

# Walter Massey Fellowship Applicant Instructions

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[Direct questions to fellowships@anl.gov](mailto:fellowships@anl.gov)

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EARLY CAREER DEVELOPMENT LEAD | ARGONNE NATIONAL LABORATORY

## ARGONNE NATIONAL LABORATORY WALTER MASSEY FELLOWSHIP PROGRAM

### INSTRUCTIONS FOR APPLICANTS

The Walter Massey Fellowship is awarded to outstanding scientists and engineers who have recently received their Ph.D. or are in the process of completing degree requirements. This fellowship was established in honor of Argonne's first Black laboratory director, Dr. Walter Massey, who is a distinguished advocate of equity in science and education. Walter Massey Fellows will pursue independent research that supports Argonne purpose's purpose: make game-changing discoveries and inspire new technology to meet national needs for sustainable energy, economic competitiveness, and security.

Argonne offers the opportunity for fellows to perform research in a scientifically and technologically rich, mission-driven environment; present and publish research; contribute to the overall research efforts of the Laboratory; advance knowledge in the areas of basic and applied research; and strengthen our national scientific and technical capabilities. Underrepresented candidates in science, technology, engineering, and mathematics, with an interest in a research career in a Department of Energy national laboratory are encouraged to apply. All qualified applicants will be considered for the fellowship.

**Deadline: The deadline to receive all the application materials is 7:00PM CST, October 1, 2023.**

**Salary and Conditions of Term:** Fellowships are renewed on annual basis up through a third year. 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 sponsoring division. This model allows fellows to advance independent research as outlined in their fellowship proposal, while making significant contributions to other Laboratory initiatives.

The Walter Massey Fellowship carries a competitive salary and [benefits package](#). Following acceptance of offer, an Argonne sponsor will work with fellows to ensure that fellowship proposals meet the required Department of Energy approvals.

**Appointments may commence on or after October 1, 2024.** Fellows will be located at Argonne National Laboratory in the home division of the Argonne sponsor, who will be identified through the review and selection process.

### QUALIFICATIONS WE REQUIRE

- Ph.D. conferred within three years at the time of application or completion of Ph.D. requirements by commencement of appointment
- Evidence of academic achievement with potential for technical and research leadership
- Research in areas that align with Argonne's mission

### QUALIFICATIONS WE DESIRE

- Demonstrated leadership through activities such as mentoring, STEM outreach, professional society engagement, collaborations, diversity, equity and inclusion initiatives, etc.
- Creativity and motivation
- Excellent communication skills
- Alignment with Argonne’s Core Values: Impact, Safety, Respect, Integrity, and Teamwork.

## SECTIONS IN THIS DOCUMENT

- How to apply
  - Application materials
  - Guidance for transcripts
  - Supporting Materials
  - Guidance for recommendation letters
- Biosketch template guidance
- Proposal template guidance
- Review process and timeline
- Summary of review criteria
- Advice for preparing your CV

## HOW TO APPLY

Candidates must apply to **requisition 416143** on the [Argonne Careers page](#) and upload the following documents. The research proposal, biosketch and graduate transcripts should be uploaded under the Supporting Documents section in the Workday application portal. **Once your application is submitted, you will not be able to make changes.** Research Proposal and Biosketch Templates are available on the [Walter Massey Fellowship Webpage](#).

## REQUIRED CANDIDATE MATERIALS

- 1. Research Proposal:** Refer to detailed instructions at the end of this section. Briefly, Proposals should be submitted using the Research Proposal Template. Candidates should upload the proposal document with an identifiable name such as **YourLastName\_ResearchProposal**.
- 2. Biosketch:** Refer to the detailed instructions at the end of this section. After completing the biosketch, upload the document using an identifiable name such as **YourLastName\_Biosketch** Briefly, using the Biosketch Template:
  - a. Describe experience in leadership and service. Include efforts in advancing diversity, equity and inclusion, professional society or organizational service or committees, mentoring students, community outreach, etc.
  - b. Expand on significant experiences that illustrate desired qualifications listed above

- c. Highlight research experiences that illustrate technical skills relevant to the proposed work
- d. Discuss interests in pursuing research at Argonne and career goals

**3. Curriculum Vitae (CV)**, including list of publications, significant presentations, patents and other relevant activities that demonstrate research productivity, independence, leadership experience and other pertinent skills. See the end of this document for tips on preparing your CV. Candidates are encouraged to name the proposal document with an identifiable name such as **YourLastName\_CV**.

#### **4. Graduate School Transcripts**

- Upload your transcripts as document with an identifiable name: **YourLastName\_Transcripts**.
- Transcripts must include the name of the school, the student's name, the school's watermark, official seal or symbol and the Registrar's signature. If degree has been completed, transcripts must reflect degree date.
- If the school does not provide transcripts, a copy of a diploma or letter from the Graduate School Office stating that you are enrolled or have completed all the requirements for the Ph.D. is acceptable. This letter must be on official school letterhead and signed by a representative from the Graduate School Office.
- If the transcripts are not in English, please provide one of the following in addition to the transcripts:
  - Translation of the information contained in the transcript
  - Brief summary of the information contained in the transcripts
- The following documents will not be accepted as Graduate School Transcripts: Unofficial grade reports downloaded from the university intranet, documents missing the student's name or school's name, documents missing the degree date.

