

Washington Sea Grant Fellowships Handbook

John A. Knauss Marine Policy Fellowship

WSG Hershman Fellowship

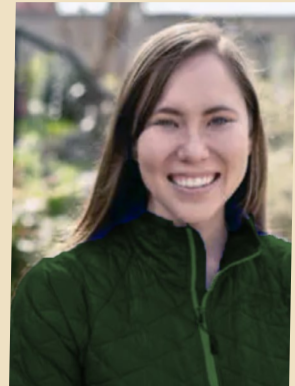
WSG Keystone Fellowship

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The Fellowships

“As a Washington Sea Grant Hershman fellow, I was able to combine my passion for marine science with policy work, education, and most importantly, with community engagement. Throughout the fellowship I built my career portfolio, strengthened my network, and created long-lasting relationships with communities and partners.”



Katrina Radach, 2018-19
WSG Hershman Fellow

Washington Sea Grant Hershman Fellowship

Fellows spend a year working with Washington host offices on ocean and coastal science and policy issues.

ELIGIBILITY

The Washington Sea Grant Hershman Fellowship is open to all graduate students and recent graduates in the marine sciences, environmental policy, and related fields. Graduate students enrolled at Washington universities who will graduate before the fellowship begins may also apply.

PLACEMENT

Fellows are teamed with state agencies, tribal agencies, or marine-focused nongovernmental organizations to work on a diverse range of ocean and coastal science and policy issues in Washington state. Current host offices and project descriptions are available on the Washington Sea Grant (WSG) website. WSG provides administrative support, convenes a review panel to recommend selection of fellows, and facilitates placements in consultation with potential hosts and fellows during a matching workshop in Seattle.

Washington Sea Grant Keystone Fellowship

The WSG Keystone Fellowship builds pathways into marine science, policy, and related industry careers for individuals who have been historically underrepresented in these fields.

ELIGIBILITY

The Washington Sea Grant Keystone Fellowship seeks to broaden participation in marine and coastal professions by providing early career experience, training and mentorship to the next generation of marine science, policy, and industry professionals. The program does so by recruiting, retaining and engaging students who are underrepresented in these fields. Black, indigenous and other people of color (BIPOC) as well as representatives of the LGBTQ+ community and allies are encouraged to apply.

PLACEMENT

This one-year fellowship offers a unique educational opportunity by matching individuals with host offices throughout Washington state. Fellows gain firsthand experience working on projects that help WSG better understand and utilize Washington's ocean and coastal resources.

In 2020 Adrienne Hampton, the inaugural Keystone Fellow, worked with the Seattle Aquarium on a project titled "Expanding and Diversifying the Network of Ocean Advocates in Washington," in which she led the development, coordination and training of a network of diverse groups and individuals around the goal of elevating ocean conservation as a central value for residents and elected decision-makers throughout Washington state.



Adrienne Hampton, the 2020 inaugural Keystone Fellow

"The Dean John A. Knauss Fellowship provides students with a once-in-a-lifetime opportunity to participate in the coastal and marine policy process at the federal level of government. As a fellow, I wrote bipartisan legislation and used my scientific training to inform policy decisions. Most importantly, the fellowship provided me with knowledge, skills, and relationships that have led to my career in environmental policy."



Jimmy Kralj, 2018 Knauss Fellow on the staff of U.S. Sen. Brian Schatz of Hawaii

Dean John A. Knauss Marine Policy Fellowship

Fellows jumpstart their careers in marine policy by working in Washington, D.C. with congressional staff or in a federal agency.

ELIGIBILITY

The Knauss Fellowship is open to graduate students and recent graduates interested in ocean, coastal and Great Lakes resources and the national policy decisions affecting those resources.

PLACEMENT

Knauss fellows work for one year as congressional staff and in federal agencies where they study, create and implement marine policy.

- Legislative fellows work in the U.S. Senate or House of Representatives and typically spend their time learning about marine-related policy issues often furthering key pieces of legislation.
- Executive fellows assist in the implementation of management and conservation programs for federal agencies such as the National Oceanic and Atmospheric Administration, the Environmental Protection Agency, the National Science Foundation, the U.S. Department of State, the U.S. Fish and Wildlife Service, and the Department of Energy.

Washington Sea Grant may nominate up to six candidates and provided administrative support for fellows selected from Washington state.

