

**CONNECTICUT ACADEMY OF SCIENCE AND ENGINEERING (CASE)
SCIENCE AND TECHNOLOGY POLICY FELLOWSHIP PROGRAM**

FREQUENTLY ASKED QUESTIONS

**CASE FELLOWSHIP ON THE EMERGING CONTAMINANTS/PFAS PROJECT
at the CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION**

GENERAL QUESTIONS

Why should I apply for the Fellowship?

- This is a significant opportunity for a scientist or engineer to engage at the nexus of research and policy on an emerging environmental and public health issue.

The CALL FOR APPLICATIONS provides that applications received up through Oct. 15, 2018 will be reviewed by the CASE Fellowship Selection Committee, and if a Fellow is selected from this pool of applicants, the CALL FOR APPLICATIONS will be closed before the Dec. 3, 2018 Application Deadline.

How will I know if the CALL FOR APPLICATIONS is closed before the Dec. 3, 2018 deadline?

- Changes to the Deadline can be viewed/verified via the following:
 - Electronic change notice transmitted to all sites that received the CALL FOR APPLICATIONS
 - Change notice posted on the CASE Science and Technology Policy Fellowship Program webpage at www.ctcase.org/fellowship.html
 - Contact Terri Clark at CASE at 860/571-7143 or tclark@ctcase.org

How many individuals apply per year and how many are selected?

- This is the inaugural year of the CASE Science and Policy Fellowship Program, so an estimate based on past experience is not available at this time.
- One Fellow will be selected for the two-year Emerging Contaminants/PFAS Project for placement at the Connecticut Department of Energy and Environmental Protection (DEEP) in Hartford, CT.

If awarded a Fellowship, how do I prepare?

- CASE will provide the Fellow with assistance for preparing for the Fellowship. The Fellow will participate in a three-day orientation that includes an administrative overview, alumni Fellow panel and discussion, meeting with CASE Program Advisory Committee and CASE Technical Advisory Committee members, a briefing on government in Connecticut, and meetings with DEEP leadership.

When will the Fellowship start and end?

- The Fellowship is projected to begin between November 2018 and January 2019, and end between November 2020 and January 2021 based on completion of the Fellow Selection Process and availability of the selected Fellow.

Would I have to relocate to the Hartford, Connecticut area if offered the Fellowship?

- Yes. The CASE Fellow will be placed at DEEP in Hartford, CT. Relocation to within commuting distance is expected.
- Fellows will be responsible for locating their own housing.

What will the Fellow receive in compensation and benefits?

- The Fellow will be paid as an independent contractor on a monthly basis, with compensation commensurate with the salary of a post-doc at institutions of higher education in the state of Connecticut. Federal and state taxes will

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not be withheld and the Fellow will be responsible for paying their own estimated federal and state taxes. CASE will provide the Fellow with a federal 1099-MISC form at the end of January for the previous year.

The Connecticut Academy of Science and Engineering recommends that the selected Fellow contact a licensed tax preparer in advance of your Fellowship.

- The Fellow will receive a monthly stipend to assist with the cost of health and medical insurance coverage, a relocation stipend if needed, and pre-authorized travel expenses.

While participating in the Fellowship, will I be an employee of the state?

- No. You will be paid by CASE as an independent contractor. You will be required to agree to a code of conduct and may be subject to financial disclosure requirements and ethics guidelines. Additionally, a background check may be required.

May I still publish while on the Fellowship?

- You may publish during the Fellowship under certain conditions. Submission of papers is subject to review by CASE and DEEP.

May I opt for a shorter Fellowship?

- No. The CASE Fellowship at DEEP is a 24-month commitment.

ELIGIBILITY

Who is the ideal candidate for the Fellowship?

- Individuals with a PhD or equivalent terminal degree (*note the exception referenced below*) — or a master of engineering degree and a minimum of three years of professional experience — in environmental science-related disciplines or public health with a focus on environmental toxicology.

NOTE: If your PhD or equivalent degree is imminent but has not yet been completed and degree conferred, a letter from your school's dean on letterhead from your college or university is required. The letter must confirm: 1) what remains to be completed for your PhD, or equivalent degree; 2) when it is expected that you will complete all of the outstanding requirements for your PhD, or equivalent degree; and 3) the month/year it is expected your degree will be conferred.

