

The Henry Luce Field School Development Grant

Description: The Henry Luce Southeast Asia Field School Development Grant provides support for faculty members from any discipline interested in developing and leading Puget Sound students at a field school in Southeast Asia. These funds are to cover travel and other associated expenses to Southeast Asia related to setting up a future field school for students. In developing a field school in the region, the faculty member would typically meet with possible partner organizations in the region, and explore and develop opportunities for cultural and environmental-related student activities for implementation. One award of up to \$6000 will be available per year.

Eligibility: These funds are intended for full-time faculty members in ongoing positions. Faculty receiving this award will be expected to teach a course related to environmental sustainability issues and lead students to Southeast Asia within 3 years of completing this field school development and planning trip.

Please see policy statement and documentation required for university support of travel outside the United States.

Application: Applications are welcome from faculty in any discipline and application for these funds should be made to the dean of the university in care of Associate Dean Kukreja, CMB 1020 or Jones 212. The application should include:

1. A written statement describing the undertaking with a description of the activities to be pursued in the region, and a clear explication of the relationship between the proposed activities and the potential field school envisioned in Southeast Asia.
2. A one-paragraph summary of the project. The summary of your project may be used in publicizing the award.
3. A budget and
4. Foreign Travel Waiver documentation.

Preference will be given to applicants who can demonstrate clear curricular application of activities supported by the award.

Deadline: Application shall be submitted on or before February 1.

Reporting: A faculty member receiving a Henry Luce Southeast Asia Field School Development grant for shall submit a written report of the activities undertaken within 30 days of the conclusion of the trip. In addition, within 6 months of completion of the trip, the grant recipient will be expected to submit a course proposal, which would include a tentative field school component. The report and course proposal should be submitted to Associate Dean Sunil Kukreja in the Office of the Associate Deans.

The faculty member must also complete the Expense and Reimbursement Record form located on the Faculty Professional Development Opportunities webpage. Attach **original** receipts for all expenses and submit to the associate dean. Reimbursement cannot be made for expenses for which original receipts are not presented.