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I. INTRODUCTION

The Summer Institute in China for 2016 will be held during June 13 (Arrival) – August 7 (Departure), 2016. The Summer Institute in China provides 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 each summer since 2004.

It is required that each U.S. student identify a researcher in a local research institution or a university in China's mainland 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/eapsi) 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. The CSTEC office is a contact point for inquiries regarding visas, host institutions and emergencies while the participants are in China. Most CSTEC office staff can speak English.

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China Science and Technology Exchange Center (CSTEC)

Ms. CHEN Jiying, Director, Division of American and Oceanian Affairs

PRIMARY POINT OF CONTACT: Mr. LI Ning
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II. PREPARATION

Host Institutions and Researchers in China

It is required that each U.S. student identify a researcher in a local research institution or a university in China's mainland as a host. Host researchers and institutions are not responsible to cover your research expenses. 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 to discuss and design the project you will undertake. It is required that students create a research plan and discuss it with your host scientists BEFORE departing for 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. Such presentations 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, during the fellowship period.

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

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information about the change 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, so you should design a project that can realistically be completed within this timeframe.

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.
- If your research involves field work, confirm with your host regarding necessary permits for access to the areas where you will be collecting data.
- If your research involves human subjects, confirm with your host that the project will be approved by the institution.

**Facilities**

While discussing your research plan, you should check with the host researcher to see if 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).

**How to Set Up Other Professional Visits**

NSF encourages 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:

*Your advisors, professors, and colleagues in the United States*

Consult with your U.S. advisors 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 advisors are extremely useful in setting up research visits with researchers.

*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 or impolite due to custom.

*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 and search the public abstracts (see [http://www.nsf.gov/](http://www.nsf.gov/)).

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

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Email: bsun@nsf.gov Bo Sun, Program Specialist  
Email: yshen@nsf.gov Yu Shen, Administrative Assistant

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Publication search

A publication search can help identify China-based 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 (where existing relationships and introduction through mutual contacts is very important) and you should be prepared for no response from some of your contacts.

Sightseeing/field visits outside host cities

During the program, all students are required to report to and get the permission from their host researchers and CSTEC for sightseeing and/or field visits outside host cities. 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 host cities.

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 for passport early (at least 3 months before travel). Please note that same day or expedited service may not be available. 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.

EAPSI China Fellows typically receive a “Business” (F) visa for China, single or multi entry, valid for up to 90 days from the date of entry. For guidelines and forms, see http://us.china-embassy.org/eng/visas/hrsq/#F The visa application form will request multiple references in China. Both NSF and CSTEC will provide letters verifying your participation in the program that can be used for visa applications.

Fellows apply for visas on their own in person at the Visa Office of the Embassy of China in Washington, DC or at the Chinese Consulate General in New York, San Francisco, Los Angeles, Chicago, and Houston.

The Visa Office of the Embassy of China in Washington, DC is located at 2201 Wisconsin Ave NW, Washington, DC 20007 (not the main Embassy building). Please apply for a visa as soon as you receive supporting documentation from NSF and CSTEC. Note that express and rush processing may not be available.

If you do not reside close to any of these cities, you can entrust someone (relative, friend, expeditor, etc.) to drop off your application and pick up your visa. NSF does not recommend or endorse any visa expeditors. Some EAPSI Fellows have used the services of Passport and Visa Online located at 4301 N Fairfax Dr, Suite 104, Arlington, VA

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NSF does not provide additional funds for passport and visa related expenses or travel to the Chinese Embassy or Consulate General. Obtaining a passport and visa is responsibility of the Fellow.

All travel supported by NSF must be completed prior to September 30, 2016 (end of U.S. government fiscal year).

NSF will provide a letter stating that you will be in China from June 13 through August 7, 2016. Any other country visits you wish to do will have to be done after August 7 and at your own expense. 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 U.S., you will need a multi-entry visa.

**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 his/her U.S. city of residence and the Beijing Capital International Airport in China. Plan to arrive on June 8 and leave on August 2.

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.**

If your host city is outside of the Beijing area, SATO will also be able to book a roundtrip airplane ticket from Beijing to your host city for on or around June 15 (after the Opening Ceremony) and from your host city back to Beijing on or around August 1 (before the Closing Ceremony).

Please discuss your travel arrangements with your host, CSTEC, and NSF prior to booking your reservation. Any subsequent changes can only be made with NSF’s approval and at the fellow’s expense – any additional fare collection and change fee will be charged to your credit card.

