Fellow Handbook

APHL Fellowship Programs
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>About APHL</td>
<td>3</td>
</tr>
<tr>
<td>This Handbook</td>
<td>3</td>
</tr>
<tr>
<td>Structure of the Fellowship Program</td>
<td>4</td>
</tr>
<tr>
<td>Contract with APHL</td>
<td>4</td>
</tr>
<tr>
<td>Mentor and Host Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>Plan of Action</td>
<td>4</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>5</td>
</tr>
<tr>
<td>Focus on Fellows Brochure</td>
<td>5</td>
</tr>
<tr>
<td>Email Communication</td>
<td>5</td>
</tr>
<tr>
<td>Fellowship Stipend</td>
<td>5</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>6</td>
</tr>
<tr>
<td>Professional Development Allowance</td>
<td>6</td>
</tr>
<tr>
<td>Fellowship Related Travel</td>
<td>7</td>
</tr>
<tr>
<td>Domestic Travel</td>
<td>7</td>
</tr>
<tr>
<td>International Travel</td>
<td>7</td>
</tr>
<tr>
<td>Travel Arrangements</td>
<td>7</td>
</tr>
<tr>
<td>Expense Reports</td>
<td>8</td>
</tr>
<tr>
<td>Status of Fellows</td>
<td>8</td>
</tr>
<tr>
<td>Visas and Work Authorizations</td>
<td>8</td>
</tr>
<tr>
<td>Student Status</td>
<td>9</td>
</tr>
<tr>
<td>Student Loan Deferment</td>
<td>9</td>
</tr>
<tr>
<td>Security Clearance Procedures</td>
<td>9</td>
</tr>
<tr>
<td>Publications and Presentations</td>
<td>9</td>
</tr>
<tr>
<td>Funding Acknowledgement and Disclaimer</td>
<td>9</td>
</tr>
<tr>
<td>Use of APHL Logos</td>
<td>9</td>
</tr>
<tr>
<td>Use of Funding Agency or Third Party Logos</td>
<td>10</td>
</tr>
<tr>
<td>Publication of Peer Reviewed Materials</td>
<td>10</td>
</tr>
<tr>
<td>Intellectual Property Rights</td>
<td>10</td>
</tr>
<tr>
<td>Patents and Inventions</td>
<td>10</td>
</tr>
<tr>
<td>Copyright Interests</td>
<td>11</td>
</tr>
</tbody>
</table>
Ethical Standards and Behavior ................................................................. 11
Employment at Host Laboratory during the Fellowship .................................. 11
Complaint Process ......................................................................................... 11
Time Away from the Program .......................................................................... 12
Extensions ...................................................................................................... 12
Income Taxes ................................................................................................. 12
Lobbying Restrictions ...................................................................................... 12
Other Policies and Procedures ......................................................................... 13
Exhibit A – Specifics of the Fellowship Program ........................................... 14
Exhibit B – Important Contacts ...................................................................... 15
Introduction

About APHL
APHL is the national 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 United States 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 the public health laboratory system and practice.

APHL collaborates with laboratory and public health partners to assure effective surveillance, detection and response to health threats. It also works closely with federal agencies to develop and execute national health initiatives. During public health emergencies, it 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’ experience in dozens of countries on five continents, APHL is recognized internationally as a leader in laboratory science and practice. It 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 United States, 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. Total APHL membership currently numbers over 950.

This Handbook
APHL has prepared this Handbook to provide you with information on your Fellowship Program, what APHL expects from you during your time as a Fellow, what you may expect from APHL, your Mentor and your Host Laboratory during this time and material related to administrative or operational aspects of the program, such as reporting requirements, stipend payments, taxes and the like.

Since APHL administers a variety of fellowship programs, we’ve only included information that is applicable to all fellowship programs in this Handbook. Specific expectations, requirements or information related to the Fellowship Program in which you are participating and the definitions or meanings attached to capitalized terms used in this Handbook are set out in Exhibit A – Specifics of the Fellowship Program and we’ll refer to the particular fellowship program listed on Exhibit A as the “Fellowship Program” throughout the remainder of this Handbook.

