

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 limit. The MEI works to provide a fair and equitable plan for the study of the MEI program. Projects should be

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 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 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 a 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

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.