Program Overview
The SFF 2017 program will support approximately eight groups, totaling about forty-five student and faculty fellows. Applicants must be current U.S. ASIANetwork member institutions that were members in the prior year. Membership must be maintained throughout the period of the grant.

The SFF 2017 program is open to all disciplines. All projects must follow the core theme of Engaging Asia and emphasize these five core ideas:
1) current issues in an Asian context; 2) interaction and collaboration with the people of Asia; 3) practical and professional skill development; 4) student career and professional preparation; and 5) strong faculty mentoring to the students. In emphasizing these activities, the primary goal of the SFF program is to help students become competent professionals with an experience-based understanding of Asia.

Freeman Foundation guidelines stipulate that the proposed projects must take place in East Asia (China including Hong Kong S.A.R., Japan, Korea, and Taiwan), Southeast Asia (Thailand, Malaysia, Singapore, Indonesia, the Philippines, Vietnam, Laos, and Cambodia) and Nepal.

Team Membership Eligibility and Responsibilities
All members of a project team must be from the same institution.

Faculty eligibility: All full time, part time and visiting teaching faculty members are eligible. Teaching faculty members are defined as those whose primary responsibility at the institution is teaching. Faculty mentors are expected to be available to mentor the students during the entire eighteen month process of the grant.

If a faculty applicant’s employment status at the institution in 2017-2018 is unknown or he or she plans to take a leave from teaching on campus in 2016-17 or 2017-2018, the faculty applicant should disclose the situation in the application. Faculty members in such situation should team up with a colleague to form a dual-mentor team in order to maintain effective faculty mentoring of the students throughout the grant period.

Student eligibility: Only full-time undergraduate students are eligible; students who received a SFF grant before are not eligible to apply again.

A one faculty mentor team may include three to four students
Faculty mentor: a faculty member whose primary expertise is on Asia
A two faculty mentor team may include four to six students. Faculty mentor one: a faculty member whose primary expertise is on Asia. Faculty mentor two: a faculty member who has expertise in the discipline(s) of the proposed project but without significant expertise on Asia.

As stipulated by the Freeman Foundation, the goal of the SFF program is to introduce U.S. students to Asia. Therefore, no more than one non-U.S. citizen student may be included in a project team.

Graduating seniors may participate as long as they can complete the proposed work by August 31 following their senior year. We recommend that no more than a third of the students in the team be seniors.

Conducting SFF projects in Asia
1). Teams are required to spend three weeks or more in Asia working on their projects;
2). Teams are required to stay together at the same site;
3). Faculty mentors must stay with the students at the same location, be available to the students at all times, and devote their full time and energy to the project and the need of the students.

Upon return to their home campus, participants are expected to share their experiences with their campus community, ASIANetwork, and other constituencies.

The SFF program prohibits student fellows from receiving academic credit for this project. It also prohibits faculty fellows from receiving teaching credit for mentoring the students.

If a proposed project includes research involving human subjects, the team should follow their institution’s policy in that regard and make a note of that in the proposal.

Financial Matters and Institutional Obligations
Maximum grant: $5,000 for each student and faculty mentor
Allowable expenses: Transportation, lodging, meals and all incidental expenses
Prohibited expenses: Books, teaching materials, and equipment

Faculty stipends: $1,000/student (shared in the case of faculty teams)
Stipends are issued upon receipt of the final project and financial reports, but are forfeited when the reports are submitted later than 30 days of the published deadline (May 15, 2018). The expected issue date for faculty stipend is July 2018.

The home institution of the student and faculty fellows must assume the following responsibilities:
1. Administer the funds allocated by the grant without administrative fees. ASIANetwork will send the grant money to the institution to be disbursed to the faculty and the students in accordance with its internal procedures. At the end of the grant period, the institution must submit a financial statement, signed by the financial officer responsible for this grant, listing
projected costs and those actually expended.

2. **Provide financial support for one faculty mentor to attend the orientation session held in conjunction with ASIANetwork’s spring 2017 annual conference, prior to the group’s departure for Asia.** At least one faculty mentor and one student fellow must attend the spring conference following the summer grant period to present their project results at the annual SFF poster session and roundtable discussion. Grant funds may be used to support no more than one faculty and one student to attend this conference.

3. **Assume full responsibility for making provision for the welfare of the project team.** Institutional representatives must sign a waiver releasing 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.

