

*Department of Population Medicine
Drug Policy Research Group*

**Harvard Medical School Fellowship in Pharmaceutical Policy Research
Guidelines**

January 2014

The Fellowship in Pharmaceutical Policy Research (FPPR) at the Department of Population Medicine (DPM) of Harvard Medical School (HMS) and the Harvard Pilgrim Health Care Institute (HPHCI) 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 to inform 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 support 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 DPM, 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. Dr. Catherine Vialle-Valentin is the faculty coordinator for the FPPR's Pharmaceutical Policy Seminar and Ms. Joyce Cheatham the FPPR administrator. Fellows should direct questions about the FPPR to these individuals.

The Fellowship in Pharmaceutical Policy Research is a Fellowship in residence at the Department of Population Medicine. Below we list guidelines and expectations for Pharmaceutical Policy Research Fellows. As a general resource on research at Harvard, we recommend the Greybook¹ and on research at the Harvard Pilgrim Health Care Institute, the HPHCI Investigator Handbook.²

Stipend

- At this time, the FPPR does not provide financial support. Fellows need to secure external support for stipends, relocation and visa expenses, and training-related expenses. FPPR faculty will support fellows' applications for external funding.

Moving to Harvard

- For non-U.S. fellows, the Fellowship administrator will work with the Harvard International Office and with DPM administrators to coordinate immigration (as needed) and hiring

¹ [Grey Book: Principles and Policies that Govern your Research, Instruction, and Other Professional Activities](#)

² [HPHCI Investigator Handbook](#)

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paperwork for fellows. Valuable information for international fellows can be found here:
<http://www.hio.harvard.edu/>.

- 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.
- 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 relocation expenses are not currently available.

Training-Related Activities

- Fellows may be able to audit courses at Harvard and Boston Universities. Before enrolling in classes, fellows should discuss course options with their mentor.
- The FPPR does not currently have funds to cover training-related expenses such as data acquisition costs, software costs, conference registration and travel expenses. However, FPPR faculty will support fellows' applications for external funding.

Healthcare Benefits

- Postdoctoral fellows on the HPHC payroll system are offered benefits (medical, dental, life, long-term disability, long-term care insurance) through the HPHCI. Fellows pay premiums for these benefits out-of-pocket. Benefit information will be made available during HPHC orientation.
- For pre-doctoral fellows in a doctoral program, fees (including graduate student health fee, health insurance, and tuition) need to be fully borne by the graduate program/financial aid office or the fellow.

Vacation and Holidays

- Fellows should discuss the timing of vacations with their faculty mentors and inform the Fellowship administrator of upcoming vacations.
- Ten holidays per year are observed by the HPHCI. Please refer to the link³ below for the 2014 holidays.

Administrative Procedures

- Fellows are required to complete Privacy & Security 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 CITI should inform the Fellowship administrator.

³ [2014 Holiday Calendar](#)

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- In line with DPM 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 HPHCI Investigator's Handbook; attend the HPHC Office of Sponsored Programs, Fundamentals of Sponsored Programs (FOSP) training; and need to comply with DPM rules for proposal submission. Most grants (other than NIH Career Development Awards or NRSAs) will require a DPM faculty sponsor to be the nominal Principal Investigator on the proposal. The DPRG Grants administrator may be available for consultation on proposal/budget development and regarding questions about internal processes.
- Our goal is to insure that the research conducted by fellows is coordinated and feasible in one year. It is generally understood that fellows devote a full 40-hour work week to their Fellowship research and work on-site, 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.
- External collaborations with researchers at other institutions or departments should be approved in advance by the Fellowship directors and fellow's mentors. Usually, such collaborations need to have value for the fellows' FPPR projects.
- Fellows should bring to the attention of the Fellowship administrator any questions about workspaces, computers, phones and departmental practices.

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 DPM Faculty Meetings, Pharmaceutical Policy Research Seminars, and DPM 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.
- In the latter part of the Fellowship year, fellows will be asked to present their research work in progress at a Pharmaceutical Policy Research Seminar. Fellows may also be asked to present at the DPM Brown Bag Seminar. We encourage fellows to present at the DPM Brown Bag

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Seminar early in their Fellowship year because the seminar facilitates contact between the Fellow and the larger DPM 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. Fang Zhang, the DPRG statistician. DPRG fellows may approach Dr. Zhang directly, but should inform their mentors that they are doing so.
- All fellows will be reviewed annually by their mentor(s) and the DPRG faculty.
- Fellows in a two-year Fellowship at DPM will be reviewed during the DPM annual faculty review. For this process, fellows will need to submit an annual report and updated curriculum vitae, ideally in Harvard Medical School CV format.
- 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.

Publications

- Fellows' papers published after completing their FPPR should note in the affiliations section that the work was conducted as part of the fellows' FPPR, for example in the following way:
“At the time the research was conducted, (Name of author) was a postdoctoral fellow in Pharmaceutical Policy Research at the Department of Population Medicine at Harvard Medical School and the Harvard Pilgrim Health Care Institute.”
- In acknowledgment sections, fellows may want to consider adding a statement like:
“The authors gratefully acknowledge support from the Fellowship in Pharmaceutical Policy Research at Harvard Medical School and the Harvard Pilgrim Health Care Institute and the Thomas O. Pyle Fellowship Fund, if the fellow also received this Fellowship.