



# 2024 Sea Grant Knauss Marine Policy Fellowship Student Guide

## Table Of Contents

1. How to Use This Guide
  - a. Glossary
  - b. Acronyms
2. Eligibility
3. Important Dates
4. Award Information
5. Where to Apply
6. Application Materials
  - a. Submitted by the Eligible Student
  - b. Submitted by the Eligible Sea Grant Program

## 1. How To Use This Guide

This guide is meant to be a resource for students interested in the 2024 Sea Grant Knauss Fellowship program. There are aspects of this guide that are REQUIRED of the student for the successful submission of a Knauss application, while other sections are tips and best practices. The document breaks down each section of the application process and provides answers to frequently asked questions, a breakdown of what is expected in the section, and how the section will be reviewed and a few tips. Students should review these materials as well as reach out to the state Sea Grant program through which they are applying to learn more about the process.

*Each section contains the following elements, as appropriate:*

- **Frequently Asked Questions (FAQs):** Questions and Answers of questions that the NSGO receives from prospective students.
- **Notes:** Information and specific details about the section of the application. These notes should be followed strictly.
- **Tips:** Recommendations for strengthening the section of the application.
- **Questions/Instructions:** The specific questions the student should address in the section of the application materials.
- **Score Scale:** The scoring breakdown for that specific section.
- **Criteria:** The details of how the reviewers will evaluate the section

*Acronyms*

**NSGO**--National Sea Grant Office

## 2. 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 at any point between the onset of the 2022 Fall Term (quarter, trimester, semester, etc.) and February 16, 2023;
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.

### Other Considerations

- 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 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 or dual citizens as fellows. This may reduce the number of placement opportunities available to foreign nationals/dual citizens. Foreign nationals/dual citizens are eligible for both the Executive and Legislative cohort.
- Applicants must be able to pass a federal background security check
  - NOTE: most positions require a public trust clearance, some require a secret clearance. An example of the questions you may be responsible for answering can be found [HERE](#).
- 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. Applicants are considered finalists until they are paired with a host office during the placement process.

The National Sea Grant College Program champions diversity, equity, and inclusion by working to create a marine science workforce that reflects the communities we serve. We are recruiting, retaining, and preparing a diverse workforce, and proactively engaging and serving the diverse populations of coastal communities. Sea Grant is committed to building inclusive research, extension, communication, and education programs that serve people with unique backgrounds, circumstances, needs, perspectives, and ways of thinking. We encourage applicants of all ages, races, ethnicities, national origins, gender identities, sexual orientations, disabilities, cultures, religions, citizenship types, marital statuses, education levels, job classifications, veteran status types, income and socioeconomic status types to apply for this opportunity.

## **FAQs About Eligibility**

**QUESTION: I am a foreign national, am I eligible for the Knauss Program?**

ANSWER: Yes! You are eligible for both the executive and legislative branches of the fellowship. For both, there may be restrictions on which offices are able to host a Foreign National.

**QUESTION: I would like to defer my selection as a Knauss Fellow for a year, is that possible?**

ANSWER: Applicants who are selected to be National Level Finalists are not able to defer their placements. As a Knauss Fellow you are expected to begin your fellowship on February 1 of the respective year.

### 3. Important Dates

Important Dates (2024 Fellowship Class)	
Eligibility	The student is enrolled towards a degree in a graduate program at any point between the onset of the 2022 Fall Term (quarter, trimester, semester, etc.) and February 16, 2023
<b>Month</b>	<b>Activity</b>
November	Opportunity goes live on Grants.gov
February	Student Applications due to the State Programs February 16, 2023 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 15, 2023 by 5:00 p.m. EDT
	State Sea Grant Programs nominate UP TO 6 applications each to the national competition March 30, 2023 by 11:59 p.m. EDT
April/May	National Level Review of Applicants
June	Sea Grant Programs Notified
	Finalists notified
	Finalist welcome workshop June 21, 2023 12:00 p.m.-6:00 p.m. EST
July	Finalist information/commitment due July 12, 2023
	All alternates notified July 28, 2023
August/early September	Public Announcement
October	Executive Placement Week
January	Legislative Placement Week
February	Fellowship Starts February 1, 2024
January	Fellowship Ends January 31, 2025
February	Grant Ends February 28, 2025

#### 4. Award Information

The Knauss Fellowship award is administered by a cooperative agreement between the National Sea Grant College Program and the state Sea Grant program/university. All funds will be administered through the Sea Grant program an applicant applies to and are subject to university rules and regulations.