**Application Materials**
The application materials include the following:
1. Application forms and supporting documents (available as a separate document)
2. Project narrative
3. Personal essays
4. Letter of support from the Chief Academic Officer
5. Project budget

**Selection Criteria**
1. Opportunities for the students to gain practical experience dealing with a current issue or issues in an Asian context
2. Opportunities for the students to interact/collaborate with the people in the host country
3. Opportunities for the students to engage in practical/professional skill development and career preparation
4. Project end product
5. Plans for sharing the SFF experience
6. Project feasibility
7. Expected outcomes for the student fellows through this project on achieving an experience-based understanding of contemporary Asia, especially those that will apply to their professional futures
8. Strength of students’ voices in the proposal and quality of materials submitted by each student;
9. Strength of faculty mentoring prior, during and after the on-site experience
10. Preparatory/preliminary work already done by the time the proposal is submitted
11. Cultural sensitivity and intercultural competence as reflected in the proposal
12. Other considerations, such as whether mentor or institution has applied for or received an SFF grant

**Important Dates**
December 1, 2016 Application deadline
February 15, 2017  Notification of successful applicants
March 1, 2017  Deadline for e-mail confirmation of award acceptance
March 15, 2017  Deadline for return of “Award Acceptance Document”
April 7-9, 2017  ASIANetwork Annual Conference in Chicago, Illinois

Mandatory orientation session for faculty fellows on Friday afternoon prior to the conference

April 15 2017  Grant check mailed to the grantee institution’s chief academic officer
Summer 2017  On-site project experience in Asia
September 15, 2017  Preliminary project reports due
March / April 2018  Participation in the SFF poster session and roundtable discussion at the ASIANetwork annual conference (date/location to be determined)
May 15, 2018  Final project reports due
July 2018  Disbursement of faculty stipends

Application Submission
The application deadline is **December 1, 2016**. Please submit application materials online at this link (add later after the online submission is created by Fuji)

Questions? Contact the SFF Director Dr. Zheya Gai, Professor of Political Science and International Studies at Washington & Jefferson College, at zgai@washjeff.edu.

(The remainder of the document provides an explanation of application materials.)
Explanation of Application Materials

I. Application Forms and Supporting Documents (available as a separate document)
Required forms include the participant information cover pages, application forms, participant waivers; supporting documents include resume san curriculum vitae(s)

II. Project Narrative
All SFF 2017 projects are expected to be team projects rather than individual projects, although individual members of the team may play different roles. The project narrative should be jointly written by the students in collaboration with the faculty mentor(s).

The project narrative should be 5-7 pages (single spaced) and it should include the following ten sections:

1. Project title, school name, names of participants
2. Project abstract
3. Current Issue(s) in an Asian context
   The project should focus on current issues, either with global ramifications or with unique connections to Asia. Examples of such issues are public health, migrant labor, green industry, organic food, the housing bubble, aging, urbanization, and disaster management, etc. The proposal should describe the project issue(s), discuss the relevant literature on the issue(s), and articulate how the project will provide opportunities for the students to gain practical knowledge of the issue(s) in an Asian context. We expect that the team will study the issue(s) prior to departure for Asia and will apply and adjust that knowledge throughout their on-site experience in Asia.

4. Interaction/Collaboration
   The proposed project should provide substantial opportunities for interaction and/or collaboration between student fellows and their Asian partners. The proposal should identify their Asian partners, including the contact person(s), if possible, and provide examples of the planned interaction / collaboration. The purpose of this interaction is to encourage student fellows to gain a real world understanding of today’s Asia by engaging with a local community and people in Asia. Such an experience will also help the students for future careers, especially careers related to Asia.

   It should be noted that it is acceptable for a team to work with their Asian partners on the partner’s agenda, but that work experience must contribute substantially to the understanding of the current issue(s) of the project. In other words, SFF projects should not be internships for students to gain professional or career experiences only. Similarly, SFF projects can be scientific field research projects but such projects must involve substantial interaction and collaboration with the local community or local scientific community.
5. **Skill development and Career preparation**
   The proposal should describe the opportunities for practical and professional skill development and career preparation. Skill development may include but not limited to critical thinking and analytic reasoning, written and oral communication, teamwork in diverse settings, complex problem solving, cross-cultural communication, etc.

   SFF projects should focus on professional preparation as a significant part of the student fellow experience. In particular, faculty mentors will help students apply and document their learning in ways that contribute to their professional development and generate future career opportunities. Many ASIANetwork member institutions have begun to integrate opportunities that help students prepare themselves professionally; for example, digital resumes, e-portfolios, course presentations, collaborative projects, academic publications, conference presentations, technological enhancements of their work, and the integration of their work into major capstone projects.

6. **End product**
   The end product can take many forms, such as a project report, a scholarly paper, an oral presentation, a blog, a documentary, etc., or a combination of several things. It can be a collaborative product by the entire team, a collection of individual work by team members, or a combination of both team work and individual work.

