NATIONAL SCIENCE FOUNDATION
EAST ASIA AND PACIFIC SUMMER INSTITUTES
FOR U.S. GRADUATE STUDENTS PURSUING SCIENCE AND ENGINEERING

Helpful Tips for EAPSI Applicants

1. Determine your eligibility:

✓ Are you a U.S. citizen or permanent resident ("green card" holder)?

✓ Are you currently enrolled in a research-oriented Master's or Ph.D. degree program at a U.S. institution located in the United States?

✓ Is your proposed area of research eligible for NSF funding (i.e. Engineering, Computer Science & Engineering, Mathematical and Physical Sciences, Biological Sciences, Geosciences, Social, Economic & Behavioral Sciences, Education & Human Resources, Multidisciplinary)?

Please note that if you are enrolled at the time of application (i.e., in November 2013) but intend to graduate before the EAPSI program starts (e.g., in December 2013 or May 2014), you are still eligible to apply for EAPSI.

2. Check the website www.nsf.gov/eapsi frequently for updates. 2014 application submission deadline is **November 25, 2013**.

3. Select a first-choice host location from EAPSI seven locations: **Australia, China, Japan, Korea, New Zealand, Singapore,** and **Taiwan**. Think of two more to list as your second and third choice location. Please note that Australia and New Zealand are the most competitive host locations. Hong Kong is NOT part of the EAPSI Program.

   Second and third choice host location may be considered only if the application is not competitive enough for the first-choice host location, but is still strong and compelling enough to possibly compete for the second-choice location. In that case, we will contact the applicant and ask to revise the proposal for the second-choice location and add the information on the host researcher.

   Please focus on the first-choice location and write the proposal with first-choice location in mind.

4. Read the Handbooks, Program Solicitation 13-593, and How to Apply Guide available on www.nsf.gov/eapsi

5. Search NSF Award Database to see what has been currently funded in your field: http://www.nsf.gov/awardsearch/. For example, to access recent EAPSI awards, go to Advanced Search, scroll down to Additional Information and check both Active and Expired Awards, enter Original Award Date range from 01/01/2012 to 12/31/2013, enter Keyword EAPSI.

6. Write a hypothesis-driven research plan (Project Description) that is achievable within 8-10 weeks in the selected host location (5 pages). References cited/bibliography is a separate document and is not included in the 5-page Project Description. Project Description must start with Synopsis and Timeline.

   Example of Timeline:
   Preparation for EAPSI:
   Week 1:
   Week 2:
   Week 3:
   Week 4:
   Week 5:
   Week 6:
   Week 7:
   Week 8:

   For Japan only, add Weeks 9 and 10.
   Post-EAPSI:

   Project Description cannot exceed 5 pages.

7. Consult your advisor about your EAPSI project. **The project should be realistic, doable in the time available, and integral to your ongoing research and thesis/dissertation**.

8. Identify a host institution and researcher you are interested in collaborating with (for first-choice host location only). A list of potential host institutions is available at the end of each Handbook. Contact the host researcher and inquire if he/she would be interested in hosting you as EAPSI Fellow. Share your proposed project with the host.

   Obtain a letter of acceptance from the first-choice host (email is OK). The letter should indicate that the host has read your proposal and is willing and able to host you if you receive EAPSI award. Include relevant email correspondence or a paragraph summarizing how you established contact and developed collaboration.

   Please note that you do not need to provide the letter of acceptance from the potential host at the second and third-choice location.

   If you are interested in being hosted by an institution not listed in the Handbook, contact the EAPSI Program Office.

9. Go to NSF FastLane, Postdoctoral Fellowships and Other Programs tab: https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp
   Complete **Individual Registration**. An EAPSI Fellowship is an individual award provided to the Fellow, not an institutional award to the University. You serve as the

Principal Investigator (PI) and your own Authorized Organizational Representative (AOR).
Then go back to Postdoctoral Fellowships and Other Programs, **PI/CO-PI Log-in Page.** It is very important to complete Individual Registration before the application process is started.

10. Note that your citizenship information is not optional and must be provided. If you are not a U.S. Citizen, you will be asked to provide your country of citizenship and registration number, i.e. A-number on your green card.

11. As part of the application process, include information on the Reference Letter Writer (your advisor at home institution in the U.S.). Ask your advisor to write a Letter of Reference for you and provide him/her with FastLane log-in information. Only one Letter of Reference is required and must be submitted by the advisor directly on FastLane, by going to I am a Letter Of Reference Writer: https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp
The Letter of Reference must be in the application before it is submitted.

12. Project Summary (1 page) consists of Overview, Intellectual Merit, and Broader Impacts.

Intellectual Merit, i.e. potential to advance knowledge:

- How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
- How well qualified is the proposer to conduct the project?
- To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts?
- How well conceived and organized is the proposed activity?
- Is there sufficient access to resources?

Broader Impacts, i.e. potential to benefit society:

- What may be the benefits of the proposed activity to society?
- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?

Please address Intellectual Merit and Broader Impacts separately, e.g.:

The **Intellectual Merit** of proposed activity is/includes/consists of…
The **Broader Impacts** of proposed activity are/include/consist of…

13. Both NSF merit review criteria (Intellectual Merit and Broader Impacts) must be discussed in the 5-page Project Description.

14. Provide strong justification for the host location, i.e. resources and capabilities of the proposed host institution and researcher; current stature of research in your field of interest in the chosen location; merit, complementarities, and expected mutual benefits of the proposed international collaboration.

15. If human subjects or vertebrate animals are involved, apply for IRB or IACUC approval/exemption at your home institution.

16. Prepare a 2-page CV. If you are a prior EAPSI participant, indicate the year and location of EAPSI and provide a short paragraph on the results of past EAPSI support.

