



A CONSORTIUM OF LIBERAL ARTS COLLEGES
TO PROMOTE ASIAN STUDIES

ASIANetwork Service Learning and Environment in Asia Program

supported by
Henry Luce Foundation

Summer 2012 Pilot Grant Application Details

Please read the Program Description for more details. It contains important grant conditions not repeated here. Please complete all the application forms and prepare an electronic copy (pdf) of the application for mailing to ansleap@asianetwork.org by **January 16, 2012**. Please also have your recommenders send an electronic version of their recommendation to this same e-mail address.

A. Documents to be gathered together by the faculty leader:

1. application cover page
2. project abstract
3. project description
4. team summary
5. completed application/waiver forms
6. current c.v. for faculty participants
7. Resumés of student participants
8. 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 two ASIANetwork conferences will be supported,**
 - (c) **the institution assumes full responsibility for the research team,**
 - (d) **any additional support from the institution.**

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

B. Documents to be emailed directly by each referee:

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.

When possible, the letters of recommendation for each faculty applicant should be written by more than one person.

C. Proposal Narratives.

Project Description. Each proposal should have a project title and an abstract. The project description should be single-spaced, no more than five pages long. The main body of the proposal should include the following sections:

- (1) Rationale and objectives of the service-learning project;
- (2) The methodology to be employed;
- (3) Your interest, your UB partner's interest, and student interest in the project;

- (4) The plan and the benefits of collaboration with the partnership that you are proposing;
- (5) Clarification of why it is important to incorporate service-learning in Asia for this project when studying environmental issues;
- (6) The end product of the project;
- (7) The proposed timetable for the completion of the end product, and the feasibility of completing the project within the proposed timetable.

The application must articulate and clarify:

- Your relationship with the proposed community service sites and partners;
- How the on-going AN-UB collaboration will continue once faculty and students return to campus.

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

Project Team Summary. This narrative should be single-spaced, no more than five pages long. To give us a broader picture of the applicants' background and qualifications, the team members should include personal essays covering the following:

Student: A brief narrative explaining their background, their current academic program (major and minor), Asian language courses taken (if any), and their involvement in this project.

Faculty: A brief narrative describing each of the faculty and student participants: their academic background, faculty teaching responsibilities, and research interests. Discuss past experience or interest in Asia and environmental studies, and the expertise and experiences they have had using service-learning methodologies and examples of this activity. In other words, let reviewers know what qualifies faculty and students to undertake this pilot project and innovative collaborative endeavor. Reviewers would also be interested in knowing ways in which this service-learning project will facilitate the faculty leader's own research and teaching endeavors, which may be undertaken either before or after the three-week or longer collaboration with students, and with the UB faculty partner. However, you do not need to report on your individual research to ASIANetwork upon your return.

D. Budget (not to exceed \$20,000, not including stipends of ASIANetwork faculty leaders)

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

- (1) Pre-departure expenses: visas, vaccinations, insurance, etc.;
- (2) Transportation and communication expenses (airline ticket, taxis, fax, etc.);
- (3) Itemized living expenses for lodging and food;
- (4) Supplies and expendable materials (memory sticks/cards, non-prescription medications and medical supplies, etc.);
- (5) Daily expenses for UB student and faculty partners;
- (6) Summer stipend for UB faculty partner;
- (7) Expenses for the local community partner/S-L project site;
- (8) Other justifiable miscellaneous expenses (porter tips, food for others, etc.)

The United Board will provide the expenses for the selected United Board faculty partners to attend the required spring 2012 ASIANetwork conference in Portland, Oregon, starting with the pre-conference "Asia, Service Learning and the Environment Workshop" on Friday, March 30, 2012.

Exclusions: All charitable contributions and donations to agencies and/or resource persons are not permitted. Students may not be enrolled for college credit while participating in this project. No part of the fellowship award may be used to pay tuition.

Electronic Submission Instructions: Application materials must be submitted electronically by the due date.

Convert the proposal narratives, application forms, c.v., and letter from the Chief Academic Officer to **one** pdf file. Send this pdf file electronically to ansleap@asianetwork.org by January 16, 2012.

Recommendation for the faculty mentor may be sent separately by the referee to the same email address.

Other important dates:

February 1, 2012 – notification of successful applicants

March 1, 2012 – deadline for e-mail confirmation of award acceptance

March 30 – April 1, 2012 – ASIANetwork Conference at Double Tree Hotel, Portland, OR

Mandatory workshop session for all faculty fellows on March 30, 2012, 1:00-5:00pm.

Grant Condition:

The home institutions of the selected teams must assume the following responsibilities:

- 1) Administer the funds allocated by the grant. ASIANetwork will send grant money to the institution, and then its business office should disburse the money to the faculty and the students in accordance with its internal procedures. This grant does not pay an administrative fee to the home institution for this service.
- 2) Provide financial support for the faculty participant to attend two ASIANetwork annual conferences. The faculty leader is required to attend two ASIANetwork conferences: the conference in spring 2012 starting with the pre-conference “Asia, Service Learning and the Environment Workshop” on Friday, March 30, 2012, and the April 2013 conference to share their experience at a pre-conference/debriefing workshop. Grant money may be used to fund participation at the April 2013 conference of one or two undergraduate student participants.
- 3) Assume full responsibility-and release the ASIANetwork and all of its directors, officers, advisors and employees of any liability-for any and all risks and damages arising out of any activity undertaken in connection with the grant.

Contact Information: Dr. Jack D. Harris, Department of Anthropology and Sociology, Hobart and William Smith Colleges, Geneva, NY 14456; phone: 315-781-3439; email harris@hws.edu



The Henry Luce Foundation (www.hluce.org) was established in 1936 by the late Henry R. Luce, co-founder and editor-in-chief of Time Inc. Among the Foundation’s many grant-making initiatives are those that support increased understanding between the United States and Asia.

ASIANetwork, a consortium of over 170 North American colleges, strives to strengthen the role of Asian Studies within the framework of liberal arts education to help prepare succeeding generations of undergraduates for a world in which Asian societies play prominent roles in an ever more interdependent world.

Sample Budget Estimate (2 faculty and three student researchers):

	per person	aggregate
Pre-Departure Expenses		
Visa and vaccinations	200	1000
International Faculty/Student ID card	25	125
Transportation		
RT Airfare	1500	7500
In-country transport (rail/bus/taxi)	100	500
Other in-country costs		
Lodging (22 nights at \$50/night/room with shared rooms: \$1100 x 3)		3300
Meals (22 days at \$20/day)	440	2200
Miscellaneous expenses (laundry, porter tips, etc.)	100	500
Expendable supplies		
Photocopying and printing	10	50
Internet access	10	50
UB Partner Expenses		
UB faculty partners stipend		1500
UB partners local travel	100	500
UB student partners (\$250 * 3)		750
UB team meals (1 meal/day at \$6, 15 days, 5 people)	90	450
Expenses for local community partner/S-L project site		475
SUB-TOTAL		18,900.00
Books and Equipment Budget		
xD Picture Card – 2G memory		50
Digital voice recorder		150
Electrical converter kit		50
SUB-TOTAL		250
Student attendance at ASIANetwork Conference		800
TOTAL AMOUNT REQUESTED		19,950.00

Notes:

- These categories were defined by the proponent. You may have your own categories as befit the nature of your research trip.
- Expenses for faculty to attend the ASIANetwork Conference to help with the group's poster display session should be provided by the school; the grant, however, can help with student travel to the ASIANetwork conference.