

## STARTING AN APPLICATION

To begin your application, click the “BEGIN YOUR APPLICATION” button on the Harkness Application page.



### Harkness Application

**Begin Your Application**

**Continue Your Application**

**2019–20 Harkness Fellowship Application Deadlines:**

**September 4, 2018: Australia and New Zealand**

**November 12, 2018: Canada, France, Germany, the Netherlands, Norway, and the United Kingdom**

The 2019-20 application is not yet available but we encourage prospective applicants to use the following PDFs to begin preparing a submission offline.

Please be review the [Suggested Project Themes](#) before submitting your application to ensure that your project proposal is consistent with **The Commonwealth Fund's priorities**. [A PDF with detailed instructions for the online application is available here.](#)

If you have any technical questions about the Harkness application or reference letters please email Molly FitzGerald ([mf@cmwf.org](mailto:mf@cmwf.org)).

After completing a brief survey, click the button pictured below to register for an account on The Commonwealth Fund's online application system.

**Click this button to access the Harkness Fellowship application.**

## REGISTERING FOR AN ACCOUNT

Click “New User?” to begin the registration process. Registering for an account has **3 steps**.

On the screen pictured below, select the ‘Individual’ button.

Fill in all fields pictured below.

100 The Commonwealth Fund  
1918 2018

Portal Sign Up / **Step 1** / Step 2 / Step 3   Organization   **Individual**

**First Name \***

**Last Name \***

**Email \***

**Confirm Email \***

**Next**

Can't access your account? | Existing User?

Select the 'Organization' button if you are submitting a Letter of Inquiry.

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Portal Sign Up / Step 1 / **Step 2** / Step 3   Organization   **Individual**

**Street**

**City**

**State/Province**

**Zip/Postal Code \***

**Country \***

**Phone \***

**Fax**

Enter your Office Address and Phone number in the fields to the left.

For applicants to the Harkness Fellowships in Health Care Policy and Practice: Please note that the Phone field on this page only accepts American formatting. Once you are logged into the application system you can correct the formatting so that it is accurate for the country from which you are applying.

The Username field will automatically be populated with whatever appears before the @ symbol in the email address you entered above. You can keep this as your Username or update it at this stage, but you cannot use a full email address (containing an @ symbol) as your Username.

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Portal Sign Up / Step 1 / Step 2 / **Step 3** Organization Individual

**Username \***  
mf

**Password \***

**Confirm Password \***

**Terms of Service and Privacy Policy \***  
--None--

**Register** or go back a step

Your username defaults to everything before the @ sign in your email. The username can be edited.

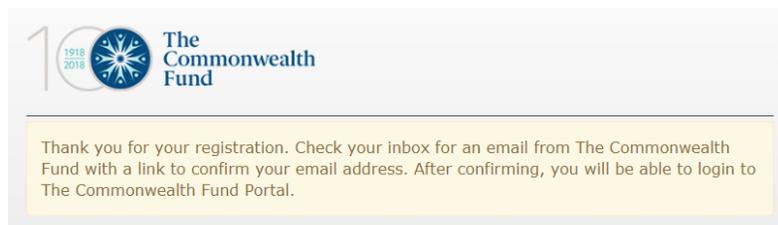
Create a password that contains:

- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number

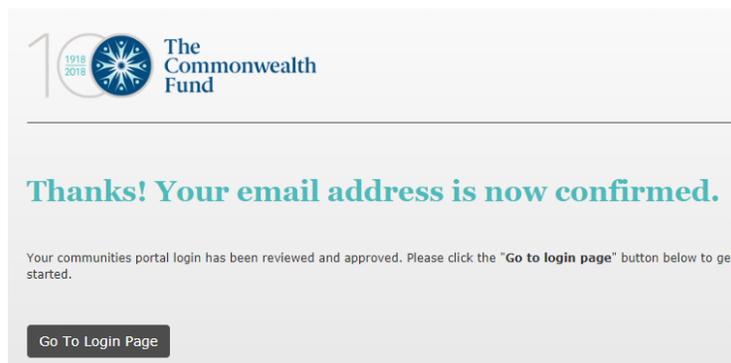
Your password must be between 8-20 characters long. Your password can't contain the word "password", nor can it be the same as your username.

The Commonwealth Fund's Terms of Service are available here.  
The Commonwealth Fund's Privacy Policy is available here.

