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| **Hematology-Focused Fellowship Training Program** |
| **Application** |

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# Acronyms and Frequently Asked Questions

The following acronyms are used throughout this document and the RFP:

|  |  |
| --- | --- |
| **Acronym** | **Definition** |
| AAMC | [Association of American Medical Colleges](https://www.aamc.org/) |
| ABIM | [American Board of Internal Medicine](https://www.abim.org/) |
| ACGME | [Accreditation Council for Graduate Medical Education](https://acgme.org/) |
| APD | Assistant/Associate Program Director |
| APE | Annual Program Evaluation |
| ASH | [American Society of Hematology](https://www.hematology.org/) |
| DEI | Disparity, Equity, and Inclusion |
| ERAS | [AAMC’s Electronic Residency Application Service](https://www.aamc.org/services/eras-for-institutions) |
| FAQs | Frequently Asked Questions |
| FHF | [ASH’s Fundamentals for Hematology Fellows](https://www.hematology.org/education/educators/resources-for-training-program-directors/fundamentals-for-hematology-fellows) |
| HFFSS | [Hematology-Focused Fellowship Steering Subcommittee](https://www.hematology.org/about/governance/standing-committees/training/hematology-focused-fellowship-steering-subcommittee) |
| HFFTP | [Hematology-Focused Fellowship Training Program](https://www.hematology.org/education/educators/resources-for-training-program-directors/hematology-focused-fellowship-training-program) |
| Multi-PI | Multiple-Principal Investigator (also see PI) |
| NIH | [National Institutes of Health](https://www.nih.gov/) |
| NRMP | [National Resident Matching Program](https://www.nrmp.org/) |
| PD | Program Director |
| PEC | Program Evaluation Committee |
| PGY | Post-Graduate Year |
| PI | Principal Investigator (also see Multi-PI) |
| RFP | Request for Proposals |

The most current frequently asked questions (FAQs) for the Hematology Focused Fellowship Training Program (HFFTP), Request for Proposals (RFP) and the application are available on the HFFTP website located at [www.hematology.org/HFFTP](http://www.hematology.org/HFFTP) and will be updated weekly starting on February 16, 2021.

# Application Instructions

## **Application Deadline**

Applications for the Hematology-Focused Fellowship Training Program (HFFTP) must be received at ASH by 11:59 PM Pacific Time on November 15, 2021 utilizing ASH’s online application system available on ASH’s HFFTP website on April 1, 2021. Emailed submissions will not be accepted.

Technical difficulties with the online application system should be directed to ASH staff at: training@hematology.org

## **Application Instructions**

In order to submit a complete application, applicants need to enter information directly into ASH’s online application platform as well as upload this completed document in a PDF format. The following instructions provide details about information that needs to be entered and materials that need to be uploaded.

Log into the ASH online application system available from the HFFTP website located at [www.hematology.org/HFFTP](http://www.hematology.org/HFFTP). Create an ASH account if you do not already have one. A list of ASH awards will be displayed. Select “Hematology-Focused Fellowship Training Program Application.”

Complete section titled **“Demographic Information”** in ASH’s online application platform.

The remainder of the application is to be completed within this document, converted into a PDF document, and uploaded to ASH’s online application system. This application also requires additional supporting documents (e.g., applicants’ biographical sketches, institution’s organizational chart, etc.). Instructions for uploading additional attachments are provided in section titled [Supporting Documents](#Supporting_Documents).

## Formatting Instructions

Applicants must adhere to the following instructions completing this application. Failure to observe type size specifications and page limits will result in the return of the application without review. This document has already been set up with all of the following required settings as the default settings.

* Type size: Use 12-point Garamond for the text, and no smaller than 9-point type for figures, legends, and tables.
* Single-spaced text: Single-spacing with space between paragraphs is recommended.
* Margins. The page margins must be no less than 1 inches on each side.
* After completing the full application, update the “[Table of Contents](#Table_of_Contents)” of this document prior to converting to a PDF file. Here are the instructions for updating the table of contents:
	+ Place your cursor anywhere in the Table of Contents
	+ Right click your mouse
	+ Select “Update Field” in the drop-down menu
	+ Select first radio button “Update page numbers only”
	+ Select “OK”
* Tips and techniques for inserting images in documents:
	+ Reduce the file size of documents with images by “inserting” the image (as opposed to “cutting” and “pasting”). Save graphical images as a JPG or GIF file only. Insert the image into the document by selecting “Insert – Picture – From File” from the MS Word menu.

