

THE AMERICAN INSTITUTE FOR INDONESIAN STUDIES (AIFIS)

AIFIS - LUCE FELLOWSHIPS

INFORMATION FOR APPLICANT

2017–2018

(Please read carefully)

I. Eligibility

AIFIS-Luce fellowships are for individuals interested in conducting research in Indonesia. These grants (\$6,000) are designed to foster new collaborations between Indonesian and American scholars and to raise existing collaborations to a new level by stimulating small cooperative projects in all fields of Indonesian studies, including the sciences, planning, agriculture, history, the arts, etc. Concurrent non-AIFIS awards may be permitted, but the AIFIS staff must be informed in case adjustments have to be made.

II. International Travel and Visas

The fellowship provides travel and research funds for the awardee. Indonesian visa applications are available to U.S. citizens at Indonesian Consulates or on the web. AIFIS staff in Jakarta is available to assist you once you arrive in Indonesia, however, our staff cannot assist you in applying for your visa in the United States.

III. Local Travel

The fellowships are for research in Indonesia. Fellows are obligated to spend 100% of their fellowship term in Indonesia. The AIFIS-Luce awards are not to be used to fund travel to other countries. AIFIS fellows are not permitted to travel to countries under U.S. travel restrictions.

IV. Research and Study Itinerary

Applicants must schedule their research between September 1, 2017 and November 30, 2018. The period of research must be continuous.

In the event of an emergency that necessitates a change in the study itinerary or travel plans presented in the original proposal, approval should be sought from the AIFIS staff. Fellows are expected to conduct full-time research.

V. Fieldwork and Research Permits

You must provide AIFIS with proof that an Indonesian visa has been obtained to receive the initial payment of the fellowship. AIFIS does not require an Indonesian research visa, but it is strongly encouraged for trips lasting longer than 2 months. The AIFIS Jakarta staff is on hand to assist you with the research visa process, but only in Indonesia, not the United States.

If your research or fieldwork will involve interviews, questionnaires, or survey of living human subjects, you must provide AIFIS staff with proof that all necessary Institutional Review Board (IRB) inputs and approvals from your home institution have been or will be obtained before payment of the award will be sent to a fellow. Applicants are also required to provide the name and contact information of the current director of IRB at the home institution.

VI. AIFIS Facilities

Fellows are encouraged to use AIFIS facilities in Jakarta and Jogjakarta. AIFIS Jakarta has a library collection housed at *Universitas Siswa Bangsa Indonesia (Sampoerna University)*. Seminars, workshops, and lectures are hosted by AIFIS throughout the year and fellows are encouraged to attend these events. Scheduled events can be found on the AIFIS website (www.aifis.org) or by communicating directly with Jakarta staff.

VII. Statement of Non-political Activity

By accepting an AIFIS fellowship, the recipient agrees not to engage in any activities, political or other, that may cause problems for the host country, the United States government, or AIFIS.

VIII. Final Reports

Fellows are required to submit a final report (specific directions will be provided) to AIFIS at the end of their award term. Final reports should be submitted within 30 days of completing the fellowship term. A sum of \$250.00 is withheld from the fellow's award and will be remitted when the report is received. Fellows are also required to give a public lecture, seminar, or workshop during the award term. The details of this are to be arranged with the Jakarta staff.

IX. Allocation of Funds

Grant funds (aside from the \$250.00 withheld) will be available before departure, with proof of a round trip ticket, appropriate insurance coverage, liability waiver, and an Indonesian visa. **AIFIS will accept only original confirmed, and fully paid travel itineraries as proof of travel.** Information should be sent to AIFIS Ithaca staff at least two weeks prior to travel. If financial hardship prevents a reimbursement of flight funds, alternative arrangements may be possible.

X. Award Amount

The AIFIS-Luce Fellowships are intended for short-term research trips to Indonesia and the final amount depends on the information received in individual award letters. The fellowship research period must be at least six weeks in duration. The fellowship can be used for travel expenses, living allowance, and direct research costs.

