



FIELD RESEARCH FUNDING GUIDELINES

The purpose of the Field Research funding is to support original research associated with the degree participant's or student affiliate's thesis or dissertation. Normally, this involves research outside Hawai'i, including laboratory or field testing. Limited funding is available for travel and research costs through a competitive process.

ELIGIBILITY

1. No more than one field research project per student may be funded during their time at the EWC.
2. All university department requirements must be fulfilled prior to the start of field research.
3. There can be no incompletes (I grades) pending in the applicant's academic record.
4. All EWC requirements to date must be fulfilled.
5. The total time away from the Center (on active award status) must be less than 50% of the total grant time.
6. The field research proposal must be approved by the applicant's university department and the UH-Manoa Human Studies Program, Institutional Review Board (IRB).

SELECTION PROCESS

A EWC Field Study Review Committee will review the applications. 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.

CRITERIA

The following criteria will be used to evaluate the applications:

1. Recent and current involvement in the EWC Student activities, and may include active contributions to the EWC research projects of the Research and Education Programs, or EWC internship or leadership development project.
2. Quality of the proposal, including consideration of the research design, literature review, methodology, relationship to the dissertation topic, and coherence of the total proposal.

3. Relevance of the proposal for Asia Pacific regional issues, especially topics of community building and other themes addressed in the Center's Research and Education programs.
4. Demonstrated ability of the applicant to carry out the proposal, i.e., evidence such as a previous research experience, relevant training, and academic performance.
5. Feasibility of the proposed research project in terms of objectives, methods, work plan, budget, and total financial resources available and needed.
6. Evidence of seeking funding from other sources.
7. Evidence of support or offers of support or affiliation from host institutions in the research area.

Only complete applications will be reviewed by the EWC Field Study Review Committee. It is the responsibility of the applicant to ensure that her/his application is complete.

APPLICATION PROCEDURE

1. The application deadlines are: **November 15**
February 15
May 15
2. A complete application includes the following:
 - a. Completed application form signed by the applicant.
 - b. A cover letter addressed to the EWC Field Research Committee of the Education Program briefly describing the thesis/dissertation topic. Include statements addressing:
 - i. Description of involvement in EWC Student Activities; The Exchange requirements and monthly reports; EWC projects or activities of the Research and Education Programs, or EWC leadership development projects or internship.
 - ii. Brief summary of the thesis/dissertation topic and its relevance for scholarship, Asia Pacific regional issues, and themes of community building in the Asia Pacific region;
 - iii. Contribution of the research to the applicant's professional development;
 - iv. Progress toward university degree.
 - c. A copy of the thesis/dissertation proposal with other supporting documents showing it has been approved by the thesis/dissertation committee.

- d. A work plan which specifies: geographic location of activity, tasks to be performed, who is responsible, who is to be involved, specific activities to be carried out, deadline and timeline perspective for the study proposed.
- e. A letter of reference from the applicant's UHM committee chairperson supporting the request for field research funding.
- f. Evidence of Affiliation or sponsorship from host country institution in country where research will be done. Provide supporting documentation where possible.
- g. Evidence of attempts to find additional sources of support.
- h. Results of the UH-Manoa Human Studies Program IRB review of proposal.
- i. A current curriculum vitae that clearly indicates your current EWC affiliation.

Failure to comply with submitting any of the above materials will be cause for eliminating an application from consideration or rescinding a field research funding.

AWARD PROVISIONS, LIMITATIONS, AND PROCEDURES

1. Funding is available for up to \$3,000 for airfare and research expenses only. Air travel must be on an American 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. NOTE: 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. Funds are **NOT available for lodging expenses or food.**
3. Funds received from the Center for travel and research expenses may be subject to State of Hawaii and U.S. Government taxes.

For additional information, contact your program coordinator or Mona Nakihei, at 944-7583 or NakiheiM@EastWestCenter.org. **Email your application to Mona Nakihei.**



FIELD RESEARCH FUNDING APPLICATION

Family name / Surname:		Given name(s):	
Primary phone number (include country and area codes):		Primary email address:	
Thesis/dissertation title:			
Have you completed your comprehensive exams? <input type="checkbox"/> Yes <input type="checkbox"/> No Expected completion date:			
UHM advisor:		UHM department:	
EWC Research or Education Project, Internship or other leadership development activities and engagement:			
Dates of proposed project: From:		To:	
Leave dates, if relevant: From:		To:	
Date of approval of thesis/dissertation proposal: (attach of UH department and IRB approval forms)			
Field site location (country):			
Institutional affiliation in country (attach documentation):			
Institutional affiliation address:			
Contact's name:		Contact's title:	
Contact's phone number (include country and area codes):		Contact's email address:	
Contact's address:			

Summary of proposed project:

Total amount requested from EWC (not to exceed \$3,000):

If applicable, list other sources of funding and amounts requested:

Source	Amount
1.	
2.	
3.	

If applicable, list other sources of funding and amounts:

Source	Amount
1.	
2.	
3.	

Total cost of proposed project:

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: _____



FIELD RESEARCH FUNDING BUDGET

Family name / Surname:	Given name(s):
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Itinerary must follow Work Plan submitted in Research Proposal, which specifies tasks to be performed in each location. **NOTE: 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.**

A. Estimate of round trip air travel. Tickets must be purchased by EWC through the Center’s travel agent. Travel must be on American carrier.

Route	Cost
1.	
2.	
3.	
4.	

A. Subtotal For Air Travel:

B. Research Expenses:

Funds for research expenses are advanced to you based on your approved field research Work Plan. You should attach justification for all expenses as well as show how you reached your estimates.

Describe as specifically as possible and attach additional pages if necessary.

I. Supplies and Services

Item	Cost
1.	
2.	
3.	
4.	
5.	
6.	

II. Shipping and Mailing

Item	Cost
1.	

2.	
3.	

III. Communication (telephone, faxes, and email)

Item	Cost
1.	
2.	
3.	

IV. Internal Travel – usually between cities or villages within a country (attach statement of routes and estimates).

Item	Cost
1.	
2.	
3.	

V. Other (explain)

Item	Cost
1.	
2.	
3.	

B. Subtotal for Research Expenses:

TOTAL BUDGET REQUESTED (COMBINE SUBTOTALS A & B):

If applicable, please indicate amount requested from other grants received or pending:

Funding Source	Date	Amount

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: _____