##

## Supporting Documents

In addition to completing this application, institutions must provide additional supporting documents to be included with the final application. These additional documents will need to be uploaded to ASH’s online application system along with this completed application. The online application system will open on April 1, 2021 on the [HFFTP](http://www.hematology.org/HFFTP) website.

The following questions in this application require supporting documents:

C2, C3, D2, F1, F2, H2, J2, J3, J4, K1, K2, K3, K4, and N2.

The remaining questions in this application do not require supporting documents, but applicants are able to provide more information by uploading additional documents for various questions. Please note that since the unsolicited supporting files are not required, the review committee members may not look at these additional supporting documents during the review and selection process.

**Formatting Supporting Documents:**

1. All supporting documents must be converted into PDF files before uploading to the online application system.
2. If you have more than one supporting document for a question, you must combine the documents into one pdf file before uploading. You are encouraged to add divider pages when combining multiple supporting documents for a single question.
3. For example:
	1. Question F1 requires a copy of the PD’s CV and the PD’s NIH biographical sketch.
	2. Convert the PD’s CV into a pdf file.
	3. Convert the PD’s NIH biographical sketch into a pdf file.
	4. Combine the PD’s CV and NIH biographical sketch into a single pdf file.
	5. Insert a blank page between the CV and NIH biographical sketch within the combined pdf file.

**Naming Supporting Documents:**

1. All supporting document file names must use the following nomenclature: “section letter” and “question number” “.pdf”
2. For example:
	1. For question C2, the supporting document file must be named “C2.pdf”
	2. For question F1, the supporting document file must be named “F1.pdf””
	3. For question F2, the supporting document file must be named “F2.pdf”

# Application

Demographic Information

Complete the following demographic questions directly into the online application available at [www.hematology.org/HFFTP](http://www.hematology.org/HFFTP).

### Institutional Details

|  |  |
| --- | --- |
| \*Name of Institution: |  |
| \*Mailing Address Line 1: |  |
| Mailing Address Line 2: |  |
| \*City: |  |
| \*State: |  |
| \*Zip Code: |  |
| \*Program Name: |  |
| \*ACGME Accreditation Status: |  |

### Multi-PI Details: Hematology/Oncology Program Director

|  |  |
| --- | --- |
| \*First Name: |  |
| Middle Initial: |  |
| \*Last Name: |  |
| \*Degrees: |  |
| \*Position Title: |  |
| \*Department |  |
| \*Specialty: |  |
| Other, Please Specify: |  |
| \*Work Email: |  |
| \*Work Phone: |  |

### Multi-PI Details: Hematology Assistant/Associate Program Director

|  |  |
| --- | --- |
| \*First Name: |  |
| \*Middle Initial: |  |
| \*Last Name: |  |
| \*Degrees: |  |
| \*Position Title: |  |
| Department |  |
| \*Specialty: |  |
| Other, Please Specify: |  |
| \*Work Email: |  |
| \*Work Phone: |  |

### Primary Contact: Administrative Staff Responsible for Application

The following information is for the administrative contact (e.g., business official) that will be contacted on matters involving this application and will be notified if additional information is needed and/or if an award is made.

|  |  |
| --- | --- |
| Primary Contact Name: |  |
| Title or Designation: |  |
| First Name: |  |
| Middle Initial: |  |
| Last Name: |  |
| Position Title: |  |
| Mailing Address Line 1: |  |
| Mailing Address Line 2: |  |
| City: |  |
| State: |  |
| Zip Code: |  |
| Department |  |
| Specialty: |  |
| Other, Please Specify: |  |
| Work Email: |  |
| Work Phone: |  |

## Executive Summary

### A1. Summary

Provide a summary of how the institution’s proposed HFFTP will increase the recruitment and retention of fellows into career development pathways focused on multidisciplinary non-malignant hematology.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Program Background

Provide a profile of the existing hematology and/or hematology/oncology fellowship program’s accomplishments, areas of special expertise, scope, and patient populations served by the institution. Include the following:

### B1. History of the Program

Describe the past 5 years of the program and dedication to training in non-malignant and multidisciplinary hematology.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### B2. Demographics and Post-Fellowship Careers

Describe the past 5 years of the program’s demographics and post-fellowship careers of fellow graduates.

***Respond below:*** *This section is limited to a* ***table (not to exceed one page in length)*** *and an additional* ***250 word*** *narrative. Both the table and narrative must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.” You may be able to repurpose the information in your most recent ACGME Report.*

### B3. Clinical and Academic Foci

Describe the existing clinical and academic foci, including programmatic strengths, and unique qualities.

