



PARTNERSHIP
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Better government. Stronger democracy.

Harold W. Rosenthal Fellowship in International Relations

Information Session

November 2, 2021

Rosenthal Fellowship Team



Rick Kempinski
Senior Manager
Federal Workforce Programs



Brittany Moore
Manager
Federal Workforce Programs



Leia Washington
Associate Manager
Federal Workforce Programs



Agenda

- Fellowship Overview
- Application Process
 - Eligibility requirements
 - Selection Criteria
 - Nominations Process
- Fellowship funding and placements
- Question and answer



Fellowship Overview

- The Rosenthal Fellowship was established to honor the memory of Harold Rosenthal, a Senate staff member who was a victim of a terrorist act while on official duty at age 29.
- Established in 1977, this prestigious program has offered graduate-level students work opportunities in the field of international relations at legislative and executive branch agencies for over 40 years.



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**Harold W. Rosenthal Fellowship in
International Relations**



Fellowship Overview

Fellows selected for this program will:

- Join a large alumni network of leaders in the field of international relations across the country.
- Work in an executive or congressional branch office to solve some of our biggest national and global challenges.
- Participate in summer roundtables, networking events and professional development workshops.
- Receive a summer stipend of \$2,000 minimum.



Summer Professional Development

Sessions for the 2021 cohort included:

- Orientation
- Making an impact as an intern professional development session
- Tips for maximizing telework
- “Global Health Cooperation in the COVID-19 Era” roundtable
- “Democracy in Crisis” roundtable
- ICONS simulation
- Alumni networking session



Recent Participant



Andres Pulido

Summer 2021 Rosenthal Fellow

Institution:

University of Denver

Rosenthal Internship Placement:

Fellow to the Chief Economist of the Office of the
U.S. Trade Representative

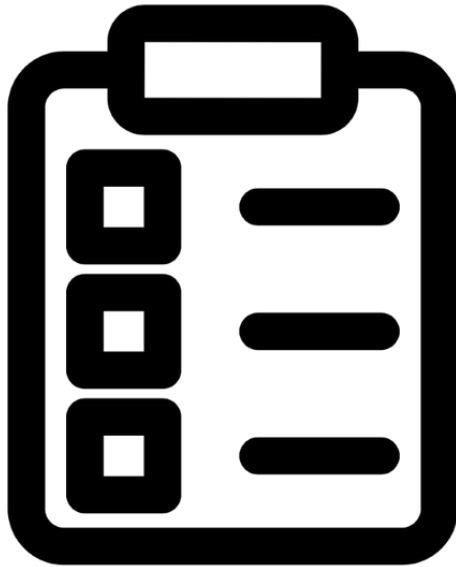
Executive Office of the President



Application Process

Application Process

Eligibility Requirements



- Current enrollment in an international relations or international affairs graduate program with at least one year remaining.
- US Citizenship for executive branch positions.
 - Dual citizens and non-U.S. citizens may apply for a limited number of congressional positions.



Application Process Selection

- Fellows are selected based on the following criteria:
 - Outstanding scholarly achievement
 - Commitment to the study of international affairs
 - Extracurricular involvement
 - Leadership skills
 - Demonstrated interest in public service and commitment to the values of Harold Rosenthal



Application Process

Nominations

- **Step 1:** Students ask their career/placement office for an application
- **Step 2:** Student fills out application form and returns it to that office along with supplemental application materials.