Knauss 2024 Award Breakdown		
"Bin"	Funding	Allowable Expenses
Salary/Stipend	\$68,000	<ul style="list-style-type: none"> <li>● Fellow Salary/Stipend,</li> <li>● Fringe/Personnel Expenses (health care, taxes, employee benefits)*</li> </ul>
Discretionary Budget	\$5,000	<ul style="list-style-type: none"> <li>● Relocation prior to and following the fellowship,</li> <li>● Academic tuition</li> <li>● Journal publication fees</li> <li>● Academic- and fellowship-related travel, conferences fees, online trainings, and workshops</li> </ul>
Placement Week Travel	\$2,500	Travel funding specifically marked for Placement Week-related expenses
Host Office Travel/Training Funds**	\$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.

\*NOTE: This may vary by individual state Sea Grant program. We encourage all applicants to discuss the details of the award with their state sea grant program at the time of application

\*\*These funds are not guaranteed and vary depending on host office placement.

## 5. Where To Apply

The student should apply through the [state Sea Grant program](#) where they are currently enrolled in school. If the student is enrolled in a university that is not represented by a Sea Grant program they should contact the National Sea Grant Office ([oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)) to be assigned a program.

### **FAQs on Where to Apply**

QUESTION: I am a resident of a different state than the state that my school is located in, should I apply to the program where I am a resident?

ANSWER: No, the student should apply through the state in which their university is located.

QUESTION: My research focuses on a different state/region than my university is based, should I apply to the state where my research is focused?

ANSWER: No, the student should apply through the State Sea Grant Program your university is located.

QUESTION: What if my state has more than one Sea Grant program, which program should I apply to?

ANSWER: Either program. We encourage you to reach out to the one you are already familiar with to apply. If you are not familiar with either program, reach out to them both and decide which is a better fit for you.

## 6. Application Materials and Review Criteria

For consideration for the 2024 Knauss Fellowship, a full proposal application must include the following elements:

<b>Project Narrative</b>	
<b>TO BE SUBMITTED BY THE STUDENT</b>	
(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	
<b>TO BE SUBMITTED BY THE PROGRAM</b>	
(7) Director Letter	



**a) Submitted by the Student:**

**(1) Curriculum vitae**

- **Notes:**
  - Two page **MAXIMUM**
  - 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 excess materials prior to submission to Grants.gov.
- **Tips:**
  - Demonstrate specific and quantifiable achievements that are relevant to the Knauss Program
  - Share a breadth of experiences - If necessary, take the space to provide additional details for context (i.e., Don't just list an award, tell the reader what the award was for)
- **Review Criteria (10 Points):**
  - Point Scale: The CV is unclear and does not adequately address the expectations outlined below (0-3 points); the CV adequately addresses expectations outlined below (4-6 points); the CV exceeds expectations outlined below (7-10 points).
  - Criteria to be used in reviewing this element of the application
    - The student has employment, volunteer, or extracurricular activities in academic, applied, research, administration, outreach, or policy positions;
    - The education and experience (personal and professional) in the student's area of expertise are appropriate to the career stage;
    - The student demonstrates academic, professional or personal experiences that are relevant and applicable to serving the American people;
    - The student's experiences show prior leadership roles relevant to their career stage (e.g., student government, faculty committees, advisory committees, professional societies, community initiatives, etc.).

Summary Table: 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>Pro Tip</b>	Utilize formatting (bold, italics, indentations) to help provide a clear and concise CV.
<b>Points</b>	10 Points
<b>Point Scale</b>	<ul style="list-style-type: none"> <li>● The CV is unclear and does not adequately address the expectations outlined below (0-3 points);</li> <li>● The CV adequately addresses expectations outlined below (4-6 points);</li> <li>● The CV exceeds expectations outlined below (7-10 points).</li> </ul>
<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 student demonstrates academic, professional or personal experiences that are relevant and applicable to serving the American people;</li> <li>● The student'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>

## (2) Personal education and career development response

### ○ Notes:

- The student should emphasize their abilities and expectations of the fellowship experience in terms of their career development.
- Each section and subsequent subsection should be answered separately.
- The entire personal education and career development section should not exceed 1,500 words total. Recommended word count will be included with each subsection below. Section headers will count as part of the overall word count.
- 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.

### ○ Tips:

- Do not just repeat your CV, expand on your CV and provide further details of why the experience makes you a good candidate for the Knauss Fellowship.
- Think beyond just academics, your life experiences (educational, professional and personal) make you the individual you are.

