

**East Asia and Pacific Summer Institutes  
(EAPSI) Program with China**

**HANDBOOK**

**2007 Summer Institute in China  
for U.S. Graduate Students in  
Science and Engineering**

## **TABLE OF CONTENTS**

### **I. INTRODUCTION**

### **II. PREPARATION**

- A. Host Institutions and Researchers in China
  - Research Plan
  - Facilities
  - Other information
- B. How to set up other professional visits
  - Your advisor, professors, and colleagues in the United States
  - Your Chinese host scientist
  - Summer Program alumni and U.S. researchers currently in China
  - Publication search
  - Sightseeing/field visits outside Beijing
- C. Passport and Visa
- D. Air Ticket
- E. Stipend
  - NSF's \$4,000 Stipend
  - Living Allowance in China
- F. Housing Arrangements
- G. Insurance
- H. Intellectual Property Rights (IPR)
- I. Business Cards
- J. Mobile Phones
- K. Health and Safety

### **III. TRAVEL AND LOGISTICS**

- A. Arrival on June 17, 2007
- B. Daily Schedule
- C. Weather

### **IV. COMMUNICATING AND REPORTING**

- POINTS OF CONTACT
- MOST Report
- NSF Report

### **V. OTHER INFORMATION**

## I. INTRODUCTION

The Summer Institute in China for 2007 will be held during June 17 (Arrival) - August 11 (Departure), 2007. The Summer Institute in China is to provide U.S. graduate students (U.S. citizens or permanent residents) in science and engineering first-hand research experience in China, an introduction to the development of science and technology (S&T) in China, S&T strategy and policy, national R&D programs, S&T system and R&D infrastructure of China, and an orientation to the Chinese culture and language. The primary goals of the program are to introduce students to Chinese science and engineering in the context of a research laboratory affiliated to a research institute or a university, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future. The Summer Institute has been successfully organized for three years since 2004. About 30 U.S. graduates students are enrolled by the Program every year.

It is required that each U.S. student identify a researcher in a research institution or a university in BEIJING, SHANGHAI, XI'AN or KUNMING as your host researcher and host institution.

The program is administered in the United States by the National Science Foundation (NSF) (<http://www.nsf.gov>, <http://www.nsf.gov/sbe/int/eap>) and in China by the Ministry of Science and Technology (MOST) (<http://www.most.gov.cn>) through the China Science and Technology Exchange Center (CSTEC) (<http://www.cstec.org>), the Chinese Academy of Sciences (CAS) (<http://www.cas.ac.cn>) and the National Natural Science Foundation of China (NSFC) (<http://www.nsfc.gov.cn>). CSTEC coordinates the orientation and Chinese language courses, and also escorts participants to their host institutions. The CSTEC office is a contact point for inquiries regarding various issues such as visas, host institutions, travel in China, and emergencies while the participants are in China. Most CSTEC office staff can speak English.

In January 1979, U.S. President Jimmy Carter and late Chinese leader DENG Xiaopin signed the Agreement between the U.S. and Chinese government on cooperation in science and technology. In the past 25 years, U.S.-China S&T cooperation has received much attention from leaders of both governments and is considered to be a large-scale, extensive and fruitful endeavor. In December 2002, Mme. Rita R. Colwell, Director of NSF and Prof. XU Guanhua, Minister of Science and Technology of China, jointly initiated a new program - the Summer Institute in China to promote the exchange and cooperation between young scientists from the U.S. and China.

### **NSF Office**

Dr. Rick Nader, Program Manager

Ms. Michelle Jenkins, Program Specialist

Ms. Arletha Mayfield, Program Assistant

National Science Foundation

4201 Wilson Blvd., Suit 935, Arlington, VA 22230, U.S.A.

**PRIMARY POINT OF CONTACT**

<http://www.nsf.gov/div/index.jsp?org=OISE>  
Email: [rnader@nsf.gov](mailto:rnader@nsf.gov); [cjenkins@nsf.gov](mailto:cjenkins@nsf.gov); [amayfiel@nsf.gov](mailto:amayfiel@nsf.gov)  
Tel: 703-292-8704, Fax: 703-292-9175

