

School of Veterinary Medicine Application instructions and selection criteria for the 2018 International Summer Externship Travel Funds

Application Deadline: 8:00 am Monday, February 5, 2018

For the application: download 2018 International Externship Application from the Global Programs website. Save 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 Dr. Paulina Zielinska at pmzielinska@ucdavis.edu.

1. FUNDING OPPORTUNITY DESCRIPTION

1. **Program Objectives:** SVM International Summer Externship travel funds enable students to obtain a professional experience that will benefit their career development, providing that this experience is currently not available in the United States. The number of travel awards and their amount vary depending on the applicant pool and funding amount for that particular year.
2. **Award Description:** These travel funds are specifically designed for 1st and 2nd year DVM students in the UC Davis School of Veterinary Medicine for *partial support* of expenses associated with international experiences during the summer months which immediately follow the submission of their application. Students are encouraged to apply for travel support to obtain professional experience in research, clinical or both. Students are also encouraged to apply for funding from [Students Training in Advanced Research \(STAR\)](#) and/or Global Feline Health and Community Engagement Research and Experience Fellowships if their proposed research and activities meet the requirements for these programs. If selected, students who receive externship 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.** This program is not intended to provide continued support for international experiences, projects, and/or collaborations. It is encouraged that other sources of funding will be sought after developing these first contacts (example: NIH, NSF). Although the choice of overseas sites is made by students who apply for this externship it is highly encouraged that students visit the Global Programs website to learn about locations and projects that students have been funded for previously.
3. **Eligibility:** Student is required to be in good academic standing and must not have any “Y” grades. First- and second-year 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 Program 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.
4. **Funding:** A quality international experience must be a minimum of 3 weeks not including travel dates. Applications outlining visits shorter than 3 weeks will not be considered for review and will be returned to the student. Maximum award amount is \$2,500. The average funding has historically been \$2,000. More cost-effective proposals that do not request the full available funding amount are encouraged. The money allocated for these international experiences can cover travel costs to the destination point, food and lodging ONLY. It does not support course fees

other than travel, food and lodging, didactical material, or other purposes not related to the development of a veterinary career. 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 objectives and experiences in addition to their individual applications (individual applications will still be evaluated based on their own merit). These applications will be considered as a group, and reviewed competitively; however, it is possible that only a subset of the best proposals may receive funding depending on the committee's evaluation. The potential of any student traveling to a country with a security assessment that is deemed as 'high risk' will not be funded. If applicant is going to work with BSL2+ agents or biohazard materials, 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> Once this training is accomplished, we will need proof of the accomplishment with copies of the "Certificates of Training" given by EH&S before any payment is processed.

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.) Letter of Support should follow the application and both documents should be combined and submitted as one document in PDF.
- Requirement for a letter or email from the on-site international contact to confirm that the student is being hosted at the site and this person will serve as the emergency contact. This letter/email is required before funding is allocated.
- Award recipients must register their trip, attend a mandatory safety training conducted by the SVM Office for Global Programs, make a travel clinic appointment, sign the UC Davis School of Veterinary Medicine International Travel Agreement 2018, 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 your 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 international experience that they will present to other future students that might be interested in international opportunities.

2. TIMELINE FOR SUBMISSION AND REVIEW

Proposal Submission Deadline: **By 8:00 am Monday, February 5, 2018**

Communication of decisions: Before Spring Break in March 2018

3. APPLICATION INSTRUCTIONS (including criteria used for evaluation)

Proposal Components: Proposals should consist of a 2-page limit inclusive of the expected experience, and references, if applicable (no appendixes will be accepted and only references can be added to the 3rd page). Proposals longer than 2 pages will be automatically rejected as well as those received after the deadline (no exceptions). Save blank application to desktop, work off of 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 the finalized PDF format of this application and letter of support to Dr. Paulina Zielinska at pmzielinska@ucdavis.edu by 8:00 am Monday, February 5, 2018. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Address completely all of the following points (A-I) within the 2-page limit:

A. Discuss the quality of the experience by addressing the points below (4 points)

i. If this is predominantly clinical veterinary medicine, the proposal should describe how you have prepared for the experience, how the host can provide the appropriate experience, and what you expect from the experience. 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 describe the extent to which you will be performing research directly, the role of your 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 will be both (clinical and research) please do your best to address the points above for i and ii.

B. How the international experience will differ from an experience that you could gain in the United States. Experiences that are equivalent to opportunities in the United States (i.e. small animal practice experience in Canada), but just in another country will be given significantly lower priority compared to other applications. **(3 points)**

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

D. Describe your career and personal goals and how the experience will enrich and help in achieving these goals. **(2 points)**

E. Describe your alternative plans if the experience is not as expected, including for example, provisions for what to do if arrangements with the host fall through, the clinical or research experience is less than what was expected, or the research doesn't work? **(2 points)**

F. Given that the Committee usually grants funds to cover only partial expenses of the international experience, describe your plans to supplement the rest of the funds to carry out the trip. **(2 points)**

G. Demonstrate that you are knowledgeable about the host country and institution, particularly addressing issues of safety and security and how the host institution plans to ensure this safety at the personal and professional levels. **(3 points)**

H. Concisely describe your preparation for this experience. For the professional aspect of the experience providing information about literature searches, the effort in contacting people or institutions, reputation of your host contact and institution, or seeking an experience with a specific species or disease that is not available in the US. Also include your 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 you to the region. **(4 points)**

I. Describe the international experience that this externship will provide, potentially involving exposure to the culture, language, people and/or unique environmental or physical features of the area. A description of these "supplemental experiences" will allow the committee to evaluate your understanding of the geographic region that you will be visiting. However, the focus for the selection of successful applications will be on justification and potential impact of the abroad experience to enhance your professional development. **(4 points)**

J. In order to receive the highest consideration, the proposal should be clearly written using correct grammar and spelling. **(2 points)**

K. Students who have not previously received scholarship funding from the SVM Global Programs Office will be awarded 2 points; students who previously received scholarship funding will be awarded 1 point; received more than once - 0 points.

Maximum points = 30

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 Dr. Paulina Zielinska at pmzielinska@ucdavis.edu