

**ASIANetwork- Freeman Foundation  
Student-Faculty Fellows Program  
for Collaborative Research in Asia**

**Summer 2011 Fellowship Application**

Please read the Information Flyer announcing the 2011 Fellowship Program. It contains important grant conditions not repeated here. Please complete all the application forms and prepare an application packet consisting of the following documents. *Applications should be received by December 1, 2010.*

**A. Documents from each student applicant:**

- (1) completed application form
- (2) recent résumé/curriculum vitae
- (3) transcript of grades (original plus four copies)
- (4) personal essay
- (5) a letter of recommendation\* from a faculty member other than the proposed mentor commenting on the student's qualifications, the importance of the proposed project to the student's career, and the student's ability to pursue the project.

**B. Documents from the faculty mentor:**

- (1) completed application form
- (2) Recent resume/ curriculum vitae (no more than four pages)
- (3) personal essay
- (4) a letter of recommendation\* from an academic colleague commenting on the significance of the project, the qualifications of the faculty applicant, the importance of the project to the applicant's professional development, and the faculty person's ability to supervise student research
- (5) a letter of support from the institution's Chief Academic Officer explicitly stating that:
  - (a) **the grant money will be administered by the institution without administrative fee,**
  - (b) **the faculty member's attendance at one ASIANetwork conference will be supported,**
  - (c) **the institution assumes full responsibility for the research team.**

*Please make sure that all these elements are explicitly addressed in your Chief Academic Officer's letter of support.*

**\*Note:** When possible, the letters of recommendation for student(s) and faculty mentor should be written by more than one person.

**C. Project Proposal Narrative and Personal Essays:**

Each proposal should have a project title and an abstract. The narrative section should be single-spaced, 3-4 pages long for individual projects and 5-6 pages long for collaborative projects. For collaborative projects where several students contribute to the research, each student's research focus and responsibility to the joint endeavor must be clearly presented in the proposal. For students who will conduct individual unrelated research on various aspects of a chosen site, a separate proposal that clarifies the nature of each project is required.

The main body of the proposal should include the following sections: rationale and objectives of the

research; the methodology to be employed; the end product of the project; a proposed timetable for the completion of the end product, and the feasibility of completing the project within the proposed timetable. The faculty member should give his/her perspective on the proposed project, its feasibility, what his/her role as mentor will be, the kind of collaborative work the project entails, and how the project will deepen any initial study of Asia undertaken by the student(s). These proposals must be student focused and mentoring must be geared to fostering undergraduate research in Asia.

Applicants should also clarify why it is important to travel to Asia to complete this joint research endeavor, and at the same time, indicate the resource/contact persons available to help carry out the project, if needed. The application would be strengthened through clarifying any exploratory work that has been done already, and discussing how collaboration will be assured once faculty and student(s) return to campus.

Since applicants are required to share their findings and experiences with their campus community, they should explain their strategies for disseminating their findings to the larger community and how these strategies will increase awareness and interest in Asian studies on their campus.

#### Personal Essays:

To give us a broader picture of the applicants' background and qualifications, the faculty mentor and each student applicant should include personal essays covering the following: (This is in addition to the number of pages specified for the proposal narratives.)

*Student:* A brief narrative (1-2 pages) explaining your background, your current academic program (major and minor), Asian language courses taken (if any), how you became interested in the study of Asia, and your involvement in this research. Lastly discuss your future plans and how this research will enhance your undergraduate experience and have a positive impact on your future.

*Faculty:* A brief narrative (2-3 pages) describing yourself, your background, teaching responsibilities, and research interests. Discuss your experiences in Asia and experiences you have had supervising student independent study. In other words, let reviewers know what qualifies you to undertake this collaborative endeavor. Reviewers would also be interested in knowing ways in which this fellowship will facilitate your own research endeavors, which may be undertaken either before or after your three-week collaboration with your student. However, you do not need to report on your individual research to ASIANetwork upon your return.

#### **D. Budget**

There should be a separate section for the proposed budget. Below are some general guidelines: (See attached sample proposed budget.)

- The \$5,000 per person travel budget can only be used to cover travel expenses related to the proposed project, which may include but are not limited to, the following:

- (1) Pre-departure expenses: visas, vaccinations, insurance, etc.
- (2) Transportation and communication expenses (airline ticket, taxis, fax, phone calls, etc.)

