

NOAA Sea Grant
Knauss Marine Policy Fellowship
Legislative Host Prospectus
2017





Table of Contents

- [NOAA's Sea Grant Program](#)
- [Knauss Marine Policy Fellowship Introduction](#)
- [For More Fellowship Information](#)
- [Why Host a Fellow?](#)
- [Timeline for 2017 Fellowship](#)
- [How to Host a Fellow](#)
- [Selection of Host Offices](#)
- [Placement Week - December 5-9, 2016](#)
 - [Finalist & Host Communication](#)
 - [Presentations](#)
 - [Evening Events](#)
 - [Interviews](#)
 - [Call-Backs and Follow-up Meetings](#)
 - [Placement](#)
 - [Examples of Recent Legislative Host Offices](#)
- [Beginning the Fellowship](#)
 - [Reporting Requirements](#)
- [Host-Fellow Relationship](#)
 - [Professional Development Plan](#)
 - [Conflict Resolution](#)
 - [Travel](#)
 - [Leave](#)
- [How are Finalists Selected?](#)
 - [Evaluation Criteria](#)
 - [Review Process](#)
- [History of the Fellowship](#)



NOAA's Sea Grant Program

The National Oceanic and Atmospheric Administration's (NOAA's) National Sea Grant College Program is located in Silver Spring, Maryland. The National Sea Grant College Program works closely with the 33 state Sea Grant programs located in every coastal and Great Lakes state and Puerto Rico. These programs serve as the core of a dynamic, national university-based network of over 300 institutions involving more than 3,000 scientists, engineers, educators, students and outreach experts. This network works on a variety of topics vital to human and environmental health—topics such as water quality, coastal hazards and biotechnology. Through their research, education and outreach activities, Sea Grant has helped position the United States as the world leader in marine research and the sustainable development of coastal resources. Sea Grant activities exist at the nexus of local, state, national and sometimes international interests. In this way, local needs receive national attention, and national commitments are fulfilled at the local level.



The 2015 Knauss Fellows with Dr. Kathryn Sullivan, NOAA Administrator



Knauss Marine Policy Fellowship Introduction

The Dean John A. Knauss Marine Policy Fellowship program is open to the legislative and executive branches of the federal government in the Washington, D.C. area.

Prospective hosts will provide an educational opportunity to individuals who will in turn provide substantial and professional contributions to the office. The hosts are expected to provide opportunities for involvement in substantive issues that support the fellow's professional and educational accomplishments and goals.

Host offices will be required to provide the following:

- An educational experience for the fellow
- Professional development and mentoring throughout the fellowship
- Necessary equipment and office space

Duration: One year, non-renewable

Dates: February 1 – January 31

For More Fellowship Information

Email: OAR.SG.fellows@noaa.gov

National Sea Grant College Program

National Oceanic and Atmospheric Administration

US Department of Commerce

<http://seagrant.noaa.gov/FundingFellowships/KnaussFellowship.aspx>





Why Host a Fellow?

Fellows are more than students or interns. They are graduate students or recent graduates with PhDs, Masters, and JDs that focus on marine- or aquatic-related fields. Fellows are selected to participate in the program based on a combination of academic record, statement of career goals, recommendations and endorsements, and relevant experience. They are capable of working alongside federal partners and legislators, and excited to learn about the process of policy-making.

Legislative Branch Hosts

Up to twelve Fellows each year are selected to work in legislative offices. Fellows have served in a variety of Republican and Democratic legislative offices, and as staff on relevant minority and majority committees.

Executive Branch Hosts

The majority of each class of fellows serve in the Executive Branch. While NOAA has traditionally been the leading agency host for fellows, in recent years many other agencies have joined the program. Fellows have found successful host offices around the Washington metro area. Hosts are required to create a position description showing how their work relates to ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.