If Exhibit A contains material that is inconsistent with the information in one or more portions of this Handbook, you should follow the requirements set out in Exhibit A. You also may contact APHL’s Manager, Fellowship Programs listed in Exhibit B – Important Contacts to request clarification.
Structure of the Fellowship Program

Contract with APHL
Prior to your Start Date, APHL will enter a Fellowship Contract with you. This Fellowship Contract will establish the legal rights and responsibilities between APHL and you and its terms will supersede any statement or material in this Handbook and its attachments, or in any other information provided to you by or on behalf of APHL staff. You may not start work on your fellowship until the Fellowship Contract is finalized and signed by both you and APHL.

Mentor and Host Laboratory
All APHL fellows are assigned to a designated host laboratory and mentor. Host laboratories 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 host laboratories that are paired with all fellows in the Fellowship Program have a demonstrated capacity to provide all Fellowship Program fellows with technical training and research opportunities in the Fellowship Program focus area.

The Mentor will oversee your training and research activities, ensure that you are familiar with relevant techniques in a given specialty and encourage your overall professional development. The Mentor will support your participation in the distance-based core competency curriculum and be available to discuss those topics and learning activities. Mentors are encouraged to provide (when available) opportunities for you to participate in a field investigation or laboratory assignment to assist in the investigation of a disease outbreak.

Plan of Action
Upon arrival at the Host Laboratory, you and the Mentor will work to develop a Plan of Action. The purpose of the Plan of Action is to provide a written understanding between you and the Mentor and APHL expects it to serve as a guideline and overarching agreement about the expectations and opportunities of the fellowship experience. The Plan of Action is also a tool for you, the Mentor and, when needed, APHL to monitor progress during your fellowship.

APHL has provided a Plan of Action template in the submission portal. Your Plan of Action may include one or more of the following components and opportunities:

- Training and research for the duration of the fellowship assignment;
- Participation in a field investigation or special laboratory assignment to assist in the investigation of a disease outbreak;
- Participation in a “research in progress” or one or more other seminar series or teleconferences;
- Presentation of research results at one or more local or national meetings;
- Publication of research results in a peer-reviewed journal; or
- Participation in appropriate professional development courses, including the distance-based core competencies.

Once finalized, both you and your Mentor will need to sign the Plan of Action and you must provide APHL with a signed copy by the Plan of Action Due Date specified in Exhibit A—Specifics of the Fellowship Program. You must also provide APHL with a completed Fellow Information Record on or
before the Plan of Action Due Date. You must enter the Plan of Action and Fellow Information Record into APHL’s submission portal.

Progress Reports
You must submit monthly progress reports to APHL in accordance with the Progress Report Due Dates specified in Exhibit A – Specifics of the Fellowship Program. You should describe activities during the reporting period in each report that you submit to APHL and should also provide an overview of activities and accomplishments towards the original Plan of Action or, when appropriate, note any significant or substantive change or modification to the Plan of Action. You should attach a copy of any publication, abstract or poster completed during the reporting quarter to your signed progress report.

APHL has provided you with a progress report form and a final report form in the submission portal. APHL expects you to address each of the items noted on the appropriate template. APHL also encourages you to submit any additional information you feel should be included in a progress report. You must submit each monthly progress report form to APHL by the applicable Progress Report Due Date.

Focus on Fellows Brochure
You will be included in a new edition of APHL’s “Focus on Fellows” brochure along with all of the other fellows participating in one of APHL’s various Fellowship Programs during the current year. You must complete the Focus on Fellows form in the submission portal by 6:00 PM (EST) on the Focus Information Due Date specified in Exhibit A – Specifics of the Fellowship Program.

Email Communication
APHL expects that you will be accessible via email during their assignment. Your Host Laboratory will provide you with access to a computer and an individual email address. Once you receive your new fellowship email address from the Host Laboratory, you must promptly share this information with APHL. APHL will add all current fellows to the group email list reachable at fellowships@aphl.org.

Fellowship Stipend
APHL will provide financial assistance to each fellow in the form of a stipend. You will find your stipend amount, and the terms and conditions associated with stipend payments, in the Fellowship Contract. While APHL generally utilizes the US Health and Human Services Public Health Service (PHS) guidelines and the government’s GS-rating scale to aid in establishing the fellowship stipend amounts, this does not guarantee that its fellowship stipends will follow either the PHS guidelines or the GS-rating scale.

APHL will disburse payment to you through its third party payroll service provider, currently ADP Inc. You will receive an email from ADP with a registration code and your associate ID that will allow you to register with the payroll service provider. Once registered, you will be able to view a schedule of stipend payments on the ADP homepage.