### **China Science and Technology Exchange Center (CSTEC)**

Ms. CHEN Jiying, Division Director  
Ms. GU, Min, Project Manager **PRIMARY POINT OF CONTACT**  
54# Sanlihe Road, Beijing 100045 China  
<http://www.cstec.org>  
Email: [gumin0508@yahoo.com.cn](mailto:gumin0508@yahoo.com.cn)  
Tel: 86-10-68523836, Fax: 86-10-68575983

### **Chinese Academy of Sciences**

Mr. CAO Jinghua, Division Director  
Mr. CAO Jie, Deputy Division Director  
<http://www.cas.ac.cn>  
Tel: 86-10-68597217, Fax: 86-10-68511095

### **National Natural Science Foundation of China**

Ms. CHEN Huai, Division Director  
Mr. CHEN Wentao, Program Director  
<http://www.nsf.gov.cn>  
Tel: 86-10-62327017, Fax: 86-10-62327004

## **II. PREPARATION**

### **A. Host Institutions and Researchers in China**

It is required that each U.S. student identifies a researcher in a research institution or a university in BEIJING, SHANGHAI, XI'AN or KUNMING as a host. Host researchers and institutions are paid by the MOST for hosting U.S. students. Your technical contributions to their program will be most appreciated. Many former Summer Institute participants have become highly recognized professionals after graduation and have continued their relationships with host researchers in many productive ways. A few tips regarding your host institutions and research plans are provided below.

Eight weeks pass very quickly, and every year participants say they wish they had more time to finish their research projects. Without advance planning, you may "waste" the first part of your stay discussing potential projects instead of working on the actual project itself. You are encouraged to contact host researchers and institutions as early as possible.

It is required that students to make efforts to create a research plan and discuss it with your host scientist BEFORE departing to China.

U.S. students are encouraged to give presentations to and/or exchange ideas with Chinese researchers (not limited to host researchers and colleagues in host institutions) soon after they arrive. Your presentation will help introduce not only your research, but your home university in the U.S. Students are also encouraged to establish both personal and professional connections with Chinese research institutions and researchers and actively participate in laboratory and field work, as well as academic seminars held in China.

### Research Plan

With the agreement of your host, you may choose to work on research described in your proposal, become involved in your host's on-going research, or start a new research project. If you choose to work on a new research topic, you should include specific information about the change in scope in your Final Report to NSF. Please keep in mind that you may not have tangible results at the end of an eight-week period for overly ambitious research plans.

To make your research visit to China productive, you may want to consider the following:

- Team-up with a graduate student in your host's research group.
- Read your host's publications and understand the methods and approaches.
- Consult with your host researcher before you arrive in China and come to a mutual understanding about the scope and expected results of your work.

### Facilities

While discussing your research plan, you should check with the host researcher to see if required equipment, facilities, and/or materials required for your research will be available to you during your visit. Because the months of July and August are usually summer vacation in China, many students and faculty members will be out of their offices and some laboratories may close down equipment and facilities for renovation or cleaning.

You should ask your host to determine how you can access your email during your stay, whether a new email address will be provided, and how to gain access to the library, fitness center, and other facilities at the host institution.

### Other information

Possibly the most useful information about how to survive/thrive at your host institution is from U.S. students, research staff, or visiting faculty who have been, or are currently in

China. You might ask your host researcher to send you contact information for current or previous U.S. researchers from the host institution. You should also ask for information about possible professional visits during your stay (see section B) and housing arrangements (see section F).

## **B. How to Set Up Other Professional Visits**

NSF and NSC encourage participants to visit laboratories outside of their host laboratory both to gain a broader understanding of China's scientific community and to create new contacts for future research collaboration. You should be aware that cultural differences between the United States and China become extremely salient when it comes to setting up visits to other laboratories. In China, introductions are expected prior to visiting new contacts (i.e., a "cold call" is not culturally appropriate). Furthermore, a mutually known "third party," typically someone senior in status, serves to introduce you.

