

## Stanford Biodesign Innovation Fellowship Application Instructions

### How to Apply

To apply for the Stanford Biodesign Innovation Fellowship, please:

1. Fill out all online application forms completely
2. Upload supporting materials (see details below)
3. Designate three people to submit recommendation letters on your behalf (name, title, institution, phone, email, relationship, and a personal note from you requesting these references); ideally, one letter should be from your most recent program director or manager
4. Pay the \$95 non-refundable application fee
5. Submit your application once all materials have been uploaded and you have verified that the information is correct

To get started, please go to <https://biodesign.slideroom.com/#/login/register>. You will first be asked to login or sign-up for a Slideroom account. Once you have completed this initial registration, you can begin your application. It is not necessary to complete your application in one sitting; you can save your work and return at a later time. To access an in-progress application, go back to the link above and login.

### Application Deadline

All materials listed above must be received on or before **August 15, 2019**. If your application is incomplete for any reason after 11:59 pm on the due date, it will not be considered.

### Online Application Forms

The following information is required on the online application forms:

- Name, address, phone number, email address, and any other information requested during registration.
- Part A – Current organization/employer, gender identity, date of birth, country of citizenship, ethnicity, and racial identity. We are also interested in how you heard about our program and if you have applied for the fellowship in prior years (and, if so, when). Please pay special attention to answering question #10 where we invite you to share how you would contribute to the diversity of the program.
- Part B – Your educational history, including institution names and locations, majors, degrees, and years attended (please list in reverse chronological order).
- Part C – Questions on the “applicant summary” form to provide reviewers with a snapshot of your background.

### Supporting Materials

The application process requires you to upload all of the following materials:

- Your resume or curriculum vitae.
- Copy of your most recent diploma.
- Copy of your transcript from your two most recent degree programs.
- Copy of national/state boards or qualifying examinations you've taken in the past 5 years (scores from the latest exam(s) you have taken). International applicants, please submit scores of any exam you've taken in the past 5 years. If you do not have scores to submit or it has been greater than 5 years since you have taken national/state boards or qualifying examinations, please upload a letter in PDF format through our online system explaining why you are not submitting exams score with your application.
- Your written application essay (details below).
- Your video application essay (details below).

### **Written Essay**

We request a short written essay in order to learn more about the person behind the application (minimum font size 11, single-spaces, maximum 1,000 words). We encourage you to share with us your passions, values, and vision for your future when answering the following question:

- Why is health technology innovation an important part of your career pathway?

### **Video Essay**

Please answer the following two questions in a video recording that is no more than two minutes in duration:

- Describe a decision you made that was a failure. What happened and why?
- How do you build rapport with your colleagues? Include specific examples.

If the video exceeds two minutes, it will not be viewed beyond the two-minute mark. Please record only yourself from the shoulders up, with no graphics, special effects, or other footage included (we are interested in your response and your communication/presentation skills, not your video editing capabilities!). If possible, use a web camera or smartphone/video camera on a tripod to ensure a steady recording.

Upload the video directly to the application website, or put the video on YouTube or Vimeo and provide the URL. If you use a video service such as YouTube to host the clip, we suggest choosing the "unlisted" option so that only those who have the link can access your recording. Please test the link to ensure the video can be viewed at that URL before submitting it. Do not discuss any specific IP you have developed if it has not been patented.

### **Letters of Recommendation**

Three letters of recommendation are required. **We must have all three letters by the application deadline or your application will not be considered.** The letters should describe your ability to be creative and innovative, your academic and/or professional achievement, research or projects you've led, and other experience that demonstrates your unique talents and accomplishments.

**Important:** The requests for letters are automatically generated and sent by our application system when you enter and submit the contact information for your references (which is different than completing and submitting your application). **In order to give your references adequate time to respond, do not wait until the last week before the deadline to enter this information into the application system. Be aware that the automatic requests that Slideroom sends to your references may go into your references' spam folder. Please let your references know to watch for the request directly from Slideroom and to check all email folders.**

Once written, your references must submit their letters through our online system. We will not accept letters of recommendation delivered via email or the postal service.

**It is your responsibility to follow up with those whom you have asked to provide the recommendations, and to ensure that all three letters are received by the application deadline.**

### **Application Fee**

There is a \$95 non-refundable application fee to apply for the Biodesign Innovation Fellowship that will be due by credit card or PayPal at the end of the application process. This fee is waived for current Stanford students, staff, and faculty with an active SUNet ID. (If you are currently at Stanford, do not pay the fee online. Instead, notify Emily Johnson at [erj@stanford.edu](mailto:erj@stanford.edu) and she will issue a waiver in the system for you.) Please note that your application will not be considered until the \$95 fee is received or waived. We apologize that we are not able to accept other forms of payment.

If you experience technical issues with processing your payment, there may be an anti-virus software on your computer that is not letting the payment go through to Slideroom. If you are using the anti-virus/security software Kaspersky, you will need to add SlideRoom as a safe website. More information is available at [support.kaspersky.com/us/12047#block2/](http://support.kaspersky.com/us/12047#block2/). If you are using some other anti-virus software, please temporarily disable it in order to submit.

Please note that if your application is determined to be incomplete at the time of the application deadline (e.g., it is missing three letters of reference), your application fee will not be refunded.

### **Questions?**

Please refer to the Frequently Asked Questions page under on the Stanford Biodesign website for additional information, which can be found under Programs > Fellowships > Innovation Fellowship. If you do not find an answer there, questions may be directed to Emily Johnson at [erj@stanford.edu](mailto:erj@stanford.edu).

**Good luck!**

### **Notes**

Stanford Biodesign is an equal opportunity employer. We value diversity and consider all qualified applicants without regard to race, color, national origin, religion, sexual orientation, gender, gender identity, age, or physical disability, and we strongly encourage people of historically underrepresented groups to apply.

Although we previously offered a Stanford-India Biodesign fellowship, that program has concluded. Please contact [info@sibiodesign.in](mailto:info@sibiodesign.in) for information about fellowship opportunities in India.