



LBGT PA Caucus

2024-2025

STUDENT LEADERS FELLOWSHIP REQUEST FOR APPLICATIONS

Student Leaders Fellowship Term
July 1, 2024 through June 30, 2025

Deadline: Saturday, June 1, 2024 11:59 PM ET

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SECTION I: GENERAL INFORMATION

INTRODUCTION

The LGBT PA Caucus, a 501(c)3 non-profit organization, hereinafter referred to as the “Caucus,” invites proposals from eligible PA students, hereinafter referred to as the “Applicant,” to serve as LGBT PA Caucus Student Leader Fellows (SLF).

BACKGROUND

The Lesbian & Gay PA Caucus was founded on May 19, 1979, at the National Gay Health Conference in New York. In 1980, at the 8th Annual Conference of AAPA in New Orleans, the House of Delegates (HOD) passed a resolution establishing the Lesbian & Gay Caucus (along with the Women’s Caucus) as the first Special Interest Caucuses (SIC) and placed them under a standing committee by the Speaker of the House. In San Diego at the 9th Annual Conference of AAPA in 1981, Resolution 81-E-17 officially created the LGPA Caucus and relationships between special interest caucuses. When the 10th Annual Conference of AAPA was held in Washington, DC in 1982, the LGPA Caucus earned respect by sponsoring quality CMEs on “Hepatitis B Vaccine,” “Taking a Sexual History with the Lesbian and Gay Patient in Mind - A Workshop,” and the AAPAs first session on AIDS “Report on the Acquired Immunodeficiency Syndrome: A New Sexually Transmitted Disease.” The LGPA Caucus continued to provide multiple CME sessions each year at the Annual Conference of AAPA, solidifying the reputation of the Caucus as perennial experts on health topics of significance to the LGBT community. A more detailed history of the Caucus can be found at <https://lbgtpa.org/ourhistory>

In 2007, the Caucus began offering Student Leader Fellowships (SLF) to out and openly self-identified lesbian, gay, bisexual, transgender, and/or gender diverse PA students to foster leadership and professional development within the PA Profession. Prior Caucus SLFs have gone on to serve in various leadership roles within the profession, on the Board of Directors of the Caucus and other AAPA Constituent Organizations (CO), State/Territory PA associations, and numerous commissions, workgroups, policy and planning bodies. A list of SLF Alumni can be found at <https://lbgtpa.org/about>

The Caucus invites Student Leader Fellow applications from PA students who are interested in:

- Service through leadership
- Being a good steward of the PA profession
- Being a change agent in health care
- Improving organizational culture for PAs, PA students, and patients
- Developing professional networks

The Caucus SLF application process includes proposing a project-based solution/action to address an identified issue/opportunity. SLFs will be selected from the proposals submitted through this Request for Applications (RFA).

ELIGIBILITY

Qualified applicants for the Caucus SLF must be openly lesbian, gay, bisexual, transgender, and/or gender diverse PA students enrolled in an accredited PA program at the time of the application deadline. Applicants in either the didactic or clinical phase of PA education are eligible, and an anticipated graduation date prior to the end of the SLF term does not disqualify the applicant. PAs completing postgraduate training programs are not considered students for the purposes of the Caucus SLF and are ineligible to apply.

SECTION II: APPLICATION SUBMISSION

The Caucus accepts SLF applications electronically. Applicants shall submit required information and upload their application on the [LBGT PA Caucus SLF Submission Website](#). All applications must be submitted by the deadline per instructions.

- Late applications will not be considered.
- Incomplete applications may only be cured prior to the deadline. If an application is incomplete, the application will be scored as it was submitted.
- Each applicant may only submit one application package for this RFA
- Applications must be signed electronically by the applicant at the time of submission

PUBLISH/RELEASE DATE

Monday, April 15, 2024

DEADLINE DATE

Applicants must complete and submit their application packages to the Caucus SLF submission website by 11:59 pm ET, Saturday, June 1, 2024. Application packages must be submitted to:

[LBGT PA Caucus SLF Submission Website](#)

No application will be accepted after the deadline.

APPLICANT INTEREST SESSION AND COMMUNICATION WITH THE CAUCUS

An applicant interest session will be held at 8:00 pm ET on Wednesday, May 1, 2024 online using Zoom. Attendance at the interest session is not required, but strongly encouraged.