SATO will issue your ticket electronically within 24 hrs of booking. As soon as you receive your itinerary, please forward it to Li Ning (lin@cstec.org.cn and 2008lining@gmail.com) and NSF EAPSI Program (oise-eapsi@nsf.gov)

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

Tickets will be issued by SATO Travel at the lowest fare, federal government or commercially available, whichever is less expensive.

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 Beijing Capital International Airport in the daytime of June 13, 2016. On June 13, 2016, a CSTEC 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.) You may stay in China after the Closing Ceremony if you wish (at your own expense), but you must return to the U.S. no later than September 30th 2016 (end of U.S. government fiscal year).

**Stipend**

*NSF's $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 must attend the Pre-Departure Orientation in Washington, DC in March-April (airplane or train ticket and lodging will be provided by NSF).

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 funding from ANY federal source. Consult your advisor and your fellowship coordinator or contact NSF to verify. For example, if you are a recipient of an NSF-sponsored Graduate Research Fellowship Program (GRFP) award, you should consult your university's GRFP Coordinating Official and your advisor about whether or not to accept the GRFP 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 NSF-contracted travel agency and in-country living allowance from the counterpart science agency.

*Living Allowance in China*

During the 8 weeks from June 13, to August 7, 2016 you will receive RMB 5600 Yuan, which is expected to cover meals, transportation, and incidental expenses. CSTEC will not offer any safety boxes, and you will be responsible for handling this large amount of cash by yourself.

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

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

**Housing Arrangements**

For Beijing, CSTEC will pay and arrange your housing at the Exchange Center of China University of Mining and Technology, Beijing (CUMTB, http://english.cumtb.edu.cn/), 11D Xueyuan Road, Haidian District, Beijing.

Housing for locations outside Beijing, will be handled by CSTEC on a case by case basis.

**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 policy number upon their enrollment in the program.

**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.

**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.

**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.

**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) 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 items.

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.

Bear in mind that living in another country can be quite stressful. If you have difficulty adjusting to new environments, or if you believe the culture stress may produce significant anxiety for you, you should consult a physician before agreeing to participate.

If, after applying for the fellowship, you learn of a circumstance that would make you unable to complete the term of the fellowship (health issues, family issues, etc), you should inform NSF as soon as possible and decline the fellowship.

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/

If you will be conducting field work of any kind in China, carry with you a letter from your host, written in Chinese, verifying your participation in the EAPSI program, and that your project has been approved and supported by the Chinese Ministry of Science and Technology.

Please review travel safety information and guidelines can be accessed at: http://travel.state.gov/content/travel/english.html

A comprehensive set of tips is available at http://www.tsa.gov/travel/travel-tips

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

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III. TRAVEL AND LOGISTICS

Arrival on June 13, 2016

All participants are expected to stay for the entirety of the China Summer Institute. All are expected to arrive at the Beijing Capital International Airport in the daytime of June 13, 2016. CSTEC 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 and under your own arrangements. However, once the fellowship starts, you must stay at the same hotel on the same schedule. Please seek approval from Li Ning (lin@cstec.org.cn and 2008lining@gmail.com) and NSF EAPSI Program (oise-eapsi@nsf.gov) if you will be deviating from the recommended plan.

Daily Schedule

The Opening Ceremony and U.S. Embassy Briefing will be held on June 14th. The orientation program is scheduled for 4 days. A sightseeing activity is planned during the orientation period, so don't forget to bring comfortable shoes and clothes. After the orientation, you will conduct research at your host institutions.

The Summer Institute schedule is summarized as follows:

June 13 (Mon): Arrival and hotel registration
June 14 (Tues) - June 17 (Fri.): Opening and Orientation sessions in Beijing
June 18 (Sat)- Aug 3 (Wed.): Research experience at host institutions
Aug. 4: (Thu) travel to Beijing
Aug 5 (Fri): Closing ceremony
August 6 (Sat): Free time
August 7(Sun.): Departure

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 weather websites.

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, in terms of being present at the Opening and Closing ceremonies, and

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conducting research during the fellowship period. If problems arise during the stay in China, please email the following POINT OF CONTACTS:

Li Ning (lin@cstec.org.cn and 2008lining@gmail.com)  
NSF EAPSI Program (oise-eapsi@nsf.gov)  
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 Mr. Li Ning. The format will be provided during the orientation in Beijing and the report should be written on A4 size paper, standard in China, and submitted before **August 6, 2016**.