Personal Education and Career Development Response	
<b>Recommended Length</b>	The entirety of the Personal Education and Career Development Responses should not exceed 1,500 words. Section headers will count as part of the overall word count.
<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>● Do not repeat your CV, rather expand on it.</li></ul>
<b>Total Points</b>	55 Points

- **Section One: Icebreaker.** (Suggested word count: 25 words)

- **Questions/Instructions:**

1. The student should use one sentence to describe themselves.
2. (5 words MAX \*this is the only question with a strict word count\*): The student should list five adjectives that someone with a close personal connection (coworker, supervisor, etc.) would use to describe them.

- **Review Criteria (5 points):**

- Point Scale: The icebreaker does not adequately address expectations outlined below (0-1 points); the icebreaker adequately addresses expectations outlined below (2-3 points); the icebreaker exceeds expectations outlined below (4-5 points).
- **Criteria to be used to review this section of the application:**
  - The student demonstrates creative thinking and a willingness to think outside the box.

Summary Table: Section One: Ice Breaker		
	<i>Question 1</i>	<i>Question 2</i>
<b>Recommended Length</b>	20 Words	5 Words MAX (strict word count)
<b>Questions</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>Pro Tip</b>	Think outside the box and be creative!	Actually ask someone who you trust to give you a few words.
<b>Points</b>	5 Points	
<b>Point Scale</b>	<ul style="list-style-type: none"> <li>● The icebreaker does not adequately address expectations outlined below (0-1 points);</li> <li>● The icebreaker adequately addresses expectations outlined below (2-3 points);</li> <li>● The icebreaker exceeds expectations outlined below (4-5 points).</li> </ul>	
<b>Review Criteria</b>	The student demonstrates creative thinking and a willingness to think outside the box.	

- **Section Two: Career Path and Objectives.** (This section can be completed as one continuous statement or as separate responses. The suggested word count is 700 words for this section.)

- **Questions/Instructions:**

1. (Suggest 250 words) 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.
2. (Suggest 250 words) 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.
3. (Suggest 200 words) 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.

- **Review Criteria (25 Points):**

- Point Scale: The career path and objectives does not adequately address the expectations outlined below (0-8 points); the career path and objectives adequately addresses expectations outlined below (9-18 points); the career path and objectives exceeds expectations outlined below (19-25 points).
- **Criteria to be used in reviewing this element of the application:**
  - The career path and objectives are specific, direct, and concise while discussing what the student would bring to and gain from the Knauss fellowship;
  - The student clearly articulates their career or professional goal;
  - The career path and objectives demonstrates the student's diverse personal and professional background;
  - 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;
  - The student demonstrates their ability to convey scientific knowledge in broader, non-scientific contexts;
  - The career path and objectives align with the broader mission of the Sea Grant program and NOAA.

Summary Table: Section Two: Career Path and Objectives			
	NOTE: This section may be written as one long pros OR as individual questions.		
	<i>Question 1</i>	<i>Question 2</i>	<i>Question 3</i>
<b>Recommended Length</b>	250 Words	250 Words	200 Words
<b>Questions</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>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.
<b>Points</b>	25 Points		
<b>Point Scale</b>	<ul style="list-style-type: none"> <li>• The career path and objectives does not adequately address the expectations outlined below (0-8 points);</li> <li>• The career path and objectives adequately addresses expectations outlined below (9-18 points);</li> <li>• The career path and objectives exceed expectations outlined below (19-25 points).</li> </ul>		
<b>Review Criteria</b>	<ul style="list-style-type: none"> <li>• The career path and objectives are specific, direct, and concise while discussing what the student would bring to and gain from the Knauss fellowship;</li> <li>• The student clearly articulates their career or professional goal;</li> <li>• The career path and objectives demonstrates the student’s diverse personal and professional background;</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> <li>• The student demonstrates their ability to convey scientific knowledge in broader, non-scientific contexts;</li> <li>• The career path and objectives align with the broader mission of the Sea Grant program and NOAA.</li> </ul>		

- **Section Three: Career Path Experience.** (The recommended word count is 700 words for this section.)

- **Questions/Instructions:**

1. (Suggest 300 words) Sea Grant values the principles of equity, diversity, inclusion, justice and accessibility. The student should discuss (1) how they have collaborated or engaged with diverse community members and/or interested partners and/or (2) how they would be an ambassador for these principles throughout the Knauss program.
2. (Suggest 400 words) 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.

