

Review of Placements Continuing Beyond 12-months – Information

Your Fellowship Research Placement is designed to be flexible to ensure you can best achieve your scientific and professional development objectives. Placements must be at least 12 months in duration but can extend up to 24 months in total. Fellows intending to pursue a Placement beyond 12-months are required to complete a review and receive Program approval before beginning month 13.

Please note that the purpose of this review is NOT to assess your progress or to in any way manage your performance. Rather, the purpose of the review is:

- To provide you with an opportunity to consider your original plans and objectives from your original Placement proposal and reflect on what has gone well, what has changed, and why,
- For you to confirm the appropriateness of your current group for the remainder of your Placement,
- For you to outline, confirm, or revise your scientific and professional development objectives to the end of your Placement,
- To allow the Program to ensure that you are being supported by your PI and you are enjoying an optimal training environment, and
- To ensure you remain in ‘good standing’ with your host institution.

Who needs to complete a 12m+ review?

Any Fellow intending to pursue a Fellowship Research Placement beyond 12 months whether a 12m+ duration was included in an original Placement proposal or if you are proposing a change in duration beyond 12 months.

What are the steps of the process?

1. Around the 10-month mark of your Fellowship, if you intend to continue for more than 12 months, you should discuss your intentions with your Academic Council Mentor. Subsequently, you should [contact Fellowship Affairs](#) to make the program aware that you intend to apply for continued support.
2. Once acknowledged by Fellowship Affairs, you should complete the Review of Placements Continuing Beyond 12-months form (found in the [Program Documents section](#) of the Fellows Hub). You should also ask your PI to submit a letter outlining their perspective on your progress, confirming your “good standing” with your host institution, and reaffirming their commitment to support you through the intended duration of your Fellowship (see additional details below).
3. These materials should be submitted to fellows@schmidtsciencefellows.org. Please note, your 12m+ review cannot take place until both the form and letter have been received.
4. Once received, a panel including the Executive Director, the Chair of the Academic Council, and other Academic Council Members will consider the materials. Based on the

materials and provided the Fellow is in “good standing” with the Fellowship Program, the panel will confirm both a Fellow’s approval to proceed beyond the 12- month point and associated stipend payments.

Does this process have any implications for my stipend?

If a Fellow continues their Placement beyond 12-months with approval from the Program, further stipend payments will be paid at \$25,000 a quarter to a maximum of 24-months and \$200,000 in total. Placements beyond 12-months but shorter than 24-months will be paid on a pro-rata basis of \$100,000/12 multiplied by the number of months. These may be subject to an amended balancing payment in the final quarter.

To provide sufficient time for consideration and to avoid any delays in stipend installments, your Placement Review materials should be submitted no less than 1 month in advance of the 12-month mark, unless exceptional circumstances apply.

What should my PI include in the ‘letter of good standing’?

You must contact your PI and ask them to submit a letter of ‘good standing’ to the Program. This should be sent to fellows@schmidtsciencefellows.org.

Your PI should include:

- Reflect on your scientific and professional progress since joining their group and comment on the contributions you have made (noting this is not an assessment),
- Confirm that you remain in ‘good standing’ with them and your host institution – this includes your compliance with any relevant financial, HR, management, or scientific requirements,
- Confirm their agreement with your scientific aims to the end of your Placement,
- Affirm their commitment to provide you with the required resources, support, and training environment to achieve your objectives, and
- Re-confirm your release for Global Meeting and other Fellowship programming (where relevant) to the end of your Placement.

If you or your PI have any hesitations about submitting this letter, please [contact Fellowship Affairs](#).