

The Vietnam Education Foundation
2010 Annual Report
to the Board of Directors

Reporting Period: *October 1, 2009, to September 30, 2010*

To: *The Board of Directors, Vietnam Education Foundation*

From: *The Executive Director, Vietnam Education Foundation*

Date: July 11, 2011

This report is submitted to the VEF Board of Directors to assist in fulfillment of Sec. 209. (b) of P.L. 106-554, Title II – Vietnam Education Foundation Act of 2000.

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LETTER FROM THE EXECUTIVE DIRECTOR

Dear VEF Board of Directors,

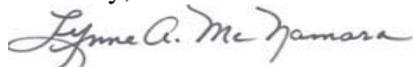
I am proud to present the seventh Annual Report, entitled *The Vietnam Education Foundation 2010 Annual Report to the Board of Directors*. This Annual Report presents the significant activities and achievements of the Vietnam Education Foundation (VEF) for the one-year period from October 1, 2009, to September 30, 2010. Serving as an important historical record and informative summary, this year's Report follows in a similar format as the previous Annual Reports, which are available at the VEF website (www.vef.gov) and are entitled as follows, beginning with the first Annual Report created:

1. *Annual Report: The Vietnam Education Foundation*. Reporting Period: October 1, 2002, to September 30, 2004
2. *Annual Report: The Vietnam Education Foundation*. Reporting Period: October 1, 2004, to September 30, 2005
3. *2006 Annual Report: The Vietnam Education Foundation*. Reporting Period: October 1, 2005, to September 30, 2006
4. *2007 Annual Report: The Vietnam Education Foundation*. Reporting Period: October 1, 2006, to September 30, 2007
5. *The Vietnam Education Foundation 2008 Annual Report to the Board of Directors*. Reporting Period: October 1, 2007, to September 30, 2008
6. *The Vietnam Education Foundation 2009 Annual Report to the Board of Directors*. Reporting Period: October 1, 2008, to September 30, 2009

As a note on procedure, the first four reports were prepared by VEF staff and presented to the VEF Board of Directors, who provided the report, after their review, as the Annual Report to the President of the United States, the Committee on Foreign Relations of the U.S. Senate, and the Committee on International Relations of the U.S. House of Representatives, now known as the Committee on Foreign Affairs of the U.S. House of Representatives. VEF is required to submit an annual report to the President and these congressional offices, as stipulated in the VEF legislative act. Starting with the 2008 Annual Report, the Board of Directors requested that the Annual Report be provided as a report to the Board from the Executive Director. Then, the Board of Directors would provide the Annual Report to the President and to Congress..

I wish to acknowledge the important contributions to the 2010 Annual Report of the VEF staff in Hanoi and in the United States, who provided data and summary information within the text as well as comprehensive tables and select documents in the appendices. I am deeply grateful for their continuous assistance to me, their constant willingness to reply to my detailed queries, their timely efforts, and their never-ending patience as I edited and finalized this document. The 2010 Annual Report could not have been completed without the VEF Team. Thank you!

Sincerely,



Lynne A. McNamara, Ph.D.
Executive Director

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EXECUTIVE SUMMARY

The Vietnam Education Foundation (VEF) has demonstrated its organizational and management capabilities through positive program outcomes during the reporting period of this seventh Annual Report, from October 1, 2009, through September 30, 2010.

VEF is governed by a thirteen-member **Board of Directors**, which consists of two U.S. Senators, two U.S. Representatives, three U.S. cabinet members, and six members from the U.S. citizenry appointed by the President of the United States. The Board appoints an American **Executive Director** to oversee VEF operations conducted through two highly coordinated offices: (1) the **U.S. Headquarters Office**, consisting of four U.S. Federal Government employees; and (2) the **Hanoi Field Office** in Vietnam, consisting of eight Vietnamese employees—a total of 12 VEF employees as of September 30, 2010.

