

# HOW TO USE THIS SLIDE DECK

- Please use this slide deck when talking to potential students about the Knauss program.
- We have provided a few slides where you should enter specific information about your program.
- All other slides should remain the same.

# 2025 sea Grant Knauss Fellowship

## NATIONAL SEA GRANT CONTACT INFORMATION

PHONE: 240-507-3712  
EMAIL: [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)  
<https://seagrants.noaa.gov/knauss>

## LOCAL SEA GRANT CONTACT INFORMATION

PHONE:  
EMAIL:

Enhance the practical use and  
conservation of coastal, marine and  
Great Lakes resources to create a  
sustainable economy and  
environment

SEA GRANT MISSION

Sea  
Grant



# sea Grant: 34 UNIVERSITY BASED PROGRAMS

Sea Grant



# THE KNAUSS FELLOWSHIP

~1,500  
Alumni

The Sea Grant Knauss 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.

Launching illustrious careers, Sea Grant Knauss Fellowships offer direct experience working in the executive and legislative branches on the latest issues in ocean and coastal management, fisheries and research.



# THE FELLOWSHIP

One-year hands on learning experience through a fully immersive work experience within the Washington DC region. Fellows should expect to be placed in the Executive or Legislative branches of the Federal Government.

## EXECUTIVE BRANCH

(carries out the laws)

- Possible Host Agencies: NOAA, USFWS, USEPA, Navy, USGS, DOI, USCG, NSF
- Many host offices have hosted fellows and both mentors and colleagues are often alumni
- May work on very specific topics as an expert or serve in a high level coordination role

## LEGISLATIVE BRANCH

(makes the laws)

- Possible placements encompass committees and personal offices in both parties and chambers
- Many host offices have hosted fellows in the past and have a deep investment in the Sea Grant program
- Will typically work on the hot topic in the office, which may change throughout the year, and may not always be related to ocean/Great Lakes

# 2025 KNAUSS TIMELINE

Important Dates (2025 Fellowship Class)	
Month	Activity
February	Student Applications due to the State Programs February 15, 2024 by 5:00 p.m. LOCAL TIME
	State Sea Grant programs review packages, check for minimum requirements, properly redact, interview applicants
March	Letters of Intent due to NSGO from state Program March 14, 2024 by 5:00 p.m. EDT
	State Sea Grant programs nominate UP TO 6 applications each to the national competition March 28, 2024 by 11:59 EDT
June	Grants actions/program notification
	SG Programs Notified
	Finalists notified
July	Finalists welcome workshop
	Finalist information/commitment due
August	All alternates notified
September	Public Announcement
October	Exec placement week
January	Legislative Placement Week
February	Fellowship Starts February 1, 2025

# Award Information

# THE FELLOWSHIP AWARD

Placement in the Washington, DC area in the Legislative or Executive branch for 12 months

Expense		Amount	Allowable Expense
Salary/Stipend		\$71,400	Fellow Salary/Stipend, Fringe/Personnel Expenses (health care, taxes, employee benefits)*
Discretionary Budget		\$5,000	Allowable expenses could include, but are not limited to, relocation prior to and following the fellowship, academic tuition, journal publication fees, academic- and fellowship-related travel, conferences fees, online trainings, and workshops.
Travel	Placement Week	\$2,500	Travel funding specifically marked for Placement Week-related expenses
	Host Office Travel	\$15,000	Executive host offices have the OPTION to add up to \$15,000 for fellow office-related travel and training. The majority of fellows will not receive these funds directly. **
<b>Total</b>		<b>\$93,900</b>	

AWARD DATES: FEBRUARY 1, 2025-FEBRUARY 28, 2026

# STATE LEVEL AWARD DETAILS

## Suggested information

- Is the fellow consider self employed?
- Will the fellow be provided benefits?
- Estimated take home pay
- Estimated time for reimbursements

# ELIGIBILITY INFORMATION

# APPLICANT ELIGIBILITY

Any student, regardless of citizenship, is eligible to submit to this opportunity if:

1. The student is enrolled towards a degree in a graduate program (Masters, Ph.D. or J.D.);
2. The graduate degree will be awarded through an accredited institution of higher education in the United States or U.S. Territories, and;
3. The student has an interest in ocean, coastal, and Great Lakes resources and in the national policy decisions affecting those resources.

