Sample Fellow Applications
Candidates must receive a total of 75 points to be approved for Fellowship
Candidates must receive a total of 45 points to be approved for Associate Fellowship.

Section A – Qualifications

Veterinary or Medical Degree(s)

Applicant Instructions: List your Veterinary or Medical Degrees (and year completed) (DVM, MD, BVSc or equivalent).

Scoring Guidance: Candidates with a DVM, MD, BVSc (or equivalent) degree will be awarded 7 points.

Research Degree/Training

Applicant Instructions: List your research degrees and state discipline, research area, institution, and number of years. For non-degree research, please list the mentor’s name and position, the institution, the number of years and the area of research.

Scoring Guidelines: Candidates with a PhD or a PhD & Masters, related to pathology and/or toxicology can be awarded 6 points, in other biomedical areas award up to 5 points. Candidates with a Masters (no PhD) can be awarded 3 points. Candidates with research training, but with no advanced degree can be awarded 2 points. If research is not in the biomedical field, award 0 points. A total of 6 points maximum is available in this section.

Pathology/Toxicologic Pathology Training

Applicant Instructions: List residency in pathology, if applicable, and on-the-job training. For residency, list institution and years of training. For on-the-job training, provide the name of your mentor and their institution, as well as the type of training (one-on-one, courses, workshops) and the number of years.

Scoring Guidelines: Candidates with a formal residency in veterinary or human pathology can be awarded 5 points. Instead of or in addition to formal residency, candidates may be awarded up to 4 points for on-the-job training depending on the type of training. A total of 9 points maximum is available in this section.

Board Certification

Applicant Instructions: List your Board certifications. Indicate if Boards are in toxicologic pathology or pathology (or a related field such as toxicology), indicate if the Boards were given by written or oral examination and the year attained. Fellow recognition(s), (e.g., ATS
and other peer-reviewed recognitions) should be listed in the Awards section of the application.

**Scoring Guidelines:** Candidates with Board Certification in toxicologic pathology or pathology given by written examination should be awarded 5 points (the document listing qualifying Boards in each country should be considered for awarding the points). Candidates with Boards given by oral examination or in a related field (such as toxicology) may be awarded up to 2 of the 5 points available in this section.

**Continuing Education**

**Applicant Instructions:** List continuing education activities related to toxicologic pathology. List number of hours or days up to 40 hours over the last 5 years. Continuing education can include workplace, university, professional society sponsored (STPs, ACVP, ECVP, SOT, ACT, etc.) meetings, courses, or other training (e.g., webinars) related to toxicologic pathology.

**Scoring Guidelines:** Candidates should be awarded 1 point for each day or 8 hours of continuing education. Continuing education can include workplace, university, professional society sponsored (STP, ACVP, SOT, ACT, etc.) meetings, courses or other training (e.g. webinars) related to toxicologic pathology. A total of 5 points maximum is available in this section.

**Section B - Professional Experience**

**Peer Reviewed Articles**

**Applicant Instructions:** Enter the total number of peer-reviewed published articles related to toxicologic pathology that you have authored either as a sole author, primary author, or contributing author during the last 10 years for Full Fellow applicants and in the last 5-10 years for Associate Fellow applicants.

List your 4 most impactful peer-reviewed non-review scientific articles in toxicologic pathology and indicate your contribution to each article (8 points).

**Scoring Guidelines:** Points in this section are awarded at the discretion of the assessor with emphasis on those related to toxicologic pathology. Some papers may only receive 1 point while others may receive 2 (if the candidate is the lead author or makes a substantive contribution). A total of 8 points maximum is available in this section.

**Unpublished Author Reports**

**Applicant Instructions:** Enter the number of reports (research reports and other internal reports) related to toxicologic pathology that you have authored either as a sole author, primary author, or contributing author. Published papers are excluded from this section (0 points, this section is for information only).
In the section below, provide information on unpublished reports and other documents that you have authored. Study reports or pathology sections of study reports should be categorized as acute toxicity, chronic toxicity, carcinogenicity, reproductive toxicity or special toxicity study reports. Indicate if you were the primary author of the report or contributor (e.g., pathology section). Other prepared documents should be categorized as appropriate (e.g., preparation of IND/NDA documents; prepared responses to regulatory concerns or “White Papers” that were prepared to summarize toxicity issues for internal use within a company). For experimental work, most notably academic experimental studies, preparation of progress reports and final reports to granting agencies or other funding sources should be categorized as to type of report. It is very important your role and contribution for each category of report be identified (e.g., sole author, primary author, or contributing author). You should categorize the types of reports and your contribution but should not list individual reports since this could breach institutional confidentiality.

Scoring Guidance: Authorship of 30 reports of at least average degree of complexity is required for the Candidate to receive full credit of 8 points in this section. If the Candidate has less than 30 reports, weighting for the Candidate’s role in the report writing (primary author vs. contributor) and complexity of report (e.g., carcinogenicity vs. acute study) should be considered for point allocation. A maximum of 8 points is available in this section.

