USC Korean Studies Institute

Guidelines for 2015 Graduate Student Summer Fieldwork Grant Proposals funded by the Academy of Korean Studies

Submission Deadline: Monday, March 23, 2015

The USC Korean Studies Institute, with a grant provided by the Academy of Korean Studies, funds research that pertains to Korea or that involves Korea as part of a larger comparative or interdisciplinary research. This support enables USC doctoral students to carry out field research on a topic addressing an aspect of Korean Studies. As a result of this field research, students should be better able to develop their dissertation prospectuses and more compelling dissertation research proposals for major funding agencies.

Students may request up to $2,000.

The grants may be used to

• visit archives, critical libraries, or other institutions
• carry out interviews, surveys, or other fieldwork

These grants are not intended for

• study in language training programs (the East Asian Studies Center has fellowships for language training)
• forging professional or network relations
• conference participation
• work that could be completed while in residence at USC
• equipment or book purchases
• Research assistance for a professor

Recipients will be required to submit a 2-page summary of the results of their research at the conclusion of their project, before receiving reimbursement. Please acknowledge the Academy of Korean Studies and USC KSI in all publications and reports.
Grant Conditions

- Applicants may apply to other internal USC grant programs but may not receive funding from more than one internal USC grant program in the same award period.
- Awardees have discretion in the budgeting and re-budgeting of funds to meet their research needs within the guidelines of the fund and the terms of the proposal. However, funds may not be transferred to another project. Awardees must adhere to relevant University spending regulations.
- Applicants must demonstrate that they have also applied to their home department for funding, or explain that their department does not have summer funding for graduate students.
- Awards are not transferable to other institutions or individuals.
- Activities to be funded under these grants are to be completed by August 31, 2015.
- Awardees must meet reporting and acknowledgement requirements as outlined below.

Proposal Evaluations

Proposals will be evaluated by a committee composed of both KSI-affiliated faculty and other faculty with relevant substantive expertise.

In reviewing summer fieldwork grant requests, referees will consider:

(a) the quality of the student’s work thus far and mentors’ evaluations of the student’s potential;
(b) intrinsic significance and originality of the proposed research;
(c) likelihood that the research might subsequently be externally funded;
(d) impact of funding on student’s ability to initiate research; and
(e) existing support from the student’s home department or school.

Because of limited resources, not all proposals can be funded, and some may be funded for less than the requested amount. The total amount awarded will depend on the quality of the proposals that are submitted. Awards will also take into consideration the balance of topics, with a goal of including research covering multiple disciplines and approaches.

Proposal Contents

1. Application form (see below)
2. Project Abstract (no more than 150 words in length)
3. Project Narrative (no more than 500 words, approximately 2 double spaced pages)
   a. research description (goals, importance, work already done)
   b. research design (who, what, where, when, and how)
   c. planned outcomes (target funding agencies, prospectus plans)
4. Project Bibliography (no more than 1 page)
5. Project Budget
   a. travel expenses
   b. affiliation fees
6. Curriculum Vita (no more than 2 pages)
7. Two Letters of Support (focusing on work thus far and ability to carry out the proposed fieldwork, at least one letter should discuss the student’s language skills, if relevant, letters should be in sealed /signed envelopes or sent electronically)
8. Transcripts (graduate, unofficial copies are acceptable)

No other materials should be submitted. Applicants may either submit a print copy of the proposal materials or can email an electronic copy in .doc or .pdf format to ksi@dornsife.usc.edu.

Application Deadline and Evaluation Timeline

Applications must be received by Korean Studies Institute (AHN 100) by March 23, 2015. One print copy of the proposal should be submitted or email an electronic copy (.doc or .pdf) to ksi@dornsife.usc.edu. Award decisions will be made in April 2015.

Reporting and Acknowledgement of Support

Awardees are required to submit a brief report (including an accounting of expenditures and any external support received) by September 4, 2015. These reports will be reviewed and portions of the report may be published to the web or in newsletters so as to build support for Korean Studies at USC.

Any print or web publication or creative endeavor arising from work supported by the fund should acknowledge the Academy of Korean Studies and the USC Korean Studies Institute. Copies of publications should be submitted to the Korean Studies Institute.

USC Korean Studies Institute
AHN 100, Los Angeles, CA 90089-0142
ksi@dornsife.usc.edu
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USC Korean Studies Institute Graduate Student Summer Fieldwork Grant

Application Checklist

Prepare 1 print copy or 1 electronic copy of (electronic submissions are preferred):

☐ 1. Signed application
☐ 2. Project Abstract
☐ 3. Project Narrative
☐ 4. Project Bibliography
☐ 5. Project Budget
☐ 6. Vita
☐ 7. Two Letters of Support
☐ 8. Transcripts (unofficial STARS copies acceptable)

Send or deliver your proposal package to
USC Korean Studies Institute c/o Linda Kim
AHN 100
Los Angeles, CA 90089-0142
Or email: ksi@dornsife.usc.edu

Questions? Please 213-740-3758 or email ksi@dornsife.usc.edu.
USC Korean Studies Institute
2015 Graduate Student Summer Fieldwork Grant Application
Submission Deadline: March 23, 2015

Title of Project:

Amount Requested:

Other Sources Approached and Amounts Sought:

Name: _______________________________________________________

Department or School: __________________________________________

Mailing Address:
_________________________________________________________________
_________________________________________________________________

Email: ______________________________________________________

Phone: _______________________

Necessary Reviews?

Human Subjects: Institutional Review Board
UPC Contact: Kristin Allen – 213-821-5272
HSC Contact: Diane Shycoff – 323-223-2340

☐ Yes * ☐ No

Human Blood, Infectious Diseases, Recombinant DNA:
Institutional Biosafety Committee
Contact: Kathryn Franssen – 323-442-2200

☐ Yes * ☐ No

* If yes, approval of the cognizant committee must be requested prior to submission, and received prior to final funding.

I agree to abide by the conditions and reporting requirement of the USC Korean Studies Institute Summer Fieldwork Grant guidelines.

Signature: ___________________________         Date: ____________________