



Ann Caracristi Institute  
For Intelligence Research

# RESEARCH FELLOWSHIP

Program Application



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# NIU Research Fellowship Program

The National Intelligence University (NIU) announces the NIU Research Fellowship Program competition. These Fellowships provide research and travel funding to enable intelligence professionals to pursue intensive research of critical value to U.S. national security.

**Organization and Administration of the Program.** The NIU Research Fellowship Program is run by the University's Ann Caracristi Institute for Intelligence Research (CIIR), formerly the Center for Strategic Intelligence Research (CSIR). Fellowship participants benefit from a rich academic environment, which provides access to NIU's wide range of resources, including a large catalog of open-source research databases housed in the University's library, guidance by CIIR's staff of research methodologists and subject matter experts, and travel and research funding.

**Fellowship Details.** During the 12-month tenure of the Fellowship, analysts will be freed from routine duties and based away from their home offices, working individually or collaboratively on research projects. Successful candidates will demonstrate the ability to think critically, research and write effectively, and work independently. Upon successful completion of the program, participants will receive a National Intelligence University Fellow certificate.

**Research Parameters.** In general, NIU Research Fellowships:

- Address enduring or emerging issues of concern to policy and decision makers.
- Cover topics that are not given sufficient attention or are underappreciated.
- Cut across traditional functional and regional issues.
- Employ innovative research design.
- Develop and test innovative analytic methodologies.
- Analyze unique data sets.

## Eligibility

Candidates are required to possess an active TS/SCI clearance, graduate degree from an accredited institution of higher education, and GS rank of 13 or above (or equivalent grade or military rank).

## Benefits

- 1. Official Assignment.** Fellows shall be attached to NIU (regardless of location) on a nonreimbursable 12-month rotation beginning on or about August 1st. Fellows should be freed from normal duties of their home agency and allowed to focus entirely on their project.
- 2. Funding.** Fellows may apply for funding to cover research expenses, including travel, books, and certain software.
- 3. Workspace.** Fellows, regardless of location, shall be provided with an individual workspace with full computer access, special software as needed and available, and access to IC and/or academic libraries.
- 4. Advisors.** Each Fellow will select a primary advisor from CIIR, and a secondary advisor who may be internal or external. Advisors should hold a graduate degree from an accredited university and the appropriate subject matter expertise and clearances for the fellowship topic. This committee will provide research design, methodological, and subject matter expertise throughout the lifecycle of the Fellow's research.
- 5. Collaboration.** The Fellowship Program offers an unparalleled opportunity to interact with senior leaders of the Intelligence Community on substantive issues. Fellows are encouraged to discuss and share their research with their Fellowship cohort, NIU faculty and students, broader IC, and academia.
- 6. Dissemination.** All Fellows will be expected to submit their final written product for NIU peer review and possible dissemination to the IC. Fellows may have the opportunity to work closely with the editorial staff of the University's National Intelligence (NI) Press to develop manuscripts for consideration by the NI Press, by another IC press, or for outside publication. Outstanding projects may have the opportunity to be briefed to the National Intelligence Council or the National Intelligence Managers Council.

## Administrative Requirements

- 1. Attached Status.** Fellowship recipients may not participate in the work of their home agency for the duration of the Fellowship except in special circumstances approved by CIIR and the Fellows' home agencies. Fellowship recipients should return to their originating agencies at the end of their research terms for at least one additional year of service.
- 2. Performance Appraisals.** The CIIR Director provides input to Fellows' home agency performance evaluations. Fellows' home agencies will continue to take responsibility for the official performance evaluation process.
- 3. Joint Duty Credit.** Joint Duty Credit is determined by the Fellow's home agency policies. Fellows must complete a full 12-month tour to be considered for Joint Duty.
- 4. Time and Attendance.** Fellows are required to complete a 40-hour week, per guidelines established by the host office upon Entrance on Duty. If required by the home agency, time and attendance forms may be verified by NIU administrative officers and submitted by either fax or email to each Fellow's home office for processing. Fellows will follow their home agency's leave and telework regulations.
- 5. Adherence to Regulations.** During the 12-month program, Fellows will remain subject to the regulations of NIU and their home agency, including security and counterintelligence regulations, travel, and other administrative requirements as applicable.