Students should **not** submit application materials to the program directly – return them to your career office. College or universities should submit all application materials to the nomination portal

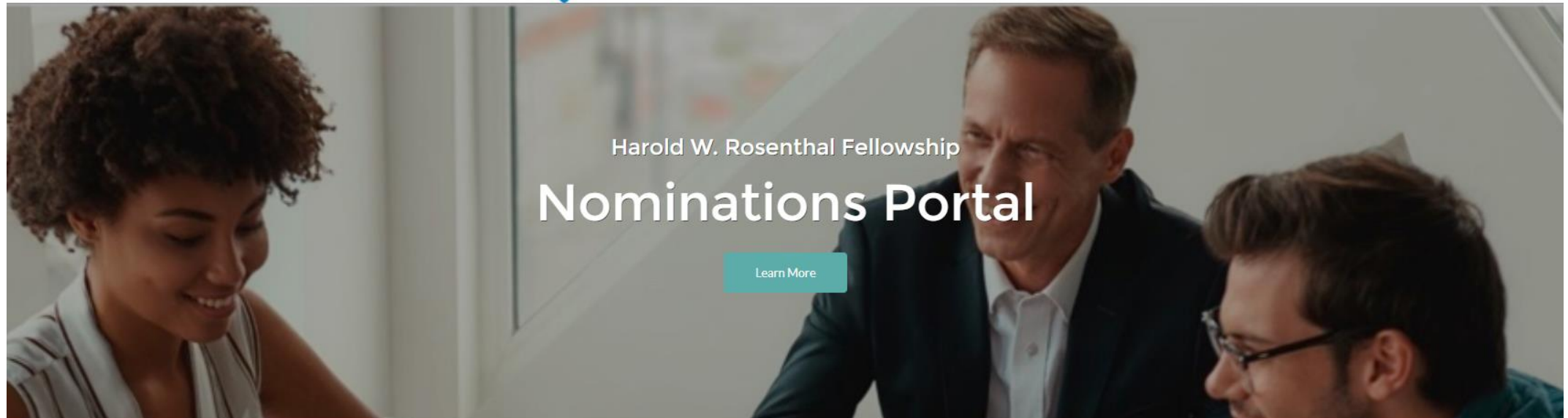


Application Process Nominations Portal



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[Log in](#)



Harold W. Rosenthal Fellowship

Nominations Portal

[Learn More](#)

ATTENTION: This nomination portal will close on December 3, 2021.

SELF-REGISTRATION FORM - Rosenthal Fellowship Nominators

Welcome! Please complete the information below to register for this site.





Harold W. Rosenthal Fellowship Nominations Portal

[Learn More](#)

Welcome!

Thanks for registering!

Welcome to the Rosenthal Fellowship nomination portal. You may return to this home screen at any point to create, review, or edit your nominations.

To create a new nomination, please click the "New" button below. After entering all nominee application information, click the "Save" button. You will then be taken to the nominee detail page where you can review all nominee information and upload required documents.

Return to this page to create an additional nomination or view a full list of your nominees.

 Rosenthal Nominee
My Nominees ▼ 

0 items • Sorted by Nominee Full Name • Filtered by My rosenthal nominee • Updated a minute ago

[New](#)[Printable View](#)

Nominee Full Name ↑



Nominee Preferred Email



New Rosenthal Nominee

Nominee Information

* Nominee Full Name

* Nominee Preferred Email

Current Institution

Citizenship

Country or Countries of Citizenship

Cancel

Save & New

Save



You may use this page to review your full nomination. To edit your nomination, please click the "Edit" button in the upper right hand corner of this page.

To complete your nomination, please upload the following documents by clicking the "Upload Files" button located below. We recommend the below naming conventions for clarity:

- [Resume](#). Recommended naming convention: NomineeLastName_Resume
- [Available undergraduate and/or graduate academic transcripts](#). Recommended naming convention: NomineeLastName_Transcript_NameofInstitution (repeat for each institution)
- [Two-page writing sample](#). Recommended naming convention: NomineeLastName_WritingSample
- [Letter of Recommendation](#). Recommended naming convention: NomineeLastName_Letter of Recommendation

Acceptable file formats include PDF, DOC, XLS, JPG, GIF, JPEG, PNG. If you upload a file and you get an error, try re-saving the file in one of these formats.

You may select and upload multiple files at one time. Once uploaded, you may use the edit icon to the far right of each document to: edit file names, upload a new file version, or delete a document at your discretion.

