:

- Oversee the fellow's work activities by:
 - Creating an environment that fosters professional development.
 - Offering advice, feedback and assistance.
- Guide the fellow to broaden their network of professional colleagues.
- Direct the fellow to assess resources needed to accomplish goals by, for example, gaining access to data and subject-matter experts.

- Support and encourage the fellow in their technical development, including the [Training Plan](#) provided by APHL and CDC.
- Inform the fellow of professional development opportunities, encourage their attendance and provide input on how to maximize the use of the APHL-allocated professional development funds.
- Express a caring and interested attitude in the fellow's present activities, future goals and interpersonal relationships with laboratory staff.
- Collaboratively develop a [Plan of Action](#) with the fellow to serve as a guideline and overarching agreement about the expectations and opportunities of the fellowship experience.
- Complete an [onboarding report](#) at the end of the first and second months of the fellowship for each fellow they are overseeing.
- Review and complete [quarterly reports](#) (i.e., every three months) for each one of their fellows during each quarter of the program.
- Complete an End of Program Survey to provide continuous quality improvement feedback.
- Establish regular patterns of communication with the fellow that includes regular meetings with fellows that will include agendas set by fellows.

Onboarding

Before the fellow arrives at the host laboratory, the host or mentor is expected to:

- Ensure appropriate office space and equipment (e.g., telephone, computer) are available and set up.
- Have essential items for the fellow's assignments and projects available.
- Provide an identification badge, key card(s), email address, laboratory access and related health and safety information including vaccinations specific to the laboratory, parking permit and information about host-specific training, especially on computer use and personal protective equipment (PPE) requirements.
- If necessary, provide assistance and/or recommendations for the fellow for lodging for the duration of the fellowship.
- Inform co-workers and office staff of the fellow's start date and make sure the administrative details given above are in order.
- Be sure everyone understands the purpose and terms of the fellowship, including how long the fellow will be at the laboratory and what their work schedule will be.

Upon the arrival of a fellow at a host laboratory, the host laboratory or mentor is expected to:

- Welcome the fellow to the laboratory and introduce them to staff—including the laboratory director—as well as orient the fellow to the environment and resources available to them.
- Ensure the fellow receives an identification badge, keys and other items as outlined in the section above.
- Review the roles of the fellow and mentor as well as individual expectations each person has for the duration of the fellowship.
- Work with the fellow to develop a mutually agreed upon [Plan of Action](#). The Plan of Action will ultimately be submitted by the fellow within 30 calendar days of the fellow's start date.

Orientation

Mentors will have an opportunity to attend a virtual orientation. First-time mentors are required to attend orientation their first year; in subsequent years, orientation will be optional. This will provide mentors with the opportunity to ask questions, meet other mentors as well as APHL staff and afford mentors an overview of the program.

Mentor Surveys

As part of the Fellowship Program all mentors and other relevant supervisors will be required to participate in survey evaluations. These surveys assist in data collection and reporting to the CDC and help APHL improve the fellowship program. Individual responses will not be shared with fellows without written permission. In accordance with [APHL's Data Access and Sharing Policy](#), only aggregated de-identified data will be released in any report.

Survey overview and intended timeline:

1. Application Survey – One-time survey immediately following application submission,
2. Orientation Survey - One-time survey immediately following orientation,
3. Post-Experience Survey – In-depth survey following the end of each fellow placed; a set of questions will be asked for each fellow supervised.

Fellowship Project Supply Fund

APHL can provide mentors with up to \$10,000 per fellow, per fellow agreement year to cover non-equipment supplies needed for the specific fellowship project. This funding will be available by request from the mentor to APHL and will be provided as reimbursement to the host. These are one-time reimbursements per fellow, per fellowship agreement year.

Mentors will provide an initial total estimate of the cost and supply categories of their intended purchases related to the fellow's project by submitting a request form. Following submission, mentors will be contacted by the APHL Fellowship Team indicating if the request is approved, rejected, or needs revisions. If approved, the mentor can move forward with purchasing the items noted. Once all items listed in the initial request have been purchased, the mentor will submit their one-time reimbursement request using the final submission form. Receipts will not be needed. To submit a request for Project Supply Funding, please visit the [Current Mentors website](#).

Please review the following restrictions before submitting a project supply fund request:

- Federal government laboratories (e.g., CDC laboratories) are not eligible for project supply funding.
- These funds cannot be used to purchase equipment as defined by the [Code of Federal Regulations](#), or any individual item with a value of \$5,000 or more.
- Beginning July 2023, mentors must submit their request for supply funds within the first six months of the fellowship term.
- To guarantee reimbursement of approved purchases, the supplies requested need to be purchased and the final submission form needs to be submitted for reimbursement prior to the fellow's end date.

Second-Year Project Supply Funding

Mentors of fellows that are granted a fellowship extension, and their fellow extends their fellowship for an additional full year, can again apply to receive up to \$10,000 to be used for approved project supplies. Mentors of fellows who extend their fellowship for less than one full year can apply to receive prorated project supply funds in the following amounts based on their fellow's extension length:

Extension Length	Allocated Funds
1-3 months	\$2,500
4-6 months	\$5,000
7-9 months	\$7,500
10-12 months	\$10,000

Unused project supply funds from a fellow's first fellowship term cannot be rolled over into a fellow's second fellowship term.

Appendix A – Important Contacts and References

Association of Public Health Laboratories (APHL)

7700 Wisconsin Avenue, 10th Floor
Bethesda, MD 20814
240.485.2745
Fax: 240.485.2700
www.aphl.org

Public Health Laboratory Fellowship Program

[Laboratory Fellowships \(aphl.org\)](http://www.aphl.org/Laboratory-Fellowships)

General email address for the APHL Fellowship Program (preferred primary method of contact)

fellowships@aphl.org

Individual APHL Staff Contacts

Robert Nickla
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Andrea Nowak
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Maura Watson
Specialist, Fellowship Program
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Anonymous Feedback

APHL Fellowship [Anonymous Feedback form](#)