

## **Application System**

# **Fellowship Application**

#### **Now Accepting Fellowship Applications**

The CPFP is now accepting fellowship applications for the class entering in June 2019.

The deadline for all applications is 11:59 pm, U.S. Eastern Daylight Time on August 25, 2018. To apply, you must create a fellowship application by following the instructions provided below.

The deadline for all supporting documentation (Lettters of Reference, Letters of Assurance, Proof of Employment) is 11:59 pm U.S. Eastern Daylight Time on August 31, 2018. All supporting documentation must be requested through your application account.



For more information about completing a fellowship application, please see <u>How to Apply</u> (<a href="https://cpfp.cancer.gov/fellowship-program/become-fellow/how-apply">https://cpfp.cancer.gov/fellowship-program/become-fellow/how-apply</a>).

#### **Creating a Fellowship Application**

To create a fellowship application, you must first establish a Login Service Account. Once you have an account, you may complete your application.

#### **Step 1: Request a Login Service Account**

To begin a fellowship application, you must first have a Login Service Account. The account allows you to manage your username and password and provides greater security for your personal information.

- If you do not already have a Login Service Account, then you must request an account. If you
  have a Login Service Account, then proceed to step 2.
- Please allow 1-2 business days for your account to be approved. You should allow sufficient time to create the account before the August 25, 2018 deadline.

• You will be notified by e-mail when your account has been created.

Request a Login Service Account

(https://loginservice01.imsweb.com/sso/new\_account/external/?return\_to\_url=https://applications.cpfp.cancer.gov/fellowship/)

### **Step 2: Begin Your Fellowship Application**

Once your Login Service Account has been created, you may begin your fellowship application.

- If this is your first time creating a fellowship application, then you will log in, complete a brief form, and begin your application.
- If you are a returning user who created a fellowship application in a past year, then you will log in. If you have not previously done so, you will then link your Login Service account to your application, and begin. Once the link is made, you will not be asked to do it again.

First Time Applicant

Returning Users: Log In

(/login)

OMB Number: 0925-0749 | Expiration Date: 12-31-2019 | view full OMB statement (/omb burden statement.php? fellowship applicant)

Technical support is available Monday through Friday from 9:00 AM to 5:00 PM U.S. Eastern Time. For help, please contact <u>cpfp@imsweb.com (mailto:cpfp@imsweb.com)</u>.

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<u>U.S. Department of Health and Human Services (https://www.hhs.gov/)</u> | <u>National Institutes of Health</u> (https://www.nih.gov/) | <u>National Cancer Institute (https://www.cancer.gov/)</u> | <u>USA.gov (https://www.usa.gov/)</u>

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