

Argonne National Laboratory Maria Goeppert Mayer Fellowship Program Instructions for Sponsors

Candidates for the Maria Goeppert Mayer Fellowships are selected based on their research and academic accomplishments, and the strength of their research proposal. They will collaborate with Argonne scientists and engineers on existing programs and on new initiatives. All applicants must identify an Argonne employee (sponsor) who will write the nomination memo and present your case in front of the Named Fellowship Review Committee.

You will be asked to speak to the strengths of your candidate as a researcher and as a person. Therefore, as a sponsor, you should be familiar with the research work and accomplishments of your nominee. You should also be thoroughly familiar with your candidate's research proposal.

General Information

Deadline: The next deadline to receive all the application materials is **7:00 PM Central Standard Time, Monday, October 1, 2019** for the **Maria Goeppert Fellowship**. All application materials must be submitted by the deadline for your candidate to be considered for the fellowship. **It is strongly advised that you communicate with your nominee prior to the deadline to ensure that the application is completed. Incomplete applications will not be considered by the committee. It is the candidate's responsibility to ensure that all materials are submitted on time. Candidates should apply to requisition 406726 on the [Argonne Careers page](#).**

Salary and Term: Fellowships are awarded on an annual basis and may be renewed through three years. **The third year will be covered 50% by the LDRD budget allocation for fellows and 50% by other means.** Sponsors should consider which programs or projects their candidate may be ideal for their candidate to integrate into in the third year of the appointment. Sponsors are expected to discuss their plans to nominate a candidate with their division management.

The Maria Goeppert Mayer Fellowship carries a salary of \$85,000 per annum with an additional stipend for research support and travel. It is expected that Argonne sponsor and/or the sponsoring division will be able to provide additional support for research needs.

Location of Appointment: It is expected that fellows will be located at Argonne in the home division of the sponsor. If remote work is required to fulfill the goals of the candidate's research proposal, please attach an additional page to the Nomination Form that addresses:

- Reason for remote work request
- Name, title, and affiliation of offsite technical mentor
- Schedule for on-site visits, reporting and other communications with Argonne sponsor, collaborators and other Argonne mentors. Include type of meetings to be held—Skype, conference call, etc.
- Confirmation that there is Divisional approval for the request via Division

Director Signature.

Candidate Eligibility: Candidates must have received their PhD recently, typically within three years, or be in the process of completing their degree requirements. All PhD requirements must be met at the commencement of the appointment. **If it has been greater than three years since the PhD conferral date, the sponsor must justify an exception in the nomination form.**

Co-sponsorship: If your candidate is being co-sponsored with another staff member, the nomination memo should state the names of each sponsor. If your candidate is selected as a finalist, both sponsors will be invited to address the committee in the final round of review.

Limitations: A staff member may nominate or co-nominate only one applicant per call. No exceptions.

Sponsor Responsibilities

The research projects for selected fellows will be managed through the Laboratory Directed Research and Development (LDRD) program. Upon acceptance of the fellowship offer, sponsors will be expected to submit their candidate's proposal to the LDRD proposal submission system and ensure the proposal meets DOE requirements.

Sponsors will mentor candidates throughout the fellowship appointment towards:

- Meeting reporting requirements in accordance with LDRD guidelines
- Identifying opportunities for program growth
- Exploring career interests and encouraging networking
- Supporting the fellow with integrating into the divisional and laboratory community
- Working with the fellow to secure support for the third year

Nomination Form Instructions

This section provides detailed instructions on completing the sponsor nomination form. Read these instructions carefully as you complete the sponsor nomination form. Questions may be directed to fellowships@anl.gov. The form is provided at the end of this document for your reference.

In up to 2 pages, provide information about your nominee's credentials, proposed research and alignment with Argonne and DOE missions. Completed forms should be submitted via email to fellowships@anl.gov with copies to your division director and division HR representative.

Nominee Information

Nominee background/credentials and value to Argonne:

Describe the strength of your candidate by addressing, for example:

- The nominee's credentials, personal strengths and previous accomplishments

- Comment on how you have come to know the candidate.
- If the quality of the candidate's record may not be clear to someone outside of their field, describe their record of achievement (publications, patents, presentations, awards, research) in context of other researchers in the field.
- How are the nominee's interests and background aligned with Argonne's mission and how will Argonne provide value to the nominee?
- Supplement and complement other package materials – minimize repeat information.

Eligibility requirement exception request (if applicable):

If it has been >3 years past the PhD conferral date, provide an explanation as to why an exception to the eligibility requirement is justified.

Proposal Information

Merit of proposed research:

- What is unique about this proposal?
- What application(s) is enabled; what is the project's technical value or impact?
- How is the work innovative or transformational as compared with the state-of-the-art?
- What are the important project outcome(s) and follow-up opportunities?

Evidence of project feasibility:

- How will research objectives be achieved within the proposed time-frame with the available resources?
- How project success and progress towards it will be both measured and enabled.
- Potential for future funding or growth of a research program.
- Potential collaborators and commitment to provide access to resources and facilities for success of the fellow's research objectives

Alignment with Argonne

Alignment with Mission:

Describe the appropriateness or “fit” of the nominee to Argonne's mission and research community and of the fellowship to the nominee's career objectives. Is the proposal aligned with the strategic directions and missions of the lab or DOE? Be specific, citing strategic areas, initiatives or core capabilities, where possible.

