

Commonwealth Coastal & Marine Policy Fellowship

Call for Host Offices

Virginia Sea Grant (VASG) and the Virginia Environmental Endowment (VEE) are soliciting host office applications for the 2024 Commonwealth Coastal & Marine Policy Fellowship. This 12-month paid fellowship provides educational and professional development opportunities for post-graduates interested in Virginia's coastal and marine resources. Fellows receive on-the-job training by working with a host office to address pressing coastal and marine resource issues while learning about the policy and management process occurring at the state level. The program also aims to increase the capacity of the host offices by supporting fellows who are working on mission-relevant programs, and leveraging the knowledge and capacity of Virginia's academic institutions. VASG, VEE, and their partners anticipate supporting two to three post-graduate fellows starting on October 1, 2024.

PARTICIPATING PARTIES' RESPONSIBILITIES

Host Office Expectations

Participating host offices agree to: 1) Deliver an orientation introducing the office's mission and goals, priorities, staff, and activities; 2) Provide opportunities for substantive involvement in, and contribution to the office's activities, including a project and work tasks for the duration of the fellowship; 3) Connect the fellow with a professional mentor and coach within the host office who will work with VASG's professional development coordinator to develop an Individualized Professional Development plan with the fellow, and regularly engage with him/her during the 12-month program; and 4) Provide a work space, supplies, travel expenses, etc. necessary to achieve the fellow's tasks. Additionally, the host office will allow the fellow a reasonable amount of time off and time to attend professional development training and other activities. Participating host offices are expected to contribute \$20,000 to support the program during the 2024 fellowship year.

Co-funder's Responsibilities

The recruitment and initial selection of eligible applicants will be managed by VASG as described in detail within the fellowship announcement. Host-fellow matching will involve VASG, VEE, and the host offices with consideration for the applicants' preferred host office selection. VASG will invite the selected fellows to participate in VASG-sponsored professional development opportunities and related activities where the fellows can grow their professional skills and network with the broader VASG community. Contributed fellowship funds will be administered by VASG and used to cover a portion of the fellow's stipend and discretionary expenses, as well as support the administration of the fellowship program.

Fellow Responsibilities

Fellows are expected to abide by standard code of conduct policies including, but not limited to, the host office's personnel policy, policies regarding sexual harassment, policies regarding workplace violence, and policies regarding the acceptable use of computer resources. In addition to work responsibilities for the host office, selected fellows will be required to support VASG communication efforts to publicize their fellowship activities, participate in periodic VASG meetings, submit fellowship status reports to be used for NOAA reporting, and submit a final report at the conclusion of the fellowship. Regular contact between VASG and the fellows will occur throughout the year.

HOST OFFICE APPLICATION

The Commonwealth Coastal & Marine Policy Fellowship program is open to participation by local, regional, and state agencies and governments working in Virginia on relevant coastal or marine research, policy, or management issues. Host offices will enter a memorandum of understanding (MOU) with VASG detailing responsibilities, expectations and cost-sharing arrangement.

VIRGINIA SEA GRANT PARTNER UNIVERSITIES



Requested Information

- ☐ Title of host office
- ☐ Logo (*print resolution; minimum size 500 kb*)
- ☐ Name, title, address, phone number, and email of host office mentor(s)
- ☐ Description of the host office (*150-200 words*)
- ☐ Proposed project title
- ☐ Proposed project description, activities, and goals (*300-500 words*)
- ☐ Location (*city/county where the selected fellow would be working*)

TENTATIVE FELLOWSHIP TIMELINE

2023- 2024

November - January Host offices confirm their interest and submit requested information; available host office descriptions are uploaded to the fellowship website

2024

March 1 Fellowship announcement released
May 1 Application due to VASG by 5pm EST
Early June Virtual interviews with VASG selection committee
Early July Notification of finalists
Late July Selected finalists' interview with host offices
Late July Fellows and host offices notified of placements
August Fellows and mentors take part In VASG Fellowship Orientation
October Fellowship begins on October 1, 2024

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