

PROGRAM MANUAL

Dean John A. Knauss Marine Policy Fellowship

National Sea Grant College Program

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1. Purpose of the Knauss Sea Grant Fellowship Program

The National Sea Grant College Program (NSGO) Dean John A. Knauss Marine Policy Fellowship provides a unique educational experience to students enrolled in graduate programs in fields related to ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources. The program matches outstanding graduate students with “Hosts” in legislative or executive branch offices located in the Washington, D.C. area, for a one-year paid fellowship.

2. History of the Knauss Sea Grant Fellowship Program

In 1979, the National Sea Grant Office (NSGO), 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)].

3. Calendar of Application Process

- February/March**
Students submit applications to the state Sea Grant Program Directors by the deadline set in the NSGO program’s federal funding opportunity announcement.
- April**
Sponsoring state Sea Grant Directors submit applications for the national competition for up to six qualified students to the NSGO.
- May**
All Sea Grant Directors will be notified of the national competition selection results. Following notification, each state Sea Grant Director will contact and notify their applicants with the results.
- November/December**
Placement Week. Finalists are required to attend interviews with Hosts in Washington, D.C.
- February**
The first Monday of February, the new class of Fellows begins their assignments.

4. Guidance for Hosts

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. The Legislative branch Hosts will have their Fellows funded by NSGO at a level of \$47,500 (2010 cost) per year. The Executive branch offices will be financially assessed \$47,500 (2010 cost) for each fellow. Of this amount, \$44,000 will be awarded to the Fellows' nominating state Sea Grant program for disbursements as described under University Award. The remaining \$3,500 shall be used for administrative costs of implementing the fellowship.

As previously described, each Host is expected to submit a position description online for the Finalists, as well as provide point of contact (POC), location, and directions for Finalists to use during placement week.

Host offices should realize they are providing an **educational opportunity** to an individual who will provide a substantial, professional contribution to the office. At a minimum, Fellows should be provided with a desk, phone, computer, Internet access, and file storage space. Additionally, Fellows who are still involved in their graduate program may need time to complete their academic requirements. Thus, requirements of time in the Host office must be flexible.

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 should be considered in circumstances where Fellows are required to work more than 40 hours in any given week.

Host-Fellow Relationship

The Dean John A. Knauss Marine Policy Fellowship Program is a learning experience and a unique educational opportunity. Through these fellowships 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. At the same time, the Host is expected to provide opportunities for involvement in substantive issues that honor the Fellow's legitimate professional, educational, and developmental goals. This can include encouraging Fellows to attend Fellowship functions, hearings and lectures, and encouraging participation in field research that relates to office goals and the Fellow's personal interests. The Fellow should be treated in a professional manner by the Host, and considered an equal staff person in the Host office.

Specific Items Requested of the Host:

- Fellow should meet with the staff they will work with closely.

- If there are useful meetings or conferences prior the start of the fellowship, the fellow should be made aware of them (and possibly attend).
- Maintain contact with the fellow prior to their arrival. Arrange start date with the fellow.
- Prepare space and needed equipment (e.g., computer, phone) prior to the fellow's arrival. 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).
- Provide any needed reading material to the fellow prior to their arrival (optional).
- 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 student to work on their school commitments (if any); vacation; sick leave; and attendance at Fellowship functions, conferences, hearings, and meetings.
- **Hosts are asked to provide clear expectations and guidance for the Fellows with respect to the items above.**

Specific Items Requested of the Fellow:

- Maintain contact with the Host office and supervisor prior to arrival. Arrange start date with the Host office.
- At the start of the fellowship, review office policies including work hours; time needed (if any) for work on school commitments; vacation; sick leave; and attendance at Fellowship functions, conferences, hearings, and meetings.
- Arrange and coordinate activities listed above (conference attendance, Fellowship activities, vacation, etc) with the Host office/supervisor in advance.
- **Fellows are asked to make their expectations clear with respect to the items above.**

5. Conflict Resolutions

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 Knauss Program Manager, after due consultation with and consideration of the mutual rights and interests of the Fellow, the Host, the sponsoring Sea Grant Director, and NSGO, will adjudicate problems that may arise.

Early withdrawal from the program. 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 Knauss 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 11 months of the fellowship will not be considered alumni.

