

ASIANetwork - Luce Foundation
Postdoctoral Teaching Fellow Program
Providing grants for the employment of Teaching Fellows in Asian Studies

Grant Application Guidelines

The following information should be submitted as a single MS Word or PDF file to the Program Director by the date specified in the Program Description and Guidelines. Please include the headings below as an organizational framework. Applicants should use Times New Roman with a 12 pt. font, one-inch margins, and line spacing that best fits the information being presented.

Front page of the proposal

Please include only this information on the first page.

- A. Name of institution and complete mailing address

- B. Name and contact information of person primarily responsible for writing the grant
This person typically would be a faculty member, chairperson, or dean with Asian experience and/or Asian Studies responsibilities.
 - Name
 - Title
 - College
 - Address
 - Phone Number
 - E-mail

- C. Name and contact information of the Academic Dean providing the letter of support
 - Name
 - Title
 - Address
 - Phone Number
 - E-mail

- D. Name and contact information of proposed mentor/coordinator for the teaching fellow program
This is the person who ASIANetwork will correspond with regarding the grant and who will be responsible for submitting the final report.
 - Name
 - Title
 - Address
 - Phone Number
 - E-mail

Proposal Narrative

The expected length of the proposal is 10 - 12 pages.

A. The College

1. Full-time undergraduate enrollment.
2. Number of teaching faculty (full-time equivalent)

B. Asian Studies Program

1. Asian Studies faculty members
Include the name, title, department, and employment status (e.g., tenured, tenure-track, adjunct, postdoctoral fellow)
2. Courses currently offered
List the Asia-related courses offered during the most recent 3 academic years (including the current year) by semester/term with the name of the instructor. If you anticipate significant changes in your course offerings in the year of the fellowship, please note them. If the fellow will be serving as a replacement for a faculty member, e.g., someone on sabbatical, retiring, or taking a leave of absence, etc., please explain.
3. Asia-related majors and minors
List any Asia-related majors and minors. Also include other majors/minors with significant Asian requirements. Include the number of graduates over the previous 3 years for each major and minor.
4. List the department(s) and/or program(s) that the fellow would join
5. College's need for the teaching fellow
Include information about the anticipated immediate and long-term impact of the fellow's contributions to the college
6. Campus and other professional resources and opportunities available to fellow

C. The Teaching Fellow

1. Description of the teaching responsibilities of the proposed teaching fellow
Include specific course titles or a general description of the expected courses.
2. Tentative plan for the teaching fellow
List the professional development, mentoring, and other opportunities that will be available for the fellow during the academic year.

3. Salary and benefits

In order for the selected host colleges to receive funds from the grant, this information may not be changed without the approval of the Program Director.

D. Recruitment and Hiring of the Teaching Fellow

1. Tentative job description

2. Plans for advertising the position

Include the names of publications, web sites, listserves, and other means of advertising.

3. Recruitment timeline

E. Grant History

1. List of Asian-related grants received by the college during the previous 5 years and proposals currently pending or under development

Include the funding agency, amount of funding, purpose of the grant, and year(s) of support. Do not include grants to individual faculty members, only those in support of college-wide programs.

2. List previous ASIANetwork grants

Include the program name, the name of the person who received the grant, and the year(s).

F. Letter of support from the Academic Dean

The letter may be attached as a separate PDF file. The original, signed copy of this letter should be sent to the Program Director by postal mail as soon as possible after submission of the application.

This letter should include the following:

- *a statement of commitment to the hiring the teaching fellow*
- *a statement affirming that once the award is received, the school assumes full responsibility--and releases 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*
- *a statement assuring that the college will send at least one faculty member to the ASIANetwork annual conference in the year of the search and the year that the fellow is on campus.*