



IEEE-USA Electric Grid Policy Fellowship Program APPLICATION INSTRUCTIONS

If you wish to apply for an IEEE-USA Electric Grid Policy 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 Electric Grid Policy Fellowship Program Policies and Procedures*; the *IEEE-USA Electric Grid Congressional Fellowship Position Description*; and
 - b) the following instructions:
 - i. 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.
 - ii. 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.
 - iii. 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 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.
 - iv. 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.

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

REQUIRED APPLICATION MATERIALS

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:
 - i. illustrate the experiences and qualifications that might benefit you in the fellowship;
 - ii. express a clear understanding of the role of Congress;
 - iii. discuss your work style and your approach to working in a dynamic and fast-paced environment; and
 - iv. summarize relevant qualifications and experience that addresses the requirements laid out in the *Electric Grid Congressional Fellowship Position Description*.

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

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. Additional evidence of degrees, licenses and citizenship may be required, upon request. Do not submit now.

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

For ethics reasons, employment outside the fellowship is not permitted. If you intend to take a sabbatical from your current employer to participate in the fellowship, please provide documentation authorizing your leave-of-absence and confirming any commitments regarding employment status and/or continued salary and/or benefit support.

For those candidates who are applying based on intended completion of a degree at the time of application, 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. 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 Congressional Fellow, the role of policymakers in the legislature, 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, and overall suitability for the fellowship.

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

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 current 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 Congressional office through the Fellow's assignment.

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).