

# Community Organizations

## ADDITIONAL FELLOWSHIP PROGRAM DETAILS

2020 Update

### HOST SITE RESPONSIBILITIES

Community organizations should be prepared to host an Applied Research Fellow at 10 hours a week for the academic year (September – May, 30 weeks in total). However, about three hours of their time each month will be spent off-site to attend their workshops and peer group meetings.

Host sites are expected to oversee the fellow's time and manage their work to insure project milestones and deliverables are met. It is important also to plan for how much additional staff time is required to manage, support, and supervise a fellow.

### ELIGIBILITY

- Organizations must be based in Maine to receive a fellow.
- This year, given the uncertainty around when face-to-face instruction will resume, we are also asking for organizations to apply with a fellowship project that can be executed and managed 100% remotely.

### APPLICATION AND SCOPE OF WORK

In the online application, you will be prompted to submit a proposal for the work you would like a fellow to complete and/or support. To ensure a successful student placement, it is imperative to compile a clear and detailed project proposal (Use these [PROPOSAL GUIDELINES](#) to help).

The proposed project should focus primarily on applied research and evaluation work that is appropriate for a graduate student. This can include but is not limited to:

- Collecting and analyzing data (e.g. design and conduct a survey, conduct virtual focus groups or interviews)
- Designing logic models or other evaluation materials
- Drafting a program monitoring plan
- Literature reviews
- Data entry and cleaning

### SELECTION CRITERIA

Host site's will be selected based on:

- Site's organizational capacity to support and supervise a fellow.
- Well-defined and articulated scope of work and/or job description that is in line with the objectives and focus of the fellowship.
- The extent to which the proposed work can be executed virtually by the fellow and the site has a clear plan for offering remote support and supervision to the fellow.
- The extent to which the proposed work matches a selected graduate student's skills and interests is also considered in the selection process.