

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

**HANDBOOK**

**2008 Summer Institute in Korea  
For U.S. Graduate Students in  
Science and Engineering**

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## I. INTRODUCTION

The Summer Institute in Korea for 2008 will be held from June 16 (Arrival) to August 13 (Departure), 2008. The Summer Institute in Korea is designed to provide U.S. graduate students (U.S. Citizens or permanent residents) in science and engineering first-hand research experience in Korea, an introduction to the science and the science policy infrastructure of Korea, and an orientation to the Korean culture and language. The primary goals of the program are to introduce students to Korean 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 the National Science Foundation (NSF) (<http://www.nsf.gov>; <http://www.nsf.gov/div/index.jsp?org=OISE>) with co-sponsorship by the Korea Science and Engineering Foundation (KOSEF) (<http://www.kosef.re.kr>). KOSEF and the Korea-US Science Cooperation Center (<http://www.kusco.org>) coordinate the orientation and Korean language courses, and also help participants move to host institutions. The KOSEF office is a contact point for questions regarding various issues such as visas, host institutions, travel in Korea, and emergencies while the participants are in Korea. Most KOSEF office staff can speak both English and Korean.

### **NSF Headquarters Office (Arlington)**

Dr. Rick Nader, Program Manager

Dr. Andrew Backe, Program Specialist (PRIMARY POINT OF CONTACT)

Ms. Arletha Mayfield, Program Assistant

National Science Foundation

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

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

Email: [eapinfo@nsf.gov](mailto:eapinfo@nsf.gov); [rnader@nsf.gov](mailto:rnader@nsf.gov); [abacke@nsf.gov](mailto:abacke@nsf.gov); [amayfiel@nsf.gov](mailto:amayfiel@nsf.gov)

Tel: 703-292-8704 /Fax: 703-292-9175

### **KOSEF Office**

Mr. Byung-Whan Ho, Director

Dr. Jong-Deok Kim, Head, International Cooperation Team, Email: [jdkim@kosef.re.kr](mailto:jdkim@kosef.re.kr)

Mr. Won-Keun Choi, Program Manager (PRIMARY POINT OF CONTACT)

International Cooperation Team 1, Email: [onekeun@kosef.re.kr](mailto:onekeun@kosef.re.kr)

Korea Science and Engineering Foundation

180-1, Kajeong-Dong, Yousung-Ku, Taejon, Korea 305-350

<http://www.kosef.re.kr>

Tel: 042-869-6401-2 (within Korea); 011-82-42-869-6401-2 (from U.S.)

Fax: 042-869-6613 (within Korea); 011-82-42-869-6613 (from U.S.)

### **KUSCO Office**

Mr. Jong-Hyun Rhie, Director

Mr. Woo-Jin Lee, Program Manager

Korea-US Science Cooperation Center

Email: [kosef@kusco.org](mailto:kosef@kusco.org)

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## **II. PREPARATION**

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

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. 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 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.

U.S. students are encouraged to give presentations to and/or exchange ideas with Korean 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 you're your home university in the U.S. Students are also encouraged to establish both personal and professional connections with Korean research institutions and researchers and actively participate in laboratory and field work, as well as academic seminars held in Korea.

#### 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 Korea 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 Korea 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 Korea, many students and faculty members will be out of their offices and some laboratories may close down equipment and facilities for renovation or cleaning.

#### Other information

Possibly the most useful information about how to survive at your host institution is from US students, research staff, or visiting faculty who have been or are currently in Korea. 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 KOSEF encourage participants to visit laboratories outside of their host laboratory both to gain a broader understanding of the Korean scientific community and to create contacts for future research collaboration. You should be aware that cultural differences between the United States and Korea become extremely salient when it comes to setting up visits to other laboratories. In Korea, introductions are helpful prior to visits, and a mutually known third party typically makes these.

Main resources for developing contacts in Korea 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 Korea. Letters of introduction provided by your U.S.-based advisor are extremely useful in setting up research visits with researchers.

### 2. Your Korean host

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in Korea 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 Korea

You may also get information about professional visits from former Summer Institute participants or from NSF grantees who have collaborations with Korean 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 Korean 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 Korea. Note, however, that this is not the normal way of doing business in Korea and you should be prepared for no response from some of your contacts.