***Respond below:*** *This section is limited to* ***250 words*** *in the below table and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.” If you would like to provide additional information, see section titled “*[*Supporting Documents*](#Supporting_Documents)*.”*

|  |  |
| --- | --- |
| **Existing Clinical and Academic Foci** | **Describe the strengths and unique qualities of each foci** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### B4. Major Research Areas

Provide an overview of all existing major research areas, particularly in non-malignant hematology, emphasizing strengths, and unique qualities.

***Respond below:*** *This section is limited to* ***250 words*** *in the below table and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*. If you would like to provide additional information, see section titled “*[*Supporting Documents*](#Supporting_Documents)*.”*

| **Existing research area**  | **Briefly describe the strengths and unique qualities of research area**  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### B5. Other Training Resources and/or Opportunities

Identify other existing, and potentially untapped, unique training resources and/or opportunities that leverage novel or established intra- and interinstitutional collaborations.

***Respond below:*** *This section is limited to a* ***table with an additional 250 word*** *narrative and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Program Description

### C1. Innovative HFFTP

Provide an overview of the curriculum and organization of the applicant’s proposed program. Depending on the institution’s current program model, only answer one of the following two questions:

**C1a.** If the applicant institution currently offers a combined hematology/oncology fellowship without an existing single hematology-board training option, further describe a) how the proposed novel HFFTP track(s) incorporates both the traditional ACGME requirements as well as the innovative enhanced clinical and research career development opportunities in multidisciplinary non-malignant hematology as outlined in the RFP; and b) how the applicant proposes to integrate the fellow training provided through the HFFTP track(s) into the overall fellowship training program.

**Or**

**C1b.** If the applicant institution currently offers a single hematology-board training track within its combined hematology/oncology fellowship program, further describe the proposed significant enhancement to its existing traditional ACGME-accredited hematology-focused curriculum through incorporation of innovative clinical and research career development opportunities in multidisciplinary non-malignant hematology while maintaining its integration within the overall fellowship training program.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### C2. Institution’s Organizational Structure

Provide a brief overview of the relevant areas of the institution that will take part in the direct training in the innovative and multidisciplinary curriculum activities (e.g., Transfusion Medicine, Laboratory Medicine; Med-Peds Hematology).

***Upload organizational chart*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### C3. Outside Linkages and Collaboration

Participating fellows may be able to acquire multidisciplinary non-malignant hematology training through externships and/or mentoring within a collaborative site that has expertise not found at the applicant institution. Describe the rationale for institutional collaborations and include letters of commitment describing formal agreements and arrangements with organizations and institutions that will be involved in the training (e.g., rotations).

***Upload letters of commitment*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Clinical Training Component

### D1. Core Clinical Experiences

Describe the plan for the core clinical experiences, including number of monthly rotations, clinic sessions per week, multidisciplinary rounds, and other assignments designed to ensure that fellows have the opportunity to gain competency and skills in mastering the traditional curriculum as well as the proposed elements of the innovative and multidisciplinary enhanced curriculum. Include a “block diagram” that illustrates the proposed schedule and location of rotational experiences.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### D2. Formal Didactic Clinical Training Activities

Describe the formal didactic clinical training activities in which fellows will participate, as well as additional activities planned for their benefit (e.g., rounds, conferences, journal clubs, etc.).

***Upload block diagram*** *of the schedule (see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text in addition to a “block diagram” of the schedule and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### D3. Formal Scholarly Training Activities

Describe the formal scholarly training activities in which fellows will participate, as well as additional activities planned for their benefit (e.g., formal coursework in a Masters’ program, mentored laboratory research, etc.).

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Scholarly Activity and Research Training

Provide details about the breadth of institutional scholarly activities and research training opportunities available to HFFTP fellows within the context of both the proposed plan for innovative career development in non-malignant hematology and the ABIM single hematology board requirements.

