

GUIDE TO FELLOWSHIP APPLICATIONS

July 2010

DEPARTMENT OF MEDICINE
NEW YORK-PRESBYTERIAN HOSPITAL
WEILL CORNELL MEDICAL COLLEGE

This guide is available on the Cornell Medicine website and is updated regularly.
<http://www.cornellmedicine.com/education/index.html>



Weill Cornell Medical College

┌ New York-Presbyterian Hospital
└ Weill Cornell Medical Center

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Cardiovascular Disease Fellowship Application Guide

Fellowship applications are completed through the American Association of Medical Colleges' Electronic Residency Application Service (ERAS), which is accessed online. The link to the ERAS website is: <http://www.aamc.org/audienceeras.htm>

Timeline for applications for training beginning July 1, 2012

Mid-June 2010: MyERAS User Guide available.

July 1, 2010: MyERAS website opens to applicants to begin working on their applications.

November 15, 2010: Applicants begin posting their applications to the ERAS system.

December 1, 2010: Programs may begin to review applications.

Note: Actual due dates of applications vary by individual programs. For Cardiovascular Disease at NewYork-Presbyterian Hospital (Weill Cornell), see www.cornellcardiology.com/fellowships. Contact each specific program for its deadlines and application requirements. Typical requirements include the ERAS application and 3 professional letters of recommendation.

Late February 2011: Typical due date on which specific programs require application packets to be completed.

Early April 2011: National Resident Matching Program (NRMP) Rank Order list opens for Medical Subspecialties Matching Program (MSMP).

Early June 2011: NRMP MSMP Rank Order list closes.

Mid-June 2011: Match Day for training beginning July 1, 2012.

July 1, 2012: Training begins in Cardiovascular Disease.

Application Requirements

ERAS application, personal statement and letters of recommendation from three faculty members who have personal knowledge of your professional and personal qualifications. One of these letters should come from your program director or from the service chief under whom you last served.

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Endocrinology, Diabetes, and Metabolism Fellowship Application Guide

The Endocrinology, Diabetes, and Metabolism Fellowship at NewYork-Presbyterian Hospital (Weill Cornell Campus) is a two-year, ACGME-accredited training program. The program is tri-institutional, employing the academic and clinical resources of NewYork-Presbyterian Hospital/Weill Cornell Medical College, Memorial Sloan-Kettering Cancer Center, and the Hospital for Special Surgery. The first year of the fellowship is primarily clinical, while the second year emphasizes clinical investigation or basic research. By the completion of the second year, fellows will have at least one paper prepared for publication in a peer-reviewed journal. An optional third year of training devoted to further research is also available.

Instructions to Applicants

Fellowship applications must be completed electronically through the American Association of Medical Colleges' Electronic Residency Application Service (ERAS). After the application is complete, applicants must use the National Residency Matching Program (NRMP) to match to the program. The program follows a December ERAS application cycle with a June NRMP match date.

Fellowship positions are filled using the ERAS-NRMP Match systems only.

Applicants should apply for fellowship during their second year of residency. Fellowship training will begin approximately one year *after* the NRMP Match. For example, residents applying in December 2010 will begin fellowship training in July 2012.

ERAS: <http://www.aamc.org/audienceeras.htm>

ERAS Program Number: 1433521136

Application Deadline: December 20, 2010

NRMP: <http://www.nrmp.org>

NRMP Program Code: 1492143F0

All applicants must be U.S. citizens or permanent residents at the time of application.

Application Timeline for Fellowship Training beginning July 1, 2012

Mid-June 2010: The MyERAS User Guide is available at <http://www.aamc.org/audienceeras.htm>.

July 1, 2010: MyERAS website opens to applicants. At this time, please obtain the required letters and documents to be uploaded to your ERAS application.

November 15, 2010: Applicants may transmit their ERAS applications to fellowship programs. NYPH/WC Endocrinology Fellowship Program's requirements are listed below.

December 20, 2010 — ERAS DOWNLOAD DATE: NYPH/WC Endocrinology Fellowship Program downloads ERAS applications. **All application materials must be available to the program via ERAS by December 20. The Endocrinology Fellowship Program will not accept materials posted to ERAS after the initial application download.**

January 1, 2011: NRMP Match registration begins. Please do not forget to register on the NRMP R3 System at <https://services.nrmp.org/r3/home/login/login.cfm>.