- 6. Security Requirements at NIU.** All applicants must meet the security requirements for service with ODNI, including a current TS/SCI security clearance. ODNI security will verify all clearances of applicants selected for the Fellowship. Applicants must submit a security statement (see attached).
- 7. Human Subjects Training.** Fellows are required to pass NIU training on conducting research with human subjects. For those conducting interviews and surveys, Fellows will also need approval from NIU's Institutional Review Board.
- 8. Other IC Training.** Fellows will remain current on required training, such as Information Assurance, Privacy Act, and Classification and Control Markings. In addition, Fellows are required to pass all mandatory training as it comes up throughout the year, based on their own agency requirements and requirements of NIU.
- 9. Language Training During Fellowship.** Language training during the Fellowship is authorized for the purpose of maintaining an existing language proficiency rating. Fellows may apply for language training during the Fellowship in some circumstances and with certain proficiency requirements. Please consult with CIIR Leadership on language training.
- 10. Performance Expectations.** All Fellows will pursue an academically rigorous research agenda, employing recognized or innovative academic methods. Failure to follow established guidelines and finalize key deliverables will result in dismissal from the program.
- 11. Deliverables.** All Fellows will meet the following requirements:
  - a. Finalize an academic peer review-quality research monograph the length of a journal article, book chapter or book.
  - b. Orchestrate two NIU Seminars.
  - c. Publish a *Research Short* or equivalent piece with the National Intelligence Press.
  - d. Present preliminary or final research findings in a Research Fellows Presentation for appropriate senior-level IC audiences.

## Selection Process

- 1. Review.** A panel consisting of CIIR faculty will convene to review the applications and select Fellows.
- 2. Interview.** Applicants may be interviewed. Applicants should be prepared to discuss their primary and secondary research questions, their proposed data collection plan, and any unique research methods or tools that may be employed.
- 3. Closing Date.** The closing date for submitting research proposals is posted on the NIU website. The panel selection process for Fellowship recipients will begin shortly thereafter. Selected applicants and their home offices will be notified within one month of the deadline. The deadline for successful applicants to accept or decline the Fellowship is one month after notification.
- 4. Alternates.** In the event that a selected applicant cannot begin the 12-month Fellowship on or about August 1st for any reason, an alternate may be chosen to fill that slot.

## Application

The application package should be properly classified and portion marked, if necessary, and must include the following:

### **Completed Application Form**

*Including the security statement*

### **Research Proposal**

*500 - 2,000 words*

Include a proposed title of your research project.

This will be an outline of your proposed research monograph, covering areas such as the background to your research, possible methodology, any expected results, and the relevance to the field of strategic intelligence or S&T intelligence.

Please ensure that the word count is clearly displayed on the document. Your proposal should focus on your research project rather than personal achievements, interests and aspirations.

It will be normal for your ideas to change in some ways during the fellowship, as you gather data, investigate the evidence and develop your project. You should nevertheless make the best effort you can to demonstrate the extent of your research question, sources, and method at this moment.

Proposals will be assessed for:

- coherence of the proposal and ability to present a reasoned case
- originality of the project
- evidence of motivation for, and understanding of, the relevance for your proposal within the framework of U.S. strategic intelligence or science and technology for national intelligence
- the feasibility of successfully completing your project outcomes in the time available for the fellowship (one year or less)
- commitment to the advancement of your research beyond the requirements of the fellowship
- basic knowledge of academic research techniques
- reasoning ability
- interest and ability to leverage the full resources of NIU and ODNI, through the types of activities listed below

Here is a list of some example deliverables. over the course of the year, NIU generally expects Research Fellows to produce total deliverables equivalent to a combination of two seminars, one Research Short for publication, and either a Capstone Research Monograph or a Capstone Research Data Set. Your research will be aided by mentors throughout the NIU faculty and staff. We welcome your creativity in considering these deliverables, or others, which can be related to your research:

- **Research Seminars (In-Person) or Research Webinars (Virtual)** such as panels or guest speakers
- **Table-Top Exercises (TTX) or Wargames**
- **“Research Notes” published by the National Intelligence Press** which are not longer than two pages and contain one graphic.
- **“Research Shorts” published by the National Intelligence Press** which are two- to six-page publications
- **A Fellowship Capstone “Research Monograph”** of approximately 30 pages. Monographs are like the articles found in mainstream, unclassified academic journals. Monographs will present a research question; provide a theoretical framework to address the question; plan, collect and analyze a series of data; and ultimately provide new academic insights through findings.
- **A Fellowship Capstone “Research Data Set”** at a level of detail and complexity to merit a year’s focus on building the data set. The data set should be novel, adding value to an IC mission or to curricular development at NIU.
- May include opportunities to support teaching and education at NIU depending on education, experience, and Fellowship Program requirements.

### **Writing Sample**

*500-1,000 words*

Your writing sample may be on any subject or theme relevant to either strategic intelligence or to science & technology in the field of national intelligence.

