

NUREC Fellowship Program

FY 2024 Program Information



Application Deadline: July 31, 2023 (11:59pm PDT)

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

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

About the National Urban Research & Extension Center

The [National Urban Research & Extension Center](#) (NUREC), formerly known as 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 supported the institutional and organizational aspects of successful urban Extension programs and professionals, with a goal of better aligning programs and program delivery with the needs, issues and interest of their metropolitan constituency. Institutional membership in the NUREC has increased from the six founding university Extension members to 14, with members in each of the 4 ECOP geographical regions. With this expanded membership NUREC is now establishing itself as a national center to support the Extension and research activities of land-grant and urban serving universities in metropolitan communities across the country.

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NUREC Fellowship Program Overview

The [NUREC](https://metroextension.wsu.edu/fellows/) Fellowship Program was created to enhance the visibility and impact of Extension in metropolitan communities. To do so, we have developed three fellowships – Deep Dives, Urban Sabbaticals and Urban Graduate Student Fellowships (see: <https://metroextension.wsu.edu/fellows/>) to provide a wide variety of opportunities for both academic and non-academic individuals.

The NUREC will accept applications on any topic of interest that addresses our mission and goals including projects related to: Extension programs; delivery methods; organizational models; professional development; social, economic, or environmental issues; or other challenges or opportunities in metropolitan communities. For the current round of funding, we are especially interested in applications related to the following topics:

- Climate Change
- Workforce Development
- Health Equity
- Wildfires/urban forestry
- Diversity, equity and inclusion
- Civics/civility/community building

Eligibility

Eligible applicants 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.
- Currently enrolled master's or doctoral students in an accredited U.S. program (for Urban Graduate Student Fellowships only).
- Faculty from non land-grant urban serving universities. (Please talk to NUREC administrators about this option prior to applying.)
- 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 NUREC administrators about this option prior to applying.)

Funding

Although the NUREC Fellowship Program is open to all applicants listed above, **only applicants from NUREC member institutions are eligible to receive funding to support their fellowship activities.** The funding amounts allocated to each type of fellowship are detailed in the individual descriptions below. See the [NUREC member page](#) to find out if your institution is a platinum or silver member.

Funding is awarded to the fellow's institution or organization for distribution. Proposals recommended for funding will require a fiscal agreement between the fellow, their home institution, and Washington State University (the administrative and fiscal host of NUREC).

Funds can be used to support personnel, goods & services, relevant travel and other expenses required to complete the fellowship within the fiscal policies of the applicant's home institution. The funds are not to be used in support of general administrative costs. Because this program is funded by NUREC general membership fees, indirect or F&A charges are not allowed on the award.

Application Deadline

All applications are due July 31, 2023 (11:59pm PDT)

Fellowship Program Descriptions

Deep Dive Fellowships

The NUREC is committed to increasing the impact and activities of Extension, and the broader land-grant university system, in metropolitan communities. To do this, the NUREC established Deep Dives to spur innovation, 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. The ultimate goal of each Deep Dive 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 NUREC concludes.

Each Deep Dive is led by one or more NUREC Deep Dive [Fellows](#) who provide subject matter expertise and leadership to:

- assess the current state of the issue – including the current knowledge base, and the need and opportunities within metropolitan communities;
- 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.

Since Deep Dives often explore complex topics that cannot be fully addressed during the term of a single fellowship, new fellows may wish to carry a current or previous Deep Dive forward to the next phase of work.

Funding: Up to \$10,000 annually for a period of up to two years for fellows from platinum member institutions only.

Duration: We will accept proposals for two years of funding with the second year of funding awarded based on satisfactory progress and availability of funds.

Location: Fellowships are usually conducted virtually, with the fellow remaining at their home institution or organization.

Urban Sabbatical Fellowship

Urban Sabbaticals allow community-engaged scholars to work with the NUREC and faculty 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.

Funding: Stipends of up to \$5,000 for fellows from platinum member institutions and \$2,000 from silver member institutions.

Duration: The duration of sabbatical activities will be mutually agreed upon by all individuals and organizations involved. Sabbaticals may range from 2-12 months.

Location: 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, with the agreement of all individuals and organizations involved.

Urban Graduate Student Fellowship

Urban Graduate Fellowships allow graduate students pursuing master's or doctoral degrees to work with the NUREC 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.

Applicants must identify a mentor from a NUREC 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 the NUREC directly, in which case you should identify a mentor from the NUREC leadership team (see <https://metroextension.wsu.edu/about-us/directory/>).

Funding: Stipends of up to \$2,500 for fellows from platinum member institutions only.

Duration: Graduate fellowships may range from one quarter up to a full academic year including summer terms.

Location: Fellowships are usually conducted virtually, with the fellow remaining at their home institution.

Proposal and Submission Instructions

- Applicants are to submit proposals as a **single PDF file** using Calibri 11 pt font or larger and 1" margins.
- **All proposals should include 3 sections:**
 - A. Cover Page
 - B. Project Description (**Important:** Section B submission instructions differ for each type of fellowship. See below for details.)
 - C. Attachments
- Email applications to Metro.Center@wsu.edu Subject: NUREC Fellowship Program

Section A: Cover Page for ALL fellowship programs (not to exceed 1 page)

1. **Project Title**
2. **Names, affiliations, and contact information** of the applicant. Graduate Student fellowship applicants should also include the name of their NUREC host mentor (see the program description for more details) and Sabbatical fellowship applications should include their sabbatical host and institution as applicable.
3. **Anticipated start and completion dates.** Fellowships generally are designed to begin January 1st; however, fellowships may begin earlier upon mutual agreement with NUREC and the fellow's university or organization. Completion means the delivery of a project report and any durable scholarly products. (Note: **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** – Does the project require IRB approval, and if so, have you already received it or what is the estimated timeline for application and approval.

