# Jill Hruby Fellowship Program Application Instructions

## How to Apply

Apply to the job posting by submitting a CV online to job # 693260 by **September 12th at 5 PM Mountain Time (**[**https://www.sandia.gov/careers/**](https://www.sandia.gov/careers/)**)**

Submit an application packet to HrubyFellowship@sandia.gov by September 12th at 5 PM Mountain Time.

Contact HrubyFellowship@sandia.gov at any time with questions.

## Application Packet

Submit a Cover Sheet, Dissertation Abstract, Idea Proposal, and Leadership Statement to: HrubyFellowship@sandia.gov

**Cover Sheet:**

* Full name
* Current address, e-mail address, and permanent address for notification
* Telephone and/or cell numbers
* Title of proposed research project
* Title of doctoral thesis/dissertation
* Ph.D. granting institution and year of receipt (or date expected)
* A listing of all countries of which applicant is a citizen

**Dissertation Abstract:**

* Abstract from your doctoral thesis/dissertation

**Idea Proposal:**

* Two-page research idea with a clear objective of the research, the expected results, and the impact that the proposed work may have on Sandia’s technical capabilities
	+ Answer the following questions in your proposal:
		- What is the problem, why is it hard?
		- How is it solved today?
		- What is the new technical idea; why can we succeed now?
		- What is the impact if successful?
	+ Use 12-point font and 0.5-inch margins
	+ References may be on a third page
	+ Refer to [www.sandia.gov](http://www.sandia.gov) for more information on mission and research areas
		- biological sciences; earth, energy and environmental science; engineering sciences; materials and advanced manufacturing; math, computing and information science, nanodevices and microsystems; physical sciences; and radiation effects and high energy density sciences

**Leadership Statement (up to two pages):**

* 12-point font, 0.5-inch margins
* Leadership experience and interest
* Research interests and long-term professional goals
* Potential role of the fellowship in attaining career goals

## Reference Letters

Request reference letters from three nationally recognized scientists, external to Sandia, in relevant disciplines who are knowledgeable about the candidate’s capabilities and previous research. An additional letter from a Sandia expert is acceptable. The letters should not be included in the application itself; but should be sent by the author directly to Sandia to **HrubyFellowship@sandia.gov**, on official letterhead and signed by the author by **September 12th at 5 PM Mountain Time.**

All materials must be **received electronically by 5 PM, Mountain Time on Tuesday September 12, 2024.**

## Timeline and Interview Selection

* Idea proposals will be reviewed by the Hruby Selection Committee by October 9, 2024
* Interviewees will be notified by October 14, 2024, and requirements for full proposal will be provided
* Full proposal will be due by November 15, 2024
* Interviews are expected to occur the weeks of December 2, 2024 and December 9, 2024