

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

HANDBOOK

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

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I. INTRODUCTION

The Summer Program in Taiwan is co-sponsored by the National Science Foundation (NSF) in the U.S. and the National Science Council (NSC) in Taiwan, with the assistance of National Tsinghua University (NTHU).

The primary goals of the program are to introduce students to Taiwan science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future.

The program is administered in the United States by NSF <http://www.nsf.gov/div/index.jsp?org=OISE> with co-sponsorship in Taiwan by NSC <http://web.nsc.gov.tw/default.asp?mp=7>. NSC and NTHU coordinate the orientation and Chinese language instruction, and also help participants move to host institutions.

The Science and Technology Division of The Taipei Economic and Cultural Representative Office (TECRO) of the United States <http://www.tecrosd.org> is the contact point in the United States for questions regarding visas, host institutions, and culture in Taiwan. The TECRO office staff can speak both English and Chinese.

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<http://www.nsf.gov/div/index.jsp?org=OISE>

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II. PREPARATION

A. Host Institutions and Researchers in Taiwan

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 host institutions and research plans are provided below.

Eight weeks pass very quickly, and every year participants say they wished 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 create a research plan and discuss it with your host before you depart to Taiwan.

You should remember that host researchers or institutions will not be paid for hosting you. Therefore, your technical contributions to their program will be most appreciated.

You should remember to conscientiously familiarize yourself and adhere to the practices and prevailing culture of your host research environment.

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 Taiwan 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 Taiwan 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 Taiwan, 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 Taiwan. 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 Taiwan's scientific community and to create new contacts for future research collaboration. You should be aware that cultural differences between the United States and Taiwan become extremely salient when it comes to setting up visits to other laboratories. In Taiwan, 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 Taiwan 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 Taiwan. Letters of introduction provided by your U.S.-based advisor are extremely useful in setting up research visits with Taiwan researchers.

2. Your Taiwan host scientist

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in Taiwan 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. You may also find the following link to all other universities and colleges in Taiwan to be useful. <http://english.moe.gov.tw>

3. Summer Program alumni and U.S. researchers currently in Taiwan

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

4. Publication search

A publication search can help identify Taiwan 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 Taiwan. Note, however, that this is not the normal way of doing business in Taiwan and you should be prepared for no response from some of your contacts.

C. Passport and Visa

You must obtain a U.S. Passport. EAPSI participants are required to apply for visas. The documents required for visa application include: a passport with validity of six months or longer, two photos, a letter of confirmation from the National Science Foundation (NSF) and a copy of your flight schedule. The visa fee is \$100 for single or multiple entry. Each entry is good for 60-day's stay. You may find visa information on TECRO's website: www.tecrosd.org or by contacting Chi Cheng.

It is recommended that you apply for multiple-entry visitor visas through the Science and Technology Division of the Taipei Economic and Cultural Representative Office in the United States (TECRO) in Washington, DC. If you intend to stay in Taiwan beyond the duration of the program, or your stay in Taiwan is longer than 60 days, you will need to apply for an extension of stay at the nearest city/county police headquarters before the stay expires. NSC will provide you with necessary document for the extension.

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 Taoyuan International Airport in Taiwan.

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 30th 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 Taiwan only.

Participants may extend their stay in Taiwan 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 any other services.

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

Please notify Ms. Chih Cheng of the TECRO Science and Technology Division of your flight schedule so that you will be met upon your arrival at the Taiwan Taoyuan International Airport.

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 receive the airline ticket through the Summer Institute program and in-country living expenses from the counterpart science agency.

Living Allowance in Taiwan

The stipend for covering housing costs at the host institute in Taiwan will be provided directly to Taiwan summer institute participants during the first week of orientation. You will receive NT\$40,000 [approximately \$1,220 USD or 32.8NTD=1USD] (after 20% tax withheld) to cover the cost of lodging and meals. You are responsible for making payment for your expenses including lodging, meals, local transportation, and health insurance.

F. Housing Arrangement

The host scientist will help you arrange your housing. However, it should be noted that at some institutions the availability of housing is limited. You should confirm your housing arrangement with your host institution in advance. Your host will specify a process for you to pay for the housing. If you have made your own arrangement immediately notify your host as well as the Point of Contact at the National Tsing Hua University.