APHL strongly encourages all fellows to use direct deposit for receipt of their stipend and you will have the opportunity to input your banking information in ADP once you’ve completed your ADP registration. If you do not enter your banking information in ADP, APHL will mail stipend payments to your personal mailing address via first class mail with the US Postal Service.
Health Insurance
You must have individual health insurance in place by the first day you report to your Host Laboratory and APHL will provide you $500 per month ($6,000 per year) to help cover the cost of health insurance. You must provide APHL with proof of insurance coverage prior to the “Start Date” specified in your Fellowship Contract. You must maintain coverage under a health insurance plan of your choosing and will be responsible for payment of all insurance costs while participating in the Fellowship Program.

Professional Development Allowance
APHL encourages host laboratories to provide funds (when and if available) for fellow travel and training needs. You must have your Mentor or Host Laboratory director approval for travel or training and you are required to either notify (as described in the Domestic Travel section below) or get approval (as described in the International Travel section below) from APHL before you travel or attend training. You must notify, or obtain approval from APHL regardless of who pays for your travel.

APHL will provide you with up to $2,000 per year to defray professional development expenses that aren’t covered by your Host Laboratory. APHL expects you to use these funds on project-related opportunities or materials that enhance your fellowship experience. You may only use the professional development funds to pay for costs associated with this sort of opportunity or material, including things such as:

- Travel and lodging expenses to and registration costs for one or more approved meetings or conferences;
- The cost of training materials (such as books, journals and the like);
- Payment of professional membership fees or charges; or
- Registration, travel or other costs associated with one or more short-term training programs.

APHL expects you to purchase and complete any short-term training program or training material in time to benefit your work in the Host Laboratory. APHL will only allow the funds to be used for activities that fall within your Plan of Action.

You must contact APHL to request approval for use of professional development funds. APHL may contact you, your Mentor or the director of the Host Laboratory for additional information or for clarification on the request. If approved, APHL’s Manager, Fellowship Programs will provide you with an expense report and related instructions and you will have to adhere to the Fellowship Contract’s expense reimbursement terms or the requirements outlined in the Expense Reports section of this Handbook below. You must use your professional development funds by the last day of your fellowship assignment, with one exception described below.

You may request permission to use your professional development funds after the last day of your fellowship assignment by providing APHL with a written summary of information on the meeting or conference, your anticipated role at this meeting or conference (e.g., a poster presenter, a speaker, etc.) and the expected travel dates and costs associated with the meeting or conference. APHL will consider your request and may only approve if the request meets all of the following conditions:
You have approval from your Mentor to attend a conference or meeting in order to present work completed during your fellowship assignment (i.e., a poster session or other presentation);

The Mentor’s approval is for a meeting or conference that is scheduled to run during the first 90 days after the end of your assignment at the Host Laboratory and you will complete your travel no later than 90 days after the “End Date” specified in your Fellowship Contract;

There are sufficient unused funds in your professional development account to cover the anticipated costs;

APHL has authorization from the federal funding agency or other funding organization to expend the travel funds in the 90-day period following the “End Date” specified in your Fellowship Contract; and

You submit your written request to APHL’s Manager, Fellowship Programs at least two months prior to the “End Date” specified in your Fellowship Contract.

If APHL approves of your exception request, APHL will support transportation, registration, lodging and per diem for the meeting or conference. APHL will have no obligation or duty to cover any other post-fellowship conference or meeting cost or expenses and you alone will be responsible and liable for all such costs or expenses.

Fellowship Related Travel

Domestic Travel
You must notify APHL’s Manager, Fellowship Programs of any domestic travel for fellowship-related activities. In addition, you must follow the protocols set out below in the Travel Arrangements and Expense Reports sections of this Handbook below in connection with your fellowship-related travel.

International Travel
You must obtain APHL’s prior written approval for any international travel for fellowship-related activities. If possible, you should request approval no less than four weeks prior to the proposed departure date. If you’re unable to meet the four-week deadline due to extenuating circumstances, APHL may accept requests up to two weeks prior to your proposed departure date but you will be required to explain why you were unable to provide more advanced notice. If approved, you will receive a copy of APHL’s international travel guidance material for review. You will be required to complete all forms and training programs, and will be required to follow the protocols and procedures that APHL requires of all individuals traveling internationally on the association’s behalf. APHL may require that you obtain emergency travel medical insurance prior to departure and, if needed, APHL may be able to assist you in securing this travel insurance.

