

Applying to the 2017 E. Kika De La Garza Fellowship

Application Instructions:

All applicants must fully commit to the defined fellowship dates. All application materials must be received by January 31, 2017.

The **Education** and **High School** Fellowships start June 19 and end on June 30, 2017. Participants spend the duration of their fellowship in Washington, DC. Education Fellowships are for faculty and staff at Hispanic-Serving Institutions (HSIs). High School Fellowships are for Secondary Education Superintendents, Principals, Agricultural and/or District Level Teachers working for Hispanic-Serving School Districts.

The **Science Fellowship** starts June 19 and ends July 7, 2017. The program consists of one week in Washington, DC and two weeks at a USDA research location. Science Fellows will be placed with the USDA Agricultural Research Service (ARS) for the research portion of their fellowship. To learn more, visit www.ars.usda.gov

Science Fellowships are for science faculty at HSIs.

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 January 31, 2017, for your application to be considered complete:

1. **Completed Application Form** (PDF) – 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 your interest in the USDA and how you envision the fellowship will impact you, your institution's program, and your work with your institution and its community. Finally describe how you plan to share information acquired during your fellowship with colleagues, students, and other interested individuals. (Word or PDF format)
 - b. **For the Science Fellowship:** A 800-1000 word statement describing your interest in the USDA, the specific research topic/interests you wish to pursue, and how you envision the fellowship will impact you, your institution's programs, and your work with your institution and its community. Applicants are encouraged to visit <http://www.ars.usda.gov/research/programs.htm> 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. Finally, describe how you plan to share information acquired during your fellowship with colleagues, students, and other interested individuals. (Word or PDF format)

3. **3-4 Page CV/Resume** (Word or PDF format)
4. **Signed Application Certification Form** (PDF)
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 or chancellor. 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 hsinp@osec.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>**

Questions:

If you have any questions, please contact Dan Wueste, E. Kika De La Garza Fellowship Program Manager, at 202-720-6506 or daniel.wueste@osec.usda.gov.