[LBGT PA Caucus SLF Interest Session](#)

Meeting ID: 826 1204 1511

Passcode: 386291

One Tap Mobile: +17866351003,,82612041511#,,,,*386291#

To maintain a fair, impartial and competitive process, questions regarding this RFA should be made in writing to the Caucus at info@lbgtpa.org. Questions are not able to be answered through social media.

All questions and answers will be posted for applicants to review, and a recording of the applicant interest session is available on the Caucus website located at <https://lbgtpa.org/>.

The deadline to submit application questions by email to the Caucus is **11:59 pm ET, Tuesday, May 28, 2024**.

ANTICIPATED SCHEDULE OF EVENTS

Caucus SLF Application Timeline

DATE	ITEM	RESPONSIBLE
April 15, 2024	LGBT PA Caucus SLF RFA Released	Caucus SLF Chair
May 28, 2024	Deadline to Submit Questions	Applicant
June 1, 2024	APPLICATION SUBMISSION DEADLINE @ 11:59 pm ET	Applicant
June 3, 2024	Application Review Begins	Application Reviewers
June 14, 2024	Application Review Concludes	Application Reviewers
June 30, 2024	Caucus SLF Applicants Notified	Caucus SLF Chair
July 1, 2024	Caucus SLF Term Begins (July 1-June 30)	Caucus SLF

SECTION III: SCOPE OF SERVICE

CAUCUS SLF TERM

Caucus SLF Term: 12 months
Caucus SLF Start Date: July 1, 2024
Caucus SLF End Date: June 30, 2025

TRAVEL STIPEND

A \$1000 travel stipend is available to Caucus SLFs to offset the cost of attending AAPA's annual conference (distributed at the conference). Failure to attend the AAPA annual conference results in forfeiture of the travel stipend.

SECTION IV: CONTENTS OF APPLICATIONS AND INSTRUCTIONS

It is the responsibility of the Applicant to address each project component described in this RFA in sufficient detail for reviewers to evaluate and score the proposal.

Project Scoring

Overall project scoring will be based on percentage of applicable points on which projects are eligible to be scored.

Reviewers

Application reviewers are PA volunteers recruited by the Caucus Board of Directors.

Review Period

June 3, 2024 through June 14, 2024

Application Instructions:

- The application must be signed electronically by the Applicant at the time of submission
- Only online applications will be accepted at [LGBT PA Caucus SLF Submission Website](#)
- Responses should be self-explanatory and understandable to reviewers. Assume that these individuals are unfamiliar with your geographic area and PA program, and that they have limited personal information about you.
- Applicants should address every project component included in the Scoring Criteria.

APPLICATION COMPONENTS

Please complete the general contact and demographic information below on the [LGBT PA Caucus SLF Submission Website](#) at the time of application submission. This information will be blinded from reviewers and is not scored.

GENERAL CONTACT INFORMATION

Legal Name

Preferred Name (if applicable)

Mailing Address

Mail Welcome?

Email Address

Emails Welcome?

Phone Number

Calls Welcome?

DEMOGRAPHIC INFORMATION

Sexual Orientation

Gender Identity

Chosen Pronouns

Assigned Sex at Birth

Do you identify as Transgender?

Date of Birth

Racial/Ethnic Identify

PA Program

Anticipated Graduation

REQUIRED FILE UPLOAD

Please upload your full application package file. This file will be provided to reviewers to evaluate and score based on the below criteria. Any electronic file type is acceptable, including but not limited to, .doc, .ppt, .mp3, .mp4, .pdf, .jpg, and .xls.

A. Project Overview (40 Points)

1. Project Title

Provide a title for your proposed project

2. Executive Summary

Provide a brief executive summary of only the most critical information of your project

3. Background/Historical information

Provide relevant background or historical information that provides the context upon which your project will be based.

4. Description of the problem/issue/opportunity

Provide a description of the problem to be solved, the issue to be addressed, and/or the opportunity that needs to be fulfilled by your project. Please include associated factors, symptoms, or undesirable effects of the problem/issue/opportunity.

5. Description of the proposed solution/action to be taken

Provide a description of the proposed solution/action to be taken that your project will provide. Please clearly and concisely define the purpose of the proposed solution/action, its scope (breadth, depth, reach), and the approach or way in which it will proceed.

6. Vision/Objectives/Goals

State the vision/objectives/goals of the proposed project. Please include any quantitative or qualitative measures that you hope to achieve.

7. Timeframe

Provide a specified timeframe for your proposed project with realistic milestones that can be completed within the 12-month SLF term.

