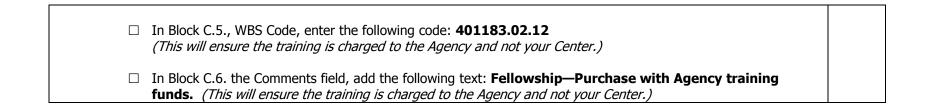
NASA Fellowship Program Checklist

If applying for a NASA Fellowship	√
STEP I: Determine eligibility	
Am I eligible to apply for a Fellowship? ☐ Am I a full-time permanent civil servant, with at least 2 years of experience at NASA? ☐ If not, you are not eligible to apply ☐ If yes, continue	
 □ Have I received any Fellowship within the last 3 years? □ If yes, you are not eligible to apply □ If no, continue 	
 □ 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? □ If yes, you are not eligible to apply □ If no, continue 	
STEP II: Determine which Fellowship to pursue	
What Fellowships are available? □ Review Fellowship Summary (https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/6Summary of Fellowship Programs.pdf?rhid=1000&did=1019 786&type=released) for the programs offered □ For more detailed information select link to review one page program summary found at http://fellowship.nasa.gov/fellowlinks.htm	
Assess which Fellowship is right for you Complete the NASA Leadership Model Self-Assessment (http://leadership.nasa.gov/Assessment/Overview.htm) to determine gaps and assess yourself against the performance dimensions	
STEP III: Review online Program Guide (https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/Edited Fellowship Guide FY11.pdf?rhid=1000&did=6 86803&type=released) for additional information about the NASA Fellowship Program	
STEP IV: Research home Center training office application deadline and process	
STEP V: Review the Agency Fellowship Selection Schedule (http://fellowship.nasa.gov/programs/Selection Schedule4.pdf) for timelines and milestones	

STEP VI: Complete the NASA Fellowships Agency Leadership Development Program Application (NF1793)	
http://fellowship.nasa.gov/forms.htm	
Discuss with your management your potential participation in selected program and complete application	
☐ 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	
☐ Submit application to Center Fellowship Coordinator according to Installation's guidelines and schedule	
STEP VII: If selected at Center level, nomination package is submitted for Agency competitive process	
TEI VIII II selected at center level, nonlination package is submitted for Agency competitive process	
If selected for a NASA Fellowship	✓
STEP I: Conduct program research	
☐ After receiving confirmation from the Agency Training Office regarding selection for a Fellowship, please complete the	
following:	
☐ Visit website for selected program to confirm the following:	
☐ Program dates	
□ Cost	
☐ Application guidelines and due dates	
STEP II: Complete SF-182	
☐ By Jan 31, select the program session that is most convenient to your schedule and complete SF-182 in SATERN, using the following guidelines:	
☐ 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. (This will ensure that the form is routed	
to the appropriate office and the training is charged to the Agency and not your Center.) Once you have	
,, , , , , , , , , , , , , , , , , , , ,	
submitted the SF-182, please go back into your profile and change your supervisor back.	
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:	
https://saterninfo.nasa.gov/documents/SATERN_UPDATE/SATERN_User_Profile%2012_14_09.pdf	

the appropriate NASA-HARVARD NASA-ISU NASA-PENNSU NASA-SIMMONS NASA-UCLA NASA-UNIVMI NASA-UNIVNC NASA-UNIVSYR NASA-UNIVTN In Block B.2a.	
Course Title ID	Description (for your information)
NASA-PSENISAF	
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)



STEP III: Complete Program Application	
☐ Complete program application process through selected institution as required.	
□ Note application deadlines.	
☐ 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: NSSC-AccountsPayable@nasa.gov	
Mailing Address: NSSC-FMD Accounts Payable, Building 1111, C Road, Stennis Space Center, MS 39529	
STEP IV: Arrange Travel	
□ No later than 4 weeks prior to your program, contact June Davis (<u>June.Davis-1@nasa.gov</u> or 202-358-0698) to provide:	
☐ The name and contact information of your travel preparer, and	
☐ Your anticipated travel dates	
The Agency Training Office will work with your travel preparer to create travel orders for your Fellowship.	
STEP V: Attend Program	
After Attending NASA Fellowship	/
Alter Attenuing Nasa i enowship	,
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STEP IV: Complete the Learner Follow Up Evaluation	
□ Complete the Learner Follow Up. □ 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.	