PROVOST'S UNDERGRADUATE FELLOWSHIP

(PUF)

INFORMATION SESSION

UC Davis Undergraduate Research Center

What is the Provost Undergraduate Fellowship?

➤ PUF supports undergraduate students doing research or creative projects under the guidance of UC Davis faculty members.

➤ Maximum awards are $1,500

Funds are transferred into an account in the faculty sponsor's department for support of the recipient's project.

UCDAVIS
Undergraduate Research Center
Office of Undergraduate Education

Who is eligible?

➢ Full or part time registered UC Davis undergraduate

➢ Good academic standing

➢ Meet satisfactory academic progress

➢ Enrolled during the quarter that the research is carried out

➢ On continuing student status during the summer _and_ enrolled in fall quarter to conduct summer research

APPLICATION DEADLINE

➢ **November, 7 2022**

➢ **UPLOAD MATERIALS ON LINE NO LATER THAN 11:59 P.M.**

➢ **UPLOAD PDF FILES ONLY**

➢ https://urc.ucdavis.edu/PUF

Preparing a Complete Application

THE SIX STEPS:

1. Application Cover Form
2. Proposed Project
3. Learning Potential
4. Budget Outline
5. UC Davis Transcripts
6. Letter of Recommendation

Online Cover Page

- Fill in all fields of the application

- Provide a brief (25 words or less) description of your proposed project. This gives the selection committee an "at a glance" idea of what your project is about

- Indicate the dollar amount you are asking for under "Proposed Budget Amount"

STEP 1

Online Cover Page

Fields with a red asterisk (*) are required.

Personal Information

*First Name: Denea

*Last Name: Clark

*Student ID: [   ]

*Email: deeclark@ucdavis.edu

Academic Information

Expected Graduation: (mm/yyyy) [   ]

* Major: [   ]

* College: [--- Select One --- ▼]

Cumulative UC GPA: [   ]

Cumulative Units: [   ]

Sponsor Information

When you submit this form, your sponsor will be emailed asking him/her to upload a letter of support for you.

Sponsoring Professor: [   ]

* Sponsoring Professor's Email: [   ]

Sponsoring Department: [   ]

Proposed Project

- Length: one page (single spaced, 12 point font, Times/New Roman, one-half inch margins)

- Provide at least 3 research citations in the body of the narrative, and include a bibliography with full references

- Citations may be listed on the second page if necessary

STEP 2

Proposed Project

- Describe the significance of the work—why is it important?

- Include a brief account of approaches and methods you intend to use

- Include the time frame of when you will accomplish the work

- Discuss the context of the project within the field

STEP 2

Learning Potential

- Discuss the significance of this experience in relation to your academic and/or career plan

  ➢ Why this project?

  ➢ What will you get from it?

- Be specific, be personal

- Length: maximum 200 words

STEP 3

Budget Outline and Justification

- Awards may not exceed $1,500

- Travel requests should reflect actual transportation costs (not per diem)

- Length: approximately 1 page

- Budget items are usually items that are directly related to carrying out the research project

STEP 4

Budget Outline and Justification

- Books are typically not funded because you can get them from Inter-library loan

- Equipment purchases will be retained by PUF

- Common equipment requires justification (including computer software). Equipment like test tube racks or SPSS software is typically not funded

STEP 4

Non-Funded Budget Items

Items that are <u>NOT</u> funded:

- Memberships

- Salaries

- Parking Permits

- Travel to present at or attend a conference (apply for the Undergraduate Travel Award)

STEP 4

UC Davis Transcripts

- Go to: http:// myucdavis.edu. Click on "myrecords", then "academics" and select "unofficial transcripts"

STEP 5

- Unofficial transcripts will work for this purpose. Do NOT upload official 3rd party protected transcripts!

- Use your browser's print feature to make a pdf and save to your computer

Letter of Recommendation

- When you apply, an email will be sent to your sponsoring professor asking them to upload the letter of support using a specific link.

- Professors must upload the letters of recommendation by Thursday, Nov 11, 2021, 11:59 p.m.