Once files are uploaded, your nomination is complete and saved. Use the navigation button "☰" in the upper left hand corner to return to your home page to upload a new nomination or to view a complete list of your nominations.



Rosenthal Nominee
My Nominee 1

+ Follow

Edit

Clone

Printable View



Nominee Preferred Email
nominee@university.edu



Notes & Attachments (0)

Upload Files

Title

Type

Owner

Last Modified

▼ Nominee Information

Nominee Full Name

My Nominee 1

Permanent Address

Nominee Preferred Email

nominee@university.edu

City





Rosenthal Nominee

Test

+ Follow

Edit



Clone

Printable View



Notes & Attachments (1)

Upload Files

Title	Type	Created By	Last Modified	
 NomineeLastName_Ap...	File	Leia Washington	10/15/2021 2:18 PM	

[View All](#)

▼ Nominee Information

Nominee Full Name

Test

Nominee Preferred Email

lwashington@ourpublicservice.org

Current Institution

Citizenship

Country or Countries of Citizenship ⓘ





Harold W. Rosenthal Fellowship Nominations Portal

[Learn More](#)


Welcome!

Thanks for registering!

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Return to this page to create an additional nomination or view a full list of your nominees.




Rosenthal Nominee


My Nominees




New

Printable View







1 item • Sorted by Nominee Full Name • Filtered by My rosenthal nominee • Updated a few seconds ago

	<div><input type="checkbox"/> Nominee Full Name ↑</div>	<div><input type="checkbox"/> Nominee Preferred Email</div>
1	<div><input type="checkbox"/> My Nominee 1</div>	<div>nominee@university.edu</div>



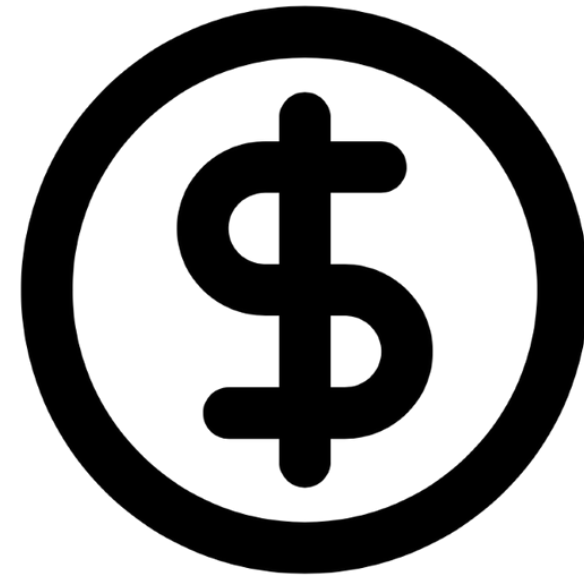
Application Process Selection Timeline

- **December 3, 2021:** All nominations are due via the online portal.
- **January 24, 2022:** Schools submit fall semester transcripts.
- **January 28, 2022:** Students informed if they have been selected as finalists.
- **March 1-2, 2022:** Virtual interviews conducted.
- **March 18, 2022:** Selected fellows will be notified of placement.
- **May - August 2022:** Summer internships and professional development sessions.



Fellowship Funding

- Students are encouraged to apply for funding through their university or an outside source.
- Students who don't secure a minimum \$2,000 funding from another source will be eligible for a stipend from the program.



Fellowship Positions

- Students are encouraged to apply for summer positions in a congressional or executive branch office while they are being considered for the fellowship.
- Students who do not receive summer positions will be eligible to receive a placement from the Rosenthal Fellowship.
- Recent fellowships placements include the following:


Department of State	Department of the Treasury
Department of Labor	Department of Health and Human Services
US Trade Representative	House Foreign Affairs Committee
Department of Defense	Department of Labor





Questions?





ourpublicservice.org

 partnershipforpublicservice


 publicservice

 rpublicservice

 Partnership for Public Service

 partnership

RosenthalFellowship.org

 RosenthalFellowship@ourpublicservice.org

Thank you!