### **C. Passport and Visa**

You will need a valid passport for travel to the Republic of Korea. For U.S. passports, application instructions and forms are available at the State Department Web site:

<http://travel.state.gov/> You can request expedited processing with an additional fee.

Visitors to Korea staying longer than 30-days are required to obtain a visa. For guidelines and forms, see [http://www.dynamic-korea.com/consulate\\_service/visa.php](http://www.dynamic-korea.com/consulate_service/visa.php) You should check with the Korean Consulate nearest you to make sure all your documentation is in order. The Korean Consulates are located in Washington, D.C., New York, Boston, Atlanta, Houston, Chicago, Seattle, San Francisco, Los Angeles, and Honolulu.

The visa application form may request references in Korea. Participants may list the following individuals:

Your host scientist

Dr. Jong-Deok Kim, Head, International Cooperation Team, KOSEF

Mr. Won-Keun Choi, Program Manager, International Cooperation Team KOSEF

Mr. Byung-Whan Ho, Director, International Programs, KOSEF

NSF will provide you a letter-to-Consul General that you can use for your visa application.

### **D. International Air Travel**

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. city of residence and the Incheon International Airport in Korea. Participants will be advised by e-mail when and how to contact SATO Travel to make travel international reservations.

**DO NOT PURCHASE ANY TICKETS ON YOUR OWN; NSF WILL NOT BE ABLE TO REIMBURSE YOU.**

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

Tickets are government-purchased and issued on U.S. carriers according to the Fly America Act:

<http://www.tvlon.com/resources/FlyAct.html>

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 Korea only.

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.

Note: all participants are expected to arrive at the Incheon International Airport on June 16, 2008. A KOSEF office staff member will meet you in the arrival lobby of the Incheon International Airport and escort you to the Koreana Hotel. (See section III.A)

## **E. Stipend**

### NSF \$5,000 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 \$5,000 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 \$5,000, you must make sure you will not be “double-funded” from NSF or other federal sources. This restriction applies to ANY Federal source. Consult with your advisor and your fellowship coordinator or contact NSF to verify. For example, if you are a recipient of a 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 Korea

On behalf of the KOSEF, KUSCO in the United States will provide you a living allowance of \$2,000 in advance before you depart for Korea. During the orientation period, accommodations and meals will be provided by KOSEF. After the orientation, you will be responsible for all of your expenses, such as, lodging and meals at your host institution, transportation, and incidental expenses, using the allowance provided by KUSCO. KOSEF will not offer any safety boxes, and you will be responsible for handling this large amount of cash by yourself.

KOSEF will also cover your traveler's medical insurance for the whole period of your stay in Korea.

You are advised to bring enough money to cover extra expenses not supported by KOSEF. Money exchange is available in Seoul during the orientation period.

## **F. Housing Arrangements**

Even though KOSEF will help arrange your housing at the host institution, you should ask your host scientist, in advance, for detailed information regarding housing facilities and arrangements at the host institution, such as international lodging or dormitories. You must note that some

institutions may not have enough housing facilities. You must make payments for lodging at your host institution, according to their rules and procedures. If you will make your own housing arrangements, other than those available at the host institution, you need to notify your host institution as soon as possible.

During the orientation period, you will stay at the Koreana Hotel in Seoul and/or Commodore Hotel in Gyeongju subject to change according to the orientation schedule.

### **G. Insurance**

Your insurance will be supported by KOSEF. Details of the insurance coverage and claims procedure will be provided to you during the orientation in Korea.

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

NSF and KOSEF do not anticipate that the Summer Institute in Korea, undertaken pursuant to the memorandum of understanding between NSF and KOSEF exchanged on September 21, 2000, 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 Korea.

## **I. Business Cards (Myungham)**

It is a customary and very important practice in Korea to offer your “Myungham”, or business card when meeting someone for the first time. As a Summer Institute participant, it will be useful for you to have your own. Your business card should include your name, title, university address, phone/fax number, email address in the U.S. as well as contact information in Korea.

## **J. Mobile Phones**

You may want to arrange for mobile phone service during your stay in Korea, particularly since the use of such phones has become ubiquitous. Mobile phones may be purchased and temporary, prepaid service arranged through companies such as SK Telecom, KTF, and LG Telecom. 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 old pair of glasses or a spare set of 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 and identifying the drugs you will possess while in country. If you are diabetic (with insulin and syringes) or allergic (with epinephrine pens for anaphylaxis), you should look into the requirements for international travel with these paraphernalia.