Travel Arrangements
You may request a travel advance prior to APHL-approved travel. Your request must include an explanation of the amount requested. The advance must be accounted for on the subsequent Expense Report Form (see Expense Reports below); you must return any unused advance to APHL within 45 days of the conclusion of your approved travel.
All travel must be arranged through APHL’s travel request site. Information added to the request site will be routed to APHL’s travel agent. You travel submitted travel request will also be reviewed and approved by APHL staff prior to the ticket being issued. The travel will directly bill APHL for flight costs.

You are required to follow government per diem rates for meals and incidental expenses (M&IE) and APHL will reimburse you at the established per diem rate for all M&IE during your approved travel. These rates vary by location and you will find current rates for locations within the United States at https://www.gsa.gov/travel/plan-book/per-diem-rates and international locations at http://aoprals.state.gov/web920/per_diem.asp.

You will not be required to follow the government lodging rates at hotels or motels, but you should use these rates as a guide when booking your accommodations. While APHL will reimburse you for your actual lodging expenses at established hotels or motels, APHL will not reimburse you for lodging arranged through vacation rental companies such as Airbnb and similar sites or applications.

If you use your personal vehicle to travel to a meeting, APHL will reimburse you at the government mileage reimbursement rate. You will find the current mileage reimbursement rate at https://www.irs.gov/tax-professionals/standard-mileage-rates; the rate for 2022 is $0.585 per mile. APHL will not reimburse you for the cost of a rental car under any circumstance.

APHL will pay you for all undisputed advances and reimbursements in the form of a check mailed to your personal mailing address in accordance with its standard operating procedures (which typically means that you will be issued a check within 30 days of APHL’s receipt of your completed Expense Report Form).

 Expense Reports
 You will be required to complete an Expense Report Form (in the form provided by APHL) for travel, purchase of books, professional memberships, training courses or other approved uses of your professional development funds.

You must submit your completed Expense Report Form within 30 days of completion of your fellowship-related travel or the purchase of books, professional memberships, training courses or other approved materials. You must sign the form and provide receipts or invoices with evidence of payment for any claimed expense of $25 or more. If you’re completing a form for APHL-approved travel, you also must itemize per diem, lodging and other costs by date of travel.

 Status of Fellows

 Visas and Work Authorizations
 Under current law, none of APHL’s fellowship programs establish a “bona fide employer-employee relationship” between the Association and participating fellows. As a result, APHL will not be in a position to assist you with, or sponsor you for the optional practical training (OPT) extension that is available for students receiving science, technology, engineering and mathematics (STEM) degrees. You will have to work with your academic institution or Host Laboratory if you need an extension of your educational or work visa to cover your fellowship period.
Student Status
Generally speaking, you will not be considered a student while participating in the Fellowship Program. However, some organizations may allow APHL fellows to register for conferences or meetings at discounted or special “student” rates. Upon reasonable request, APHL may provide you with a letter indicating your participation in the Fellowship Program and requesting that you be allowed to register for a conference or meeting the student rate. The sponsoring organization will have no obligation to offer you the student rate and it will be entirely in that organization’s discretion as whether student status will be honored.

Student Loan Deferment
Lenders may consider APHL’s fellowship programs as a “qualifying fellowship program” that will allow for the deferment of student loans while you are enrolled in the Fellowship Program. Should you wish to defer student loans while participating in the Fellowship Program, it will be entirely your responsibility to obtain the deferment forms required by the lender. Upon request, APHL may provide you with a letter of support or may sign your lender’s forms as the qualifying fellowship program administrator.

Security Clearance Procedures
You must comply with the security, safety and personnel requirements established by the Host Laboratory. You should contact your Mentor or the Host Laboratory facilitator to discuss these procedures, as these may delay your Start Date in the Host Laboratory.

Publications and Presentations
Funding Acknowledgement and Disclaimer
You must send APHL a copy of all papers published as a result of your appointment with the Host Laboratory (including those published after you complete your 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 your participation in the Fellowship Program must carry an acknowledgement such as the following:

“This publication was supported by Cooperative Agreement Number [APHL will provide you with the correct Cooperative Agreement reference], funded by [APHL will provide with the correct funding agency reference] through the Association of Public Health Laboratories. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of [APHL will provide with the correct funding agency reference] or the Association of Public Health Laboratories.”

