Each year PLI solicits applications from diverse candidates identified by DOE national labs and program offices during mid-July to late August for the next program year. Although federal employees from DOE program offices make up a smaller percentage of cohorts, they are vital participants in the program. The PLI Advisory Board acts as an advisor to the PLI Director and Deputy Director to support choosing from the applicants thirty mid-to-senior career candidates who have the potential to succeed in the program and will benefit from the PLI content. Admission to the PLI is very competitive with more applicants than available spaces.

Nominations start with sponsoring organizations (DOE labs and program offices who must support selected participants financially and during their program participation) who identify mid-to-senior career level candidates either through local solicitation or by identification of current and future project leaders for development of leadership skills. PLI staff and alumni perform outreach each spring to meet with lab and program management as well as potential candidates about the program. Candidates must submit their own application; the sponsoring organization cannot do it on their behalf.

Sponsoring organizations are encouraged to consider diversity of experience, culture, gender, and perspectives when identifying candidates. To achieve PLI’s commitment to facilitate and foster safe, diverse, equitable, and inclusive project leadership development that values mutual respect and personal integrity, a diverse pool of candidates is critical and starts at the sponsoring organizational level.

Each national lab may identify up to four candidates to submit nominations. The DOE program offices may also identify candidates and may choose to internally select candidates from an interested pool. There are no guaranteed positions available to any sponsoring organization, as each applicant is considered based on the responses in their application in comparison to all applicants across the complex in the cohort year. The criteria considered by the PLI Advisory Board in evaluating candidates are:

- Have five (5) or more years of experience as part of a project or portfolio (>50M total) management team in a significant role as Project Director, Project Manager, Control Account Manager, Project Controls Analyst, Systems Engineer, etc. A candidate's maturity and life experiences are considered in evaluating their chance for success in the program.
- Express (through responses to short essay questions) a passion for advancing leadership skills aligned with the PLI program, describe their interest in expanding understanding of diversity and inclusion to lead projects, and be technically motivated.
- Be currently assigned to a DOE project (or be in line to be assigned to a DOE project) in a significant role, or be in a leadership role as a portfolio manager (or head of a PMO) that includes a DOE project. A DOE project is defined as one that follows the principles of DOE O413.3B and is past the CD-0 milestone or equivalent.
- Managers of R&D or operations activities do not qualify for this program.

After PLI Advisory Board members complete their evaluations based on how well the candidates meet the criteria, the Board collectively makes their recommendation to the PLI Director and Deputy Director. Then the Director and Deputy Director make adjustments as needed. The goal of these adjustments is to ensure that critical DOE projects are addressed, that there is a balance of DOE missions represented, and that the cohort will represent a diverse group. Diversity for this purpose means life experience; perspective; laboratory, site, or DOE program affiliation; and federal vs. non-federal employees. Candidates for the coming year and the lab’s PLI contacts are notified regarding program acceptance in late October or early November.