

# 2019-20 Public Policy Fellows Program (PPFP) Application Package Instructions

Please include the following in the application package:

1. One AAI Public Policy Fellows Program [application](#)
2. The applicant's curriculum vitae, including:
  - education and fellowships (institution, dates, degrees);
  - important awards;
  - relevant employment history; and
  - selected bibliography (complete citations with titles)
3. Two PFP recommendation forms, each completed and signed by a regular AAI member in good standing (*recommendations from members of the AAI Council or AAI Committee on Public Affairs will not be accepted*). Please be sure to send “[Recommendation Form 1](#)” to one of your referees and “[Recommendation Form 2](#)” to your second referee, rather than sending the same PDF to each referee.

Please submit **all** documents as **a single combined PDF file** to Jake Schumacher, AAI Manager of Science Policy and Legislative Affairs, at [jschumacher@aaai.org](mailto:jschumacher@aaai.org).

If you do not have Adobe Acrobat Professional, a free merging program is available at: <http://smallpdf.com/merge-pdf>. For best results, please download all forms and complete them in Acrobat rather than completing the forms in the browser.

**Complete application packages must be received  
by 11:59 p.m. EST on January 22, 2019.**

**Incomplete packages that do not comply with the stated instructions will not be considered. AAI will *not* accept materials sent separately or through regular mail.**