8. Resources/Budget needed (if applicable)

Identify the resources required to complete your project. If a budget is needed for your project, please provide an estimate of costs, potential funding sources, and ways that the project would be modified if funding is not secured. ***SLF selection does not commit the Caucus to funding proposed projects.***

9. Risks/Pitfalls/Barriers to Success

Identify potential risks or limitations that could be a barrier to achieving the desired result of your proposed project. Describe how you plan to mitigate their effects if they occur.

10. Success Criteria

Define what success will look like for your proposed project. Provide both short and long-term outcomes that you expect will be influenced by this project.

B. Project Impact (30)

11. Service Mission Alignment

Describe how your proposed project aligns with the mission, vision, and values of the Caucus.

12. Individual/Group/Population Impact

Describe the social identities of the individual, group, or population that this proposed project is anticipated to impact (e.g. age; sex; kinship networks; racial, ethnic, gender or sexual orientation identity groups; religious affiliations; social classes; geographic regions; student/professional; (dis)ability; and HIV or marital status).

13. PA Profession Impact

Describe any anticipated impacts the proposed project will have on the PA profession.

14. Health Care System Impact

Describe how the proposed project will impact health care systems at a local, state, or national level.

15. Personal Impact

Describe how the proposed project will impact your personal growth and development, and how it relates to your experience as a lesbian, gay, bisexual, transgender and/or nonbinary person.

C. Diversity, Equity, & Inclusion (30)

16. Cultural Competence/Humility

Describe how you will ensure that principles of cultural competence and humility are upheld in the proposed project.

17. Racial Equity

Identify how actions, decisions, and procedures in your proposed project will promote racial equity.

18. Enhanced Awareness

Describe how the proposed project will enhance your own awareness of Diversity, Equity, & Inclusion.

SECTION V: WHERE TO FIND RFA INFORMATION

Application Timeline & Deadlines

- Refer to the [Section II, Timeline](#) of this RFA

RFA Answered Questions, Interest Session Recording, Notices, etc.

- Visit LGBT PA Caucus website at <https://lbgtpa.org/SLF>

LGBT PA Caucus SLF Submission Website (long URL)

- Visit <https://script.google.com/macros/s/AKfycbwiVXrGDvFapYI7qWaWisnIF7vArOXISV0uVe3Lc1A/exec>

Additional Information

- Email the Caucus at info@lbgtpa.org

SECTION VI: SCORING SHEET

Each application is scored by volunteer reviewers. Scores are averaged together to obtain the final score of each proposal.

LGBT PA Caucus Student Leaders Fellowship Scoring Sheet

Application ID: _____ Reviewer Name: _____ Total Score: _____

Scoring Criteria A – Project Overview (40 Points)		A. Score _____
Missing Response	0 points	Response is missing and/or cannot be found in the proposal
Incomplete Response	1-10 points	Responses include incomplete information with vague descriptions, is difficult to follow and/or is unclear
Limited Response	11-20 points	Responses include details that are disjointed and/or not fully developed.
Acceptable Response	21-30 points	Responses are generally informative and/or lacks only minor details that could easily be remedied.
Excellent Response	31-40 points	Responses are clear, focused, and well-defined. Proposed project is realistic and achievable during the 12-month Student Leader Fellowship term.

Reviewer Comments:		
Scoring Criteria B – Project Impact (30 Points)		B. Score _____
Missing Response	0 points	Response is missing and/or cannot be found in the proposal
Incomplete Response	1-5 points	Responses indicate no impact and/or do not align with the mission, vision, and values of the Caucus
Limited Response	6-10 points	Responses indicate low impact and/or is marginally aligned with the mission, vision, and values of the Caucus
Acceptable Response	11-20 points	Responses indicate moderate impact and/or is aligned with the mission, vision, and values of the Caucus
Excellent Response	21-30 points	Responses indicate high impact and is perfectly aligned with the mission, vision, and values of the Caucus
Reviewer Comments:		
Scoring Criteria C – Diversity, Equity, & Inclusion (30 Points)		C. Score _____
Missing Response	0 points	Response is missing and/or cannot be found in the proposal
Incomplete Response	1-5 points	Responses demonstrate no awareness and/or commitment to Diversity, Equity, & Inclusion
Limited Response	6-10 points	Responses demonstrate low awareness and/or commitment to Diversity, Equity, & Inclusion
Acceptable Response	11-20 points	Responses demonstrate moderate awareness and/or commitment to Diversity, Equity, & Inclusion
Excellent Response	21-30 points	Responses demonstrate high awareness and/or commitment to Diversity, Equity, & Inclusion
Reviewer Comments:		