Application submission is through an application to the Sea Grant program in the state in which the student is earning their degree. If there is no Sea Grant program will be assigned

# CRITERIA THAT AFFECT ELIGIBILITY

- One year fellowship will take place in the National Capital region (DMV). Applicants must be prepared to relocate to the DMV. Non-U.S. citizens are responsible for obtaining the appropriate visa to allow them to work in the Washington, D.C. area during the fellowship period.
- Foreign nationals and dual citizens please note: while this fellowship is open to all eligible students regardless of nationality, a significant number of participating federal host offices are unable to accept foreign nationals as fellows. While more offices are able to host dual citizens, there may be restrictions. This may reduce the number of placement opportunities available to foreign nationals. Note: Foreign nationals are eligible for both the Executive and Legislative cohort.
- Applicants must be able to pass a federal background security check (includes arrest record, questions on drug use, and possible review of social media presence)
- Prior contact/arrangements made with possible host offices before the start of the placement week will be cause for immediate disqualification from the process.
- Applicants that have been accepted as National Finalists and/or become fellows are not eligible to apply again without the written permission of the NSGO Fellowships Manager, which will only be granted in response to exceptional life events. A national finalist is defined as an applicant who goes through the review process and is selected at the national level for the fellowship program. If alternates are selected, they are eligible for re-application if they withdraw prior to accepting a finalist position or are not offered a finalist position and would otherwise still be eligible to apply. Applicants are considered finalists until they are paired with a host office during the placement process.

# FOREIGN NATIONALIST DETAILS

- Foreign nationals are eligible for both the Executive and Legislative cohort
- Non-U.S. Citizens are responsible for obtaining the appropriate Visa to allow them to work in the DMV
  - Visa Types (most common)
    - Student–F1 Visa
    - Graduate–Optional Practical Training (OPT) Extension
- The fellowship is open to all eligible students regardless of nationality, a significant number of participating Federal hosts offices are unable to accept foreign nationals or dual citizens as fellows. This may reduce the number of placement opportunities available to foreign nationals and dual citizens.

# APPLICATION MATERIALS AND REVIEW CRITERIA

# APPLICATION MATERIALS

Project Narrative	
TO BE SUBMITTED BY THE STUDENT	
(1) Curriculum vitae	
(2) Personal Education and Career Development Response	Section One: Icebreaker
	Section Two: Career Path and Objectives
	Section Three: Career Path Experience
(3) Relevant Coursework and Future Year Plans	
(4) Letters of Recommendation	
(5) Transcripts	
(6) (if applicable) Out of State Letter	
TO BE SUBMITTED BY THE PROGRAM	
(7) Director Letter	

*THE FOLLOWING IS A SUMMARY OF THE NOFO. PLEASE REFER TO THE STUDENT GUIDE/NOFO FOR FULL TEXT.*

# (1) CURRICULUM VITAE

Curriculum Vitae	
<b>Recommended Length</b>	Two Page (MAX)
<b>Notes</b>	The student should not include personal contact information or web links to external resources (e.g., LinkedIn, articles, blogs, etc.).
<b>Points</b>	10 Points
<b>Point Scale</b>	The CV does not adequately address the expectations outlined (0); the CV addresses the criterion in a poor or confusing way (1); the CV meets the criterion in an average or expected way (5); the CV meets the criterion in an exceptional way (10)
<b>Review Criteria</b>	<ul style="list-style-type: none"> <li>-The student has employment, volunteer, or extracurricular activities in academic, applied, research, administration, outreach, or policy positions;</li> <li>-The education and experience (personal and professional) in the student’s area of expertise are appropriate to the career stage;</li> <li>-The applicant demonstrates academic, professional or personal experiences that are relevant and applicable to serving the American people;</li> <li>-The applicant’s experiences show prior leadership roles relevant to their career stage (e.g., student government, faculty committees, advisory committees, professional societies, community initiatives, etc.).</li> </ul>
<b>Pro Tip</b>	Utilize formating (bold, italics, indentations) to help provide a clear and concise CV.

Submitted by the student

## (2) PERSONAL EDUCATION AND CAREER DEVELOPMENT RESPONSE

**Summary Table: Personal Education and Career Development Response**

<b>Recommended Length</b>	The entirety of the Personal Education and Career Development Responses should not exceed 1,530 words. Each section and subsequent subsection should be answered separately using the section headers below. Section headers will NOT count as part of the overall word count.
<b>Notes</b>	<ul style="list-style-type: none"><li>-The student should emphasize their abilities and expectations of the fellowship experience in terms of their career development.</li><li>-Each section and subsequent subsection should be answered separately using the section headers below. Section headers will not count as part of the overall word count.</li><li>-The student should NOT include personal contact information or web links to external resources (e.g., LinkedIn, articles, blogs, etc.). If included, programs should redact prior to submission.</li></ul>
<b>Pro Tip</b>	<ul style="list-style-type: none"><li>-Read each section carefully and make sure to address the full question being asked.</li><li>-Think beyond just academics, your life experiences (educational, professional and personal) make you the individual you are.</li><li>-Do not repeat your CV, rather expand on it.</li></ul>
<b>Total Points</b>	65 Points