Main resources for developing contacts in China are:

### 1. Your advisor, professors, and colleagues in the United States

Consult with your U.S. advisor and/or other appropriate individuals before you leave home and develop a list of researchers you would like to meet while in China. Letters of introduction provided by your U.S.-based advisor are extremely useful in setting up research visits with researchers.

### 2. Your Chinese host

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in China and ask them if they have suggestions for which researchers would be beneficial to meet. If the host responds to this request, you can then politely ask if they would be willing to make the necessary introductions for you. A junior scientist may not be able to introduce you to a senior scientist. You should be sensitive to these limitations and the signals your host sends in this regard. Do not push too hard for an introduction, as this may not be possible and or impolite due to custom.

### 3. Summer Program alumni and U.S. researchers currently in China

You may also get information about professional visits from former Summer Institute participants or from NSF grantees who have collaborations with Chinese researchers in your area of interest (see <http://www.nsf.gov/>) and search the public abstracts.

Finally, the NSF Beijing Office can be a resource for you while in China if needed.

Dr. William Y. Chang, Office Head  
NSF Beijing Office  
Silver Tower, Room 1816  
No. 2, Dong San Huan Bei Lu

Chaoyang District  
Beijing 100027

Phone: +86-10-6410-6931 or +86-10-6410-6932, Fax: +86-10-6410-6917

Email: [nsfbeijing@nsf.gov](mailto:nsfbeijing@nsf.gov) entire staff

Email: [wychang@nsf.gov](mailto:wychang@nsf.gov) William Y. Chang, Office Head

Email: [bsun@nsf.gov](mailto:bsun@nsf.gov) Bo Sun, Program Specialist

Email: [yshen@nsf.gov](mailto:yshen@nsf.gov) Yu Shen, Administrative Assistant

#### 4. Publication search

A publication search can help identify China researchers within your field. In this case, you might send, fax or e-mail a polite note that introduces yourself, explains your research, and requests a visit while you are in China. Note, however, that this is not the normal way of doing business in China and you should be prepared for no response from some of your contacts.

Sightseeing/field visits outside Beijing, Xian, Shanghai or Kunming

All students are required to report to and get the permission from their host researchers and CSTEC for sightseeing and/or field visits outside Beijing. Students should also inform the NSF headquarters staff in Arlington if they get permission and travel outside their host cities. The permission does not mean that the host institution or CSTEC has any liability for personal injury or property damage during student's stay outside Beijing, Xian, Shanghai or Kunming.

#### C. Passport and Visa

You will need a valid passport with at least six (6) months of remaining validity for travel to People's Republic of China. For U.S. passports, application instructions and forms are available at the State Department Web site: <http://travel.state.gov/>. You should apply early (2-3 months before travel). You can request expedited processing with an additional fee. An applicant who was born in China is required to submit his/her Chinese passport or last foreign passport with a Chinese visa when he or she applies for a Chinese visa with a new foreign passport.

Visitors to China are required to obtain a "F" or "Business" visa for China. For guidelines and forms, see <http://www.china-embassy.org/eng/hzqz/zgqz/t84247.htm>. The visa application form will request multiple references in China. NSF and CSTEC will provide letters to the Consul General that can be used for visa applications.

**All participants must use the expeditor arranged by NSF to receive all applications and forward as one group to the Chinese Embassy.** Only double entry visas will be processed. This will allow participants to stay in China for up to 180 days. However, all travel supported by NSF must be completed prior to September 30, 2007.

Selected participants will be requested to prepare the following:

--Original Passport with at least two blank visa pages, pages 22, 23, 24 cannot be used for the visas.

--Visa Application Form (Q1).

--One original passport photograph on photo paper, stapled to the visa application.

--Fees (subject to change): \$122.00 (expeditor, subject to change without notice), includes all fees and return 3 day shipping via Federal Express/UPS. Participants should also plan on a fee for using an overnight courier to get their application package to the expeditor.

--Participants must include a note with the following information:

-Name and address to ship the passport/visa to as well as a contact telephone number and email address.

-Visa processing will take approximately 5 to 6 business days then the expeditor will return the passports with visas directly to the your address.

