

# 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**. 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 or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) and/or [IACUC](#) approval processes information 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](#), available at [Faculty Professional Development Opportunities](#), 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**

Application due February 1, 2016

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ CMB: \_\_\_\_\_

Destination: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

**Written Statement** Attach a proposal 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.

**Total budget requested:** \_\_\_\_\_ **Total:** \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_

Airfare \$ \_\_\_\_\_

Local Transportation \$ \_\_\_\_\_

Auto Miles \_\_\_\_ @ \$0.575/mile \$ \_\_\_\_\_

Lodging and meals: \$ \_\_\_\_\_

Other expenses (please itemize on attached page): \$ \_\_\_\_\_

**Please list the name of all countries where you plan to travel:**

\_\_\_\_\_

**Foreign Travel Waiver** Please sign a [Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel form](#) located on the [Faculty Resources for Professional Development webpage](#) and include a copy with your application materials.

- Are any of the above-named countries currently on either the [Department of State's travel warning list](#), or on the [Centers for Disease Control's travel health warning list](#)? If yes, please include a signed [Special Waiver and Acknowledgement for Faculty Foreign Travel form](#).

**For research that involves the use of human participants or animals**, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) and/or [IACUC](#) webpages on the university's website for approval processes information.

*As the applicant, 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. I agree to obtain IRB and/or IACUC approval before beginning research involving human participants or animals.*

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**Applicant**

**Date**

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

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**Department Chair/School Director**

**Date**

**Please forward application to Professor Jan Leuchtenberger, Director of Asian Studies, CMB 1054.**