

WCMER Fellowship Program

FY 2023 Program Information



Application Deadline: July 31, 2022

Application Submission: Email applications to Metro.Center@wsu.edu
Subject: WCMER Fellowship Program

For additional information, contact Brad Gaolach, Director WCMER, at 425-405-1734 or gaolach@wsu.edu

About the Western Center for Metropolitan Extension and Research:

The Western Center for Metropolitan Extension and Research (WCMER) is a multi-university collaboration established by the Western Extension Directors Association to increase the internal capacity of Extension programs to address metropolitan issues, and to elevate the stature and value of Cooperative Extension to external metropolitan audiences. Since its founding in 2014 we have focused our applied research efforts on best Extension practices and issues facing metropolitan areas. Our professional development activities have focused on supporting the institutional and organizational aspects of successful urban Extension programs, with a goal of better aligning programs and program delivery with the needs, issues and interest of their metropolitan constituency. Institutional membership in the WCMER has increased from the six founding university Extension members to 13, with members in each of the 4 ECOP geographical regions. This expanded membership has allowed us to broaden our collaborations and reach and engage in new projects that advance the knowledge base of Extension work in our metropolitan regions.

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WCMER Fellowship Program

Fellowship Program Descriptions

WCMER has three fellowship programs (see: <https://metroextension.wsu.edu/fellows/>):

Deep Dive Program

Deep Dives were created to spur innovation within Extension, address complex issues facing metropolitan areas, and support the organizational needs of urban Extension programs, while providing opportunities for academic and community-based professionals to lead multi-state or national projects. Each WCMER Deep Dive is led by a WCMER [Applied Research Fellow](#).

Anyone may apply, however, only participants from WCMER platinum member institutions are eligible for funding of up to \$10,000 annually for a period of up to two years. WCMER will accept proposals for two years of funding with the second year of funding awarded based on satisfactory progress and availability of funds. See the [WCMER member page](#) to find out if your institution is a platinum member.

Urban Sabbatical Fellowship

Urban Sabbaticals allow community-engaged scholars to work with the WCMER and faculty from member institutions to conduct applied research, develop or sharpen skills related to working in metropolitan communities, develop and/or pilot new programs, conduct feasibility studies for new programmatic areas, or co-author scholarly products.

Sabbaticals may range from 2-12 months. Anyone is eligible to apply, however, only participants from WCMER member institutions will be eligible for stipends of up to \$5,000 for platinum members and \$2,000 for silver members. See the [WCMER member page](#) to find out if your institution is a member.

Urban Graduate Student Fellowship

Urban Graduate Fellowships will allow post-graduate students pursuing master's or doctoral degrees to work with the WCMER and faculty from member institutions to conduct applied research, develop new or sharpen existing skills related to working in metropolitan communities, develop and / or pilot new programs, conduct feasibility studies for new programmatic areas, or co-author scholarly products.

Graduate fellowships may range from one quarter up to a full academic year including summer terms. Anyone is eligible to apply, however, only participants from WCMER platinum member institutions will be eligible for stipends of up to \$2,500. See the [WCMER member page](#) to find out if your institution is a member.

Eligibility

The intent of the WCMER Fellowship Program is to enhance the visibility and impact of Extension in metropolitan communities. The program is open to both academic and non-academic individuals who are committed to enhancing the role and impact of Extension-based activities in metropolitan communities. Therefore, those eligible include, but are not limited to:

- Current Extension professionals from an 1862, 1890, or 1994 land-grant university with or without a faculty appointment.
- Faculty without Extension appointments from an 1862, 1890, or 1994 land-grant university, including faculty who are not tenured or tenure track.
- Non-academic professionals currently employed by, or able to be appointed to a position at, a university willing to host the fellowship. Please talk to WCMER administrators about this option prior to applying.

- Currently enrolled master's or doctoral students in an accredited US program (for Graduate Fellows program only).

Funding distribution

Funding is awarded to the fellow's institution for distribution. Proposals recommended for funding will require a fiscal agreement between the Fellow, their home institution, and the WCMER (administratively and fiscally hosted by Washington State University). Funds may be used for any expenses within the fiscal policies of the applicant's home institution. Because this program is funded by WCMER general membership fees, WCMER does not allow any indirect or F&A charges on the award.

Timeline

- June 15, 2022: Application period opens
- July 31, 2022: Application deadline (11:59 PDT)
- August 31, 2022: Awardees notified
- January 1, 2023 – December 31, 2023: Period of performance
 - Brief bi-monthly project reports, distributed to the WCMER Advisory Board, will be requested during this period
- June 30, 2023: Final report detailing accomplishments and use of funds due.

FY 2023 Topics of Interest

The WCMER will accept applications on any topic of interest that addresses the goals and mission of WCMER, including projects related to: Extension programs; delivery methods; organizational models; professional development; social, economic, or environmental issues; or challenges or opportunities in metropolitan communities.

