



## IEEE-USA Government Fellowship Program APPLICATION INSTRUCTIONS

If you wish to apply for an IEEE-USA Government Fellowship, please apply directly to IEEE-USA using the application linked on the website. Do not apply to AAAS for the IEEE-USA Fellowship.

1. To determine if you are eligible to apply and serve as a Fellow, please be sure to read:
  - a) the IEEE-USA Government Fellowship Program [Policies and Procedures](#); and
  - b) the following instructions:
    1. Your application must be submitted on the [application website](#) by 12pm ET on the deadline stated on the application website to be considered valid. Be sure to keep a set of copies for your files.
    2. It is the applicant's responsibility to ensure that IEEE-USA receives all your application materials by the stated deadline. If you are unsure if your application materials have been submitted, please email [a.grisham@ieee.org](mailto:a.grisham@ieee.org).
    3. If selected as a finalist, you will be invited for a face-to-face interview at IEEE-USA's offices — at our expense — in Washington, DC. Virtual interviews will be considered under extenuating circumstances but the committee prefers to meet candidates in person. **You must be able to attend the interview on the dates specified on our website.** Interviews may not be rescheduled and must occur on one of the two-specified days. You will be notified of which day you are to interview if selected to advance to the interview stage. You must ensure that you are available on the stated interview dates.
    4. The applicants chosen to advance to the next stage in the selection process will — at the time they are notified of the interview — be asked to also complete an additional writing sample based upon a real-world public policy issue.

### REQUIRED APPLICATION MATERIALS

Prior to beginning the fellowship, applicants must possess a Ph.D.; or a master's degree plus five (5) years of relevant professional experience. The degree must be granted by an accredited program in a subject field that falls within the science, engineering, computer, or allied disciplines. In exceptional cases, the master's or Ph.D. requirement may be waived by the Government Fellowship Committee for candidates with extraordinary compensating experience. Work experience must consist of full-time, relevant professional employment, and does not include internships or student-related employment.

**1) COVER LETTER/ STATEMENT OF INTENT (limited to (2) two pages) addressing the following points:**

- a) Your clearly stated objective(s) in seeking a fellowship. Clearly state why you are seeking this fellowship and include a statement of how it will impact your future career or professional trajectory, and
- b) Discuss the knowledge and skills you wish to develop or refine during the fellowship year.

You should:

- a) express an understanding of the specific fellowship for which you are applying;
- b) illustrate the experiences and qualifications that might benefit you in the fellowship;
- c) express a clear understanding of the role of Congress or the State Department in public policymaking, and specify those areas of current public policymaking activity that interest you most;
- d) discuss your work style and your approach to working in a dynamic and fast-paced environment; and
- e) summarize relevant qualifications and experience that addresses the requirements laid out in the IEEE-USA Government Fellowship Program Policies and Procedures.

Additional evidence of degrees, licenses, and citizenship may be required.

**2) RESUME or Curriculum Vitae (must be limited to (3) three pages)**

Please include IEEE activities and group/society affiliations, as well as other affiliations. Please do not include extensive publication lists with your CV or submit any materials — such as publications you may have authored, photographs, certificates and diplomas, or PowerPoints of any kind — that are not requested here.

**3) STATEMENT FROM EMPLOYER or UNIVERSITY (limited to (1) one page)**

For those applicants who are eligible based on their degrees plus work experience, and who are currently employed, please provide documentation authorizing the applicant's leave-of-absence if selected and confirming any commitments regarding employment status and/or continued salary and/or benefit support. If an employer statement is not available, the applicant should provide a letter explaining its absence and/or confirming the applicant's ability to accept a fellowship without employer support.

An employer statement is not required if a candidate is self-employed, retired, or willing and able to fulfill the requirements of the Fellowship without employer income (in which case, the candidate should attach a statement to that effect).

NOTE: For ethics reasons, employment outside the fellowship is not permitted, even in the case of those who are self-employed. There may be an exception to this ethics rule, for example, you earn

income from an activity totally unrelated to your science and technology expertise or engineering/science career.

For those candidates who are applying based on planned completion of a Ph.D. at the time of application, but before the start of the fellowship, you will be required to provide a statement from your university or program adviser verifying that you are in good standing and will be awarded the degree by the start of the fellowship, or that the degree has been granted in the last year if there is no employment history. You may be required to provide official copies of your transcripts verifying your stated degree before you start your fellowship. Exceptions must be approved in advance by the Government Fellows Committee.

**4) LETTERS OF REFERENCE** from three (3) references (limited to (2) two pages per reference).

Reference letters may come from your fellow IEEE members, as well as colleagues who are not IEEE members. The letters should clearly reflect an understanding of the responsibilities of a Government Fellow, the role of legislators or the State Department Staff in making public policies, and speak to an applicant's ability to work in a public policy environment. A letter should also reference an applicant's technical qualifications, professional experience, IEEE volunteer activities, other appropriate volunteer activities, prior public policy experience (if you have it), and overall suitability for the fellowship.

**5) CONFLICTS OF INTEREST** must be disclosed, including any actual or apparent conflicts of interest (with explanation) for you and your immediate family.

In carrying out the obligation to avoid real or apparent conflicts of interest, IEEE-USA Fellows are encouraged to seek the counsel of the Government Fellows Committee if there is a situation that might raise such issues. Examples of situations to be avoided are:

- a) a situation in which a prospective Fellow's employer attaches, as a condition for approval of the Fellowship application, a requirement restricting the prospective Fellow's freedom of choice in his assignment suggesting an intent to curry favor with a government office through the Fellow's assignment, or
- b) a situation in which a Fellow uses an assignment to advocate or otherwise promote policies which are of direct, specific benefit to himself, IEEE-USA, or a company in which he has a substantial personal interest.

**6) LLM USE STATEMENT:**

By submitting your application, you confirm that all written content is your own work.

You agree not to use any large language model (LLM) or AI tool to draft or write the application content. Use of an LLM is permitted only for minor proofreading purposes (for example, checking grammar or improving clarity).

- 7) Willingness to abide by the program's governing Policies and Procedures document -**  
Please be sure to read this document. In signing and submitting your application you are agreeing to the policies set forth in the Policies and Procedures document.