



2024 USDA E. Kika De La Garza Fellowship Application Instructions

Education and High School Fellowships; July 8-12, 2024. Participants spend the duration of their fellowship in Washington, D.C. Education Fellowships are for faculty and staff at Hispanic-Serving Institutions (HSI). High School Fellowships are for Secondary Education Superintendents, Principals, Agricultural and District Level educators/administrators working for Hispanic-Serving School Districts.

Science Fellowships; July 8-19, 2024. Participants spend one week of their fellowship in Washington, D.C. and one week at a U.S. Department of Agriculture (USDA) research facility. Science Fellows will be located at a USDA research facility within the country that closely aligns with the applicant's research field. Potential locations include placements with the [Agricultural Research Service \(ARS\)](#), [Food Safety Inspection Service \(FSIS\)](#), [Forest Service \(FS\)](#), or the [Natural Resources and Conservation Service \(NRCS\)](#). Science Fellowships are for science faculty at HSIs.

Application packages must include the following in Microsoft Word or Adobe Acrobat PDF:

1. **Application Form**
2. **Essay**
 - a. **Education and High School Fellowships:** Are required to write a 500 to 800-word statement describing your interest in USDA and how you envision the fellowship will impact you, your institution, and your community. Also, describe how you plan to share information acquired during your fellowship with colleagues, students, and your community.
 - b. **Science Fellowships:** Are required to submit a 800 to 1000-word statement describing your interest in USDA, your specific research interests, and how you envision the fellowship will impact you, your institution, and your community. Applicants are encouraged to visit [Agricultural Research Service \(ARS\)](#), [Food Safety Inspection Service \(FSIS\)](#), [Forest Service \(FS\)](#), or the [Natural Resources and Conservation Service \(NRCS\)](#) to identify as part of your essay potential USDA scientists and research facilities that conduct work targeting your research interests. We encourage you to include your interest with being partnered with a specific USDA agency. Also, describe how you plan to share information acquired during your fellowship with colleagues, students, and your community.
3. **Resume or CV** (5 page maximum)
4. **Signed Application Certification Form**

5. **Letter of Reference** – A letter of reference should be submitted directly by your supervisor or equivalent, detailing your work and how this fellowship will benefit you and the institution. Please note: It is your responsibility to notify this individual of the need to supply this letter and to ensure that they do so before the application deadline.
6. **Letter of Institutional Support** – A letter of institutional support should be submitted directly by your institution’s president, chancellor, or equivalent indicating that the institution commits to support your participation in this fellowship and, if applicable, intends to cover any salary and benefits which would otherwise be provided during the fellowship period. It is your responsibility to notify this individual of the need to supply this letter and to ensure that they do so before the application deadline.

Application Submission

All application materials must be submitted by email on or before March 4, 2024, to hsinp-osec@usda.gov. Application materials received after 11:59 p.m. PT will not be accepted.

Your application materials should be submitted with the subject line:

Fellowship Application -- <Applicant Name/Institution>

Your letter of reference should be submitted directly by your reference with the subject line:

Fellowship Letter of Reference -- <Applicant Name/Institution>

Your letter of institutional support should be submitted directly by your institution with the subject line:

Fellowship Letter of Institutional Support -- <Applicant Name/Institution>

Important Dates:

Application Deadline: March 4, 2024

Fellowships Awarded: May 2024

Travel to Washington, D.C.: July 7, 2024

Education and High School Fellowships: July 8 – July 12, 2024

Science Fellowship: July 8 – July 19, 2024

Questions:

If you have any further questions, please contact Julio C. Puentes, HSI National Program Manager, at (773) 633-8822 or email at hsinp-osec@usda.gov.

**2024 USDA E. Kika De La Garza Fellowship
Application Form**

Applicant Information

Job Title:

First name:

Last Name:

Phone Number:

Email Address:

Institution Information

Name of Institution:

Address:

City:

State:

Zip/Postal Code:

Fellowship Type (Select One)

Education (HSI Faculty and Staff)

High School (HSSD Secondary Ed. Superintendents, Principals, Ag and/or District level educators/administrators)

Science (HSI Faculty Researchers and Science Research Educators)

Areas of Interest (Select all that apply)

Outreach

Retention

Career opportunities/internships for students

Graduate programs

Research

Grants

Partnership development

Government relations

Supporting Information (Please provide the name, job title, and email address for each)

Letter of Reference:

Letter of Institutional
Support:

**2024 USDA E. Kika De La Garza Fellowship
Application Certification Form**

Instructions: Please fill in your name and date. This form can be signed hardcopy or electronically. Please return a signed copy to hsinp-osec@usda.gov.

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

Name: _____

Signature: _____

Date: _____