- **Review Criteria (25 Points):**

- Point Scale: The career path experience does not adequately address the expectations outlined below (0-8 points); the career path experiences adequately addresses expectations outlined below (9-18 points); the career path experiences exceeds expectations outlined below (19-25 points).
- **Criteria to be reviewed for this element of the application:**
  - The student has shown interest in working with diverse collaborators, community members and/or interested partners;
  - The student demonstrates an interest in or commitment to the Sea Grant values of Diversity, Equity, Inclusion, Justice and Accessibility (DEIJ);
  - The student's experience demonstrates a commitment to apply expertise to serve science and society;
  - The student demonstrates creativity and willingness to navigate a challenging situation;
  - The student demonstrates leadership and problem solving initiative.

<b>Summary Table: Section Three: Career Path Experience</b>		
	<i>Question 1</i>	<i>Question 2</i>
<b>Recommended Length</b>	300 Words	400 Words
<b>Questions</b>	Sea Grant values the principles of equity, diversity, inclusion, justice and accessibility. The student should discuss (1) how they have collaborated or engaged with diverse community members and/or interested partners and/or (2) how they would be an ambassador for these principles throughout the Knauss program.	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>Pro Tip</b>	Think about what the principles of DEIJ mean to you and how those principles have guided or will guide you.	Make sure to tell a story (no need for specify details like names or institutions).
<b>Points</b>	25 Points	
<b>Point Scale</b>	<ul style="list-style-type: none"> <li>● The career path experience does not adequately address the expectations outlined below (0-8 points);</li> <li>● The career path experiences adequately addresses expectations outlined below (9-18 points);</li> <li>● The career path experiences exceeds expectations outlined below (19-25 points).</li> </ul>	
<b>Review Criteria</b>	<ul style="list-style-type: none"> <li>● The student has shown interest in working with diverse collaborators, community members and/or interested partners;</li> <li>● The student demonstrates and interest in or commitment to the Sea Grant values of Diversity, Equity, Inclusion, Justice and Accessibility;</li> <li>● The student’s experience demonstrates a commitment to apply expertise to serve science and society;</li> <li>● The student demonstrates creativity and willingness to navigate a challenging situation;</li> <li>● The student demonstrates leadership and problem solving initiative.</li> </ul>	



### (3) Relevant Coursework and Future Year Plans

- **Notes:**
  - One page MAXIMUM (single spaced)
  - The student should discuss any relevant coursework and their future year activities.
    - Relevant Coursework: The student may discuss any completed or in progress classes that they deem relevant to their success in the Knauss Program.
    - Future year activities: The student should include a listing of classes and/or plans for spring 2023, summer 2023, and fall 2023.
- **Review Criteria (10 Points):**
  - Point Scale: the relevant coursework and future year plans are unclear and do not adequately address the expectation outlined below (0-3 points); the relevant coursework and future year plans adequately addresses expectations outlined below (4-6 points); the relevant coursework and future year plans exceeds expectations outlined below (7-10 points).
  - **Criteria to be reviewed for this element of the application:**
    - The student has activities in academic, applied, research, administration, outreach, or policy;
    - The future education and experience (personal or professional) support the student's goals or provide further experiences applicable to the Knauss Program.

**Summary Table: Relevant Coursework and Future Year Plans**

<b>Recommended Length</b>	One Page single spaced (MAX)
<b>Section Description</b>	The student should discuss any relevant coursework and their future year activities. Relevant Coursework: The student may discuss any completed or in progress classes that they deem relevant to their success in the Knauss Program. Future year activities: The student should include a listing of classes and/or plans for spring 2023, summer 2023, and fall 2023.
<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.
<b>Points</b>	10 Points
<b>Point Scale</b>	<ul style="list-style-type: none"> <li>● The relevant coursework and future year plans are unclear and do not adequately address the expectation outlined below (0-3 points);</li> <li>● The relevant coursework and future year plans adequately addresses expectations outlined below (4-6 points);</li> <li>● The relevant coursework and future year plans exceeds expectations outlined below (7-10 points).</li> </ul>
<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>

#### (4) Two letters of recommendation

- **Notes:**

- **Selecting a Letter writer:**

- The letter writers should be individuals who have worked with the student, including at least one from a faculty member with knowledge of the student's academic and research (when applicable) performance.
    - Letters of endorsement from members of Congress, friends, or relatives will not be accepted.

- **Letter Guidance**

- Letters should not exceed two pages single spaced. Any letters beyond the two letters of recommendation and the eligible Sea Grant Director's letter will be disregarded by the selection panel.
    - These letters should discuss the following attributes of the student's:
      - a) self-motivation,
      - b) response to setbacks,
      - c) skills and involvement in teamwork,
      - d) collaborative leadership skills,
      - e) willingness to learn a new skill or topic,
      - f) academic and performance and potential.
      - g) Additionally, the letters should speak to anything else the review panel should know about the strengths that the student will bring to the fellowship.
    - The letters 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.