January 2011: Applicants will be contacted by fellowship program staff for interviews. At this time applicants selected to interview may email any relevant published research to the program coordinator. Published research will be added to the applicant's file and made available to

interviewers and fellowship selection committee members.

February – March 2011: The fellowship program will hold several interview days for invited applicants.

April 2011: NRMP's Rank Order List opens for both applicants and fellowship programs.

First week in June 2011: Deadline for finalizing Rank Order Lists for both applicants and programs. Match results are usually announced in mid-June.

Application Requirements

For your application to be considered complete, the program requires the following ERAS documents:

- ERAS Common Application Form (CAF)
- Personal Statement
- Medical Student Performance Evaluation
- 3 Letters of Recommendation
- Medical School Transcript
- USMLE Transcript
- ECFMG Status Report (international medical graduates only)
- Wallet-sized Color Photograph (optional)

General Advice

Deadline dates vary from year to year. It is important to review the timeline and registration deadlines for ERAS and NRMP for your specific application year.

For application-related questions and general program information, please contact the Fellowship Program Coordinator:

Helen Carey

Program Coordinator, Endocrinology, Diabetes, and Metabolism Fellowship Program

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Program Directors

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Gastroenterology Fellowship Application Guide

As of July 2007, the Gastroenterology Fellowship Program has participated in the ERAS match. This is a change that has greatly benefited the applicants, and upwards of 80% of the nation's programs will participate. For programs that do not participate in the match, there are separate applications. For those, you are recommended to speak with a program coordinator first.

Fellowship applications are completed through the American Association of Medical Colleges' Electronic Residency Application Service (ERAS), which is accessed online. The link to the ERAS website is: <http://www.aamc.org/audienceeras.htm>

Timeline for applications for training beginning on July 1, 2012

Mid-June 2010: MyERAS User Guide available.

July 1, 2010: MyERAS website opens to applicants to begin working on their applications.

November 15, 2010: Applicants begin posting their applications to the ERAS system.

December 1, 2010 – February 1, 2011: The applications are reviewed.

March – April 2011: Fellowship program staff issue invitations for interviews. Some programs will interview in February, but almost none in May. Details on match can be obtained from the NRMP website at www.nrmp.org, and a listing of programs participating in the match can be found in the Education and Training Section of www.gastro.org.

Application Requirements

NewYork-Presbyterian Hospital/Weill Cornell (and most other programs) will only review completed applications that include 3 letters of recommendation, one of which must be from the Residency Program Director or Chief of Service. Attendings and the Program Director are usually more than happy to write you letters but are generally quite busy. They may sometimes need gentle reminders (i.e., prodding) to complete these, and thus it is advisable to make the request sometime in August/September.

A personal statement is required as well. You will generate a CV via ERAS. Many programs will begin downloading applications immediately upon completion in the ERAS post office. While fellowship program staff generally wait until the application window has closed before reviewing applications, many programs will review in early January and then only haphazardly after that. Therefore, it greatly behooves you to have the application complete as early as possible (i.e., by December 1).

General Advice

As Gastroenterology has become an increasingly competitive area, it is important to have a research component to your portfolio. Speaking to current residents who have matched for the following year is quite helpful. It is also recommended that you meet with either Dr. Ira Jacobson — the Chief of the Division — as well as one of the faculty for guidance. Applying broadly (to top-tier programs around the country) or deeply (to many programs in a particular geographic location, such as NYC) is important.

If you have any questions about the application process, please contact the Fellowship Program Office at 646-962-4700 or one of the contacts below.

Contacts

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Geriatric Medicine Fellowship Application Guide

Geriatric fellowship programs are based in Internal Medicine and Family Medicine programs and are either one or two years in duration. (Applicants can have completed either residency.) The second year is generally devoted to research and is not ACGME accredited. (J-1 visa holders are eligible for only a one-year program.) Some programs offer both one-year and two-year positions. All programs must offer acute care, outpatient care, long-term care, and home care experience. Palliative care is usually offered as well.

Fellowship applications are completed through the American Association of Medical Colleges' Electronic Residency Application Service (ERAS), which is accessed online. Information regarding registration, policies and procedures may be found on the ERAS website. (www.aamc.org/audienceeras.htm).

Timeline for applications for training beginning July 1, 2012

Mid-June 2010: MyERAS Guide is available.

July 1, 2010: MyERAS website opens to applicants to begin working on their applications.