17. If you have had Responsible Conduct of Research training (e.g. CITI RCR training), include the certificate in supplementary documents.

18. Obtain your college transcripts. Unofficial transcripts are acceptable. Graduate transcripts are required, undergraduate transcripts are optional.

19. Obtain proof of current enrollment. You must be enrolled at the time of application (i.e. Fall 2014). An email from your department head or dean is sufficient.

20. Write the Data Management Plan (one paragraph). The Data Management Plan may include a paragraph addressing the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project; the standards to be used for data and metadata format and content; policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements; policies and provisions for re-use, re-distribution, and the production of derivatives; and plans for archiving data, samples, and other research products, and for preservation of access to them.

21. Check the Program Solicitation 13-593, How to Apply Guide, and gather any additional documents, e.g. graduate school transcripts, proof of current enrollment, 2-page CV, letter of acceptance from prospective host.

22. If your proposed project involves disease-related goals, please consult the Grant Proposal Guide (GPG) available at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.
    Chapter 1 – Pre-Submission Information
    B. NSF Programs and Funding Opportunities

    NSF does not normally support technical assistance, pilot plant efforts, research requiring security classification, the development of products for commercial marketing, or market

research for a particular project or invention. Research with disease-related goals, including work on the etiology, diagnosis or treatment of physical or mental disease, abnormality, or malfunction in human beings or animals, is normally not supported. Animal models of such conditions or the development or testing of drugs or other procedures for their treatment also are not eligible for support. However, research in bioengineering, with diagnosis- or treatment-related goals, that applies engineering principles to problems in biology and medicine while advancing engineering knowledge is eligible for support. Bioengineering research to aid persons with disabilities also is eligible.

23. EAPSI FastLane Application Process at a Glance[1]

- NSF FastLane https://www.fastlane.nsf.gov/
- **Postdoctoral Fellowships and Other Programs** Tab
- **Individual Registration** button – complete
  - Note your user name, NSF ID (a 9-digit number) and your login password. You will need all three of these to login to the system.
- Go back to Postdoctoral Fellowships and Other Programs Tab, **PI/Co-PI Login Page** button. Enter your user name, NSF ID and password to login.
- Proposal Functions
- Proposal Preparation
- Prepare Proposal
- Create Blank Proposal
- Proposal Announcement Number NSF 13-593, NSF Unit of Consideration – IIA-EAPSI (IIA stands for the Office of International and Integrative Activities)
- **Cover Sheet**
  - Awardee Organization – will be populated automatically with your name (EAPSI awards are individual; PIs act as their own organizations and their own Authorized Organizational Representatives (AORs)
  - Primary Place of Performance – your host organization (first-choice only)
- **Table of Contents** – populates automatically
- **References Cited** – literature (in the format customarily used in your field of science, e.g., APA, MLA, etc.)
- **Add/Delete Letter of Reference Writers** – list **one** writer of the recommendation letter and provide them with log-in information
- **Project Summary**: Overview, Intellectual Merit, Broader Impacts
- **Project Description**: no more than 5 pages, starts with synopsis and timeline - upload, proofread, accept results at the top of the screen
- **Biographical Sketch(es)**: 2-page CV of the applicant
- **Application Form**:

[1] The FastLane Application process provides the option of uploading files from your computer at several points. When you do this, the system will upload your document and, if necessary, convert it to a PDF file. FastLane then requires that you click the Proofread PDF button to review the upload. Then you have to "Accept Results" by clicking a tab at the top of the screen and clicking the Accept button on the next screen. You must complete all steps—upload, proofread, accept results and accept—before moving on to the next step in the application process.

2. List up to three Host Locations in the order of preference.
4. Title, i.e., Proposal Title (no more than 180 characters with spaces)
12. Potential Host Institutions **–** list only **one** (not six)

- **Supplementary Documents**
  Data Management Plan - upload, proofread, accept results at the top of the screen
  Mentoring Plan – not applicable to EAPSI proposals
  Other Supplementary Docs: upload Proof of Current Enrollment, Graduate Transcripts, Letter of Acceptance from Host, summary of correspondence with host, IRB/IACUC approvals if applicable, RCR training certificate if available

"Transfer File" means "upload file."

The budget populates automatically at $5,000.

Before you SUBMIT the proposal, make sure your letter of reference has been uploaded by your recommender. You cannot view the letter of reference but you can see if it has been uploaded by the recommender.

24. Submitting Your Proposal in FastLane
    - When all component elements of your proposal have been successfully uploaded and proofread, click the Submit button.
      - This will take you to a screen for Authorized Organization Representative (AOR) approval. You are your own AOR and must complete the next two steps before submission is final.
      - This step also generates a *temporary* proposal ID number.
    - Scroll through this AOR approval screen, and click the Sign and Submit button at the bottom.
    - Click Submit.
      - At this point you have completed the EAPSI application process. You will receive an email from FastLane giving you an official proposal ID number, a seven-digit number beginning with 14 (for the U.S. government's 2014 fiscal year)

    Please retain your NSF proposal ID # to refer to in communication with NSF. Please save the email with your proposal number.

25. Participation in the EAPSI program does not result in academic credit. NSF does not require that the Fellow enroll at his/her home institution during the summer of EAPSI participation. Requirements regarding summer enrollment at your home institution are at the discretion of the home institution.

26. Call the EAPSI Program Office at 703-292-2993 or email oiia-ise-eapsi@nsf.gov if you have any programmatic questions. For technical assistance with submission of proposal

or FastLane inquiries, please call the FastLane Help Desk at 1-800-673-6188, M-F, 7 am to 9 pm ET.