Fellow and Host Relationship

FELLOW EXPECTATIONS

Your WSG fellowship is a full-time commitment to working with your host office on the designated project with additional opportunities to pursue elements of work tailored to your unique skills and interests. You are also expected to pursue professional development opportunities outside of your core project activities.

- WSG suggests that fellows establish and maintain contact with their host offices and mentor/supervisors prior to the fellowship start date. Although attendance is not required, we also anticipate 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. Discuss any time needed for academic commitments (e.g. a dissertation defense) in advance. See more details on this below.
- Recognizing that the fellowship is a full-time commitment, fellows are strongly discouraged from seeking or agreeing to outside employment during the fellowship period. *Rare exceptions will be considered on a case by case basis at the discretion of the fellow's host office mentor in consultation with the WSG Fellowship team.*

HOST OFFICE EXPECTATIONS

WSG fellows are placed with host organizations (including federal, state, nonprofit, and industry organizations) for a period of 12 months. Fellows work on projects identified and defined by their host organization and, to the extent possible, are fully integrated into their host workplace.

- Administratively, fellow status is unique in that fellows are not technically the employees of either the host agency or the University of Washington (UW). Fellows' stipends and professional development budgets are managed and paid through UW payroll, and fellows are insured for injuries or illnesses that occur at work through the UW workers' compensation program.

- Part of the fellows' professional development experience is the opportunity to integrate fully into the host workplace, including complying with whatever policies and procedures are typical at their host site. At or before the time a fellow arrives, the host will provide information on applicable office policies, general procedures and paperwork. Examples of topics that may be covered include who to go to for office support, which forms are needed to obtain an agency ID, information about parking, etc.
- Host offices should review typical office policies with the fellow, including those concerning work hours, remote work, vacation time, sick leave, and attendance at conferences and meetings, as well as any of the fellow's educational goals and/or commitments.
- Host offices are expected to provide working space, including internet access, a computer, a phone, and other needed office equipment and supplies. Whenever possible, host offices also typically provide an organization email address, ID badge if applicable, access to motor pool vehicles for work-related travel, and opportunities to participate in standard trainings and internal professional development opportunities.
- There is no official performance evaluation requirement for fellows beyond the final reporting processes administered by WSG. However, as a professional development opportunity, hosts are encouraged to provide an end of fellowship evaluation similar to what would be provided for an actual employee.
- WSG urges hosts to provide clear guidance from the start to define expectations surrounding end products and any other goals or deliverables of the fellowship.
- 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 (i.e. one-on-one check-ins) between fellows and mentors/supervisors are highly encouraged, as are routine discussions and guidance opportunities.

- Mentors and other host office colleagues are encouraged to share stories, reflections, and lessons learned from their own career journeys with fellows. This type of knowledge-sharing is a truly priceless element of the fellowship experience!

WORKING TOGETHER

We ask fellows and their host offices to reach a clear understanding and define mutual expectations very early in the fellowship.

- Fellows are administratively responsible to WSG during their terms but must be responsive to the organizational procedures and technical guidance of 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 a balance between institutional and professional development 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 insightful and intentional career mentorship.
- Flexibility and clear and continuing communication may be the most important factors in ensuring a productive and enjoyable experience for all parties.

MANAGING FELLOW TIME OFF

It may feel awkward to bring up time-off plans at the beginning of the fellowship. However, conversations about vacation time and sick days should happen in the first few weeks of the fellowship. This helps all parties to plan ahead and ensure operations continue to flow smoothly in the fellow's absence.

- Hosts should clarify what the policies are at their organization.
- Discuss any existing plans the fellow has up front so they feel empowered to broach the subject and time off is normalized.
- Decide together how to approach scheduling time off. Hosts and fellows should avoid fellows taking a single long absence at the end of the fellowship.
- Mentors should coach fellows to consider how time off might impact their colleagues and col-

laborators. Fellows should also consider how to communicate to partners about absences and how tasks will be covered while fellows are gone.

- In the interest of time and project management, hosts and fellows should plan for an average of around two days per month for professional development. However, time for professional development may exceed this during events such as conferences, etc.

HOLIDAYS & SICK TIME OFF

This policy applies to State fellows only. At a minimum, fellows must be allowed holiday time off and sick time in alignment with UW policies. UW's holiday allotment is currently 11 paid holidays per year. Fellowship holidays do not have to be the same holidays offered by UW. Sick time is accrued at a rate of eight hours per month. If a host office offers a more generous holiday or sick time policy, fellows are welcome to follow that policy.