Timeline for 2017 Legislative Fellowship

November 21, 2016	Registration Deadline for Hosts Knauss Legislative Host Application Form
November 28, 2016	Deadline to submit interview availability during Placement Week
December 5-9, 2016	Placement Week Monday: Host Office presentations Tuesday - Thursday: Interviews with finalists Tuesday & Thursday: Evening social events
December 9, 2016	Host Office form ranking finalists due at 6:30 AM Hosts are notified of placements
February 1, 2017	Fellowship begins
March 2017	Professional Development Plans due to Program Manager
Summer 2017	Mid-Year Reviews with fellows to discuss progress
January 31, 2017	Fellowship ends

How to Host a Legislative Fellow

All interested offices are required to fill out the [Knauss Legislative Host Application Form](#) by November 21, 2016. Hosts may edit their responses as needed, and submit more than one application form if they're interested in hosting multiple fellows.

The deadline to submit a host application form is **November 21, 2016**.

Hosts must provide the following information in the [Knauss Legislative Host Application Form](#):

- Point of contact during Placement Week
- Position Description
- Name of presenter during Placement Week
- Directions to host office
- Host location and contact information (address, phone)

Any questions can be directed to the Knauss Program Manager (301-734-1067; oar.sg.fellows@noaa.gov).





Placement Week - December 5-9, 2016

Placement week is a full week event during which Sea Grant Knauss Finalists travel to the Washington, D.C. area to interview with and be placed in an Executive or Legislative branch office. The timing of Placement Week is intended to allow finalists enough time to find housing in the DC area after their final placements and before the beginning of the fellowship year on February 1.

Finalist & Host Communication

To ensure a level playing field for all finalists and hosts, finalists are not permitted to have contact with host offices prior to Placement Week. Communication with a host office before Placement Week is grounds for dismissal from the Sea Grant Knauss Fellowship. This includes contacting an agency or office that is not currently a host office and asking them to be a host office for the upcoming year.

All interactions between hosts and finalists during Placement Week are limited to official Placement Week activities on the agenda. Additional social hours or after-hour events are not allowed.

Presentations

At the start of Placement Week, host offices will give a 10 minute presentation (5 min. with 5 min. for questions) to the incoming Fellows outlining the principle duties of the office and the role the fellow would play in that office.

Evening Events

During the course of the week, there are evenings during which host offices are welcome to join finalists during their dinner. Attendance is not mandatory for host offices or finalists, but is a great way to get to know finalists outside of the formal interview. Host offices are not allowed to interact with finalists outside of interviews and these open evenings.

Interviews

Hosts will submit their availability during the week for interviews, the location of the interviews, and the individuals conducting the interviews. One half hour is allocated for each interview. Finalists will select host offices with whom they will interview at the beginning of the week. Interview sign up sheets will be emailed to the host offices and interviews will go until 2:00pm on





Thursday. Hosts will be supplied with the application packages for all fellows, which includes a resume and personal statements

Call-Backs and Follow-up Meetings

Due to the smaller number of finalists and associated host offices, legislative finalists are not permitted to call back any host offices.

Some legislative offices require a second meeting with a finalist to allow the Chief of Staff or Member to meet the finalists. These are permitted but not encouraged and should not be treated as a second interview. If necessary, these second meetings must occur Thursday afternoon during Placement Week. To request a second meeting, contact the Fellowship Manager - not the finalists.

Placement

[Note that there are updates to the Placement Process for 2017]

Hosts will fill out a ranking sheet of Finalists they have interviewed, and email this to the Program Manager (oar.sg.fellows@noaa.gov) **no later than 6:30 AM on Friday**. This sheet lists, in rank order, the fellows with whom the office would like to work. Host offices are encouraged to rank all of the fellows that they are willing to host (Note: Limiting the number of fellows ranked below 9 may reduce the potential of being a selected host office).

Similar to previous years, fellows will be allowed to select from host offices based on the Host rank order, within the following guidelines that are new for 2017:

(1) Majority and minority offices are each ensured a minimum of one-quarter of the available fellowship positions (3 of 12), and consistent with the requirements below. The remaining placements will be made available to both majority or minority host offices. This minimum can be comprised of personal and committee host offices. For example, 1 committee placement and 2 personal office placements could constitute the minimum of three for the majority or minority.