-NSF anticipates delivery of the NSF and CSTE letters to the expeditor in mid April. When then is done you will be provided with the expeditor's contact information.

The letter from NSF will state that you will be in China June 17 through August 11. Any other country visits you wish to do will have be done after and at your own cost. For example, if you wish to visit Hong Kong at the end of the program and then fly out of Beijing for the return to the US you'll need a multi entry visa.

#### **D. Air Ticket**

The NSF-contracted travel agency, SATO Travel, will provide each participant with a round-trip economy class ticket between the major airport nearest their U.S. address and the Beijing Capital International Airport in China.

***DO NOT PURCHASE ANY TICKETS ON YOUR OWN;***

NSF WILL NOT BE ABLE TO REIMBURSE YOU. [You are expected to return to the U.S. no later than September 30<sup>th</sup> 2007.](#)

There are important Federal Government and NSF travel guidelines and restrictions:

Travel is limited to U.S. flag carriers only.

Tickets will be issued at non-restricted, federal government fares. Travelers are typically authorized to travel round-trip from their domicile (permanent home address or academic institution) to Beijing, China.

Participants may extend their stay in China before or after the Summer Institute within the limits of their visas. Due to time restrictions involved in group flight arrangements, the NSF strongly encourages all participants to schedule non-NSF related travel after the completion of the Summer Institute. Although it is our goal to complete these arrangements far in advance of the start of the program, administrative delays may occur. Accordingly, it is best for participants to avoid "front-loading" their program plans.

Tickets will be issued electronically (e-tickets) approximately three (3) days prior to departure.

There are designated contract carriers for the U.S. government for specific cities and routes, and Sato Travel is required to issue tickets through the designated airlines, if possible. Do not expect SATO travel to enter "frequent flyer" numbers or provide other travel services.

Participants will be advised by e-mail when to contact SATO Travel to make international travel reservations.

Participants traveling to a host outside Beijing should plan on paying for local travel out of their own funds. Participants going to locations outside Beijing should arrange with their hosts how to travel to the host city.

Note that all participants are expected to arrive at the Beijing Capital International Airport on June 17th, 2007. On June 17th, 2007, a CSTECH office staff member will meet you in the arrival lobby of the Beijing Capital International Airport and escort you to the lodging Hotel. (See section III.A.)

## **E. Stipend**

### NSF's \$4,000 Stipend

An official NSF award letter will be issued to you by the Division of Grants and Agreements. The award notification will include instructions about how to request electronic transfer of the \$4,000 stipend. Additionally, students who attend the pre-departure orientation will be reimbursed the costs of attending through their awards.

Questions concerning tax liabilities **cannot** be answered by NSF and should be directed to the Internal Revenue Service.

As a recipient of the \$4,000, you must make sure you will not be "double-funded" from NSF or other federal sources. Consult with your advisor and your fellowship coordinator to verify. For example, if you are a recipient of an NSF-sponsored Graduate Research Fellowship (GRF) award, you should consult with your university's Coordinating Official (CO) for the Graduate Research Fellowship and your advisor about whether or not to accept the GRF stipend or the EAPSI stipend. If you decide to continue to receive a non-EAPSI federal stipend during the Summer Institute period (the typical case), then you will be issued a zero dollar NSF Summer Institute award (i.e., you will not receive the EAPSI stipend). However, you will still receive the airline ticket through the Summer Institute program and in-country living expenses from the counterpart science agency.

Living Allowance in China

During the 8 weeks from June 17 to August 11, you will receive RMB 4480 Yuan, which is expected to cover meals, transportation, and incidental expenses. CSTECH will not offer

any safety boxes, and you will be responsible for handling this large amount of cash by yourself.

Accommodations during the in-country Orientation and during your stay in Beijing will be provided by CSTECH.

You are advised to bring at about U.S. \$500 to cover extra expenses not supported by MOST. Money exchange is available in Beijing. For daily exchange rate, please check the Bank of China Website (<http://www.bank-of-china.com/>). Remember that the exchange rate is the same for all hotels, bank branches, shops (if they accept foreign exchange) in China.