Please ensure that the word count is clearly displayed on the document. The word count does not need to include any bibliography or brief footnotes in the sample.

The sample may be written specially for the application or may have been produced for other purposes, for instance as a coursework submission within a previous degree or for previous publication. Samples that comprise extracts or excerpted sections from longer pieces are acceptable but should be prefaced with a brief note that places them in context.

This sample will be assessed for understanding of the covered subject area; understanding of problems in the area; ability to construct and defend an argument; powers of analysis; and powers of expression.

### **Resume or CV**

#### **Official Transcript(s)**

Your official transcripts should give detailed information of the individual grades received in your undergraduate and graduate-level qualifications to date.

#### **Most Recent Two Years of Performance Evaluations**

*Or a statement explaining their absence*

#### **Letter of Recommendation**

*This may be from a relevant professional or academic reference*

## **Statement of Management Support**

*Use the following required language, signed by a current government supervisor*

"I am aware of this candidate's application for a one-year research fellowship at the National Intelligence University's Caracristi Institute for Intelligence Research. I understand that, if accepted, the candidate will be dedicated full-time to research, will serve on site within the Office of the Director of National Intelligence (ODNI), and will be supervised by NIU leadership. I also understand that there may be specific administrative and security requirements from ODNI, such as a polygraph, for this research fellowship. I am supportive of this candidate's requirement to fulfill administrative and security prerequisites through our home department, agency, or office prior to arrival at NIU."

## **OPTIONAL – Statement Explaining Any Adverse Circumstances**

*We understand that there are times or special circumstances where life can present challenges to academic performance or a perfect track record. If there are circumstances you feel might help to explain any anomalies in your past performance to us, this is an optional place to share them with us for consideration.*

## **OPTIONAL – Statement Explaining Contributions to Diversity and Inclusion**

*We want to encourage applicants from across the full spectrum of IC constituent departments, agencies, and offices. We also want to assemble a cadre of Fellows which represents the rich diversity of the Nation we serve by gender, race, disability, sexual preference, veteran status, and religion among others. If you feel you have contributions to make in these areas whether yourself or through your research, this is an opportunity to share them.*

## **Submission**

All application packages should be submitted electronically in PDF format to the following address:

**Unclassified: Fellowship@niu.odni.gov**

**JWICS: NIU\_Research\_WMA@cia.ic.gov**

## **Questions?**

Please contact NIU Office of Research at (301)-243-2264.



# National Intelligence University Research Fellowship Application Form

## Applicant Information

<b>NAME (FIRST, MI, LAST):</b>		<b>RANK/GRADE:</b>
<b>WORK ADDRESS:</b>		
<b>WORK PHONE:</b>	<b>HOME PHONE/ALTERNATE NUMBER:</b>	<b>JWICS/IC EMAIL:</b>
<b>UNCLASSIFIED EMAIL:</b>		<b>GOVERNMENT AGENCY OR DEPARTMENT:</b>
<b>WHAT HOURS ARE BEST TO CONTACT YOU?</b>		
<b>SUPERVISOR'S NAME:</b>		<b>SUPERVISOR'S OFFICE PHONE:</b>
<b>SUPERVISOR'S UNCLASSIFIED EMAIL:</b>		<b>SUPERVISOR'S JWICS/IC EMAIL:</b>
<b>WHAT HOURS ARE BEST TO CONTACT YOUR SUPERVISOR?</b>		
<b>HOW DID YOU LEARN OF THIS PROGRAM?</b>		

Unclassified: Fellowship@niu.odni.gov  
 JWICS: NIU\_Research\_WMA@cia.ic.gov

# National Intelligence University Research Fellowship Security Statement

(to be verified by ODNI/NIU Security)

<b>FULL NAME:</b>	<b>SSN:</b>	<b>DATE OF BIRTH:</b>
<b>PLACE OF BIRTH:</b>	<b>CURRENT CLEARANCE:</b>	
<b>DATE OF CLEARANCE:</b>		<b>DATE OF CI POLY (IF YOU HAVE ONE):</b>

I understand that my home agency is responsible for acquiring my security clearance if I do not currently meet the security requirements of the program at NIU, located at Intelligence Community Campus-Bethesda, Bethesda, Maryland.

I also understand to complete the ODNI Clearance process, a polygraph is required.

<b>APPLICANT SIGNATURE:</b>	<b>DATE:</b>
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Unclassified: Fellowship@niu.odni.gov  
 JWICS: NIU\_Research\_WMA@cia.ic.gov