Commonwealth of Virginia Engineering and Science (COVES) Policy Fellowship
Hosted by the Virginia Academy of Sciences, Engineering, and Medicine (VASEM)

2027 Fellowship Application

Applicant Information:

Applicant Name: _____
Applicant Email: _____
Applicant Phone: _____
University or College: _____
Department or Field of Study: _____
Program (e.g., MS, PhD, postdoc): _____
Year in program and anticipated completion date: _____

Additional Attachments:

1) **Resume or CV**: Please submit a current resume or CV, not to exceed three pages.
2) **References:** Please provide the name and email address of one professional reference. References will be asked to submit a letter of recommendation directly to VASEM. Letters should not be submitted by the applicant.
3) **Advisor Letter of Support:** Please provide a signed letter of support from your faculty advisor confirming their support for your participation in the COVES Policy Fellowship. Advisors should complete the attached Advisor Letter of Support.
4) **Personal Statement:** In one page or less, please address the following:
   - Why are you interested in state-level science and technology policy?
   - How have your experiences influenced your interest in science and technology policy?
   - How do you hope the COVES Policy Fellowship will contribute to your career goals?
   - What skills, perspectives, and experiences would you bring to the COVES Policy Fellowship?
   - Is there any additional information you would like the selection committee to consider?
5) **Science Policy in Virginia:** In one page or less, provide a concise summary of a science or technology policy issue of your choice and its implications for the Commonwealth of Virginia. The summary should be written in the style of a policy brief for a nontechnical audience and should include cited references.
6) **Placement Interest:** In one page or less, describe potential host offices you are interested in and types of policy projects or issues you could envision working on during the Fellowship. COVES Fellows may be placed in Virginia legislative offices, executive agencies, and nonprofit organizations.
7) **International Student Eligibility Confirmation (if applicable)**: Applicants who are international students must provide a letter from an International Student Office (ISO) administrator or designated University official to confirm eligibility to obtain the employment authorization necessary to participate in the COVES Policy Fellowship for the full Fellowship period. ISO administrators or designated University officials should complete the attached International Student Eligibility Confirmation Letter.

The COVES Fellowship values a wide range of perspectives, experiences, and areas of expertise that strengthen science and technology policy and its impact across the Commonwealth of Virginia. Applications will be evaluated based on applicants' experience and qualifications, career goals, demonstrated interest in science and technology policy, ability to communicate scientific and technical information effectively, and potential to contribute to science and technology policy in the Commonwealth. Selected applicants will be invited to participate in an interview with the COVES Policy Fellowship selection committee as part of the selection process. Final Fellowship selections will be based on consideration of both the written application and interview.

2027 COVES Policy Fellowship Timeline

- Application deadline: December 1, 2026
- Applicant interviews: Early January 2027
- Fellowship offers: By January 16, 2027
- Fellow agreements due: January 30, 2027
- Host office interviews: Mid- to late March 2027
- Host office matching: By April 9, 2027
- Mandatory COVES Orientation (in Richmond): May 20-21, 2027
- Host office placement begins: May 24, 2027
- COVES Policy Fellowship Forum (in Richmond): August 13, 2027
- Host office placement ends: August 13, 2027
- Final deliverables due: August 31, 2027

Advisor Letter of Support for the
Commonwealth of Virginia Engineering and Science (COVES) Policy Fellowship
Hosted by the Virginia Academy of Sciences, Engineering, and Medicine

Applicant Name: _____

Program Summary: The Commonwealth of Virginia Engineering and Science (COVES) Policy Fellowship is a 12-week fellowship program of the Virginia Academy of Science, Engineering, and Medicine (VASEM) designed to strengthen connections between the scientific community and state government in the Commonwealth of Virginia while preparing early-career scientists and engineers to engage effectively in public policy. Graduate students and postdoctoral Fellows are placed in legislative offices, executive agencies, and nonprofit organizations, where they apply their scientific and technical expertise to policy-related work and gain firsthand experience with policymaking in the Commonwealth. In addition to their Host Office placement, Fellows participate in orientation and training, professional development, meetings, field trips, and other VASEM-sponsored activities throughout the Fellowship.

The Virginia Academy of Science, Engineering, and Medicine (VASEM): VASEM is a resource for independent expertise to inform and assist with science and technology policy matters facing Virginia. VASEM is composed of elected members of the National Academies of Science, Engineering, and Medicine and other leaders in science, engineering, medicine, and technology who live and work throughout Virginia. Its nonpartisan network of experts provides rigorous analytical and scientific expertise to inform policy decisions that are critical to the future of the Commonwealth.