All fellowship awardees must inform AIFIS if they receive funds from any other source to support work on their project. Your AIFIS award may be adjusted accordingly. There are other awards that cannot be used in conjunction with the AIFIS-Luce awards, but can be used consecutively. It is important that fellows report all other awards received so that AIFIS staff can help fellows work through any potential problems.

XI. Expenditure Records

Fellows are expected to keep detailed accounting records to account for their fellowship funds; however, they are not required to turn in receipts for funding allocation. The final report requires fellows to report their accounting for the total of the award amount. Fellows are encouraged to keep receipts and records for tax purposes and future planning.

XII. Selection

Applications will be evaluated by the AIFIS Fellowship Committee, which is composed of three AIFIS Board members from the AIFIS institutional membership and the AIFIS Executive Director. The members are all experienced in Indonesian research and studies and come from a range of disciplinary backgrounds. Committee members will always recuse themselves if they are directly involved in a candidate's research project or serving as a faculty advisor for the candidate.

APPLICATION INSTRUCTIONS

A. APPLICATION PACKET

A complete application consists of a completed application form; a 1500 word project description; a one page project literature review; CV; two letters of recommendation; and graduate transcripts. The deadline for all applications and supporting documents (including letters of recommendation and transcripts) is **Tuesday, August 15, 2017**. All supporting original documents must be received at the AIFIS Ithaca office on or before that date.

B. APPLICATION BY POST OR ONLINE

Applications may be submitted by post or through email. Applications should not include letters of recommendation. These must come directly from your referees. Mail your application to the AIFIS Ithaca office at: 640 Stewart Ave., Ithaca NY 14850. Email applications may be sent to fellowships@aifis.org

Please check your application carefully before submitting it to the AIFIS Fellowship Committee. Failure to follow directions or answer all questions may disqualify you from consideration.

C. TRANSCRIPTS:

Applicants must arrange to have copies of their transcripts sent to the AIFIS Fellowship Committee. Transcripts are only required for pre-doctoral applicants. Only **official** transcripts sent in hard copy directly to AIFIS from your registrar's office, and bearing the registrar's seal, will be accepted. Transcripts forwarded by the applicant will not be accepted. Electronic copies of transcripts will be accepted from your registrar's office, but are not preferred. These are often "locked" and cannot be shared with Fellowship Committee members. If your registrar's office is unable to comply with these instructions, email the AIFIS office in Ithaca to discuss the situation.

D. LETTERS OF RECOMMENDATION:

All applicants must provide two letters of recommendation. Letters must be addressed and mailed or emailed **directly** to the AIFIS by your referees. All letters, with signatures, must be received on or before the deadline. The letters should address your academic qualifications and experience for the proposed project. Pre-doctoral candidates must have one letter provided by their principal advisor. Please advise your referees that these letters should be sent in a .pdf document format.

E. HEALTH INSURANCE AND WAIVER FORMS:

All awardees will be required to fill out health insurance and liability waiver forms. All AIFIS awardees must carry health insurance for the period of their award term. Please refer to the specific forms for complete information, although you will not be required to complete the forms unless awarded an AIFIS fellowship.

F. PROJECT DESCRIPTION:

In 1500 words or less, applicants should describe the nature of your proposed project and your competence to carry out the required research. State your research question and the methods and procedures you will use to conduct your research. Give the reasons why your project requires your presence in Indonesia (e.g., libraries, museums, archives, field sites) and the resources that you plan to use while conducting your research. Indicate an Indonesian institution that could/will sponsor your research. Finally, indicate the extent to which you have investigated other funding sources. Please submit in .pdf document format.

G. CURRICULUM VITAE:

An applicant's CV should be no longer than three pages. Additional pages will not be submitted to the readers for review. Please submit in .pdf document format.

H. PROJECT LITERATURE REVIEW:

A project literature review should be one page maximum with all references listed on a second page. Additional pages will not be submitted to the readers for review. Please submit in .pdf document format.

The application deadline is Tuesday, August 15, 2017

AIFIS FELLOWSHIP COMMITTEE
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