

# NASA Fellowship Program Checklist

<b><i>If applying for a NASA Fellowship...</i></b>	✓
<b>STEP I: Determine eligibility</b>	
<p><b>Am I eligible to apply for a Fellowship?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Am I a full-time permanent civil servant, with at least 2 years of experience at NASA? <ul style="list-style-type: none"> <li><input type="checkbox"/> If not, you are not eligible to apply</li> <li><input type="checkbox"/> If yes, continue</li> </ul> </li>   <li><input type="checkbox"/> Have I received any Fellowship within the last 3 years? <ul style="list-style-type: none"> <li><input type="checkbox"/> If yes, you are not eligible to apply</li> <li><input type="checkbox"/> If no, continue</li> </ul> </li>   <li><input type="checkbox"/> Have I received any Long Fellowships (i.e., Harvard University General Management Program, Harvard University Senior Executive Fellows, Harvard University Senior Managers in Government, Industrial College of the Armed Forces, MIT Advanced Study Program, Michigan Business Acumen for High Potential Leaders, North Carolina Executive Development Institute, and Syracuse University Certificate in Public Administration) within the last five years? <ul style="list-style-type: none"> <li><input type="checkbox"/> If yes, you are not eligible to apply</li> <li><input type="checkbox"/> If no, continue</li> </ul> </li> </ul>	
<b>STEP II: Determine which Fellowship to pursue</b>	
<p><b>What Fellowships are available?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Fellowship Summary (<a href="https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/6Summary_of_Fellowship_Programs.pdf?rhid=1000&amp;did=1019786&amp;type=released">https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/6Summary_of_Fellowship_Programs.pdf?rhid=1000&amp;did=1019786&amp;type=released</a>) for the programs offered</li> <li><input type="checkbox"/> For more detailed information select link to review one page program summary found at <a href="http://fellowship.nasa.gov/fellowlinks.htm">http://fellowship.nasa.gov/fellowlinks.htm</a></li> </ul> <p><b>Assess which Fellowship is right for you</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the NASA Leadership Model Self-Assessment (<a href="http://leadership.nasa.gov/Assessment/Overview.htm">http://leadership.nasa.gov/Assessment/Overview.htm</a>) to determine gaps and assess yourself against the performance dimensions</li> </ul>	
<b>STEP III: Review online Program Guide</b>	
<p>(<a href="https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/Edited_Fellowship_Guide_FY11.pdf?rhid=1000&amp;did=686803&amp;type=released">https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/Edited_Fellowship_Guide_FY11.pdf?rhid=1000&amp;did=686803&amp;type=released</a>) for additional information about the NASA Fellowship Program</p>	
<b>STEP IV: Research home Center training office application deadline and process</b>	
<b>STEP V: Review the Agency Fellowship Selection Schedule</b>	
<p>(<a href="http://fellowship.nasa.gov/programs/Selection_Schedule4.pdf">http://fellowship.nasa.gov/programs/Selection_Schedule4.pdf</a>) for timelines and milestones</p>	

<p><b>STEP VI: Complete the NASA Fellowships Agency Leadership Development Program Application (NF1793)</b>  <a href="http://fellowship.nasa.gov/forms.htm">http://fellowship.nasa.gov/forms.htm</a></p>	
<p><b>Discuss with your management your potential participation in selected program and complete application</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct a final review of your application with your manager and obtain written endorsement on Supplemental Form NF 1793A (Long Programs) or 1793B (Short Programs) and appropriate signatures</li> <li><input type="checkbox"/> Submit application to Center Fellowship Coordinator according to Installation's guidelines and schedule</li> </ul>	
<p><b>STEP VII: If selected at Center level, nomination package is submitted for Agency competitive process</b></p>	
<p><b><i>If selected for a NASA Fellowship...</i></b></p>	✓
<p><b>STEP I: Conduct program research</b></p>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> After receiving confirmation from the Agency Training Office regarding selection for a Fellowship, please complete the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit website for selected program to confirm the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Program dates</li> <li><input type="checkbox"/> Cost</li> <li><input type="checkbox"/> Application guidelines and due dates</li> </ul> </li> </ul> </li> </ul>	
<p><b>STEP II: Complete SF-182</b></p>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> By Jan 31, select the program session that is most convenient to your schedule and complete SF-182 in SATERN, using the following guidelines: <ul style="list-style-type: none"> <li><input type="checkbox"/> Prior to filling out the form, change the supervisor in your profile to the NASA OHCM Business Manager, Veronica Marshall. This is only a temporary change for this particular Fellowship. (<i>This will ensure that the form is routed to the appropriate office and the training is charged to the Agency and not your Center.</i>) Once you have submitted the SF-182, please go back into your profile and change your supervisor back.</li> </ul> <p>A job aid entitled "Instructions on How to Update Your User Profile" can be found at the link below. Steps on changing your supervisor start on page 3:  <a href="https://saterninfo.nasa.gov/documents/SATERN_UPDATE/SATERN_User_Profile%2012_14_09.pdf">https://saterninfo.nasa.gov/documents/SATERN_UPDATE/SATERN_User_Profile%2012_14_09.pdf</a></p> </li> </ul>	

- In Block B.1a. Select Name and Mailing Address of Training Vendor: using the list below, search for and select the appropriate vendor in the SF-182. **(Do not use any other vendor variations.)**

NASA-HARVARD  
 NASA-ISU  
 NASA-PENNSU  
 NASA-SIMMONSCOLLEGE  
 NASA-UCLA  
 NASA-UNIVMI  
 NASA-UNIVNC  
 NASA-UNIVSYR  
 NASA-UNIVTN

