Class of 2023 National Fellows Program
Application Instructions

Please read the instructions before you begin your application.

How to Apply:
To be considered for the 2023 Fellows Class, which runs from September 2022 to August 2023, you must submit your application by **February 1, 2021, at 11:59 pm EST.**

You can access the Class of 2023 Fellows Program application here: https://newamerica.smapply.io/prog/FellowsProgram/.

Prior to applying, you will be prompted to create a SurveyMonkey Apply account (please look for an email from "noreply@mail.smapply.net" in your inbox). The first time you log in, you will be asked to select which Fellowship application you would like to complete before you can begin your application. Please select "**Class of 2023 National Fellows**" and then "Save my profile" button to be directed to the Fellows Program application.

Questions:
Due to the volume of applications we receive, under no circumstances can we extend the deadline, take individual calls to answer questions about the program and/or the application process, provide feedback on a project idea, or provide feedback on the components of an application.

In addition to these instructions, we are confident that you can find enough information on our website to guide you as you prepare your application. We recommend reading through our FAQ and the bios/project summaries for those Fellows in our current class.

Status of Your Application:
You will receive an email in April regarding the status of your application. The status of your application will also appear in the applicant portal after you log in.

Components of Your Application:
After you begin your application, you will be prompted to enter basic contact and background information. You will then be asked to complete the eight central components of your application as follows:

1. **A 1-3 sentence description of your New America Fellowship proposal**.

2. **Statement of Interest:**
   The core of the application in which you explain your proposal for the fellowship—your line of inquiry, how you plan to develop it, why you feel this project will enrich an important public debate, and how you could contribute to and benefit from a fellowship from New America.

   This statement **should not exceed 2,000 words.**

3. **Plan of Approach:**
   Your plan of approach should explain how the proposed project will be executed during the fellowship, including your plan for dissemination once the project is complete. To be clear, projects do not need to be completed within the fellowship year, but the plan of approach for the year should be articulated in this section.

   This statement **should not exceed 500 words.**

4. **Policy Implications:**
   A brief statement that explains the policy implications of your stated project. Avoid duplicating portions of your statement of interest above by focusing on the impact you hope your project will have.

   If your project is primarily journalistic, analytic, or historical in nature, how, specifically, do you believe its lessons might change policy going forward? If your project is built around a policy proposal, how do you anticipate shepherding it from an idea to an implemented reality? If your project overlaps with policy programs at New America, use this statement to discuss that area of overlap: in what way would your project add to New America's existing policy work in your area?

   This statement **should not exceed 500 words.**

5. **Resume:**
   Your professional resume or biography.

   Not to exceed 5 pages.

6. **Work Samples Cover Page (for written samples only):**
   Please prepare a cover page for your written work samples. **A cover page is not required for non-written work samples** as you will be asked to enter information about your video or audio samples in the form itself.

   The cover page for written work samples should include your full name, along with the following information about each sample.

   - Title:
   - Publication:
   - Publication date:
   - Description of the piece (1-3 sentence summary):

7. **Written or Non-written Work Samples:**
   (please read these instructions carefully before preparing your work samples)

   Instructions for submitting **written** work samples **only**:
   - You can choose to submit a total of **up to three work samples (combined into one PDF file packet)**.
   - Your writing samples packet should **not exceed 40 pages** in total (41 with the cover page).

   Instructions for submitting **non-written** work samples **only**:

- Based on the type of project you are proposing, we will accept **up to three non-written work samples** (film and/or audio clips).
- **All video and audio clips must be your original work; the aim is to convey a sense of your capabilities and aesthetic**. For instance, **TED talks or media interviews will not count** as an original non-written work sample and should not be submitted as a work sample in support of your application.
- Non-written work samples (film and/or audio clips) **should not exceed a half-hour of total video or audio content**.
- Due to limited upload capacity, we ask that you submit a link for each work sample (with or without a password).
- **A cover page is not required for non-written work samples** as you will be asked to enter information about your video or audio samples in the form itself.

Instructions for submitting a **combination** of written & non-written work samples:
- You may submit a combination of written and non-written work samples, **but you may only submit a total of three work samples.**
- Please use your best judgment when dividing your three samples between the two types of work. For example, if you will be submitting two writing samples and one video clip, the writing sample page count should not exceed 27 pages, or if you'll be submitting one writing sample along with two video clips, the writing sample page count should not exceed 14 pages.
- **All video and audio clips must be your original work; the aim is to convey a sense of your capabilities and aesthetic**. For instance, **TED talks or media interviews will not count** as an original non-written work sample and should not be submitted as a work sample in support of your application.
- In line with the written work sample instructions, please list all three work samples (written and non-written) on your cover page. Please then submit the cover page as the top page of your written work sample file. You will be able to provide links and information about non-written samples in the form itself.

8. **Two Reference Letters:**
   You will be able to submit the reference letter request directly from your application. References will receive a unique link to upload their letter. **You must submit the reference letter request through the application portal by the February 1, 2022, @ 11:59 pm EST application deadline**. However, the deadline to receive reference letters is **February 4, 2022, at 11:59 pm EST**. Applications missing reference letters will be considered incomplete.

   Your references should be familiar with you and your work. Your reference letters must be written in English. Do not send letters written for another purpose, such as those for a job application.

When you finish the required sections and submit your application, you will be taken to a confirmation page which states that you have successfully submitted your materials. You will also receive a similar confirmation email at the address that you provided.

Please note that all submissions are final, and you will not be given permission to edit your application once submitted.

Application Checklist:

- ❏ 1-3 sentence project description
- ❏ Statement of interest (2,000 words)
- ❏ Plan of approach (500 words)
- ❏ Policy implications (500 words)
- ❏ Resume (not to exceed 5 pages)
- ❏ Cover page for written work samples only
  The cover page for written work samples should include your full name, along with the following information about <u>each sample</u>.
    - Title:
    - Publication:
    - Publication date:
    - Description of the piece (1-3 sentence summary):
- ❏ Written or non-written work samples
- ❏ Two reference letter requests submitted directly from your application by February 1, 2022

Questions:

If you have questions about the program or the application process, please visit our FAQ page as your first source of support.

You can find out more about the Fellows Program by exploring our website.

Thank you again for your interest in the New America Fellows Program, and best of luck with the application process!

Learn more at www.newamerica.org/fellows