Sick time off can be used:

- For your own illness, injury, health condition, or disability
- For preventative care such as a medical, dental, or optical appointment(s)
- For a family member's illness, injury, health condition, or disability, and/or preventive care such as a medical, dental, or optical appointment
- For the closure of the UW by order of a public official for any health-related reason
- For the closure of a child's school or place of care by order of a public official for any health-related reason. A school or place of care is considered closed if the physical location is closed and even if some or all instruction is provided online where the child is expected or required to complete assignments.
- For domestic violence, sexual assault, or stalking covered absences
- For a family care emergency absence
- During furlough for benefits maintenance only if the employee has previously exhausted all other paid time off balances

Family member definition

"Family member" is defined as a child or parent (including biological, adopted, foster, step, or legal guardian, or de facto parent), a spouse, state registered domestic partner, spouse's parent, grandparent, grandchild, or sibling.

End of fellowship

It's useful for both the fellow and host office to communicate and plan ahead for the end of the fellowship, when fellows will want to start looking for their next job. It's equally important for fellows to be intentional about finishing their fellowship work, including any final products, presentations, or professional development activities, and for them to network, apply, and interview for jobs. Open communication about navigating this phase of the fellowship is extremely helpful.

CONFLICT RESOLUTION

In the event that a conflict arises, the fellow or host supervisor are welcome to contact the WSG fellowships coordinator. WSG will work to facilitate a resolution of any problem in consultation with and in consideration of the mutual interests of the fellow and their 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.

FELLOW PROFESSIONAL DEVELOPMENT

Fellows are expected to take advantage of professional development opportunities throughout the year. These may take the form of trainings, workshops, conferences, informational interviews, official fellow meet-ups, etc. Professional development activities can include those that are required or suggested by the host office because they are relevant to the fellowship project. They can also be opportunities that are of general interest to the fellow whether or not they relate directly to their fellowship project.

- Fellows have designated professional development budgets and should communicate with WSG regarding approval for use of those funds and for reimbursement.
- Host mentors are expected to encourage use of professional development funds, support fellows in finding time for professional development opportunities, and share information about any relevant opportunities with the fellow.

- Fellows are expected to communicate and coordinate with their host office mentor in planning how professional development activities will be scheduled in concert with their regular fellowship project activities.
- In the interest of time and project management, hosts and fellows should plan for an average of around two days per month for professional development. However, time for professional development may exceed this during events such as conferences, etc.

Identifying professional development opportunities

WSG maintains a spreadsheet of professional development (PD) activities attended by past fellows. This spreadsheet can be used as a reference when looking for PD opportunities. Please also add any PD opportunities you participate in for the benefit of other current and future fellows.

- *Link to PD log spreadsheet: Conference & Trainings*

Other professional development opportunities include:

- *National Sea Grant Network Fellows Professional Development Workshop Series.* Information will be provided by WSG fellowship coordinator.
- *LinkedIn Learning courses*
 - Fellows have free access with a UW NetID. Sign in via the link above.
- *UW Professional & Organizational Development (POD) courses*
 - POD courses are typically only available to UW staff and faculty. Upon approval, WSG can provide a budget number to use for registration (don't pay out of pocket).
- *Coastal Training Program*
- *UW Gear Garage*
 - Fellows can rent outdoor equipment from the UW Gear Garage with their employee ID numbers, which can be found in Workday.

Fellowship Administration

PAY SCHEDULE

University of Washington paydays are 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.

Because paydays are offset from pay periods, fellows can expect a lag in receiving their first paycheck. For example, if you begin your fellowship on the 16th of the month, you will receive your first paycheck on the 10th of the following month.

Fellowship stipends are processed through UW's online human resources portal, 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. Fellows who already have a UW NetID will be able to use it to log into the Workday system. Your UW NetID is the same as your email address (e.g. the "dpurce" in dpurce@uw.edu).

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

- Review the first three sections of UW's Workday Basics for Employees:
 1. Signing in & Basic Navigation
 2. Updating Personal Information
 3. Accessing Pay Information
- Log onto UW Workday: <https://wd5.myworkday.com/uw/d/home.html>
 - In the "Personal Information" section be sure to update your contact information, personal information, and emergency contacts.
 - Ensure your address is up to date, as your first few paychecks may be mailed to you (see below).
 - Also consider adding a secondary, permanent address to your Workday profile if your current address is likely to change after your fellowship.
 - In the "Pay" tab, update your direct deposit information through the "Payment Elections" link. All WSG fellows will be paid through direct deposit.

