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Jennifer McLellan, Database Manager for AI, keeps each group's database up-to-date and running. She produces reports and labels, adds and deletes membership records, and keeps track of membership dues. She is our mailing manager and is also one of the courteous voices on the other end of the phone when you call IAMSE's business number with your membership or other inquiries. Jennifer has course work in computer science and holds a Certificate in Information Systems. She has been with AI for five years. Previously, she was a computer/equipment operator

*As an association management company, we provide shared office space, equipment, personnel, and knowledge to multiple associations.*

As IAMSE's management team, we are on the "front line." We are the people who receive and answer your calls and letters, process your dues payments, remind you ever-so-sweetly to pay your dues, produce and distribute the *Basic Science Educator*, help plan your meetings, and just offer support in any way we are asked. As an IAMSE member, we wanted you to know that Associations International, Inc. is actively involved in realizing the dream of making IAMSE the leading association in the world for the educational, technical, and psychological support of medical science educators.

We look forward to helping IAMSE grow and achieve its goals.

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#### ANNOUNCEMENT

## ECFMG INTERNATIONAL FELLOWSHIPS IN MEDICAL EDUCATION 1998-99

**T**he Educational Commission for Foreign Medical Graduates (ECFMG) announces the 1998-99 Application Cycle for the INTERNATIONAL FELLOWSHIPS IN MEDICAL EDUCATION, a program for medical scholars from abroad to study medical education in the United States. In keeping with ECFMG's aim of promoting excellence in international medical education and the convergence of the goals and objectives of the Foreign Faculty Fellowship Program and the International Medical Scholars Program, a decision was made to consolidate the two programs into one beginning with the 1997 program year. The new program, International Fellowships in Medical Education (IFME), will continue to provide opportunities for faculty members from schools of medicine outside the United States to study aspects of medical education in the United States that have the potential to improve medical education in their home country institutions and departments. The fellowship program also invites applications from individuals who are working on the integration of medical education and health care services in their home countries.

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### **Program**

Approximately 20 fellowships will be awarded annually. Mentoring will be provided by preceptors in U.S. basic and clinical science departments, medical education departments, and health system institutions. Eligible areas of study include: educational methodology; curriculum design; evaluation systems; medical school governance; development of basic and clinical science departments; and the design and operation of medical education programs linked to the health care service systems of the home country. Under this program, fellowships are not provided for any of the following: programs in basic or clinical research; degree-granting educational programs that re-

quire acceptance to an institution and tuition payments; tuition grants for short-term courses; specialty training in residency programs; or training solely in clinical procedures. ECFMG screens applications, matches approved candidates with appropriate U.S. faculty mentors, and provides formal recognition for the educational program upon its completion. Priorities and program emphasis may change periodically. Program priorities for the 1998-99 program year will be announced in January 1998. Candidates for this program must:

- reside and work in their home countries at the time of application;

- have a graduate or professional degree in medicine or in a basic medical science that is taught in a medical education setting, or a professional degree in public health or health administration;
- have not less than three years of work experience in their chosen field in the home country following completion of their formal academic and clinical training;
- hold an academic appointment as a faculty member in a school of medicine if in a medical education setting, or hold a position linked to medical education if in a health services setting;
- have the ability to communicate effectively in the English language, as determined by having passed either the ECFMG English test or the Test of English as a Foreign Language (TOEFL), or by meeting other criteria acceptable to ECFMG;
- have the endorsement of a home country medical school, organization, or institution for the proposed educational program, and have a position to return to in the home country medical school, organization, or institution upon completion of the fellowship.

### ***Duration of Programs***

The duration of the educational programs varies, depending on the approved program. Programs range in length from six months to one year. Fellowships are limited to a maximum stay of one year.

### ***Home Country Endorsement***

Individual applications must have the endorsement of an institution or agency in the home country. Endorsing institutions abroad may be schools of medicine, postgraduate institutes, or ministries of health or education. Other qualified sponsors will be considered and requests will be reviewed and accepted on merit. Candidates and endorsing home country institutions are expected to certify that candidates will return to the organization or institution of origin or to a position that has been designated for them upon their return. It is important to note that only one application can be accepted for review from each home country endorsing institution.

### ***United States Host Institutions***

United States institutions that host fellows must have an academic administrative unit responsible for accepting fellows; must arrange their educational programs; and must ensure that appropriate supervision is provided. Host institutions are asked to submit a program plan for the fellow. Although most applications originate in the home country without a designated U.S. sponsor, the IFME accepts applications for which a U.S. institution has expressed interest in the candidate. However, all applications are subject to the same review process and require the same assurance regarding the availability of a position in the home country upon completion of the fellowship.

### ***Procedure***

Applications are mailed in response to requests beginning in Janu-

ary of each program year. A complete application consists of three parts. Part I, completed by the candidate, and Part II, completed by the endorsing home country institution, must be submitted by the candidate directly to ECFMG by August 15. Part III of the application is sent by ECFMG to the U.S. host institution for completion.

Candidates are responsible for submitting Reference Report forms from two individuals chosen to provide references for the candidate.

### ***Application Review Process***

ECFMG staff screens applications to make sure they are filled out completely and for basic eligibility of candidates. A Scientific Review Panel reviews eligible applications and makes recommendations for awards. In reviewing applications and making awards, consideration is given to the following:

- professional qualifications of the candidate;
- appropriateness of the educational programs proposed by the candidate and the endorsing home country institution;
- the home country endorsing institutions plans for utilizing the benefits of the fellowship to meet identified needs;
- assessment of the overall value of the fellowship experience to the candidate, the home country institution, and the home country.

### ***Financial Allowances***

Fellowship allowances generally include a monthly stipend of \$2,200; round trip economy class air fare for the fellow only; and travel to one scientific meeting in the U.S., as appropriate. In addition, the program provides health insurance for the fellow and accompanying family members. The only allowance for dependents is health insurance coverage.

### ***Timetable***

**August:** Applications — Parts I and II are due at ECFMG by August 15.

**August:** The two Reference Reports are due at ECFMG by August 15.

**November/December:** Review of applications by Scientific Review Panel.

**January-April:** Placements obtained in U.S. host institutions for selected fellows.

**May:** Awards announced. Programs must begin within one year of award announcement date.

### ***Requests For Applications***

Application materials for the 1998-99 IFME application cycle may be obtained after January 1, 1998 by written or phone request from:

ECFMG/International Fellowships in Medical Education

2401 Pennsylvania Avenue, N.W., Suite 475

Washington, DC 20037, U.S.A.

TEL: (+) 1-202-293-9320

FAX: (+) 1-202-457-0751