For the current round of funding, WCMER is especially interested in applications that address or relate to the *intersection of diversity, equity and inclusion* and the following topics:

- Climate Change
- Workforce Development
- Health Equity

Proposal and Submission Instructions

All proposals will consist of 3 sections: A) Cover Page, B) Project Description, and C) Attachments with Calibri 11 pt font or larger and 1" margins. Applicants are to submit proposals as a single PDF file. Important: Section B (Project Description) submission instructions differ for each type of fellowship program. See program descriptions below for specific information.

Section A: Cover Page (not to exceed 1 page)

1. **Project Title**
2. **Names, affiliations, and contact information** of the applicant. Graduate fellowship applicants should also include the name of their WCMER host mentor (see the program description for more details) and Sabbatical fellowship applications should include their sabbatical host and institution.
3. **Anticipated start and end dates.** Completion means the delivery of a project report and any durable scholarly products (**submission** of peer-reviewed journal articles will constitute completion as the peer-review process can be lengthy).
4. **Requested funding** (if eligible, see Eligibility above)
5. **IRB approval** - Will this project require IRB approval and if so, have you secured it?

Section C: Attachments

1. **Curriculum Vitae:** Attach your current curriculum vitae or detailed resume.
2. **Budget** (annual and cumulative) and budget justification (justification not to exceed 1 page). The budget can include salary for the proposed Fellow or other staff to support the work of the project, or to accomplish duties the Fellow cannot perform while pursuing the proposed activities; travel costs; goods and services related to the project; or other expenses agreed upon by WCMER and allowed by the Fellow's university.
3. **Other Activities (Deep Dives only):** If applicable, attach information about projects related to this proposal (see item 7 in Project Description).
4. **Administrative Approval.** The time needed to complete a quality project may exceed the funding provided; therefore, we require approval from an administrator supporting the time and effort necessary to complete the proposed project. Please attached a signed letter or email indicating approval of the time necessary to complete this project and that it may take away from other normal duties and expectations.

Deep Dive Fellows Program

Overview

The WCMER is committed to enhancing Extension's, and the broader land-grant university system's, activities and impact in metropolitan communities. To accomplish this goal, the WCMER has established the Deep Dive program to spur innovation within Extension, address complex issues facing metropolitan areas, and support the organizational needs of urban Extension programs, while providing opportunities for academic and community-based professionals to lead multi-state or national projects. Each Deep Dive fellowship is led by a WCMER [Applied Research Fellow/s](#) who provides subject matter expertise and leadership to:

- Assess the current state of the issue – including the current knowledge base, need and opportunities within metropolitan communities and build a collaborative network of other professionals working in an area.
- Identify and pursue funding opportunities and help advance the knowledge base of other Extension professionals. Deep Dives may continue from one Fellow to the next as work in the fellowship's topic area continues.

A Deep Dive project may take up to two years to complete. Participants from WCMER platinum member institutions are eligible for funding of up to \$10,000 annually for a period of up to two years. Funding for the second year of an approved project will be based on satisfactory progress and available funds. The WCMER anticipates funding up to 3 Deep Dive proposals annually, depending on available funding.

Deep Dive Application Instructions:

The full application will consist of 3 parts, Section A and C (see above). The Project description (Section B) should consist of:

Section B: Project Description (not to exceed 4 pages excluding references)

1. **Introduction:** An introduction that provides background context and describes the significance of the proposed activities. Assume the reader has no previous knowledge of your subject area or work. What is the problem, issue, or opportunity your project will address?
2. **Innovation:** Why is the issue appropriate for a WCMER Deep Dive? What is the innovative aspect of the project related to Extension?
3. **Objectives:** What are the planned activities, outputs, and outcomes from the work? A timeline of activities with expected milestones is encouraged but not required.
4. **Outreach and Dissemination:** Describe how results from the proposed research will be disseminated to a broader audience. WCMER encourages the production of durable scholarly

products which may include peer-reviewed journal publications, publications targeting non-academic audiences, webinars, digital media, or other appropriate products.

5. **Materials and methods:** If appropriate for the proposed activities, describe the materials and methods required to accomplish the proposed activities.
6. **WCMER resources needed:** The WCMER is actively engaged in the success of Deep Dives. Applicants should view these as collaborative agreements and not stand-alone research or program development projects. As such, the WCMER is willing to support Deep Dive Fellows with the administrative and communications capacities of the center. These may include administrative support to host webinars, focus groups, workshops or similar activities.
7. **Other Activities:** The WCMER allows, and actively encourages, that Deep Dives enhance or complement other existing or planned activities by the Fellow. Is what you are proposing part of a sabbatical you are planning to take? Will it **enhance** an existing grant or activity (you must explain how this will **enhance** the project, not just provide additional funding)? You can attach documentation (e.g. sabbatical proposal) if you wish (see item 3 in Attachments).

Urban Sabbatical Program (USP)

Overview

Applicants from a WCMER member institution will be eligible for a stipend of up to \$5,000 for platinum members and \$2,000 for silver members.

