

Attachment 1: National Cancer Institute's Communications Fellowship (NCF) Program Application

NCI Communications Fellowship (NCF)

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Application Deadline: Friday, Mar 01, 2019.

OMB No.: 0925-0046
Expiration Date: 07/31/2019

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Public reporting burden for this collection of information is estimated to average 60 minutes per response for this application, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, SC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0046). Do not return the completed form to this address.

Personal Information

Prefix ---Select Prefix---	*First Name: Enter First Name	Middle Name: Enter Middle Name	*Last Name: Enter Last Name
*Primary Phone: (XXX-XXX-XXXX) Enter Primary Phone	Secondary Phone: (XXX-XXX-XXXX) Enter Secondary Phone	*Primary Email: Enter Primary Email	Secondary Email: Enter Secondary Email

Permanent Address Domestic International

*Address Line 1:	Enter Address Line 1
Address Line 2:	Enter Address Line 2
*City:	Enter City
*State/Province/Region:	--- Select State ---
*Zip/Postal Code:	Enter Zip/Postal Code
*Country:	UNITED STATES

Temporary Address Domestic International

Address Line 1:	Enter Address Line 1
Address Line 2:	Enter Address Line 2
City:	Enter City
State/Province/Region:	--- Select State ---
Zip/Postal Code:	Enter Zip/Postal Code
Country:	UNITED STATES

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INSTRUCTIONS & TIPS

Academic Information/Educational History

NOTE: Enter academic details starting with most recent education experience. At least 1 Undergraduate and 1 Graduate level Academic entry is required for Submission.

*School Name: Enter School Name	*Dates of Attendance: From From	*To: To	*School City/State: e.g., Washington, DC
*Education level: Graduate	*Year at Current Level: --- Select Year at Current Level ---	*Degree: Enter Degree	
*School Grading Scale: --- Select Scale ---	School Grade if Other: (e.g., 3.50)	Cummulative GPA: (e.g., 3.50)	
*Primary Major: --- Select Major ---	Primary Major if Other: Enter Other Primary Major	*Date Degree Earned or Expected mm/dd/yyyy	

Add



School Name	Dates Attended	School City/State	Education Level	Years at Level	Degree	Grade Scale	GPA	Major	Degree Date	Action
No matching records found										

Experiences and Relevant Accomplishments

Relevant Experience: Please list up to six jobs, internships, or volunteer positions where you gained relevant experience.

Job Title: Enter Job Title	Place of Employment: Enter Place of Employment	Name of Supervisor: Enter Name of Supervisor	Supervisor Phone #: Enter Supervisor Phone #
Start Date: Enter Start Date	End Date: Enter End Date	Hours Per Week: Enter Hours Per Week	

Brief Summary of Duties (500 Character Limits)

500 Character limits

Add

Job Title	Place of Employment	Name of Supervisor	Supervisor Phone #	Start/End Date	Hours Per Week	Summary of Duties	Action
No matching records found							

Check here if you have other relevant experience on your resume.

INSTRUCTIONS & TIPS

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INSTRUCTIONS & TIPS

Publications:

Add

Description	Action
No matching records found	

Honors and Awards:

Add

Description	Action
No matching records found	

Professional Society Memberships:

Add

Description	Action
No matching records found	

Other Skills:

Add

Description	Action
No matching records found	

INSTRUCTIONS & TIPS

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INSTRUCTIONS & TIPS

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Personal Statement

*Please address the following in your personal statement: in 4000 characters or less (see character counter below text box):

- Why you are interested in the NCF
- Your career aspirations
- Your personal strengths (e.g. collaboration, organization, problem-solving skills, etc.)
- Why you should be selected for the NCF

Enter Personal Statement

4000 Character limits

Diversity Statement

*Please explain how your participation would further the goal of the NCF to encourage diversity in NCI's workforce, consistent with NIH's Notice of Interest in Diversity (NOT-OD-18-210).

Enter Diversity Statement

1000 Character limits

Document Upload

For your application to be complete, please follow the directions below:

- Upload all Undergraduate and Graduate transcripts (PDF required). You do not need to submit official transcripts now. Unofficial transcripts are acceptable.
- Upload your current resume/CV (PDF required).
- Upload three (3) work samples (PDF required). Samples can be clips, recent papers, publications, and design work. The maximum length per sample is 10 pages. Do not load scientific journal articles; audience must be lay. If the work sample was a group effort, all authors should be noted. If the work sample is an audio or video clip, please submit a document with a summary of the clip and hyperlink to the content.
- Financial documents must be uploaded if you are claiming financial disadvantage. You must upload your most recent federal tax return form for self, or parent (if a dependent), and/or spouse (if applicable).
- Please name all documents as such: "Last Name, First Name - Document Type" (e.g. "Smith, Susan - Work Sample 1").
- Be sure to block out any sensitive or uniquely identifiable information before uploading (e.g. Social Security Number, Date of Birth, Student ID Number, etc.).

Are you a graduate Student in 1st Semester?

Graduate Transcript(s) - PDF Only

File Name

Action

No matching records found

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INSTRUCTIONS & TIPS

Undergraduate Transcript(s) - PDF Only

File Name	Action
No matching records found	

Resume - PDF, DOC, DOCX Only

File Name	Action
No matching records found	

Work Samples (3 Samples Required) - PDF, DOC, DOCX Only

File Name	Action
No matching records found	

Financial Document - Must upload most recent federal tax return form - PDF, DOC, DOCX Only

File Name	Action
No matching records found	

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References

Your references may be professors, employers, professional mentors, etc. Upon submission of your application, an e-mail will be automatically sent to each reference requesting that he or she complete an online letter of reference. Please make certain that you verify each e-mail address and enter it correctly.

Reference 1:

***Name:**

***Institution:**

***Address:**

***Phone Number:**

***E-mail:**

Reference 2:

***Name:**

***Institution:**

***Address:**

***Phone Number:**

***E-mail:**

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INSTRUCTIONS & TIPS

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IPS

Area of Interest

*Choose up to five (5) areas that best reflect your interests and abilities:

- Craft, implement, and evaluate strategic communication plans
- Create content for web sites, blogs, flyers, and newsletters
- Event planning/Conference and exhibit management
- Data analysis and transfer
- Produce visual media such as videos, audio, and graphics
- Science writing
- Use social media to disseminate information to NCI and the public
- Internal communications
- Liaise and benchmark with patients, scientists, and other NIH staff to craft communications messages and materials
- Prepare communications materials tailored to different audiences
- Other (please specify below)

If Other, please indicate:

*Preferred Fellowship Focus: select up to three (3)

- Advocacy Relations
- Communications
- Epidemiology
- Event planning/NCI exhibit program
- Health Disparities
- Health Education
- Journalism
- Multicultural and/or Global Communications
- Public Health
- Public Relations
- Research Dissemination
- Science Writing
- Social Marketing
- Statistics
- Strategic Communications Planning
- Use of Media Technology in Health Communication
- Other

If other selected, specify below

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If other selected, specify below

Enter Other Preferred Internship Focus

Where did you hear about this program?

Where did you hear about us?

- Faculty Member at your school
- NIH or NCI website
- Web search
- HCIP alumni (please specify below)
- Email announcement
- Career Fair (please specify below)
- LinkedIn
- Communications or Scientific Conference (please specify below)

Insert Specifics here:

Enter Other Source

*I certify to the best of my knowledge and belief, all of the information in this application, attached to this application, and submitted subsequent to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work. I understand that any information I give may be investigated.

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