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 (have a "green card" in your possession)?

✓ 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 2015) but intend to graduate before the EAPSI program starts (e.g., in December 2015 or May 2015), you are still eligible to apply for EAPSI.

2. Check the website www.nsf.gov/eapsi frequently for updates. The 2015 application submission deadline is **November 12, 2015**.

3. The EAPSI Program uses the term "host location" to denote each of our seven partners: **Australia, China, Japan, Korea, New Zealand, Singapore,** and **Taiwan.** Please note that historically Australia and New Zealand have been the most competitive host locations. Hong Kong is NOT part of the EAPSI Program.

4. If you have had an EAPSI award in the past, you are eligible to apply to EAPSI again but two conditions apply:

First, you may only apply to go to a different location than you went to on your prior EAPSI fellowship. Changing your host researcher or host institution within the location is not sufficient: the location itself must be different.

Example 1: You participated in EAPSI China in 2014, working at Peking University. You want to go to EAPSI China again in 2015 to work at Tsinghua University.
This is not allowed because the location for both hosts is China. You must propose a project in a different location to qualify.
Example 2: You participated in EAPSI Australia in 2013. This year you want to apply for EAPSI Japan.
This is allowed because Australia and Japan are different locations.

Second, applications from EAPSI alumni will be given lower priority than applications from students who have not had prior EAPSI experience. Alumni applications are almost never supported in the most highly competitive EAPSI locations.

5. Select a first-choice host location from among the seven EAPSI locations: **Australia, China, Japan, Korea, New Zealand, Singapore,** and **Taiwan**. If there are other EAPSI locations that are viable options for you, you may list a second and third choice location. You are not required to list more than one location.

If you choose to list an alternate location, you are strongly encouraged to list an alternate host institution and host researcher. No letter of invitation from the alternate host is required at the time of application.

Second and third choice host locations 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 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 communication with the alternate host researcher.

Please focus on the first-choice location and write the proposal with first-choice location in mind. It is rare that applications are selected for second and third-choice location.

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

7. Search the 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 12/31/2015, enter Keyword EAPSI.

8. Project Description: 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 the 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: E.g., bringing what you have learned to your U.S. lab, presenting at conferences, submitting articles for publication, adding to research data repositories, conducting outreach activities, engaging groups traditionally under-represented in STEM, expanding collaboration, etc. Be specific, i.e., list journals you plan to submit to for publication, conferences you plan to attend, or how you plan to disseminate information about your EAPSI project.

Project Description cannot exceed 5 pages.

9. Formatting Requirements:
   Make sure your 5-page Project Description and 2-page Biosketch/CV adhere to Formatting Requirements:

   - Font: Arial, Courier New or Palatino Linotype at a font size of 10 points or larger; Times New Roman or Computer Modern family of fonts at a font size of 11 points or larger
   - Single spacing is allowed
   - Margins in all directions are at least one inch
   - Paginate

10. If you have received an EAPSI award or other NSF support previously, information on the previous award is required in the Project Description (see Results from Prior NSF Support in Chapter II of the NSF Grant Proposal Guide, http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg, p. 26 of the PDF document).

11. 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**.

12. 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 an EAPSI Fellow. Share your proposed project with the host.

13. 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.

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

15. To find a prospective host researcher, please consult your advisor, other faculty members, postdoctoral researchers and graduate students in your department, conduct literature searches, search previous awards and reports at www.Research.gov and NSF Award Database http://nsf.gov/awardsearch/, http://www.ResearchGate.net, http://scholar.google.com, and other resources.

16. 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.

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. You must have a "green card" in your possession.

As part of the application process, include information on the Reference Letter Writer (in principle, your advisor at your 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 referee directly on FastLane, by going to "I am a Letter Of Reference Writer"
at https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp
The Letter of Reference must be in the application before it is submitted.

17. Project Summary (1 page) consists of three separate and distinct parts: an Overview statement on the proposed research, a statement on the Intellectual Merit of the proposed project, and a statement on the Broader Impacts of the proposed project. There is a combined character limit of 4,600 for the three "boxes" (Overview, Intellectual merit, Broader Impacts) in the Project Summary

Overview: a description of the activity that will take place if the proposal is funded as well as a statement of objectives and methods to be employed.

Intellectual Merit, i.e. potential of the proposed project 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 of the proposed activity to benefit society and contribute to the achievement of specific desired societal outcomes as a result of the federal investment in the project. :
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 in separate paragraphs in the Project Summary, e.g.:

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

Both Intellectual Merit and Broader Impacts must also be discussed in the 5-page Project Description.

