



# Quick Reference Guide

Fiscal Year 2022 National Sea Grant College Program  
Dean John A. Knauss Marine Policy Fellowship

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NOAA-OAR-SG-2022-2006631

Please make sure to review the grant in its entirety for full details.

## DATES:

- Eligible applicants must submit application materials by **5:00PM local time on February 19, 2021** to eligible Sea Grant Programs
- Selected applications from the eligible Sea Grant program are to be received and validated by grants.gov by the deadline of **11:59 p.m. Eastern Daylight Time (EDT) on April 02, 2021**. (Note that National Sea Grant Office staff will only be available to answer questions until 5:00 p.m. EDT.)

**Please note: validation or rejection of an application by Grants.gov may take up to two business days after submission.** Eligible Sea Grant programs should consider this process in developing their submission timeline. For eligible Sea Grant program applications submitted through grants.gov, a date and time receipt indication is included and will be the basis of determining timeliness.

## Funding Opportunity Priorities:

A new priority was added to the 2022 NOFO:

The National Sea Grant College program values diversity, equity, and inclusion in both our organization and the communities we serve. Through the Sea Grant Knauss Marine Policy Fellowship we strive to provide an educational and employment opportunity for current and recent graduate students interested in ocean, coastal and Great Lakes resources and the national policy decisions affecting those resources, regardless of race, color, religion, place of origin, gender, sexual orientation, age, socio-economic status, disability or veteran status.



## 2022 Knauss Fellowship NOFO Quick Reference

### Funding Availability:

**\*\*Subject to the availability of funding\*\***

- Sea Grant anticipates funding not less than 35 applicants, of which those assigned to the Legislative branch will be approximately 17.
- Application packages will each propose a total of \$84,000 in funding.

Expense		Amount
Salary/Stipend		\$61,000
Professional Development		\$5,000
Travel	Placement Week	\$2,500
	Host Office Travel	\$15,000
<b>TOTAL</b>		<b>\$84,000</b>

- Allowable expenses could include, but is not limited to, relocation prior to the fellowship, academic tuition, journal publication fees, academic- and fellowship-related travel, conferences fees, online trainings, and workshops.
- Placement week expenses would be provided at the discretion of the National Sea Grant Office.

#### NOTE:

- Match is not required.
- Indirect costs are not allowable for either the Fellowship or for any costs associated with the Fellowship (15 CFR 917.11(e), "Guidelines for Sea Grant Fellowships").

### Eligible Information:

#### Eligible Applicants

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 at any point between the onset of the 2020 Fall Term (quarter, trimester, semester, etc.) and February 19, 2021;
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.



## 2022 Knauss Fellowship NOFO Quick Reference

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, a Sea Grant program will be assigned (see Section IV.D.)

### Cost Sharing/Matching Requirements

No cost share is required.

### Other Criteria that Affect Eligibility

- The one year fellowship will take place in the National Capital region. Applicants must be prepared to relocate to the Washington, D.C. area. 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 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. 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.
- 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 Finalists is defined as an applicant who goes through the review process and is selected at the national level for the fellowship program. Applicants are considered finalists until they are placed into a host office during the placement process.

## Application and Submission:

Application packages are available online and can be downloaded from [www.grants.gov](http://www.grants.gov) under opportunity NOAA-OAR-SG-2022-2006631. If an eligible applicant does not have access to the internet, please contact the Agency Contacts listed in Section VII for submission instructions.

This section provides an overview of these required proposal elements (and where to locate them). Applications must adhere to the provisions under "Required Elements" below. Failure to adhere to these provisions will result in rejection of the application without further review.

The submitting Sea Grant program or applicant should redact all Personally Identifiable Information (PII)



## 2022 Knauss Fellowship NOFO Quick Reference

in the application materials prior to final submission to grants.gov. PII that should be redacted from the application includes but is not limited to social security number, date of birth, student identification number (from transcripts) or other information which if lost, compromised, or disclosed without authorization, could result in harm, embarrassment, inconvenience, or unfairness to an individual.

### Required Elements

#### 1. Project Narrative

The Application must include the following documents:

##### a. Project Proposal Narrative

The project proposal narrative must contain seven sub-elements. Six sub-elements must be completed by the student and one sub-element must be attached to the application by the eligible Sea Grant program.

Document	Length	Notes
<b>TO BE SUBMITTED BY THE STUDENT</b>		
Curriculum vitae	Two Page MAX	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.
Personal Statement	1,000 words or LESS	Personal education and career goal statement emphasizing the applicant's abilities and the applicant's expectations of the fellowship experience in terms of their career development. 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.
Two Letters of Recommendation	NA	Must include one from a faculty member with knowledge of the applicant's academic and research (when applicable) performance. Letters of endorsement from members of Congress, friends, or relatives will not be accepted. The letters should not include personal contact information or web links to external resources (e.g.,x. LinkedIn, articles, blogs, etc.). If included, programs should redact prior to submission. Any letters beyond the two letters of recommendation and the eligible Sea Grant Director's letter will be disregarded by the selection panel.
2021 Plan	One Page MAX	Include a listing of classes and/or plans for spring 2021, summer 2021, and fall 2021
Transcripts	NA	Clear digital or scanned copies of all undergraduate and graduate student transcripts (unofficial are acceptable)



2022 Knauss Fellowship NOFO Quick Reference

**Out of State Letter	NA	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.
<b>TO BE SUBMITTED BY THE PROGRAM</b>		
Director Letter	NA	Signed letter of recommendation from the state Sea Grant Director, which documents an interview with the applicant. If a conflict of interest exists, please contact the agency contact the NSGO