July 15, 2010: ERAS opens to July application cycle programs for downloading.

Early to late fall 2010: Interviews are conducted. Decisions are made on a rolling basis: the earlier one completes an application, the better the chances for availability of openings.

Application Information

There is currently no match for Geriatric Medicine Fellowships. Many but not all programs participate in ERAS. Most programs require 3 letters of recommendation from your Program Director and other faculty submitted with the ERAS application. The personal statement and interview are important and offer you the opportunity to express your interest in geriatrics. Research interest and experience is appreciated but not required. Many programs will accept paper applications earlier than July 1.

General Advice

Geriatric Medicine Fellowships are excellent training for residents interested in pursuing academic careers. This is still a "young" and under-populated specialty; many areas of research await investigation, and clinician-educators are in great demand. Geriatricians must have a broad range of skills in teaching, clinical work, research, and administration. Residents planning careers in clinical medicine have a variety of career options available to them after they complete a geriatric medicine fellowship. These include becoming a hospitalist or a medical director of a long-term care facility, or joining an outpatient or home-care practice. Trainees from NewYork-Presbyterian Hospital/Weill Cornell will not have difficulty finding an excellent position.

Anyone in the Division of Geriatrics would be delighted to speak to you about your plans.

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Hematology and Medical Oncology Fellowship Application Guide

Hematology and medical oncology are intimately connected, and most fellowship trainees select programs that combine hematology and medical oncology training for a three-year period. Per ABIM regulations, if an applicant enters a two-year fellowship in hematology or medical oncology alone and afterward wishes to train in the other subspecialty, two additional years of training (four years total) are required. Consequently, most fellowships consist of a three-year combined subspecialty program.

As with many subspecialties, applications are submitted via the Electronic Residency Application Service (ERAS), and most positions are filled via the National Residency Matching Program, Specialties Matching Service (NRMP/SRS). Information regarding registration, policies, and procedures may be found on the ERAS website (www.aamc.org/audienceeras.htm). While not a requirement, most fellowship positions start July 1, and the match takes place in June of the *preceding* year. Consequently, programs generally start interviewing candidates *one and a half years* prior to the anticipated fellowship start date, and begin reviewing applications shortly after they become available through the ERAS system December 1 (19 months prior to the anticipated fellowship start date of July 1).

Timeline for applications for training beginning July 1, 2012

Mid-June 2010: MyERAS user guide is available.

July 1, 2010: MyERAS website becomes open to applicants. This is the time when you should obtain letters and documents you will need to download as part of your application.

November 15, 2010: Applicants begin posting their applications to the ERAS system. Requirements include personal statement and letters of recommendation (NewYork-Presbyterian Hospital/Weill Cornell requests 3 letters).

December 1, 2010: Institutions/Programs download the posted ERAS applications. NYPH/WC downloads applications up to December 15.

February – April 2011: Applicants are contacted for interviews.

January 1, 2011: Match registration begins. Rank Order list opens in early April.

First week in June 2011: The deadline for finalizing the Rank Order list for both the applicants and the programs/institutions. Match results are usually announced in mid-June.

Application Requirements

The ERAS application consists of your CV, NBME (board) scores, three (or more) letters of recommendation (one from your residency program director), and a personal essay.

General Advice

The decision to pursue fellowship training in hematology and medical oncology directly after residency training must be made during the first half of the second year of residency, and the

application must be complete by approximately December 1 of that same year (or shortly thereafter).

Research — basic, translational, and clinical — is an integral part of the fields of hematology and medical oncology. Even clinicians in private practice typically enter patients in clinical trials and must be familiar with research methodology. Top fellowship programs look very favorably at candidates with demonstrated success and/or interest in research. Make sure any research you have done is included in your application (even if in a different specialty). Letters of recommendation from research mentors are extremely helpful. Be prepared to discuss at interviews any research you have done.

If your primary experience is clinical and you have not yet developed significant research interests (as is often the case), it is crucial to consider what your research interests might be. Are you interested in the underlying cellular mechanisms of carcinogenesis? Which mechanisms? Are you interested in helping develop or test new anticancer drugs? If so, which types? Are you interested in specific diseases? Issues related to palliative care? Include in your application essay what your research interests might be, and be prepared to discuss them (however briefly — you are not expected to be an expert) at your interviews.

Hematology/Medical Oncology is a wide, interesting field, and the faculty at NYPH/WC can help you determine what your research interests might be.