COVES Graduate Policy Fellowship: The COVES Policy Fellowship is a 12-week program that places graduate students and postdoctoral researchers from universities across the Commonwealth in legislative offices, executive agencies, and nonprofit organizations in Virginia. Fellows are selected based on their experience and qualifications, career goals, demonstrated interest in science and technology policy, and potential to contribute to science and technology policy in the Commonwealth. Fellows participate in a Host Office interview and matching process before the Fellowship begins. Host Office placements are determined based on Fellow and Host Office rankings, Host Office requirements, Fellow qualifications and interests, and other program considerations. Fellows are not guaranteed placement with a preferred Host Office and may be matched with any participating Host Office with which they interview. A Host Office placement is required to participate in the Fellowship; if a Fellow is not successfully matched with a Host Office, they will be unable to continue in the program. Before their Host Office placements, Fellows participate in mandatory orientation and training focused on Virginia government and policymaking, science and policy communication, and expectations for working in a policy environment. Throughout the Fellowship, Fellows also participate in VASEM meetings, professional development activities, the end-of-year Forum event, and other Fellowship programming. Fellows are also invited to attend VASEM's Annual Summit, which is held after the Fellowship concludes.

Fellowship Commitment: The COVES Policy Fellowship is a full-time, 40-hour-per-week commitment. Fellows are expected to spend approximately 36 – 38 hours per week working with their Host Office and approximately 2 – 4 hours per week participating in required VASEM meetings, professional development activities, field trips, and other Fellowship programming. The COVES Policy Fellowship is an in-person fellowship. Fellows must be available and willing to work on-site at their assigned Host Office and may be required to relocate based on the location of their placement temporarily. Remote or hybrid placements are limited and are not guaranteed. Fellows are responsible for securing and paying for their own housing, relocation, and transportation expenses associated with participation in the Fellowship. Because it is a full-time commitment, Fellows are expected to be released from their regular academic and research responsibilities for the duration of the program. Fellows may not simultaneously participate in coursework, research, other employment, internships, or similar academic or professional commitments without prior approval from VASEM. Fellows must also participate in VASEM programming and complete all Fellowship requirements, including weekly VASEM meetings, professional development activities, field trips, weekly journal entries, required final deliverables, and the COVES Policy Fellowship Forum.

As the Applicant's faculty advisor, I have reviewed and understand the COVES Policy Fellowship requirements described above and support the Applicant's participation in the program. I understand that the Fellowship is a full-time commitment and, if the Applicant is selected, agree to support their full participation for the duration of the Fellowship. I acknowledge that the Applicant should be released from regular coursework, research, laboratory, and other university responsibilities that would interfere with their ability to fulfill the requirements of the Fellowship.

Advisor Signature: _____

Printed Name: _____

Date: _____

International Student Eligibility Confirmation Letter for the
Commonwealth of Virginia Engineering and Science (COVES) Policy Fellowship
Hosted by the Virginia Academy of Sciences, Engineering, and Medicine

Applicant Name: _____

COVES Fellowship recipients must be eligible to participate in the Fellowship and receive compensation in accordance with applicable U.S. immigration and employment regulations for the full duration of the program.

International students must consult with their university's International Student Office (ISO) or designated school official before applying to determine whether they are eligible for employment authorization that would permit participation in the COVES Fellowship. Depending on a student's immigration status and individual circumstances, participation may require authorization such as Curricular Practical Training (CPT), pre-completion Optional Practical Training (OPT), or another applicable form of employment authorization.

Because employment authorization requirements vary based on individual circumstances, VASEM cannot determine an applicant's eligibility for CPT, OPT, or other forms of employment authorization. Applicants are responsible for obtaining any required employment authorization and ensuring that it is in effect before the Fellowship begins and remains valid for the full Fellowship period. Selection for the COVES Policy Fellowship does not guarantee employment authorization. A selected applicant who does not obtain the required authorization by the Fellowship start date will be unable to participate in the Fellowship.

Program Summary: The COVES Policy Fellowship is a full-time, 12-week fellowship administered by VASEM. Fellows are placed with participating Host Offices in Virginia and are expected to devote approximately 40 hours per week to the Fellowship. The Fellowship is primarily conducted in person, and Fellows may be required to work at a location outside their university and temporarily relocate for the duration of the program. COVES Fellows receive compensation for their participation in the Fellowship. The specific Host Office to which a Fellow will be assigned will not be known at the time of application and will be determined through a subsequent Host Office interview and matching process.

ISO Confirmation: This section must be completed and signed by an ISO administrator or other appropriate designated university office and submitted as part of the applicant's COVES Policy Fellowship application. This confirmation is intended solely to verify the applicant's anticipated employment eligibility and is not a letter of recommendation.

By signing below, I confirm that I have met with the applicant and reviewed their individual circumstances as they relate to the COVES Policy Fellowship and applicable U.S. immigration and employment requirements. Based on the information available at the time of application, I confirm that the applicant is eligible to obtain the employment authorization necessary to participate in and receive compensation through the COVES Policy Fellowship for the full Fellowship period. I further confirm that the required employment authorization is reasonably expected to be obtained and in effect by the Fellowship start date. I understand that this confirmation does not guarantee approval of any employment authorization by the appropriate government authority and that the applicant is responsible for completing all steps necessary to obtain and maintain the required authorization.

ISO Administrator/Designated University Official: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____