6. How to Apply - Students

a. Announcements

The state's Sea Grant Director upon receipt of notice sends Fellows' program announcements annually to all participating state Sea Grant institutions and campuses from the NSGO.

b. Who Can Apply, Eligibility

Any student who, by the application deadline of the year of application, is in a graduate or professional program in a marine or aquatic-related field may apply. To be eligible applicants must be a student at a U.S.- accredited institution of higher education in the United States, including U.S. territories. **U.S. citizenship is NOT a requirement.** Applicants should apply through their state Sea Grant program. Applicants from states not served by Sea Grant programs should apply through the nearest Sea Grant program or contact the National Sea Grant Office.

c. Length of Assignment

The length of the assignment is for one-year and is non-renewable. The inclusive dates of the official fellowship are from the first Monday of February through the last Friday of January; however, these dates can be slightly adjusted to accommodate academic semester needs.

d. University Award

See Full Funding Opportunity for 20101:

<http://www.seagrant.noaa.gov/knauss/FY%2010%20Class/FFO - 2010 Dean John A. Knauss Marine Policy.pdf>

Note: The partitioning of funds between stipend and per diem, as well as the funds allotted to mandatory health insurance, moving expenses, and travel will vary among the members of each class. This is due to the unique fiscal policies of each institution receiving a Knauss Fellowship award. The Sea Grant Program Director is the responsible party for each grant.

e. Application Requirements, Evaluation Criteria, & Selection of Finalists

Please see the Federal Register Notice and the Full Funding Opportunity for 2010:

<http://www.seagrant.noaa.gov/knauss/FY%2010%20Class/FFO - 2010 Dean John A. Knauss Marine Policy.pdf>

7. How to Apply - Host Application Process

a. Host offices already registered in the database can revise their information at

<http://www.seagrant.noaa.gov/database/Knauss07/main.aspx>

New hosts, will be required to create an account to access the host office description database at <http://www.seagrant.noaa.gov/database/Knauss07/main.aspx> . After an account has been created and successful login has taken place, each user will be able to create a profile and job description for that specific host office. If needed, a host office has the option to post more than one position description in the database. Please contact Miguel.Lugo@noaa.gov if you have any problems with the database.

Hosts are asked to include and update the following information in their profile by Tuesday, October 27, 2009:

- Host Location and Contact Information (address, phone, fax)
- Fellowship Supervisor(s)
- Point of Contact During Placement Week
- Time of Presentation and Name of Presenter During Placement Week
- Directions to Host Office
- Position Description

b. Hosts must also provide to the National Sea Grant Office a list of available interview dates and times. Interviews will take place during the following time frame:

- Executive: Tuesday, Nov. 17, 1:00 PM through Thursday, Nov 19, 4:00 PM
- Legislative: Wednesday, Nov. 18, 9:00 AM through Friday, Nov. 20, 11:00 AM

The interview schedule form can be found at:

Executive:

<http://www.seagrant.noaa.gov/knauss/knausshostinfo2010.html>

Legislative:

<http://www.seagrant.noaa.gov/knauss/knausshostinfo2010.html>

These forms should be filled out and emailed to oar.sg.fellows@noaa.gov by COB Tuesday, November 10, 2009.

c. After you submit revised information to the database, you will receive an email confirming that a) your office has been approved by the Knauss Program Manager, and b) your position(s) has been posted for viewing by the Finalists.

d. FOR EXECUTIVE HOSTS ONLY. The host office must send the Knauss Program Manager an email committing funds (\$47,500) in principle to support a Knauss Fellow.

e. The fellowship supervisor identified in the database will be sent an email with information on how to access Legislative or Executive Finalist application material through the Knauss Sea Grant Fellowship website. Included in this material will be the Finalist's:

- 1) Letters of Recommendation
- 2) Goal Statement
- 3) One-Page Resume

ACCESS TO KNAUSS FINALISTS APPLICATION PACKAGES

A Host Office, new or returning, will not be provided access to Finalists' application materials until after it has:

- 1) Submitted its new or revised information
- 2) Been approved by the Knauss Program Manager
- 3) Sent an email to the Knauss Program Manager confirming financial support

f. The database manager will approve the host submission soon thereafter and the submitted information will be posted for viewing by the Finalists.

Positions Descriptions are due in the database Tuesday October 27, 2009

g. You may access and update your records at any time.

8. Placement Process

Selected applicants are known as Finalists, and technically do not become Fellows until they have been interviewed by Host offices, been accepted by a Host office, had that acceptance ratified by the NSGO, and the grant awarded by the NOAA Grants office.

By the first week of November, the NSGO will make available via its website (<http://www.seagrant.noaa.gov/knauss/knauss.html>) information detailing the Placement Week process. Information will include current Fellows' assignments, information about Finalists' interviews with Hosts (placement week), and information from the present class about lessons learned, housing possibilities, personal experiences, and other pertinent information. Contact between Hosts and Finalists is forbidden before Placement Week. ABSOLUTELY no deals are to be made. Fellows and alumni are free to communicate regarding general questions.

