Sample Application Forms and Templates

Samples of the required application forms and templates are provided on the following pages, for your reference only in preparing the application. The actual forms should be downloaded from proposalCENTRAL (pC), and then re-uploaded into pC for submission. The pC submission must use the templates provided. No applications will be accepted via email.

This pdf also includes instructions for submission of the faculty reference letter. Please provide these instructions to your faculty reference along with the WORD version for their completion.

For a complete set of instructions and submission guidelines, please review the RFP and Application Instructions posted in pC and on our website https://www.ucop.edu/research-initiatives/programs/innovation-opportunities/care-uc-fellowship.html *.*

Good luck!

Project Title: [Insert Project Title]
Campus: [Insert Home Campus Name (e.g., UC Riverside)]
Applicant Name: [Insert Last Name, First Name]
Thematic Priority: [Insert the thematic priority your project will address, from page 2 of the RFP]

INSTRUCTIONS

*The project narrative must address the required proposal requirements, and may not exceed **3 pages** in total, excluding the Literature Cited (1 page maximum). Thus, the total length of this document is limited to 4 pages. Any proposals exceeding the page limit will be truncated prior to forwarding for review. Avoid disciplinary jargon and use language appropriate to a multidisciplinary review panel.*

Do not change the general formatting of this template (including the margin settings): simply insert your narrative and delete the blue instructional text. This template is formatted to .7-inch margins, using font type Calibri, and font size 11. You should** use unbolded black font for the narrative text; **you may adjust the font style (i.e. bold, italic, underline) as needed. For captions, tables, and charts only, you may use a smaller font size (no less than size 8). The general text of the narrative should remain at Calibri or Times New Roman (or equivalent size) font and size 11.

Insert the project title, campus name, the applicant's name, and the proposed thematic priority in the header using blue text.

Start the content of your proposed research plan on the next page. Once complete, you may delete this entire first page of instructions, subsequent instructions (blue text) within each section, and any bracketed text [xxxxx]. Save and convert the file into a PDF and upload to proposalCENTRAL.

Please refer to the RFP on the website at: https://www.ucop.edu/research-initiatives/programs/innovation-opportunities/care-uc-fellowship.html *for detailed information regarding the eligibility, programmatic goals, and review criteria.*

Project Title: [Insert Project Title]
Campus: [Insert Home Campus Name (e.g., UC Riverside)]
Applicant Name: [Insert Last Name, First Name]
Thematic Priority: [Insert the thematic priority your project will address, from page 2 of the RFP]

Project Plan   *[2-3 pages]*

[Identify the specific aims, activities, and outcomes of the proposed project, including the innovative components that will advance efforts in the proposed thematic priority area. The plan should be written for a general audience and must include a description of the procedures, data, or resources that the applicant will use as well as the anticipated outcomes. Please include estimated milestones and related dates within the Fellowship period March 18-September 18. One additional page for literature cited (not included in the 3-page limit) may be included.]
This section must end at the bottom of page 4.

Project Title: [Insert Project Title]
Campus: [Insert Home Campus Name (e.g., UC Riverside)]
Applicant Name: [Insert Last Name, First Name]
Thematic Priority: [Insert the thematic priority your project will address, from page 2 of the RFP]

Literature Cited   *[1 page maximum]*

Use this section to identify the literature cited in the above narrative. This should not be a list of all literature relevant to your research. Include only references cited in your research plan.

*This section must start on a new page, beginning no later than on page 5 of 5. The maximum length for the **Literature Cited** section is 1 page.*

Project Title: [Insert Project Title]
Campus: [Insert Home Campus Name (e.g., UC Riverside)]
Applicant Name: [Insert Last Name, First Name]
Thematic Priority: [Insert the thematic priority your project will address, from page 2 of the RFP]

INSTRUCTIONS

*The statement addressing CARE priorities must address the required proposal requirements, and may not exceed **1 page**. Any statement exceeding the page limit will be truncated prior to forwarding for review. Avoid disciplinary jargon and use language appropriate to a multidisciplinary review panel.*

Do not change the general formatting of this template (including the margin settings): simply insert your text and delete the blue instructional text. This template is formatted to .7-inch margins, using font type Calibri, and font size 11. You should use unbolded black font for the narrative text; ***you may adjust the font style (i.e. bold, italic, underline) as needed. For captions, tables, and charts only, you may use a smaller font size (no less than size 8). The general text of the narrative should remain at Calibri or Times New Roman (or equivalent size) font and size 11.***

Insert the project title, campus name, the applicant's name, and the proposed thematic priority in the header using blue text. The four thematic areas are described on p. 2 of the RFP, and briefly listed here for reference:

- *Migration and the US/Mexico Border*
- *Reimagining the International NGO*
- *Bringing CARE's Work Home*
- *Student Proposed Topic Aligning with CARE Strategy*

Start the content of your statement on the next page. Once complete, you may delete this entire first page of instructions, subsequent instructions (blue text) within each section, and any bracketed text [xxxxx]. Save and convert the file into a PDF and upload to proposalCENTRAL.

