



Washington Sea Grant
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Washington Sea Grant Marine Policy Fellowship Guidelines 2017-2019

Background on Fellowships

(For additional information, visit wsg.washington.edu/students-teachers/fellowships/)

1. Marc Hershman Marine Policy

This one-year fellowship is open to graduate students and recent graduates in the marine sciences, environmental policy, and related fields. Fellows are teamed with mentors in Washington State or tribal agencies or marine-focused nongovernmental organizations to work on a diverse range of ocean and coastal science and management issues. Current host offices are located in Olympia or Seattle and include The Nature Conservancy, the Makah Office of Marine Affairs and the Washington State Departments of Ecology and Health. Fellow project descriptions are available on the Washington Sea Grant (WSG) website. WSG provides administrative support, convenes a review panel of senior managers to recommend selection of fellows, and facilitates placements in consultation with potential hosts and fellows.

Timeline:

February	Host offices project descriptions due to WSG
March	Hershman Fellowship application period opens
Early May	Applications due to WSG
May-June	Host office application review; WSG selection of finalists
June	Hershman Review Panel interviews and selection of fellows
Late June	Fellow interviews with host offices; WSG matches fellows and hosts
October 2	Fellowship begins
September 28	Fellowship ends

Financial Support:

2017-2018 Hershman Fellows will have a budget of \$49,000 that is divided into two parts. First is a stipend of \$45,000 to cover living costs and health care and \$4,000 for travel and other fellowship-related expenses. Host offices may provide supplemental funds for work-related travel.

2. National Sea Grant College Program Dean John A. Knauss Marine Policy

The Sea Grant Knauss Fellowship offers a unique educational experience to graduate students and recent graduates interested in ocean, coastal, and Great Lakes resources and the national policy decisions affecting those resources. Knauss Fellows work for one year on congressional staffs and in federal agencies, where they study, create, and implement marine policy. Twelve congressional positions and approximately 30 agency positions

are available each year. Legislative fellows work in the U.S. Senate or House of Representatives and typically spend their time learning about marine-related policy issues in Congress, often getting the chance to further key pieces of legislation. Executive fellows work for federal agencies such as NOAA, the Environmental Protection Agency, National Science Foundation, State Department, Fish and Wildlife Service, and Department of Energy, assisting in the implementation of management and conservation programs. WSG may nominate up to six candidates to be considered by the National Sea Grant Office (NSGO), and provides administrative support and guidance for fellows selected from Washington State.

Timeline:

Fall	Knauss Fellowship application period opens
February	Applications due to WSG
February–March	WSG candidate interviews, selection of up to six WSG nominees
Late March	Submission of WSG nominations to NSGO
May–June	National candidate review and announcement of finalists
November	Placement week to match finalists with hosts; fellows announced
February 1	Fellowship begins
January 31	Fellowship ends

Financial Support:

Each 2017-2018 Knauss Fellow will receive an award of \$61,500 in federal funds, of which \$47,500 is budgeted for a stipend. The remaining \$14,000 is used to cover placement-week costs, health insurance, moving expenses, and to satisfy academic and fellowship-related activities such as travel. During the fellowship, the host may provide supplemental funds for work-related travel by the fellow. Please see the health care section below for more information about using these funds to pay for your insurance.

Basic Fellowship Information

1. Work Expectations

Sea Grant Marine Policy Fellowships provide invaluable learning experiences and unique professional opportunities that benefit both fellows and host organizations. Fellows are administratively responsible to WSG during their terms, but must be responsive to the organizational procedures of and technical direction from the host/mentor to whom they report.

The fellow and mentor must be aware of and sensitive to the purposes of the fellowship, and achieve balance between institutional and educational needs. The fellow should honor the working protocols of the host office and contribute to useful and relevant products. The host/mentor is expected to provide opportunities for involvement in substantive issues that advance the fellow’s professional, educational, and developmental goals, and to provide adequate and appropriate mentorship. Flexibility and clear and continuing communication may be the most important factors in ensuring a productive and enjoyable experience for all parties.

Fellows:

WSG suggests that fellows establish and maintain contact with their host offices and mentor/supervisors prior to their start dates. Although it is not obligatory, we anticipate that the fellow will try to attend any useful meetings or events recommended by the host office before the fellowship starts. At the beginning of the fellowship, please review any applicable office policies regarding work hours, vacation time, sick leave, and attendance at conferences and meetings, as well as discuss any time needed for school commitments. We ask that the fellow and host office reach a clear understanding and define mutual expectations very early in the fellowship. Recognizing that the fellowship is a full-time commitment, fellows are strongly discouraged from seeking or agreeing to outside employment during the fellowship period.

Host Offices:

Host offices will provide working space, including Internet access, computer, phone, and other needed office equipment and supplies. Prior to the start date, hosts are encouraged to contact and inform fellows of any useful meetings or conferences. At or before the time a fellow arrives, the host will identify a mentor/supervisor and provide information on applicable office policies and general procedures and paperwork (who to go to for office support, forms for obtaining an agency ID, parking, etc.). Please review office policies with the fellow, including work hours, vacation time, sick leave, and attendance at conferences and meetings, as well as any of the fellow's educational commitments. The host office should allow reasonable sick and vacation leave, not including time spent on academic requirements, conference attendance, and other fellowship-related travel.

