



Harvard  
Medical  
School



World  
Health  
Organization



Harvard  
Pilgrim  
Health Care

*Department of Ambulatory Care and Prevention  
Drug Policy Research Group  
WHO Collaborating Center in Pharmaceutical Policy*

## **Harvard Medical School Fellowship in Pharmaceutical Policy Research Guidelines for Fellowship Support and Expectations**

August 13, 2008

The Fellowship in Pharmaceutical Policy Research (FPPR) at the Department of Ambulatory Care and Prevention (DACP) of Harvard Medical School (HMS) and Harvard Pilgrim Health Care (HPHC) is intended to train clinician (e.g. MD, PharmD, RN, etc.) researchers, PhD students, post-doctoral and mid-career professionals to become leaders in research on pharmaceutical policy decisions. The Fellowship attracts a heterogeneous group of fellows from the U.S. and abroad.

Faculty and staff of the Drug Policy Research Group (DPRG) seek to provide fellows with the resources needed to succeed in their Fellowships and in their future careers. To the extent possible, the FPPR tries to meet the different needs of fellows and, at the same time, maintain equity in support provided to fellows within the FPPR, the DACP, and within the Harvard University-wide PhD Program in Health Policy, as well as consistency with U.S. federal fellowship guidelines.

Drs. Stephen Soumerai and Anita Wagner co-direct the Fellowship. Ms. Joyce Cheatham is the FPPR Administrator. Fellows should direct questions about the FPPR to these individuals.

Below we list guidelines and expectations for Pharmaceutical Policy Research Fellows. As a general resource, we recommend the HMS Postdoctoral Fellows' Manual (<http://www.postdoc.harvard.edu/pdf/PDManual.pdf>).

### **Stipend**

- Stipend levels are set by DACP faculty and administrators to be commensurate with training and experience levels of fellows (e.g., pre- or post-graduate year; professional experience) and as consistent as possible with Harvard University and federal fellowship stipend levels.
- Support secured by fellows for the Fellowship year from external sources will offset the respective amount of the stipend received from Fellowship funds. Fellows are responsible for updating the Fellowship directors and administrator about the status of external funding sources that are concurrent with the FPPR funding period.

### **Moving to Harvard**

- For non-U.S. fellows, the Fellowship administrator will work with the Harvard International Office and with DACP administrators to coordinate immigration (as needed) and hiring paperwork for fellows. Valuable information for international fellows can be found here: <http://www.hio.harvard.edu/>.

# Harvard Medical School Fellowship in Pharmaceutical Policy Research Guidelines for Fellowship Support and Expectations

August 13, 2008

- Fellows moving to Boston are responsible for finding housing for the duration of their Fellowship. To the extent possible, the Fellowship Administrator will provide information on housing opportunities.
- Fellows new to Harvard University are encouraged to attend one of the orientations offered by Harvard Medical School. For information, fellows should speak with the Fellowship Administrator.
- Consistent with Harvard University guidelines, non-U.S. fellows need to comply with U.S. and home country tax laws. It is recommended that fellows seek tax advice from a tax professional.
- For fellows who are moving to the Boston area from elsewhere in the U.S. or from abroad, funds to reimburse for relocation expenses may be available and are decided upon by DPRG faculty and FPPR directors. Factors considered include whether or not other sources are available to the trainee for relocation expenses.

## Training-Related Expenses

- Training-related expenses (for conference participation, course fees, data acquisition) in the amount of US \$1,250 per Fellowship year are usually available for each fellow.
- Requests for training-related expenses need to be approved by faculty mentor(s) and the Fellowship directors in advance of spending.
- Once approval is obtained, fellows should work with the Fellowship Administrator to help process reimbursements within sixty (60) days of travel or the date on which a non-travel business expense was incurred or to work out direct payment for training-related expenses.
- Requests for additional funds may be granted on a case-by-case basis by DPRG faculty and FPPR directors. Reasons for granting additional training funds may include international travel to present Fellowship research; relevance of additional resources to the professional development of the fellow as determined by faculty mentor(s); and available resources for the additional expense in question. Requests for exceptions should first be addressed to the Fellow's primary mentor.
- Fellows may be eligible for Harvard University's or Harvard Pilgrim Health Care's tuition assistance plans that help pay the cost of tuition for courses taken at participating Harvard Schools and other accredited institutions. Fellows who would like to enroll in a course are responsible for exploring tuition plan coverage options.

## Healthcare Benefits

- Postdoctoral fellows on the Harvard University payroll system are offered benefits (medical, dental, life, long-term disability, long-term care insurance) through Harvard University. Fellows pay premiums for these benefits out-of-pocket. For details please see <http://www.postdoc.harvard.edu/pdf/PDManual.pdf> and [http://www.postdoc.harvard.edu/bas\\_benefits.html](http://www.postdoc.harvard.edu/bas_benefits.html)
- For pre-doctoral fellows in a doctoral program, benefit coverage depends on the individual fellow's situation. Tuition and fees (including graduate student health fee and health insurance) may either be borne fully by the graduate program/financial aid, or partially supported from

# Harvard Medical School Fellowship in Pharmaceutical Policy Research Guidelines for Fellowship Support and Expectations

August 13, 2008

both the graduate program and the FPPR. If student health services are provided by the doctoral program, FPPR will not cover additional health insurance. The fellow is responsible for monitoring bills and bringing to the DPRG and the doctoral program attention any problems with prompt payment of tuition and fee bills.