(2) PERSONAL EDUCATION AND  
CAREER DEVELOPMENT RESPONSE

Section One: Ice Breaker		
Label	1A	1B
<b>Recommended Length</b>	20 Words	5 Words MAX (strict word count)
<b>Prompt</b>	The student should use one sentence to describe themselves.	The student should list five adjectives that someone with a close personal connection (coworker, supervisor, etc.) would use to describe them.
<b>Review Criteria</b>	-The student demonstrates creative thinking and a willingness to think outside the box.	
<b>Points</b>	5 Points	
<b>Point Scale</b>	The answer does not adequately address the expectations outlined (0); the answer addresses the criterion in a poor or confusing way (1); the answer meets the criterion in an average or expected way (3); the answer meets the criterion in an exceptional way (5).	
<b>Pro Tip</b>	Think outside the box and be creative!	Actually ask someone who you trust to give you a few words.

Submitted by the student

## Section Two: Career Path and Objectives

# (2) PERSONAL EDUCATION AND CAREER DEVELOPMENT RESPONSE

Label	2A	2B	2C
<b>Recommended Length</b>	The recommended word count for each prompt is 250 words. Each prompt should be answered separately using the section headers. Section headers will NOT count as part of the overall word count.		
<b>Prompt</b>	The student should discuss any experience(s) (researcher or otherwise) that support or relate to the mission of the National Sea Grant College Program or the state Sea Grant program (the student does not have to have had a direct connection to Sea Grant). The student should emphasize (if relevant) any experience with extending and distilling science for non-scientific audiences.	The student should discuss their interest in the Knauss Fellowship with a specific focus on how the Knauss Fellowship supports the student's career pathway. The student should focus on how the Knauss Program would further support their development as a professional.	The student should discuss the transferable skills (skills that can be applied across a variety of disciplines) that they would bring to the Knauss Fellowship. In this response, students should highlight experiences from their personal, professional and academic background.
<b>Review Criteria</b>	<ul style="list-style-type: none"> <li>-The student clearly links experiences to the mission of Sea Grant (national or state);</li> <li>-the student demonstrates their ability to convey scientific knowledge in broader, non-scientific contexts;</li> <li>-the student demonstrates creative thinking, analytical skill, and/or indicates their capacity and willingness to make connections between science and broader economic, social, and political issues.</li> </ul>	<ul style="list-style-type: none"> <li>-The student demonstrates an understanding of the Knauss Fellowship program;</li> <li>-the career path and objectives demonstrates the student's diverse personal and professional background;</li> <li>-the student clearly articulates their career or professional goals;</li> <li>-the student is specific, direct, and concise while discussing what they would bring to and gain from the Knauss Fellowship.</li> </ul>	<ul style="list-style-type: none"> <li>-The skill set demonstrated will provide a foundation for success in the Knauss fellowship;</li> <li>-the student is specific, direct, and concise while discussing the skills they have cultivated throughout their career.</li> </ul>
<b>Points</b>	10 Points	10 Points	10 Points
<b>Point Scale</b>	The answer does not adequately address the expectations outlined below (0); the answer address the criterion in a poor or confusing way (1); the answer meets the criterion in an average or expected way (5); the answer meets the criterion in an exceptional way (10).		
<b>Pro Tip</b>	Review the mission of both the National Sea Grant Program and the state through which you are applying.	Be specific about why Knauss. If you are unsure, explore how Knauss will help define or guide your career.	Tell us what you would bring to Knauss.