### **F. Housing Arrangements**

For Beijing, CSTECH will pay and arrange your housing at the Exchange Center of China University of Mining and Technology, Beijing (CUMTB, [http://www.cumtb.edu.cn/bjxq\\_e.html](http://www.cumtb.edu.cn/bjxq_e.html)), 11D Xueyuan Road, Haidian District, Beijing.

Housing for locations outside Beijing, will be handled by your host. If outside Beijing, please contact your host to determine the arrangement. Your host is expected to be reimbursed by CSTECH for housing costs after the program ends.

### **G. Insurance**

Participants are requested to have health/medical insurance during their stay in Beijing. If current insurance does not cover their medical needs abroad, they are responsible for obtaining their own health/medical insurance to cover their stay in China. Participants will be required to provide information on their health insurance carrier and the health insurance number upon their enrollment in the program.

### **H. Intellectual Property Rights (IPR)**

NSF and MOST do not anticipate that the Summer Institute in China, undertaken pursuant to the memorandum of understanding between the United States and China exchanged on January 17, 1992, will result in the creation of intellectual property. If you wish to negotiate IPR provisions, you should work out arrangements with your host researcher and responsible officials at your host institution BEFORE you go to China.

### **I. Business Cards**

It is an important practice in China to offer your business card when meeting someone for the first time. As a Summer Institute participant, it will be useful for you to have your own business card. Your business card should include your name, title, university address, phone/fax number and email address in the US.

### **J. Mobile Phones**

You may want to arrange for mobile phone service during your stay in China, particularly since the use of such phones has become ubiquitous. Mobile phones may be purchased and temporary, prepaid service arranged through companies such as China Mobile, China Unicom. Your host scientist can direct you to the local office of one of these companies after your arrival at your research site.

## **K. Health and Safety**

For your general health, consider the following, as appropriate:

If you wear eyeglasses or contact lenses, bring an extra pair of glasses or contact lenses with you for backup. You may also wish to bring a copy of your corrective lens prescription in the event you must have glasses made. Don't count on finding your specific brands of eye care products overseas--take them with you.

If you take prescription medications regularly, and will be traveling with prescription drugs, bring a signed script or letter from your physician indicating your medical need(s) for the drug(s) and identify the drug(s) you will possess while traveling. If you require insulin and syringes, or have allergies and require epinephrine pens, you should look into the requirements for international travel with these paraphernalia.

Please consult your personal health care provider about your trip (destination and time abroad). Ask your health provider to review your vaccination record and any other medical needs you might have. You should do this at least 4-6 weeks prior to departure.

The U.S. Government's Centers for Disease Control and Prevention (CDC) maintain a traveler's Web site with health information and travel advisories; the URL is <http://www.cdc.gov/travel/>

Please review travel safety information and guidelines can be accessed at: [http://travel.state.gov/travel/tips/safety/safety\\_1747.html](http://travel.state.gov/travel/tips/safety/safety_1747.html)

A comprehensive set of tips is available at <http://www.tsa.gov/travelers/index.shtm>.

You are also encouraged to register with the U.S. Embassy in Beijing at <http://www.usembassy-china.org.cn>.

## **III. TRAVEL AND LOGISTICS**

### **A. Arrival on June 17, 2007**

All participants are expected to stay for the entirety of the China SI. All are expected to arrive at the Beijing Capital International Airport on June 17th, 2007. On June 17th, 2007, a CSTE staff member will meet you in the arrival lobby of the Beijing Capital International Airport and escort you to the lodging hotel. If you would like to arrive in

Beijing before the specified date, you may do so at your own expense. However, you are strongly encouraged to stay at the same hotel on the same schedule. Please contact Ms. GU Min if deviating from this plan.

## **B. Daily Schedule**

The Opening Ceremony will be held on June 18th. The orientation program is scheduled for 7 days. After the orientation, you will conduct research at your host institutions. A sightseeing activity is planned during the orientation period, so don't forget to bring comfortable shoes and clothes.