- (3) Itemized living expenses for lodging and food
- (4) Supplies and expendable materials (films, video and audio tapes, non-prescription medications and medical supplies, etc.)
- (5) Services: wages for translators/guides/resource persons
- (6) Other justifiable miscellaneous expenses (porter tips, food for others, etc.)
- (7) Attendance at one ASIANetwork Conference by the faculty member and one student

- A separate budget for books, equipment and other resource materials of \$1000 per team can only be spent for the equipment necessary to carry out the project (e.g. sound recorder), books and other teaching/resource materials. Grant funds cannot be used for the purchase of computers. In rare cases, if clearly justified, additional support for equipment and other resources may be provided.

**Exclusions:** All charitable contributions and donations to agencies and/or resource persons are not permitted. Students may not be enrolled for college credit during their travel on the Student-Faculty Fellows Program. No part of the fellowship award may be used to pay tuition.

**Submission Instructions: Applications may be submitted electronically OR as hard copy:**

Electronic submission: Convert the proposal narrative(s) and personal essays to **one** pdf file. Scan the rest of the application packets to **one** pdf file (completed cover page, signed application forms, budget, mentor's c.v., students' transcripts, students' résumés, signed recommendation forms and letters, letter of support from the school's Chief Academic Officer). Send these two pdf files electronically to [anfreeman@asianetwork.org](mailto:anfreeman@asianetwork.org) by December 1, 2010. **Mail an original packet postmarked by December 1, 2010 to Dr. Van J. Symons. Note: Applications received electronically but not followed by original copies will not be reviewed.**

Hard copy submission: If you prefer to submit hard copy, please send by courier **five packets** of application materials **in time to guarantee receipt by December 1, 2010 by Dr. Van J. Symons.** Each packet should be ready to be sent out to independent reviewers; thus each packet should contain all required application forms and narratives. (See instructions about transcripts and recommendation letters. Sending an unsorted package will not speak well of your application.)

**Other important dates:**

**February 15, 2011 – notification of successful applicants**

**March 1, 2011 – deadline for e-mail confirmation of award acceptance**

**March 15, 2011 – deadline for return of “Award Acceptance Document”**

**April 15-17, 2011 – ASIANetwork Conference at Double Tree Hotel Chicago-Oak Brook**

**Mandatory orientation session for all faculty fellows on Friday night right after the Opening Plenary Session; disbursement of grant check for expenses (less the stipend amount) contingent upon receiving signed “Award Acceptance Document”**

**September 15, 2011 – Preliminary reports due**

**May 15, 2012 – Final reports due**

**June/July 2012 – disbursement of faculty stipend**

## Sample Budget Estimate (faculty mentor and three student researchers):

### Travel Budget

	per person	aggregate (4 persons)
<b>Pre-Departure Expenses</b>		
Visa	200.00	800.00
International Student ID card	25.00	100.00
Phone, fax, postage, etc.	30.00	120.00
<b>Transportation</b>		
RT Airfare Tampa-Xi'an	1800.00	7200.00
Major in-county transport (rail/LD bus/air)	400.00	1600.00
Hired car/taxi and local transport		1000.00
<b>Other in-country costs</b>		
Lodging (22 nights at \$50/night/room with 1 shared room: \$1100 x 3)		3300.00
Meals (22 days at \$20/day)	440.00	1760.00
Translators and guides		1000.00
Incidental expenses (entrance fees, tips etc.)	100.00	400.00
<b>Expendable supplies</b>		
Photocopying and printing	50.00	200.00
Internet access	20.00	80.00
Photo processing	50.00	200.00
<b>Attendance at ASIANetwork conference</b> (faculty member and one student)		1800.00
<b>SUB-TOTAL</b>		<b>19,560.00</b>

### Books and Equipment Budget

Olympus SP-560 UZ digital camera	500.00
xD Picture Card – 2G memory	70.00
Digital voice recorder	100.00
Electrical converter kit	50.00
Books (both in the US and while in China)	200.00
<b>SUB-TOTAL</b>	<b>920.00</b>
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$20,480.00</b>

#### Notes:

- These categories were defined by the proponent. You may have your own categories as befit the nature of your research trip.
- Expenses for a student researcher to attend the ASIANetwork Conference to help with the group's poster display session should also be built into your budget.