### E1. Scholarly Activities

Describe the unique scholarly activities that will be available to HFFTP fellows as they apply to the specific elements of the HFFTP proposal such as comparative effectiveness research, health systems, implementation science, or medical education.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### E2. Research Training

Describe the unique research training opportunities that will be available to HFFTP fellows as they apply to the specific elements of the HFFTP proposal such as basic and applied research, basic translational research, clinical translational research, or basic and applied research.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### E3. Integrating Research Training

Describe how the elements of research training will be integrated into the fellowship timeline.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### E4. Facilities, Collaboration and Oversight

Describe the core facilities, collaborative environment, and oversight structure during the research/scholarly phase of fellowship training. Core facilities and collaborative networks are needed to successfully train fellows in basic science, translational research, and clinical trials. Special training will be required for skills development in innovative career pathways such as global hematology, medical education, comparative effectiveness, outcomes, and health systems research. Applicant programs must document the availability of these resources along with a track record of success in producing independent career investigators and productive academic scholars.

***Respond below:*** *Provide a narrative describing each of the components.* ***Include 3-5 sentences describing each component*** *and follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.” If you would like to provide additional information, see section titled “*[*Supporting Documents*](#Supporting_Documents)*.”*

| **Component** | **Component Description**  |
| --- | --- |
| **Core Facilities** |  |
| **Collaborative Environment** |  |
| **Oversight structure** |  |

## Experience and Qualifications of the Applicant PD and APD

### F1. Program Director’s Experience

Describe the experience as well as the ACGME-required training, roles, and responsibilities of the applicant PD and attach CV and NIH biographical sketch.

***Upload CV and NIH Biographical Sketch*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### F2. Assistant/Associate Program Director’s Experience

Describe the experience as well as the ACGME-required training, roles, and responsibilities of the applicant APD and attach CV and NIH biographical sketch.

***Upload CV and NIH Biographical Sketch*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### F3. Roles in Design of the Curriculum

Describe the PD’s and APD’s roles in the design of the innovative curriculum in multidisciplinary non-malignant hematology within the fellowship training program.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### F4. Roles in Implementing and Administering HFFTP

Describe the PD’s and APD’s roles in the implementation and administration of the HFFTP, as well as in the guidance and oversight of the HFFTP trainees within the fellowship training program. Also, provide examples of past innovations introduced into the existing program by the PD and APD.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Program Faculty Experience

### G1. Clinical Faculty

Provide a brief summary about each of the HFFTP faculty that will be involved in the core clinical training. Include their expertise, experience, knowledge, and mentorship experience.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### G2. Research/Scholarly Faculty

Provide a brief summary about each of the HFFTP faculty that will be involved during the research/scholarly phase of fellowship training. Include their expertise, experience, knowledge, and mentorship experience.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### G3. Multidisciplinary Non-malignant Hematology Mentorship

Provide examples of HFFTP faculty with prior mentorship experience with fellows who pursued multidisciplinary non-malignant hematology career development and the outcomes of those experiences.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Logistical and Structural Aspects of Program and On-Site Resources

### H1. Existing Structure of Training Program

Describe the existing structure of your training program and how it will accommodate the additional HFFTP fellow(s). Provide timeline and steps taken to obtain GME approvals required by the applicant institution for the additional fellowship position(s) requested.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### H2. Letter of Institutional Support

Provide a letter of institutional support signed by the Chair of Medicine and the Chief of Hematology or Hematology/Oncology that:

1. Documents the institutional commitment to provide the clinical and research environment and resources required to achieve the goals for participating fellows.
2. Demonstrates institutional commitment to Diversity, Equity, and Inclusion in its recruitment and retention policies and strategies.
3. Affirms the institution’s commitment to both the HFFTP goal of modeling hematology-focused training as a viable career path for both non-malignant and malignant hematology, and the dedicated time of a well-qualified APD to oversee its development and full implementation.

***Upload letters of Institutional Support*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

### H3. On-Site Academic, Clinical, Research and Ancillary Resources

Describe the on-site academic, clinical, research and ancillary resources (e.g., public health resources) available to fellows to support their training experience. Collaborations/consortia are allowed in order to include laboratory medicine, transfusion, lifespan hematology, and other innovative activities. In these cases, applicants should describe how sites will coordinate activities, share resources, communicate, and otherwise address logistical issues and funding requirements, as applicable.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### H4. Enhanced Training Sustainability

Describe how elements of the proposed innovative enhanced training will be sustainable through integration into exiting institutional training models to create future paradigms for career pathways in multidisciplinary non-malignant hematology.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Recruitment

Provide a detailed plan of recruitment for the HFFTP track. Include the following:

### I1. Recruitment and Retention to Multidisciplinary Non-malignant Hematology

Describe how your proposed programmatic and curricular activities, teaching and mentorship approaches and unique opportunities will improve recruitment and retention to multidisciplinary nonmalignant hematology to your program (include targeted recruitment strategies of internal medicine residents and med-peds residents).