- **Review Criteria (5 Points EACH):**

- **Point Scale:** the letters of recommendation do not adequately address the expectations outlined below (0-1 points); the letters of recommendation adequately address expectations outlined below (2-3 points); the letters of recommendation exceed expectations outlined below (4-5 points).

- **Criteria to be reviewed for this element of the application:**

- The letter writers demonstrate knowledge of the student and their abilities;
    - The letter writers speak to the leadership potential, confidence, maturity, and self-direction of the student;
    - 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;
    - The letter writers provide evidence of the student's ability to convey scientific knowledge in broader, non-scientific contexts.

Summary Table: Letters of Recommendation (submitted by STUDENT)	
<b>Recommended Length</b>	Two Pages single spaced (per letter) (MAX)
<b>Section Description</b>	Letters from individuals who have worked with the student, including at least one from a faculty member with knowledge of the student's academic and research (when applicable) performance. These letters should 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 and performance and potential. Additionally, the letters should speak to anything else the review panel should know about the strengths that the student will bring to the fellowship.
<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!
<b>Points</b>	5 Points (EACH)
<b>Point Scale</b>	<ul style="list-style-type: none"> <li>● The letters of recommendation do not adequately address the expectations outlined below (0-1 points);</li> <li>● The letters of recommendation adequately address expectations outlined below (2-3 points);</li> <li>● The letters of recommendation exceed expectations outlined below (4-5 points).</li> </ul>
<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>

- (5) Clear digital or scanned copies of all undergraduate and graduate student transcripts (unofficial are acceptable).
- Transcripts are for reference only, they will not be part of the SCORED application package.
  - **Review Criteria:** N/A Transcripts are not part of the evaluation but must be included in the application package.
- (6) 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.
- Out of state letters are for reference only, they will not be part of the SCORED application package.
  - **Review Criteria:** N/A, The out of state letter is not part of the evaluation but must be included in the application package.

**b) Submitted by the Sea Grant Program on behalf of the student applicant:**

(7) A signed letter of recommendation from the state Sea Grant director.

○ **Notes:**

■ The letter is built from an interview between the state Sea Grant director and the student.

■ Letters should not exceed two pages single spaced.

○ As part of that interview and subsequent letter, the director shall:

■ demonstrate why the student is a good fit for the Knauss program;

■ highlight the skills the student emphasizes in the interview;

■ 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; and

■ advocate for why this student belongs in the Knauss Program.

○ **Review Criteria (5 Points):**

■ Point scale: the director's letter is unclear and does not adequately address the expectation outlined below (0-1 points); the director's letter adequately addresses expectations outlined below (2-3 points); the director's letter exceeds expectations outlined below (4-5 points).

■ **Criteria to be reviewed for this element of the application:**

● 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;

● Highlights the skills (academic, professional or personal) that the student would bring to the Knauss program;

● Elaborates on information not specifically addressed by the student in their application package.

**Summary Table: Sea Grant Director's Letter**

<b>Recommended Length</b>	Two Pages single spaced (MAX)
<b>Section Description</b>	(a) demonstrate why the student is a good fit for the Knauss program; (b) highlight the skills the student emphasizes in the interview; (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; and (d) advocate for why this student belongs in the Knauss Program.
<b>Pro Tip</b>	Be true to yourself in your interview with the director.
<b>Points</b>	5 Points
<b>Point Scale</b>	<ul style="list-style-type: none"> <li>● The director's letter is unclear and does not adequately address the expectation outlined below (0-1 points);</li> <li>● The director's letter adequately addresses expectations outlined below (2-3 points);</li> <li>● The director's letter exceeds expectations outlined below (4-5 points).</li> </ul>
<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>

## Final Review Criteria:

- **Overall application cohesion (5 points)**
  - For the Knauss Fellowship program consider all aspects of the application materials (CV, Personal education and career development responses, Letters of Recommendation, Directors Letter).
  - Point scale: the application is unclear and does not adequately address the expectation outlined below (0-3 points); the application adequately addresses expectations outlined below (4-6 points); the application exceeds expectations outlined below (7-10 points).
  - **Criteria to be reviewed for the overall application:**
    - The application materials complement each other;
    - The student brings a diverse perspective to the program;
    - The application materials provide a clear picture of what the student would gain from receiving the Knauss Fellowship;
    - The application materials provide a clear picture of what the student would bring to the Knauss Fellowship.