VEF has **operated within budget** this year, as it has each year. VEF receives **\$5 million annually** from the Vietnam Debt Repayment Fund. As of the end of fiscal year 2009, VEF had a positive balance of **\$4,774,374** due to the carryover amount from previous fiscal years along with savings achieved by VEF. Thus, VEF had a total of **\$9,774,374** available for obligations in **Fiscal Year (FY) 2010**. To achieve its goals for FY 2010 (October 1, 2009 – September 30, 2010), VEF had an approved **budget of \$5,615,754**. For FY 2010, VEF received an **unqualified audit opinion**, which is the best opinion available. This demonstrates that VEF is managing its funds in an appropriate and responsible manner.

Because of the VEF enabling legislation, VEF program activities focus only on the sciences (natural, physical, and environmental), engineering, mathematics, medicine, and technology (including information technology). Educational exchange activities are conducted generally as part of one of the following VEF programs:

1. **Fellowship Program**, which sends Vietnamese nationals to the United States for graduate study;
2. **Visiting Scholar Program**, which supports Vietnamese nationals, who already hold a doctorate, to further develop their professional skills through studies, research, and/or observational activities at leading U.S. academic institutions; and
3. **U.S. Faculty Scholar Program**, which supports American professors to teach courses at Vietnamese institutions for one to two semesters by teaching on-site in Vietnam or by teaching via interactive, real-time videoconferencing from the United States.

The primary educational exchange activity for VEF is the **Fellowship Program**. Since the beginning of operations in 2003 and as of September 30, 2010:

- ✓ VEF has selected and placed a total of **341 outstanding Vietnamese nationals** in science and technology at **76 top university graduate programs across the United States**.
- ✓ Most pursue a doctorate degree while some pursue a master's degree.
- ✓ The major fields of study are divided between Sciences and Engineering.
- ✓ To date, **120 Fellows (35% of all Fellows) have received degrees**:
 - 70 doctorates
 - 50 master's

- ✓ As of Fall 2010, **218 Fellows were enrolled at 58 U.S. universities.**
- ✓ Of the VEF Fellows enrolled as of Fall 2010, **30% are female.**

VEF has established cost-sharing agreements with **106 leading U.S. research universities**, which constitute the **VEF Alliance**—a cooperative relationship between VEF as the funding agency and the U.S. university as the academic host of VEF Fellows. Such cost-sharing allows for VEF to maintain a higher number of Fellowships provided each year.

To prepare the new Fellows and Visiting Scholars for success, VEF organizes a **Pre-Departure Orientation (PDO)** prior to their departure from Vietnam and an **Annual Conference** in the United States, both of which provide important opportunities for the Fellows and Scholars to network. In addition, VEF organizes an annual **Alumni Conference** in Vietnam for those Fellows and Visiting Scholars that have returned to their home country. Through these activities, VEF continues to help build a spirit of community, solidarity, and professionalism among its Fellows and Scholars in order to help them sustain professional and personal support systems while in their host country and when they return home.

As the VEF flagship activity, the VEF Fellowship Program continues to be highly successful in its recruitment and selection process as well as in its university admissions and financial arrangements. VEF independently manages all immigration and financial matters, thus providing greater control and quality outcomes. With continuity of programmatic efforts and well-organized systems and management, the Fellowship Program is on an extremely firm footing and is recognized by U.S. universities and Vietnamese entities as a high quality program.

The request from the Ministry of Education and Training (MOET) for VEF to assist its government-funded scholarship program, known as the Vietnam International Education Development Program (VIED), is a remarkable indicator of the success of the VEF Fellowship program. VEF fulfilled the MOET request by providing training for MOET staff on developing an application and selection process, which emulates that of VEF; by sharing the infrastructure of the VEF online management system (OMS); by offering opportunities for VIED staff to observe VEF activities related to its Fellowship program; and by introducing VIED to VEF Alliance schools so that VIED could establish a similar cost-sharing arrangement.

In addition to the well-recognized Fellowship Program, VEF provides a short-term, post-doctorate level program for Vietnamese nationals to go to the United States. The VEF **Visiting Scholar Program**, launched in February 2007, has provided professional development opportunities for **29 top-level Vietnamese post-docs at 23 major U.S. universities.**

The Visiting Scholar program consists of:

- ✓ Individualized post-doctoral professional development programs of formal studies, research, and/or observational activities, which are designed by the Visiting Scholar and may include coursework, workshops, seminars, laboratory or field research, or other types of activities;
- ✓ 5 – 12 months at a leading U.S. university or research institute;
- ✓ Training of Trainers (TOT) element, requiring the Visiting Scholar, as a trainer, to return to Vietnam and use the knowledge gained to train others; and

- ✓ Four cohorts to date, totaling 29 Visiting Scholars:
 - 2007 cohort: 12 Visiting Scholars
 - 2008 cohort: 7 Visiting Scholars
 - 2009 cohort: 7 Visiting Scholars
 - 2010 cohort: 3 Visiting Scholars

Besides sending Vietnamese nationals to the United States for graduate education and for post-doctoral professional development, VEF also selects American citizens to teach at Vietnamese universities. VEF launched the **U.S. Faculty Scholar Program** in December 2007. American professors teach for one to two semesters either on-site in Vietnam or via real-time, interactive videoconferencing from the United States. Using the latter mode of delivery, the Faculty Scholar must be on-site in Vietnam for at least one week both at the beginning and at the end of the course(s). Three cohorts, totaling **12 American Faculty Scholars**, have been selected to date for 13 Faculty Scholar grants (one Scholar received two separate grants under two different cohorts):

- 2008 cohort: 4 Faculty Scholars
- 2009 cohort: 3 Faculty Scholars
- 2010 cohort: 6 Faculty Scholars (1 2010 Scholar received a grant also as part of the 2009 cohort)

In addition to conducting the three educational exchange programs for Fellowships, Visiting Scholar grants, and U.S. Faculty Scholar grants, VEF helps to strengthen Vietnam's internal capacity in science and technology. One of the VEF **capacity building activities for Vietnam** is the **academic lecture program** in which VEF arranges for American experts, who are sponsored by VEF to participate in major VEF activities in Vietnam, to lecture in their field at Vietnamese academic institutions. For this reporting period, VEF arranged for **8 American scientists/experts** to give lectures at 7 Vietnamese host academic institutions or organizations. As another capacity building project, VEF was instrumental in initiating and managing the **Vietnam OpenCourseWare** project, which brought open educational resources to Vietnam, and in bringing **Creative Commons Licenses to Vietnam**, which provides an easy means for the Vietnamese to preserve intellectual property rights.

To execute a quality agenda of exceptional programs, VEF has a highly dedicated professional staff in its Headquarters in the United States and in its Field Office in Vietnam. Despite the physical distance and time difference between the United States and Vietnam, the **two offices function exceptionally well** together. Daily communication is conducted via emails, conference calls, WebEx meetings, direct phone calls, and Skype chat and calls. The U.S. senior staff establishes strategies, finalizes policies and procedures, and reviews and concludes final documents. The Hanoi staff manages the logistics for VEF activities in Vietnam and assists with arrangements for activities in the United States, all with oversight and approval by the U.S. office. VEF activities are completed with great success, as the VEF management remains strongly focused on quality, efficiency, and performance.

As is typical in any office, personnel changes occur. During this reporting period there were several changes in **VEF personnel**, resulting in the following appointments:

1. For the U.S. Office: new position of **Program Associate for Immigration & Operations**; and promotion of Program Officer to Senior Program Officer.

2. For the Hanoi Field Office: revision of position title and responsibilities of Administration and Program Assistant to **Administration and Program Assistant**; and promotion of Administration and Program Assistant to **Assistant Director of Finance and Administration**.

To assure continued quality outcomes and excellent team work, VEF conducted its **annual VEF staff retreat** in August 2010 in Quang Nam, Vietnam, which included staff training, an analysis and debriefing of the recent VEF program activities, and one day of experiential team-building activities.

With regard to interactions with **U.S. and Vietnamese government and academic entities**, VEF has always maintained on-going relationships through various means. VEF has regularly visited U.S. and Vietnamese government agencies in Vietnam and in the United States. In the United States, VEF visited sixteen (16) Senate offices, two (2) House offices, the office for the Senate Foreign Relations Committee, and the Bureau of East Asian and Pacific Affairs in the Department of State in order to brief these offices on VEF activities. In Vietnam, during this reporting period, VEF Board members and staff visited the U.S. Embassy, the U.S. Consulate General, the Ministry of Education and Training (MOET), the Ministry of Science and Technology (MOST), and the Ministry of Foreign Affairs (MOFA). VEF invites the Ministers of MOET and of MOST, or their delegated representative, to give keynote addresses at the VEF Annual Conference and the VEF Alumni Conference with all expenses paid by VEF. As for the academic community, VEF communicates regularly with U.S. universities that are members of the VEF Alliance and with Vietnamese universities by sending them announcements on VEF programs, press releases, and new or updated VEF publications. In addition, each year VEF staff visit a select group of U.S. universities that have a significant number of VEF Fellows in order to communicate directly with relevant university staff about VEF and to meet with Fellows at each university. In Vietnam, VEF staff give presentations on VEF programs at Vietnamese universities. All of these efforts build confidence and trust between VEF and each entity, thus creating solid communications and rapport.

In conclusion, through its high quality activities and programs organized and managed by highly capable staff, VEF continues to build a solid record of success while keeping within budget requirements. Besides building fundamental relationships between VEF Fellows, as Vietnamese emerging scientists, and Visiting Scholars and Faculty Scholars as seasoned professionals, VEF is also building important relationships between U.S. and Vietnamese academic institutions and faculty. Importantly, the long-term benefits of VEF efforts will steadily grow as more VEF Fellows graduate and return to Vietnam.

In the meantime, VEF Visiting Scholars are in the United States for no more than a year. Thus, the Visiting Scholars have a more immediate impact on Vietnam as they bring back their American experience and professional expertise and as they build on their newly developed relationships with U.S. universities.

Similarly, the VEF U.S. Faculty Scholar Program has more immediate impact because American professors teach at Vietnamese universities for up to one year, and, as required in their grant

proposal, their projects must be based on the establishment of long-term relationships between their U.S. home institution and their Vietnamese host institution.

Finally, VEF continues to contribute to the development of science, engineering, and technology in Vietnam by providing lectures by American experts sponsored by VEF; by contributing advisory support to the Vietnam OpenCourseWare (VOCW) project after transferring VEF responsibilities to the Ministry of Education and Training (MOET); and by bringing Creative Commons Licenses to Vietnam—all of which are part of the VEF capacity-building efforts for Vietnam.

At the international political level, VEF can be seen as an **effective foreign policy tool** to promote U.S. national interests regarding Vietnam by bringing Vietnam and the United States closer together primarily through educational exchange, but also through select capacity-building projects. Importantly, VEF has established excellent relationships with Vietnamese government entities. Thanks to the highly-qualified Vietnamese and Americans involved in VEF programs, U.S. and Vietnamese universities, departments, and faculty members have come to know more about each other, boosting better understanding between these bilateral academic communities. VEF can continue to move forward confidently as a high quality, well-respected, internationally-recognized educational exchange program that serves as a catalyst for superb development of science, engineering, and technology in Vietnam and as a catalyst for the continual expansion of positive relationships between the people of the United States and Vietnam.

The Vietnam Education Foundation
2010 Annual Report
to the Board of Directors

Reporting Period: October 1, 2009, to September 30, 2010

INTRODUCTION

The Vietnam Education Foundation (VEF), an independent Federal Government agency created by the U.S. Congress in December 2000, has demonstrated its organizational and management capabilities through positive program outcomes during this seventh reporting period from October 1, 2009, through September 30, 2010. By law, VEF is governed by a thirteen-member **Board of Directors** ([Appendix 1: Vietnam Education Foundation Board of Directors](#)) including two U.S. Senators and two U.S. Representatives, who have six-year non-renewable appointments; the Secretaries of State, Treasury, and Education, all of whom have ongoing appointments on the Board; and six Presidential appointees, selected from the U.S. citizenry, on three-year renewable terms. The by-laws for the Board of Directors, which were initially adopted by the Board of Directors of the Vietnam Education Foundation in September 2002, were revised on July 15, 2010 ([Appendix 2: By-Laws for the Board of Directors](#)).

As of September 30, 2010, the three **U.S. congressional appointees** were Senator David Vitter, Congressman Earl Blumenauer, and Congressman Joseph R. Pitts. The fourth congressional appointee position remained unfilled. The three **U.S. cabinet-level appointees** were Secretary of Education Arne Duncan, Secretary of State Hillary Rodham Clinton, and Secretary of the Treasury Timothy F. Geithner. The congressional and cabinet-level members of the Board typically appoint a designate on their behalf to represent them at VEF Board meetings. The five **U.S. Presidential appointees** sitting on the Board as of the end of September 2010 were the following: Stephen F. Maxner, Ph.D., serving as Chairman of the Board of Directors; Elizabeth Dugan, serving as Chair of the Finance Committee; David Duong; Christopher J. Fussner, serving as Chair of the Fundraising Committee; and Marjorie Margolies. The sixth Presidential-appointee position remained unfilled.

The Board appoints an American citizen as Executive Director to oversee VEF operations conducted through two highly coordinated offices: (1) the U.S. Headquarters office, consisting of four U.S. federal government employees; and (2) the Hanoi Field Office in Vietnam, consisting of eight Vietnamese employees. The programs have been managed successfully within budget, under the expertise of highly capable **VEF staff** ([Appendix 3: Vietnam Education Foundation Staff \(as of September 30, 2010\)](#)).

Funded by Vietnam's debt repayments to the United States, VEF focuses on **educational exchange activities**, as mandated in the VEF enabling legislation, in the following fields: sciences (natural, physical, and environmental), engineering, mathematics, medicine, and technology (including information technology). VEF activities include bilateral flow of intellectual talent by bringing qualified Vietnamese nationals to the United States for graduate studies through the VEF Fellowship Program and for post-doctorate professional training and

development through the Visiting Scholar Program and by selecting qualified Americans through the U.S. Faculty Scholar Program to teach at Vietnamese universities where they also provide their overall expertise and assistance. By signed agreement with each Fellow and Visiting Scholar and with the assistance of J-visa immigration requirements, VEF requires the Vietnamese nationals to return to Vietnam after completing their programs in the United States. These significant educational exchange programs are underway while VEF also helps to build the internal capacity of Vietnam through a limited number of specific capacity building projects.

While operating highly effective educational exchange programs and capacity building projects that benefit both the United States and Vietnam, VEF also maintains excellent relationships with U.S. and Vietnamese government entities and academic institutions. All in all, VEF is an exceptional U.S. government effort, meeting its mission of building the relationship between the United States and Vietnam through superb programs and projects.

FINANCE AND ACCOUNTING

Financially, VEF has **operated within budget** this year as it has in all previous years. VEF receives **\$5 million annually** from the Vietnam Debt Repayment Fund, to which the Vietnamese government repays debts owed to the United States. Through the end of Fiscal Year (FY) 2010, VEF continued to show a positive balance due to the carryover amount from previous fiscal years along with savings made by VEF. Any balances are expected to become obligated during the life-cycle of VEF as VEF continues to manage its programs and implement or conclude its various projects, while costs continue to increase as a result of annual inflation.

As of the end of FY 2009, VEF had a positive balance of **\$4,774,374** due to the carryover amount from previous fiscal years. Thus, VEF had a total of **\$9,774,374** available for obligations in FY 2010. The VEF Board of Directors approved a **budget of \$5,615,754 for FY 2010**, encompassing October 1, 2009, to September 30, 2010 ([Appendix 4: Fiscal Year 2010 Budget Approved by the VEF Board of Directors](#)). Of this total, **\$3,403,937** (61%) was allocated as direct costs related to VEF educational exchange programs and capacity building projects. The remaining 39% included the following: contracts, personnel salaries and benefits, rent and utilities, supplies and materials, and travel. The Board of Directors approved for funds remaining from the Vietnam Open Courseware (VOCW) project to be transferred to the VEF Alumni Conference.