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### I2. Recruitment and Selection Process

Describe how candidates will be identified, recruited, interviewed, and selected.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### I3. Commitment to Diversity, Equity, and Inclusion

ASH is particularly interested in diversifying the hematology workforce. Provide evidence of the institution’s DEI policy and its historical institutional commitment to and a track record in attracting underrepresented candidates to its training programs. Describe how institutional policies and experience will be used to encourage individuals from underrepresented racial, ethnic, and gender groups as well as individuals with disabilities to apply to this program.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Supervision and Evaluation of Fellows

Supervision of fellow(s) participating in the HFFTP track should align with methodologies and survey tools used for the program’s existing ACGME fellow(s). However, it must also encompass additional oversight and evaluation of the unique and innovative programmatic activities and projects. The program must demonstrate how it will supervise, evaluate, and provide longitudinal, formative feedback of fellow(s) performance.

### J1. Oversight Body

Provide a detailed description of the structure, roles, and responsibilities of the HFFTP oversight body.

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### J2. Assessing Knowledge

Provide detailed descriptions of the methods, logistics, and frequency of evaluations and assessments of fellow(s) knowledge. Include tools, key measurements, and expected outcomes.

***Upload evaluation form*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### J3. Assessing Clinical Competence

Provide detailed descriptions of the methods, logistics, and frequency of evaluations and assessments of fellow(s) clinical competence. Include tools, key measurements, and expected outcomes.

***Upload evaluation form*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### J4. Assessing Professional Skills

Provide detailed descriptions of the methods, logistics, and frequency of evaluations and assessments of fellow(s) professional skills (e.g., patient care, professionalism, communication skills, self-assessment abilities, and proficiency at working among teams). Include tools, key measurements, and expected outcomes.

***Upload evaluation form*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### J5. Assessing Additional Activities

Describe plans for assessing additional competencies (e.g., medical education, health systems management, etc.) if applicable.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### J6. Assessing Scholarly and Research Activities

Describe how progress in scholarly and research activities will be supervised and evaluated.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### J7**.** Assessing Training at External Institutions

Describe how the program will assess enhanced activities and training experiences conducted at external/partner institutions.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### J8. Assessing Overall Performance

Describe how the program will supervise, evaluate, and provide longitudinal, formative feedback on overall performance.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Evaluation of Faculty and Program Reporting

Evaluation of the faculty and program as a whole should align with methodologies and tools used for the current ACGME program and should be used to set benchmarks and to make changes that improve performance and outcomes. In addition, the program must also encompass additional oversight and evaluation of the unique and innovative programmatic activities and projects.

### KI. Assessing Quality of Didactic Training

Describe plans for assessing quality of didactic training (include tools, key measurements, and expected outcomes) to set benchmarks and to make changes that improve performance and outcomes.

***Upload evaluation form*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### K2. Assessing Mentors’ Performance

Describe plans for assessing mentors’ performance (include tools, key measurements, and expected outcomes) to set benchmarks and to make changes that improve performance and outcomes.

***Upload evaluation form*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### K3. Assessing Faculty Participation

Describe plans for assessing faculty participation (include tools, key measurements, and expected outcomes) to set benchmarks and to make changes that improve performance and outcomes.

***Upload evaluation form*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### K4. Assessing Overall Fellowship Experience

Describe plans for assessing the overall fellowship experience (include tools, key measurements, and expected outcomes) to set benchmarks and to make changes that improve performance and outcomes.

***Upload evaluation forms*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### K5. Institutional Reporting

Describe how the program plans to comply with the expected institutional reporting related to the evaluation of HFFTP goals and objectives as detailed in the RFP.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Impact of HFFTP on Post-Fellowship Career Advancement

### L1. Research and Scholarly Activity Outcomes

Describe plans to track (post-fellowship) the outcomes of research and scholarly activities conducted during the fellowship program.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### L2. Career Outcomes

Describe plans to track the career outcomes of participating fellows based on their scholarly focus (e.g. faculty positions held, papers published, grants and awards submitted/obtained, teaching positions and awards, multidisciplinary programs established in hematology, invited lectures).

***Respond below:*** *This section is limited to* ***500 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

## Award Funds and Program Budget

Awarded institutions will receive predetermined/fixed monetary support to secure protected time for the APD and to cover fellow salaries, fringe benefits, and annual stipends. Provide the Institution’s real costs associated with funding each of the following categories:

### M1. APD Funding

Provide the institution’s projected costs to secure a total of 10% protected time for the APD based on a three-year fellowship program ([Table M1a](#Table_M1a)) or a two-year fellowship program ([Table M1b](#Table_M1b)).

