



## CONFERENCE SCHOLARSHIP GUIDELINES

The purpose of the Conference Scholarship is to enable degree fellows and student affiliates at the East-West Center to present scholarly work at professional conferences and meetings with a national, regional or international reputation. Support will only be available to participants who have been formally invited to present a scholarly paper or poster and who have not previously received EWC funding for conference travel. Limited funding is available and selection for funding is competitive. Funding may be used for airfare and conference fees only. **Air travel must be on U.S. carriers.** Funding is limited to \$1000.

### ELIGIBILITY

1. All degree fellows and student affiliates who will be on active award status at the time of the conference and who are citizens or permanent residents of the US and Asian and Pacific countries are eligible to apply.
2. No more than one Conference Scholarship per student participant may be funded during their time at EWC.
3. The applicant must be presenting an original work at a recognized meeting/conference. Research paper and research poster presentations are eligible for support, but training sessions, workshops, and consortia are not.
4. The applicant must list East-West Center affiliation within the paper and abstract to be presented and in the meeting or conference program. Be precise. For example:
  - East-West Center Graduate Degree Fellow
  - East-West Center Student Affiliate
  - Asian Development Bank-Japan Scholarship Program (ADB-JSP) Fellow
  - US-South Pacific Scholarship Program (USSP) Fellow
  - Partnership Scholars (VIED, IIU, DIKTI, KKU, etc.)

### APPLICATION PROCEDURE

1. The application deadlines are: **November 15**  
**Feb. 15**  
**May 15**

2. A complete application includes the following:

- A completed application form signed by the applicant.
- A cover letter addressed to the EWC Conference Scholarship Committee explaining why the applicant should receive funds to attend the conference and how the conference participation will contribute to scholarship, regional issues, and the applicant's professional development. Information should include a description of his/her recent and current involvement in EWC activities, the applicant's progress toward meeting EWC participation and UHM degree requirements, and a description of the national/international stature of the conference.
- A copy of the formal invitation from the conference organizers indicating that the applicant's paper or poster has been accepted for presentation.
- A copy of the conference program listing the applicant's current participation and the EWC affiliation. If a copy of the program is not available by the application deadline, this should be noted in the cover letter and provided as soon as possible.
- A current curriculum vitae **that clearly indicates your current EWC affiliation.**
- A letter of reference from the applicant's UH Department advisor supporting participation. The letter should address the applicant's academic progress, quality of the paper or poster, contribution to the applicant's professional development, and confirmation of the national/international stature of the conference.
- For papers: One (1) copy of the paper that will be presented and/or a substantially descriptive abstract of not less than 1,000 words. The actual paper is preferred. If an abstract is provided, the complete paper should be submitted prior to the approved travel.
- For posters: One (1) letter-sized (standard 8.5x11 inch paper) printout of the poster, along with a substantially descriptive abstract of the research project of not less than 1,000 words.

**The paper or poster should clearly identify the applicant's affiliation with the EWC.**

Only completed applications will be reviewed by the Conference Scholarship Committee. It is the responsibility of the applicant to ensure that their application is complete. Failure to comply with submitting any of the above materials will be cause for eliminating an application from consideration or rescinding a conference scholarship.

## SELECTION PROCESS

A conference scholarship committee will review the applications. The committee will not consider any materials submitted after the application deadline but may ask for clarification of the materials submitted. The committee will make recommendations on both the acceptance and level of funding of the research proposal to the Dean of the Education Program. The Dean will make the final decision.

The following criteria will be used to evaluate the applications.

1. Involvement in the East-West Center Student Program, including active contributions to the EWCPA, research programs or activities/projects in the Research and Education programs, or EWC internships.
2. Academic qualifications and progress of the applicant.
3. Quality of the paper or abstract submitted, as well as reference letters and related materials.
4. Contribution/impact of the conference presentation to scholarship and Asia-Pacific regional issues.
5. Contribution to the applicant's professional development.
6. Cost-sharing. Applicants are encouraged to explore possibilities for cost-sharing, especially with the Graduate Students Organization at the University of Hawai'i. If cost-sharing is obtained and the applicant is awarded an EWC conference scholarship, the awardee is required to inform **Mona Nakihei** so that the amount of support can be adjusted accordingly.

## AWARD PROVISIONS, LIMITATIONS, AND PROCEDURES

1. The most economical round-trip air transportation on an American carrier and conference registration fee. The combined cost cannot exceed \$1,000.00. **Air travel must be on an U.S. carrier.** **Note: please check with Mona Nakihei concerning the procedure on purchasing your air ticket, including the submission of three airfare quotes from three different sources. If awarded a travel grant, you will be required to submit all original receipts and boarding passes if airfare is part of your travel grant.**
2. Those receiving monthly stipends as part of their award will continue to receive the stipend while traveling for the conference.
3. Hotel room and board or travel to other locations to or from the conference site are **NOT eligible for funding.** These are the responsibility of the awardee.

4. Funds received from the Center for travel and registration are subject to the State of Hawai'i and U.S. Government taxes.

For additional information, please contact your program coordinator or Mona Nakihei at 944-7583 or [nakiheim@EastWestCenter.org](mailto:nakiheim@EastWestCenter.org). **Email Mona Nakihei your application and materials.**



### CONFERENCE SCHOLARSHIP APPLICATION

Family name / Surname:	Given name(s):
Primary phone number (include country and area codes):	Primary email address:
UHM advisor:	UHM department:

Conference title:
Panel title:
Title of your presentation:
Format of your presentation: <input type="checkbox"/> Paper <input type="checkbox"/> Poster
Dates of conference:                      From:                      To:
Location of conference:
Professional association / conference sponsor:

Conference budget (air travel must be on U.S. carriers):	Amount
A. Roundtrip airfare from Honolulu to conference location:	
B. Conference registration fee:	
<b>Subtotal of A. &amp; B.:</b>	

If applicable, list cost-sharing sources and amounts:	
Source	Amount
1.	
2.	
3.	
<b>Subtotal of cost-sharing:</b>	

**Total amount requested from EWC less cost-share subtotal:**

**APPLICANT'S CERTIFICATION**

I hereby certify that the information I have given on this application is complete and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

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|--|--|
| <input type="checkbox"/> Application Cover Letter      | <input type="checkbox"/> Reference from UH Department              |
| <input type="checkbox"/> Official Letter of Invitation | <input type="checkbox"/> Copy of full paper or poster and abstract |
| <input type="checkbox"/> Curriculum Vitae              | <input type="checkbox"/> Copy of Conference Program                |

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Conference Scholarship Committee Chair