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Infectious Diseases Fellowship Application Guide

Most infectious disease programs require the submission of applications through ERAS (Electronic Residency Application Service) on the December cycle. Information regarding registration, policies and procedures may be found on the ERAS website (www.aamc.org/audienceeras.htm). However, *application deadlines and requirements are program specific*; therefore you should also check individual ID program websites.

Most ID training programs participate in the Medical Specialties Matching Program (MSMP). Check the MSMP website (www.nrmp.org/fellow/match_name/msmp/dates.html) for participating programs and specific dates in the year in which you apply. In general, you should anticipate gathering letters of recommendation and writing your personal statement beginning in July of your second year of residency.

Timeline for applications for training beginning July 1, 2012

Mid-June 2010: MyERAS User Guide available.

July 1, 2010: MyERAS website opens to applicants to begin working on their applications.

November 15, 2010: Applicants begin posting their applications to the ERAS system.

December 1, 2010: Programs begin downloading completed applications.

December 2009 – May 2011: Interviews are conducted.

January 2011: Registration for the match. Rank Order list opens in early April.

Early June 2011: NRMP MSMP Rank Order list closes.

Late June 2011: Match Day for training beginning July 1, 2012.

Remember that you apply *one year in advance*, i.e., if you apply in your second year of residency you will start the fellowship after you've finished your third year. If you apply in your third year you will have a year "off" before you begin your Infectious Diseases fellowship unless you are able to obtain an unmatched position outside of the match.

General Advice

Think about what kind of infectious diseases career you want (clinical or bench research, private practice, etc.) and carefully review the program's information to be sure it will prepare you for it. Do the fellows routinely receive research grants (NIH K awards, etc.)? What is the track record of fellows after they leave the program? How many have faculty or government positions? Does the program have a T32 training grant to support fellow research? Can you obtain auxiliary training (MPH, etc.)? Do most fellows do a two- or three-year Infectious Diseases fellowship? Only two years are required for ABIM certification, but for research careers at least three years of fellowship is the norm. Take time writing your personal statement to be sure it truly reflects why you are interested in infectious diseases and what your career goals are. A rehash of your statement from medical

school or residency will not suffice. If possible add something different or personal about yourself and your interests to help you stand out. Carefully consider whom you ask to write your letters of recommendation. Most letters are “good”; therefore, a letter from a renowned infectious disease expert who says that you are one of the top five people they have ever had in their laboratory will have more meaning than a letter from a new instructor in another subspecialty. However, you do not want a lukewarm letter from anyone. For academic/research programs it is useful to have publications, case reports and/or current involvement with a study. Be sure to do your homework before going to an interview. Write to politely ask if you might meet with people you’ve identified at the program who share your interests. During your interview ask questions that are program specific. You don’t want to come off as if this is just another stop on your tour. Follow up with an email of thanks, but be genuine. And if you are really interested, send a second email before the match lists are due outlining what you really like about the program and how it could help you meet your goals/career interests. If you don’t get an interview somewhere, contact the Department of Medicine; someone can make a call for you.

Contacts

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Nephrology Fellowship Application Guide

The general application process for Nephrology Fellowships involves completing an online application in the ERAS system. Information regarding registration, policies, and procedures may be found on the ERAS website (www.aamc.org/audienceeras.htm). The NewYork-Presbyterian Hospital/Weill Cornell program is a two-year fellowship and has eight fellows. Four fellows are recruited each year. There may be opportunities for interested fellows to complete an additional third year of fellowship in transplantation or hypertension.

Timeline for applications for training beginning July 1, 2012

Mid-June 2010: MyERAS User Guide is available.

July 1, 2010: MyERAS website opens to applicants to begin working on their applications.

November 15, 2010: Applicants may submit applications via the ERAS system.

December 1, 2010: ERAS applications are downloaded by the individual Nephrology programs for positions starting 18 months later.

January – May 2011: Selected applicants are invited for interviews.

First week in June 2011: Match day. Most programs, including our own, recruit entirely through the match. A very small percentage of programs may recruit fellows outside of the match.

