



## Faculty Scholarship and Travel Award (AY 23/24)

### Call for Proposals

We invite high-quality proposals for the Faculty Scholarship and Travel Award (FSTA) of AY 23/24.

Regular rank faculty<sup>1</sup> whose primary appointment is at Duke Kunshan University can apply for up to RMB 40,000 to support a scholarship project or up to RMB 13,000 for travel to a conference, meeting, or workshop; funded by the Office of the Vice Chancellor of Academic Affairs (VCAA). Faculty members are limited to one application per year, unless they present an exceptional circumstance.

**Applications are due on April 14, 2023 (Friday), for funding in the following fiscal year (i.e., July 1, 2023 – June 30, 2024). Funds not spent by the end of the fiscal year will be forfeited.**

Faculty are encouraged to use their discretionary funds and/or to seek external funding first to support their scholarship and travel. However, faculty members whose scholarship and/or travel is not fully covered by these options may apply for a DKU Faculty Scholarship and Travel Award (FSTA).

*Examples of meetings that are not typically supported by grants include, but are not limited to: organizational meetings whose purpose is to organize an academic meeting or conference, grant-writing workshops, workshops in new areas of research, teaching workshops.*

Applications will be reviewed by a committee and selected for funding based on the following criteria.

#### Criteria for Selection of FSTA Funding for Scholarship Support:

Funding for scholarship support will be reserved for persons who wish to use the funds to develop new projects/lines of research or to complete a current project, which in either case will lead to publications or other visible products (e.g. artistic installations, performances or productions), further sustained and productive scholarship or the writing of a grant proposal. Projects that create opportunities for student involvement are encouraged.

*Awards to support scholarship may be used for such items as,*

- *Travel to field sites, libraries, archives or other institutions to complete a project or gather preliminary data for a new project or grant proposal*
- *Stipends or research support for undergraduate researchers and/or interns to complete a project or gather preliminary data for a new project or grant proposal*
- *Travel to or hosting meetings with, external collaborators, with a view to obtaining a grant*

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<sup>1</sup> Regular rank faculty include all full-time faculty in the ranks of Assistant Professor/Associate Professor/Professor (tenure-track and non-tenure track, and those designated as research faculty), Instructor, Lecturer, and Senior Lecturer.

- *Purchase of equipment, software or books needed to complete a specific project or gather preliminary data for a new project or grant proposal. (Equipment purchases must be specifically required for the proposed project and justified. FSTA awards may not be applied to equipment service contracts, and will not be awarded unless provision for a service contract is made by the applicant)*
- *Production of a performance, exhibition, artistic installation or other artistic work*

Reviews of applications will take into account the following considerations,

- The scope of the proposed use of funds: how well does the proposed use of funds support the project to which they will be applied, and how well does the project support the applicant's current and future scholarship interests?
- Potential for the proposed project to enhance the applicant's professional development and/or DKU's mission
- Potential for the proposed project to be sustainable and yield long-term benefits for the applicant (such as publications, grants or other visible products) and/or DKU
- In cases where the requested funding is intended to support an undergraduate researcher or intern; the potential for the requested funding to effectively support an undergraduate project; how well does the project support the student's interests and the educational mission of DKU, and how will it contribute to publication and/or future external funding or other visible products?
- Quality of the application: How clearly were the proposed project and funding requirements articulated in the application?
- Needs of the applicant: The applicant has explored other avenues of funding and is unable to fully fund the proposed project themselves

### **Criteria for Selection of FSTA Funding for Travel:**

Funding for travel will be reserved for persons whose travel to a conference, meeting or workshop significantly enhances his or her professional development or professional reputation and/or the reputation of DKU. Active participation rather than attendance (presentation, participation in workshop activities, serving on a panel or serving on a committee) is expected. Reviews of applications will take into account the following considerations,