By late October, Hosts will access to the appropriate Finalists' application packages (Legislative or Executive) for review. By the October 27, 2009 Hosts must notify the NSGO of their decision whether or not to host a Fellow during the next year.

9. Placement Week

During the week of November 15-20, 2009, Finalists are required to travel to Washington, D.C. for interviews with Hosts. This trip is funded by the sponsoring Sea Grant program for up to \$2,000 from the Fellowship award.

At the start of Placement Week, Hosts who have completed their online application and been approved by NSGO will provide a 10 minute presentation to the Finalists outlining the principle duties of the office and the role the fellow would play in that office. Hosts will also include their availability during the week for interviews, the location of the interviews, and the person conducting the interviews. One half hour is allocated for each interview. At the end of the interview process, Finalists and Hosts are responsible for establishing mutually agreeable placements. Final placement must be ratified by the NSGO Director or his/her designee. A typical interview week agenda may look as follows ("All" refers to all Finalists):

**2010 Dean John A. Knauss Marine Policy Fellowship Placement Week Draft Agenda
November 15-20, 2009**

**Questions: Call Miguel A. Lugo at cell (202) 276-2548
Kola Garber at cell (202) 669-3552**

PLACEMENT WEEK STAFF: Miguel A. Lugo, Kola Garber, Kristin Rasmussen, Sami Grimes, Amy Painter, Mike Liffmann, Jim Murray, Mary Robinson

Sunday, November 15 ONLY FOR 2010 FINALISTS (Business casual dress)

5:00 pm Dinner at Hunan Dynasty; 215 Pennsylvania Ave., SE; 202-546-6161

Reception: Cash Bar

Closest metro: Orange/Blue line to Capitol South;

Directions: Walk up the Hill to the corner of Independence & S. Capitol (Capitol directly in front of you); turn rt.; walk about 2 ½ blocks; look right about where Independence Ave. and Pennsylvania Ave. split.

6:00 pm

Welcome

Dr. Leon Cammen, Director, National Sea Grant College Program

Dr. Jim Murray, Deputy Director, National Sea Grant College Program

Overview of Orientation Week

Miguel Lugo, Knauss Program Manager

Kola Garber, Assistant Director for Administration, National Sea Grant College Program

Dinner will be \$29.00 p/p and include a number of dishes (vegetarian meals included). The \$29.00 includes tax & gratuity. **Please bring CASH for collection.** Executive Finalists please also bring an additional \$4.00 for Monday snacks and refreshments!

Monday, November 16

Executive Finalists

6:30 am Breakfast at hotel

7:30 am Consortium of Ocean Leadership previously call CORE. Ocean Leadership Headquarters, Conference Room, 1201 New York Avenue NW, Suite 420, Washington, DC 20005, (202) 332-0063 (\$4 will be collected Sunday night to cover snacks and refreshments for this day).

7:45 am Overview of day and briefing by potential hosts

6:15 pm Final group discussion

Legislative Finalists

6:30 am Breakfast at hotel

8:15 am CRS workshop at the Library of Congress

12:30 pm Lunch on your own

1:30 pm Resume CRS orientation

5:00 pm CRS Seminar Adjourn

All

6:30 -8:30 pm Green Turtle (Gallery Place /Chinatown Metro)

Tuesday, November 17

Executive Finalists

6:30 am Breakfast at hotel
7:30 am Travel to Silver Spring NOAA Science Center
8:00 am Schedule interviews with potential hosts*
1:00 pm Begin interviews with potential hosts
6:00 pm Interviews end for the day

Legislative Finalists

7:30 am Breakfast at hotel
8:30 am Travel to the Hill with Kristin (Hawk 'n' Dove)
9:00 am Briefing/discussion with current class (Hawk 'n' Dove)
11:50 am Lunch on your own
12:50 pm Briefing by potential hosts (House Learning Center Room B249B Longworth)
3:30 to 4:30 Schedule interviews with potential hosts*

All

6:30 -8:30 pm McGinty's Public House (Silver Spring Metro)

Wednesday, November 18

All

7-9:00 am Breakfast at hotel (Kola/SG Staff available to talk)

Executive Finalists

8:00 am Continue interviews with potential hosts

Legislative Finalists

9:00 am Begin interviews with potential hosts

All

6:00 pm Interviews end for the day

6:30 -8:30 pm Galaxy Billiards Café (Silver Spring Metro)

Thursday, November 19

All

7-9:00 am Breakfast at hotel (Kola/SG Staff available to talk)

