



2021 Knauss Executive Host Application Form

Questions Responses

Section 1 of 8

2021 Knauss Executive Host Application Form



Please provide an email address to receive a copy of your response.

Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

What is a Sea Grant Knauss Marine Policy Fellow?

Established in 1979, the John A. Knauss Marine Policy Fellowship gives graduate students or recent graduates with PhDs, Masters, and JDs an opportunity to spend one year in Washington, DC learning about the policy realm. They have studied marine, freshwater, and coastal science and policy and are experts in their fields. Fellows are selected through a two-stage process - first through their home Sea Grant program and then through a national competition.

Image title





What can a Sea Grant Knauss Fellow do for your office?

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 are excited to learn about the process of policy-making.

For more information and frequently asked questions please follow this link:
<https://seagrant.noaa.gov/insideseagrant/Knauss-Fellowship/Host-Resources>

Placement Process

In order to be eligible to potentially host a fellow, a host must participate in the Placement Process. Below are the major milestones for the process.

- The National Sea Grant Office will be hosting a webinar with details and the opportunity to ask questions on August 19, 2021 (3:00-4:30 EST)
- Complete this form by close of business (5:00 PM EST) September 23, 2020
- Participate in the full placement process (October 15-28, 2020)

The National Sea Grant Office does not guarantee a fellow to all those who choose to via for a fellow.

Cost to host offices



Executive branch host offices will be financially assessed \$65,000 for each fellow. Of the \$65,000, \$6,000 will be allocated to the National Sea Grant Office to cover the administration costs of the fellowship program.

OPTIONAL: Host offices may add up to \$15,000 more on each grant to cover extra travel expenses for the fellow. This money will only be spent on host office-related travel for the fellow. All fellowship-related travel should be paid through the grant, rather than through invitational travel.

By submitting this form you are confirming your office's ability to pay for a fellow if they should receive one. Transfer of funds will not occur until after Placement Week.

Information required to complete this form

To preview the information required in this form you can view a PDF version of the form at the link below. As many of the fields in the form are mandatory, you cannot click through the pages without entering text into the form. The PDF version will allow you to better understand the information you will need prior to completing the form. Please only submit applications using this Google Form. If you have any trouble accessing or submitting this form, please contact us at oar.sg.fellows@noaa.gov.

<https://seagrant.noaa.gov/Portals/1/Knauss/Knauss%202020/Host%20Resources/2020%20Knauss%20Executive%20Host%20Application%20Form.pdf>

After section 1 Continue to next section 

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Host Responsibilities



Description (optional)



By requesting a Sea Grant Executive fellow, this office agrees to:



Checkboxes 

- Provide an educational experience for the fellow. 
- Provide professional development and mentoring throughout the fellowship. 
- Provide necessary equipment, office space and telework capacity. 
- Abide by your agency's sexual assault and sexual harassment policy. 



Other...



Add option

Select exactly

5

In order to host a fellow you must agree to all four criteria.



Required



After section 2 Continue to next section



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Host Office Information



Description (optional)

Name of Federal Agency *

Short answer text

Name of Office *

Short answer text

If you are located within NOAA, which line office?

Headquarters Office



- National Marine Fisheries Service
- National Ocean Service
- National Weather Service
- Oceanic and Atmospheric Research
- Office of Marine and Aviation Operations

Would you willing to host a foreign national in your office? *

- Yes
- No
- I don't know

Is this a joint position (hosted by two Federal offices)? *

- Yes
- No

After section 3 Continue to next section



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Joint Host Office Information



Please enter the information of the joint host office.



Name of Federal Agency *

Short answer text

Name of Office *

Short answer text

If the second host office is located within NOAA, which line office?