Lodging during the orientation in Hsinchu city will be borne directly by the NSC. You are expected to share a room with one other student.

G. Insurance

You are requested to have health/medical insurance during your stay in Taiwan. If your current insurance does not cover medical needs abroad, it is suggested that you purchase additional travel health/medical insurance prior to your trip which will cover your medical expenses while you are in Taiwan at a time of need. The organizer of the orientation at the Tsing Hua University will purchase a two-month accident insurance for all EAPSI participants to cover the need for medical treatment, injury and death induced by accident. Please see Ms. Chih Cheng for coverage details.

H. Mandarin language

There will be intensive Mandarin language instruction during the orientation period. A package of materials will be given to participants upon their arrival at NTHU.

I. 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/>

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Please review travel safety information and guidelines can be accessed at:

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>.

U.S. citizens are encouraged to register through the American Institute in Taiwan.

Registration can be done on-line by visiting the AIT website at <http://www.ait.org.tw/en/>

III. TRAVEL AND LOGISTICS

A. Arrival on July 1, 2007

****EAPSI PARTICIPANTS ARE STRONGLY ENCOURAGED TO ARRIVE ACCORDING TO THE TIME/DATE RECOMMENDED BY NSC****

The program will be held from July 1, 2007 to August 22, 2007. Representatives of the NTHU will meet you on July 1, 2007 at the arrival lobby of the Taiwan Taoyuan international airport upon your arrival and take you to the hotel where you will be staying during the period of orientation.

B. Early Arrival

For those of you who will be traveling in Taiwan prior to the start of the Program, please contact Chi Cheng at TECRO and advise Ms. Michelle Jenkins at NSF. It may be convenient for you to have the bulk of your luggage delivered directly to your host institution from the Taiwan Taoyuan International Airport.

C. Daily Schedule

Sunday, July 1

Arrival in Taiwan

Hotel in Hsinchu

Registration

Monday, July 2

Hsinchu

Hotel in Hsinchu

Opening of the Program

Orientation Reception

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Tuesday, July 3

Hsinchu
Hotel in Hsinchu
Orientation

Wednesday, July 4

Hsinchu
Hotel in Hsinchu
Language
Sightseeing in Hakka Culture

Thursday, July 5

Hsinchu
Hotel in Hsinchu
Language

Friday, July 6

Hsinchu
Housing facilities of the host Institutions
Moving to host Institutions

Saturday, July 7

Host Institutions
Housing facilities of the host Institutions
Research experience at host institutions

Wednesday, August 22

Departure from Taiwan
End of the Program

IV. COMMUNICATING AND REPORTING

EAPSI Participants are not allowed to deviate from the schedule. If there are problems during the stay in Taiwan, please cc KEY PERSONS:

Ms. Michelle Jenkins cjenkins@nsf.gov

Mr. Tony Wang jwwang@mx.nthu.edu.tw

Your HOST

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[Optional: Your U.S. advisor]

NSC Report

You are requested to submit a report on your research and learning experience in Taiwan. The forms will be given during the orientation period and the report should be submitted on standard size (8 1/2-11) paper before leaving Taiwan.

NSF Report

You 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

1. The fellowship will not be given to the participants if:
 - (a) a false statement is found in the application documents.
 - (b) an applicant's participation is cancelled by NSC for cause.
2. You are strongly encouraged to contact your host researchers/advisors as soon as possible.
3. You bring modest amount of cash, about \$150 USD (NT 5,000) to cover living expenses for the period before you receive the stipend from the NSC.

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

Taiwan National Science Council: <http://www.nsc.gov.tw>

TECRO: <http://www.tecro.org>

National Tsing Hua University: <http://www.nthu.edu.tw>

Taiwan Travel: http://travel.yahoo.com/p-travelguide-191501664-taiwan_vacations-i

Taiwan Tourism Bureau : <http://taiwan.net.tw>

Taiwan Government Information Office : <http://www.gio.gov.tw>

Taiwan Centers for Disease Control : <http://www.cdc.gov.tw>