Section B: Project Description for EACH fellowship program

Complete only the appropriate Section B of the fellowship for which you are applying.

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

1. **Introduction:** Provide background context and describe 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? Please indicate if and how the project connects to either previous NUREC (WCMER) Fellow or project work, including any of the [Leading Edge](#) publications.
2. **Innovation:** Why is the issue appropriate for a NUREC 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. We encourage 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.

Required Activities

- i. It is expected that fellows present their work to the broader Extension community (e.g. via webinar, regional or national Extension meeting). The NUREC will provide logistical support for such activities.
 - ii. Fellows will develop a positional paper as part of the NUREC *Leading Edge* series which explores how Extension as a system can build on the topic area/issue of the Deep Dive. NUREC administration will actively work with fellows to develop this paper.
5. **Materials and methods:** If appropriate, describe the materials and methods required to accomplish the proposed activities.
 6. **NUREC resources needed:** The NUREC 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, we are 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 as part of the fellowship.
 7. **Other Activities:** Deep Dives may complement a fellow's current or planned activities. If so, explain how it will **enhance** an existing activity or grant and not just provide additional funding. Additional documentation (e.g. grant summary) may be attached as part of Section C: Optional Attachments, item 4).

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

1. **Introduction:** Provide background context and describe 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 convey 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 applicable.
5. **Resources** currently available at the host location to support the proposed activities.
6. **Expected outputs and impacts** of the proposed activities.

7. **Outreach and Dissemination:** Describe how results from the proposed research will be disseminated to a broader audience. We encourage 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 including a position paper as part of the *Leading Edge* series which explores how Extension as a system can build on the topic area/issue of your research. NUREC administration will actively work with fellows to develop this paper.
Required Activity:
 - i. It is expected that fellows present their work to the broader Extension community (e.g via webinar, regional or national Extension meeting). NUREC will provide logistical support for such activities.
7. **Organizational benefits:** Describe how the proposed activities will benefit the NUREC, Extension in general, and the host institution (if applicable).
8. **Applicant benefits:** Describe how the sabbatical will enhance your skills and capabilities.
9. **Preparation:** Why are you prepared to undertake this project?

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

1. **Introduction:** Provide background context and describe 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 fellowship? 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 fellowship.
4. **Methods and materials** required to accomplish the proposed activities, if applicable.
5. **Resources** currently available at the host location to support the proposed activities, if applicable.
6. **Expected outputs and impacts** of the proposed activities.
Required Activity:
 - i. It is expected that fellows present their work to the broader Extension community (e.g via webinar, regional or national Extension meeting). NUREC will provide logistical support for such activities.
7. **Organizational benefits:** Describe how the proposed activities will benefit NUREC and Extension in general.
8. **Applicant benefits:** Describe how the fellowship will enhance your skills and capabilities.

Section C: Attachments for ALL fellowship programs

1. **Current curriculum vitae or resume.**
2. **Budget:** Provide an annual (and cumulative for two-year Deep Dives) budget. Allowable expenses include salary for the fellow or other staff to directly 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 the NUREC and allowed by the fellow's university. Funds are not to be used for general administrative costs. Because this program is funded by NUREC general membership fees, no indirect or F&A charges are allowed on the award.
3. **Budget justification:** not to exceed 1 page.
4. **Administrative Approval.** The time needed to complete a quality project may exceed the funding provided. Please attach a signed letter or email from an administrator indicating

approval of the time and effort necessary to complete this fellowship, and acknowledgement of its potential impact on your normal duties and expectations.

5. **Optional Attachments (Deep Dives only):** If applicable, attach information about projects related to this proposal (see item 7 in Deep Dive Section B Project Description above).

Application Review, Selection and Timeline

Proposals will be reviewed by a panel of the NUREC Advisory Board; the final selection will be made by the NUREC Director.

Review Criteria

In addition to the eligibility criteria described above, the following criteria will contribute to the selection of awards:

- **Alignment** with the NUREC's strategic objectives and goals
- **Potential for impact** to Extension, the broader land-grant university system, and to metropolitan communities
- **Capacity** of the fellow to undertake and accomplish the proposed project/work
- **Feasibility** of the proposed project/work

Timeline

- June 15, 2023: Application period opens
- July 31, 2023: Application deadline (11:59pm PDT)
- August 31, 2023: Awardees notified
- September – December 2023 – development of institutional agreements and contracts
- January 1, 2024 – December 31, 2024: Period of performance
 - Brief bi-monthly project reports, distributed to the NUREC Advisory Board, will be requested during this period
- April 30, 2025: Final report due detailing accomplishments and use of funds.

How we support our fellows

The NUREC is actively engaged in the success of our fellows. Applicants should view them 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 NUREC leadership/staff and the fellow throughout the project.

The NUREC also provides fellows with:

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