



## GUIDELINES AND REQUIREMENTS

**DEADLINE FOR APPLICATION PACKET IS MARCH 1 (11:59 PM CST)**  
**Program Dates: July 28-31, 2022**

### INTRODUCTION

The Family Medicine Leads (FML) Emerging Leader Institute is a 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.

### I. GUIDELINES

- Read and comply to Terms of Agreement.
- Verified accuracy of application information.
- Supporting documents saved and uploaded in PDF format. **If any documents are missing, the application will not be considered.**

### II. ELIGIBILITY REQUIREMENTS

1. 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
2. Residents:
  - Must be a member of the American Academy of Family Physicians
  - Must be in first or second year of residency when program begins
  - Must receive pre-approval from residency director for participation in this program
3. Selected recipients must attend the AAFP National Conference of Family Medicine Residents and Students and the AAFP Foundation Family Medicine Leads Emerging Leader Institute. If unable to attend both, then the scholarship will be forfeited.

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

Applicant 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 apply for both and receive an 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 an 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 recommend contacting your local AFP state chapter or Family Medicine Interest Group (FMIG) for supplemental scholarship(s).

### **III. APPLICATION PROCESS**

1. Complete FML Emerging Leader Institute application online.
2. Upload a copy of your curriculum vitae (CV) or resumé in PDF.
3. Upload a Letter of Recommendation (LOR) in PDF. This 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 letter writer's knowledge of the applicant, indicate the ability of the applicant to successfully carry out a leadership project in the allotted time;
- Comment on any other factors that the letter writer believes may be of value to the review committee; AND
- Be in PDF format.

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

### **IV. APPLICATION SUBMISSION**

For a successful submission, the online application with all supporting documents (in PDF format) must be completed by **March 1, 11:59 PM CST**. If the deadline falls on a weekend, then the application packet deadline is on the following workday.

### **V. REVIEW PROCESS**

Applications will be reviewed by the Family Medicine Leads Work Group, a sub-group of the AAFP Foundation Board of Trustees. The applicants receiving the highest average numeric scores will be selected to participate in the FML Emerging Leader Institute and National Conference activities.

### **VI. NOTIFICATION**

Selected recipients will be notified via email by **April 30**.

➤ *Note: Travel arrangements should NOT be scheduled until after notification of the scholarship AND logistical details have been shared with the selected recipients.*

### **QUESTIONS?**

Please contact Rachael Redler at [familymedicineleads@aafp.org](mailto:familymedicineleads@aafp.org) or 913-906-6341