

# University of California, Agriculture and Natural Resources

## Fellowship Agreement Process

### WHAT IS A FELLOWSHIP?

While the term "fellowship" is used by a variety of different programs, generally fellowships:

- are short-term opportunities lasting from a few months to several years.
- focus on the professional development of the fellow.
- are sponsored by a specific association or organization seeking to expand leadership in their field.

Fellowship programs can be designed to support a range of activities including:

- graduate study in a specific field
- research to advance work on a particular issue
- developing a new community-based organization or initiative
- training and reflection to support the fellow's growth
- opportunities to further explore a particular field of work

### SETTING UP A "HOST" FELLOWSHIP AGREEMENT

After identifying an opportunity in your unit or on a specific project that would support the education of a student/fellow, setting up a fellowship agreement requires the following activities:

1. If a fellow has a sponsoring campus and/or is receiving credit for their work, then please document that on the fellowship agreement form. They may be considered the "home" location for the purposes of the agreement.
  - a. Enter into an agreement with the Home location (if required). Collaborate with Ryan Harms, Controller's Office as needed to develop an MOU between the respective agencies. Activity with the Controller's Office can be done separately from HR/Payroll actions.
  - b. Complete the Host Fellowship Agreement form and send it to [humanresources@ucanr.edu](mailto:humanresources@ucanr.edu). This is used to validate the status of the fellow and to ensure proper payment to the employee is in place (regardless of whether it is UCANR or the Home agency).
    - i. If any kind of honorarium or stipend is requested for the fellow, HR will forward the request to [anrpayroll@ucanr.edu](mailto:anrpayroll@ucanr.edu).
2. Ensure space and equipment are available and ready for the student to begin working.
  - a. Space: Based on location
  - b. Equipment: Based on location, please contact IT for further information/to order a computer, etc.
3. Onboard your fellow! Review the onboarding steps here: [https://ucanr.edu/sites/Professional\\_Development/All\\_Trainings/Orientation/Supervisor\\_Guide\\_to\\_Onboarding\\_New\\_Employees/Onboarding\\_New\\_Employees\\_Introduction/](https://ucanr.edu/sites/Professional_Development/All_Trainings/Orientation/Supervisor_Guide_to_Onboarding_New_Employees/Onboarding_New_Employees_Introduction/).

## SETTING UP A PAID FELLOWSHIP

If the intention is to hire a paid fellow/intern, please contact [humanresources@ucanr.edu](mailto:humanresources@ucanr.edu) and go through the accelerated student hiring process. This process can take around 2 weeks so please prepare ahead of time.

Check here for more information on accelerating a recruitment and how to begin the process:  
[http://ucanr.edu/sites/ANRSPU/Supervisor\\_Resources/Recruitment/](http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/).