### REQUIRED SUPPORTING MATERIALS

Requires supporting materials at the time of application include three letters of recommendation from referees other than Argonne staff. Consult [fellowships@anl.gov](mailto:fellowships@anl.gov) if a potential reference is on staff at Argonne. Only three letters will be included with the application package submitted for committee review.

#### **Guidance for Letter writers:**

1. It is strongly recommended that candidates request letters from individuals who are familiar with the candidate's work and can comment on:
  - a. Candidate's ability to perform independently and on a team

- b. Leadership qualities and ability to communicate effectively
  - c. Candidate's demonstrated independence of thought, ingenuity and maturity
  - d. Major accomplishments and contributions to the candidate's field
  - e. How the candidate ranks compared to others at a similar career stage in the field
2. Letters are preferred to be in PDF format from the individual(s) with a signature on official letterhead, unless not possible due to conditions such as remote work or travel.
3. Letter writers should send letters to [fellowships@anl.gov](mailto:fellowships@anl.gov). In the subject line please include the name of the candidate.

**Note on cover letters:** The application system will ask you for a cover letter. While this may be desirable, it is not required for your application. The information that would be included in a cover letter is instead addressed in the Biosketch document as described above.

**Status of your application:** It is advised that applicants contact references well in advance of the application deadline to ensure that all materials are received on time. Late materials may not be accepted once the review process has begun. To inquire about the status of your application, please send an email to [fellowships@anl.gov](mailto:fellowships@anl.gov).

## WALTER MASSEY FELLOWSHIP BIOSKETCH AND PROPOSAL TEMPLATE GUIDANCE

Read these instructions before completing the biosketch and proposal templates. They explain in detail what is expected of each section.

### APPLICANT INFORMATION—THIS SECTION IS INCLUDED ON BOTH THE BIOSKETCH AND RESEARCH PROPOSAL TEMPLATES

<b>Name:</b>	Enter your name here:
<b>PhD Date:</b> List anticipated date if currently enrolled in a doctoral program.	Enter PhD Date here:
<b>Research Proposal Title:</b>	Enter title here:

#### Biosketch—Investigator background to be provided in separate Biosketch Template Guidance:

The Walter Massey Fellowship was created to honor the legacy of Dr. Walter Massey as a pioneering researcher, leader and advocate for equity in science and education. In up to 2 pages, discuss your background by addressing the following points:

- a. Describe experience in leadership and service. Include efforts in advancing diversity, equity and inclusion, professional society or organizational service or committees, mentoring students, community outreach, etc.
- b. Expand on significant experiences that illustrate desired qualifications listed above
- c. Highlight research experiences that illustrate technical skills relevant to the proposed work
- d. Discuss interests in pursuing research at Argonne and career goals

### RESEARCH PROPOSAL—COMPLETE YOUR PROPOSAL USING THE RESEARCH PROPOSAL TEMPLATE PROPOSALS SHOULD BE NO MORE THAN 5 PAGES TOTAL AND INCLUDE THE FOLLOWING SECTIONS.

#### Proposal Summary/Abstract—Page 1

Proposal Summaries should be kept to 250 words and should speak to a broad audience. In your summary, specify:

- The problem you wish to address
- The approach you will take
- The anticipated outcomes and impact of this work

The following sites provide tips for writing for a broad audience:

- <https://www.anl.gov/education/writing-a-general-audience-abstract>
- <https://www.aaas.org/resources/communication-toolkit>
- <https://plos.org/resource/how-to-write-a-great-abstract/>

## RESEARCH PLAN—PAGES 2-3

**Instructions:** This proposal will be reviewed by a Lab-wide review committee whose members have diverse scientific and engineering backgrounds. Please write with a broad, multi-disciplinary audience in mind. The following sections should be included:

- **Research Goal:** Describe the ultimate research goal for this project.
- **Research Opportunity:** Articulate the main idea of your proposed research, including:
  - The exploratory research opportunity the project addresses.
  - The innovative or breakthrough potential of the proposed project.
  - The novelty of the research
- **Research Description:** Detail how you plan to approach your research goal.

## REFERENCES AND FIGURES—PAGE 4

Include supporting references and figures here.

