

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

FREQUENTLY ASKED QUESTIONS

CASE – CONNECTICUT GENERAL ASSEMBLY ARTIFICIAL INTELLIGENCE POLICY FELLOWSHIP

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 a significant policy issue.

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

- This is the first placement of a Fellow at the Connecticut General Assembly by the Connecticut Academy of Science and Engineering (CASE). CASE placed two Fellows, who successfully completed their fellowships, at the CT Department of Energy and Environmental Protection.
- One Fellow will be selected for a one-year Fellowship at the Connecticut General Assembly, for placement within the Legislative Office Building in Hartford, CT.

If selected for 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, discussion, meeting with CASE members and former fellows, a briefing on government in Connecticut, and meetings with general assembly staff and legislators.

When will the Fellowship start and end?

- The Fellowship is projected to begin between March 2025 and end the following February 2026. Timing will be 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 working at the Legislative Office Building in Hartford, CT. Relocation to within commuting distance is expected.
- Fellows will be responsible for locating their own housing but financial support is available for relocation expenses.

What will the Fellow receive in compensation and benefits?

- The Fellow will be paid as an independent contractor on a monthly basis, with minimum compensation commensurate with the salary of a post-doc at institutions of higher education, in the state of Connecticut. Federal and state taxes will 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 be reimbursed up to \$2,000 for relocation expenses, pre-authorized travel expenses up to \$500, and pre-authorized professional development support expenses up to \$2,000.

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

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- 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 CGA.

May I opt for a shorter Fellowship?

- No. The CASE Fellowship at CGA is a 12-month commitment.

ELIGIBILITY

Who is the ideal candidate for the Fellowship?

- Eligible candidates must have a PhD or equivalent terminal degree — or for engineers, a masters in engineering with a minimum of three years of professional experience — in an artificial intelligence-related discipline. The focus of the fellowship will be on researching policies to further protect the data of Connecticut residents, which may include, but would not be limited to, the following key areas: 1) consumer privacy, including data breach notification and limiting the collection and retention of personal data to what is necessary for the specified purpose; 2) online privacy protection; 3) health information privacy; 4) children’s privacy; 5) data security measures for the protection of personal information; 6) require businesses to have clear and accessible privacy policies; and 6) mechanisms for enforcement.

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.

- **Professional experience related to the scope of work is preferred.**
- Candidates are welcome from academia, industry, and the nonprofit sector, including recent graduates, mid-career professionals, 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 word processing, spreadsheet, and database management skills
 - 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

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. The fellowship is an opportunity to gain experience in policymaking while in parallel providing advice and guidance on STEM-related issues.

Is previous experience in public policy necessary?

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- Experience and/or the ability to demonstrate how theory or principles play out in the real world is preferred. It is important to convey an understanding of the societal impacts of science in your application materials. If selected for an interview, you should be prepared to speak about how your scientific field relates to the focus of this fellowship 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

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?

- FINALISTS will be notified by January 31, 2025 — pending review of applications.
- START DATE for the Fellowship is expected to be March 2025 pending completion of the Fellow Selection Process and availability of the selected Fellow.

How does the selection process work?

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- 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 (virtual interviews)
 - **Level Four:** The selected Finalists meet with CGA Staff (virtual meetings)

CASE offers selected candidate the Fellowship

When will the interviews take place?

- Finalist Interviews with the Selection Committee are expected to take place in early February 2025.

Does CASE pay the cost of travel for the interviews?

- FINALISTS INTERVIEWS: The interviews will be virtual with no expected costs for travel.

May I receive feedback on my application or interviews?

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

FOR QUESTIONS CONTACT:

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