

The Fall Legislative Research Fellows Program

To apply for the Fall Legislative Research Fellows Program, fill out the online application form at:
<https://ipaforms.wufoo.com/forms/the-fall-legislative-research-fellows-program/>

This guide describes each section of the program application and the required documents. We recommend that you prepare your answers prior to filling out the application form.

Submittal Documents

For your application to be considered complete, the following documents must be submitted:

1. Recommendation Form (printable PDF and online form available).
2. Application Form (online form available online only).
3. Unofficial Transcript: Send as a PDF attachment via email to Lisa Moreland Allred (lisamk@udel.edu) or Dr. Jason Bourke (jbourke@desu.edu).

If submitting hard copies, please send them in a sealed envelope to your institution's respective program manager:

UD Students:

The Fall Legislative Fellows Program
c/o Lisa Moreland Allred, Program Manager
Institute for Public Administration
180 Graham Hall
University of Delaware
Newark, DE 19716

DSU Students:

The Fall Legislative Fellows Program
c/o Dr. Jason Bourke, Program Manager
Delaware State University
214 ETV Building
1200 N. DuPont Hwy
Dover, DE 19901

About the Program

The Fall Legislative Research Fellows Program, jointly managed by the Institute for Public Administration at the University of Delaware and Delaware State University, provides a link between the research capacities of the partner universities and the research needs of the Delaware House of Representatives' Majority Caucus.

For more information visit www.ipa.udel.edu/students.

The University of Delaware is a non-discriminatory, equal opportunity, and affirmative action institution. See www.udel.edu/aboutus/legalnotices.html for detailed policy information.

Application Guide

Application Sections

A: CANDIDATE

Candidate information, do not refer to your resume.

B: ACADEMIC BACKGROUND

List colleges and/or universities attended, degree(s) earned, and year received (or month and year expected), as well as grade point average (GPA) and base.

C: PROFESSIONAL OR VOLUNTEER EXPERIENCE

List relevant educational, volunteer, or professional experience.

D: FALL 2026 COURSES

List course titles.

E: RELEVANT COURSES

List course title, final grade, and semester completed.

F: RELEVANCE TO YOUR GOALS

Indicate why you want to participate in the Fall Legislative Research Fellows Program. Include the relevance of the program to your educational and career goals.

G: SAMPLE MEMORANDUM

Identify a significant issue in state government and draft a 1-2 page memorandum to a legislator outlining the problem and suggesting potential solutions. Attach as a PDF.

H: REFERENCES

Must provide one character reference. The Selection Committee may contact this individual to learn more about you. The character reference is different from the individual who writes your letter of recommendation. Your letter of recommendation is usually an internship/job supervisor or faculty/staff member who is in a position to write you a strong letter of support. One letter of recommendation is required.

I: RESUME

Upload to the form as a file attachment.

J: FERPA CONSENT TO RELEASE STUDENT INFORMATION

Read and agree to the consent form.