

## Memorandum

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Date: March 31, 2016

From: Director, Advanced Fellowships (10A2D)  
Office of Academic Affiliations, VA Central Office, Washington, DC

Subj.: **Instructions for Requesting a Third Year of Support in the VA Advanced Fellowship Program in Mental Illness Research and Treatment for Academic Year (AY) 2016-2017**

To: Advanced Fellowship Program Directors of the Advanced Fellowship Program in Mental Health Research and Treatment

**1. Purpose.** This memorandum provides Office of Academic Affiliations (OAA) instructions for requesting a third year of stipend support for a selected second year VA Advanced Fellow who can justify the VA benefit of supporting a third year of fellowship. A third year of support will be approved if the following three criteria are met: (1) OAA resources are available; (2) the request is compelling that the Fellow has been diligent in meeting the program goals to date; and (3) the fellow has described reasons for requesting a third year of funding and appropriate plans for activities in the third year. Fellows should direct all questions to the Hub Site, who can advise on all aspects of the third year extension application process.

### 2. Instructions

- a. Fellows should discuss their intent to apply for the third year extension with their local Fellowship Director and Fellowship Preceptor prior to applying for it.
- b. Fellows should submit all of their third year extension application materials to the Fellowship Hub Site for review (send to Dr. Ruth O'Hara at [Ruth.O'hara@va.gov](mailto:Ruth.O'hara@va.gov) and [roh@stanford.edu](mailto:roh@stanford.edu)). Please submit your materials as a Microsoft Word document. Once the Hub Site verifies that the third year application is ready for submission to OAA, the Hub Site is responsible for submitting the application to the OAA. Applications should be received by the Fellowship Hub Site for review at least 10 weeks prior to the requested start date of the third year of funding. For example, for funding to start July 1, 2016, requests are due to the Hub Site by close of business April 22, 2016. This will give time for the Hub Site to review the request, and for OAA to review the request when they receive the final application from the Hub Site. Requests for support will be considered as they are received by the OAA and do not compete with one another for approval.

c. The request for a third year of fellowship funding should include:

(1) A letter from the fellow that:

(a) justifies the request for a third year of funding support. Include issues such as reasons for delays in finishing the original fellowship plan, need for additional research based on outcomes from current research findings, or grant application and notification schedules.

(b) describes the fellow's research, research accomplishments, the relevance of the research to VA, and research plans for the next year.

(c) lists the peer-reviewed manuscripts submitted, accepted, or published during the fellowship.

(d) lists presentations accepted, scheduled, or made at major meetings.

(e) describes the status of planned and completed grant submissions.

(f) lists courses taken during the first and second years of the fellowship and any planned for the third year. State whether a degree or certificate will be awarded.

(2) A copy of the fellow's updated curriculum vitae.

(3) A letter from the Fellowship Director that:

(a) concurs with the information provided by the fellow

(b) describes the value the fellow added to the local VA and VISN in terms of research, education, clinical, and other contributions

(c) describes the balance of the fellow's research and education versus service

(d) provides any other information relevant to OAA's decision regarding approval of the third year of Fellowship

d. It is **not** necessary to provide the Hub Site with documents other than those listed in this memorandum.

**3. Questions** regarding extension requests for the Advanced Mental Illness Research and Treatment may be directed to Dr. Ruth O'Hara at 650-796-2720 or emailed to Dr. Ruth O'Hara at [Ruth.O'hara@va.gov](mailto:Ruth.O'hara@va.gov) and [roh@stanford.edu](mailto:roh@stanford.edu).



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