Prior to publication, you must contact APHL in order to verify the acknowledgement requirements for the Fellowship Program.

Use of APHL Logos
If you would like to utilize APHL’s logo on a poster or in a publication, you must send APHL staff a written request. Your request must include a description of the poster or publication and its intended or
target audience. APHL may, in its sole discretion, authorize you to use APHL’s logo and, if approved, you will be required to sign a limited use license (in the form provided by APHL) before APHL will supply you with an electronic copy of the APHL logo. APHL will not be required to authorize use of the APHL logo and if your request is rejected you may not use APHL’s logo on the poster or in any other publication.

Use of Funding Agency or Third Party Logos
You may not use federal funding agency or third party logos without prior written authorization from APHL. You may not use the Host Laboratory logo without prior written authorization from the Mentor, the Host Laboratory director or the appropriate Host Laboratory representative.

Publication of Peer Reviewed Materials
Pursuant applicable federal grant regulations and federal funding agency public access policies, you will be required to submit into the National Institutes of Health (NIH) Manuscript Submission (NIHMS) system an electronic version of the final, peer-reviewed manuscript (defined in the next paragraph below) of the work developed under or in connection with your fellowship assignment upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Also at the time of submission, you or the Host Laboratory’s submitting author must specify the date the final manuscript will be publicly accessible through PubMed Central (PMC). You or the Host Laboratory’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 Laboratory is strongly encouraged to make the subject manuscript available as soon as possible. You 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. You and the Host Laboratory’s submitting author are responsible for ensuring that any published or copyright agreements concerning submitted articles reserve adequate right to fully comply with this provision and the licensing reserved by the federal funding agency (see Copyright Interests below). The manuscript will be hosted in both PMC and the funding agency institutional repository system.

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 in one of its fellowship programs, your Host Laboratory may have rights in and to any invention connected to your participation in the Fellowship Program and may require you to seek a patent or claim intellectual property rights through the Host Laboratory’s processes and procedures. You will have to check with and may need to coordinate with your Mentor or a staff representative from the Host Laboratory 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 you during your time in the 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, 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, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records and other research data.

Ethical Standards and Behavior
You are expected to conduct research 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. You are to follow all rules and regulations that apply to Host Laboratory personnel (such as safety, breaks, security access, reporting of a conflict of interest and the like).

APHL also expects you to conduct yourself in a manner that reflects APHL’s commitment to diversity, equity and inclusion (DE&I) and to exhibit integrity and respect while participating in the Fellowship Program. To that end, APHL expects that you will (i) demonstrate a commitment to DE&I through your actions, relationships and interactions and (ii) consistently demonstrate integrity and respect in everything you do.

Employment at Host Laboratory during the Fellowship
You are expected to complete the entire fellowship period specified in your Fellowship Contract to which you have been appointed. In accepting our fellowship position under the Fellowship Program, the Host Laboratory and APHL have endeavored to support the unique educational and training opportunities afforded to you by the Fellowship Program. APHL expects that the Host Laboratory will not extend an offer of employment to you that would conflict with your assignment under the Fellowship Program. Likewise, APHL also expects that you will neither seek out nor accept an offer for a position at the Host Laboratory until such time as you have completed your full assignment under the Fellowship Program. APHL further expects that you will not seek out employment in a manner that would conflict with your duties, responsibilities and obligations under the Fellowship Program.

Complaint Process
APHL 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 serious problems develop. If you, the Mentor or a member of the Host Laboratory staff believes that there is a situation that is detrimental to you, your assignment or the Fellowship Program, you, the Mentor or the Host Laboratory staff should promptly notify APHL’s Manager, Fellowship Programs of the situation. The Manager,
Fellowship Programs may, as the situation warrants, involve other members of APHL staff or outside consultants to address the issue.

**Time Away from the Program**

APHL expects you to report to the Host Laboratory during the Host Laboratory’s established regular business hours. You may not be away from your fellowship assignment for more than a total of 12 days in a 12-month period. You must request any possible extended absence to APHL and APHL will approve of any request, in its complete discretion, on a case-by-case basis. You may only take an extended absence if approved by APHL.