**NSF Final Report**

Participants are required to submit a Final Report to the NSF no later than **December 1, 2016**. Reports must be submitted electronically via [www.research.gov](http://www.research.gov)

**Project Outcomes Report**

Participants are required to submit a Project Outcomes Report for the general public via [www.research.gov](http://www.research.gov) no later than **December 1, 2016**. Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project.

**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:

MOST: [http://www.most.gov.cn/eng/index.htm](http://www.most.gov.cn/eng/index.htm)  
CAS: [http://english.cas.cn/](http://english.cas.cn/), you will find web addresses of more than 40 research institutions affiliated to CAS  

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Peking University: [http://english.pku.edu.cn/](http://english.pku.edu.cn/)
China Tourism (CNTA): [http://www.cnta.com](http://www.cnta.com)
China Internet Information Centre: [http://www.china.org.cn/](http://www.china.org.cn/)
China View (Xinhua News Agency): [http://www.chinaview.cn/](http://www.chinaview.cn/)

VI. POTENTIAL EAPSI HOST INSTITUTIONS

A. Chinese Academy of Sciences (CAS) Institutes [http://english.cas.cn/](http://english.cas.cn/) - for a list of 117 CAS Institutes, please click on LIST>> at [http://english.cas.cn/institutes/research_bodies/](http://english.cas.cn/institutes/research_bodies/)

B. Universities:

1. Anhui University [http://gjc.ahu.edu.cn/](http://gjc.ahu.edu.cn/)
16. China University of Mining and Technology [http://eng.cumt.edu.cn/](http://eng.cumt.edu.cn/)
18. Chongqing University [http://international.cqu.edu.cn/](http://international.cqu.edu.cn/)

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22. Donghua University  http://english.dhu.edu.cn/
23. East China Normal University http://www.ecnu.edu.cn/english/
24. East China University of Science and Technology  
   http://www.ecust.edu.cn/s/2/t/209/main.htm
25. Fudan University http://www.fudan.edu.cn/englishnew/
27. Guangxi University http://gxue.gxu.edu.cn/
28. Guangzhou University of Traditional Chinese Medicine  
30. Hainan University http://www.hainu.edu.cn/enweb/
31. Harbin Engineering University http://english.hrbeu.edu.cn/
32. Harbin Institute of Technology http://en.hit.edu.cn/
33. Hebei University of Technology http://eweb.hebut.edu.cn/
34. Hefei University of Technology http://www.hfut.edu.cn/
35. Hohai University http://en.hhu.edu.cn/
37. Huazhong Normal University http://www.ccnu.edu.cn/
38. Huazhong University of Science and Technology http://english.hust.edu.cn/
39. Hunan Normal University http://english.hunnu.edu.cn/
40. Hunan University http://www-en.hnu.edu.cn/
42. Jiangnan University http://english.jiangnan.edu.cn/
43. Jiangxi Agricultural University http://english.jxau.edu.cn/
44. Jiangxi Normal University http://www.jxnu.edu.cn/
45. Jilin University http://en.jlu.edu.cn/University/MainPageAction_getAll.aspx
46. Jinan University http://english.jnu.edu.cn/
47. Lanzhou University http://www.lzu.edu.cn/notice/English/default.htm
48. Liaoning University http://wwwen.lnu.edu.cn/
49. Minzu University of China http://www.muc.edu.cn/
50. Nanchang University http://www.ncu.edu.cn/
51. Nanjing Agricultural University http://english.njau.edu.cn/
52. Nanjing Normal University http://english.nnu.cn/
53. Nanjing University http://www.nju.edu.cn/english/
54. Nanjing University of Aeronautics and Astronautics  
55. Nanjing University of Science and Technology http://english.njust.edu.cn/
56. Nankai University http://english.nankai.edu.cn/
57. North China Electric Power University http://english.ncepup.cn/
58. Northeast Agricultural University http://www.neau.edu.cn/english/
60. Northeast Normal University http://en.nenu.edu.cn/
61. Northeastern University http://english.neu.edu.cn/
63. Northwest University http://www.nwu.edu.cn/english/
64. Northwestern Polytechnical University http://en.nwpu.edu.cn/
65. Ocean University of China http://eweb.ouc.edu.cn/

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We encourage EAPSI China applicants to choose a host from the list above, which includes 214 institutions.

Please note that Hong Kong is not part of the EAPSI program.

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