



GUIDELINES AND REQUIREMENTS

Emerging Leader Definition: An *emerging* leader is an individual who has shown historical aptitude for leadership and has exhibited to others a strong potential for future leadership. An emerging leader has little formal training or experience with leadership and is motivated to gain additional leadership skills and experience.

OVERVIEW

The *Family Medicine Leads (FML) Emerging Leader Institute* is a multi-part leadership program that focuses on identifying residents and students who display leadership potential, but may not have served in a leadership role. The AAFP Foundation wants to help expand the number of future Family Medicine leaders and provide training to help equip them for this important work. We encourage all to apply who meet our definition of an emerging leader and are committed to the development of future Family Medicine leaders who reflect the rich diversity of the specialty and the patients served.

The *FML Emerging Leader Institute* is held at the AAFP Headquarters in Leawood, KS, in conjunction with the AAFP National Conference in Kansas City, MO, and focuses on three leadership tracks: Policy & Public Health, Personal & Practice and Philanthropic & Mission-Driven.

Other components of the program include:

- Leadership Project completion that relates to chosen leadership track (due following March)
- An AAFP Family Physician mentor assigned to provide monthly guidance and support with project
- \$1,000 for Leadership Project Award winner to return to the next National Conference and present project
- \$3,000 for Best Leadership Project winner to attend a special Family Medicine opportunity

LEADERSHIP PROJECT EXPECTATIONS

As part of the Scholarship requirement, Scholars will be expected to complete a Leadership Project for award consideration and communicate with Mentor over the program period from initial match until the Project is completed/submitted—or longer, depending on whether the Scholar receive Project Award(s). Late Projects will not be considered for Project awards and you will incur penalties.

ELIGIBILITY REQUIREMENTS

Medical students:

- Must be a member of the American Academy of Family Physicians
- Must be in second, third or fourth year of medical school when program begins
- Must receive pre-approval from medical school director for participation in this program

Residents:

- Must be a member of the American Academy of Family Physicians
- Must be in first, second or third year of residency when program begins
- Must receive pre-approval from residency director for participation in this program

➤ *Note: Unsuccessful candidates may apply more than once, provided they still meet all eligibility criteria.*

Applicant Agreement: Applicant will comply with the *Family Medicine Leads Scholarship Emerging Leader Institute* Terms of Agreement and read Guidelines and Requirements.

Attendance Requirement: Attend AAFP National Conference of Family Medicine Residents and Medical Students (**August 2-4**) and the AAFP Foundation *FML Emerging Leader Institute* activities outlined in agenda. (**August 4-5**).

APPLICATION PROCESS

DEADLINE IS MARCH 1, 2018, Midnight CT. Recipients notified by email by **May 1, 2018**. Travel arrangements should NOT be scheduled until after notification of the award AND hotel logistical details have been shared with the selected Scholars.

Please note: You may apply for both a \$600 *Family Medicine Leads* Scholarship for National Conference and a \$1,000 *FML Emerging Leader Institute* Scholarship. However, if you have applied for both and receive a *FML Emerging Leader Institute* Scholarship, you will not be eligible for the *Family Medicine Leads* Scholarship for National Conference. Furthermore, if you do not receive a *FML Emerging Leader Institute* Scholarship, you will still be considered for a *Family Medicine Leads* Scholarship for National Conference.

This scholarship may not cover all your expenses, so we suggest contacting your local AAFP state chapter for supplemental scholarships.

Letter of Recommendation (REQUIRED)

➤ Note: If the letter doesn't contain all the information requested, your overall score could be lowered.

The letter may be written on your behalf by any of the following:

- A faculty member/advisor in the medical school's Department of Family Medicine or the residency program,
- A member of the leadership of the student's or resident's state Academy, or
- A family physician in good standing with the AAFP

Please provide the letter writer with the following instructions for completing a letter of recommendation which must:

- Be on letterhead and have a valid signature;
- Include a date;
- Describe the letter writer's relationship to the applicant;
- Address the letter writer's belief that the applicant is an "emerging" leader and the evidence to support the belief, including the applicant's work ethic and interpersonal skills;
- Based on your knowledge of the applicant, indicate the ability of the applicant to successfully carry out a Project in the allotted time;
- Comment on any other factors that the letter writer believes may be of value to the review committee;
- Be sent as a pdf file (with signature); AND
- Be received by March 1, 2018 (Midnight CT)

Email familymedicineleads@aafp.org with the following three documents to complete the application process:

1. A completed *FML Emerging Leader Institute* application
2. A copy of your *curriculum vitae* (CV) or resume, submitted as a Word document or PDF
3. A letter of recommendation submitted as PDF (which can be included or emailed separately by letter writer with applicant name in subject line to the email above by March 1 deadline)

REVIEW PROCESS

The applications will be reviewed and scored by the members of the *Family Medicine Leads* Work Group, which is a subgroup of the AAFP Foundation Board of Trustees. The applicants receiving the highest numeric scores will be accepted to participate in the *FML Emerging Leader Institute* and National Conference activities.

DISSEMINATION OF FUNDS

A scholarship of \$1,000 will be provided to attend National Conference (\$600) **and** *FML Emerging Leader Institute* (\$400). The scholarship is intended to help reduce out-of-pocket expenses (registration, travel, lodging, and meals) to attend both events.

Checks will be distributed during the National Conference. Since the scholarship is taxable income, each scholarship recipient must sign for the check, as well as complete a W-9 form prior to receiving the check. The AAFP Foundation will send a year-end 1099 tax form.

DEADLINE FOR APPLICATION PACKET IS MARCH 1, 2018, MIDNIGHT CT!!

Checklist

- ___ All parts completed, **any information missing, the application will not be considered.**
- ___ Verified the accuracy of the information.
- ___ Included a current CV or resumé.
- ___ Contacted a faculty advisor, State Chapter leader, or family physician and requested a letter of recommendation to include with the application.
- ___ Contacted medical school or residency program director for pre-approval of my participation in the *Institute*.
- ___ Read and understand the Guidelines and Requirements.
- ___ Read and agree to Terms of Agreement.