

Department of Wildlife, Fish, and Conservation Biology Lloyd W. Swift Endowment Application Form AY 2023/24

How and when to apply:

- The Swift Endowment accepts applications four times a year:
 - February 15th
 - April 30th
 - July 31st
 - October 31st
- For summer experiences, we encourage students to apply for the February 15 and April 30th application deadlines.
- A full preview of an application can be found back on the "Finding an Internship" page in the "How and When to Apply" section.
- To apply, complete this Google form, and hit the submit button once you have filled all the required entries.

Eligibility, rules, and restrictions:

- **Only WFCB majors** may apply (minors are not eligible), and the award will only go to the student.
- More than 50% of the award period *must* occur while the student is enrolled. Consistent with university regulations, students may not be paid as undergraduate researchers beyond 1 quarter after they graduate. For example, if you graduate June 15th and the experience is 8 weeks long, then the first 4 weeks of the experience must take place *prior* to June 15th.
- For research experiences, the project supervisor can be a graduate student, postdoc, research staff or faculty; preference will be given to supervisors affiliated with WFCB versus those in other departments on the UC Davis campus.
- Students must be in good academic standing to receive an award.
- Students who have violated the WFCB Principles of Community (<https://wfcb.ucdavis.edu/about/principles-community-wfcb>) may be denied awards.
- The maximum budget for an award is \$7,500. Though students can apply for (and receive) multiple awards, no individual can receive more than \$7500 over their career. Previous awardees seeking additional support from the Lloyd Swift Endowment should consider the amount in their previous award when designing budgets for subsequent proposals.
- No single organization (i.e., WFCB research lab or external organization) can receive no more than five (5) awards in a year (i.e., from the Fall deadline to the following Fall deadline).
- Awards can occur at any time, including the summer, the academic year, or span both periods.
- Before applying, students must meet with a WFCB professor to discuss their application. If they are applying for a research opportunity within a WFCB lab, then this would be the lab's PI. If it is an opportunity external to WFCB, then this would be the applicant's assigned faculty academic advisor.

In either case, the student must procure a signed statement from the professor declaring their intent to host the award account and administer the funds should the student receive an award.

- Applications should demonstrate that the financial impact of the award will be instrumental in facilitating the learning experience, and not merely replacing existing funds for the same experience. The application should be brief; aside from the basic contact information, it should indicate:
 - The nature and timing of the experiential learning opportunity
 - How that opportunity will advance the student's educational or career goals
 - The amount of money needed to enable the opportunity, with a budget and justification. Students may request a salary equivalent to half-time (max 20 hrs/week) during the Fall, Winter and Spring quarters, and up to 40 hrs/week during Summer quarter. Salaries and benefits will be paid on the UC scale.
- As part of the application, the student must submit a letter of support. This letter would come from their proposed supervisor and must (1) discuss the nature of the opportunity, (2) confirm they are willing to host the student, (3) establish that other funds to support the student for the experience are not available, and (4) agree to ensure that a thank you letter is submitted. If the student is entering a WFCB lab, then this statement can be the same as the one declaring their intent to administer the funds. **However, if the student is pursuing an external opportunity, then two letters would be required:** one from the WFCB professor declaring their intent to administer the funds and one from their proposed supervisor declaring their intent to host the student and discussing the nature of the opportunity.

Review procedure:

Your application will be read and evaluated by the WFCB Swift Endowment Committee. The WFCB committee will meet to discuss the applications and make award decisions based on multiple criteria, including a rubric that includes the following four prompts. Each prompt will be scored from 1-5.

- To what extent would this experience help the student gain new knowledge and/or skills via experiential learning?
- To what extent would the experience help the student progress towards realizing their career goals?
- Are the student's proposed activities and their role within the broader effort clearly defined?
- Is the budget request reasonable and adequately justified?

In addition, preference will be given to research opportunities in WFCB labs over other research labs on campus. However, externships (i.e., experiences outside UC Davis) will be placed on equal footing to research opportunities in WFCB labs.

Administering the award:

- For students joining a WFCB research lab, the WFCB PI oversees fund administration. Depending on the budget request, the WFCB PI might help (1) hire the student as an undergraduate researcher, (2) approve all subsequent time sheets, (3) help the student procure necessary supplies and sign off on purchases, and (4) help the student submit travel expenses and sign off on travel reports.
- For students participating in an opportunity external to WFCB, the WFCB Experiential Learning coordinator (Pernille Sporon Bøving) will oversee fund administration. Depending on the budget request, Pernille might help (1) hire the student as an undergraduate researcher, (2) approve all

subsequent time sheets, (3) help the student procure necessary supplies, and (4) help the student submit travel expenses. The WFCB PI who hosts the award (i.e., the student's academic advisor) will approve purchases and travel reports.