- b. Abbreviated Environmental Compliance Questionnaire (OMB Control No. 0648-0538)
      - i. NOT APPLICABLE
    - c. Data Management Plan
      - i. NOT APPLICABLE
- 2. Budget Narrative (to be completed by the PROGRAM)
  - a. Sea Grant 90-4 Form (OMB Control NO. 0648-0362)
  - b. Budget Justification
- 3. Overall Application
  - a. SF-424 Form (Grants.gov, OMB Control No. 4040-0004)  
NOTE: The funding period is **February 1, 2022 to February 28, 2023**
  - b. SF-424A Form (Grants.gov, OMB Control No. 4040-0006)
  - c. SF-424B Form (Grants.gov, OMB Control No. 4040-0007)
  - d. CD-511 (Grants.gov, US Department of Commerce)



## Evaluation Criteria

Evaluation Criteria	Points	Applicable Application Materials	Details
Statement of Career Goals	45	career goal statement, curriculum vitae, and future year activities	<ul style="list-style-type: none"> <li>-The goal statement is specific, direct, and concise while discussing what the applicant would bring to and gain from the Knauss fellowship;</li> <li>-The goal statement clearly articulates the applicant’s career or life goal;</li> <li>-The future year activities support the career goals of the applicant;</li> <li>-The goal statement demonstrates the applicant’s diverse personal and professional background;</li> <li>-The goal statement provides evidence of creative thinking, analytical skill, and/or indicates the applicant’s capacity and willingness to make connections between science and broader economic, social, and political issues;</li> <li>-The goal statement demonstrates the applicant’s ability to convey scientific knowledge in broader, non-scientific contexts;</li> <li>-The goal statement includes clear objectives which align with the broader mission of the Sea Grant program and NOAA.</li> </ul>
Additional Relevant Experience related to diversity of education; extra-curricular activities; honors and awards; work and life experience; and interpersonal, written and oral communication skills	40	curriculum vitae, career goal statement, and future year activities	<ul style="list-style-type: none"> <li>-The applicant has employment, volunteer, or extracurricular activities in academic, applied, research, administration, outreach, or policy positions;</li> <li>-The experience in the applicant’s area of expertise is appropriate to the career stage;</li> <li>-The applicant has received honors, and awards, and other recognition;</li> <li>-The applicant has shown interest in working with diverse stakeholders;</li> <li>-The applicant’s experience demonstrates a commitment to apply scientific expertise to serve society;</li> <li>-The applicant demonstrates work/life experiences that are relevant and applicable to serving the American people;</li> <li>-The applicant’s experiences show prior leadership roles relevant to career stage (e.g., student government, faculty committees, advisory committees, professional societies, community initiatives, etc.)</li> </ul>



2022 Knauss Fellowship NOFO Quick Reference

Academic Record	5	graduate and undergraduate transcripts, curriculum vitae	<ul style="list-style-type: none"><li>-The education and experience in the applicant's area of expertise are appropriate to the career stage;</li><li>-The applicant displays strength in academic performance and competitive course grades;</li><li>-Records of publications and/or presentations (academic or non-academic) are appropriate to the career stage, field, and institutional settings.</li></ul>
Recommendations and/or endorsements	10	academic reference, and the second letter of recommendation	<ul style="list-style-type: none"><li>-Demonstrate knowledge of the applicant and their abilities;</li><li>-Speak to the leadership potential, confidence, maturity, and self-direction of the applicant;</li><li>-Provide evidence of the applicant's willingness and flexibility to tackle issues beyond their area of expertise and an openness and capacity to expand experiences;</li><li>-Provide evidence of the applicant's ability to convey scientific knowledge in broader, non-scientific contexts.</li></ul>



## 2022 Knauss Fellowship NOFO Quick Reference

# Review and Selection Process

### State Level Review

- An initial administrative review is conducted to determine compliance with requirements and completeness of the Application.
- After submission to the eligible Sea Grant program, and if the application meets the minimum requirements, the application will be reviewed at the eligible Sea Grant program level. A panel composed of a minimum of **three members** will individually discuss each application based on the evaluation.
- Based on the panel discussion, each eligible Sea Grant program may select and forward to the National Sea Grant College Program up to **six applications** from that program's state/territory based on the evaluation criteria. In addition, up to six additional applications from each non-Sea Grant state/territory may be submitted by the eligible Sea Grant program handling those applications.

### National Level Review:

- An initial administrative review is conducted to determine compliance with requirements and completeness of the application.
- For applications that meet minimum requirements, the application will be individually ranked based on the evaluation criteria by individual reviewers.
- The selecting official shall award in the rank order unless the application is justified to be selected out of rank order based upon any of the selection factors provided below. The selecting official shall make final recommendations for award to the grants officer who is authorized to obligate the funds and execute the award.
  - Balance/distribution of funds:
    - across academic disciplines
    - by type of institution
    - geographically
  - Availability of funding.
  - Program-specific objectives.
  - Degree in scientific area and type of degree sought.





## *2022 Knauss Fellowship NOFO Quick Reference*

### **Anticipated Announcement and Award Dates:**

Subject to the availability of funds, the eligible Sea Grant Programs will be notified of the competitive selection results in June 2021 and awards are expected to start February 01, 2022.

After final selection and announcement of Knauss Finalists, the Selecting Official will place applicants into either the legislative or executive cohort. Selection of executive and legislative cohorts will be informed by finalists' stated preference (solicited after the announcement of the finalist class), recommendations from the eligible Sea Grant program Director and independent reviewers, as well as the selection factors.

### **Contact Information:**

Knauss Program Manager: Maddie Kennedy

EMAIL: [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)

PHONE: 240-507-3712