

## School of Veterinary Medicine Application Instructions and Selection Criteria for the 2024 Globally Engaged Externship Travel Funds

Application Deadline: **11:59pm February 11, 2024**

For the application: Download **2024 Globally Engaged Externship Application from the Global Programs [website](#)**. Save the blank application to desktop and work off of the saved desktop version. Once final version is saved as a PDF, submit it as a single e-mail attachment to Carolyn Forlee at [vetmedglobalprograms@vetmed.ucdavis.edu](mailto:vetmedglobalprograms@vetmed.ucdavis.edu).

### 1. FUNDING OPPORTUNITY DESCRIPTION

1. **Program Objectives:** SVM Globally Engaged Externship travel funds enable students to obtain a professional experience that will benefit their career development. A globally engaged experience is a transcultural experience where the student immerses in a culture and community that is different from their own. Proposals will be considered for globally engaged experiences internationally as well as in the United States. The number of travel awards and the amounts vary depending on the applicant pool and funding available.
2. **Award Description:** These travel funds are specifically designed for all veterinary students in the UC Davis School of Veterinary Medicine for **partial support** of expenses associated with globally engaged experiences. Students are encouraged to apply for travel support to obtain professional experience in research, training, clinical activities, or a combination of any of the three. Students are also encouraged to apply for funding from [Students Training in Advanced Research \(STAR\)](#) and/or [Global Feline Health and Underserved Community Fellowships](#) if their proposed research and activities meet the requirements for these programs. If selected, students who receive externship travel awards may also receive funding from one (but not both) of these other programs. **Experiences in which students engage in clinical activities must have the on-site supervision of a veterinarian in the host country/institution.** This program is not intended to provide continued support for globally engaged experiences, projects, and/or collaborations. It is encouraged that other sources of funding will be sought after developing these first contacts (example: NIH, NSF). The choice of overseas sites is made by students who apply for this externship. However, students are highly encouraged to visit the [SVM Global Programs website](#) to learn about projects and locations of student projects that have been funded previously.
3. **Eligibility:** The veterinary student is required to be in good academic standing and must not have any unremediated "Y" grades. All DVM students in the UCD SVM must have a minimum GPA of 3.0 at the time of the committee's review of applications. If the GPA is below 3.0 at the time the International Programs Committee reviews the applications (generally late February), the student will not be considered further. Applications from students who have not previously received Externship travel funds from the School of Veterinary Medicine for International Travel will be given higher priority. Refer to the Application Instructions and General Information for general eligibility and preparation of the proposal, and contact the Global Programs team for questions.
4. **Funding:** A quality globally engaged experience must be a minimum of 3 weeks (accommodations can be made for senior externships) not including travel dates. Applications outlining experiences shorter than 3 weeks will not be considered. Maximum award amount is \$2,500. Cost-effective proposals that do not request the full available funding amount are also encouraged. The money allocated for these globally engaged experiences can cover travel costs to the destination point, food and lodging, as well as other fees.

Funding of applications received is contingent upon the availability of School funds for this program. Applications from multiple students who seek to work together at the same institution or program will require a one-page cover letter summarizing the group's objectives and experiences in addition to their individual applications (**applications will be evaluated individually based on their own merit**). These applications will be reviewed competitively. Therefore, it is possible that only a subset of the best proposals may receive funding depending on the committee's evaluation. If more than one application is submitted by the same student, a one-page cover letter will be required, explaining rationale for applying to multiple projects. The student needs to provide their preferential ranking of the applications (if only one can receive funding) in the cover letter. Proposals for traveling to a country with a security assessment that is deemed as 'high risk' will not be funded. Please check the status of your proposed country [here](#) (under Location Intel) and if your destination is rated 'moderate risk (4)', please contact our Office to discuss it. If the applicant is going to work with BSL2+ agents or biohazardous materials, the student is responsible for proper training i.e., by taking online courses offered via UCD EH&S for laboratory and research safety training. These classes can be viewed at: <http://safetyservices.ucdavis.edu>.

5. **Travel restrictions related to health and safety:** there might be international travel restrictions for students based on health, safety and security risks. Applicants should consider domestic (e.g. within California or the US that does not require air travel) and/or remote alternatives for their projects that will meet their personal/professional goals. Associate Dean Woutrina Smith and the Global Programs team will work directly with all students who are awarded externship funding but cannot travel due to restrictions, as to how they can employ an alternative plan or defer funding.

**Conditions for receiving funding:** There are several conditions that must be met once the student's application is identified as being eligible for funding.

- Requirement for a 'Letter of Support' from a UC Davis mentor at the time of application. (This mentor can come from any school or college on campus). The Letter of Support should accompany the application and both documents should be combined and submitted as one PDF file.
- Requirement for a letter or email from the on-site globally engaged contact to confirm that the student is being hosted at the site and that this person will serve as the emergency contact. This letter/email is required before funding is allocated after participants are notified.
- Award recipients must [register](#) their trip, attend a mandatory safety training and other workshops conducted by the SVM Office for Global Programs, make a travel clinic appointment, sign the UC Davis School of Veterinary Medicine International Travel Agreement 2024 if applicable, verify insurance, and complete a full page of emergency contacts, at home and abroad, as a stipulation of the award.
- Award recipients must also agree to submit a 1-page report with 5 high-quality photos of the work/activities conducted during their externship (which will be posted on the website); and make a 2-3 min video and prepare a short (2 min) oral presentation to accompany the video on the summer globally engaged experience that they will present to other future students that might be interested in globally engaged opportunities.
- For additional funding information, please be sure to review the Global Programs International Experiences Student Guide [here](#).