Please refer to the RFP on the website at: https://www.ucop.edu/research-initiatives/programs/innovation-opportunities/care-uc-fellowship.html *for detailed information regarding the eligibility, programmatic goals, and review criteria.*

Project Title: [Insert Project Title]
Campus: [Insert Home Campus Name (e.g., UC Riverside)]
Applicant Name: [Insert Last Name, First Name]
Thematic Priority: [Insert the thematic priority your project will address, from page 2 of the RFP]

Statement Addressing CARE Priorities   *[1 page]*

[Please identify which of the four research topics listed on page 2 of the RFP aligns with your project plan and describe how your project addresses CARE's stated priorities.]
This section must end at the bottom of page 1.

Project Title: [Insert Project Title]
Campus: [Insert Home Campus Name (e.g., UC Riverside)]
Applicant Name: [Insert Last Name, First Name]
Thematic Priority: [Insert the thematic priority your project will address, from page 2 of the RFP]

INSTRUCTIONS

*The personal statement must address the required proposal requirements, and may not exceed **1 page**. Any statement exceeding the page limit will be truncated prior to forwarding for review. Avoid disciplinary jargon and use language appropriate to a multidisciplinary review panel.*

Do not change the general formatting of this template (including the margin settings): simply insert your text and delete the blue instructional text. This template is formatted to .7-inch margins, using font type Calibri, and font size 11. You should use unbolded black font for the narrative text; *you may adjust the font style (i.e. bold, italic, underline) as needed. For captions, tables, and charts only, you may use a smaller font size (no less than size 8). The general text of the narrative should remain at Calibri or Times New Roman (or equivalent size) font and size 11.*

Insert the project title, campus name, the applicant's name, and the proposed thematic priority in the header using blue text.

Start the content of your statement on the next page. Once complete, you may delete this entire first page of instructions, subsequent instructions (blue text) within each section, and any bracketed text [xxxxx]. Save and convert the file into a PDF and upload to proposalCENTRAL.

Please refer to the RFP on the website at: https://www.ucop.edu/research-initiatives/programs/innovation-opportunities/care-uc-fellowship.html for detailed information regarding the eligibility, programmatic goals, and review criteria.

Project Title: [Insert Project Title]
Campus: [Insert Home Campus Name (e.g., UC Riverside)]
Applicant Name: [Insert Last Name, First Name]
Thematic Priority: [Insert the thematic priority your project will address, from page 2 of the RFP]

Personal Statement   *[1 page]*

[Please describe how your background and experience prepare you for this Fellowship, with an emphasis on your engagement with and commitment to social justice and/or poverty alleviation issues. Explain why this opportunity is important to you personally and describe any relevant cross-cultural experience.]
This section must end at the bottom of page 1.

Project Title: [Insert Project Title]
Applicant Campus: [Insert Campus Name (e.g., UC Riverside)]
Name of Applicant: [Insert Student Last Name, First Name]

Departmental Approval   *[Maximum: 1 page]*

INSTRUCTIONS

*Applicants should submit this form for completion and signature by either their **Department Chair or Department Chair's designee**. This form must include a "wet" signature, and printed name, title, and date.*

Insert the project title, campus name, and the applicant's name in the header prior to obtaining the attestations below. After obtaining the required signatures, save and convert this form to a PDF and upload to proposalCENTRAL.