**If the 10th or the 25th falls on a Saturday, you will be paid on the preceding Friday; if it falls on a Sunday, you will be paid on the following Monday.*

TAXES (IMPORTANT!)

Please carefully read the following:

- *UW will not withhold taxes from your stipend payments.*
- You will almost certainly need to pay taxes on your stipend on your own.
- Plan ahead! There are tools available to help you calculate your tax liability, and there are both free and paid services available to provide you with tax advice or tax preparation support.
- Fellow stipends were significantly increased in 2022 to help offset costs associated with health insurance and taxes (e.g. tax advisor fees, paying quarterly taxes, etc.).
- WSG is legally prevented from providing tax advice.

See tax resources here:

- UW policy re: taxation of scholarships and fellowships (informational):
 - *Scholarships and Fellowships | Tax Office*
- Free tax preparation resources:
 - UW Free Tax Prep Clinic Info: <https://philquinnresearch.com/uw-vita>
 - United Way of King County: <https://www.uwkc.org/need-help/tax-help/>
 - IRS: <https://www.irs.gov/individuals/free-tax-return-preparation-for-qualifying-taxpayers>
 - Seattle Public Library: <https://www.spl.org/programs-and-services/civics-and-social-services/tax-help>
- Information about paying quarterly taxes:
 - *What to Know About Making Estimated Quarterly Tax Payments | H&R Block*
 - *Estimated Tax Payments 2023: How They Work, When to Pay | NerdWallet*
 - *Estimated Taxes | Internal Revenue Service*

Information from past fellows

We survey outgoing fellows about their experiences navigating taxes and health insurance during their fellowship year. Here are their responses (this document can also be found on the Current Fellows Google Drive):

Past Fellows Taxes and Health Insurance Survey

Usually by late January you should be able to access a tax information form from UW. This form is typically either a “stipend letter” or a 1098-T tax form depending on if you paid tuition or received other scholarships while a student at UW during that same tax year. The form can be accessed either through Workday, by mail or email, or for UW students, through MyUW>Student Finances>Taxes. Keep your address information current in Workday. If you have questions or issues finding your tax documents you should contact UW’s Integrated Services Center (ISC) by phone at 206.543.8000 (note that this number is no longer published on UW web pages) or by email at ISChelp@uw.edu.

HEALTH INSURANCE

It is the fellow’s responsibility to find an insurance carrier and pay for health insurance. Former Washington state-based fellows have accessed coverage via the Washington Health Care Insurance Plan Finder: www.wahealthplanfinder.org. This site offers experts whom former fellows have found very helpful. WSG recommends that fellows start this process as early as possible, as it can be complicated and time-consuming. Knauss fellows should consider connecting with other former Knauss fellows about finding health insurance in the Washington, D.C. area or using Washington state-based insurance plans.

WORKERS’ COMPENSATION

Fellows paid by the University are insured for injuries or illnesses that occur at work through the UW workers’ compensation program (<https://risk.uw.edu/wc>). Report all work-related injuries to wsghelp@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.

GOOGLE TEAM DRIVE

WSG will host a Google Team Drive accessible to all current fellows. The Team Drive has information, forms, and documents related to professional development, travel requests, reimbursement, administrative documents (e.g. a copy of this handbook), etc.

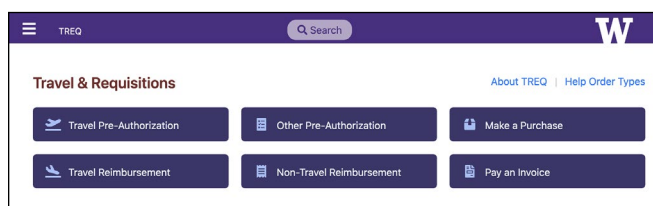
Fellowships Team Drive (let us know if you don’t have access): <https://drive.google.com/drive/u/0/folders/0ABtqWZLIWJ1qUk9PVA>

TRAVEL AND PAID REIMBURSEMENT—TREQ

Using your discretionary budget funds & TREQ

Knauss, WSG Keystone, and WSG Hershman Fellowships include a “discretionary” budget to support professional development, work related travel, and certain other allowable expenses.*

WSG uses the UW College of the Environment purchasing intake system known as TREQ (Travel & REquisitions). TREQ requires a UW NetID for login and can be accessed at: <https://treq.environment.uw.edu/>



The College’s team that helps WSG process our purchasing and reimbursement requests is called eFAST (environment Finance and Accounting Services Team).

