BIOINFORMATICS FELLOWSHIP: HOST LABORATORY APPLICATION

Overview and Instructions: Any State Public Health, Local Public Health or CDC Infectious Disease Laboratory or may apply to host a Bioinformatics Fellow. The host laboratory and staff must demonstrate the ability to provide training or research opportunities for the appropriate duration as described in the fellowship program timeline. There is no guarantee that an eligible laboratory will receive a fellow. For consideration, complete and sign the application form. Applications must be submitted electronically (email to kelly.wroblewski@aphl.org). Signature pages may be emailed, faxed or mailed to APHL.

HOST LABORATORY ELIGIBILITY AND APPLICATION INFORMATION

HOST LABORATORY REQUIREMENTS:

Any State Public Health, Local Public Health or CDC Infectious Disease laboratory may apply to serve as a host laboratory. Interested laboratories must submit an application form to APHL for consideration. Interested laboratories must fulfill the following requirements:

- Demonstrate need for the project: Specify how the proposed project for the fellow fits laboratory strategic objectives and will benefit laboratory practices. All project proposals should include clear timelines and defined objectives, and describe how hosting the fellow will integrate with and advance programmatic activities.
- Supply the fellow with appropriate office and laboratory space, facilities, technical and clerical support (including an email account), and access to necessary equipment and personnel as needed for the fellow to implement program requirements.
- Designate a mentor to provide administrative and programmatic oversight. See below for Mentor Responsibilities and Requirements.
- Provide a written report to APHL of the fellowship experience on a quarterly basis to ensure sufficient progress has occurred.
- Propose timeframe for training(s) and subsequent technology transfer of methods learned during training(s), if applicable.
- Identify training provider(s) and their commitment to provide the requested training within the
MENTOR RESPONSIBILITIES AND REQUIREMENTS

The mentor will be a highly experienced infectious disease laboratorian or equally qualified individual who will guide and direct the fellow for the duration of the program. The mentor will be a full-time employee at the host laboratory and be responsible for the development of the fellow. The mentor must meet the following requirements:

- Hold a supervisory level position.
- Have research or training experience/goals complimentary to the fellow’s project.
- Be available and accessible for the duration of the program.
- Meet weekly with the fellow to review progress.
- Provide a realistic appraisal of the fellow’s goals and performance, based on objectives agreed upon at the beginning of the assignment.
- Provide constructive criticism and enthusiastic support to the fellow.
- Provide quarterly reports to APHL and CDC fellowship leads on the fellow’s performance in the laboratory and on his or her progress with the designated project.

HOST LABORATORY SELECTION PROCESS:

A Selection Panel composed of representatives from APHL and CDC will evaluate each host laboratory application. Selection will be based on:

- Strength of proposed project including applicability of project goals and outcomes to broader public health applications.
- Demonstration of mentor’s ability to meet requirements as outlined above.
- Degree to wish candidates in the fellowship pool will meet the needs of the host laboratory.
Bioinformatics Fellowship: Host Laboratory Application

The application consists of a cover page and three (3) sections.

Section A: Host Laboratory Information

Section A is for general information about your laboratory.

Complete all sections. The laboratory description must total no more than two (2) single-spaced typed pages.

Section B: Proposed Project(s)

Describe the fellow’s proposed training and research experience. Include projects and/or training activities in which the fellow will be involved, and expected outcomes (publications, presentations, etc.) Projects will be reviewed by candidates and are a major factor in their host laboratory selection. At the top of each project, specify whether you would consider only a post-doctoral fellow, only a practical fellow or either type of fellow. To maximize your chances of attracting a fellow, we encourage you to consider both levels of fellows. If you specify one type of fellow on your project, APHL will request only those fellows consider an opportunity in your laboratory.

Each mentor may submit up to two (2) projects for consideration. Each project must be no longer than one (1) single-spaced typed page. No more than one (1) fellow may be assigned to the same mentor.

Section C: Mentor Application

Mentors are required to submit an application form, a description of their experience and responsibilities (one page maximum) and a CV (two pages maximum). Host laboratories are required to identify an alternate mentor to continue the program if the primary mentor is unable to complete his/her responsibilities.
BIOINFORMATICS FELLOWSHIP PROGRAM APPLICATION

Section A: Host Laboratory Information

Type of Bioinformatics Fellow: __Post-doctoral Fellow __Practical Fellow

Laboratory Name: _____________________________________________________________

CDC Center/ Division:________________________________________________________

PHL Department/ Section:_____________________________________________________

Address:
________________________________________________________________________
________________________________________________________________________

Name of Laboratory Director: _____________________________________________________

Phone: _____________________  Fax: ________________ E-mail: ___________________

Name of Mentor: _______________________________________________________________

Phone: _____________________  Fax: ________________ E-mail: ________________

In an attachment describe your laboratory facility and operations with respect to the following criteria. This section must total no more than two (2) single-spaced typed pages.

1. Describe the nature and scope of work performed in your laboratory, number and type of staff, areas of demonstrated expertise, number/types of publications, etc.

2. Workplace support: Describe the fellow's access to: laboratory workspace, office workspace, computer access, and administrative support.

3. Laboratory collaborations: List relevant groups, organizations, or laboratories with which you maintain primary working relationships within or outside of CDC.

4. Outside of the training experience within your laboratory, list educational/training opportunities in which the fellow might participate (this may include meetings, conferences, site visits, outbreak investigations, classes, etc.).

Section B: Proposed Project (one page maximum per project)
In an attachment, describe the fellow’s proposed training and research experience. Include projects and/or training activities in which the fellow will be involved and expected outcomes (publications, outbreak investigations, etc.). Projects that incorporate interactions with state or local public health departments will be given additional consideration. Projects will be reviewed by candidates and are a major factor in their host laboratory selection. At the top of each project, specify whether you would consider only a post-doctoral fellow, only a post-masters fellow or either type of fellow.

Each mentor may submit up to two (2) projects for consideration. Each project must be no longer than one (1) single-spaced typed page. No more than one (1) fellow may be assigned to the same mentor.

Section C: Mentor Information

Mentor Name: _________________________________________________________________

Mentor Title: __________________________________________________________________

CDC
Mailstop:____________________________________________________________________

Phone: _____________________  Fax: ________________ E-mail: ________________

Alternate Mentor:______________________________________________________________

Alternate Mentor Title:__________________________________________________________

1. In an attachment, provide a brief (one page maximum) description of your: primary area of laboratory expertise; Current responsibilities; experience and abilities which qualify you to serve as a mentor, including previous mentoring and supervisory experience.

2. Attach a current resume or curriculum vitae (two pages maximum).
Section D: Signatures

I hereby declare that the information provided on this application is correctly represented to the best of my knowledge. I have read the host laboratory and mentor requirements and responsibilities and agree to be considered for this opportunity and abide by those terms. I understand that all, some, or none of the positions may be filled. I understand that my laboratory will receive no direct financial compensation for participation in this program. The alternate mentor named above is aware and willing to be proposed for this position. The laboratory director and/or section chief has approved this application.

It is understood that this laboratory will receive no direct financial compensation for participation in this program:

Signature of Mentor: _________________________________ Date: _________________

Signature of Laboratory Director: __________________________ Date: _______________