



Hispanic Leadership Development Fellowship FAQs

Applying

- What is required to apply for the fellowship?
 - *Be a current graduate student or have a graduation date from a Master's program within 2 years*
 - *Strong interest in working in HHS*
 - *Ability to relocate to Washington, D.C*
 - *Eligible to work in the United States*
 - *Must be a current NHMA Member (Student membership \$20)*
- Do I need to be a U.S. citizen to apply for the fellowship program?
 - *No, but, you must be eligible to work in the United States to apply for the fellowship.*
- What if I have problems with the fellowship application site?
 - *If you experience issues with the application, please contact Maegan Samuel (msamuel@nhmamd.org).*
- When will I be notified about my application?
 - *Candidates will be notified the week of May 13, 2024.*

Logistics

- How long is the fellowship?
 - *The fellowship is 9-months.*
- What are the program dates for the 2024-2025 fellowship?
 - *September 1, 2024-May 30, 2025*
- When would I need to be in Washington, D.C. by?
 - *NHMA recommends that you arrive in DC the week of August 26.*
- Does this fellowship offer remote work if I am unable to relocate to Washington, D.C?
 - *No. This is an in-person fellowship. Although some host sites may allow for telework opportunities, you are expected to relocate to the DC area.*
- How many fellowship positions are available?
 - *NHMA has 10 slots.*



- Does this fellowship provide housing? Or Salary?
 - *NHMA will not provide housing. Fellows are responsible for securing housing for the 9-month fellowship. NHMA will offer resources and support to assist fellows in finding housing.*
 - *Fellows will be paid a salary of \$52,500 for the duration of the fellowship.*
 - *Funding for housing costs will be provided via the stipend.*
- Can fellows room together during the fellowship?
 - *Yes. NHMA encourages the fellows to room together, although co-ed roommate situations is not permitted.*
- Will NHMA cover travel costs to and from Washington, D.C?
 - *Yes. NHMA will cover relocation costs (up to \$575) associated with one round trip to and from the DC area. .*
- Will I be provided health insurance?
 - *Yes, NHMA will provide fellows health insurance for 9 months.*
- Am I allowed to request days off or sick leave?
 - *Yes. You can request time off during the fellowship. First, notify your host site you are requesting time off and obtain approval following the call-out procedures in place. After receiving approval from the host site, notify NHMA of the date(s).*

About the Fellowship

- Will I be a full time federal employee?
 - *Although you will receive government issued items, you will not be considered a full-time federal employee, but a NHMA Contractor.*
- If I am not accepted, am I eligible to apply again for the next cohort?
 - *Yes. You are able to apply again. The next application period will open November 2024.*
- What is the time commitment during the program?
 - *Fellows are expected to be at their host sites 5 days a week for 8 hours a day.*
 - *Fellows are expected to participate in two (2) hours, weekly, of experiential learning.*
- *What are some Host Sites that fellows were placed in the past?*



- *Office of Climate Change & Health Equity; Immediate Office of the Assistant Secretary for Health; Health Resources and Services Administration (HRSA); Office of Population Affairs.*
- *Do I get to choose my own Host Site?*
 - *No. Although you are not able to select your host site you will have the opportunity to list your preferences. Your preferences will be taken into consideration during the matching process.*
- *Can I switch my Host Site if I do not like my placement?*
 - *There is no guarantee that you will be able to switch your host site and NHMA strongly recommends against this action.*
- *How does the program choose my Host Site?*
 - *Fellows are paired with a host site based on the fellow's public health goals and interests, current/previous work experience, and academic background. The host site's needs and proposed projects will be also taken into consideration.*
- *When will I be able to begin my placement after a match is made?*
 - *Candidates will need to undergo a background investigation prior to beginning a placement at an HHS host site. The timeframe for the process varies by Office/Agency.*