

## ASIANetwork Freeman Student-Faculty Fellows Program (SFF) 2019

### Policies and Guidelines

- 1. SFF 2019 Orientation** It is mandatory that SFF 2019 faculty mentors (one mentor in a dual mentor team) register for and attend the ASIANetwork 2019 annual conference on April 12 – 14, 2019, at University of San Diego, San Diego, CA and the SFF 2019 orientation meeting at 2:30 pm – 5:00 p.m. on Friday, April 12<sup>th</sup> in Rm G at the Kroc Institute for Peace and Justice, University of San Diego. Please also attend the annual SFF poster session and SFF roundtable on Saturday April 13<sup>th</sup> so you may gain a sense of what is expected of your team at the 2020 AN conference. Your institution has agreed to support one mentor's attendance at the 2019 conference and orientation as a condition for accepting the award.
- 2. Insurance** We strongly recommend that all SFF program participants have both health insurance and medical "emergency evacuation insurance." Please work with administrators at your institution to determine the most appropriate insurance policies for you.
- 3. Health and safety** Please follow NAFSA's *Responsible Study Abroad: Health and Safety Guidelines* when conducting SFF projects in Asia. Here is a link to the guidelines and please share it with your students: [http://www.nafsa.org/uploadedFiles/responsible\\_study\\_abroad.pdf](http://www.nafsa.org/uploadedFiles/responsible_study_abroad.pdf)
- 4. IRB approval** Please make sure that you comply with your institution's policy and guidelines on conducting research involving human subjects if it is applicable to your project.
- 5. Approved budget** The budget proposal submitted in your application has been accepted. Please provide a copy of the approved budget to the financial officer at your institution who is responsible for administering the grant; and adhere to the budget lines you have presented.
- 6. Project and budget adjustments** ASIANetwork needs to be informed of major adjustments to your project and budget. Please notify SFF Director Dr. Zheya Gai in a timely fashion and get her approval for the following: 1) If a member of your team drops out of the grant program; 2) Any significant changes in the planned itinerary; 3) Any major money shifts between budget lines you may wish to make.
- 7. Grant administration** Grant administration guidelines are provided to you as a separate document. These guidelines were included in the letter sent to your Chief Academic Officer (a copy of the letter was emailed to you). Please provide a copy of the guidelines to the financial officer at your institution who is responsible for the grant. Keep in mind that we have had experience in the past when an institution had to reimburse ASIANetwork for unaccounted/ unauthorized expenses incurred by the fellowship team, so it is important to follow these guidelines.
- 8. ASIANetwork as project funder** We expect and encourage SFF recipients to mention ASIANetwork in their publicity and publications. When applying for visas and negotiating with on-site partners, however, it may be prudent to indicate that project funds come from the home institution. Some Asian governments may be skeptical of projects funded through multi-institutional arrangements.
- 9. SFF social media** In order to build a more interactive SFF community and better promote the SFF program we launched a social media pilot with SFF 2018 teams. We will discuss how to enhance SFF social media presence at the orientation based on last year's experience.

**10. Traveling in Asia** ASIANetwork expects that you as faculty mentors maintain direct contact with your students and play an active role in guiding their activities throughout the entire project time in Asia. More specifically:

- 1) While in Asia, your full attention should be devoted to the students and their projects. As faculty mentors, you must stay with your students at the same location and be available to your students at all times. They should be able to reach you by phone, and, if necessary, you should be able to reach them in person in a reasonable amount of time.
- 2) Spouses, significant others, parents and other relatives and friends of students and mentors may not travel as part of this group.
- 3) Mentors may precede students to Asia or remain after they depart for non-SFF related activities at your own expense. But you must inform your institution and ASIANetwork if you intend to do so.
- 4) We recommend that your students not be allowed to travel on their own to the project locations prior to your SFF project in Asia or remain there after the project. If a student plans on doing it, we recommend that you secure a release signed by the student.

**11. Post trip activities** Project activities during the academic year after the summer field trip are essential in achieving SFF Core Ideas, especially on skill development and career preparation. Post trip activities guidelines are provided to you as a separate document.

**12. Project reports** A preliminary project report is due September 15, 2019, and a final project report is due May 15, 2020. Instructions for these reports are provided to you as separate documents.

**13. Mentor stipend** Mentor stipends will be issued in July 2020. The stipend may be forfeited if all required reports are not received within 30 days of the published deadline.

**14. Unspent grant monies** All unspent SFF grant monies must be returned to ASIANetwork. The returned monies will be used to fund future student and faculty fellows.

**15. SFF poster session and roundtable discussion** It is mandatory that a minimum of one faculty mentor and one student present their project at the SFF poster session and participate in the SFF roundtable at the 2020 ASIANetwork annual conference, April 17 – 19, 2020, Hyatt Regency Columbus, Columbus, Ohio. The SFF grant funds may be used to support no more than one mentor and one student to attend the 2020 conference regardless if a team has unspent grant money or not. Additional members are welcome to attend if they are funded by non-SFF sources.

**16. SFF questions and comments** We welcome questions and comments from faculty mentors and student fellows regarding the SFF program and their SFF experiences. Please contact the SFF program director Dr. Zheya Gai on any SFF related matters at [zgai@washjeff.edu](mailto:zgai@washjeff.edu) As per Foundation guidelines, ASIANetwork is the sole communicator between the Foundation and all aspects of the SFF program. ***Please do not contact the Freeman Foundation directly for any matter.***

**17. Finally,** ASIANetwork would like to reiterate that in accepting this grant, you and your home institution assume full responsibility for making provisions for the welfare of your team. Please make every effort to ensure the safety and well-being of your team.