Advise your personal physician of 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/eastasia.htm>

Various travel safety information and guidelines can be accessed at: [http://www.firstgov.gov/Topics/Usresponse/Travel\\_Safely.shtml](http://www.firstgov.gov/Topics/Usresponse/Travel_Safely.shtml) You are also encouraged to register with the U.S. Embassy in Seoul at <http://seoul.usembassy.gov/>.

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

#### **A. Arrival on June 16th, 2008**

All participants in the Summer Institute are expected to arrive at the Incheon International Airport on Monday, June 16th, 2008. A KOSEF staff member will meet you in the arrival lobby of the Incheon International Airport and escort you to the Koreana Hotel. The Hotel is about 80 minutes by bus from the Incheon International Airport. You will have your own room at the hotel. If for any reason you do not plan to stay at the Koreana Hotel on the specified date, please inform the KOSEF Office by June 6th. If you would like to stay at the Koreana Hotel before the specified dates, you may do so at your own expense. However, you are strongly encouraged to stay at the same hotel on the same schedule.

You should divide your luggage into two groups. The first luggage group should include items that you will need during the orientation period. The second luggage group should include items that you will use at your host institution so that they can be kept at the Hotel during the orientation period.

#### **Koreana Hotel**

Phone: 02-2171-7000 (within Korea); 011-82-2-2171-7000 (from U.S.)

Fax: 02-734-0665 (within Korea); 011-82-2-734-0665 (from U.S.)

<http://www.koreanahotel.com/>

#### **Hilton Hotel**

Phone: 054-745-7788 (within Korea); 011-82-54-745-7788 (from U.S.)

Fax: 054-745-7799 (within Korea); 011-82-54-745-7799 (from U.S.)

<http://www.kyongjuhilton.co.kr/>

#### **B. Early Arrival**

For participants who will be traveling in Korea prior to the start of the Program, it may be convenient for you to have the bulk of your luggage delivered directly to your host institution from the Incheon International Airport at your expenses (<http://www.airport.or.kr/>). Delivery services are available at the Incheon International Airport.

#### **C. Daily Schedule**

The Opening Ceremony will be held at the Koreana Hotel. The orientation program is scheduled for 6 days. It will take place in Seoul, Gyeongju and Pohang. After the orientation, you will move to your host institutions from Seoul.

The Summer Institute schedule is summarized below:

- June 16, 2008 : Arrival
- June 17, 2008 : KSI Opening Ceremony
- June 18~20, 2008 : Industrial & culture tour / Research experience at host institution
- June 21 , 2008 : Research Starts
- August 12, 2008 : KSI Closing Ceremony
- August 13, 2008 : Departure

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

It is important to keep your host, the KOSEF and the NSF Arlington informed of any problems or proposed changes in your EAPSI plan. Please email the following KEY PERSONS if you depart from the original, planned activities:

Dr. Andrew Backe, NSF [abacke@nsf.gov](mailto:abacke@nsf.gov)

Mr. One-Keun Choi; International Cooperation Team 1, Email: [onekeun@kosef.re.kr](mailto:onekeun@kosef.re.kr)

Your Korean host and U.S. advisor

##### KOSEF Report

All participants are requested to submit a report on research work carried out during the program. The forms will be given during the orientation in Seoul. The report should be written on A4 size paper and submitted electronically by e-mail ([onekeun@kosef.re.kr](mailto:onekeun@kosef.re.kr)) before August 10th, 2008.

##### NSF Report

Participants are required to submit a Final Report to NSF no later than December 1, 2008. Reports must be submitted electronically via the NSF Fast Lane 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 the host location.
  
2. You are strongly encouraged to keep your host researchers/advisors advised of progress in your application status and build mutual expectations about your research plan.

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

NSF EAPSI information: <http://www.nsf.gov/eapsi>

NSF Tokyo homepage: <http://www.nsftokyo.org>

KOSEF homepage: <http://www.kosef.re.kr/english/index.html>

Basic Information about Korea: <http://english.tour2korea.com/>;

<http://www.nfm.go.kr/>

Korea Weather Information: <http://www.kma.go.kr/eng/index.jsp>

Maps of Korea: <http://www.gilmap.com/>