Below is a summary of the TREQ process. Please also review the guidance documents linked below.

A. BEFORE spending discretionary funds (i.e. requesting approval)

1. Start a Pre-Authorization request in TREQ.
 - a. For travel expenses (e.g. expenses related to an out-of-town conference or overnight site visit) use the Travel Pre-Authorization widget.
 - b. For non-travel expenses (e.g. virtual workshop registration) use Other Pre-Authorization.
 - c. A new TREQ ID (e.g. TREQ004321) number will auto-generate for each new request.
2. Follow the directions to create a SharePoint folder for each new Pre-Authorization; name it with the TREQ ID number (e.g. TREQ004321).

3. Enter Michele Blanchflower as the Departmental Approver and submit.
4. Michele will review, sign off, and route to Katy Curtis for budget approval.
5. Upon budget approval, the TREQ status will update to "COMPLETE."
6. You are now able to proceed with any payments for travel, registration, lodging, etc. related to your professional development activity.

B. SPENDING discretionary funds (i.e. paying for stuff)

Option 1. Some expenses can be paid for directly by eFAST, thus avoiding the need for fellows to pay out of pocket and then wait for reimbursement. Some of these expenses include: conference or training registration fees, airline or other transportation tickets, lodging that is paid for upfront such as Airbnb rentals (in contrast to traditional hotel stays which are typically paid for upon departure from the hotel). To request that eFAST pay for something directly:

- Open your original TREQ request (e.g. TREQ004321) and use the +Task option to ask eFAST to pay for something. Provide a URL or other pertinent information.

Option 2. Use your personal funds to pay for something (keep all your receipts!) and then request reimbursement. Proceed to Step C.

C. AFTER spending discretionary funds (i.e. getting reimbursed)

Option 1. If your final expenses are the same as what you submitted in the Pre-Authorization (often the case for registration fees and similar, almost never the case for travel), simply use the +Task option to ask eFAST to reimburse you.

Option 2. If your final expenses are different from what you estimated on the Pre-Authorization (almost always the case for travel), use the +Order option to start a reimbursement request.

1. Select and fill out the appropriate reimbursement form (Travel or Non-Travel).
2. Upload all related receipts and/or mileage documentation (e.g. itemized hotel receipts, a Google Map of your trip as a PDF) to the associated SharePoint folder.

3. Enter Michele Blanchflower as the Departmental Approver and submit.
4. Michele will review, sign off, and route to Katy Curtis for budget approval.
5. Upon budget approval, the TREQ status will update to "COMPLETE."
6. You should receive an email alert from Workday with "Expense Report Event" in the subject line when your reimbursement is approved and being processed by eFAST.
7. Your reimbursement should arrive by direct deposit in 1-2 weeks.

Note: You do not need to wait until after a training or travel event to request reimbursement. If you have already paid for something, you are eligible to request reimbursement. Remembering this can help you get the money back into your pocket more quickly.

See TREQ references here:

- *Travel Pre-Authorization Guidance*
- *Other Pre-Authorization Guidance*
- *Travel Reimbursement Guidance*
- *Non-Travel Reimbursement Guidance*
- *TREQ Flowchart*

For support with TREQ issues or questions, please contact Michele Blanchflower (mblan29@uw.edu) or Deborah Purce (sgfellow@uw.edu).

***Common allowable discretionary budget expenses:**

- **Professional trainings, workshops, & conference registration.** Often fellows may receive discounted registration as students for conferences, as the WSG Hershman, WSG Keystone, and Knauss Fellowships qualify as educational fellowships. We can provide a letter confirming your eligibility status.
- **Airfare** can be purchased by either booking directly through the airline or booking websites or working with the UW travel agents at Tangerine Travel (425.822.2333 or 800.678.8202).
- **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>. Unlike airfare, lodging cannot typically be reimbursed in advance of travel, because many hotels do not charge guests until after their stay. For exceptions (e.g. AirBnB, which charges guests upfront), please contact wsghelp@uw.edu.