Executive Finalists

8:00 am Continue interviews with potential hosts

4:00 pm Interviews end

Legislative Finalists

9:00 am Continue interviews with potential hosts

6:00 pm Interviews end for the day

All

6:30 -8:30 pm Bar Louie (Gallery Place /Chinatown Metro)

Friday, November 20

All

6:30 am Breakfast at hotel (on your own)

Executive Finalists

6:30 am Host Selection Lists due via email to oar.sg.fellows@noaa.gov

8:00 am Travel to Silver Spring SSMC3 Room#4257

8:30 am Arrange office placements - Miguel, Kola, NSGO staff

Noon NOAA Security and Housing briefing (for NOAA-based Fellows only)

1:00 pm Obtain signatures on ratification document and discuss new assignments

Legislative Finalists

9:00 am Continue interviewing (in host office)

11:30 am Interviews End

12:00 pm Host Selection Lists due via email to oar.sg.fellows@noaa.gov

1:30 pm Arrange placements with Miguel and Kola – (Location TBD)

3:30 pm Obtain signatures and discuss new assignments

All

6:00 pm ALL RATIFICATION documents returned to the National Sea Grant Office or designated location

6:00-8:30 pm Evening activity - Rocket Bar (Gallery Place /Chinatown Metro)

*The Program Manager or designee will fax/email each Host office with their schedule for finalists' interviews (Executive before 1:00 pm and Legislative before 5:00 pm). Additional interviews may be requested during the Tuesday through Thursday interview period. Contact Miguel or Kola to determine Host availability. Finalists will be given an Interview Form for appointments.

Note to Finalists: Business dress through Friday.

Following your placement decision on Friday afternoon you will meet with your selected Host to obtain their ratification signature and to further discuss your assignment next year.

Finalists and Hosts must not make commitments and/or agreements concerning placement before group placement on Friday. This ensures an opportunity for the greatest possible interaction

between Finalists and Hosts leading to optimal arrangements.

Once the Host office has completed its interviews, the Host representative should email their selection list to oar.sg.fellows@noaa.gov no later than: 6:30 am Friday for Executive Hosts and 12:00 pm Friday for Legislative Hosts. All lists must be numerically ranked, with no more than one person listed per number. Ranking of the Fellows by the Hosts, albeit difficult, alleviates many difficulties during the Fellows' deliberations. Hosts and Finalists should reach their agreement on Friday, finalizing arrangements Friday afternoon. A contact number for each Host must be provided during placement week in case Finalists have further questions. Hosts should make every effort to be as available as possible during placement week in case Fellows have further questions.

After the placement meeting on Friday the remainder of the day should be spent making final arrangements and obtaining signatures on the ratification document. Finalists will meet with the Knauss Program Manager to resolve any discrepancies or problems.

The guidelines previously outlined have been designed to provide the greatest opportunities possible to Fellows and Hosts. Departures from the above guidelines may be made at the discretion of the Fellows Program Manager only.

It is the principal responsibility of each Finalist to identify an appropriate Host who will accept the fellow for the following year. **The NSGO will assist in this process by providing counsel, but cannot ensure placement in every case.**

Immediately following ratification of all positions, the NSGO will send an email notification to Hosts, Fellows, and Sea Grant Directors as to the final placements. Fellows will start their assignments the first Monday of February. 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 will forfeit the status and privileges of the Fellowship.

10. Reporting Requirements

Knauss Sea Grant Fellows will be administratively responsible to their sponsoring Sea Grant Directors during their terms in Washington, D.C., but must be responsive to the administrative and technical needs of the Host to whom they report. The role of the Knauss Program Manager in the NSGO is one of ombudsman between the Fellow, the Host, the Sea Grant Program, and the sponsoring institution.

The NSGO's Knauss Program Manager will conduct a personal mid-year review with all of the Hosts. Regular contact with Fellows will occur throughout the year. If a conflict arises, a meeting with the NSGO's Knauss Program Manager will be scheduled. The NSGO requires an Exit Evaluation Report from each fellow that discusses his/her experience, particularly as it relates to meeting his/her education objectives.

11. Health Insurance

Health Insurance coverage is mandatory. Check with the local Sea Grant program as to what possibilities are available, if any. Documentation of Health Care coverage needs to be on record with the sponsoring Sea Grant program.

12. Travel Requests

The additional \$8,000 will 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 for fellowship-related activities respectively. During the year, the Host may provide supplemental expenses for work-related travel by the Fellow, i.e., conferences, workshops, short courses, or similar opportunities.

The Host and the sponsoring Sea Grant Director must approve all travel in advance. A letter of request (paper or email) should be initiated by the Fellow and approved by the Host. This request will be sent to the 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 Knauss Program Manager will mediate the situation as needed.