Reviews and Books Chapters

Applicant Instructions: List up to 10 published reviews and book chapters relevant to toxicologic pathology. Provide full authorship list and indicate your role in each contribution. Include the publisher for any books listed.

Scoring Guidelines: Points awarded in this section are at the discretion of the assessor. The Candidate’s role in manuscript preparation (primary author vs. contributor), manuscript impact, and the quality of the journal and/or book should be considered for point allocation. A maximum of 7 points is available in this section.

Section C – Recognition of Scientific Judgement

Editorial Responsibilities

Applicant Instructions: List your editorial responsibilities for journals relevant to toxicologic pathology. Include the name of the journal and the number of years served in each position. Editors receive 2.5 points per year, Associate or Section Editors receive 1 point per year and Editorial Board members receive 0.5 points per year. If you have less than 5 points in this section, also list the number of manuscripts you have reviewed and the journals that you have reviewed for over the last 5 years if relevant to toxicology/toxicologic pathology.
**Scoring Guidelines:** Candidates will be awarded points based on their roles (see above for breakdown): Candidates who have less than 5 points total for their roles above, were asked to list the number of manuscripts reviewed (and journal reviewed for) over the last 5 years. Candidates can be awarded up to 2 points for serving as a manuscript reviewer. Total of 5 points maximum is available in this section.

**Invited Papers, Seminars, Posters**

**Applicant Instructions:** List up to 9 invited scientific presentations such as keynote invitations or plenary presentation) relevant to toxicologic pathology as well as forum (meeting and location) for presentation. Briefly describe content as well as your contribution if multiple authors are listed.

**Scoring Guidelines:** Candidates should be awarded points in this section based on the relevance of the topic to toxicologic pathology, the forum and their contribution. As general guidance, a single relevant item presented at a national or international forum (meeting, symposium) where the Candidate was the primary or sole contributor should be awarded 3 points. If the Candidate was a contributor but not the primary, they should receive between 1.5 and 2 points. A maximum of 9 points available in this section.

**Scientific Leadership**

**Applicant Instructions:** List up to 6 leadership activities relevant to toxicologic pathology such as committee chair, society leadership (e.g. officer/councilor); scientific panels for government agencies; and/or participation in working groups that impact regulatory issues. If less than 6 activities, committee membership can be listed.

**Scoring Guidance:** Candidates with society leadership positions can be awarded up to 6 points. Candidates with service on a scientific panel and/or working group impacting regulatory issues can be awarded up to 6 points. Candidates with membership on scientific or society committees can be awarded up to 3 points. A maximum of 12 points available in this section.

**Awards**

**Applicant Instructions:** List major awards and other recognitions relevant to toxicologic pathology, toxicology or pathology and the year attained. Do NOT list any training or local awards or those NOT relevant to toxicologic pathology. List recognition(s) given by fellow status or peer review (e.g., Academy of Toxicological Sciences, etc.) and the year attained.

**Scoring Guidance:** Points in this section are awarded at the assessor’s discretion. Points should be awarded based on the type of awards and their relevance to toxicologic pathology, toxicology, or pathology. A maximum of 5 points is available in this section.
**Mentorship**

**Applicant Instructions:**
For the purpose of this section, mentoring is defined as a professional relationship in which an experienced person (the mentor) assists another (the mentee) in developing specific skills and knowledge that will enhance the mentee’s professional growth in toxicologic pathology.

List and provide specifics of primary mentorship in toxicologic pathology of less experienced pathologists (formal and informal), residents and students (veterinary students, PhD students). Include name of mentee, position when mentored, and year(s) of mentoring.

**Scoring Guidance:** Candidates can be awarded 1 point for each mentee in toxicologic pathology per year. If the Candidate has less than 5 mentees, they will be awarded up to 0.25 points for each student mentee for 3 months or less. A maximum of 5 points available in this section.

**Self-Assessment of Contributions to Toxicologic Pathology and Society**

**Applicant Instructions:** List up to three major professional achievements and their impact on advancing the field of toxicologic pathology, science as a whole, and/or society (limited to 500 words). Do NOT repeat information provided in the application above. Include innovative fields of toxicologic pathology if applicable. Examples:

- Description of a new type of drug-induced pathology, including potential mechanistic studies with appropriate references.
- Leadership of special professional STP committee (like INHAND, Regulatory affairs, annual meetings, etc.).
- Use of expertise in toxicologic pathology to impact other scientific areas or society in general.

**Scoring Guidance:** Scoring in this section is at the discretion of the assessor. Candidates should be awarded up to 3 points for each contribution in any of the following categories for a total of 9 points: 1) contributions to the field of toxicologic pathology 2) contributions to science and 3) contributions to society. A maximum of 9 points available in this section.