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**Harold W. Rosenthal Fellowship in
International Relations**

Harold W. Rosenthal in International Relations Nominations Portal Guide

Thank you for your support of the Rosenthal Fellowship. We are looking forward to reviewing your nominations.

This document will serve as a guide for uploading nominations to the online portal. In this guide, you will find detailed instructions for each of the following steps:

1. Preparing for nomination submission
2. Creating or accessing your account on the nominations portal
3. Creating a new nomination
 - a. Entering applicant information
 - b. Uploading supporting documents
 - c. Reviewing and editing nominations
4. Nomination portal FAQ's and additional support

Please see the Rosenthal [one-pager](#) or [FAQ document](#) for more detailed information on the fellowship.

Preparing for Nomination Submission

To upload a nomination, you will need to collect the following from each nominee:

1. Completed [application form](#) with nominee contact information, education history, Summer 2022 funding and internship information, and demographic information. This form should be completed by the candidate and returned to the career or placement office.
 - a. Please note: This application form has been updated from previous years. Please use the Summer 2022 version found at the following link: [Rosenthal Application 2022](#).
2. Resume
3. Signed letter of recommendation on letterhead stationery from a professor or former work supervisor, providing input on the candidate's character and aptitude for future success and focusing specifically on the student's suitability for this fellowship.
4. Available undergraduate and/or graduate academic transcripts.
5. Two-page original writing sample on a topic in international affairs (single or double spaced are acceptable).

Once the above information has been collected, one nominating official from each university will access the online nomination portal to submit the nomination.

Creating or Accessing your Account on the Nominations Portal

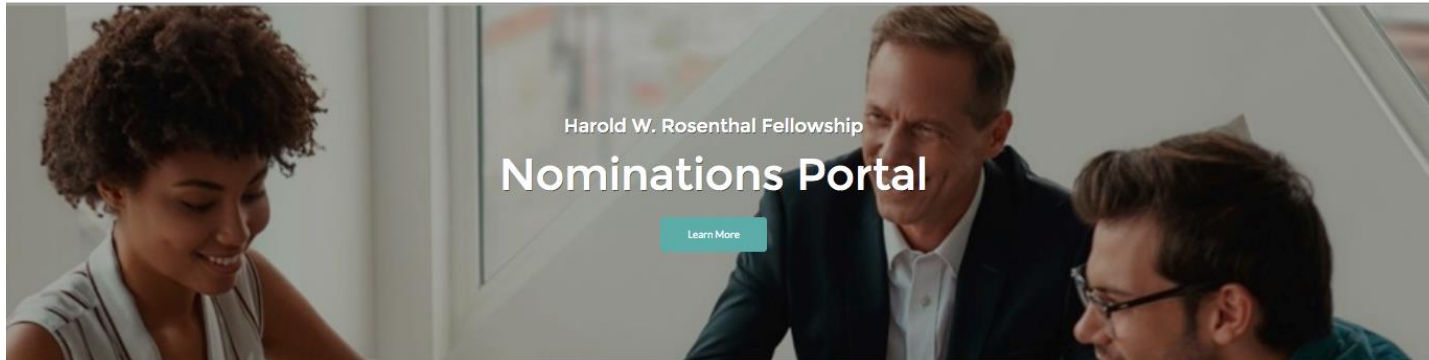
To upload nominations, you will need to create an account in our online system.

If you nominated students for the Summer 2021 cohort, please use the “login” button in the upper right-hand corner to login to your account. If you do not remember your password, you can prompt a password reset from the system.

You will not be able to use the same email address to create a new account.