1. **The applicant for this CARE-University of California Innovation Fellowship, named above on this form, is enrolled in a graduate or professional degree program in _____ .**
                                                                         (Department/Program Name)

2. **If applicant is in good academic standing (please check the appropriate box):**

    Yes ☐   **No** ☐

3. **The CARE-UC Innovation Fellowship includes full-time participation during the summer months and a $9,000 stipend. Checking the box below indicates that receipt of this stipend, if awarded, does not conflict with this student's other funding or financial support.**

    Stipend does not conflict with student's other funding ☐

    Signed:

    _____
    Name (Printed)

    _____
    Title and Department

    _____ _____
    [Signature]   Date

Project Title: [Insert Project Title]
Applicant Campus: [Insert Campus Name (e.g., UC Riverside)]
Name of Applicant: [Insert Student Last Name, First Name]

Intellectual Property Disclosure   *[1 page]*

Use this template to identify any pre-existing data/data sets, inventions, proprietary information, or other background intellectual property developed by the student, by the University of California, or by another third party that may be used or accessed by the student in the conduct of this project.

INSTRUCTIONS
First, answer question #1 below by double-clicking on the box indicating your response, and select the value to be "checked" or "not-checked." If your response is "yes," you must provide a brief description of the intellectual property to be used or accessed in question #2.

Do not change the general formatting of this template: simply provide your content and delete this blue instructional text. You should use unbolded black font for the narrative text.

Insert the project title, campus name, and the applicant's name in the header. You may delete all instructions (blue text) and any bracketed text [xxxxx]. Save and convert this form to a PDF and upload to proposalCENTRAL.

1. **Will you use or access any pre-existing background intellectual property or proprietary information?**

   No ☐   **Yes** ☐

   If you selected **"No,"** you may skip question #2.
   If you selected **"Yes,"** proceed to question #2 below.

2. **Briefly identify and describe the specific pre-existing background intellectual property (BIP), including but not limited to data/data sets, inventions, proprietary information, or other technology, you will use or access in this project. Please specify who owns such BIP (i.e., you (the student), the University of California, or another third party).**

Advisor Name: [Insert Last Name, First Name]
Applicant Name: [Insert Last Name, First Name]

INSTRUCTIONS

UC faculty recommenders must use this template to provide a recommendation letter for the applicant to the CARE-University of California Innovation Fellowship. The letter should explain your relationship to the applicant, speak to the strengths and weaknesses of the applicant, discuss suitability for this Fellowship opportunity, confirm the applicant's student status, and provide concurrence with the proposed research plan and time commitment (6 months, including 2- to 4-week in-country placement during the summer). This letter will not be visible to the applicant.

Insert your name and the applicant's name in the header at the indicated place. When you have completed your text, respond to the questions at the end of the letter. A written signature is required – please print, sign, and scan the document. PDFs must be uploaded to proposalCENTRAL to complete your submission.

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For more information on the program, please refer to the RFP on the website at:
https://www.ucop.edu/research-initiatives/programs/innovation-opportunities/care-uc-fellowship.html

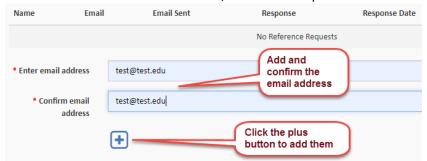Advisor Name: [Insert Last Name, First Name]
Applicant Name: [Insert Last Name, First Name]

Faculty Recommendation Letter

[Insert the text of your letter here]

[Please read and respond to the following question:]

Of the students I have advised over the past 5-10 years, I would rank the applicant as among the top:
☐10% ☐25% ☐50% ☐Not in top 50% [Check one]

_____
[Signature]

proposalCENTRAL Instructions for Uploading a Blind Letter of Reference

Instructions for Applicants

1. Enter and confirm the email address, then click the plus button to add them

2. A screen will pop up to enter their full name, or to confirm it (should they already be in the system).
3. Enter the name, then click "Send Email"

Instructions for Reference Letter-Writers

1. Click on the link in the email from proposalCENTRAL
2. You may need to create a new account, or to verify your existing account – pC will guide you through this process.
3. Once you've logged in, you will be taken to a page listing the application(s) for which your reference has been requested. Click on the "Click to Add Reference" button next to the application in question.
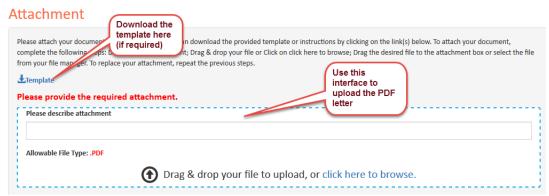
4. At the "Edit Reference" page you will see instructions for uploading, as well as a template (if necessary). Download the template (if required), and use the upload field to upload the file.

5. Once you've uploaded the document, the Status will say "Complete".