



Biodesign Innovation Fellowship for the 2013-14 Fellowship Year Application Instructions **PLEASE READ ENTIRE DOCUMENT**

To apply for the fellowship, you will need to:

- 1** Fill out the online application and submit it. Note your application #, username, password.
- 2** Upload supporting documents required for the application.
- 3** Contact three people to send us letters of recommendation.

The application deadline is: October 10, 2012

The online application must be submitted by this date and all supporting materials must be uploaded and/or submitted **by the application deadline.**



Online Application

The fellowship application starts with a series of online forms that will need to be completed. You need not complete them in one setting; you may return to them once you complete the first page (where username and password are defined. Note: username is case sensitive.) If you need to return to the forms, use the LOGIN button on our website (<http://biodesign.stanford.edu>) and then select "Update Fellowship Application."

The following information is required on these forms:

- Your name, date of birth, country of citizenship, address, telephone number(s), email address
- Contact information for the three people you have asked to provide letters of recommendation. One letter must be from your program director. Information required: name, title, institution, business address, telephone and email address.
- Your educational history: institution name(s) and location(s), beginning and ending dates of study, your major, degree, and the date your degree(s) was/were conferred. Please list by most recent completion date.
- For residency, fellowship and other post-doctoral training, the institution name(s) and location(s), beginning and ending dates of study, and your specialty.

To submit your application, do the following:

1. Complete the online forms (four forms total) and review your information on the fifth page. If you need to make any changes, select Edit. Make note of your **username and password**, you will need it later. [Both to complete/update the forms and for uploading documents]
2. An acknowledgement appears on this fifth screen, including your **application number**. **IMPORTANT:** Please record your application number and keep it in a secure place. All materials emailed to us must be labeled with this number (including reference letters)
3. **Once you have verified that everything is correct and you have recorded your application number, press Submit.** You will see a second acknowledgement that you have also been registered with Biodesign. You will also receive an email confirmation.



Supporting Documents

After you've submitted your online application, you will need to collect and upload the following materials. It is highly recommended that you have ALL materials prior to initiating the upload process. **NOTE: All documents must be in PDF format.**

- Copy of official transcript from your two most recent degree programs [we will request the official version from you if you are selected to be interviewed.]
- Copy of official national/state boards or qualifying examinations you've taken [we will request the official version from you if you are selected to be interviewed.] Only one exam submission is required; it should be the latest exam you have taken.
- Your resume or curriculum vitae (details below)
- Your written application essays **in one document** (details below)
- One application essay in video form (details below)

Files must be PDF format. Materials not in electronic form must be scanned and turned into PDF format. All supplementary materials must be uploaded no later than the applicable deadline. There are free PDF converters online if needed: <http://www.freepdfconvert.com/>

Your Resume or Curriculum Vitae

Please upload a copy of your resume or curriculum vitae. It should include the following information:

- Your educational history
- National/state boards or qualifying exams
- Health occupation licenses or registrations
- Awards and honors
- Memberships in organizations
- Publications
- Intellectual property (patents and patents pending)
- Primary research and scientific/clinical interests
- Summary of teaching experience
- Chronological listing of work experience including the organization's activities, your job title and responsibilities, and start and end dates

Application Written Essay A

We request the following written essay in order to learn more about the person behind the application. We encourage you to share with us your passions, values and vision for your career. Please limit your response to two pages total (minimum font size 11). Essay must be in PDF format.

Written Essay Topic

Why is medtech innovation an important part of your career pathway?

Application Video Essay B

Create a 1-2 minute YouTube video. Note: Do not any specific IP you have developed if it has not been patented.

Video Essay Topic

Describe how your professional and personal experiences are unique. Then, describe one experience that demonstrates your creativity and/or inventiveness.

Capture and Upload

1. Capture the video using your digital or video camera, smart phone or laptop and save it on your computer. Or use YouTube's 'Record from WebCam' mechanism.
2. Go to www.youtube.com and log into your account [create an account if needed]

3. Use the upload feature to place your video on YouTube
4. Title your video: Biodesign Innovation Video Essay B – [Your ApplicantID]
5. Privacy: Select Unlisted (anyone with the link can view). The video will not appear in any YouTube’s public spaces, such as search results, your channel, or the Browse page, but the link can be shared with anyone. To learn more about an Unlisted Video, visit YouTube
6. After setting the privacy setting on your video, copy the link provided by YouTube at the top of the screen and paste into the Application Video Essay box on your application.

Questions about this process may be directed to biodesign-fellowship@stanford.edu

Upload Instructions

Login to the website <http://biodesign.stanford.edu/Upload.do>

[the username and password you created during the application will be required]

Once you have logged in you will see an upload page. Each file required must be entered through the various input fields. Use the Browse button after each field to select the appropriate file (e.g. for your transcript, click on the first Browse button). For the YouTube link, simply paste the URL into the appropriate textbox. Once you have entered as many of the files into the fields as you can, click on the button marked **Submit All Documents**. This will automatically upload the files you have selected and rename them into a directory with your applicant ID. Filenames will also be changed to match the field, so be certain you place the correct file into each field. If you are uncertain, you may upload again, the new files will write over the old files.



Letters of Recommendation

Contact three people to write letters of recommendation. One letter must be from your program director or equivalent supervisor/director. These letters should be emailed to: biodesign-fellowship@stanford.edu

Letters must be emailed directly from the author. We will not accept emailed letters of recommendation from applicants themselves. Please let the author know to email the letter to biodesign-fellowship@stanford.edu. The Subject line *must be*: Biodesign Innovation Fellowship, Applicant #XXXX. Please inform the recommender of your application ID #.

Letters should describe your ability to be creative and innovative, your academic record, research you’ve completed, etc. The letters should be addressed to Dr. Paul Yock.

As with all your supporting materials, all emails must be sent by the applicable deadline. NOTE: It is your responsibility to follow up with those from whom you’ve requested letters to ensure they are emailed by the deadline.

Questions

Please direct any questions regarding this application process to biodesign-fellowship@stanford.edu.