The Summer Institute schedule is summarized as following:

June 17 (Sun.)

Arrival and hotel registration

June 18 (Mon.)

Opening Ceremony

Introduction to China: Science and technology development

June 19 (Tue.)

Training in Chinese language and culture

Introduction to China: Culture, education, traditions and social custom

Introduction to China: General facts, political system and economics

Cultural evening: Traditional Chinese Performance

June 20 (Wed.)

Training in Chinese language and culture

Visit to Chinese Academy of Sciences

Visit to museum

June 21 (Thu.)

Training in Chinese language and culture

Visit to National Natural Science Foundation of China

June 22 (Fri.)

Sightseeing: Great Wall

June 23 (Sat.)

Sightseeing: Forbidden City, Tiananmen Square

June 24 (Sun.)

Free time

June 25---August 8

Conduct research project with Chinese advisers

July 14(Sat.)

Sightseeing: Summer Palace

August 9 (Thu.)

Closing ceremony

Farewell Cocktail

August 10 (Fri.)

Free time

August 11 (Sat.)

Departure

### **C. Weather**

The average temperature in Beijing in June/July/August is around 26 centigrade (79 Fahrenheit). The extreme temperature may be 38 centigrade (100.4 Fahrenheit). For detailed weather information, please check Yahoo weather.

### **IV. COMMUNICATING AND REPORTING**

It is important to keep CSTEC, your host and the NSF in Arlington apprised of any changes or requests in your plans. EAPSI Participants are not allowed to deviate from the schedule. If there are problems during the stay in China, please cc KEY PERSONS:

Ms. Michelle Jenkins [cjenkins@nsf.gov](mailto:cjenkins@nsf.gov)

Ms. Gu Min [gumin0508@yahoo.com.cn](mailto:gumin0508@yahoo.com.cn)

Cc your China host and U.S. advisor

MOST Report

All participants are requested to submit a report on research work carried out during the program to their host professors and Ms. Gu, Min [gumin0508@yahoo.com.cn](mailto:gumin0508@yahoo.com.cn) The forms will be given during the orientation in Beijing and the report should be written on A4 size paper before August 10th, 2007.

#### NSF Report

Participants are required to submit a Final Report to the NSF no later than December 1, 2007. Reports must be submitted electronically via the NSF FastLane system.

### **V. OTHER INFORMATION**

Other useful information can be obtained from the following web sites:

MOST: <http://www.most.gov.cn/eng/index.htm>

CSTEC: <http://www.cstec.org>

China International Science and Technology Cooperation: <http://www.cistc.gov.cn/>

CAS: <http://www.cas.ac.cn>, you will find web addresses of more than 40 research institutions affiliated to CAS and located in Beijing

NSFC: <http://www.nsf.gov.cn/>

Tsinghua University: <http://www.tsinghua.edu.cn/>

Peking University: <http://www.pku.edu.cn/>

Chinese Embassy in the Washington, D.C., U.S.A: <http://www.china-embassy.org>

Chinese General Consulate in New York, U. S. A.:

<http://www.nyconsulate.prchina.org/eng/>

Chinese General Consulate in Houston, U.S.A: <http://houston.china-consulate.org/eng/>

Chinese General Consulate in San Francisco, U.S.A.:

<http://www.chinaconsulatesf.org/eng/>

Chinese General Consulate in Chicago, U.S.A: <http://chicago.china-consulate.org/eng/>

Chinese General Consulate in Los Angeles, U.S.A: <http://losangeles.china-consulate.org/eng/>

Beijing Capital international Airport: <http://www.bcia.com.cn>

China Map: <http://www.chinamap.com> (Chinese)

China Tourism(CNTA): <http://www.cnta.com>

Beijing Municipal Bureau of Tourism: <http://english.bjta.gov.cn/>

China Internet Information Centre: <http://www.china.org.cn/>

Survey of China: <http://www.cnnic.info/english/index.html>

China Daily: <http://www.chinadaily.com.cn/>

China View (Xinhua News Agency): <http://www.chinaview.cn/>

People's Daily: <http://english.peopledaily.com.cn/>