Clicking “Register” will bring you to the screen pictured below and you will automatically receive an email from The Commonwealth Fund with the subject line “Thank you for registering! Please verify your Email”. Click the link in the email to verify your registration.



You will then see the following screen and can proceed to login.



## COMPLETING AN APPLICATION

Upon logging in you will see a screen with three tabs in the upper left-hand corner. The 'Dashboard' tab will be automatically selected.



### Welcome to The Commonwealth Fund Portal

Click the Applications tab above to select and start a LOI or Fellowship application.

To start a Harkness Fellowship application, click the 'Applications' tab and then click the '2019-20 Harkness Fellowships in Health Care Policy and Practice Application' link **that corresponds with the country from which you are applying.**

The application deadlines are as follows:

September 4, 2018: Australia and New Zealand

November 12, 2018: Canada, France, Germany, the Netherlands, Norway, and the United Kingdom



To begin your application, click the appropriate corresponding link.

To launch your application, click the 'Create Application' button.

Create Application

## COMPLETING AN APPLICATION

The application consists of eight (8) sections: Contact Information followed by tabs A – H. Please follow the tabular format to complete the application. To move from one application section to another use the “Save & Next” button at the bottom of the page, or click between the tabs directly after pressing “Save”. **Do not use the back button on your internet browser and please be sure to save your application regularly.**

Please note that you can log out of the application system at any time and log back in later at <https://commonwealthfund.force.com>. Be sure to always click “Save” before logging out, or information you have already entered may be lost. The “Logout” button appears in the upper right-hand corner of the screen when you click on your name. Upon logging back in you will access your open application from the ‘Grantee Dashboard’ tab. Click the “Edit” icon to resume working.

## APPLICATION SECTIONS

### Contact Information

Review the contact information you entered when registering and complete all fields on this page.

### A) Applicant Summary Information

- Country you are applying from
- Academic and Professional information: Degree(s), institution(s), and date(s) awarded; thesis/dissertation title(s) and dates(s); professional setting and present position(s)
- Project Summary: Title, summary statement (250-word limit), length of fellowship, anticipated start date
- Member of Minority Group or Indigenous People? (optional)

### B) Family Information

- Partner’s name and occupation
- Child / children’s name(s) and date(s) of birth (format must be MM/DD/YYYY)
- Family members accompanying you to the United States

### C) Previous Visits to the US

- Have you ever visited the United States? (Yes or No)
- If yes, provide date(s) and purpose(s) of visit(s)

#### D) Awareness of Harkness Fellowships

- How did you hear about the Harkness Fellowships? (Select Yes / No for all options listed)

#### E) Statement of Professional Objectives

**Statement of Professional Objectives** – Use the text box provided to answer the following 4 questions. Please label each section of your response in accordance with the bolded text below. The total length of your Statement of Professional Objectives is meant to be two pages, or approximately 1,200 words/7,600 characters.

1. **Professional Accomplishments:** Please describe the professional accomplishment(s) that you feel best demonstrate your qualifications or potential to take advantage of the Harkness Fellowships in Health Care Policy and Practice.
2. **Career Plans:** Please describe your short term (5 years) and long term (10 years) career objectives. What do you see as the direction your career will take? The kinds of positions you would like to achieve?
3. **Bridging the Divide Between Policy, Research, and/or Practice:** Please give an example of how you have bridged the divide between the worlds of research and policy or policy and practice, how you have demonstrated effective communication and influencing skills, and/or how you have demonstrated an ability to lead change.
4. **Special circumstance:** Please describe any special circumstances that you wish to address with respect to the eligibility criteria or any additional information which you would like to bring to the attention of the selectors.

#### F) References

1. Click the “New” button to identify your **Institutional/Organizational Reference (one required)**, as well as your **Professional References (three required)**. In order to notify your references and send a reference request via email answer **Yes** to “Send Request to Reference Now?” and then click “Save”. An automated email request will be sent to the referee with specific instructions on how to complete and submit a letter of reference.
2. If you are not yet ready to send the reference request, answer **No** to “Send Request to Reference Now?” and then click “Save”. You will need to return to this section and change your response to **Yes** for the reference request email to be sent.
3. Click "New" again to identify your next three referees.
4. Before submitting your application make sure that the status of all your references is “Reference Requested” or “Reference Received”. We suggest confirming with your referees that they have received the email request, as it may be directed to a junk mail folder. Please contact [mf@cmwf.org](mailto:mf@cmwf.org) if any of your referees did not receive the email request. References are due on the same date as the application (Sept. 4, 2018 for Australia and New Zealand; Nov. 12, 2018 for Canada, France, Germany, the Netherlands, Norway, and the United Kingdom). It is the responsibility of the applicant to ensure that all four references have been submitted.