Plan for third year 50% funding:

The first two years of the fellowship are funded 100% by Argonne's Laboratory Directed Research Development (LDRD) Program. The third year is funded 50% by LDRD and 50% by other programs identified by the fellow and sponsor. This model allows fellows to advance independent research as outlined in their fellowship proposal, while making significant

contributions to other Laboratory initiatives. Please describe plans for future support for your candidate, considering, for example:

- Are there existing programs that would be a good “fit” for the nominee?
- If selected, will the fellow and sponsor work towards securing funding for the third year? If so, how?
- Opportunities identified through discussions with divisional leadership.

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This fellowship offers an opportunity for early career researchers to pursue independent research and make significant contributions to existing or future programs. To ensure success in the research and career endeavors, it is essential that sponsors continue to support fellows throughout the fellowship appointment. Sponsors will be essential to helping fellows make connections that can ensure support for the third year. This section acknowledges understanding of these responsibilities. Sponsors should discuss nominations with division leadership and to copy Division Director and HR Representative upon submission.

Sponsor Responsibilities:

Sponsors are responsible for submitting their nominee’s project into the Laboratory Directed Research and Development (LDRD) system if the nominee is selected as an LDRD Fellow. The sponsor will be co-PI of the LDRD project and will be responsible for any LDRD requirements if the Fellow does not remain at Argonne.

On the third page, acknowledgement of sponsor responsibilities and communication with the division management are required.

Enter your name and the date (for the co-Sponsor as well if applicable) to acknowledge you understand and accept the sponsor responsibilities.

Enter the date and attendees for the meeting with the division management.

Review Process and Tentative Timeline

Tentative imeline:

- Committee reviews applications and provides initial ranking (October-November)
- Top candidates interviewed via Skype (November-December)
- Sponsors of top candidates interviewed by committee (November-December)
- Committee advises Laboratory Director on final rankings (December-January)
- Finalists notified by late December or early January

General Information:

- Applications are reviewed by the Named Fellowship Review Committee. Each programmatic directorate has representation on the committee. A list of the current committee members may be found on Inside Argonne at <http://inside.anl.gov/dfrc>. You

may discuss your application with your committee member prior to the deadline. Once the review begins, you may not ask the committee the status of your candidate's application.

- If your candidate is selected as a finalist by the Committee, you will be asked to meet with the committee to discuss your candidate's application package, with an emphasis on support and future plans for the candidate. Notifications are typically sent 7-10 days in advance of the sponsor's meeting. You will receive specific guidance on how to prepare for this meeting.
- If there is a schedule conflict and you cannot attend the sponsor's meeting, you **MUST** assign a proxy to speak on your candidate's behalf. Please notify the Postdoctoral Program Office as soon as possible with the name and contact email for your proxy.
- **IMPORTANT: If you anticipate being on travel during the review process, please notify the Postdoctoral Program Lead and your Division Director, with copy to your admin of your planned absence. This will avoid any lapses in communication should your nominee be selected as a finalist in your absence.**

Advice on Review Criteria:

- Candidate Application Packages will be reviewed by the Distinguished Fellowship Review Committee based on the following:
 - Strength of the nomination memo
 - Strength of the research proposal
 - Strength of letters of recommendation
 - Strength of the CV and academic record
- Attributes that should be evident from the complete application package may include, but are not limited to:
 - **Candidate Attributes**
 - Leadership Potential
 - Innovator/Problem Solver
 - Collaborator
 - Communicator
 - Record of Accomplishment
 - **Proposal Attributes**
 - Innovative
 - Broader Impacts
 - Feasibility
 - Clear Objectives, Hypothesis and Timeline
 - **Sponsor Nomination Demonstrates**
 - Can support research--access to collaborators, user facilities, equipment, etc.
 - Understands proposal
 - Articulates fit of candidate and research to Argonne
 - Articulates quality of candidate
 - Articulates 3rd year funding plan

Sponsor nomination form for reference.

Name:	Enter nominee’s name here
Argonne Sponsor:	Your name and division here, along with any co-sponsors

In up to 2 pages, provide information about your nominee’s credentials, proposed research and fit with Argonne. Completed forms should be submitted via email to fellowships@anl.gov with copies to your division director and division HR representative. **Refer to the Nomination Form Guidance for detailed instructions for each section.**

Nominee Information

Nominee background/credentials and value to Argonne: Enter text here
Eligibility requirement exception request, if applicable (omit if not applicable): Enter text here

Proposal

Merit of proposed research: Enter text here
Evidence of project feasibility: Enter text here

Alignment with Argonne

Alignment with Mission: Enter text here
Plan for third year 50% funding: Enter text here

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Sponsor Responsibilities:

Sponsors are responsible for submitting their nominee’s project into the Laboratory Directed Research and Development (LDRD) system if the nominee is selected as an LDRD Fellow. The sponsor will be co-PI of the LDRD project and will be responsible for any LDRD requirements if the Fellow does not remain at Argonne.

Sponsors will mentor candidates throughout the fellowship appointment towards:

- Success in the proposed research, and support in realignment if the research direction changes.
- Meeting reporting and project management requirements in accordance with LDRD guidelines.
- Identifying opportunities for program growth.
- Exploring career interests.

Sponsors are expected to provide support by:

- Encouraging and facilitating networking.
- Supporting the fellow with integration into the division and laboratory community.
- Working with the fellow to secure support for the third year 50% funding.

Enter your name and the date below to acknowledge the sponsor responsibilities.

Sponsor: _____.

Co-sponsor (if applicable): _____.

Division Acknowledgment: The nominee, proposed research and third year 50% funding plan must be discussed with division management before submission of the nomination. This discussion should also include integration of the nominee into the division structure and the nominee's supervisor (if not the sponsor).

Enter the date of the meeting and meeting attendees below to acknowledge the Division's approval of this nomination and the research plan.

Meeting: _____.