



## 2025 Sea Grant Knauss Fellowship Host Fact Sheet

The National Sea Grant College Program's Dean John A. Knauss Marine Policy Fellowship aims to provide a unique educational experience to students interested in ocean, coastal and Great Lakes resources and the national policy decisions affecting those resources.

The program matches highly qualified graduate students with host offices in the legislative and executive branches of government located in the Washington, D.C. area for a one-year paid fellowship. Since 1979, Sea Grant has brought over 1,660 post-graduate students to work in the executive and legislative branches of government.

### TERMS

**National Sea Grant Office (NSGO):** Federal program managers

**Sea Grant Program:** One of the 33 sponsoring grant-based programs receiving the Knauss awards and supporting selected fellows

**Host Office:** The federal office providing the opportunity for a Knauss fellow

**Mentor:** The individual acting as the primary point of contact for the fellow during their fellowship year; offices can also have co-mentors

**Fellow:** A student who has been selected to participate in the Knauss fellowship and placed with a Host

**Finalist:** A student selected to participate in the Knauss fellowship

### HOST EXPECTATIONS

The Sea Grant Knauss fellowship is designed to be an extension of a Fellow's education. The goal is to give our Fellows the opportunity to gain a hands-on understanding of the executive and legislative branches of the federal government. Host offices and Mentors are expected to provide a safe space for Fellows to learn and grow. Throughout the year we encourage and expect Mentors to have critical feedback conversations with Fellows, provide meaningful work and provide connections and professional development for their career growth as they look to future employment opportunities.



The Knauss program is a DC-based fellowship. Fellows and Hosts should expect to have a duty station within the DC region. All positions should have a focus on ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.

## **MATCHING & PLACEMENT PROCESS**

The placement process occurs in the fall for executive Hosts and in January for legislative Hosts. Hosts will have the opportunity to pitch their positions to Finalists. The NSGO will facilitate scheduling interviews between Finalists and prospective Host Offices. Following the interview process, Hosts and Finalists will provide rankings to the NSGO. Placements will be made by a matching algorithm that takes into account the preferences of the Hosts and the Finalists and produces matches that maximize the preferences of both sides. This algorithm is best explained by the stable marriage problem (video explanations: [first video](#), [second video](#)). Though this does not guarantee everyone receives their top choice, it does result in the best overall matches for the class.

Every Host is not guaranteed a Fellow as there will be more Hosts than Finalists.

## **COST TO HOST A FELLOW**

Executive Hosts are expected to provide funding for each Fellow they host immediately following the placement process. NOAA Hosts will be asked to provide the funds via a funds transfer and all other Hosts will be expected to transfer funds via an Interagency Agreement.

Base funding to host a 2025 Knauss Fellow is \$87,400. This covers the Fellow's salary, individual professional development and administrative costs.

For office-related travel (e.g., conferences and meetings), Hosts have two options for providing funds.

- 1) The Knauss Fellowship program is exempt from the NOAA Acquisition and Grants Office policy that all grant activities, including office-related travel, should be paid through the grant. Office-related travel for Fellows is possible on invitational travel orders. Invitational travel orders reduce the out-of-pocket costs for travelers (i.e., flights paid by the office) and shorten the time to reimbursement. It is the preferred method for funding office travel.



OR

2) Host Offices can add up to \$15,000 to cover **office-related travel** and will **only** be accepted as a one-time release at the onset of the award. The funds will be administered through the award to the Sea Grant Program and Fellows will work with their Sea Grant Program to receive reimbursements for office-related travel. The Fellows will be subject to university travel policies. If funds are not fully spent, they will be returned—depending on the type of funds, they may be returned to the Host Office or the treasury.

HOST BUDGET BREAKDOWN		
Fellow Salary	\$71,400	To be administered via grant to the Host Sea Grant Program; will cover Fellow salary and individual professional development
Fellow Professional Development	\$5,000	
Program Administration	\$8,500	To be held at the NSGO to cover programmatic administrative costs
<b>Base Total</b>	<b>\$84,900</b>	<b>Minimum total expected to host a Fellow</b>
Optional Office-Related Travel	\$15,000	Optional Host Office-related travel funds; to be accepted as a one-time release at the onset of the award
<b>Max Host Total</b>	<b>\$99,900</b>	<b>Maximum total amount to host a Fellow</b>

### EXPRESSING INTEREST TO HOST

The National Sea Grant Office maintains a list of potential Hosts. If you would like to receive notifications about the Host recruitment process, please email [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov) with **Host Interest** in the subject line to be added to the recruitment list.

Recruitment for the 2025 fellowship begins in August 2024.



## Frequently Asked Questions

**Q: Can a Fellow have more than one Mentor?**

A: Yes! The NSGO will require a secondary Mentor when applications to host are submitted.

**Q: Can multiple offices share the responsibility of hosting a Fellow?**

A: Yes! We ask that there be a Mentor representing each office. Additionally, we encourage offices to consider how they will manage the workload of shared hosting responsibilities and the Fellow.

**Q: Are foreign nationals and dual citizens eligible for the Knauss program?**

A: Yes and Yes! Within NOAA, dual citizens undergo the security process as US Citizens. Hosting foreign nationals will come with extra security processes, and the NSGO will guide this. Hosts have the option to decline to host foreign nationals or dual citizens. These processes are specific to NOAA and may differ from other agency policies.

**Q: When will I get a Fellow and for how long?**

A: The fellowship is a one-year opportunity with no possibility of extension. The fellowship dates are February 1 to January 31.

**Q: Are the Fellows federal employees?**

A: No! Fellows are typically processed through security and IT as contractors (or equivalent). The Fellows are paid through their Sea Grant Program.

**Q: I am not at NOAA, but would like to host a Fellow. Is that possible?**

A: Yes! Your agency will need to complete an Interagency Agreement between November and February before the start of the fellowship.

### QUESTIONS

Contact the Knauss Fellowship Team (Maddie Kennedy & Amanda Lawrence) at [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov).