



2024-2025 Leadership Development Program (LDP): Request for Applications (RFA)

Thank you for your interest in the [ASCO Leadership Development Program](#).

Participants in the year-long Leadership Development Program (LDP) will learn valuable leadership skills, gain exposure to the roles and mission of ASCO, and learn about the Society's place in developing the future of cancer care.

Before initiating your application, you are encouraged to read this application guide in its entirety. If you have any questions about the LDP, please email ProfessionalDevelopment@asco.org.

To initiate an application, please visit the [Survey Monkey Apply website](#). All applications must be submitted by **September 24, 2023, at 11:59 PM EST**.

All application materials must be submitted in English through the online application system at <https://asco.smapply.io> and in accordance with the requirements and instructions in this Request for Applications.

ASCO members can use their ASCO member username and password to access the application system and complete an application. Non-ASCO members are encouraged to submit an [ASCO membership application](#) prior to initiating an LDP application. Please note that applicants are not required to complete the entire application at one time. Applicants can save and return to the application until the deadline at 11:59PM EST on September 24, 2023. Please email ProfessionalDevelopment@asco.org with any questions.

Eligibility Criteria

For the 2024-2025 Leadership Development Program, applicants must meet the following criteria:

- Be an ASCO member or submit a [membership application](#) at the time of the LDP application.
- Be a physician (MD, DO, or international equivalent) working in any country.
- Must have completed one's final subspecialty training between 2014 and 2019*

**Please note: ASCO will also extend an eligibility exception for a new child, personal or family illness, or other compelling interruptions in professional development.*

Candidates who wish to request an eligibility extension, are required to submit their rationale in writing to the Leadership Development Program Committee via email at ProfessionalDevelopment@asco.org.

Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities)

The ASCO Leadership Development Program is subject to applicable financial and legal requirements, including but not limited to United States laws addressing foreign corrupt practices and economic and trade sanctions and embargoes (including but not limited to those administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury). Notwithstanding any other provision in this Request for Applications, any acceptance to the program is contingent on ASCO's ability to transfer funds or provide reimbursement to the sponsoring institution and/or individual applicant(s) in

compliance with all applicable legal requirements. ASCO will not accept applications from, and/or permit program participation by, certain foreign sponsoring institutions or individuals if ASCO is prohibited from doing so under U.S. sanctions laws, or if ASCO would be required to obtain a license from the Office of Foreign Assets Control or Department of Commerce for such program participation. If it is impossible or inadvisable for ASCO, in its sole and absolute discretion, to transfer funds or provide reimbursement to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, that individual will not be permitted to participate in the program. If, after acceptance in the program or payment or coverage of the first expense, it becomes impossible or inadvisable for ASCO, in its sole and absolute discretion, to transfer funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, then ASCO shall have no obligation to pay additional expenses or permit continued participation in the program. It is the responsibility of the sponsoring institution and the applicant to provide ASCO with the information or lawful means that permit ASCO to transfer the funds in compliance with all legal requirements.

Among the resources available to evaluate compliance with requirements administered by the Office of Foreign Assets Control (OFAC) are:

- OFAC Homepage: <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>
- OFAC Sanctions Programs and Country Information: <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- OFAC Specially Designated Nationals And Blocked Persons List (SDN) Human Readable Lists: <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

Application Components

- Contact Information
- Uploads
 - 4-page Curriculum Vitae
 - 2-page Statement of Interest
 - Supervisor/Senior Member Letter of Support
 - Additional Letter of Support
- Responses to Short-Answer Questions
 - Oncology Leadership Activities
 - Civic and Volunteer Activities
 - Current Practice Setting

Contact Information

- Name
- Institution
- Department
- Degree(s)
- Final Subspecialty Training Completion Date
- Faculty Appointment Start Date
- ASCO Member ID
- Address (at least one, checked as primary)
- Phone (at least one, checked as primary)
- Email (at least one, checked as primary)

The information above will be pulled directly from your ASCO profile. If you need to make any changes to your information, please visit profile.asco.org. Changes made to your profile do not save in this form in real-time but will be reflected before submission of your full application.

Please make sure that your profile has the most up-to-date information before you submit your full application. If you need assistance, please email ProfessionalDevelopment@asco.org.

Uploads

Important Instructions about Uploads: Applicants will upload documents in the "Uploads" portion of the online application. Uploads can be in PDF or MS Word formats, although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected.

Curriculum Vitae (CV): Limit to four (4) pages. Submissions over the page limit will be rejected.

Statement of Interest: Limit to two (2) single-spaced pages, 10-12 pt. font. Submissions over the page limit will be rejected.

Applicants must address the following in the statement of interest:

- Provide examples of your leadership experience.
 - One example should describe a time you felt you were an effective leader.
 - A second example should describe a time you did not do as well as you might wish.
- Address how your behaviors and experiences make you a strong candidate for the Leadership Development Program.
- Address how participation in this program will benefit you, your community, your institution, and your career.

Letters of Support (2): Applicants must upload two letters of support endorsing candidate's participation in the program.

1. Letter of support from your supervisor/senior member at your institution/practice endorsing your participation in the program, ability to participate in teams, past leadership experiences, and potential strengths as a leader.
2. Additional letter of support from a current ASCO member endorsing your participation in the program based on your character as well as your leadership potential.

Short-Answer Questions

List your activities and information for each of the following items:

- **Oncology Leadership Activities:** To include past and current involvement in institutional activities, professional society activities, as well as honors and recognitions.
- **Civic and Volunteer Activities:** To include involvement local community activities (civic involvement, non-professional society volunteer or leadership activities, etc.)
- **Current Practice Setting**

Application Checklist

- Contact Information
- Statement of Interest
- Curriculum Vitae
- Two Letters of Support
- Responses to Short-Answer Questions

Selection Process

Applicants are evaluated on the strengths and weaknesses of the following equally weighted application components:

- **Letter of Interest:** Evaluation based on candidate's convincing argument that (s)he wants to acquire stronger leadership skills and how (s)he will utilize these acquired skills.
- **Letters of Support:** Evaluation based on reference's assessment of the applicant's character and his/her leadership skills and potential, and relation to the goals of the program.
- **Oncology Leadership Activities:** Evaluation of candidate's current level of involvement within the oncology community, including applicant's practice, institution, and/or professional societies.
- **Civic and Volunteer Activities:** Evaluation of the depth and breadth of the candidate's involvement in his/her local community as an indicator of his/her leadership potential.

Based on the strengths and weaknesses of the above components, applications are scored using a 9-point scale.

The descriptions follow, with "1" representing the highest quality and "9" representing the lowest quality.

Score	Descriptor
1	Exceptional
2	Outstanding
3	Excellent
4	Very Good
5	Good
6	Satisfactory
7	Fair
8	Marginal
9	Poor