## PROJECT PLAN AND RETURN ON INNOVATION—PAGE 5

- **Project Plan:** Discuss your research idea and planned approach
- **Resources:** Describe the resources required to accomplish your proposed research including, but not limited to:
  - Equipment or facilities at Argonne
  - Technical or engineering support and use of user facilities
- **Research Milestones:** Provide a tentative timeline for your three-year project and anticipated deliverables.
- **Return on Innovation:** Discuss the importance of funding this proposal.
- **Alignment with Mission:** Statement of the project alignment with Argonne and DOE missions. Refer to WMF website for descriptions of our research areas. **If known, indicate which divisions or groups would be an appropriate fit for your proposal.**
- **Expected Outcomes and Broader Impact:** Please describe the expected impact if you meet your research goals. This may include societal impacts such as advancing environmental justice, advancements in scientific knowledge, equitable access to science for the public, opportunities for student mentorship or community engagement, etc.

## TIMELINE FOR REVIEW

- Initial review of proposals for strategic alignment (October)
- Lab-wide committee reviews applications and provides initial ranking (October-November)
- Top candidates matched and connected with Argonne sponsors (November-December)
- Top candidates interviewed virtually (December-January)

- Sponsors of top candidates interviewed by committee (December-January)
- Committee advises Laboratory Director on final rankings (January)
- Finalists notified by late January or early February

## SUMMARY OF REVIEW CRITERIA

The required and desired qualifications stated in the call for applications will guide the review of application packets.

In general, the committee will review the CV, biosketch and letters of recommendation for examples illustrating:

- Leadership Potential
- Innovator/Problem Solving Skills
- Collaborative Skills and Potential
- Communication Skills
- Record of Accomplishment

In general, the committee will review the proposal for:

- Alignment to Argonne or DOE missions
- Innovative approach to the stated problem
- Broader impact on the field and laboratory mission
- Feasibility within a 3-year timeframe, with the appropriate resources
- Clear goal, objectives, and realistic timeline



## FREQUENTLY ASKED QUESTIONS

**1. Is U.S. citizenship required?**

No.

**2. Is there an age restriction?**

No. However, fellowship recipients must recently (within 3 years) have received a Ph.D. or be in the final stages of their graduate program.

**3. I received my Ph.D. more than 3 years ago, but there are circumstances I believe should be considered in determining my eligibility. How should I proceed?**

Please send inquiries regarding eligibility to [fellowships@anl.gov](mailto:fellowships@anl.gov).

**4. Is there an application form?**

Candidates must upload the required documents as outlined above through the application portal. If selected, candidates will be asked to complete an employment application to complete the administrative requirements for the appointment.

**5. What is the mailing address for the application materials?**

There is no mailing address. All supporting letters should be sent to [fellowships@anl.gov](mailto:fellowships@anl.gov). In the subject line please include the name of the candidate. The candidate's application documents should be submitted electronically through the application portal.

**6. Where will the Fellow work?**

The fellow will work at the Argonne National Laboratory site in Lemont, IL in the Research Division that aligns with the proposed work. Identifying an appropriate division to support the applicant's proposal will be part of the application and selection process.

**7. Can I scan the official transcripts and submit a PDF file along with the other materials?**

Yes. In fact, you will need to upload your transcripts directly to your application account. However, if selected, you will need to bring the original documents when you report for employment.

**8. Can the reference letters be included with my other materials?**

The referees should send their letters directly via e-mail to [fellowships@anl.gov](mailto:fellowships@anl.gov).

**9. Is it better to submit more than three letters of recommendation?**

No. Only three letters will be included in the application package submitted for committee review. If more than three letters are received, the first three references received will be included in the application package.

**10. When will I receive an acknowledgement regarding my application?**

Updates will be sent to all candidates when the application package is complete and when the review commences. Communications will be sent from [fellowships@anl.gov](mailto:fellowships@anl.gov). Please add this address to your contacts to avoid missed communications.

**11. When will candidates be notified of their status?**

Candidates will be kept informed of the status of their application throughout the review process. We anticipate selections will be made by February 2024.

**12. When will the recipient begin their appointment?**

Walter Massey Fellowship appointments may begin on or after October 1 after selection. The candidate cannot commence the fellowship appointment until the Ph.D. degree has been conferred.

## TIPS FOR PREPARING YOUR CV

This section is not a format guide. You should format your CV according to your own personal style. In general, a CV typically contains the following information.

### Contact Information:

- Name, current mailing address, preferred telephone number and email address.
- A current trend is to provide a link to your LinkedIn profile.
- Do NOT include specific information such as date of birth or social security number.

### Background and Experience:

- Education
- Research or other Work Experience
- Record of research output: Publications, conference abstracts/proceedings, presentations, patents, code and use, media mentions, etc.
- Awards/Accomplishments—provide context for specific awards, when possible
- Leadership Experience and Volunteer Activities
- Summary of skills and strengths the candidate wishes to highlight

### Include numbers, when possible, to provide context:

- Granted Best Graduate Student Award—awarded to one person every 10 years from an applicant pool of 10,000 applicants
- Contributed to NSF-funded proposal (\$4M over 4 years)
- Patent/IP disclosure #D00506T led to \$X of investment funding
- University Best Dissertation Award—awarded annually to a student across the entire university (1:1000 award rate)
- Mentored 5 undergraduates and 3 graduate students over 3 years
- Code used by X# researchers; highlighted at conference