## G) Preliminary Research Proposal

Select and upload your Preliminary Research Proposal. Be sure to click “Save” after uploading the document.

All proposals must be uploaded as Word document attachments in Times New Roman 12-point font, with 1-inch margins. Please include your name on each page in the upper right-hand corner. The proposal may not exceed five pages total, not including references.

**A. Purpose and Context:** Describe the proposed study, i.e.:

- The health care problem or policy issue being addressed, its significance in the United States, and any relevant background to the above
- The relevance of the issue to the applicant's home country context
- The specific research questions to be explored

**B. Research Design:** Describe the research strategy methods, types and sources of data to be collected, and methods of data analysis to be used to accomplish the project's objectives.

**C. Expected Contributions of the Proposed Research:** Discuss the anticipated contribution of the proposed study to advancing health policy thinking and practice in the United States and the applicant's home country.

**D. Dissemination Strategy:** Outline the various strategies and vehicles that would be used to disseminate the project findings, and the target audiences to be reached.

**E. Workplan:** Provide a monthly timetable that includes key project activities, milestones, and deliverables.

**F. Proposed Placement in the United States:** The applicant should indicate the type of placement that he/she thinks would be most appropriate (i.e., a university, policy think tank, government agency, health care delivery organization), and, if known, any individual(s) or institution(s) he/she would propose as U.S. mentor(s) or host institution(s).

**G. Proposed Home Country Mentor:** Once selected, the Fund will collaborate with the home country selection committee and the fellow to identify and agree on a home country mentor.

**H. Research References/Footnotes:** References are not included in the 5-page proposal limit.

## H) Required Attachments

Select and upload your Curriculum Vitae and Publications (three required, fourth optional). Be sure to click “Save” after uploading the documents.

**Curriculum Vitae:** Your CV should include employment, educational background, publications and major presentations; previous fellowships, scholarships, honors and awards; other major activities (e.g. professional, social affiliations, offices held, etc.) and research interests; and previous and current grant funding. Please note which publications are peer-

reviewed. Please upload your CV as a Word document with your name on each page in the upper right-hand corner.

**Published Articles or Reports:** Applicants should include electronic copies of three published peer-reviewed research articles that represent the best examples of their work. Applicants who have not published in journals should include policy-related report(s) authored or co-authored by the applicant.

**Please Note:** There is a strict 20-page limit on each article or report submitted; excerpts of longer articles or books are acceptable but cannot exceed 20 pages. Please upload articles or reports as PDFs. Three publications are required with the option of including one “additional” (fourth) publication.

## SUBMITTING YOUR APPLICATION

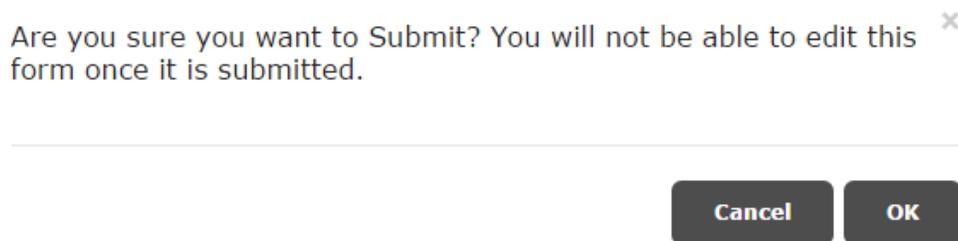
When your application is complete, click the “Review/Submit” button (found in the upper right-hand corner) to review your full application for accuracy before submitting.



To edit any part of your application, click “Back to Record” and make the necessary changes within the corresponding tab. **Do not use the back button on your internet browser.**

Click “Print” to print or save a copy of your application before submitting.

When your application is complete click “Submit, then click “OK” on the screen seen below:



If your application is missing any required information at this point you will be notified by an error message. Click “Back to Record” to add any missing information, then complete the submission process as described above. Once you submit your application you will be unable to make changes. You will receive a confirmation email indicating the success of your submission.

## FEEDBACK

We welcome and encourage comments about your experience completing an online application. Please send any feedback you wish to share to [mf@cmwf.org](mailto:mf@cmwf.org).