(2) NOAA Sea Grant's Committees of Jurisdiction (House Science, House Natural Resources, and Senate Commerce) will be ensured a fellow for the majority and minority, if requested, and consistent with the requirements below.

These guaranteed placements are ensured only if at least three position descriptions are submitted from NOAA's Committees of Jurisdiction and host offices from both the majority and minority by the required deadline, and the host office participates in Placement Week. If these





requirements are not met, then the spots will be opened up to the remaining potential host offices.

The placement process will proceed until all matches are made within the guidelines noted above. While the process seeks to obtain the best matches between fellows and host offices, it does not guarantee that offices or fellows will receive their first choice. If any fellows do not have a placement at the end of the Host rank order process described above, then NSGO will work with those fellows and remaining host offices on a case by case basis to determine placements.

Beginning the Fellowship

The fellowship begins February 1 and runs through January 31 of the following year. The start and end dates are flexible to accommodate the host and fellow's schedules. Upon acceptance, fellows have committed to the fellowship program for a full year. Early withdrawal from the program (unless approved by the Knauss Program Manager) is deemed unacceptable and the fellow will forfeit the status and privileges of the fellowship.

Reporting Requirements

Sea Grant Knauss Fellows are administratively responsible to their sponsoring state Sea Grant Directors during their terms in Washington, D.C., but must be responsive to the administrative and technical needs of their host office. The role of the Knauss Program Manager in the National Sea Grant Office is one of ombudsman between the fellow, the host, and the state Sea Grant Program. Regular contact with fellows will occur throughout the year. If a conflict arises, a meeting with the Knauss Program Manager will be scheduled.

Host-Fellow Relationship

Through this fellowship, hosts provide Fellows with increased knowledge relative to the ocean, coastal, and Great Lakes resources and the marine policies affecting those resources. The fellow and the host must be sensitive to each other's mutual responsibilities in achieving a balance between office and educational demands. The fellow should honor the working protocols of the host office and contribute to useful and relevant products. Fellows who are still involved in their graduate program may need time to complete their academic requirements.

Hosts are expected to provide opportunities for the fellow's involvement in substantive issues that honor the fellow's educational and professional developmental goals. This can include encouraging and allowing fellows to attend fellowship functions, hearings and lectures,





conferences and workshops, and encouraging participation in field experiences that relates to office goals and the fellow's personal interests.

The fellow should be treated in a professional manner by the host. These guidelines have been designed to provide the greatest opportunities possible to fellows and hosts. Departures from the guidelines may be made at the discretion of the Knauss Program Manager only.

- ❑ Maintain contact with the fellow prior to their arrival. Arrange start date and location with the fellow.
- ❑ Fellows must be provided with a desk, phone, computer, Internet access, and file storage space. Provide general office information and paperwork prior to the fellow's arrival (e.g., forms for obtaining an ID, who to go to for general office support).
- ❑ Work with the fellow to create a Professional Development Plan with the fellow documenting goals and expectations for the fellowship year. The Knauss Manager will provide guidance after the fellowship begins.
- ❑ Allow the fellow broad exposure to the issues and projects of the division/office. This may include meeting with other office staff or participating in joint projects with other offices.
- ❑ At the start of the fellowship, review office policies including work hours; time for the fellow to work on their school commitments (if needed); vacation; sick leave; and attendance at fellowship functions, conferences, hearings, and meetings.

Professional Development Plan

Fellows are required to complete a Professional Development Plan that lists the goal of the host office, the fellow's primary responsibilities, planned professional development and training activities, and professional and personal goals for the year. These plans will be written following conversations between Host and fellow in the first month of the fellowship to document expectations for the year, and may be revised during a mid-year review with the fellow.