- In Block B.2a. Course Title: using the list below, enter the appropriate course title ID in the SF-182. **(Do not use any other course title ID variations.)**

Course Title ID	Description (for your information)
NASA-PSENISAF	PROGRAM FOR SENIOR EXECUTIVES IN NATIONAL AND INTERNATIONAL SECURITY, AGENCY FELLOWSHIP (HARVARD)
NASA-SEFAF	SENIOR EXECUTIVE FELLOWS, AGENCY FELLOWSHIP (HARVARD)
NASA-SMGAF	SENIOR MANAGERS IN GOVERNMENT, AGENCY FELLOWSHIP (HARVARD)
NASA-SOIAF	SPACE ODYSSEY INSTITUTE, AGENCY FELLOWSHIP (ISU)
NASA-ASLCAF	ALIGNING STRATEGY, LEADERSHIP AND CULTURE, AGENCY FELLOWSHIP (PSU)
NASA-DMEAF	DEVELOPING MANAGERIAL EFFECTIVENESS, AGENCY FELLOWSHIP (PSU)
NASA-SLWAF	STRATEGIC LEADERSHIP FOR WOMEN, AGENCY FELLOWSHIP (SIMMONS COLLEGE)
NASA-CIOPAF	CREATIVITY AND INNOVATION IN THE ORGANIZATION PROGRAM, AGENCY FELLOWSHIP (UCLA)
NASA-AHPLAF	ACUMEN FOR HIGH POTENTIAL LEADERS, AGENCY FELLOWSHIP (UNIV OF MI)
NASA-EDIAF	EXECUTIVE DEVELOPMENT INSTITUTE, AGENCY FELLOWSHIP (UNIV OF NC)
NASA-CPAAF	CERTIFICATE IN PUBLIC ADMINISTRATION, AGENCY FELLOWSHIP (UNIV OF SYRACUSE)
NASA-NSMPAF	NATIONAL SECURITY MANAGEMENT PROGRAM, AGENCY FELLOWSHIP (UNIV OF SYRACUSE)
NASA-MTEAF	MANAGING IN A TECHNICAL ENVIRONMENT, AGENCY FELLOWSHIP (UNIV OF TN)

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| <ul style="list-style-type: none"><li><input type="checkbox"/> In Block C.5., WBS Code, enter the following code: <b>401183.02.12</b><br/><i>(This will ensure the training is charged to the Agency and not your Center.)</i></li><br/><li><input type="checkbox"/> In Block C.6. the Comments field, add the following text: <b>Fellowship—Purchase with Agency training funds.</b> <i>(This will ensure the training is charged to the Agency and not your Center.)</i></li></ul> |  |
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<b>STEP III: Complete Program Application</b>	
<input type="checkbox"/> Complete program application process through selected institution as required. <input type="checkbox"/> Note application deadlines. <input type="checkbox"/> List the NASA Shared Services Center as the invoicing POC, in order to expedite the payment process: NASA Shared Services Center (NSSC) Fax Number: 1-866-209-5415 E-mail Address: <a href="mailto:NSSC-AccountsPayable@nasa.gov">NSSC-AccountsPayable@nasa.gov</a> Mailing Address: NSSC-FMD Accounts Payable, Building 1111, C Road, Stennis Space Center, MS 39529	
<b>STEP IV: Arrange Travel</b>	
<input type="checkbox"/> No later than 4 weeks prior to your program, contact June Davis ( <a href="mailto:June.Davis-1@nasa.gov">June.Davis-1@nasa.gov</a> or 202-358-0698) to provide: <ul style="list-style-type: none"> <li><input type="checkbox"/> The name and contact information of your travel preparer, and</li> <li><input type="checkbox"/> Your anticipated travel dates</li> </ul> <p>The Agency Training Office will work with your travel preparer to create travel orders for your Fellowship.</p>	
<b>STEP V: Attend Program</b>	
<b><i>After Attending NASA Fellowship...</i></b>	✓
<b>STEP I: Debrief the Program</b>	
<input type="checkbox"/> Upon return, coordinate with your Center Fellowship Coordinator to meet with your management officials specified to debrief the program and review your training transfer strategy. <input type="checkbox"/> Complete the training transfer requirements.	
<b>STEP II: Verify Attendance</b>	
<input type="checkbox"/> Within 1 week of completing your program, log into SATERN and verify your attendance. (Your verification will trigger the evaluations that will be sent to you and your supervisor.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Under the Learning Tab, select External Training Request Link, and click on the verify button.</li> <li><input type="checkbox"/> Verification is mandatory in order to receive credit for the training in your training history. In addition, your verification will trigger the evaluations that will be sent to you and your supervisor.</li> </ul>	
<b>STEP III: Complete Post Event Evaluation</b>	
<input type="checkbox"/> Complete the Post Event. <ul style="list-style-type: none"> <li><input type="checkbox"/> Within 2 weeks of completing the program, you will receive an email request from <a href="mailto:mtm@knowledgeadvisors.com">mtm@knowledgeadvisors.com</a> to complete an online evaluation (Post Event). Your input is essential for helping us gauge learning effectiveness and capturing indicators such as job impact and business results.</li> </ul>	

<b>STEP IV: Complete the Learner Follow Up Evaluation</b>	
<ul style="list-style-type: none"><li><input type="checkbox"/> Complete the Learner Follow Up.<ul style="list-style-type: none"><li><input type="checkbox"/> Three months after the program, you and your supervisor will each receive an email request from mtm@knowledgeadvisors.com to complete a one-time follow-up survey (Learner Follow Up and Supervisor Follow Up). The follow-ups are used to gather on-the-job feedback from multiple perspectives about learning and its impact back on the job.</li></ul></li></ul>	