



**2023 HSI (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 March 1, 2023.

The **Education** and **High School** Fellowships start July 10 and end on July 14, 2023. 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 July 10 and ends July 21, 2023. The program consists of one week in Washington, DC and one week at a USDA research location. Science Fellows will be placed with either the USDA Agricultural Research Service (ARS) or Natural Resources Conservation Service (NRCS) Soil Science Division for the research portion of their fellowship. Please be sure to specify in your application package whether you are applying for an opportunity with ARS or NRCS. To learn more, visit www.ars.usda.gov or www.nrcs.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 **March 1, 2023 (all materials must be received by 11:59pm PST,)** 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 <https://www.ars.usda.gov/research/programs> and <https://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/research/?cid=nrcseprd1321673> 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. Also make sure to specify whether you are interested in being partnered with ARS or NRCS for the fellowship. 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, chancellor, or equivalent. This letter should indicate 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>**

Important Dates:

Application Deadline: March 1, 2023 (all materials must be received by 11:59pm on this this date)

Fellowships are awarded: May 2023

Travel to Washington, DC: July 9, 2023

Education and High School Fellowships: July 10 – July 14, 2023

Science Fellowship: July 10 – July 21, 2023

Questions:

If you have any questions, please contact Julio C. Puentes, HSINP Acting Program Lead, at 773-633-8822 or julio.puentes@usda.gov.

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Application Form

1. Applicant Information

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

2. Application For

- a. Fellowship Type (Select One) -
 - i. Education (HSI Faculty and Staff)
 - ii. High School (HSSD Secondary Ed. Superintendents, Principals, Ag and/or District Teachers)
 - iii. Science (HSI Faculty Researchers and Science Research Educators)

- b. Areas of Interest (Select all that apply)
 - i. Outreach
 - ii. Retention
 - iii. Career opportunities/internships for students
 - iv. Graduate programs
 - v. Research
 - vi. Grants
 - vii. Partnership development
 - viii. Government relations

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

- a. Name of College/University _____
or
- 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 _____
- b. Statement of Institutional Support _____

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Application Certification Form

Instructions: Please fill in your name and the date electronically, then either sign electronically or print this form, sign it, and return a scanned copy to hsinp-osec@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 _____