

PROGRAM MANUAL

Dean John A. Knauss Marine Policy Fellowship

National Sea Grant College Program

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Questions/Concerns/Ideas, please contact:

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Purpose of the Fellowship Program

The 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.

History of the 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)].

Announcements

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

Who Can Apply, Eligibility

Any student who, on April 1 of the year of application, is in a graduate or professional program in a marine or aquatic-related field may apply. Students at a U.S. accredited institution of higher education in the United States should apply through their local 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.

Length of Assignment

The length of the assignment is for one-year and is non-renewable. The inclusive dates of the official fellowship are February 1 through January 31; however, these dates can be slightly adjusted to accommodate academic semester needs.

University Award

The local Sea Grant program receives and administers the overall award of \$40,000 on behalf of the fellow. Of this award, the program will provide \$33,000 to each fellow for stipend and living expenses (per diem). The additional \$7,000 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. 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. Legislative fellows are funded by the NSGO, and executive fellows are funded by the host agency.

Fellows should 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.

Calendar of Application Process

- ◆ **Early March**
Applications are submitted to the local Sea Grant Program Director by the deadline set in SG program's announcement.
- ◆ **April**
Sponsoring Sea Grant Directors submit applications for up to five qualified students to the NSGO.
- ◆ **May**
All Sea Grant Directors will be notified of the Knauss competition results. Following notification, each Sea Grant Director will contact all their applicants with the results.
- ◆ **September**
Each finalist's grant application must be submitted by the nominating Sea Grant program to the NSGO by the close of business on the third Wednesday in September.
- ◆ **November - December**
Finalists are required to attend interviews with potential hosts in Washington, D.C. ***November 14-19, 2004***. This week will vary in the November-December time frame depending on when Thanksgiving falls.
- ◆ **February**
On February 1, the new class of fellows begins their assignments.

Application Requirements, Evaluation Criteria, & Selection of Finalists

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

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

Placement Process

Selected applicants are known as finalists, and technically do not become Fellows until potential hosts have interviewed them, accepted by a host office, and had that acceptance ratified by the NSGO.

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

By late August, prospective hosts will receive the appropriate finalists' application packages (Legislative or Executive) for review. By October, host must notify NSGO of their decision whether or not to potentially house a Fellow during the next year.

Placement Week

During a pre-selected week in late November/early December, finalists are required to travel to Washington, D.C. for interviews with potential hosts. This trip is to be funded by the sponsoring Sea Grant program, not the Fellowship award.

By October, potential host offices should apply on-line at: (<http://www.seagrant.noaa.gov/funding/knauss/knausshostinfo.html>). This online application will ask potential hosts to answer questions about their office and the position the Knauss Fellow would hold. This information will be published the website for immediate viewing by the Finalists. Hosts will also prepare a "sign up" sheet indicating their availability, the location of the interviews, and the person conducting the interviews. One half hour is sufficient for most interviews. 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:

Sunday

All Evening Meet for briefing and dinner

Monday

Executive Finalists

7:15 am

Meet to travel to Silver Spring (\$10 will be collected Sunday night to cover Breakfast Monday morning, snacks and

refreshments)
8:15 am Briefed by potential hosts
5:00 pm Final group discussion

Legislative Finalists

7:45 am Meet for breakfast at the Phoenix Park Hotel
9:00 am Seminar on the legislative process

All

6:30 pm Evening Activity

Tuesday

Executive Finalists

7:00 am Met for breakfast at Phoenix Park
7:45 am Travel to Silver Spring
8:30 am Schedule interviews with potential hosts*
1:30 pm Begin interviews with potential hosts

Legislative Finalists

7:30 am Meet for breakfast as group.
9:00 am Briefing/discussion with current class
noon Lunch
1:30 pm Briefing by Potential Hosts and schedule interviews*

All

6:30 pm Evening Activity

Wednesday

All

7-8:30 am Meet for breakfast Phoenix Park Hotel

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
7:00 pm Evening activity

Thursday

All

7-8:30 am Meet for breakfast Phoenix Park Hotel

Executive Finalists

8:00 am Continue interviews with potential hosts
4:30 pm Interviews end

Legislative Finalists

9:00 am Begin interviews with potential hosts
6:00 pm Interviews end for the day

All

7:00 pm Evening activity

Friday

All

7:00 am Breakfast on your own

Executive Finalists

6:30 am All Executive Host Selection Lists due via email to
nikola.garber@noaa.gov

7:45 am Travel to Silver Spring on your own

8:30 am Arrange placements in Silver Spring

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

Legislative Finalists

9:00 am Continue interviewing

11:30 am Complete interviews

12:30 pm Host Selection Lists due via email to nikola.garber@noaa.gov

1:30 pm Arrange placements

3:30 pm Obtain signatures on ratification documents and discuss new
assignments

All

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

7:00 pm Evening Activity

Note: Business dress through Friday. You will meet with your selected Host following the Decision-making process on Friday

Saturday
& Sunday

It is suggested that Fellows remain
in D.C. to look for housing.

*The Program Manager or designee will fax/email each Host office Tuesday with their schedule for finalists' interviews (Executive before 1:30 pm and Legislative late afternoon). Additional interviews may be requested during the Tuesday through Thursday interview period. Refer to master schedule to determine Host availability. Finalists will be given an Interview Form for appointments.

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 potential finalists and hosts leading to optimal arrangements.

Once the host office has completed its interviews, the host representative should email their selection list to nikola.garber@noaa.gov no later than: 6:30 am Friday for Executive hosts and 12:30 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. Host representatives and finalists should reach their agreement on Friday, finalizing arrangements Friday afternoon. A contact number for each prospective 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 Fellows Program Manager to resolve any discrepancies or problems.

The guidelines previously outlined have been designed to provide the greatest opportunities possible to potential 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.

After a satisfactory interview week, finalists will be accepted as Fellows upon NSGO approval. 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. Shortly after notification, sponsoring Sea Grant Directors will send Statements of Award to each Fellow's home institution to notify them of the student's acceptance as a Dean John A. Knauss Marine Policy Fellow.

Fellows will start their assignments February 1. Upon acceptance, fellows have committed to the Fellowship program for a full year. Early withdrawal from the program is deemed unacceptable and will forfeit the status and privileges of the Fellowship.

Reporting Requirements

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.

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.

Travel Requests

The additional \$7,000 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.

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 \$43,500 per year. The executive branch offices will be financially assessed \$43,500 for each fellow. Of this amount, \$40,000 will be awarded to the Fellows' nominating Sea Grant program for disbursements as described under University Award (Sea Grant Program Award). The remaining \$3,500 will be divided: \$2,000 for program management and \$1,500 for a class educational activity (s).

Each host is expected to submit a position description for the Fellow, as well as directions and a map for Fellows to use during interview 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 interview and meet with the staff they will work with closely.
- If there are useful meetings or conferences prior to 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.

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.

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.