

## **AgBioResearch Administrative Fellows Program 2024-2025 Request for Applications**

### **Introduction**

AgBioResearch (ABR) is announcing a fellowship program intended to introduce faculty to the type of work that ABR supports and provide insights into administrative careers. ABR at Michigan State University (MSU) is part of a national network of agricultural experiment stations supporting basic and applied research on food, health, and the environment. Intended research outcomes of ABR scientists help promote healthy and resilient agriculture and food systems, natural resources, and communities here in Michigan, across the nation, and globally, and the success of ABR depends directly on diverse partnerships. ABR engages regularly with a network of MSU researchers, MSU Extension, seven MSU colleges, the Office of the Vice President for Research and Innovation at MSU, federal and state agencies, commodity groups, stakeholders, and federal and state elected officials. ABR receives significant support from the State of Michigan, and the diverse scope of research it supports and its rich engagement with partners makes it a unique and critical unit supporting and growing the research enterprise across MSU.

The ABR Administrative Fellowship Program is intended to expose fellows to the diverse types of research that ABR supports, engage fellows with its partnership network, and provide insights into the MSU research enterprise. Areas that fellows would be exposed to include the administrative side of grant submissions, space management within MSU, research analytics, support of on- and off-campus research centers, strategic faculty hires, specialized funding programs including [M-AAA](#) and [Project GREEN](#), administration of the [PERM](#) program with MDNR and GLFC, ABR's efforts to support Diversity, Equity, and Inclusion (DEI), and promotion of various other strategic initiatives related to research across MSU. Fellows will gain a deeper understanding of MSU's research portfolio and research administration. Additionally, fellows will work closely with ABR leaders in a mentorship capacity and will expand their professional networks within and outside of MSU. Additionally, this experience can aid fellows in evaluating whether an administrative career track is of interest. Across higher education, the need for individuals who can think strategically and promote partnerships continues to grow, yet limited opportunities are available for providing insights into administrative careers. This fellowship is intended to aid in that regard, giving fellows a better understanding of research administration. Besides these benefits, fellows will also be encouraged to participate in additional leadership training experiences.

## Expectations

The fellowship will last for at least for one year with the possibility of extension, depending on available opportunities. During the fellowship, fellows will be expected to take on a project that will help them gain new perspectives into the research enterprise and that will aid ABR in addressing emerging challenges. This project is intended to be a short-term effort that will yield additional insights into research administration. The project will be tailored to the individual fellow's interests and may have potential benefits to their home department. Projects will be developed in conjunction with a mentor and will require a modest time investment throughout the fellowship year. Mentors will be identified from the ABR leadership team, and fellows will be expected to meet regularly with those individuals. Fellows will also be expected to attend meetings with the ABR leadership team on a regular basis. These meetings will focus on the day-to-day operations of ABR as well as strategic directions that the unit works towards, and the addition of fellows to these meetings will help to ensure that faculty perspectives are fully represented in decision-making.

## Eligibility

Tenure-stream or fixed term faculty who have an affiliation with ABR or College of Agriculture and Natural Resources and holding a position of Associate Professor or higher are eligible to apply to this program. Extension specialists are also encouraged to apply with prior approval of the MSU Extension Director.

## Application Process

Submit the following items as a single PDF file to Tammy Deppong ([deppong1@msu.edu](mailto:deppong1@msu.edu)) by 5/6/2024.

1. A letter (three pages maximum) describing your career trajectory at MSU, your career aspirations, and why you are interested in participating in this program. The letter should include a description of prior leadership experiences and address your philosophy and experience fostering DEI in research endeavors.
2. A recent comprehensive CV.

Following review of applications, select applicants will be contacted for interviews with the selection committee. Before final decisions are made, members of the selection committee will meet with applicants and their departmental chairs to ensure that expectations of this award are clearly communicated. Because of this, applicants are encouraged to notify chairs of their intent to apply for the fellowship before submitting applications. Please contact George Smith ([smithge7@msu.edu](mailto:smithge7@msu.edu)) for any questions or additional information. Multiple fellows may be identified for this program.

## Timeline

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| ▪ April 15, 2024  | Fellowship announced                       |
| ▪ May 6, 2024     | Applications due by 5:00 PM                |
| ▪ May 13, 2024    | Applicants may be contacted for interviews |
| ▪ June 3, 2024    | Fellows announced                          |
| ▪ August 16, 2024 | Fellowship begins                          |