## Vacation

- The FPPR vacation policy follows that of HMS (<http://www.postdoc.harvard.edu/pdf/PDManual.pdf>): Although fellows, like faculty, do not record hours worked, they are generally entitled to 20 vacation days during their annual appointment (adjusted accordingly for Fellowships lasting less than a year) at a time or times to be agreed upon with their mentor(s). Fellows should inform the Fellowship Administrator of upcoming vacations. Fellows will not be compensated at the end of their Fellowship year for unused vacation days. If the fellow continues for a second year, unused vacation days cannot usually be carried forward.

## Administrative Procedures

- All fellows are required to complete HIPAA Privacy Training and the CITI Human Research Course. Training needs to be completed within 30 days of starting the Fellowship. Fellows who have received training in either HIPAA or CITI should inform the Fellowship Administrator.
- In line with DACP policy, the DPRG does not provide staff support for fellows in the conduct of their research. Specifically, fellows are responsible for tasks such as manuscript preparation, data analysis, literature searches, and the creation of reference databases.
- Fellows who wish to apply for external grant funding during their Fellowship year should discuss proposals with their faculty mentor(s) and the FPPR directors; familiarize themselves with the HPHC Investigator's Handbook; and need to comply with DACP rules for proposal submission. Most grants (other than NIH Career Development Awards or NRSAs) will require a DACP faculty sponsor to be the nominal Principal Investigator on the proposal. The DPRG Coordinator may be available for consultation on proposal/budget development and regarding questions about internal processes.
- It is generally understood that fellows devote a full 35-hour work week to their Fellowship research, unless otherwise agreed upon.
- However, clinician fellows may want to practice during their Fellowship year and fellows may want to engage in teaching activities. Clinical, teaching, research, and other activities outside of the Fellowship that take place during regular work hours need to be discussed and agreed upon with FPPR directors and Fellowship mentor(s) prior to commitment to those activities. It is in the interest of fellows and Fellowship faculty that additional non Fellowship-related activities a) comply with Federal funding guidelines where applicable; b) do not jeopardize the successful and timely completion of planned Fellowship research; and c) enhance the fellows' career development. It is recommended that additional non Fellowship-related activities be limited to 10 hours/week, with most of those hours spent outside of regular working hours. In the case of clinical work, it is the responsibility of the fellow to be sure that they have appropriate medical or pharmacy licensure and malpractice insurance.

## **Harvard Medical School Fellowship in Pharmaceutical Policy Research Guidelines for Fellowship Support and Expectations**

August 13, 2008

- Fellows should bring to the attention of the Fellowship Administrator any questions about workspaces, computers, and phones.

### **Expectations for Fellows**

- In collaboration with their faculty mentor(s), Fellows are expected to produce at least one publishable manuscript on the results of their Fellowship research.
- Fellows' attendance is strongly encouraged at all DACP Faculty Meetings, Pharmaceutical Policy Research Seminars, and DACP Brown Bag Seminars.
- Fellows should meet with their primary department mentor early on in their Fellowship to lay out goals and expectations for the year. During the year, Fellows should schedule regular meetings with their mentor(s). Most fellows schedule weekly or bi-weekly meetings with their primary mentor.
- Early in the Fellowship year, each fellow will be asked to give a brief (10 minutes) presentation of their proposed research project at a Pharmaceutical Policy Research Seminar. In the latter part of the Fellowship year, fellows will present their research work in progress at a Pharmaceutical Policy Research Seminar. Fellows will also be asked to present at the Pharmaceutical Policy Annual Symposium, if applicable, and at the DACP Brown Bag Seminar. We encourage Fellows to present at the DACP Brown Bag Seminar early in their Fellowship year because the seminar facilitates contact between the Fellow and the larger DACP community. To schedule a Brown Bag Seminar, fellows should contact the Fellowship Administrator.
- If needed, fellows are strongly encouraged to seek statistical and analytical input from Dr. Lingling Li. Dr. Li is a biostatistician in DACP with funded time to assist fellows. Fellows may approach Dr. Li directly, but should inform their mentors that they are doing so. Mentors may suggest that Fellows also inform Dr. Ken Kleinman, one of DACP's senior biostatisticians, about their request for support from Dr. Li.
- All Fellows will be reviewed annually by their mentor(s) and the DPRG faculty.
- Fellows in a two-year Fellowship at DACP will be reviewed during the DACP annual faculty review. For this process, Fellows will need to submit an annual report and updated curriculum vitae.
- Mentors will be available to assist fellows nearing the end of their Fellowship year in preparing for their job search strategy. The Fellowship Administrator will be available to schedule practice sessions for Fellows' job talks.
- At the end of their Fellowship, all fellows will be asked to complete an FPPR program evaluation survey. Fellows are also asked to evaluate the Pharmaceutical Policy Research Seminar.