## 2. TIMELINE FOR SUBMISSION AND REVIEW

Proposal Submission Deadline: **By 11:59pm February 11, 2024**

Communication of decisions: Prior to Spring Break in March 2024

Students applying for senior externships that take place before the next proposal notification deadline (March 2025) should apply in this funding cycle (by Feb 11, 2024).

If opportunities for senior externships arise after the annual submission deadline, the Committee may consider retroactive funding in the next cycle of externship proposal reviews if funding is available.

### **3. APPLICATION INSTRUCTIONS** (including criteria used for evaluation)

**Proposal Components:** Proposals have a 2-page limit to address sections A through J below. References can be added on a 3<sup>rd</sup> page if needed; no appendices are allowable. Use 12 pt font; Times New Roman; single space, > 0.5 inch margins. Proposals not meeting these requirements will be rejected as well as those received after the deadline. Tip: Save the blank application to your desktop, and work off of the saved desktop version. The final version has to be in a PDF format using your last name.pdf to name the proposal. Prior to uploading the final version, check for clarity and completeness, typos, and, where applicable, figure and text viewing quality. Each applicant should e-mail their finalized application PDF and letter of support to Carolyn Forlee at [vetmedglobalprograms@vetmed.ucdavis.edu](mailto:vetmedglobalprograms@vetmed.ucdavis.edu) by 11:59pm February 11, 2024. LATE APPLICATIONS WILL NOT BE ACCEPTED.

**Address completely all of the points (A-J) within the 2-page limit:**

#### **A. Discussion of the quality of the experience (7 points)**

- i. If it is predominantly clinical veterinary medicine, the proposal should show that the student is prepared for the experience, that the host can provide the appropriate experience, and what the experience is anticipated to be. The proposal should address the feasibility of the proposed activity in the time frame proposed.
- ii. If the experience is research based, the proposal should provide: 1) background to the problem being addressed; 2) goals of the project; 3) hypothesis; 4) short description of research to be performed, including information on the timeline for each objective. Also describe the extent to which the student will be performing research directly, the role of the mentors (UC Davis and on-site), the level of interaction with the host institution or organization, the quality of science at the host institution, and related issues. The proposal should address the feasibility of the proposed activity in the time frame proposed.
- iii. If your experience focuses on training, please do your best to address the points above for i and ii.

**B.** How the globally engaged experience will differ from an experience that the student could gain in their own community. If the experience could be perceived as equivalent to opportunities in their home community, it is important the student describes what is unique about the learning experience that involves immersion in another culture, the quality of the host institution/organization, and what type of local mentoring and supervision s/he can expect. The applicant should justify the globally engaged experience, including expected exposure to the culture, language, people, and/or unique environmental or physical features of the area. Describe the potential impact of the global experience (whether international, domestic, or remote) on enhancing your professional development. **(7 points)**

**C.** The student should describe the process by which the proposal was developed, including their initial exposure to the idea and the development of their contacts with the host institution or organization. **(2 points)**

**D.** Description of the student's career and personal goals and how the experience will enrich and help in achieving these goals. **(2 points)**

**E.** Description of alternative plan(s) for research and/or clinical experience that can be conducted within California or the US if there are health, safety, and security concerns related to the primary globally engaged experience proposed. These alternative plans should still include a globally engaged partnership and create an opportunity for increasing the applicant's cultural awareness. **(5 points)**

**F.** Given that the Committee usually grants funds to cover only partial expenses of the globally engaged experience, the student should describe plans to supplement with other funds to carry out the trip. **(2 points)**

**G.** Demonstration that the student is knowledgeable about the location and/or institution involved in the globally engaged experience, particularly addressing potential issues of safety and security and how to ensure this safety at the personal and professional levels. **(4 points)**

**H.** The student concisely describes their preparation for the professional aspect of the experience providing information about literature searches, the effort in contacting people or institutions, the reputation of the person or institution, or seeking an experience with a specific species or disease that is not available in their home community. The student should also include their preparation for the cultural experience. Examples might include exposure to a specific language prior to travel, previous travel to that region of the world, or a specific cultural/social experience that draws the student to the region. **(2 points)**

**I.** In order to receive the highest consideration, the proposal should be clearly written using correct grammar and spelling and address completely all of the points (A-J) within the 2-page limit. **(2 points)**

**J.** Applications from students who have not received scholarships from the SVM for Externship travel will be given higher priority and they will be awarded 2 points; students who previously received one scholarship funding will be awarded 1 point; received funding twice- 0 points. **(0-2 points)**

**Maximum points = 35**

#### **4. INFORMATION FOR APPLICATION REVIEW**

**Proposal Review and Selection Overview:** Proposals will be reviewed and ranked for funding by the International Programs Committee (which includes both faculty and students) based on the merit of the proposed activity and the student's qualifications. The review of proposals will be performed using the established point criteria documented above in the **Application Instructions**. Each application will be reviewed by at least two reviewers, a primary and secondary reviewer. Each will assign a score to the application based on the criteria described above. The proposals will be discussed by the faculty reviewers, student representatives and other committee members at a special meeting at which time scores will be finalized. The review process is conducted confidentially to maintain the integrity of the merit-based selection process.

#### **CONTACT INFORMATION**

Program Announcement/Application format/or required documentation questions: Please direct your queries to Carolyn Forlee at [vetmedglobalprograms@vetmed.ucdavis.edu](mailto:vetmedglobalprograms@vetmed.ucdavis.edu).