

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

## APPLICATION INSTRUCTIONS

### CASE – Connecticut General Assembly Artificial Intelligence Policy Fellowship

Applications must be submitted via email to Terri Clark, Executive Director, CASE at [tclark@ctcase.org](mailto:tclark@ctcase.org) by Tuesday, January 6, 2025, at 5:00 pm ET, using the fillable [CASE FELLOWSHIP APPLICATION](#).

Applicants should review the following documents to assist in preparation of applications:

- [CASE FELLOWSHIP FAQs](#)
- [CASE FELLOWSHIP BACKGROUND AND OVERVIEW](#)
- [FELLOWSHIP CRITERIA FOR SCORING](#)

The following is a summary of required application information.

- 1. Applicant Contact Information:** Name, professional and personal contact information
- 2. Applicant Academic History**

Applicants are requested to provide an academic history starting with the highest-level degree (*the one that qualifies the applicant for this Fellowship*) with space available to list a total of three degrees.

- DEAN'S LETTER FOR PHD OR EQUIVALENT TERMINAL DEGREE CANDIDATES ONLY:

If your PhD or equivalent terminal degree 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.

Preference is to combine the Dean's Letter with the completed Application, Letters of Recommendation, and Curriculum Vitae into one PDF document. If the Dean's Letter is not combined with the Application, submit as follows:

- Dean's Letter format: Microsoft Word or PDF file
- File Naming Protocol: Applicant Last Name\_DEAN\_Last Name of Person Writing Letter (For example: doe\_DEAN\_smith)

- 3. Applicant Letters of Recommendation**

- Three Letters of Recommendation are required. Letters must be from individuals who can comment on your professional competence and other qualities and interests that make you especially qualified to serve as a Fellow. References should be selected carefully and it is helpful for your references to review the planned Scope of Work.

- CASE may contact your Letter of Recommendation references. Therefore, provide reference contact information, including name, position/title, department, organization, address, phone and email.

Preference is for applicants to combine the completed Application, Letters of Recommendation, Dean's Letter (if required), and Curriculum Vitae into one PDF document. If the Letters of Recommendation are not combined with the Application as one PDF file, submit as attachments in one email with the Application and Curriculum Vitae as follows:

- Letter of Recommendation format: Microsoft Word or PDF file
- File Naming Protocol: Last Name of Applicant\_REC\_Last Name of Person Writing Letter (For example: doe\_REC\_smith)

- 4. Applicant Statements**

- Brief Statement of Applicant Qualification (*Limit 200 words – enter in text box on application form; use scroll bar on right side of text box to view remaining entered text, if any*):

Statement should include your areas of scientific specialty (key words or phrases); policy interests; and a brief biography, including professional work experiences and length of service for each experience. This statement should be written as if needed for a news release announcing you as the Policy Fellow.

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- Applicant Statement (Limit 1,000 words – enter in text box on the application form; use scroll bar on right side of text box to view remaining entered text, if any):

Provide a statement about your qualifications for the Fellowship and your career goals. Target your statement specifically for the Emerging Contaminants/PFAS Fellowship. Address the following points in your statement:

- Reason: Why are you applying for the CASE S&T Policy Fellowship
- Qualifications: A summary of your background and expertise – what you bring to the Fellowship
- Role as a Fellow: Describe how you might apply your scientific expertise to the planned Scope of Work
- Career Goals: State your future goals following the Fellowship, and how you envision the Fellowship will help you achieve those goals.

- Extracurricular Activities (Limit 500 words – enter in text box on the application form; use scroll bar on right side of text box to view remaining entered text, if any):

Provide brief examples of your activities beyond the lab, classroom or office, and your role and accomplishments in those efforts. These might include activities with community groups, professional associations, advisory and editorial committees, nonprofit organizations, outreach and teaching to non-scientific audiences, etc.

- Curriculum Vitae/Resume (Limit 5 pages)

Preference is for you to combine the completed Application, Letters of Recommendation, Dean's Letter (if required), and Curriculum Vitae/Resume into one PDF document. If the Curriculum Vitae is not combined with the Application as one PDF file, submit as an attachment in one email with the Application and Letters of Recommendation as follows:

- Format: Microsoft Word or PDF file
- File Naming Protocol: Last Name of Applicant\_CV (For example: doe\_CV)

### 5. Applicant Demographic Information

- U.S. Citizenship is required at the time of application.
- Active state of Connecticut legislative and executive branch employees are not eligible EXCEPT from the Connecticut State Colleges and Universities system and UConn. State employees cannot apply if they retain ties to their agency and continue to draw a salary.
- Connecticut registered lobbyists are not eligible.
- CASE seeks to identify a diverse pool of candidates, including representation from individuals at different career stages, gender, age, race/ethnicity, physical ability, geographic location, and institutional affiliation. To support this effort, some applicant demographic information is requested, including gender, race/ethnicity. Responses are optional and the data will remain confidential and will not be applied in any way to influence selection outcomes.

For questions or additional information, contact: Terri Clark, Executive Director, CASE, 860-282-4229, 860-754-8191 (cell), or [tclark@ctcase.org](mailto:tclark@ctcase.org)