- The student will indicate the award start and end date at the time of the application. Funds must be expended within 60 days of the conclusion of the experience.
 - If the student would like to request a 'no-cost-extension,' then they must submit a written request and justification for their request to the WFCB Experiential Learning coordinator (Pernille Sporon Bøving) before the end date of the award.
- Funds must be expended according to the original budget proposed.
 - If the student would like to request a re-budget during the award, then they must submit a written request and justification to the WFCB Experiential Learning coordinator (Pernille Sporon Bøving) before alterations to the budget are made.
 - Small changes to the budget (i.e., <10% of the total award value) are automatically approved and do not need to be submitted.
- At the conclusion of the experience, the awardee, in collaboration with the supervisor, will briefly explain how Swift funds were spent and will write a letter to the Swift family. The letter should summarize the experience and its importance, and thank the family for making that experience possible. The letter should be sent to the Experiential Learning coordinator boving@ucdavis.edu.

* Indicates required question

Bio Information

1. Last Name *

2. First Name *

3. What are your pronouns?

Check all that apply.

- She/Her
- He/Him
- They/Them
- Prefer not to say
- None of the above

4. To which racial or ethnic group(s) do you most identify? Please check all that apply *

Check all that apply.

- Hispanic or Latino
- Black or African American
- American Indian or Alaska Native
- White
- Asian American
- Pacific Islander
- Prefer not to say
- None of the above

5. Email Address *

6. Student Id # *

7. Cell Phone *

8. Please confirm that you are a WFCB major. *

Mark only one oval.

yes

No

9. Please confirm that you are in good academic standing. *

Mark only one oval.

yes

No

10. Are you eligible for work study? *

Mark only one oval.

yes

No

Maybe/don't know

11. What year are you in WFCB (1st, 2nd 3rd or 4th year OR 1st, 2nd, 3rd year transfer)? *

Mark only one oval.

- 1st year
- 2nd year
- 3rd year
- 4th year
- 1st year transfer
- 2nd year transfer
- 3rd year transfer
- Other: _____

12. Expected month and year of graduation *

Example: January 7, 2019

13. Have you received a Lloyd W. Swift before? *

Mark only one oval.

- Yes
- No

14. If you indicated **Yes** to the above question - please state when you received the Swift award, and the amount of the award.

PI/Advisor Information

15. Please list your WFCB **assigned** faculty. Every year students are assigned to a WFCB faculty and should you not know who this is, please ask staff advisor Erica Cefalo emcefalo@ucdavis.edu for the information.

16. First and last name *

17. Who is your immediate supervisor on the internship/project? - this could be a grad student, postdoc, research scientist, faculty, or external contact. List their info below.

18. First and last Name *

19. Position/Title *

20. Department *

21. Email *

22. If you listed a grad student, post doc, research scientist as your immediate supervisor, please list **their** lab PI (example - if you listed XX as your supervisor and they are a grad student in Y lab, then list YY's info here.

23. First and last name

24. Position/title

25. Department

26. Email

Experience

Here we need for you to explain the essence of the experience that you seek to fund.

27. Title (including direct link to website) *

28. Briefly describe the experience that you propose to undertake. This statement of purpose should be 500 words or less.

29. Explain how this experience will benefit your professional goals (150 words or less). *

30. Beginning and ending dates of the experience m/d/yr - m/d/yr *

31. Location of the experience *

Budget

List (bullet style) each expense associated with the total budget. The total allowable budget for each student over their career is \$7500. Explain each of the listed amounts and, in doing so, justify why the money is needed to enable the opportunity.

Salary is permissible but limited to half-time during the academic year (up to 20 hours/week) and full time during the summer quarter (up to 40 hours per week). Fewer hours per week can (and should) be requested if you anticipate working fewer hours on the project. Salary can be paid at the UC scale of \$16.25/hr. If you are applying for salary, then you must add benefits in the budget request. Benefits are charged at a standard rate of 2.3% of salary costs (so for example if your salary request is \$2000 the benefits are $2.3\% * \$2000 = \46).

Finally, remember that you need to justify why you need salary to enable the opportunity (i.e., why the experience would not be possible without it). For example, you might need a salary to support yourself and, without the Swift fund, would instead be forced to acquire a different and less desirable paid job.

32. List and explain your budget here *

33. Sum of total amount applied for *

Additional Comments

34. Additional comments that you think are important for the endowment committee to know.

Letter(s) of Recommendation (LOR)

As part of the application, you **must** submit a letter of support. This letter would come from your proposed supervisor and must (1) discuss the nature of the opportunity, (2) confirm they are willing to host you, (3) establish that other funds to support you for the experience are not available, and (4) agree to ensure that a thank you letter is submitted. If you are entering a WFCB lab, then this statement can be the same as the one declaring their intent to administer the funds. **However, if you are pursuing an external opportunity, then two letters would be required:** one from the WFCB professor declaring their intent to administer the funds and one from their proposed supervisor declaring their intent to host you and discussing the nature of the opportunity.

Request your letter writer(s) to send their LOR directly in an email to the Experiential Learning Coordinator Pernille Sporon Bøving, boving@ucdavis.edu

Make sure you request the LOR at least **2 weeks prior** to the application deadline and remind your letter writer of the deadline.

Only pdf files will be accepted. Name the file:
StudentsFirstNameLastName_LOR_WritersLastName

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