



2020 Booker T. Washington Fellowship Application Instructions

All applicants must fully commit to the defined fellowship dates. All application materials must be received by 11:59pm on February 12, 2020

The 2020 Education and High School Fellowship Program is scheduled to start June 15 and end on June 19, 2020. Participants spend the duration of their fellowship in Washington, DC.

- Education and High School Fellowships are for faculty and staff at an eligible 1890 Land-Grant Universities and High School Superintendents, Principals, Agricultural and/or District Level Teachers working for 1890 Land-Grant Universities feeder schools. High School Applicants will need to demonstrate their institutions status as an 1890 Land-Grant University feeder high school.
- For a full list of eligible 1890 Land-Grant Universities, please visit:
<https://nifa.usda.gov/resource/1890-land-grant-colleges-and-universities-map>

The **Science Fellowship is scheduled to begin on** June 15 and end June 26, 2020. The program consists of one week in Washington, DC and a second week at a USDA research location. Upon selection USDA will work with USDA research agencies to secure arrange a placement that aligns with USDA research priorities and selectee interests.

- Science Fellowships are for science and research faculty at eligible 1890 Land-Grant Universities. Applicants should identify any specific areas of science and research of interest in their application.
- For a full list of eligible 1890 Land-Grant Universities, please visit:
<https://nifa.usda.gov/resource/1890-land-grant-colleges-and-universities-map>

Your application package consists of the following items, which should be submitted as email attachments, and all of which must be received by the application deadline of **11:59pm on February 12, 2020** for your application to be considered complete:

1. **Completed Application Form** (PDF)
 - a. Hand written applications will not be accepted, please complete electronically.
2. **Essay**
 - a. **For the Education/High School Fellowship:** A 500-800-word statement describing:
 - i. Your interest in partnering with USDA and how you envision the fellowship will impact you, your institution's program;
 - ii. Any relevant work history with your institution and/or its surrounding community; and,

iii. Describe how you plan to share information acquired during your fellowship with colleagues, students, and other interested individuals.(Word or PDF format)

iv. (Demonstration of your institution's status as an eligible 1890's Land-Grant University feeder school **(For High School Fellowship Applicants Only)**)

b. **For the Science Fellowship:** A 800-1000-word statement describing:

- i. Your interest in partnering with USDA;
- ii. The specific research topic/interests you wish to pursue in partnership with USDA;
- iii. How you envision the fellowship will impact you, your institution's programs, and your work with your institution and its community.; and
- iv. Describe how you plan to share information acquired during your fellowship with colleagues, students, and other interested individuals.

(Word or PDF format)

- Applicants are encouraged to visit the following links to identify several USDA scientists and/or research locations that conduct work targeting your research interests. As you identify potential locations, be sure to include those proposed research locations as part of your essay.
- <http://www.ars.usda.gov/research/programs.htm>
- <https://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/research/>
- <https://www.fs.fed.us/research/locations/>

3. CV/Resume (Word or PDF format) 3-4 Page Limit

4. Signed Application Certification Form (PDF Format)

5. Letter of Reference from your supervisor or equivalent, detailing your work and how this fellowship would stand to benefit you and the institution. This should be submitted directly by your reference. It is your responsibility to notify the designated individual of the need to supply this reference and to ensure that they do so before the application's deadline.

6. Statement of Institutional Support from your institution's president, chancellor, or equivalent. This letter should include that the institution commits to support your participation in this fellowship and, if applicable, intends to continue those full salary and benefits, which would typically be provided during the fellowship period. This letter, once completed and signed, should be submitted directly by the individual designated to supply it. It is your responsibility to notify the designated individual of the need to supply this statement and to ensure that they do so before the application's deadline.

Application Submission:

- All documents should be submitted to **1890init@usda.gov**
- Please submit your own application materials before having your supporting documents (letter of reference and statement of institutional support) submitted.
- Your application form, essay, resume, and certification form should be submitted with the subject line: **Fellowship Application -- <Your Name/Institution>**
- Your letter of reference should be submitted directly by your reference with the subject line: **Fellowship Letter of Reference -- <Applicants Name/Institution>**
- Your statement of institutional support should be submitted directly by your designated official with the subject line:
 - **Fellowship Statement of Institutional Support -- <Applicants Name/Institution>**

Important Dates:

- Application Deadline: **11:59pm on February 12, 2020**
 - (all materials must be received by this date to be considered)
- Applicant Decision and Selection Notification: April 2020
- Travel to Washington, DC: June 14, 2020
- Education and High School Fellowships: June 15 – June 19, 2020
- Science Fellowship: June 15 – June 26, 2020

Questions:

If you have any questions, please contact Michael Dukes, at 202-720-6350 or Michael.Dukes@usda.gov

Application Form

1. Application Information

- a. Professional Title _____
- b. First name _____ Last Name _____
- c. Work E-Mail Address _____ Work Cell Phone _____
- d. Institutional Street Address _____
- i. City _____
- ii. State _____ Zip/Postal _____

2. Application Type

- a. Fellowship Type (Select One)
- Education (1890Faculty and Staff)
 - High School (Secondary Ed. Superintendents, Principals, Ag and/or District Teachers)
 - Science (1890Faculty Researchers and Science Research Educators)
- b. Areas of Interest (Select all that apply)
- | | |
|--------------------------------|-------------------------|
| General Outreach | Graduate programs |
| Retention | Research |
| Community Economic Development | Grants |
| Career Opportunities | Partnership Development |
| Internships for Students | Government Relations |

3. Application Information – Complete “a.” for Education & Science or “b.” for High School Fellowship

- a. Name of College/University _____
- b. Name of High School/District _____

4. Supporting Information – Please supply the name, title, and email address for the individual designated to supply each of the following:

- a. Letter of Reference: Name _____ Title _____
Email Address _____
- b. Statement of Institutional Support: Name _____ Title _____
Email Address _____

Submit Application Form to 1890init@usda.gov & Send questions to Michael.Dukes@usda.gov

Application Certification Form

Instructions: Please fill in your name and the date electronically, then print this form, sign it, and return a scanned copy to **1890init@usda.gov** as part of your application package.

I Certify that, to the best of my knowledge, the information contained within my application is accurate.

a. Name _____

b. Signature _____

c. Date _____