WSG urges hosts to provide clear guidance from the start to define expectations for end products and other goals or deliverables. The fellowship is intended to allow broad exposure to the issues and projects in the office and may include meetings with other staff and participation in joint projects with other offices. Regularly scheduled meetings between fellows and mentors/supervisors are encouraged, as well as routine discussion and guidance.

Conflict Resolution:

In the rare event that a conflict arises, the fellow or host supervisor should contact the WSG director. WSG will work to facilitate a resolution of any problem in consultation with and in consideration of the mutual interests of fellow and host. While every effort will be made to address problems within the host-fellow structure, WSG reserves the right to pursue termination or reassignment if no other solution can be found.

2. Pay Schedule and Taxes

Fellowship stipends are processed through Workday. When enrolling in Workday, fellows who are new to the UW system will be prompted to create a NetID and password; WSG staff can assist if needed. For those fellows that already have a UW NetID, you will be able to use it to log into the Workday system.

Prior to beginning your fellowship, please complete the following steps:

1. Watch the Workday 101 training videos: <https://isc.uw.edu/video-library/workday-101-videos/>. The videos relevant for your fellowship are Basic Navigation, Updating Personal Information, Inbox & Notifications, and Accessing Pay Information.
2. Log onto UW Workday: <https://wd5.myworkday.com/uw/d/home.html>
3. In the “Personal Information” tab, update your contact information, personal information, and emergency contacts. Please ensure your address is up to date, since your first few paychecks might be mailed to you (see below).
4. In the “Pay” tab, update your direct deposit information through the “Payment Elections” link. *NOTE: All WSG Fellows will be paid through direct deposit.*

UW payday is the 10th and the 25th of each month. Once direct deposit is set up, checks will be deposited by 8 a.m. on each payday. The first two paychecks will likely be printed and mailed to the address you list on Workday while direct deposit is established. *NOTE: if the 10th or the 25th falls on Saturday, you will be paid on the preceding Friday; if it falls on Sunday you will be paid on the following Monday.*

Taxes:

In mid-January, UW will send a tax information notification (via mail or email) related to the stipend amount each fellow received for the previous year. Keep your address information current in Workday. Please note that the University does not withhold federal tax from your stipend paychecks. The IRS offers options to pre-pay taxes quarterly. Current reporting information is available in IRS Publication 970-Tax Benefits for Education (www.irs.gov/publications/p970/index.html). The UW payroll office also offers helpful information on its tax website: <https://isc.uw.edu/your-pay-taxes/withholding/> and can be contacted at taxquest@uw.edu.

3. Moving Expenses

Fellows who relocate for fellowship purposes are eligible for reimbursement of moving expenses, i.e. moving truck or mileage. Be prudent with expenses; if the entire amount is used for moving, there will be no funds for travel during the fellowship. After moving costs are covered, any remaining funds can be used for travel and other activities related to academic needs or the fellowship. *Check with WSG for questions about whether a moving expense is reimbursable.*

4. Health Insurance

A portion of each semi-monthly payroll deposit is allocated to health insurance. It is the fellow's responsibility to find an insurance carrier. Former fellows have accessed coverage via the Washington Health Care Insurance Plan Finder: www.washington-health-care.com. This site offers experts whom former fellows have found very helpful. Other fellows searched online at: www.wahealthplanfinder.org. *WSG recommends that fellows start this process as early as possible, because it can be complicated and time consuming.* If health insurance costs are higher or lower than the initial award allocation, the amount you receive in your monthly deposit can be adjusted using funds available from other fellowship activities covered by the award. To do this, contact a WSG administrator at 206-543-6600 or sgfiscal@uw.edu.

Fellows paid by the University are insured for injuries or illnesses that occur at work through the UW workers' compensation program (<http://f2.washington.edu/treasury/riskmgmt/wc>). Report all work-related injuries to sgfiscal@uw.edu as soon as possible. Fellows who are injured at work or who believe that their illness is related to their job can file a Labor & Industries claim through a physician's office, clinic, emergency room or hospital.

5. Travel and Reimbursement

The WSG administrative staff (sgfiscal@uw.edu) will assist with travel logistics and availability of travel funds. UW travel policy and procedures are available online: f2.washington.edu/fm/travel/employees. "Travel status" applies when you are traveling on behalf of the university/state.

Prior Approval:

Travel requires advance written approval from the Washington Sea Grant director, using the WSG form for travel approvals. *Email travel requests to the director and copy sgfellow@uw.edu and sgfiscal@uw.edu well in advance of travel — if possible about a month.* Please remember to put your travel destination in the subject line of the email address on the form.