16. 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.

Note that failure to provide a strong rationale for doing the project in the proposed location with the proposed host researcher is a common mistake of unsuccessful EAPSI proposals.

17. For Students Proposing Research Involving Human Subjects or Vertebrate Animals:
If the proposed research involves human subjects or vertebrate animals, apply for IRB or IACUC approval/exemption at your home institution as soon as possible. The IRB or IACUC approval documentation must include your name, your EAPSI proposal number and your EAPSI project title. The approval should reference the fact that the human subjects or vertebrate animal research will be conducted in the proposed EAPSI location. If IRB or IACUC documentation for you and your project in the host location is available before the proposal deadline, include it in the proposal. In addition, check the relevant box on the proposal cover sheet (about half-way down the page) and add the requested

assurance number and exemption/approval date. If you do not have the appropriate IRB or IACUC documentation at the time of proposal submission (the typical situation), check the IACUC or IRB box on the cover sheet and put Pending on the "IACUC App. Date" or "IRB App. Date" line.
Applicants who are tentatively selected to participate in EAPSI will be notified in late February – early March. NSF will need IRB or IACUC approval or exemption documentation by early April in order to process your award recommendation. .

18. Discuss with your U.S. advisor and foreign host researcher whether any permits are required to conduct your proposed research. Apply for permits accordingly. Permits may be required in the host location even if they are not required in the U.S. Each host location may have permit issues, as does the U.S., but historically permit requirements have been most numerous in China.

19. Prepare a 2-page Biosketch (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. You can use a standard CV or NSF-format biosketch/CV for Senior Personnel described in the Grant Proposal Guide (GPG), pages 27-28 of 80 of the PDF version available at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg. Please include high school in professional preparation/education section.

20. If you have had Responsible Conduct of Research training (e.g. CITI RCR training), include the certificate in supplementary documents. If you do not have Responsible Conduct of Research training, you do not have to include it.

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

22. Obtain proof of current enrollment. You must be enrolled at the time of application (i.e. Fall 2015). An email from your department head or dean is sufficient.

23. 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. Data Management Plans should be consistent with at least the minimum acceptable standards in your discipline.

    Applicants should consult their U.S. advisor, U.S. University's department of data management or data services, and/or NSF research directorate webpages for common standards on data management in particular fields.

E.g., http://www.nsf.gov/bfa/dias/policy/dmp.jsp

24. Mentoring Plan does not apply to EAPSI proposals (you can put "Not Applicable").

25. 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.

26. 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.

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

a) NSF FastLane https://www.fastlane.nsf.gov/
b) **Postdoctoral Fellowships and Other Programs** Tab
c) **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.
d) 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.
e) Proposal Functions
f) Proposal Preparation
g) Prepare Proposal
h) Create Blank Proposal
   Proposal Announcement Number NSF 13-593, NSF Unit of Consideration – OISE-EAPSI (OISE stands for the Office of International Science and Engineering)

[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.

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)
Title of Proposed Project: Title should begin with EAPSI: then provide a substantive description of your proposed project in the 94 character or less (100 characters total including EAPSI:). Please do not use parentheses or quotation marks in the title. If the generic title "East Asia and Pacific Summer Institutes for FY2016" is already pre-populated by FastLane, please replace it with your own scientific title (character count with spaces should be 94 or less).
Requested Amount: $5,000 (populates automatically)
Proposed Duration: 3 months
Requested Start Date: June 1, 2016
Enter details for your department, postal address, name, degree, year of degree, telephone number and email address.
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 the referee 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:
2. List up to three Host Locations in the order of preference.
4. Title, i.e., same as proposal title on cover page
12. Potential Host Institutions **–** list only **one for your first choice location and, if applicable, one each for a second and third choice location.**
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
Data Management Plan - upload, proofread, accept results at the top of the screen
Mentoring Plan – not applicable to EAPSI proposals

"Transfer File" means "upload file."

The title of your proposal cannot exceed 180 characters. However, FastLane does not notify you if you exceeded the limit, so type your title in Word, check character count with spaces, copy and paste into FastLane.

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.

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 16 (for the U.S. government's 2016 fiscal year). Please retain your NSF proposal ID # to refer to in communication with NSF. Please save the email with your proposal number.

28. 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.

29. Call the EAPSI Program Office at 703-292-2993 or email 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.