VALLEY FOUNDATION FELLOWSHIPS - STUDENT INSTRUCTIONS AND APPLICATION

Thanks to a gift from the Valley Foundation, the Office of Community Health (OCH) has funding to support medical students to work with Community Partners on projects that meet specific community-identified needs.

About the Valley Fellowships

Who: All Stanford medical students are eligible to apply for a Valley Fellowship. Students who are receiving 100% funding for Med Scholars over the summer cannot be a Valley Fellow.

What: Valley Fellowships fund medical students to work on community partner identified and supervised health projects.

Where: At partner location or another designated community site.

When: Summer 2015 (June through September) part-time or full-time for 4-12 weeks. Students may apply for continuation funding to extend their project into the academic year.

Why: To provide Stanford medical students the opportunity to work on a focused community health project, build new knowledge and skills, and assist in addressing a community-identified need.

Application Instructions

Review the Valley Fellowship Requirements (page 2) and the Community Partner Valley Fellowship Project Proposals (pages 4-6).

Letter of Intent to Apply
Due from Students on April 1, 2015

Completed applications are due to jdeluna@stanford.edu Friday, May 15, 2015 by 5pm.

Project Descriptions

The project descriptions attached to this application are meant to provide the student with general information about the projects. Final project work hours, deliverables, supervisor, etc. will be negotiated with the community partner in collaboration with the student and Office of Community Health staff.
VALLEY FOUNDATION FELLOWSHIPS

2015 Valley Fellowship Requirements

Fellows must commit to completing and submitting each of the following:

1) Students interested in a Valley Fellowship should submit a Letter of Interest to Jorge De Luna, jdelauna@stanford.edu by Wednesday, April 1, 2015 5:00 pm with the following information:
   a. Student name and email address
   b. Indicate the project you are most interested in applying for, and other projects you may accept.
   c. State whether or not you will be applying for Med Scholars. Students applying for a MedScholars fellowship are not eligible to participate in the Valley Fellowship. Let us know if you have any concerns about not being able to apply for MedScholars.
   d. Tell us about your interests in providing a service to a community based organization focusing on the needs of underserved, under-represented communities. What will you contribute and what do you hope to learn?

VF Candidates may schedule an interview with Office of Community Health staff any time after the submission of LOI. During this meeting, students will have the opportunity to ask questions about the fellowship or the projects, and OCH staff will assess project match.

2) Contract signed by student and community partner by June 15, 2015.

3) Valley Fellows are required to submit Monthly Progress Reports

4) Final Report-Due 1 week after end of contract period.

5) Project Products-Students will submit copies of any products created for your community partner including reports, presentations, resources, etc.

6) Abstract-Due date to be determined and announced.

7) Poster/Presentation at Community Health Symposium in fall Quarter 2015 or winter 2015. Exact date TBD.

Guidelines for abstracts and posters will be distributed via email over the summer/fall.

Submit all deliverables to Jorge De Luna (jdelauna@stanford.edu).

Fellowship meetings

Purpose: Fellows will meet occasionally with OCH staff to discuss project progress, collaboration with community partners, and lessons learned. Additionally, we will have topical content to help you develop your projects. These topics will be decided by consensus at the first fellows meeting.
2015 Valley Foundation Fellowships - Student Instructions and Application

Name: 
Year: 
Email: 
Phone: 

Part I - Please answer the following questions for each of the projects you are applying for. Indicate your preferred projects in order of priority (i.e. list your first choice, second choice, etc.). DO NOT answer the questions for projects for which you DO NOT wish to apply. Please keep your responses brief.

<Insert project title>

a) Why are you interested in working on this project?
b) What knowledge and skills will you contribute to this project? What experience/skills do you have that meet the requirements for the project?
c) What is your preferred time commitment to this project? (i.e. hrs/wk, time of day, start & end dates)

Part II

a) What other set time commitments will you have this summer? (i.e. certain weeks, days, and times you are unavailable)
b) What transportation will you use to get to and from your project site?
c) Will you be receiving Med Scholars funding over the summer? What percentage?

**You cannot be a Valley Fellow if you receive 100% MedScholars funding for the summer.

d) Do you have any concerns about your ability to commit to the project(s) you listed above?

Part III

Include a copy of your Resume/CV with your application

Note on funding: The Fellowship grant amount varies, and is based on the project needs and number of months and percent-time worked. Number of hours and length of assignment is negotiated and agreed-upon between students and the community partners, and must be approved by OCH.

Your commitment to complete the total hours of work is stated in the Fellowship Contract. Half of the funds are disbursed after your signed contract is returned to OCH and the other half upon completion of the project.

<table>
<thead>
<tr>
<th>Months</th>
<th>Half-Time (20 hours/week)</th>
<th>Full-Time (40 hours/week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1750</td>
<td>$3500</td>
</tr>
<tr>
<td>2</td>
<td>$3500</td>
<td>$7000</td>
</tr>
<tr>
<td>3</td>
<td>$5250</td>
<td>$10500</td>
</tr>
</tbody>
</table>