If you have not used the nominations portal in previous years, please follow the below steps to create a new account:

1. Navigate to the following link: <https://rpublicservice.force.com/rosenthal/s/>. At this link, you will be prompted to create an account.
2. On the self-registration form, enter the following information:
 - a. First name
 - b. Last name
 - c. Email
 - d. Title
 - e. University
 - f. School or College
3. Click “next” to submit the above information.
4. You will receive an email at the address provided from RosenthalFellowship@ourpublicservice.org welcoming you to the site. Please click the link in the email to finish creating your account.
5. Enter your username (the email your provided to create your account) and follow the instructions on the screen to create a password.
6. Once you have followed all of the steps above, you can log in to your account. You will see the home screen of the “Nominations Portal” pictured below.



Harold W. Rosenthal Fellowship Nominations Portal

[Learn More](#)

Welcome!

Thanks for registering!

Welcome to the Rosenthal Fellowship nomination portal. You may return to this home screen at any point to create, review, or edit your nominations.

To create a new nomination, please click the "New" button below. After entering all nominee application information, click the "Save" button. You will then be taken to the nominee detail page where you can review all nominee information and upload required documents.

Return to this page to create an additional nomination or view a full list of your nominees.

 Rosenthal Nominee
My Nominees ▾ 

[New](#) [Printable View](#)  

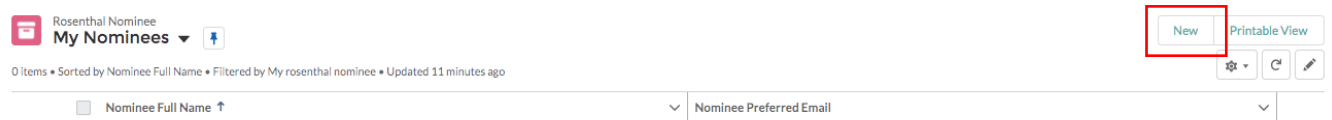
0 items • Sorted by Nominee Full Name • Filtered by My rosenthal nominee • Updated a minute ago

<input type="checkbox"/> Nominee Full Name ↑	Nominee Preferred Email
--	-------------------------

Creating a New Nomination

The nomination portal homepage features a list of your nominees. You can return to this list at any time to see your full list of nominees or to create a new submission.

To upload a new nominee, click the “New” button on your homepage.



A new screen, pictured below, will appear to allow you to enter the nominee’s application information.

New Rosenthal Nominee

Nominee Information

* Nominee Full Name


* Nominee Preferred Email

Current Institution

Citizenship

--None--

Country or Countries of Citizenship



CancelSave & NewSave

On this page, you will enter information you collected on the nominee's [application form](#), listed below:

- Nominee information including name, email address, current university, and citizenship
- Optional demographic information
- Information on Summer 2022 funding and Summer 2022 internship placement, particularly if the nominee has secured their own funding and/or internship
- Information on the student's interest area within international relations

Once all information has been entered, please click "save." **Note:** You will be able to edit this information at any time.

Saving your application will take you to the "Nominee Detail Page" to review your application.

Nominee Detail Page

You may use this page to review your full nomination. To edit your nomination, please click the "Edit" button in the upper right hand corner of this page.


To complete your nomination, please upload the following documents by clicking the "Upload Files" button located below. We recommend the below naming conventions for clarity:

- [Resume](#). Recommended naming convention: NomineeLastName_Resume
- [Available undergraduate and/or graduate academic transcripts](#). Recommended naming convention: NomineeLastName_Transcript_NameofInstitution (repeat for each institution)
- [Two-page writing sample](#). Recommended naming convention: NomineeLastName_WritingSample
- [Letter of Recommendation](#). Recommended naming convention: NomineeLastName_Letter of Recommendation

Acceptable file formats include PDF, DOC, XLS, JPG, GIF, JPEG, PNG. If you upload a file and you get an error, try re-saving the file in one of these formats.

You may select and upload multiple files at one time. Once uploaded, you may use the edit icon to the far right of each document to: edit file names, upload a new file version, or delete a document at your discretion.

Once files are uploaded, your nomination is complete and saved. Use the navigation button "≡" in the upper left hand corner to return to your home page to upload a new nomination or to view a complete list of your nominations.

