



OPTIONAL APPLICATION FORMATTING EXAMPLE

Directions: Please read and follow the directions in blue. All blue writing should be deleted before submitting your application. Do not forget to fill in any [bracketed text] or blanks and preserve **bolding** as indicated below. Parts #1-7 should be no more than 6 pages in length. Parts #8-11 are not included in the 6-page limit. **Completed applications must be emailed to bidmc-masseqlhs@bidmc.harvard.edu by 11:59pm Eastern, Friday, June 15, 2025.**

1. CANDIDATE DESCRIPTION

- Full name and credentials: [insert]
- Email: [insert]
- Phone Number: [insert]
- Address: [insert]
- Position(s): [insert]
- Institutions(s): [insert]
- Project Title: [insert]

2. HEALTH SYSTEM OF PROPOSED STUDY

[insert health system name]

3. CAREER DEVELOPMENT PLAN

Career Development Activities

Activity 1. [title]: [description]

- Activity 1a: [description]
- Activity 1b: [description]

Activity 2. [title]: [description]

...

Activity X. [title]: [description]

Future Career Planning

Goal 1. [title]: [description]

...

Goal X. [title]: [description]

Please type an "X" under each LHS Core Competency met by each activity. The first row has been completed as an example

Anticipated Pertinent Core Competencies by Activity in this Proposal and Future Plans								
Research	1	2	3	4	5	6	7	8
Aim 1a, 1b, 1x	X				X			
Aim 2								
Aim X...								
Career Development Activities								
Activity 1:								
Activity 2a:								
Activity 2b:								
Activity X:								
Mass EQLHS Peer-to-Peer Program								
Mass EQLHS Grand Rounds Series								
Future Career Planning								
Goal 1:								
Goal X:								

Visit this website (<https://www.ahrq.gov/learning-health-systems/building-workforce.html>) for further details on AHRQ LHS Core Competencies.

4. RESEARCH PLAN

Please use your preferred citation formatting as you describe your research plan.

BACKGROUND

[description]

SPECIFIC AIMS

Central Goal: [1-3 sentence summary]

Aim 1: [1 sentence summary]. [Descriptive sentence(s)...

...

Aim X: [1 sentence summary]. [Descriptive sentences...]

PRELIMINARY DATA

[insert if applicable, otherwise omit this section]

METHODS

[insert description]

FUTURE PLANS

[insert description]

SIGNIFICANCE TO LHS AND MASS EQLHS GOALS

[insert description]

RESEARCH LIMITATIONS AND/OR POTENTIAL PITFALLS

[insert descriptions]

6. MENTORING PLAN

[insert 2-4 sentence overview of mentoring team, including citations as needed].

Role	Name	Qualifications	Meeting Frequency	Contributions
Primary Mentor				
Secondary Mentor				
Health Systems Mentor				
Patient Representative				

7. PATIENT ENGAGEMENT PLAN

Patient engagement is also an important learning health system core competency. It is intended to make research more patient centered, realistic, and sustainable. The candidate should describe the relevant patients and proposed methods used to engage them throughout the research.

[insert]

Sections 8-11 are NOT included in the 6-page limit.

8. REFERENCES

Please insert references in your preferred citation format.

9. BUDGET

Please see "Call for Applications" directions.

10. BIOSKETCHES

Attach NIH-style biographical sketches of candidate and research mentors (not required for patient representative or health system mentors). Please use the "non-fellowship biosketch"

format described on the NIH website
(<https://grants.nih.gov/grants-process/write-application/forms-directory/biosketch>).

11. LETTERS OF SUPPORT

Please attach letters as PDFs from the following:

- a. **Primary Research Mentor:** Expertise in content area and as an experienced mentor with details of the time commitment and structure of mentoring supervision and coordination with mentoring panel
- b. **Secondary Research Mentor:** Expertise, mentoring experience and willingness to commit time to mentoring and assisting with the proposed research and career development
- c. **Health System Mentor:** Agreement that the research will be conducted in their health system and is a health system priority. The letter should also include a description of how the health system mentor will facilitate the proposed research project as well as dissemination and spread of success systemwide.
- d. **Department Chair or Institutional Official:** Include that the candidate is a faculty in good standing, agreement to protected time, in-kind support, and will make up difference between salary provided in grant and actual salary if needed and resources that will be available.