2018 Application for Summer Internships/Field Studies Fellowships

Instructions

To be considered for Summer Internships/Field Studies Fellowships, submit the following by May 1:

1. Submit an Application at: https://www.surveymonkey.com/r/2018FieldFellowships
2. Attach your proposal, budget, letter(s) of support, resume/CV, and global health certificate workplan (if applicable) as ONE document to the online application. Ensure that your FSPH field studies director has approved and signed your proposal.

Application Attachments

1. Proposal (2 pages maximum; single-spaced, 12 point font, 1” margins)
   - Briefly state the background and public health significance of the work you will be doing
   - Describe your specific field studies project goals, objectives and implementation plan (be as specific as possible; what do you plan to accomplish, how and when do you plan to do your activities, how will the community be served, involved?)
   - State the expected timeline of your field studies work (this can be included in the above description). Note: timelines can change, but this will show if you have a reasonable idea of the time involved.
   - Provide a summary of how you will evaluate your work¹ and/or assess the field studies project impact
   - Explain the current funding situation of your project. For example, is the project part of an already funded program? (If so, explain what this new project will contribute to the overall project.) Is this an independent project? Are you working with an agency that cannot fund this particular project?
   - Explain the expected role of your field preceptor and their involvement in your project.
   - Include information about other participating individuals (e.g., UCLA faculty members) and/or agencies who will be involved in your project
   - Explain how the proposed field study will help to advance your career goals
   - Explain why you are eligible for each of the funding sources for which you have applied

2. Budget
   - State the amount you are requesting; make sure the amount does not exceed the maximum allowed from the funding source for which you are applying. Attach a budget projecting your expenses for your field studies. This includes airfare, accommodation, meals, transportation, communications costs, and other incidentals
   - State if you have another source of funding, what that funding source is, and the amount; this includes matching funds or partial support will be provided by host institution/field mentor

¹ If you do not yet know the specific project(s) you will be working on, please give as much information about the organization and its mission and the type of work you might be doing (Note: CHS students are required to complete their rough draft SOWs before submitting the application, although the SOW may change)
3. Letter(s) of Support
   - Letter or email from field preceptor stating that s/he will be supervising you during your time on the project and/or
   - Letter or email from the agency indicating support for the project (if different from field preceptor)

NOTE: Any matching funds or partial support that will be provided by host institution/field preceptor should also be explicitly specified in the letter of support

4. Resume / CV

5. Global Health Certificate Workplan (for Ann and Phil Heymann, Dean’s Global Health and PJ Fielding Fellowships Only)
   - Please attach a completed global health certificate workplan. Template available at http://cgih.ucla.edu/cgih/certificate (at the bottom of the page) or by emailing globalhealth@ph.ucla.edu

Additional Items

- Students should meet their field preceptor (or talk on phone with them if they are not local) before submitting their application to ensure that s/he is in agreement regarding the nature of the project and conditions of position; please be sure to provide your field preceptor with the opportunity to provide you with feedback on your proposal prior to submission.
- Funding is project-specific. If your field studies project changes, you must notify the Student Affairs Office and your FSPH Field Studies Supervisor about the change and any change in your role related to it.

Post-Funding Requirements

- Each student awarded will be required to:
  o Complete a student participation evaluation form
  o Send a written thank you note to your funding agenc(ies)
  o Complete a poster, video, or presentation for the funding agenc(ies) and/or home department. A student will be able to select one medium from these choices.
  o Provide any additional information required for reporting to funding agenc(ies) after the internship
  o Be responsive to direct communication from your funding agenc(ies)