General Advice

Nephrology is a tremendously exciting subspecialty with a myriad of diverse job opportunities. The NewYork Presbyterian Hospital/Weill Cornell program is world renowned in the areas of transplantation, dialysis, and hypertension. Nephrology fellows rotate at Memorial Sloan-Kettering Cancer Center and obtain invaluable exposure to renal complications associated with cancer. The Transplantation Immunobiology Laboratory at Weill Cornell has a robust, NIH-funded research portfolio and has made seminal contributions to the field of transplantation, cancer research, and diabetes. Exposure to nephrology during residency may not encompass all of the exciting opportunities in this subspecialty. Residents who are interested are encouraged to meet with the Program Director, Dr. Phyllis August; the Division Chief, Dr. Manikkam Suthanthiran, and any of the key clinical faculty including Dr. Jeffrey I. Silberzweig (Rogosin Institute), and Dr. Ilya G. Glezerman (Memorial Sloan-Kettering Cancer Center).

NYPH residents who are interested in nephrology should take advantage of the wonderful opportunity to attend the American Society of Nephrology (ASN) Annual Meeting, which usually takes place the last week of October. The ASN has a sponsored residents' program and will reimburse the costs of residents attending the meeting. Please contact Sue Campus in the Division of Nephrology (212-746-4430) as early in the year as possible if you are interested in attending.

Contacts

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Pulmonary Disease and Critical Care Medicine Fellowship Application Guide

There are approximately 130 training programs in pulmonary disease and critical care medicine accredited by the ACGME. Application to virtually all of them (exceptions are in the single digits) are made through the American Association of Medical Colleges' Electronic Residency Application Service (ERAS), which is accessed online. Information regarding registration, policies and procedures may be found on the ERAS website (www.aamc.org/audienceeras.htm).

Timeline for applications for training beginning July 1, 2012

Mid-June 2010: MyERAS User Guide is available.

July 1, 2010: MyERAS website opens to applicants to begin working on their applications.

November 15, 2010: Applicants may submit applications via the ERAS system.

December 1, 2010: Programs may begin to review applications.

Note: Actual due dates of applications vary by individual programs in pulmonary disease and critical care medicine. Contact each specific program for its deadlines and application requirements. Typical requirements include the ERAS application and 3 professional letters of recommendation.

Late February 2011: Typical due date on which specific programs require application packets to be completed.

Early April 2011: National Resident Matching Program (NRMP) Rank Order list opens for Medical Subspecialties Matching Program (MSMP).

Early June 2011: NRMP MSMP Rank Order list closes.

Mid-June 2011: Match Day for training beginning July 1, 2012.

July 1, 2012: Training begins in Pulmonary Disease and Critical Care Medicine.

General Advice

The *crucial item* on the critical path to application for subspecialty training is the securing of 3 *professional letters of recommendation*. If you are reading this, it is not too early to consult with your Internal Medicine program director for guidance in selecting faculty to approach for letters of recommendation as a mentor. A mentor within the subspecialty is important in guiding your research opportunities as well as navigating the various career choices and modes of clinical practice that exist within the subspecialty.

For further information about subspecialty training in pulmonary disease and critical care medicine, please feel free to contact any of the following individuals.

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Rheumatology Fellowship Application Guide Hospital for Special Surgery (HSS)

There are approximately 110 training programs in rheumatology accredited by the ACGME. Virtually all of them, including the HSS Rheumatology Fellowship Program, fill their fellowship positions via a Match conducted by the National Residency Matching Program (NRMP). The Match is currently held in June of the year prior to the start of fellowship. Applications should be submitted to the Electronic Residency Application Service (ERAS) so they can be downloaded by individual rheumatology programs, including the one at HSS. Information regarding ERAS registration, policies and procedures may be found on the ERAS website (www.aamc.org/audienceeras.htm).

Timeline for applications for training beginning July 1, 2012

Mid-June 2010: MyERAS User Guide is available.

July 1, 2010: MyERAS website opens to applicants to begin working on their applications. Contact ERAS for information on when applications may be submitted as dates vary.

November 15, 2010: Applicants may submit applications via the ERAS system.

December 2010 – January 2011: HSS reviews applications. HSS may contact you to schedule an interview.

February – May 2011: Interviews with the program.

Early April 2011: National Resident Matching Program (NRMP) Rank Order list opens for Medical Subspecialties Matching Program (MSMP).

Early June 2011: NRMP MSMP Rank Order list closes.

Mid-June 2011: Match Day for training beginning July 1, 2012.

Web Resources

ERAS - <http://www.aamc.org/audienceeras.htm>

NRMP - <http://www.nrmp.org>

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