- Scope and quality of the conference, meeting or workshop: is the conference, meeting or workshop affiliated with an international or national organization and does its scope align well with the applicant's scholarship or teaching interests?
- Scope and quality of the proposed presentation or participation by the applicant: how well does the proposed presentation or participation reflect the applicant's current scholarship or teaching interests and how likely is it to enhance the professional development, or academic reputation of the applicant and/or DKU? Examples include but are not limited to,
  - I. A funding workshop that has a high probability of leading to future, externally-funded projects
  - II. A conference for which the applicant has been invited to present, thus exposing them to experts in their field and providing them with networking opportunities, and visibility
  - III. A meeting at which committee participation is recognized as significant service to the applicant's discipline or field

- IV. A workshop that has the potential to significantly inform the applicant's scholarship or teaching in a way that's applicable when they return to campus.
- Needs of the applicant: The applicant has explored other avenues of funding such as discretionary funds, grants or societal travel scholarships and is unable to fund their own travel

**Procedure:**

1. Interested applicants are encouraged to first consult with their unit head or Principal Investigator of external grant(s) for which the applicant is a co-investigator or a member, and the Office of Research Support about alternative funding options they may not be aware of.
2. If exploration of alternative options does not yield funding in a timely manner the applicant should submit **an application form** (appendix A) and **a short resume as a single PDF file** by the submission deadline to Tiffany Zhang ([qingqing.zhang@dukekunshan.edu.cn](mailto:qingqing.zhang@dukekunshan.edu.cn)), who will confirm his or her eligibility. A faculty member is encouraged to contact Tiffany Zhang if he/she has any questions for proposal preparation.
3. All eligible proposals will be forwarded to the chair of an FSTA selection committee appointed by the Associate Vice-Chancellor for Graduate Studies (AVC) and Research on behalf of the VCAA.
4. The selection committee will rank the applications and make a recommendation in writing to the VCAA, with an explanation supporting their rankings. The VCAA will make the final selections based on the selection committee's rankings and available funds, and the AVC will inform the applicants of his or her decision in writing.
5. Unsuccessful applicants are encouraged to consult with the AVC about how they may improve their applications in the future.

## Appendix A: FSTA Award Application Form

### Part A

Name of Applicant:

Date:

Rank:

Applicant's Center, Division or Program:

Intended purpose of award; travel or scholarship support:

☐ Resume attached

List previous DKU FSTA applications in the last three years indicating whether they were successful or not.

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### Part B: For scholarship support funding only

Title of project to which funding will be applied:

Description of the project (aims, significance and approach) including a description of why this funding is required and which component of the project it will support (two pages or less). Be mindful that the reviewers' disciplines are varied; use accessible language.

Explanation of anticipated costs of proposed project or supportive component:

Total estimated cost:

Amount requested (maximum, RMB 40,000):

Explanation of other funds being applied to the project:

Using the criteria outlined above (criteria for selection of FSTA funding for scholarship support) as a guide, explain in one page or less how the requested funding/funded project will contribute to your current or future scholarship goals. Describe anticipated publications, grant proposals, other visible products and/or other long term benefits of the proposed project to your professional development and/or DKU.

**Part C:** For travel funding only (note, travel for research-associated field work is covered by funding for scholarship support in part B)

Name of conference, workshop or meeting:

Location (city, state/province, country):

Date of conference, workshop or meeting:

Purpose of conference, workshop or meeting:

Presentation or activity: ☐ Poster      ☐ Oral presentation      ☐ Invited or plenary presentation  
☐ Committee participation      ☐ Workshop participation  
☐ Other (e.g. moderating), explain:

Title of presentation:

Explanation of anticipated costs (registration, air/rail fares, rental car, accommodation, etc.):

Total estimated cost:                      Amount requested (maximum RMB 13,000):

If the amount being requested does not cover the total estimated cost, how will it be supplemented?

Other conferences attended/planning to attend in the same fiscal year (July 1 – June 30) as for this application:

Using the criteria outlined above (criteria for selection of FSTA funding for travel) as a guide, explain in one page or less, how attending this conference, workshop or meeting will: Enhance your professional development; advance the mission of DKU; enhance your academic reputation and/or the academic reputation of DKU.