

How To Apply

Interested students should discuss this fellowship with their local Sea Grant Program Director. Applicants from states not served by a Sea Grant program should contact the Knauss Fellows Program Manager at the NSGO; subsequently, the applicant will be referred to the appropriate Sea Grant program. Applications must be submitted with signature to the local Sea Grant program by the deadline set in the local Sea Grant announcement (usually early to mid-April). Each Sea Grant program may select and forward to the NSGO no more than five (5) applicants based on the evaluation criteria used by the NSGO in the national competition.

Selected applications (one original and two copies) are to be received in the NSGO from the sponsoring Sea Grant program, no later than 5 p.m. EDT on May 14, 2003. Note that applications arriving after the closing dates given above will be accepted for review only if the applicant can document that the application was provided to a delivery service that guaranteed delivery to the appropriate address (*see ADDRESSES*) prior to the specified closing date and time; in any event, applications received by the NSGO later than two business days following the closing date will not be accepted. The competitive selection process and subsequent notification to the Sea Grant programs will be completed by June 25, 2003.

Stipend and Expenses

The local Sea Grant program receives and administers the overall grant of \$38,000 per student on behalf of each Fellow selected from their program. Of this amount, the local Sea Grant program provides \$32,000 to each Fellow for stipend and living expenses (per diem). The additional \$6,000 will be used to cover mandatory health insurance for the Fellow and moving expenses. In addition, any remaining funds shall be used during the Fellowship year, first to satisfy academic degree-related activities, and second for Fellowship-related activities. Indirect costs are not allowable for either the Fellowships or for any costs associated with the Fellowships, including placement week. No matching funds are required. During the Fellowship, the host may provide supplemental funds for work-related travel by the Fellow.

Application

An application must include:

(1) Personal and academic curriculum vitae (not to exceed two pages using 12 pt. font, 1 inch margins).

(2) A personal education and career goal statement emphasizing the applicant's abilities and the applicant's expectations from the experience in the way of career development (1000 words or less, 12 pt. font). Placement preference in the Legislative or Executive Branches of the Government may be stated; this preference will be honored to the extent possible.

(3) Two letters of recommendation, including one from the student's major professor; if no major professor exists, the faculty person academically knowing the applicant best may be substituted.

(4) A letter of endorsement from the sponsoring Sea Grant Program Director.

(5) Official copy of all undergraduate and graduate student transcripts.

Applications that are bound or contain staples will not be accepted. However, paperclips are acceptable. All applicants will be evaluated solely on their application package according to the criteria listed below. Therefore, letters of endorsement from members of Congress, friends, relatives and others will not be accepted. Prior contacts/arrangements made with possible host offices will be cause for immediate disqualification from the process.

Evaluation Criteria

The evaluation criteria will include:

(1) Quality of the applicant's personal education and career goal statement.

(2) Endorsement/content of the letter from the applicant's Sea Grant Program Director, the applicant's major professor and second letter of recommendation.

(3) Strength of academic performance and diversity of educational background including extracurricular activities, awards and honors (from the curriculum vitae and transcripts).

(4) Experience in marine or aquatic-related fields, oral and written communication skills, and interpersonal abilities. The four evaluation criteria will be given equal weight.

Selection

Each step in the selection process is based on the evaluation criteria listed. A panel is appointed by the Director of the NSGO with input from the Sea Grant Association and the National Sea Grant Review Panel. The panel will include representation from the Sea Grant Association and the current, and possibly past, class of Fellows. Each panel member is assigned applications to review before the panel meeting. During the panel meeting each application will be individually discussed. Following this discussion, an individual score will be provided by each panel member. Once all

applications have been discussed and scored, a numerical ranking will be created by the Knauss program manager or designee. The successful applicants will be in general selected based on the numerical ranking, however, the Knauss program manager may select lower ranking applicants based on the following factors: academic discipline and geographic representation. The successful applicants will then be placed into either the legislative or executive group by the Knauss Program Manager based upon the applicant's stated preference, the application materials submitted, and the individual comments of the panel members. The number of fellows assigned to the Congress will be limited to 10.

Federal Policies and Procedures

Fellows receive funds directly from their sponsoring Sea Grant program and are considered to be subrecipients of Federal assistance. Hence, the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements contained in the **Federal Register** notice of October 1, 2000 (66 FR 49917), as amended by the **Federal Register** notice published on October 30, 2002 (67 FR 66109), are applicable to this solicitation.

Minority Serving Institutions Statement

Pursuant to Executive Orders 12876, 12900, and 13021, DOC/NOAA is strongly committed to broadening the participation of Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), and Tribal Colleges and Universities (TCU) in its educational and research programs. The DOC/NOAA vision, mission, and goals are to achieve full participation by Minority Serving Institutions (MSI) in order to advance the development of human potential, to strengthen the Nation's capacity to provide high-quality education, and to increase opportunities for MSIs to participate in and benefit from Federal Financial Assistance programs. DOC/NOAA encourages applicants from MSIs to participate. Institutions eligible to be considered HBCU/MSIs are listed at the following Internet Web site: <http://www.ed.gov/offices.OCR/minorityinst.html>.

Classification

Prior notice and an opportunity for public comment are not required by the Administrative Procedure Act or any other law for this notice concerning grants, benefits, and contracts according to 5 U.S.C. 553(a)(2). Therefore, a regulatory flexibility analysis is not