Travel Reimbursement:

Fellows can pay for travel expenses by: (1) using personal finances and get reimbursed through WSG; or (2) working with sgfiscal@uw.edu to charge travel to the WSG Procard or Corporate Travel Account (CTA). In both cases the costs will be subtracted from the travel funds in your award. A UW NetID is required for travel reimbursement.

The University uses Ariba, an online procurement system, to process travel expenses. Fellows must complete a WSG expense report worksheet and email the completed file, copies of receipts, and documentation of miles driven (Google Maps or equivalent) to sgfiscal@uw.edu. WSG staff will review and import data into the Ariba system. Fellows will be prompted to approve travel online when the process is completed (subject line with "Action Required"). Reimbursement is typically deposited directly into your bank account within 48 hours after final approval.

Common travel expenses for which you can be reimbursed include:

- **Conference registrations** - Fellows may register as "student" for conferences, because the Hershman and Knauss Fellowships qualify as educational fellowships.
- **Airfare** can be purchased by either: (1) use of a travel agent (WSG staff generally use Josie Hazen at Lake City Travel, josie@lakecitytravel.com); or (2) booking directly through the airline or booking websites. Airfare can be reimbursed in advance of travel with proper receipts. Contact sgfiscal@uw.edu to charge airfare to the CTA.
- **Lodging** per diem is set at the government rate. Please check the per diem rate for the city you will be traveling to here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Hotel deposits can be placed in advance of travel; contact sgfiscal@uw.edu to charge this to the CTA. Otherwise, lodging is reimbursed after travel is completed.

- **Meal** per diem is set at the government rate and is incurred only when an individual is 50 miles from their duty station AND the work day exceeds 11 hours. Fellows may not claim a meal provided by another source, such as those included in a conference registration (more information is available at f2.washington.edu/fm/travel).
- **Mileage** for personal auto is reimbursed. Point-to-point mileage (driving to one destination using the most direct route) requires verification from Google Maps or equivalent. For vicinity mileage (driving short distances after the travel destination is reached), use odometer reading and submit a mileage log with your claim. *Daily commuting expenses are not reimbursable.*
- **Car rentals** must be approved in advance and the rental must be made in your name. Most rental charges are reimbursable, but some insurance options are not. Contact sgfiscal@uw.edu a minimum of one week in advance of any rental.
- **Other transportation** (bus, train, shuttle, taxi, parking, ferry) costs are reimbursable while in travel status from either the fellow's official workstation or official residence. Receipts are usually required.

International Travel:

If you will be travelling internationally during your Fellowship, you must register your trip with the UW Office of Global Affairs: www.washington.edu/globalaffairs/global-travelers/travelregistry/.

The Office of Global Affairs will keep a record of your travel and can provide support while you are out of the country. This is especially important in the event of an emergency (personal, political, or natural disaster). They also offer international traveler's insurance that will cover medical evacuation, emergency extraction from the country, and even death costs if something particularly awful should occur. More information about this insurance plan can be found through the Office of Global Affairs.

To register, email your travel itinerary to Nicholas Hill, our Global Travel Security Manager (travelregistry@uw.edu) and copy sgfellow@uw.edu. While you are traveling, Hill will keep an eye on international news and if something should happen in the country you are in, he will contact you to make sure you are safe. If anything is wrong, he will have the relevant information to help you.

6. Commuting

Daily commuting is a personal expense for each fellow; however, there may be tools available to reduce this expenditure.

In Washington State:

Past fellows have signed up for a discounted U-PASS Orca Cards (washington.edu/facilities/transportation), as well as for ride-shares (metro.kingcounty.gov/tops/van-car/van-car.html or intercitytransit.com). Fellows using a vanpool can qualify for a subsidy if they have a U-PASS membership. More information is located at washington.edu/facilities/transportation/carpool-vanpool.

In Washington DC:

Given the wide range and diversity of transportation options, we recommend that fellows check with host offices or get in touch with former fellows, particularly those who have worked with your host office.

7. Perks of UW Affiliation

UW NetID and password provide access to many UW online services including MyUW and a UW email address. Once logged on to the myuw.washington.edu site, individuals can access information regarding Workday, U-PASS Membership, library access, tax information and forms, and University news and events. For more information on UW NetIDs visit washington.edu/itconnect/accounts/#uwnetid.

8. Communicating with WSG

Our goal at WSG is to provide full support to ensure each fellow's success and we would like to maintain regular contact among WSG, fellows, and hosts throughout the year. Participants are welcome to contact the Washington Sea Grant director, Fellowship Specialist, and other WSG staff with any questions and we will work with you to find answers. We will also try to check in at regular intervals in the course of the fellowship to make sure that all is well.

Reporting Requirements:

WSG or the national Sea Grant office will send out reporting forms to fellows near the end of the fellowship, and WSG will continue to track your educational and career path after the fellowship is completed. Host offices may also establish deliverables during the fellowship and you will be expected to complete them before the end of your award.

WSG Contact Information

Fellows must provide their office and home addresses, telephone numbers, and email addresses to WSG via sgfellow@uw.edu. Please be sure to enter your current address and emergency contact information into Workday.

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