

## Full Proposal Application Requirements

For the class of 2023, a full proposal application must include the following elements to the eligible Sea Grant program:

(1) Curriculum vitae (not to exceed two pages). 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.

(2) Personal education and career development response. 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.

- Section One: Icebreaker. The suggested word count is 25 words for this section.
  - (suggest 20 words) The student should use one sentence to describe themselves.
  - (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.
  
- Section Two: Career Path and Objectives. This section can be completed as one continuous statement or as separate responses. The suggested word count is 800 words for this section.
  - (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.
  - (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.
  - (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.
  
- Section Three: Career Path Experience. The recommended word count is 700 words for this section.
  - (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.
- (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.

(3) Relevant Coursework and Future Year Plans (not to exceed one page 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 2022, summer 2022, and fall 2022.

(4) Two letters of recommendation 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. Letters should not exceed two pages single spaced. 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. 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. Any letters beyond the two letters of recommendation and the eligible Sea Grant Director's letter will be disregarded by the selection panel. Letters of endorsement from members of Congress, friends, or relatives will not be accepted.

(5) Clear digital or scanned copies of all undergraduate and graduate student transcripts (unofficial are acceptable)

(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.