

SRCD U.S. Policy Fellowship Program
State Agency Statement of Support
INSTRUCTIONS

Thank you for your interest in hosting an SRCD U.S. state policy fellow in your state executive branch agency. Please use the following instructions to submit your Statement of Support using our online platform.

The statement of interest should be written by an employee in a leadership position working on children's learning or well-being policy at the state executive branch agency and who would provide the placement opportunity to the SRCD State Policy Fellow. Note: it may be the case that an individual other than the employee in a leadership position would be the supervisor for the fellow. In such cases, we recommend this statement be written jointly with the proposed supervisor. The maximum length is 750 words.

Please address the following information in your state agency's Statement of Support:

1. Background

- List your title and primary role in the organization

2. Possible Projects

- Briefly describe possible projects the fellow might assist with, with the understanding that specific projects will be determined together with the agency when the fellowship begins and that projects will evolve during the course of the year

Support for the Candidate:

3. Supervisory Plan:

- Confirm your interest in hosting a fellow for an immersive learning policy experience and describe the supervisory plan. This would include a description of the individual(s) who will supervise the fellow and provide guidance and feedback on specific placement projects, regularly scheduled discussions with the supervisor(s) during which the fellow could ask questions and reflect on what they are learning, and identify opportunities for the fellow to learn about policy development, implementation, and evaluation in a state agency.

4. Onboarding Plan:

- Describe an onboarding plan to orient the fellow to the agency's structure and functions, including confirming that an appropriate workspace would be made available including use of a computer and telephone (used only according to agency guidelines)

5. Confirmation of Supervisor Support:

- Confirm that the placement supervisor agrees to participate in the fellowship-related activities in support of the candidate: join a kick-off call at the start of the fellowship year with the fellow and SRCD staff; provide feedback on the candidate's professional development plan and support their progress towards the outlined goals; provide feedback on the fellow's Spotlight column, Professional Portfolio, and Capstone presentation; complete an end-of-year evaluation of the fellowship; and attend semi-annual meetings with SRCD fellowship staff to

ensure the fellow and the state placement office has a successful fellowship experience.

6. *Confirmation of Applicant's Eligibility for Contract Employment:*

- SRCD State Policy Fellows are designated “independent contractors” at their state placement office. SRCD recognizes that state governments may vary in their citizenship status requirements for contractor employment. Individuals who are U.S. citizens or DACA recipients are *typically* eligible for contractor work. Please confirm that you have checked with your Office of Human Resources to verify that the applicant meets your state’s citizenship status requirement.

Applicants are responsible for submitting all required materials by the deadline. If you have any questions or concerns, please email policy@srcd.org or call 202-800-0666.

**2023-2024 SRC D U.S. State Postdoctoral Policy Fellowship
STATE AGENCY STATEMENT OF SUPPORT**

1. Background

2. Possible Projects

Support for Candidate:

3. Supervisory plan

4. Onboarding Plan

5. Confirmation of Supervisor Support

6. Confirmation of Applicant's Eligibility for Contract Employment

Signature

Name (Please Print)

Title

Date

Word Count: