



**Vietnam Education Foundation**

*U.S. FACULTY SCHOLAR GRANTS*

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*CALL FOR PROPOSALS*

**For  
Academic Year 2010-2011**

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## EXECUTIVE SUMMARY

The Vietnam Education Foundation (VEF) is pleased to announce a *CALL FOR PROPOSALS* for its *U.S. Faculty Scholar Grants Program*. The executive summary is followed by detailed information for the submission of proposals.

### Objectives

The VEF mission is to build the bi-lateral relationship between the United States and Vietnam through educational exchanges. The objectives of the U.S. Faculty Scholar Grants Program are to contribute to capacity building in science and technology in Vietnam, to help Vietnamese institutions address specific educational challenges, and to build positive relationships between U.S. and Vietnamese higher education institutions and faculty members.

### Eligibility

Applicants must be U.S. citizens, holding an academic position of Associate Professor, Professor, or Emeritus.

### Models of Teaching

The applicant must teach in English at a Vietnamese university for one or two full academic terms. Teaching may take place either in Vietnam via face-to-face teaching or by interactive, real-time video-conferencing from the United States. Short-term workshops or seminars by one or more professors do not meet the requirements for a U.S. Faculty Scholar Grant.

### Focus Fields and Level of Courses

Authorized fields of teaching are the sciences, engineering, mathematics, medicine, and technology. Courses may be at the undergraduate or graduate level.

### Dates

Activities related to the teaching program may begin no earlier than July 1, 2010, and must end no later than August 31, 2011.

### Financial Support

Each proposal selected for funding will receive a grant from VEF of up to U.S.\$55,000. VEF will not provide any overhead either to the U.S. or Vietnamese institutions. As determined in advance by the applicant, the Vietnamese host university or universities should provide direct and/or in-kind financial support and set the teaching conditions. The U.S. University should also provide direct and/or in-kind financial support. Five U.S. Faculty Scholar Grants are available for AY 2010-2011.

### Application procedure

Proposals may be submitted from January 1 to March 1, 2010, using the VEF online *Application for VEF U.S. Faculty Scholar Grants* available at: <http://application.vef.gov/usfs/>

**DEADLINE for SUBMISSION OF ONLINE PROPOSALS: MARCH 1, 2010**

# **Details**

## **VEF U.S. Faculty Scholar Grants**

### ***Call for Proposals***

## **1. Overview**

The Vietnam Education Foundation (VEF)<sup>1</sup> was established by the U.S. Congress in December 2000 as an independent federal agency. VEF's primary purpose is to promote the bilateral relationship between the United States and Vietnam through educational exchanges, both for Vietnamese nationals to pursue graduate and post-graduate studies in the United States in science, engineering, mathematics, medicine, and technology and for American citizens to teach in the same fields of study in Vietnam.

The VEF U.S. Faculty Scholar Grants program addresses the stated goal by having U.S. faculty teach courses in English at Vietnamese universities either on site in Vietnam or by interactive, real-time videoconferencing from the United States. VEF serves as the organizer and sponsor for this project while the Vietnamese host institutions and the cooperating U.S. institutions serve as co-sponsors through their support. VEF engages the U.S. National Academies in helping to identify and select qualified U.S. faculty. The applicant for the U.S. Faculty Scholar Grants submits a proposal to VEF for funding through an online application available at the VEF website (<http://application.vef.gov/usfs/>)

## **2. Objectives**

The specific objectives of this project are:

1. To contribute to capacity building in science and technology in Vietnam through teaching and related research activities for one or two full academic terms with activities related to the teaching program beginning no earlier than July 1, 2010, and ending no later than August 31, 2011;
2. To help Vietnamese institutions address specific educational issues identified in two VEF reports<sup>2</sup>, including curriculum development, integration of research opportunities, student learning outcomes, and evaluation; and
3. To build positive relationships between U.S. and Vietnamese higher education institutions and faculty members that may lead to sustainable partnerships.

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<sup>1</sup> VEF website: [www.vef.gov](http://www.vef.gov)

<sup>2</sup> Please see the reports at the VEF website under *Resources*

### **3. Eligibility and Teaching Models**

Applicants for the U.S. Faculty Scholar Grants must be U.S. citizens and must hold an academic appointment at the level of Associate Professor, Professor, or Emeritus. The applicant submits a proposal to VEF to teach for one or two full academic terms at a Vietnamese university using one of two models:

- (1) On site in Vietnam, via face-to-face teaching
- (2) From the United States, via interactive, real-time video-conferencing

For U.S. Faculty Scholars who wish to use the video-conferencing model, it is expected that on-site visits to Vietnam will take place for at least one week at the beginning of the course(s) and one week at the end of the course(s). Courses taught by video-conference must be live, that is, in real time. Webcasts or similar programs, such as Adobe Connect, may also be used to achieve the intended purpose as long as the result is a highly interactive and dynamic remote course. Communications, which occur between the remote live class sessions, may use Skype or similar types of connections; however, such connections cannot serve as the major mode of course delivery. Courses using this model cannot be taped in advance and delivered passively by DVD or by any other means. To assure technical capabilities, the applicant must obtain written confirmation from both the U.S. and Vietnamese universities regarding the following: (1) sufficient internet connectivity; (2) availability of highly reliable videoconferencing and/or webcasting equipment and facilities; (3) access for each student to all necessary equipment to function independently; and (4) availability of technical personnel to help manage the details.

In both models, the grant applicant must arrange in advance the details of the teaching engagement directly with the Vietnamese university and secure in writing from the Vietnamese host institution a commitment regarding the teaching conditions and the host institution's specific financial support and method of payment.

The grant may include team teaching, incorporating additional U.S. faculty. In this case, the applicant remains the principle grantee and any other U.S. faculty will be financed through the applicant's grant and not separately. All arrangements for additional U.S. faculty are managed by the applicant. All faculty on the teaching team must abide by the same specifications enumerated in the U.S. Faculty Scholar Grants program regarding the standards and delivery of the course(s).

For grant applicants who do not have direct contacts with Vietnamese universities, VEF can provide recommendations and contact information. To request assistance in identifying an appropriate Vietnamese university, please briefly summarize your specific interests and contact VEF at the following email address: [usfs@vef.gov](mailto:usfs@vef.gov)

## **4. Focus Fields of Teaching**

The fields specified for this teaching program are limited by the VEF legislation to the sciences (natural, physical, and environmental), mathematics, medicine, engineering, and technology (including information technology).

All courses must include an element of student research, requiring individual and/or group projects. It is recommended that the applicant list the research assignments in the proposal and demonstrate his/her knowledge of the situation at the Vietnamese host university or universities, including the level of previous research experience of the students and the adequacy of laboratory equipment, space, and supplies to conduct the intended research.

It is also recommended that the applicant include in the proposal how each course fits into the existing curriculum of the Vietnamese host university and/or how the course is an innovative approach to the existing curriculum.

## **5. Language of Instruction**

Course delivery and exams as well as all course materials must be in English. The intent is to promote the use of spoken and written English in the focus fields. Vietnamese students and teaching assistants are expected to have sufficient knowledge of reading, writing, speaking, and listening in English to take full advantage of the knowledge that the U.S. Faculty Scholar brings to the experience.

## **6. Dates of Teaching Program**

The academic year 2010-2011 includes the fall 2010 term and the spring 2011 term. Activities related to the teaching program may begin as early as July 2010 and must be completed by August 31, 2011. The U.S. Faculty Scholar can teach one or two semesters. The academic year in Vietnam begins in September and ends in June with two semesters typically scheduled from September through January and from February through June.

The U.S. Faculty Scholar teaching on site in Vietnam should plan to arrive in mid-August for the fall semester in order to participate in university administrative meetings prior to the beginning of the academic year. Similarly, if the U.S. Faculty Scholar is teaching only in the spring semester, s/he should plan to arrive about 2 weeks prior to the beginning of classes. In both cases, the U.S. Faculty Scholar should plan to stay at least one week after course grades have been submitted. The U.S. Faculty Scholar teaching by video-conferencing from the United States should plan to go to Vietnam for at least one week at the beginning of the course(s) and then return to Vietnam at the end of the course(s) for at least one week, in both instances incorporating some face-to-face teaching or testing, as appropriate.

Exact dates, including arrival and departure dates and semester schedules, should be confirmed in writing with the Vietnamese host university.

To prevent any conflict of interest related to receiving Federal Government funds for this project, VEF requests that the Faculty Scholar avoid doing non-VEF business during the grant period. Importantly, VEF funds must NOT be used for any purposes other than for the fulfillment of this grant.

VEF encourages the Faculty Scholar to participate in any activities and events organized by VEF either in Vietnam or in the United States and either prior to, during, or beyond the grant period.

## **7. Level of Courses**

Courses proposed may be at either, or both, the undergraduate or graduate level. VEF encourages courses that have labs and/or semester-long design projects that include multidisciplinary collaboration, and/or that are team-taught. Research projects must be incorporated as a required part of a course. The proposal should include any pre-requisites for proposed courses and/or a statement regarding the required prior knowledge base, which should then be acknowledged in writing by the host university. The Faculty Scholar should keep the level of his/her course(s) at the highest standards expected in U.S. universities since the VEF U.S. Faculty Scholar Grant Program serves as a model of excellence.

## **8. Financial Arrangements**

The applicant may request a VEF grant of up to U.S. \$55,000. The exact amount will depend on the proposed budgetary needs as expressed by the Faculty Scholar, which may include the purchase of videoconferencing and other equipment for the Vietnamese university or universities. The VEF grant monies can only be used toward the specific U.S. Faculty Scholar program as proposed. Monies cannot be used to pay for a substitute to take the place of the U.S. Faculty Scholar. VEF will not provide any overhead to the U.S. University or to the Vietnamese universities. VEF will pay the grant directly to the U.S. Faculty Scholar or, if directed by the U.S. Faculty Scholar, through his/her U.S. University. At the end of the course(s), any teaching materials and equipment purchased by the grant must be given to the Vietnamese host universities with a written statement that these items were donated by the Vietnam Education Foundation.

As determined in advance together with the grant applicant, the Vietnamese host university should provide direct and/or in-kind financial support and set the teaching conditions. The U.S. University should also provide direct and/or in-kind financial support. It is the responsibility of the applicant to clarify and confirm in writing all financial support in advance of submitting the grant application.

## **9. Clarification of Arrangements at the Vietnamese University**

Prior to submitting the application, the applicant should discuss with the Vietnamese university or universities all relevant details regarding teaching conditions, living arrangements, and funding. The following points serve as a guideline, but are not meant to be comprehensive.

### ***1. Arrangements for each course***

- a. Books and course materials for students
- b. Laboratories, laboratory supplies, and equipment available for use by the U.S. Faculty Scholar and for use by the students
- c. Number of Vietnamese teaching associates/assistants available for each course, including the requirements expected by the U.S. Faculty Scholar stating the minimum degree, criteria for selection, and hours available each week
- d. Availability of electronic resources: what resources are available, who can access these resources, how often, etc.
- e. Audio-visual and videoconferencing support
- f. Classroom configuration and amenities
- g. Cost, if any, to the U.S. Faculty Scholar for any of the above
- h. Maximum number of students per course

### ***2. Administrative support***

- a. Type and configuration of office space
- b. Access to, and use of, computers and electronic equipment
- c. IT technical support
- d. Use of telephone for local, domestic, and international phone calls
- e. Local, domestic, and international faxes
- f. High-speed internet access
- g. Library access and permission to borrow library books and materials
- h. Photocopies as needed for the course(s), including copies for students, and photocopies for training teaching associates/assistants and for observers, if any
- i. Cost, if any, to the U.S. Faculty Scholar for any of the above
- j. Primary contact person(s) (name, title, contact information) at the University to solve any issues

### ***3. Direct financial support to the U.S. Faculty Scholar provided by the Vietnamese University***

- a. International transportation
- b. Domestic and local transportation
- c. Payments toward lodging or the use of university guest housing and, if the latter, the availability of air-conditioning and cooking facilities

- d. Honorarium<sup>3</sup> fees per course
- e. Health and medical insurance
- f. Stipend for food and other living expenses
- g. Method and timing of any related payments

## 10. Requirements of U.S. Faculty Scholars

### 1. Teaching Program

In addition to meeting the specific teaching goals of the proposal, U.S. Faculty Scholars selected to teach in Vietnam are expected to do the following:

- a. Work closely with the Vietnamese university on ways to address issues raised in the VEF reports, specifically in the areas of curriculum development, research, student learning, and evaluation;
- b. Train the Vietnamese teaching associates/assistants assigned to the course(s) with the intent that they would be able to teach the same course(s) in the future;
- c. Prepare and post the course(s) taught on the Vietnam OpenCourseWare (VOCW) website ([www.vocw.edu.vn](http://www.vocw.edu.vn)); and
- d. Document and summarize activities, issues, and outcomes in the form of a final report of no more than 10 pages, which becomes the property of VEF, to be submitted to VEF within 2 weeks after completing the program.

These four points above should be addressed in the grant application.

### 2. Orientations

- a. In the United States. Grantees, will attend the *U.S. Faculty Scholar Orientation* at the VEF Headquarters in Arlington, VA, all day on **Monday, June 28, 2010**.
- b. In Vietnam. Grantees will attend a one-day *Orientation* at the VEF Field Office in Hanoi, Vietnam, either upon first arrival in Vietnam or when all new Faculty Scholars are available together, to be decided by VEF at a later date.
- c. The expenses for both Orientations must be included in the applicant's budget, including up to two nights at a hotel, depending on the final schedule for the Orientation.

## 11. Additional Professional Opportunities

The U.S. Faculty Scholars selected for this program may have the opportunity to participate in select VEF activities that occur during the time that they are in Vietnam. These activities include the VEF Interview Mission in August for the selection of new VEF Fellows; the Pre-Departure Orientation for new Fellows and Vietnamese Visiting Scholars in early to mid-June; the VEF Alumni Conference, time to be determined; guest lectures in his/her field; and other relevant events and meetings. If invited by VEF and if the U.S. Faculty Scholar is available and interested, VEF will pay expenses for air transportation and lodging, if needed, related to the individual's participation in such additional activities in Vietnam.

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<sup>3</sup> An **honorarium** is not considered a salary, but rather is a small, supplementary token of appreciation. An honorarium would not be considered sufficient to pay all of a U.S. Faculty Scholar's living expenses, which would include expenses continuing to be encumbered in the United States.

## **12. Application Procedure**

Applications for a VEF U.S. Faculty Scholar Grants **may be submitted from January 1, 2010, up to the deadline, March 1, 2010**, using the VEF online *Application for U.S. Faculty Scholar Grants Program* available at: <http://application.vef.gov/usfs/>

The following information is required in the online grant application:

### **1. Professional Background**

Provide a concise summary of prior professional experience that relates to this program, including experience in the following areas:

- a. International education, including living and/or working outside of the United States;
- b. Teaching/research/travel related to Vietnam;
- c. Development of curriculum and evaluation of student learning; and
- d. Faculty development and mentoring.

You will also be asked to upload your curriculum vitae (CV) and you may wish to provide any relevant information regarding your excellence in teaching.

### **2. Model of Teaching**

Specify the model of teaching that you intend to follow to teach at a Vietnamese university or universities, either in Vietnam via face-to-face teaching or by interactive, real-time video-conferencing from the United States.

To assure technical capabilities for video-conferencing, submit written confirmation from both the U.S. and Vietnamese universities regarding the following:

- a. Sufficient internet connectivity
- b. Highly reliable videoconferencing and/or webcasting equipment as well as required facilities
- c. Necessary equipment for each student to function independently
- d. Availability of technical personnel to help manage the details

### **3. Vietnamese University**

Specify the Vietnamese university or universities where you will teach, including its location and the specific department as applicable, and explain why you chose that university or universities.

### **4. Dates**

Provide the intended timeframe to teach your course(s), from start to finish, listing month, day, and year. If you will teach in Vietnam, provide the dates that you intend to arrive and depart. If you will teach by videoconference, specify the dates that you would spend in Vietnam at the beginning and at the end of the course(s).

### **5. Course(s) Description(s) and Teaching Plan**

Provide details of your teaching plans that have been confirmed in collaboration with the Vietnamese host university or universities, including the following:

- a. Specify the title and level of the proposed course(s) as well as the weekly class time (i.e., three 50-minute sessions or one compressed 150-minute session on one day), the number of weeks to meet, and the start and end dates of the course(s).
- b. Provide a brief description of each course and required textbooks/materials along with their related costs and who is responsible financially; provide an alternative if the students are not able to purchase the textbook(s).
- c. Explain the role of research in the course(s).
- d. Clarify the amount of time that you expect to use specific university lab(s), if any, both for lab demonstrations by you and for lab projects by the students. Clarify the required equipment and supplies, while considering the potential limitations of space, equipment, and supplies in the Vietnamese setting.
- e. Summarize how you will involve the Vietnamese teaching associates/assistants in teaching the course(s) including ways to improve their teaching skills and ways to prepare them to teach the same course(s) in the future.
- f. Discuss how your course(s) could be embedded into the existing curriculum of the Vietnamese university in a sustainable manner.
- g. Indicate if your proposal involves teaching at more than one Vietnamese university.
- h. For U.S. Faculty Scholars teaching on-site in Vietnam, indicate the amount of time that you will spend in-country before the courses are scheduled to begin and after they end. Specify what you will do during that time.
- i. For U.S. Faculty Scholars teaching by videoconferencing from the U.S., indicate the amount of time that you will spend in Vietnam prior to, and/or at the beginning of the course(s), as well as at the end, and/or after the course(s) is finished. Specify what you will do during that time related to the U.S. Faculty Scholar Grants Program.
- j. Indicate if you will be team-teaching with one or more U.S. faculty. Provide the rationale to have others team-teaching and give their names, titles, course responsibilities, and timeframe for teaching.

## **6. Vietnamese University Contributions**

Summarize the Vietnamese host institution contributions, which may include personal expenses, such as international and domestic transportation, an honorarium for teaching, and an allowance for living expenses. Also include teaching expenses, such as books, materials, teaching supplies, laboratory equipment and supplies, photocopies, access to electronic resources, and videoconferencing equipment and personnel. Provide a letter from an appropriate administrator at each university in Vietnam on their letterhead, which clarifies their detailed support for, and contributions to, the applicant's intended program.

## **7. U.S. University Contributions**

Summarize any financial contributions from the applicant's U.S. institution, in particular any direct financial support, such as salary, international and local transportation, health and medical insurance, retirement, access to electronic resources, and items related to teaching course(s), such as, books, materials, and teaching supplies, laboratory equipment and supplies, photocopies, and videoconferencing equipment and personnel. Provide a letter on letterhead from an appropriate administrator at the applicant's U.S. University, which

clarifies their detailed support for, and contributions to, the VEF U.S. Faculty Scholar Grants program and the applicant's intended program.

### **8. Vietnamese University Development**

Indicate how you, as the U.S. Faculty Scholar, will help the Vietnamese university address issues raised in the VEF reports, focusing on the development of curriculum, research, student learning, and student and faculty evaluation. Specify the number and timing of potential discussion groups and/or meetings as well as tangible outcomes. Also indicate the ways that you will interact with the university community specifically and with the Vietnamese academic community in general.

### **9. Contributions to Capacity Building**

Indicate how you will contribute to the science and technology capacity building of Vietnam through this project and in the future.

If your U.S. University already has established formal or informal contacts and/or agreements with the Vietnamese university or universities, summarize the following:

- a. Extent of the relationship;
- b. Activities that have occurred to date;
- c. Potential conflicts with the U.S. Faculty Scholar Grants program; and
- d. Plans for the future.

Provide a copy of any written agreements.

Describe other grants related to Vietnam that you have, if any. Explain how the VEF grant intersects with these grants, is uniquely different, and builds on the other grant(s). Explain further why the VEF grant would be necessary to complement the other grant(s).

### **10. Future Relationships and Sustainability**

Summarize how you and/or your U.S. University will continue to build the relationship with the Vietnamese host institution and with other Vietnamese universities and faculty after completion of the program. Indicate how you can help establish sustainability of your work for this project.

### **11. Budget**

Prepare a proposed budget, presenting personal and professional needs as line items. The budget should have the following sections, showing how you intend to apply funds from potentially three or more sources: (1) the VEF grant; (2) the financial and/or in-kind contributions from the Vietnamese university or universities; and (3) any financial and/or in-kind contributions of your U.S. University. A draft budget template in Excel is available in the online application. The maximum grant from VEF is U.S. \$55,000.

VEF will not provide any overhead either to U.S. or Vietnamese institutions. Applicants are urged to secure in-kind contributions from the U.S. University for all videoconferencing costs related to use of facilities, equipment, and technical personnel.

## 13. Selection Process and Criteria

The final review and selection of proposals will be done by VEF with the assistance of the National Academies. A conference call interview of the U.S. Faculty Scholar finalists will be conducted before the final decisions are made. Criteria for selection of proposals include the following:

1. Academic qualifications to teach the proposed course(s)
2. Prior experience in international education
3. Quality of the proposed teaching plan, including:
  - a. Appropriate selection of course(s) and teaching location(s)
  - b. Clear plan of teaching and training
  - c. Effective use of resources
4. Likelihood of capacity building at the Vietnamese university
5. Likelihood of sustainable outcomes, such as improved teaching methods and ongoing partnerships
6. Appropriateness of the budget
7. Commitment of support from the Vietnamese and U.S. institutions

## 14. Timeline

<b>Action</b>	<b>Deadline</b>
Announcement of the program.	November 2009
Application period	<b>January 1 – March 1, 2010</b>
Deadline for applications	<b>March 1, 2010</b>
Review of applications	Early March 2010
Phone interviews of finalists	Mid-March 2010
Final decisions and notification to all applicants	April 2010
U.S. Orientation (required) for selected U.S. Faculty Scholars	June 28, 2010
U.S. Faculty Scholars to teach in Vietnam or via videoconferencing	No earlier than July 1, 2010, through no later than August 31, 2011
VEF Annual Fellows and Scholars Conference (required and paid by VEF for 2010 Faculty Scholars, who are in the U.S. during that period of time)	Jan. 3 - 5, 2011 (arrival on Jan. 2 and departure on Jan. 6) Location to be determined in the U.S.

**If you have any questions,  
please contact VEF via email at: [usfs@vef.gov](mailto:usfs@vef.gov)**