

SFF 2019 Grant Administration Guidelines

1. The SFF grant check will be mailed to the chief academic officer at the grantee institution in April 2019.
2. As a condition for accepting the grant, the grantee institution has agreed to administer the grant without administrative fees.
3. The grant money is to be used to cover expenses outlined in the budget proposal submitted by the SFF project team and approved by the SFF selection committee. The faculty mentor(s) of the team is responsible for providing a copy of the budget proposal and a copy of this guideline to the financial officer at the grantee institution who is responsible for administering the grant.
4. The grant money should be used to cover the following expenses related to the proposed SFF project:
 - 1) Transportation and communication expenses (airline and other travel tickets, taxis, phone calls, cell phone rentals, etc.).
 - 2) Living expenses: lodging and food.
 - 3) Supplies and expendable materials (films, video and audio tapes, etc.).
 - 4) Services: wages for translators/guides; honoraria for resource persons.
 - 5) Pre-departure expenses: visas, vaccinations, insurance, etc.
 - 6) We strongly recommend that the SFF project team purchase airline travel insurance, health insurance and medical emergency evacuation insurance, in case any or all of the participants need to cancel their flight reservations or change their travel plans due to health or other emergencies. We encourage the faculty mentor(s) to work with the administrators at their institution to determine the most appropriate insurance and related travel policies for the team.
 - 7) Other justifiable miscellaneous expenses (porter tips, food for others, etc.)
 - 8) Attendance at the ASIANetwork 2020 annual conference by no more than one faculty mentor and one student. (Note: As a condition to accepting the grant, the grantee institution has already agreed to cover the costs for one mentor to attend the ASIANetwork 2019 Conference and the SFF 2019 Orientation Session held in conjunction with the conference.)
5. The SFF project team should be required to submit receipts according to the guidelines at the grantee institution for expenditures listed above. However, these receipts need not be forwarded to ASIANetwork unless asked to do so.
6. A detailed financial report on grant money expenses is due as a component of the final project report to be submitted to ASIANetwork by May 15, 2020. The financial report must be validated by the financial officer responsible for this grant at the grantee institution.
7. Mentor stipend checks will be mailed directly from ASIANetwork to mentors in July 2020. A mentor's stipend may be forfeited if required project reports are more than 30 days late.
8. Any unspent grant money must be returned to ASIANetwork. Please make the reimbursement check payable to ASIANetwork and mail the check to SFF Director Dr. Zheyu Gai at this address:

Dr. Zheyu Gai
Department of Political Science
Director, ASIANetwork Freeman Student-Faculty Fellows Program
Washington & Jefferson College
60 South Lincoln St.
Washington, PA 15301
9. Please pay close attention to these guidelines. We have had experience in the past when an institution had to reimburse ASIANetwork for unaccounted/unauthorized expenses incurred by the fellowship team, or where a SFF program could not be run one summer due to political unrest and they had to forfeit the cost of airline tickets because they did not have flight insurance.
10. Finally, ASIANetwork is accountable to both the Freeman Foundation and the U.S. Government on the grant, and consequently, the grantee institution is accountable to ASIANetwork. **Please contact ASIANetwork** at zgai@washjeff.edu with questions. **Do not contact the Freeman Foundation.**