 Rosenthal Nominee
My Nominee 1

[+ Follow](#) [Edit](#) [Clone](#) [Printable View](#) ▼

Nominee Preferred Email
nominee@university.edu


Notes & Attachments (0)

[Upload Files](#)

Title	Type	Owner	Last Modified
<div> <div>▼ Nominee Information</div> <div> <div> <div>Nominee Full Name</div> <div>My Nominee 1</div> </div> <div> <div>Permanent Address</div> <div></div> </div> </div> <div> <div> <div>Nominee Preferred Email</div> <div>nominee@university.edu</div> </div> <div> <div>City</div> <div></div> </div> </div> </div>			

Uploading Supporting Documentation


To complete your nomination, please upload the following documents by clicking the "Upload Files" button.



Rosenthal Nominee
My Nominee 1

[+ Follow](#)
[Edit](#)
[Clone](#)
[Printable View](#)

Nominee Preferred Email
nominee@university.edu


Notes & Attachments (0)

[Upload Files](#)

Title	Type	Owner	Last Modified
<div> <div> Nominee Information <div> Nominee Full Name My Nominee 1 </div> <div> Permanent Address </div> <div> Nominee Preferred Email nominee@university.edu </div> <div> City </div> </div> </div>			

We recommend the below naming conventions for clarity:

- **Application PDF form from the nominee:** Nominee Last Name _ Application Form
- **Resume:** NomineeLastName_Resume
- **Available undergraduate and/or graduate academic transcripts:**
NomineeLastName_Transcript_NameofInstitution (repeat for each institution)
- **Two-page writing sample:** NomineeLastName_WritingSample
- **Letter of Recommendation:** NomineeLastName_Letter of Recommendation

Acceptable file formats include PDF, DOC, XLS, JPG, GIF, JPEG, PNG. If you upload a file and you get an error, try re-saving the file in one of these formats.


Click "Open" to finish uploading documents. Once files have been uploaded, they will appear in the "Notes & Attachments section of the "Nominee Detail Page."


Once files are uploaded, your nomination is complete and saved. There is no additional submit button to save your application.

Reviewing and Editing Nominations

You may use the “Nominee Detail Page” to review and edit your nominations.

To edit your nominee application information, click the “Edit” button located to the right of the nominee’s name.

To edit, delete, rename or reupload a document, click the dropdown icon “” next to the document you wish to edit.

 Rosenthal Nominee
Test

+ Follow

Edit



Clone

Printable View



Notes & Attachments (1)

Upload Files

Title	Type	Created By	Last Modified	
 NomineeLastName_Ap...	File	Leia Washington	10/15/2021 2:18 PM	
View All				

▼ Nominee Information

Nominee Full Name

Test

Nominee Preferred Email

lwashington@ourpublicservice.org


Current Institution

Citizenship

Country or Countries of Citizenship 

When your application is complete, use the navigation button" ≡ " in the upper left-hand corner to return to your home page. There, you may upload a new nomination or view a complete list of your nominations.

≡



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Nominee Detail Page

You may use this page to review your full nomination. To edit your nomination, please click the "Edit" button in the upper right hand corner of this page.


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- Two-page writing sample. Recommended naming convention: NomineeLastName_WritingSample
- Letter of Recommendation. Recommended naming convention: NomineeLastName_Letter of Recommendation

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You may select and upload multiple files at one time. Once uploaded, you may use the edit icon to the far right of each document to: edit file names, upload a new file version, or delete a document at your discretion.

Once files are uploaded, your nomination is complete and saved. Use the navigation button" ≡ " in the upper left hand corner to return to your home page to upload a new nomination or to view a complete list of your nominations.