- Prior knowledge of emerging contaminants including PFAS is preferred, with skills in GIS, Excel, and database management. Excellent research, writing, and interpersonal skills required, with the ability to understand and distill information from scientific articles as well as statutes and regulations.
- Candidates are welcome from academia, industry, and the nonprofit sector, including recent graduates, mid-career professionals and faculty on sabbatical, or retired professionals.
- While there is no ideal candidate, there are certain traits that predict success, including:
 - Excellent written and oral communication skills
 - Ability to translate complex scientific data into non-technical prose
 - Ability to handle technical information outside their field of expertise
 - Experience with GIS, Microsoft Excel, and database management
 - Strong analytical and problem solving skills
 - Excellent time management skills
 - Capacity to be flexible, adaptable, and fully engaged
 - Demonstrate personal initiative, integrity, and self-motivation
 - Ability to work on diverse teams and take direction from non-scientific personnel
 - Service oriented

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Will I be at a disadvantage if I do not have a background in public policy?

- Fellows are not expected to know how policymaking in state government works.

Is previous experience in public policy necessary?

- No, but it is important to convey an understanding of the societal impacts of science in your application materials. If selected to interview, you should be prepared to speak about how your scientific field relates to emerging contaminants/PFAS planned scope of work and how your experience can support the planned work.

May I apply with permanent resident status even though I am not a U.S. Citizen?

- U.S. citizenship is required at the time of application to apply for this Fellowship.

Am I eligible to apply if I am an active Connecticut state employee or registered lobbyist with the state of Connecticut?

- Active state of Connecticut legislative and executive branch employees are not eligible EXCEPT faculty from the Connecticut State Colleges and Universities system and the University of Connecticut. State employees cannot apply if they retain ties to their agency and continue to draw a salary.
- Connecticut registered lobbyists are not eligible.

Are Alumni Fellows from the AAAS Congressional, federal executive branch agencies, or Fellows that completed a Fellowship in another state eligible?

- Yes. Alumni Fellows are eligible.

Is this Fellowship limited to Connecticut residents?

- No. CASE is recruiting nationally.

APPLICATION QUESTIONS

What is the Application Deadline?

- August 6, 2018, by 5:00 pm EDT via email to Terri Clark, Associate Director, CASE at tclark@ctcase.case

How do I prepare a competitive application?

- Ensure your qualifications match the qualifications outlined in FELLOW INSTRUCTIONS FOR APPLICATION and submit all the information requested in the FELLOW APPLICATION. Incomplete applications or qualifications that are not a match will not be considered.
- Do not exceed mandated word limits.
- Allow enough time to develop a comprehensive, well-presented, and error-free application.
- Contact references with sufficient time for recommendation letter preparation.
- If you have not yet completed your PhD or equivalent terminal degree and a Dean's letter is required, provide sufficient time for your Dean for letter preparation.

What should be included in letters of recommendation?

- Your references should indicate how they know you, in what context, how the Fellowship would benefit you, and what your strengths and challenges would be.

What happens if the recommendation letters or Dean's letter, if needed, is not included in my application package?

- The application will be considered incomplete and will not be reviewed.

When will I be notified about the status of my application?

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- FINALISTS will be notified between the end of October — if an eligible application is received by October 15, 2018 — or by the end of December 2018 if an eligible application is received by the deadline for applications.
- START DATE for the Fellowship is expected to be between November 2018 and January 2019 pending completion of the Fellow Selection Process and availability of the selected Fellow.

How does the selection process work?

- CASE will use the following multi-tiered selection process:
 - **Level One:** Fellowship Selection Committee screens candidates, ranks, and prepares for Selection Committee discussion of ranking results
 - **Level Two:** Fellowship Selection Committee selects Finalists for interviews
 - **Level Three:** Finalist Interviews with the Selection Committee
 - **Level Four:** The selected Finalists meet with DEEP Staff.

CASE offers selected candidate the Fellowship

When will the interviews take place?

- INTERVIEWS AT THE MIDPOINT FOR APPLICANTS SUBMITTING BY OCT. 15, 2018: Finalist Interviews with the Selection Committee are expected to take place at the end of Oct. through the beginning of Nov. 2018.
- INTERVIEWS AT THE DEADLINE FOR APPLICANTS SUBMITTING BY DEC. 3, 2018: A second round of finalist interviews will only be conducted if the Fellowship remains open following the Midpoint Review Process. Finalist interviews with the Selection Committee are expected to take place at the middle to end of Dec. 2018.

Does the CASE pay the cost of travel for the interviews?

- FINALISTS INTERVIEWS: CASE will pay travel, lodging, and meal costs for Finalist interviews. It is estimated that up to three to four candidates will be selected as FINALISTS.

May I receive feedback on my application or interviews?

- CASE does not provide written or verbal feedback on applications or interviews.