**Extensions**

APHL may extend your participation in the Fellowship Program for up to six additional months if funding is available to support the extension and you provide APHL with appropriate justification for the extension. Your extension request must have your Mentor or the director of the Host Laboratory’s approval to be considered by APHL and must be in the form provided on the submission portal. To be considered, you must submit your extension request to APHL by no later than the Extension Request Due Date specified in Exhibit A – Specifics of the Fellowship Program.

**Income Taxes**

Under Internal Revenue Service (IRS) regulations, individuals who participate in the 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 your stipend payments. APHL assumes no tax liability and will not submit a Form 1099 at the end of any calendar year during your fellowship assignment. The Association will, however, provide you with a summary of your fellowship stipend earnings for each calendar year.

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. APHL strongly encourages you to seek individual tax advice so that you can fully understand the tax implications associated with your fellowship stipend payments.

Although you will be subject to some of the same policies and procedures, fellows are neither considered employees of APHL, the Host Laboratory nor CDC and APHL’s fellowship stipends are not considered salaries.

**Lobbying Restrictions**

Since your fellowship stipend will be paid using federal grant funding provided to APHL by a federal funding agency, none of your stipend payments may be paid, by or on behalf of you, 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 in connection with the
awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

Other Policies and Procedures

APHL may supplement or modify the policies and procedures set out in this Handbook at any time during your participation in the Fellowship Program by providing you with written notification of the change.
### Exhibit A – Specifics of the Fellowship Program

Whenever APHL uses one of the following defined terms in this Handbook it does so with the definition or meaning given to that term below.

<table>
<thead>
<tr>
<th>Defined Term</th>
<th>Definition or Meaning</th>
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<tbody>
<tr>
<td>“APHL” or the “Association”</td>
<td>The Association of Public Health Laboratories, Inc., a nonprofit corporation organized under the laws of the District of Columbia</td>
</tr>
<tr>
<td>“Extension Request Due Date”</td>
<td>At least 90 days prior to the End Date specified in the Fellowship Contract</td>
</tr>
<tr>
<td>“Fellow”</td>
<td>The “Fellow” specified in Section 1 of the Fellowship Contract</td>
</tr>
<tr>
<td>“Fellowship Contract”</td>
<td>The Fellowship Agreement between APHL and the Fellow identified in that agreement that sets out the terms and conditions of that Fellow’s participation in the Fellowship Program</td>
</tr>
<tr>
<td>“Fellowship Program”</td>
<td>The “Program” identified in your Fellowship Contract</td>
</tr>
<tr>
<td>“Focus Information Due Date”</td>
<td>No later than 30 days after the Start Date</td>
</tr>
<tr>
<td>“Handbook”</td>
<td>This Fellow Handbook for APHL Fellowship Programs</td>
</tr>
<tr>
<td>“Host Laboratory”</td>
<td>The “host lab/agency” identified in Section 3.A of the Fellowship Contract</td>
</tr>
<tr>
<td>“Mentor”</td>
<td>The “mentor” identified in Section 3.A of the Fellowship Contract</td>
</tr>
<tr>
<td>“Plan of Action”</td>
<td>The plan, developed and mutually agreed upon by the Fellow and the Host Laboratory, outlining the course of study, training and research to be taken during the fellowship assignment</td>
</tr>
<tr>
<td>“Plan of Action Due Date”</td>
<td>No later than 30 days after the Start Date</td>
</tr>
<tr>
<td>“Progress Report Due Dates”</td>
<td>Progress reports are due for each full or partial calendar month that occurs during the term of the Fellowship Contract; each monthly progress report is due no later than the seventh (7th) day of the following calendar month</td>
</tr>
<tr>
<td>“Start Date”</td>
<td>The “Start Date” specified in Section 1 of the Fellowship Contract</td>
</tr>
</tbody>
</table>
Exhibit B – Important Contacts

APHL

8515 Georgia Avenue, Suite 700
Silver Spring, MD  20910
Phone:  240.485.2745
Fax:  240.485.2700
Website:  www.aphl.org

Individual APHL Staff Contacts

General Fellowships Email
Email:  fellowships@aphl.org

Michelle Reyes
Senior Specialist, Fellowship Programs
Email:  michelle.reyes@aphl.org