VEF continues to maintain a conservative and disciplined approach to budgetary matters. Regarding oversight of VEF's financial condition as per the requirements of the U.S. Federal Government Office of Management and Budget (OMB), an **annual financial audit** was performed by Martin & Wall, P.C., Certified Public Accountants, located in Washington, D.C. The FY 2010 independent auditors' ([Appendix 5: Auditor's Report \(FY 2010\), including VEF Financial Statements](#)) stated the following positive results:

- *The financial statements are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles.*
- *No material weaknesses in internal control over financial reporting (including safeguarding assets) and compliance with laws and regulations.*

- *No reportable noncompliance with laws and regulations we tested.*¹

Attached to the auditors' report and included in Appendix 5 herein are the following VEF financial statements, which are part of the auditors' report package:

1. Balance Sheet (As of September 30, 2010 and 2009)
2. Statement of Net Cost (For the Years ended September 30, 2010 and 2009)
3. Statement of Changes in Net Position (For the Year ended September 30, 2010)
4. Statement of Changes in Net Position (For the Year ended September 30, 2009)
5. Statement of Budgetary Resources (For the Years ended September 30, 2010 and 2009)

During FY 2011, VEF expects to receive its full funding amount of \$5 million and to have a total of **\$10,320,204** available for obligations in FY 2011. This is calculated by adding the \$5 million appropriated funds to the expected carryover amount from previous fiscal years of **\$5,320,204**. VEF had an approved **FY 2011 budget of \$5,843,599**, authorized by the VEF Board of Directors at its July 16, 2010, Board meeting. Of the total obligations, **\$2,241,000** (38%) was obligated for the estimated 2010-2011 academic year costs (grants paid to U.S. universities) for VEF Fellows while **\$3,602,599** was obligated for other support activities for VEF Fellows as well as for the other VEF educational exchange programs, activities, and operations. VEF must pay to a host university a grant of \$27,000 for each of the first two years of graduate school for each new Fellow because of the fixed cost-sharing arrangements with U.S. universities. The university supplements this VEF grant in order to cover all required academic and living expenses.

To assist in financial matters, VEF **contracts the U.S. General Services Administration (GSA)** to carry out essential support functions, including human resources and payroll for the U.S. office staff, accounting, and legal services. VEF uses accrual accounting in accordance with the U.S. Office of Management and Budget (OMB) policies on Federal Government financial management. Using this accounting method, revenues are recognized when earned, and expenses are recognized when a liability is incurred, without regard to receipt or payment of cash.

VEF EDUCATIONAL EXCHANGE PROGRAMS

VEF educational exchange activities are conducted generally as part of one of the following VEF programs:

1. **Fellowship Program**, which sends Vietnamese nationals to the United States for graduate study;
2. **Visiting Scholar Program**, which supports Vietnamese nationals, who already hold a doctorate, to further develop their professional skills through studies, research, and/or observational activities at leading U.S. academic institutions; and
3. **U.S. Faculty Scholar Program**, which supports American professors to teach courses at Vietnamese institutions for one to two semesters by teaching on-site in Vietnam or by teaching via interactive, real-time videoconferencing from the United States.

These VEF programs have been highly successful and serve as first-rate models of quality.

¹ Quoted from page 1 of the *Independent Auditors' Report* (Appendix 5).