7. **Plans for sharing**
   It is expected that the team share their SFF project experience with their campus community and possibly other communities. The team also will present its project and participate in a roundtable discussion at the 2018 ASIANetwork annual conference.

8. **Project timeline**
   The timeline should include the work projected to be done prior, during, and after the on-site trip to Asia.

9. **Project Feasibility**
   This should be a self-assessment of the feasibility of completing the project as proposed within the proposed timeline. Please also describe any preliminary or preparatory work already completed.

10. **Project Outcomes**
    This final section should describe the expected outcomes for the student fellows. Outcomes must emphasize an experience-based understanding of Asia through working on a current issue with their Asian partners and professional skill development and career preparation.

**III. Personal Essays**

*Student Personal Essay*

A narrative (single spaced, 1-2 pages) explaining:

1. Your background, current academic program (major and minor), Asian language
competencies (if any), interest in Asia, and professional goals;
(2) Your role in developing the project proposal, understanding of the project, role in the project;
(3) What you expect to gain from the project regarding your understanding of contemporary Asia and your professional skill development and career preparation.

**Faculty Personal Essay**
(When a project involves two faculty mentors, each must submit a personal essay)
A narrative (2-3 pages single spaced) explaining:
(1) Your background, teaching responsibilities, research interests, experience in Asia and in target country, and experience in supervising short term off-campus student study experience;
(2) Your role in the development of this proposal; perspectives on the feasibility and significance of the proposed project;
(3) Your role in the mentoring process, prior, during, and after the summer on-site experience.

**IV. Letter of support from the institution’s Chief Academic Officer**

**This letter must explicitly state the following:**

a. Grant money will be administered by the institution without administrative fee.
b. A faculty mentor’s attendance at one ASIANetwork conference will be financially supported.
c. The institution assumes full responsibility for making provision for the project team’s welfare and releases ASIANetwork of any liability arising out of activities undertaken in connection with the grant.

If applicable, the letter should also include a statement verifying the expected employment status in 2017-2018 of any part-time or visiting faculty member(s) included in the application.

**V. Budget (to be completed by a faculty mentor)**

A sample budget is provided below. The $5,000/person allocation is for the team’s on-site expenses in Asia and the 2018 ASIANetwork annual conference. Allowable expenses include:

1. Visas, vaccinations, insurance, etc.
2. Transportation and communication expenses (airline ticket, taxis, fax, phone calls, Internet access)
3. Lodging and food
4. Supplies and expendable materials (non-prescription medications, medical supplies, etc.)
5. Services: wages for translators/guides/resource persons, etc.
6. Miscellaneous expenses: porter tips, food for others, etc.
7. Attendance at the spring 2018 ASIANetwork Conference by one faculty member and one student.

**Exclusions:** 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. Grant funds may not be used for the purchase of alcoholic beverages.
Sample Budget

(Faculty mentor and three students)

<table>
<thead>
<tr>
<th>Pre-Departure Expenses</th>
<th>Per person</th>
<th>Total (4 persons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa and vaccinations</td>
<td>200</td>
<td>800</td>
</tr>
<tr>
<td>International Student ID card</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>Phone, fax, postage, etc.</td>
<td>30</td>
<td>120</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RT Airfare Tampa-Xi’an</td>
<td>1800</td>
<td>7200</td>
</tr>
<tr>
<td>Major in-county transport (rail/LD bus/air)</td>
<td>400</td>
<td>1600</td>
</tr>
<tr>
<td>Hired car.taxi and local transport</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td><strong>Other in-country costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging (22 nights at $50/night/room with 1 shared room: $1100 x 3)</td>
<td></td>
<td>3300</td>
</tr>
<tr>
<td>Meals (22 days at $20/day)</td>
<td>440</td>
<td>1760</td>
</tr>
<tr>
<td>Translators and guides</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>Incidental expenses (entrance fees, tips etc.)</td>
<td>100</td>
<td>400</td>
</tr>
<tr>
<td>Internet access</td>
<td>20.00</td>
<td>80</td>
</tr>
<tr>
<td>Cell phone rental for the group</td>
<td></td>
<td>150</td>
</tr>
<tr>
<td><strong>Attendance at ASIANetwork conference</strong> (faculty member and one student)</td>
<td></td>
<td>1800</td>
</tr>
<tr>
<td><strong>TOTAL AMOUNT REQUESTED</strong></td>
<td></td>
<td><strong>$19,310</strong></td>
</tr>
</tbody>
</table>

Notes:
- Budgets should reflect the specifics of the on-site trip. The above categories may vary.
- Expenses for no more than one faculty member and one student to attend the ASIANetwork Conference following the summer research may be included in the budget.
- An independent “Books and Equipment Budget” is no longer provided by this program.