- **Meal** per diem is set at the government rate. The per diem is incurred only when an individual is 50 miles from their primary work location 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 or included in a hotel stay. More information about per diem and how to calculate it is available at <https://finance.uw.edu/travel/perdiem>.
- **Mileage** for the use of a personal vehicle is reimbursable. 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 readings and submit a mileage log with your claim. Daily commuting expenses (i.e. travel between your home and your primary place of work or duty station) are not reimbursable.
- **Car rentals** must be approved in advance and the rental must be made in your name. Use the UW Contracted car rental agencies for the best deals using these instructions: <https://finance.uw.edu/travel/cars#enterprise>. Most rental charges are reimbursable, but some insurance options are not. Contact wsghelp@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

Recipients of federal funds are required to abide by the provisions of the Fly America Act. This applies to all Knauss fellows and some WSG Hershman and WSG Keystone fellows depending on their host office. Please check with WSG if you are uncertain. In a nutshell, the Fly America Act requires that foreign air travel funded with federal dollars be performed on U.S. flag air carriers unless one has a good reason not

to. For details and compliance questions, see the Fly America Act PDF on the Fellowships Google Team Drive.

If you will be traveling 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). The Office of Global Affairs also offers international travel 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 UW Global Travel Security (GTS) (travelregistry@uw.edu) and copy sgfellow@uw.edu. While you are traveling, GTS will keep an eye on international news. If something should happen in the country you are in, they will contact you to make sure you are safe. If anything is wrong, they will have the relevant information to help you.

UW travel policy and procedures are available online: <https://finance.uw.edu/travel/policyindex>

MOVING EXPENSES

Knauss fellows are eligible for reimbursement of moving expenses (e.g. shipping costs, moving truck, airfare, or mileage) for moves greater than 50 miles.

- Moving expenses are taken out of your discretionary budget.
- Be prudent with expenses. If the entire amount is used for moving, there will be no funds for professional development activities or travel during the fellowship.
- Please save all moving expense receipts and submit these at one time after all expenses have been incurred (i.e. do not submit receipts for reimbursement piecemeal as you collect them).
- Moving expenses do not require prior approval from WSG, but you will need to submit receipts to sgfiscal@uw.edu.
- Check with WSG for questions about whether a moving expense is reimbursable.

UW AFFILIATION

Fellows' 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, library access, tax information and forms, and University news and events. For more information on UW NetIDs visit: <http://www.washington.edu/itconnect/accounts/#uwnetid>.

Wellness resources

The UW offers a wealth of wellness resources, from stress management to fitness classes to mental health resources. Your affiliation with UW provides access to a range of tools; see this link for more information: [Wellness Resources](#)

Commuting

At this time, WSG fellows are not eligible for the UW UPASS, an enhanced Husky card for use on public transportation. We will continue to explore the possibility of providing access to this benefit.

Nondiscrimination and harassment resources

In order to promote an environment that fosters respect for all members of the University community, UW Executive Order 31 – Nondiscrimination and Affirmative Action prohibits discrimination, harassment, and retaliation. UW affiliates who have concerns about behavior that may violate UW policies prohibiting discrimination and harassment can find reporting options and other resources here: <https://hr.uw.edu/policies/complaint-resolution/>

TRAINING REQUIREMENTS

UW and the state of Washington *require that you complete the following trainings* within the first 30 days of your affiliation with the university.

If you are not already affiliated with UW, you will first need to be assigned a UW NetID before you can access the training portal. Once you have your UW NetID please proceed with completing the trainings.

- Husky Prevention & Response (Title IX) - 90 Minutes
- Violence prevention and response - 90 Minutes
- Reporting suspected child abuse - 20 Minutes
- Asbestos awareness - 15 minutes

Alternative course option

An alternative course option is available for employees who have experienced violence and harassment and are concerned the course may be emotionally triggering. Individuals can email tixcourse@uw.edu to learn more. Please contact Tracey Fugami (fugami@uw.edu) to confirm that you have completed these trainings.

REPORTING REQUIREMENTS

WSG or the National Sea Grant Office will send out reporting forms to fellows near the end (and in some cases the middle) of the fellowship, and WSG will continue to track your educational and career path after the fellowship is completed.

We hope that all fellows will join the WSG Fellows Alumni Network through the associated [LinkedIn](#) and [Facebook](#) groups. You can join these groups while you are still a current fellow.

Host offices may also establish deliverables during the fellowship, and you will need to complete them before the end of your fellowship.

CONNECTING WITH WSG

Our goal at WSG is to provide support to help ensure each fellow's success. We try to maintain contact among WSG, fellows, and hosts throughout the year.

Participants are welcome to contact the Washington Sea Grant director, fellowships coordinator, and other WSG staff with any questions, and we will work with you to find answers.

WSG Staff Directory: <https://wsg.washington.edu/about-wsg/staff-dir/>



Sea Grant

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WSG-AS 23-01