Submitted by the student

### Section Three: Career Path Experience

## (2) PERSONAL EDUCATION AND CAREER DEVELOPMENT RESPONSE

Label	3A	3B	3C
<b>Recommended Length</b>	The recommended word count for each prompt is 250 words. Each prompt should be answered separately using the section headers. Section headers will NOT count as part of the overall word count.		
<b>Prompt</b>	During the Fellowship, finalists will serve in a range of capacities, including developing and delivering public programs or services, informing policy-making, and providing evidence-based advice to leaders. The student should discuss how they have and/or will embrace the concept of public service.	The student should discuss a situation in which they have worked with a person or group with different perspectives, life experiences, beliefs, etc. from their own to achieve a common goal. The student is encouraged to use examples.	The student should discuss a situation in which they overcame a challenge (e.g. within a community or institution, personally, professionally, etc.) specifically as it relates to how they took a leadership role. The student should also consider including a reflection on what they learned from this experience.
<b>Review Criteria</b>	<ul style="list-style-type: none"> <li>-The student demonstrates an interest in contributing to public programs or service;</li> <li>-the student demonstrates experiences in public service, including, but not limited to volunteering, leadership, extension or education experiences. These do not have to be directly related to the mission of NOAA.</li> </ul>	<ul style="list-style-type: none"> <li>-The student demonstrates creativity and willingness to navigate a challenging situation;</li> <li>-The student demonstrates leadership and problem solving initiative;</li> <li>-the student has shown interest in working with a variety of collaborators, community members and/or interested partners.</li> </ul>	<ul style="list-style-type: none"> <li>-The student demonstrates creativity and willingness to navigate a challenging situation;</li> <li>-The student demonstrates leadership and problem solving initiative.</li> </ul>
<b>Points</b>	10 Points	10 Points	10 Points
<b>Point Scale</b>	The answer does not adequately address the expectations outlined below (0); the answer address the criterion in a poor or confusing way (1); the answer meets the criterion in an average or expected way (5); the answer meets the criterion in an exceptional way (10).		
<b>Pro Tip</b>	Think about what the significance of public service means to you and what activities you have participated in that support that.	Make sure to tell a story (no need for specificity details like names or institutions).	Make sure to tell a story (no need for specificity details like names or institutions).

Submitted by the student

# (3) RELEVANT COURSEWORK AND FUTURE YEAR PLANS

Relevant Coursework and Future Year Plans	
<b>Recommended Length</b>	One Page single spaced (MAX)
<b>Section Description</b>	<p>The student should discuss any relevant coursework and their future year activities.</p> <ul style="list-style-type: none"> <li>-Relevant Coursework: The student may discuss any completed or in progress classes that they deem relevant to their success in the Knauss Fellowship Program.</li> <li>-Future year activities: The student should include a listing of classes and/or plans for spring 2024, summer 2024, and fall 2024.</li> </ul>
<b>Points</b>	10 Points
<b>Point Scale</b>	The relevant coursework and future year plans does not adequately address the expectations outlined (0); the relevant coursework and future year plans addresses the criterion in a poor or confusing way (1); the relevant coursework and future year plans meets the criterion in an average or expected way (5); the relevant coursework and future year plans meets the criterion in an exceptional way (10).
<b>Review Criteria</b>	<ul style="list-style-type: none"> <li>-The student has activities in academic, applied, research, administration, outreach, or policy;</li> <li>-The future education and experience (personal or professional) support the student's goals or provide further experiences applicable to the Knauss Program.</li> </ul>
<b>Pro Tip</b>	Provide explanation for why a class you have taken or activity in your future, applies to or supports the Knauss program.

Submitted by the student



# (4) LETTERS OF RECOMMENDATION

Letters of Recommendation (submitted by STUDENT)	
<b>Recommended Length</b>	Two Pages single spaced (per letter) (MAX)
<b>Section Description</b>	<p>Two letters of recommendation from individuals who have worked with the student, including at least one from a faculty member associated with the student's current enrollment who has knowledge of the student's academic and research (when applicable) performance. Each letter should not exceed two pages single spaced and should clearly indicate the letter writer's name and position. These letters should:</p> <p>(a) discuss the following attributes of the student: self-motivation, response to setbacks, skills and involvement in teamwork, collaborative leadership skills, willingness to learn a new skill or topic, academic performance and potential; and</p> <p>(b) speak to anything else the review panel should know about the strengths that the student will bring to the fellowship</p>
<b>Points</b>	5 Points (each)
<b>Point Scale</b>	The LOR does not adequately address the expectations outlined (0); the LOR addresses the criterion in a poor or confusing way (1); the LOR meets the criterion in an average or expected way (3); the LOR meets the criterion in an exceptional way (5).
<b>Review Criteria</b>	<ul style="list-style-type: none"><li>-The letter writers demonstrate knowledge of the student and their abilities;</li><li>-The letter writers speak to the leadership potential, confidence, maturity, and self-direction of the student;</li><li>-The letter writers provide evidence of the student's willingness and flexibility to tackle issues beyond their area of expertise and an openness and capacity to expand experiences;</li><li>-The letter writers provide evidence of the student's ability to convey scientific knowledge in broader, non-scientific contexts</li></ul>
<b>Pro Tip</b>	Schedule an appointment or meeting with your letter writers well in advance. Discuss the program to which you are applying, the selection criteria, and highlight your most relevant professional experiences. Make this process as easy for the writers as possible!

