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 available at http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-development/ . 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, http://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/ 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," available at http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-development/ , 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, 2015

NAME: ___________________________ DEPARTMENT: ___________________________

TELEPHONE: _____________________ E-MAIL ADDRESS ___________________________

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 $0.56/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/gateways/faculty-staff/faculty-professional-developme/.
   - Are any of the above-named countries currently on either the Department of State’s travel warning list, http://www.travel.state.gov/content/passports/english/alertswarnings.html or on the Centers for Disease Control’s travel health warning list, http://wwwn.cdc.gov/travel/notices/?s_cid=cdc_homepage_topmenu_003?
   - If so, please include a signed *Special Waiver and Acknowledgement for Faculty Foreign Travel* form, http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-developme/.

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/gateways/faculty-staff/institutional-review-board/ 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 forward application to Professor Jan Leuchtenberger, Director of Asian Studies, CMB 1054

Rev. July 2014