



ASH Medical Educators Institute Required Documents

ASH maintains strict guidelines for Medical Educators Institute applications. When filling out the application, you must adhere to the page restrictions and be certain to include all required documents and complete all required sections.

- ☐ **Scholarly Project Proposal & References** (Maximum 2 pages for proposal, including tables and figures; maximum 1 page for references)
 - Must include, at a minimum, an introduction, specific aims/objectives, relevance to hematology, a study description, timeline for completion, and an evaluation plan. Strong applications will also include originality/importance, discussion of feasibility, and proposed statistical methods/data analysis.
 - Completion of the proposal within the year of the MEI workshop is not required, but a clear plan for the timeline of the study and data analysis is essential. Projects should be at a stage that permits modification during the MEI program.
- ☐ **Applicant Career-Development Plan** (Maximum 2 pages)
 - Please detail your medical education journey (your origins and career goals in medical education). Considering available resources at your home institution, such as courses, workshops, etc. A description of the courses and experiences that the applicant intends to pursue should be clearly identified.
- ☐ **Applicant's Curriculum Vitae**
- ☐ **Mentor's Letter of Support** (Maximum 2 pages)
 - The letter must be on official institution letterhead, formatted with 1-inch margins on all sides and a minimum font size of 12 pt.
 - If the applicant has co-mentors, only one letter of support should be included, but it should be written and signed by both mentors.
 - This letter should outline the mentor's experience with the applicant, the mentor's qualifications in the applicant's research area, previous experience in mentoring junior investigators, and commitment to providing a productive environment for the applicant to pursue his/her project. The letter should especially highlight specific plans to mentor the applicant and support the proposal during the award year.
 - Mentorship is considered a critical component of a successful MEI experience, and the mentor's letter of support will be carefully examined and contribute substantially to the applicant's score.
- ☐ **Mentor's Curriculum Vitae** (CV required for each mentor)
- ☐ **Letter of Support From Division Chief or Training Program Director** (Maximum 2 pages)
 - The letter must be from the division chief or a similar institutional official at the time of the MEI workshop, with the individual's original signature. The letter must be on official institutional letterhead, formatted with 1-inch margins on all sides and a minimum font size of 12 pt. *Applicants navigating an institutional transition can email training@hematology.org for further guidance.*
 - The letter should provide a description of the institutional commitment to the applicant. The narrative should include a statement regarding available environment and resources

for the applicant to conduct research and to gain experience and training relevant to their career development. A commitment of time and resources for the applicant to attend the required meetings (the Fall Workshop and the virtual longitudinal components) should be clearly stated.

- **This letter must be separate from the mentor letter of support.** If the mentor is also providing the institutional commitment letter, two distinct letters must be submitted.