Rosenthal Nominee
My Nominee 1

Nominee Preferred Email
nominee@university.edu

[+ Follow](#)
[Edit](#)
[Clone](#)
[Printable View](#)

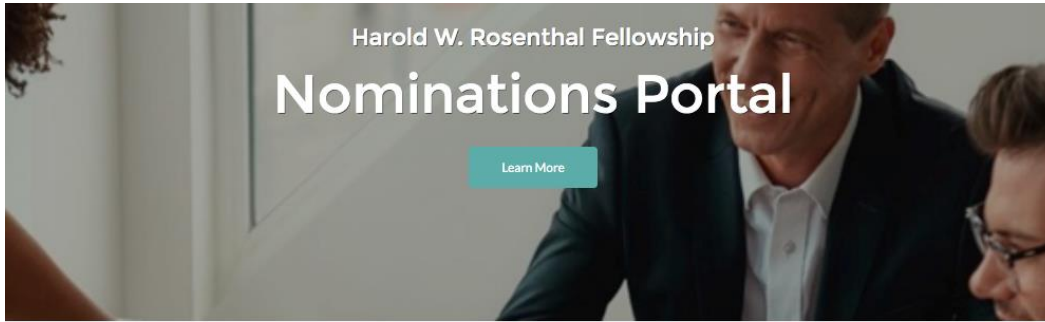
▼



Notes & Attachments (1)

[Upload Files](#)

Your home page, pictured below, will now show an updated list of all your submitted nominees.




Welcome!


Thanks for registering!


Welcome to the Rosenthal Fellowship nomination portal. You may return to this home screen at any point to create, review, or edit your nominations.

To create a new nomination, please click the "New" button below. After entering all nominee application information, click the "Save" button. You will then be taken to the nominee detail page where you can review all nominee information and upload required documents.




Return to this page to create an additional nomination or view a full list of your nominees.


Rosenthal Nominee


My Nominees



[New](#)
[Printable View](#)

1 item • Sorted by Nominee Full Name • Filtered by My rosenthal nominee • Updated a few seconds ago

<input type="checkbox"/>	Nominee Full Name ↑	Nominee Preferred Email
1 <input type="checkbox"/>	My Nominee 1	nominee@university.edu

To create an additional nomination, click the "New" button.

To edit an existing nominee, click the nominee's name from your list of nominees. You will return to the "Nominee Detail Page" and may edit the nomination as outlined in the above "Reviewing and Editing Nominations" section of this document.



Nomination Portal FAQ's and Additional Support

Who should create an account?

One nominating official from each university should create an account to upload all nominations. Students should not create an account on this portal.

If you have created an account in the past, you will not need to create a new account. Use the "forgot password" prompt and enter your university email address to receive a new password to login into the portal.

Who can access my account?

Only users who you share your username and password with will be able to access your account. Account information should not be shared with nominated students.

Can my university have more than one staff member upload nominations?

Only one nominating official from each university should create an account to upload nominations. Account information may be shared with other staff members who are assisting with nomination uploads/review. If you wish to have more than staff member access the nominations portal, please create a password you are comfortable sharing.

Please note: Nominations are only able to be viewed by the account that created the application. If multiple staff members at the same university make separate accounts, they will not be able to view other nominations from their university.

How will I be notified my application has been received?

You will receive an email from RosenthalFellowship@ourpublicservice.org confirming your nomination has been received. You may also view your nomination portal home page; nominations appearing on the "My Nominees" list have been successfully uploaded.

Can I edit nominations after receiving confirmation that they have been received? Should I notify the Rosenthal Fellowship if I edit my nominations?

You may edit nominations until the application deadline on December 3, 2021. If you edit a nomination after you have received confirmation that it has been received but prior to December 3, 2021, you do not need to notify the Rosenthal Fellowship.

On December 3, 2021 the most recent version of each nomination will be considered final. You will receive an email from RosenthalFellowship@ourpublicservice.org announcing the closing of the application portal. If you wish to edit a nomination after this announcement, please contact RosenthalFellowship@ourpublicservice.org.

Additional Support

If you need additional support at any time, please contact RosenthalFellowship@ourpublicservice.org or lwashington@ourpublicservice.org.