Trimble Asian Studies Professional Development Awards
 to the University Enrichment Committee
 Completed Application Due February 1, 2014

NAME: ___________________________ DEPARTMENT: ___________________________

TELEPHONE: ___________ E-MAIL ADDRESS ___________________________ CMB ________

DESTINATION: _____________________________________________________________

DATES OF VISIT: ___________________________________________________________

1. **Written Statement**: Attach an application that specifies: (1) the teaching program to be sustained by the award, (2) the activities planned for the award period, (3) a detailed budget (attach an explanation of any items which need clarification), and (4) the ways in which this award will enhance the applicant’s capacity to teach more effectively topics related to Asia in general, and where appropriate, China in particular.

2. **Budget Proposal**

   **Total Budget Requested:** $_________

   **Transportation:**
   - Airfare: $_________
   - Local Transportation: $_________
   - # of Auto Miles ____ x $0.555/mile = $_________

   **Lodging and Meals:** $_________

   **Other Expenses (Please itemize on attached sheet)**: $_________

3. **Foreign Travel Waivers**: Please list the name of all countries where you plan to travel:
   - Please sign a Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel form and include a copy with your application materials, [http://www.pugetsound.edu/academics/faculty--staff-resources/professional-development](http://www.pugetsound.edu/academics/faculty--staff-resources/professional-development).
   - If “yes”, please include a signed Special Waiver and Acknowledgement for Faculty Foreign Travel form, [http://www.pugetsound.edu/academics/faculty--staff-resources/professional-development](http://www.pugetsound.edu/academics/faculty--staff-resources/professional-development).

4. **IRB approval**: Do your proposed activities involve the use of human participants?  Yes ___ No ___

   If yes, please be aware that IRB approval must be obtained before beginning research. Consult IRB approval processes information on the university’s website, [http://www.pugetsound.edu/academics/faculty--staff-resources/professional-development/irb/](http://www.pugetsound.edu/academics/faculty--staff-resources/professional-development/irb/) for details.

   I, ___________________________(print name), agree to obtain IRB approval before beginning research involving human participants. ___________________________(signature)

   As the applicant, and upon completion of the trip, I agree to provide the Director of Asian Studies with a final report and the required expense receipts and accounting documentation.

   Applicant ___________________________ Date ___________________________

   As the department chair/school director, I agree to assess professionally the report requested by the University Enrichment Committee.

   Department Chair/School Director ___________________________ Date ___________________________

Please send your Trimble Grant Application to Professor Jan Leuchtenberger, Director of Asian Studies, CMB 1054

Rev.7/13