The WCMER is committed to enhancing Extension's, and the broader land-grant university system's, activities and impact in metropolitan communities. To accomplish this, WCMER will host community-engaged scholars who share this goal. The WCMER Urban Sabbatical Program will allow community-engaged scholars to work with the WCMER and faculty from member institutions to conduct applied research, develop new or sharpen existing skills related to working in metropolitan communities, develop and / or pilot new programs, conduct feasibility studies for new programmatic areas, or co-author scholarly products.

The duration and location of sabbatical activities will be mutually agreed upon by all individuals and organizations involved. Sabbatical durations are allowed to range from a few months to a maximum of 12 months. Sabbaticals can be conducted virtually, with the fellow remaining at their home institution, or residentially with travel to a host institution, including metropolitan located Extension offices or community-based partners.

Urban Sabbatical Application Instruction

The full application will consist of 3 parts, Section A and C (see above). The Project description (Section B) should consist of:

Section B: Project Description (not to exceed 4 pages)

1. **Introduction:** An introduction that provides background context and describes the significance of the proposed research. Assume the reader has no previous knowledge of your subject area or work. What is the problem your project will address? What is the state of current scholarship with regard to it? What do you propose to learn or to understand as a consequence of your work?
2. **Purpose:** Is this proposal associated with an existing or planned sabbatical? If so, provide sufficient details to understand its purpose and how this proposal will help you accomplish the planned activities.
3. **Objectives** of the work to be conducted by the applicant during the sabbatical leave?
4. **Materials and methods** required to accomplish the proposed activities, if necessary.
5. **Resources** currently available at the host location to support the proposed activities.
6. **Expected outputs and impacts** of the proposed activities.

7. **Organizational benefits:** Describe the benefits of the proposed activities to WCMER, Extension in general, and the host institution (if applicable).
8. **Applicant benefits:** Description of how the sabbatical will enhance the skills and capabilities of the applicant.
9. **Preparation:** Indicate why you are prepared to undertake this project.

Urban Graduate Fellows Program

Overview

The WCMER is committed to enhancing Extension's, and the broader land-grant university system's, activities and impact in metropolitan communities. The WCMER Urban Graduate Fellow Program (UGFP) will allow post-graduate students pursuing master's or doctoral degrees to work with the WCMER and faculty from member institutions to conduct applied research, develop new or sharpen existing skills related to working in metropolitan communities, develop and / or pilot new programs, conduct feasibility studies for new programmatic areas, or co-author scholarly products.

Participants from WCMER platinum member institutions will be eligible for stipends of up to \$2,500. Graduate fellowships can range from one semester or quarter up to a full academic year including summer terms. Fellowships can be virtual with the fellow remaining at their home institution, or residential with travel to a host institution, including metropolitan located Extension offices or community-based partners.

Applicants must identify a mentor from a WCMER platinum member institution (see <https://metroextension.wsu.edu/platinum-members/>). Although it is not required, we suggest that the mentor be an Extension professional. Applicants may also choose to work with WCMER directly, in which case you should identify a mentor from the WCMER leadership team (see <https://metroextension.wsu.edu/about-us/directory/>).

Urban Graduate Fellows Application Instructions

The full application will consist of 3 parts, Section A and C (see above). The Project description (Section B) should consist of:

Section B: Project Description (not to exceed 4 pages)

1. **Introduction:** An introduction that provides background context and describes the significance of your graduate research program. Assume the reader has no previous knowledge of your subject area or work.
2. **Purpose:** What are you proposing to accomplish during the UGFP? This may be directly related to your graduate program or could be an opportunity to explore something new. If it is not directly related to your graduate program, please expand on why you want to pursue these activities and how it will help your overall career path.
3. **Objectives** of the work to be conducted during the UGFP.
4. **Methods and materials** required to accomplish the proposed activities, if necessary.
5. **Resources** currently available at the host location to support the proposed activities, if applicable.
6. **Expected outputs and impacts** of the proposed activities.
7. **Organizational benefits:** Describe the benefits of the proposed activities to WCMER, Extension in general, and the UGFP mentor.
8. **Applicant benefits:** Describe how the UGFP will enhance the skills and capabilities of the applicant.

Application Review and Selection

Proposals will be reviewed by the WCMER Advisory Board; the WCMER Director will make the final selection.

How we support our fellows

The WCMER is actively engaged in the success of these fellowships. Applicants should view these as collaborative agreements and not stand-alone research or program development funding. To support the Fellow in accomplishing the planned activities, regular check-ins will be scheduled between WCMER leadership/staff and the Fellow throughout the project.

The WCMER also provides Fellows with:

- grant support for multi-university projects, including established master agreements with WCMER member institutions;
- staffing support for workshops, webinars, summits, or other activities associated with the deep dive; and
- access to metropolitan communities across the nation through connections to WCMER member institutions and the National Urban Extension Leaders (NUEL) network to help expand the reach and impact of the fellowship.

The goal of each fellowship is to build a sustainable network which continues to secure funded projects, produce scholarship and expand Extension's capacity in metropolitan areas after the formal association with WCMER concludes.