Submitted by the student

## (5) TRANSCRIPTS

Clear digital or scanned copies of all undergraduate and graduate student transcripts (unofficial are acceptable).

\*NOT SCORED

## (6) OUT OF STATE LETTER

If applicable, for applicants in a state or territory not served by an eligible Sea Grant program, but applying through an eligible Sea Grant program, a written statement from the Sea Grant Knauss Fellowship Program Manager referring the applicant to the most appropriate eligible Sea Grant program must be included as part of that applicant's application package to the Sea Grant program.

\*NOT SCORED

# (7) DIRECTOR'S LETTER

Sea Grant Director's Letter	
<b>Recommended Length</b>	Two Pages single spaced (MAX)
<b>Section Description</b>	<p>A signed letter of recommendation from the state Sea Grant director, which is built from an interview with the applicant. The letter should not exceed two pages single spaced. As part of that interview and subsequent letter, the director shall:</p> <ul style="list-style-type: none"><li>(a) demonstrate why the student aligns with the goals of the Knauss program;</li><li>(b) highlight the skills the student emphasizes in the interview; and</li><li>(c) explain any gaps in the CV or personal education and career development response or anything that the student feels they were unable to include in the application that they feel is important for the review panel to know.</li></ul>
<b>Points</b>	5 Points
<b>Point Scale</b>	The LOR does not adequately address the expectations outlined (0); the LOR addresses the criterion in a poor or confusing way (1); the LOR meets the criterion in an average or expected way (3); the LOR meets the criterion in an exceptional way (5).
<b>Review Criteria</b>	<ul style="list-style-type: none"><li>-The director's letter demonstrates how the student fits with the Knauss Program, including any discussion of why the student belongs in the Knauss Program;</li><li>-Highlights the skills (academic, professional or personal) that the student would bring to the Knauss program;</li><li>-Elaborates on information not specifically addressed by the student in their application package</li></ul>
<b>Pro Tip</b>	Be true to yourself in your interview with the director.

Submitted by the program



# REVIEW CRITERIA

Evaluation Criteria			
Evaluation Criteria	Section	Points	
Relevant Experience	Curriculum vitae	10 Points	
	Personal Education and Career Development Response	Section One: Icebreaker	5 Points
		Section Two: Career Path and Objectives	30 Points
		Section Three: Career Path Experience	30 Points
	Relevant Coursework and Future Year Plans	10 Points	
Recommendations and/or endorsements	Letters of Recommendation	5 Points (each)	
	Director Letter	5 Points	
Overall Application Cohesion	All aspects of the application materials (CV, Personal education and career development responses, relevant coursework and future year plans, letters of recommendation and directors letter	10 Points	

# REVIEW PROCESS

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# STATE LEVEL REVIEW

Add information about what the applicant can expect. Consider including a timeline

# NATIONAL LEVEL REVIEW

National Review Timeline (2025 Fellowship Class)	
Month	Activity
October	Opportunity goes live
February	Student Applications due to the State Programs February 15, 2024 by 5:00 p.m. LOCAL TIME
	State Sea Grant programs review packages, check for minimum requirements, properly redact, interview applicants
March	Letters of Intent due to NSGO from state Program March 14, 2024 by 5:00 p.m. EDT
	State Sea Grant programs nominate UP TO 6 applications each to the national competition March 28, 2024 by 11:59 EDT
April	NSGO review packages, check for minimum requirements, review redaction
	NSGO reviews Knauss Apps
	Review panel webinar
May	Paper Reviews Completed
	Present Selection Recommendations
	FALD Notification
June	Grants actions/program notification
	SG Programs Notified
	Finalists notified

# APPLICATION TIPS

- Request that you be connected to an alumni (or two) that may be able to answer your questions about the program
- Re-read: The application requirements and your application materials.
- Letters of rec: Prep your letter writers about the opportunity. Give them time to provide meaningful comment about you.
- Start early: Collecting all the pieces can take time!
- Stay true to yourself, this is your application, let your character and goals be the focus!
- PROOFREAD

# QUESTIONS?

## NATIONAL SEA GRANT CONTACT INFORMATION

PHONE: 240-507-3712  
EMAIL: [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)  
<https://seagrants.noaa.gov/knauss>

## LOCAL SEA GRANT CONTACT INFORMATION

PHONE:  
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