Conflict Resolution

Participation in the fellowship program is a privilege, not a right, for both fellows and host offices. To earn this privilege, fellows must continue to justify this benefit by demonstrating diligence and adaptability to the host environment. Likewise, the host office should be sensitive to the fellow's educational needs. The Sea Grant Knauss Program Manager, after due consultation with and in consideration of the mutual rights and interests of the fellow, the host, the sponsoring state Sea Grant Director, and the National Sea Grant Office will adjudicate problems that may arise.

Situations may arise over the course of the fellowship year in which a fellow decides to leave the program early. This may be due to personal reasons, conflicts with a host, or to move on to





an employment opportunity. Each situation will be handled on a case by case basis. There will be an open discussion between the host, fellow, and the Sea Grant Knauss Fellowship Program Manager to determine the fellow's transition out of the program in a way that is acceptable to all parties. Fellows that do not complete at least 10 months of the fellowship will not be considered alumni.

Travel

The local Sea Grant program receives and administers \$9,000 per fellow to be used to cover mandatory health insurance for the fellow and moving expenses. Any remaining funds shall be used during the Fellowship year to satisfy academic degree-related activities and professional development activities (i.e., conferences, workshops, short courses, or similar opportunities).

The host and the sponsoring Sea Grant must approve all travel in advance. The fellow should send an email request to the host office and Sea Grant Director, explaining the reason for the trip and approximate costs. This process must be completed well in advance to ensure adequate opportunity for the host and Sea Grant Director's comment and approval. If the travel is in question, the Sea Grant Knauss Program Manager will mediate the situation as needed. All international travel must be approved by the Knauss Program Manager via the NOAA Grants Online system.

Leave

The host office should grant reasonable sick leave and vacation time in accordance with federal standards. Time spent outside of the office on academic requirements, conference attendance, and other fellowship related travel is not to be considered vacation time or sick leave. Fellows may not be penalized for time spent outside of the office for any of the reasons noted above. Credit hours may be considered in circumstances where fellows are required to work more than 40 hours in any given week.

How are Finalists Selected?

Evaluation Criteria

Recommendations and/or endorsements of student (15% total): Endorsement/content of the letter from the applicant's state Sea Grant Program Director, the applicant's major professor, and the second letter of recommendation.

Academic record and statement of career goals and objectives of student (45% total): Quality of the applicant's personal education and career goal statement (30%); strength of academic performance (15%).





Additional relevant experience (40% total) related to: diversity of education, extra-curricular activities, honors and awards, and interpersonal, written, and oral communications skills. For the Sea Grant Knauss Fellowship Program, relevant experience would be in marine or aquatic-related fields.

Review Process

Knauss Fellows are selected via a two-stage review process. Every February, current graduate students apply to and are reviewed by their state Sea Grant program. Up to six applicants from each state program are sent to the National Sea Grant Office. The panel includes representation from the Sea Grant Association, the National Sea Grant Advisory Board, and the current class of fellows. Panel members review and score the applications, resulting in a final recommendation to the National Sea Grant Office and the NOAA Grants Management Division. For more details, the 2017 Federal Funding Opportunity can be found [here](#).



History of the Fellowship

In 1979, the National Sea Grant Office, in fulfilling its broad educational responsibilities, implemented the National Sea Grant Federal Fellows program to initially provide an educational experience in the policies and processes of the legislative branch of the federal government. Later, the program was expanded to provide opportunities within the executive branch of the federal government in the Washington, D.C. area. Recognizing the value of this program, in 1987 the U.S. Congress stipulated in P.L. 100-220 that the Sea Grant Federal Fellows Program become a formal part of the National Sea Grant College Program Act. The recipients are designated Dean John A. Knauss Marine Policy Fellows in honor of one of Sea Grant's founders and former NOAA Administrator, John A. Knauss [33 U.S.C. 1127 (b)].



John A. Knauss, a leading expert on oceanography, geophysics and public policy, born in Detroit, Michigan, September 1, 1925 - November 19, 2015.
Ph.D., 1959, Scripps Institution of Oceanography;
Graduate School of Oceanography (founding dean), University of Rhode Island, since 1962;
Administrator of NOAA, 1989-1993.