***Respond below:*** *Select one of the following two tables to edit:*

[*Table M1a*](#Table_M1a)*: Three-Year Fellowship Program with One or Two Fellow(s) in each of Five Cohorts*

[*Table M1b*](#Table_M1b)*: Two-Year Fellowship Program with One Fellow for Five Cohorts*

*Hover your mouse anywhere over the table and double click your mouse. An Excel spreadsheet will open automatically on your computer and the exact same table will appear in the Excel spreadsheet. Enter your institution’s projected expenses in the yellow cells in the spreadsheet. The figures you enter in the spreadsheet will automatically appear in the table you are editing. Once you are finished editing the Excel spreadsheet, close Excel by clicking on the “X” in the top right corner of Excel application. There is no need to save the Excel spreadsheet before closing Excel. Follow the same steps to update or modify your amounts at anytime prior to submitting your application.*

**Table M1a. Three-Year Fellowship Program with One or Two Fellow(s) in each of Five Cohorts**



**Table M1b. Two-Year Fellowship Program with One Fellow for Five Cohorts**



### M2. Fellow Salaries and Fringe Benefits

Provide the institution’s projected costs for one of the following three programs: three-year fellowship program with one fellow in each of five cohorts ([Table M2a](#Table_M2a).), three-year fellowship program with two fellows in each of five cohorts ([Table M2b](#Table_M2b).), or a two-year fellowship program with one fellow in each of five cohorts ([Table M2c](#Table_M2c).).

***Respond below:*** *Select one of the following three tables to edit:*

[*Table M2a*](#Table_M2a)*: Three-Year Fellowship Program with One Fellow in each of Five Cohorts*

[*Table M2b*](#Table_M2b)*: Three-Year Fellowship Program with Two Fellows in each of Five Cohorts*

[*Table M2c*](#Table_M2c)*: Two-Year Fellowship Program with One Fellow in each of Five Cohorts*

*Hover your mouse anywhere over the table and double click your mouse. An Excel spreadsheet will open automatically on your computer and the exact same table will appear in the Excel spreadsheet. Enter your institution’s projected expenses in the yellow cells in the spreadsheet. The figures you enter in the spreadsheet will automatically appear in the table you are editing. Once you are finished editing the Excel spreadsheet, close Excel by clicking on the “X” in the top right corner of Excel application. There is no need to save the Excel spreadsheet before closing Excel. Follow the same steps to update or modify your amounts at anytime prior to submitting your application.*

**Table M2a. Three-Year Fellowship Program with One Fellow in each of Five Cohorts**



**Table M2b. Three-Year Fellowship Program with Two Fellows in each of Five Cohorts**



**Table M2c. Two-Year Fellowship Program with One Fellow in each of Five Cohorts**



## Institutional Commitment to Matching and Supplemental Funding

Institutions may be required to supplement the cost of training fellows due to institutional requirements (e.g., as required by salary schedules or a collective bargaining agreement). It is also possible that the funds provided by ASH will exceed the amount needed to fully fund the program.

### N1. Supplementing Clinical Activities

Explain how the program will supplement ASH contributions for salary and/or stipend support during clinical activities if institutional costs exceed the ASH payments.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### N2. Matching Funds for APD’s Effort

Provide a letter from the institution committing to match an additional 5% of the total 10% of the APD’s effort starting on July 1, 2022 and ending on June 30, 2030 (ASH funding will end on June 30, **2029** for institutions applying for a two-year fellowship track).

 ***Upload letter of Institutional Support*** *(see section titled “*[*Supporting Documents*](#Supporting_Documents)*”).*

### N3. Supplementing Research and Scholarly Activities

Explain how the program will supplement the costs associated with research and other scholarly activities that are not supported by ASH.

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### N4. Covering Indirect Costs

Explain how the institution will cover applicable indirect costs not supported by ASH.

***Respond Below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*

### N5. Utilizing Excess Award Funds

If ASH funding exceeds the amounts needed to cover the explicit costs of the HFFTP, describe how the program will spend the additional funds to further enhance the program (additional funds cannot be used for indirect costs).

***Respond below:*** *This section is limited to* ***250 words*** *of text and must follow the required font and margin specifications stipulated in section titled “*[*Formatting Instructions*](#Formatting_Instructions)*.”*