Trimble Asian Studies Professional Development Awards

**Description:** The Charles Garnet Trimble Fund in Chinese Studies provides funds for the purpose of supporting faculty members whose professional development and credibility requires periodic residence, research, or curriculum development in Asia or Asia-related destinations. Contingent upon receiving such support each year, these funds are designed to enhance the proficiency and currency of faculty members in the society or societies of their curricular offerings or scholarly research. Activities covered by these funds may include travel to foreign areas, lodging and meals, tuition for advanced language study, research and other expenses associated with fieldwork and other relevant expenses. Travel to foreign areas should normally last a minimum of two weeks.

**Eligibility:** These funds are intended for use by tenure-line faculty members and ongoing instructors whose teaching programs include Asia in a substantive, if not primary way. In keeping with the wishes of the donors, preference will be given to faculty in the Asian Studies Program and to those proposing projects that include study in China or study of Chinese culture and society. Up to four grants generally not to exceed $5,000 each will be available each year for tenure-line faculty. One grant not to exceed $5000 will be available each year for ongoing instructors. In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding. Please see policy statement and documentation required for university support of travel outside the United States.

**Application:** Application for these funds should be made to the University Enrichment Committee via the director of Asian Studies using the form attached below. Per the form’s instructions, the application should address:

1. the teaching or research program to be sustained by the award;
2. the activities planned for the award period;
3. a detailed budget;
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;
5. Foreign Travel Waiver documentation, and
6. For research that involves the use of human participants, please be aware that IRB approval must be obtained before beginning research. Please consult IRB approval processes information available on the university’s website for details.

**Deadline:** Application for Trimble Asia Professional Development Awards shall reach the director of Asian Studies on or before February 1 (one deadline per academic year, for awards in summer or into the next academic year).

**Reimbursement:** To receive reimbursement, the faculty member should complete the "Expense and Reimbursement Record" (attached below) within 10 days upon return. Attach original receipts for all expenses and submit to the associate dean, CMB 1020, Jones 212. Reimbursement cannot be made for expenses for which original receipts are not presented.
**Reporting:** A faculty member receiving an award shall submit a written report of the activities undertaken by August 31 of the year the award is granted. The report should be submitted to the director of Asian Studies. The director will forward the report to the associate dean, who will then deliver it to the dean of the university.
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, available on the university website, and include a copy with your application materials.
   - If “yes”, please include a signed *Special Waiver and Acknowledgement for Faculty Foreign Travel* form, available on the university website.

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 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

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**Expense and Reimbursement Record for University Enrichment Funds**

Please return this form and original receipts to Associate Dean Sunil Kukreja within ten days of your trip. Be sure to submit original receipts for all expenses and to attach a copy of your final presentation.

Name __________________________ CMB ________ Date ___________ Phone ___________ Email _____________________

Travel to ______________________________________ for __________________________________________

1. Automobile destination and dates: ____________________________________________________________

   Total Miles ___________________ @ 55.5 cents per mile..............................................................

   Paid by university cash advance or p-card

   Paid by you, the grant recipient

   $_________________ $_________________

2. Rental Car.................................................................................

   $_________________ $_________________

3. Tolls, Fares, Parking (List) ...........................................................

   $_________________ $_________________

4. Rail or Air Fare..........................................................................

   $_________________ $_________________

5. Lodging (where you stayed) Cost $$

   Total cost of lodging ..........................................................................

   $_________________ $_________________

6. Meals (If you ate with someone else, please note your cost on the receipt) Cost $$

   Total cost of meals ..........................................................................

   $_________________ $_________________

7. Registration fee ........................................................................

   $_________________ $_________________

8. Total Expenses (Add items 1 through 7) ..........................................

   $_________________ $_________________

9. TOTAL paid by the university ..........................................................

   $_________________

10. TOTAL paid by you ..........................................................................

    $_________________

11. Cash advance you received from the university ..........................................

    $_________________

If your expenses have exceeded your expected UEC allocation and the department travel account will cover some or all of the overage, please ask your department chair to complete the section below.

12. Maximum amount to be charged to department travel budget .............................................

    $_________________

    Department Index Number: ___________________________

    Account Number: ___________________________ Department Chair Approval __________________________

    Rail or airfare: 640__ $________________

    Ground transportation: 640__ $________________

    Lodging: 640__ $________________

    Meals: 640__ $________________

    Registration: 640__ $________________

    Mileage: 640__ $________________

    Total to be charged to UEC Grant: $________________ Index Number ___________________________

    Approved by Sunil Kukreja ____________________________________________ Date: ____________________

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