- Headquarters Office
- National Environmental Satellite, Data, and Information Service
- National Marine Fisheries Service
- National Ocean Service
- National Weather Service
- Oceanic and Atmospheric Research
- Office of Marine and Aviation Operations

After section 4 Go to section 5 (Position Description) ▼

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Position Description



Description (optional)



Position Title *Short answer text
.....**Portfolio Summary ***

Fellows need to understand what your office is looking for. Please list the major topics and portfolios a fellow would be working on for the year. We understand that the importance of these might change due to current events but it is very helpful for fellows to have a good idea of the type of work they will be doing. A good rule of thumb is to describe about 75% of the work, with the remaining 25% to be determined based on the expertise and interests of the fellows. Please include the following components in your summary: a brief description of your office; expected duties of the fellow; other potential duties (if applicable); examples of past fellows' projects (if applicable); the name and position of the person the fellow will report to. Examples of strong portfolio summaries can be found here:

https://seagrant.noaa.gov/Portals/1/Knauss/Knauss%202021/Host%20Resources/2020%20EXEC%20Position%20Discriptions_10.11.pdf

Long answer text
.....**Expertise desired of Fellow ***

Please list any details regarding the background and/or experience you would like your fellow to have. Include preferred working styles.

Long answer text
.....**Office Goals and Duties ***

Please discuss the office priorities and how they fit into the larger context of your organization's mission.

Long answer text
.....**Day in the Life of your Office ***

Please provide information on the day to day operations of your office. We describe the types of positions as High Level (more at the 30,000 foot level, with interactions across the agency or other agency) or Ground Level (more at the 3,000 foot level, working on specific projects, really digging into a topic). If possible, provide a few specifics of what the fellow should expect from your office.



Travel within DC (days per month)

Short answer text

Travel outside of DC (days per month)

Short answer text

Office policies regarding COVID-19, especially as it relates to telework. *

Short answer text

After section 5 Continue to next section



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Mentor & Office Information



Who should we contact for additional information about the host office and fellow placement?

Name of primary mentor *

Short answer text

Title of primary mentor *



Short answer text

Email of primary mentor *

Short answer text

Phone number of primary mentor *

Short answer text

Office Location *

Short answer text

Has your office hosted a Knauss Fellow in the past? *

Yes

No

Unknown

Has the primary mentor hosted a Knauss Fellow in the past? *

Yes, in my current office

Yes, in a past office



Other...

Primary POC for Placement Week *

Short answer text

.....

Email of primary POC for Placement Week *

Short answer text

.....

Phone number of primary POC for Placement Week *

Short answer text

.....

Backup POC for Placement Week *

Short answer text

.....

Email of backup POC for Placement Week *

Short answer text

.....

Phone number of backup POC for Placement Week *

Short answer text

.....



Name of budget POC *

Short answer text

Email of budget POC *

Short answer text

Name of IAA Contact (Non-NOAA Offices only)

Short answer text

Email of IAA Contact (Non-NOAA Offices only)

Short answer text

After section 6 Continue to next section



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Host Presentations



On the first Thursday and Friday of the placement process, all host offices are asked to present a 5-minute introduction to the Executive Fellows, with 2-3 additional minutes for questions. This presentation will be virtual and hosted via Adobe Connect. If you are unable to make the time or would prefer to record your presentation ahead of time we can record a video prior to the event.

Preferred Presentation Time: *



- Thursday October 15, 12:30-3:00
- Thursday October 15, 3:00-4:30
- Thursday October 15, 4:30-6:00
- Friday October 16, 12:30-3:00
- Friday October 16, 3:00-4:30
- Friday October 16, 4:30-6:00
- Any time works!
- I need to record my presentation

Presenter name *

Short answer text

.....

Presenter email address *

Short answer text

.....

After section 7 Continue to next section



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Host Interviews



Host offices will hold 30-minute interviews with interested fellows. To expedite their travel around the DC metro area, please share the interview location.



Interview Platform *

Short answer text

.....

Name of person to contact if technical challenges arise *

This person should be available to provide support if an interviewee has trouble joining the virtual meeting. They should be able to either a) reschedule the meeting or b) conduct the interview themselves over the phone.

Short answer text

.....

Phone number of technical support contact *

Short answer text

.....

