



2021 Knauss Legislative Host Application Form

Questions Responses 2

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2021 Knauss Legislative Host Application Form



To receive a copy of your submission, and for all correspondence related to the submission of this form, please enter an email address below:

Email address *

Valid email address

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What is a Sea Grant Knauss Marine Policy Fellow?

Established in 1979, the Knauss Marine Policy Fellowship provides a unique educational and professional experience to graduate students who have an interest in ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources. The Fellowship, named after one of Sea Grant's founders, former NOAA Administrator, John A. Knauss, matches highly qualified graduate students with "hosts" in the legislative and executive branch of government located in the Washington, D.C. area, for a one year paid fellowship. The fellows have Masters, PhDs, or JDs in marine, freshwater, and coastal science and policy and are experts in their fields.





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 December 10, 2020 (3:00-4:30 EST)
- Complete this form by close of business (5:00 PM EST) January 13, 2021
- Submit 3 minute video highlighting the personality and character of the office by January 13, 2021
- Participate in the full placement process (January 25-29, 2021)



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%202021/Host%20Resources/2021%20Knauss%20Legislative%20Host%20Application%20Form_10.5.pdf

After section 1 Continue to next section 

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Host Responsibilities



Description (optional)

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

- Provide an educational experience for the fellow.
- Provide professional development and mentoring throughout the fellowship.
- Provide necessary equipment and office space.
- Abide by respective sexual assault and sexual harassment policies.
- Provide a safe and inclusive working environment.

After section 2 Continue to next section 

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

Name of host mentor *

Short answer text

Title *

Short answer text

Email address *

Short answer text

Phone *

Short answer text

Name (Additional point of contact; if needed)

Short answer text

Email (Additional point of contact)

Short answer text



Phone (Additional point of contact)

Short answer text

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

Yes

No

Unknown

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

Yes, in my current Office

Yes, in a past office

No

Other...

After section 3 Continue to next section

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Committee or Member Office?



Description (optional)



Committee

Member

After section 4 Continue to next section

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Position Information (Committee Office)



Description (optional)

Name of Committee *

Short answer text

Name of Subcommittee (if applicable)

Short answer text

Side *

Majority

Minority

Other...

After section 5 Go to section 7 (Position Description)



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Position Information (Member Office)



Description (optional)

First Name of Member *

Short answer text

Last Name of Member *

Short answer text

Political Affiliation *

- Democrat
- Republican
- Independent
- Other...

State Represented *

1. Alabama
2. Alaska



4. Arizona
5. Arkansas
6. California
7. Colorado
8. Connecticut
9. Delaware
10. District of Columbia
11. Florida
12. Georgia
13. Guam
14. Hawaii
15. Idaho
16. Illinois
17. Indiana
18. Iowa
19. Kansas
20. Kentucky
21. Louisiana
22. Maine
23. Maryland



25. Michigan
26. Minnesota
27. Mississippi
28. Missouri
29. Montana
30. Nebraska
31. Nevada
32. New Hampshire
33. New Jersey
34. New Mexico
35. New York
36. North Carolina
37. North Dakota
38. Northern Mariana Islands
39. Ohio
40. Oklahoma
41. Oregon
42. Pennsylvania
43. Puerto Rico
44. Rhode Island



South Carolina

46. South Dakota

47. Tennessee

48. Texas

49. Utah

50. Vermont

51. Virgin Islands

52. Virginia

53. Washington

54. West Virginia

55. Wisconsin

56. Wyoming

District Represented

Short answer text

.....

Relevant Committee memberships *

Long answer text

.....

After section 6 Go to section 7 (Position Description) ▼



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Position Description



Description (optional)

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

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

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.

Long answer text

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

Short answer text



Are you allowed to host foreign nationals in your office? *

- Yes
- No
- Other...

After section 7 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 7-minute introduction to the Legislative Finalists, 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 *

All presentations will take place between 9:00-5:00 EST on Monday, January 25, 2021. Preferred time slots will be honored to the extent possible. **ALL TIMES ARE EASTERN**

- 9:30-11:00
- 11:00-12:30
- 1:00-3:00
- 3:00-5:00
- Any time works!
- I need to pre-record my presentation



Presenter Name(s) *

Please provide all names who will be presenting.

Short answer text

.....

Presenter email address(es) *

Please provide the email of all individuals you expect to be presenting.

Short answer text

.....

After section 8 Continue to next section 

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Host Interviews



Host offices will hold 30-minute interviews with interested fellows. All interviews will be virtual.

Interview Platform *

What virtual platform do you expect to use during the interview process. We highly encourage all interviews take place on a video 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

After section 9 Continue to next section



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Office Hours



As part of the placement process we will be setting aside two hours on Friday for "Office Hours". This will be an opportunity for finalists to revisit you all as hosts. We will host office hours from 4:00-6:00 Thursday, January 28, 2021. If you would like to participate, you will be asked to create a "meeting" and provide us with a link. The finalists will have access to the list and will be able to jump between virtual offices.

Please provide us with the link to your "office hours"

Short answer text

Indicated your availability (select all that apply)

- 4:00-4:30 EST
- 4:30-5:00 EST
- 5:00-5:30 EST
- 5:30-6:00 EST
- I will not be able to attend



