

## OUTBOUND FELLOW CHECKLIST

### Innovation Fellows Program

Question	Resolution	PoC	Does this apply to you?			Do you have a plan to resolve?		
What is a Fellow's employee status while at Industry position?	Fellows must remain "Active" employees in the system	Dept Administrator	Y	N	NA	Y	N	NA
Who pays my salary and benefits?	Employee continues to receive salary/benefits through Hospital. Salary/Fringe support comes from Industry to pay Fellow.	PHS Finance/ Cary/ Dept Admin	Y	N	NA	Y	N	NA
If I am a Clinical Fellow, can I participate in this program?	<u>You may not be a Clinical Fellow and an Innovation Fellow concurrently.</u> Eligible clinicians include those who have completed residency but have not begun a Clinical Fellowship, or those who have already completed or will complete the defined standard duration of their GME Fellowship (incl. clinical and research portions as prescribed) prior to the start of the Innovation Fellow's Project at the Industry site. If you have questions, please consult with your Fellowship Director and/or the GME Office before applying.	Fellowship Director / GME Office	Y	N	NA	Y	N	NA
I am funded by a grant. Can I participate in the Fellow's Program?	If your salary is covered by training grant, we recommend that you speak to your supervisor regarding possible restrictions that might make you ineligible to participate in the Fellows Program while paid by the grant. Please consult with your PI or your Fellowship Director before applying to discuss.	PI / Fellowship Director / Supervisor	Y	N	NA	Y	N	NA
I am a HMS Faculty member and we have restrictions on where we spend our time. Will this effect my ability to participate in the Program?	HMS has agreed to the following for Faculty wishing to participate in the program: --For a 1 year (12 months) Fellows Project: up to 2 full days offsite at Industry Partner approved --For a 6 months Fellow Project: up to 3 full days offsite at Industry Partner approved	Faculty candidates	Y	N	NA	Y	N	NA
What are my employee entitlements while at Industry?	As an Active Status employee--Fellow to receive full employee benefits--salary, benefits--incl all insurances and the like. Should be a seamless transition for Fellow.	Dept Administrator	Y	N	NA	Y	N	NA

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What are my employee requirements while at Industry?	All requirements of Active Status employee remain in effect for Fellow: Health Stream trainings, flu shot reporting, Annual Career Conference or review.	Fellow	Y	N	NA	Y	N	NA
Am I eligible for a salary increase while I'm a Fellow at Industry site?	Yes. Whether you follow the NIH or the Clinical PGY pay scale, you remain eligible for the annual increase. Date of increase would follow standard set by your hospital, possibly in accordance with your annual career conference or review.	Dept Administrator	Y	N	NA	Y	N	NA
I am a visa holder. Can I apply for this program?	Possibly. J-1s are not permitted to participate. All other visa requests will be reviewed on a case by case basis. All visa holders should check the relevant box on the application. Requests will be screened in advance to determine any visa restrictions or issues. Unfortunately, Innovation cannot guarantee participation in this program as a result. If there are visa constraints your current department must agree to your participation.	Cary/PIPS/Dept Admin	Y	N	NA	Y	N	NA
What are my general responsibilities at the host site?	Project scopes for each Industry Host provide general responsibilities. Scopes are available through Innovation and will be sent to individuals who submit an application to the Program.							
What does the Industry site Onboarding Process entail?	Different host sites will have different onboarding requirements--some will be very intensive and require drug screens and background checks, and others may just require signing paperwork. Please reach out to Cary Mazzone if you need assistance with onboarding requirements.  <b>If you are required to sign any confidentiality terms or other documents to Onboard at Industry--Innovation should review the documents prior to your signing to assess for any terms conflicting with the master agreement or for any additional terms not addressed in the master agreement.</b>		Y	N	NA	Y	N	NA

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Can I conduct Research at my host site? What can and can't I do?	Research conducted at host site as part of the Fellows program is for training/educational purposes in this program, and belongs entirely to host industry. It should not leave host site. Same for hospital site research--no cross over into Industry research. If you feel like you want to discuss this--please check with Innovation contact.		Y	N	NA	Y	N	NA
How do I treat Background IP/ Hospital IP?	Hospital's Background IP shall be solely owned by Hospital and shall include all intellectual property generated by a Fellow in performing any Non-Fellow Project Responsibilities, and all such intellectual property shall be governed by the intellectual property policies that apply to employees of Hospital. Fellows should discuss any inventions, notebooks, etc with supervisor and validate any IP prior to starting the Fellows project.	Fellow	Y	N	NA	Y	N	NA
How do I treat new IP?	In general, IP developed while at Industry site belongs to Industry and Fellows are expected to use strong discretion to keep this IP confidential. For Fellows splitting their time between Industry and Hospital sites, Hospital IP also remains confidential.	Fellow	Y	N	NA	Y	N	NA
How do I treat Confidentiality?	Fellow acknowledges that the Company may provide Fellow with Company's confidential and proprietary information ("Company's Information") to perform the Fellow Project and that Company may not require that Fellow sign an agreement with Company to protect Company's Information. Fellows are expected to use strong judgement and discretion not to discuss Industry CI.	Fellow/Industry	Y	N	NA	Y	N	NA
Conflict of Interest	Fellow candidates will be vetted to ensure they are not named on any patents or invention disclosures sponsored by Company hosting Fellow Project	Fellow/PHS-Hospital	Y	N	NA	Y	N	NA

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			Y	N	NA	Y	N	NA
Can I publish work associated with my time at Industry?	Publishing is not a primary goal of this program and therefore not a guarantee. It could be possible and will depend upon discussion with the Company and subject to the terms of the agreement.	Fellow	Y	N	NA	Y	N	NA
Will I have a mentor while at Industry?	Fellows will have 2 mentors: 1 from the company, and one from PHS. Fellows must agree to meet regularly with assigned PHS Mentor throughout the term of your position.	Fellow/Mentor						
Will I have access to any educational materials/courses as part of this Program?	Yes. 1. <b><i>Making Medicines: The Process of Drug Development.</i></b> Fellows have free access to this web-based, e-learning course developed by Eli Lilly. 2. Online tools, courses and Videos from the <b>B-BIC</b> (Boston Biomedical Innovation Center) website: <a href="https://b-bic.org/">https://b-bic.org/</a>	Fellow/Cary						
Do you have a general understanding of the Sunshine Act, the Anti-Kickback Statute and The Stark Law that are mentioned in the Fellow Participation Agreement?	Please see attached reference guide for your review	OGC/Cary	Y	N	NA	Y	N	NA

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