



NAFCAS: The Centralized Application Service for Administrative Fellowships

The National Council on Administrative Fellowships (NCAF) offers a centralized application service to simplify the application process for fellowship applicants and administrative fellowship sites. NAFCAS stands for the National Administrative Fellowship Centralized Application Service.

NAFCAS will allow NCAF administrative fellowship sites to collect and manage applications more easily, while providing a simplified and streamlined application process for applicants. The platform will also allow NCAF to readily compile aggregate data for benchmarking purposes.

Benefits to Applicants

- Allows applicants to search, select, and review nearly 70 fellowship sites from across the country using one centralized service
- Delivers an intuitive online application experience with comprehensive instructions, checklists, and dedicated customer support services
- Enables applicants to apply to multiple administrative fellowship sites using a single centralized service to record personal information, academic history, and to request and track recommendation letters
- Allows applicants to readily check the status of their applications from a computer or mobile device

Benefits to Administrative Fellowship Sites

- Offers exposure to a broader national spectrum of applicants
- Provides the ability to configure a uniquely branded home page and site-specific application requirements, such as custom questions, personal statements, essays, and resumes
- Offers integrated services to free staff from resource-intensive administrative tasks: verifying and uploading official transcripts, calculating GPAs, opening mail, digitizing documents, and answering applicant questions
- Provides secure, online access to real-time, rich applicant data including GPAs, schools attended, degrees received, and demographic information
- Streamlines workflows to free up time for improving communications and relationships with prospective fellows
- Enables targeted messaging to applicants through innovative customer relationship management tools
- Permits sites to maintain unique review processes with tools for coordinating the evaluation of applications and scheduling of applicant interviews
- Allows for efficient ranking and scoring of applicants based on customizable criteria
- Includes robust data analytics and customizable queries and reporting for better applicant decisions process

Benefits to Graduate Programs

- Allows faculty members to upload recommendation letters, reducing the number of letters that need to be written and standardizing how they are submitted
- Helps programs advise graduate students about fellowship sites with an organized, searchable online site
- Creates opportunity for NCAF graduate students to participate in a second round application process

Application Fee

- Applications submitted June 12 through October 2, 2019: \$25 for the initial fellowship site application, \$32 for additional applications
- Applications submitted November 25, 2019 through January 31, 2020: \$32 for all fellowship site applications

NCAF Graduate Health Management programs have a limited number of application coupons available for students.

About the National Council on Administrative Fellowships

The National Council on Administrative Fellowships (NCAF) is a collaborative effort of administrative fellowship sites and graduate health management programs who are working together to create a coordinated approach to the fellowship application process. NCAF members are committed to continuously improving early-career development opportunities for our next-generation healthcare leaders.

NCAF was formed by the National Center for Healthcare Leadership (NCHL) in partnership with the Association of University Professors in Health Administration (AUPHA) and the Commission on the Accreditation of Healthcare Management Education (CAHME). NCHL is a not-for-profit organization that works to ensure that high-quality, relevant, and accountable leadership is available to meet the needs of 21st century healthcare.

About Liaison International

For more than two decades, Liaison has streamlined the process by which higher education institutions identify, recruit, and enroll best-fit students. More than 7,000 programs on over 800 campuses nationwide reach prospective students, outsource administrative tasks, and create exceptional experiences for applicants across the full enrollment cycle — from first interest to first day on campus — through our admissions management and enrollment marketing solutions.

Contact Us

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What is NAFCAS?

NAFCAS is a centralized application service supported by the National Council on Administrative Fellowships (NCAF) and Liaison International. It simplifies the application process for those applying to administrative fellowships and the review and offer processes for fellowship sites. Applicants can apply to their preferred sites using a single centralized service—offering time savings and convenience—and reducing duplication of effort and unwieldy tracking of application submissions. Administrative fellowship sites will be able to review and evaluate applicants online, in real-time, and can manage communications with applicants more easily through NAFCAS.

Why is NCAF advocating for a centralized application process?

NCAF graduate programs and administrative fellowship sites have supported the creation of NAFCAS as an important service for applicants and members. NAFCAS helps to simplify workflows for applicants, fellowship sites, and graduate programs alike. This platform will also allow NCAF to readily compile aggregate data for benchmarking purposes, which will aid in continuous improvement of the application process.

Who is eligible to participate in NAFCAS?

Only administrative fellowship sites that are members of NCAF can use NAFCAS to accept applications. Applicants, whether they are attending an NCAF graduate program or not, can use the centralized application service to apply to NCAF sites. For information about becoming a member, please contact NCAF at ncaf@nchl.org.

How is NAFCAS different from the traditional process?

NAFCAS streamlines the application process and reduces duplicative efforts for applicants by providing a standardized online interface to more easily apply to their preferred fellowship sites. For graduate programs, NAFCAS allows faculty members to upload recommendation letters, reducing the number of letters that need to be written, and standardizing how letters are submitted across fellowship sites.

Participating fellowship sites gain access to a suite of powerful analytics and communication tools through NAFCAS. Throughout the application process, sites can use NAFCAS to send tailored emails to applicants, invite selected applicants to interview, congratulate them for moving to the next step in the application process, and so on. In contrast to traditional workflows, NAFCAS contains transcripts, overall GPA, recommendation letters, and supplemental materials securely within the online platform. Customized settings ensure that only those individuals involved in the review process have access to the relevant information at the appropriate phase in your workflow.

Does NAFCAS help applicants and faculty with submitting recommendation letters?

Applicants can request and track the status of each letter of recommendation through NAFCAS. Graduate program faculty, preceptors, and advisers will be able to easily and securely upload a common recommendation letter for each applicant. Because the recommendation letter is viewable to all of an applicant's fellowship sites, recommenders need to upload the letter only once.

Also, because the NAFCAS portal is shared across other Liaison CAS platforms, only one login/password is needed to submit recommendations through the portal for those who have used, for example, HAMPCAS or SOPHAS.

Can fellowship sites keep their own review process?

Yes, the flexibility of NAFCAS allows individual fellowship sites to maintain their unique review process within the online, paperless platform. Common information from applicants is collected in a root application, and each participating site has a unique web page within NAFCAS where applicants can submit additional information. Sites will only see the root application and their own additional information when reviewing an applicant's materials.

Is it possible for fellowship sites to accept applications outside of NAFCAS?

A fellowship site may elect to use NAFCAS in addition to other means of accepting applications; however, NAFCAS would streamline your application acceptance and review process for greater efficiency and raise the visibility of your administrative fellowship to a broader spectrum of applicants.

Will fellowship sites still be able to download complete applications from NAFCAS?

Yes. NAFCAS permits downloads of complete applications in PDF and Excel format. This is an option for sites that wish to save documents or applicant data for internal workflow needs or other organizational requirements.

How was the application fee established?

NCAF members carefully weighed the cost-benefit of the centralized application service to the existing, often confusing and burdensome, application process. We believe the application fee is reasonable considering the convenience and time savings of a centralized service.

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