- Therefore, you would be wise to ask them to get started on the letter well in advance of the PUF application deadline!

STEP 6

- They will not be able to upload a letter until you submit your application.

- The professor will also have to fill out the "Contracts and Grants" Analyst's name and email address.

Selection Process

- Each College will review applications from their own students

- Each College's Awards and Prizes Committee reads and ranks all proposals

- Funding is awarded to the top applications from each College, as budget allows

- Award letters are sent to students and sponsors with a cc to the departmental business officer for processing

Selection Committee Tips

- Proofread carefully
- Lack of attention to this type of detail reduces overall confidence in your abilities.
- Professor's stated that many proposals were "incomprehensible" and they couldn't understand "any of it".
- Be sure to give context to the proposal and state why it is important, what does it mean, what is the significance and/or is the idea new.
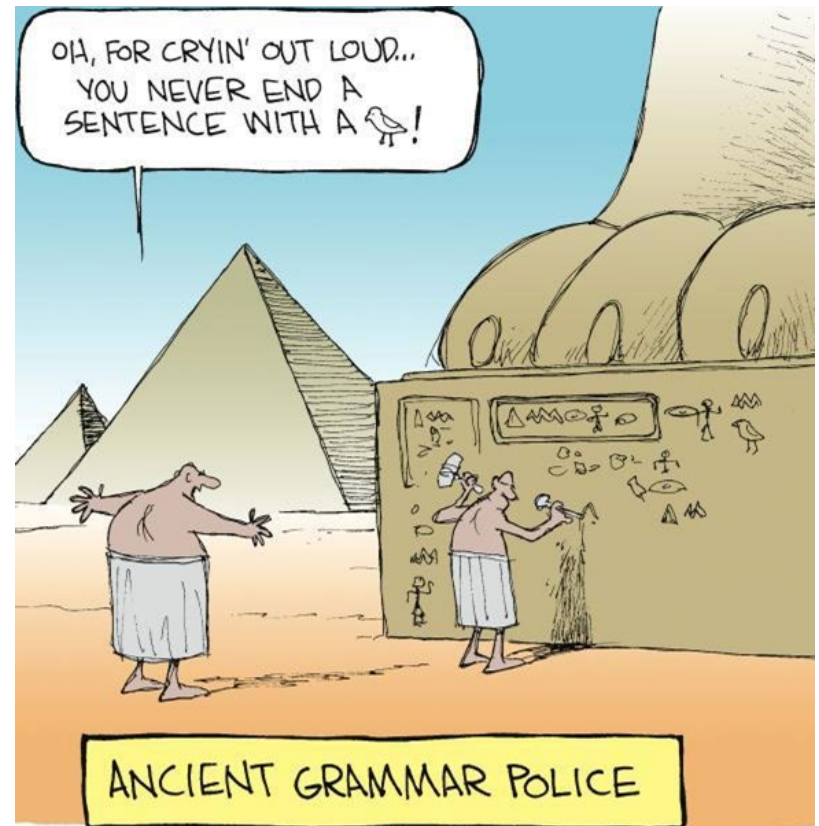
Selection Committee Tips

- "Keep it nice and simple, well justified, well written".

- "Say it more plainly".

- "Explain the significance of why I should care."

- "Bad writing will demolish a good idea."

- Write "award proposals that are readable and comprehensible."

- It is important to have a clear hypothesis and research goal.

A Few More Tips...

- Follow directions

- Write a clear proposal of high quality

- Ask for the letter of recommendation well in advance of the deadline date

- Only applications which are <u>complete</u> and submitted ON TIME will be accepted.

- Submit early to allow yourself time to address any technical issues that might arise in the submission process.

Expectations

- Submit a final report at the end of the quarter in which the project is completed

- Participate in PUF/undergraduate research outreach efforts by filling out an research experience survey.

- Present your work at the annual Undergraduate Research Conference in spring quarter

QUESTIONS?

INFORMATION AND APPLICATION

CONTACT US

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