FELLOWSHIP PROGRAM

The flagship VEF program, serving as the primary educational exchange activity for VEF, is the VEF Fellowship Program, focusing on graduate education in the fields supported by VEF. While VEF supports master's degree students, the preference is for those seeking doctoral degrees because the higher degree provides more in-depth study and research in one's field. In this way, VEF is helping to provide Vietnam with the highest trained individuals possible. Furthermore, a doctorate would typically place individuals in more significant, decision-making positions when they return to Vietnam. Since the beginning of the Fellowship Program in 2003, VEF has selected and placed a total of **341 outstanding Vietnamese nationals at 76 top graduate schools across the United States**. These Fellows were chosen from a large pool of Vietnamese applicants through a competitive and transparent process. VEF engages the National Academies of the United States to assist in the selection process. Final selection is based on the applicant's academic background and skills as well as potential to contribute to the scientific and technological development of Vietnam.

TOTAL NUMBER OF VEF FELLOWS

To date, the community of 341 VEF Fellows placed in U.S. universities consists of **eight cohorts**. Identified by the academic year during which the Fellows began their U.S. university studies, the VEF Fellowship cohorts consist of the following groups:

1. 2003 cohort: 19 Fellows
2. 2004 cohort: 82 Fellows
3. 2005 cohort: 51 Fellows
4. 2006 cohort: 37 Fellows
5. 2007 cohort: 40 Fellows
6. 2008 cohort: 38 Fellows
7. 2009 cohort: 39 Fellows
8. 2010 cohort: 35 Fellows

A higher number of Fellows than usual were accepted for the 2004 cohort, due to the large amount of funds that were available after the VEF legislation was enacted in 2000. These funds had not been used because operations did not start until 2003. Since operations began, the average number of Fellows selected per year can be calculated at 43 (341 Fellows/8 cohorts).

While 40 Fellows have been selected each year since 2006, the final numbers in cohorts 2006, 2008, 2009 and 2010 are lower because Fellows have dropped out for personal or other reasons, i.e., receiving another scholarship or other funding. VEF has a backup for filling vacancies (Process B) through early April. However, VEF Fellowships that become vacant after April typically cannot be filled by Process B candidates since these candidates have already been notified by VEF of their status by mid-April and since U.S. universities by mutual agreement make final funding commitments to applicants by April 15. Therefore, Process B candidates would have already notified the U.S. university that they did not receive a VEF Fellowship. With the additional funds available, the VEF Board of Directors decided to increase the number of Fellowships per year from 40 to 45 starting from the 2011 cohort.

GRADUATES

Most VEF Fellows are in Ph.D. programs, requiring generally 5 years for completion. While some Fellows may need more time to complete their doctorates, VEF urges completion within a five-year timeframe. If they must extend beyond 5 years to complete their degree, they must be fully supported by their U.S. university. As all Fellows are on J-visas, they are eligible for **Academic Training** in the United States, which provides real work experience that is directly related to one's field of study. VEF encourages Fellows to pursue Academic Training (AT) after completion of their degree. Fellows completing a master's degree are eligible for up to 18 months of AT, while Fellows in cohorts 2003-2009 completing a doctorate are eligible for up to 36 months of AT. Beginning with the 2010 cohort, the maximum AT allowable by VEF for all Fellows is 18 months, which was decided by the Board of Directors as a means to urge an earlier return to Vietnam.

As of September 2010, **120 (35%) of the 341 VEF Fellows have completed graduate degrees:** 70 doctoral degrees (58%) and 50 master's degrees (42%) [[Appendix 6: Graduates \(120\) as of September 2010](#)]. To summarize the status of these 120 graduates:

- ✓ **Thirty-two (32)** (27%) are continuing their academic program in the United States by pursuing Academic Training (AT) under VEF visa sponsorship.
- ✓ **Seventy (70)** (58%) have returned to Vietnam:
 - Twenty-seven (27) (39%) are working in the academic sector.
 - Twenty-six (26) (37%) are working in the corporate sector.
 - Seven (7) (10%) have positions in the development sector.
 - Two (2) (3%) are heading their own private companies.
 - Eight (8) (11%) have just returned or are working as freelancers.
- ✓ **Eight (8)** (7%) have continued on to doctoral degrees and/or research programs with other sources of funding or are on J-2 dependent status in the United States.
- ✓ **Ten (10)** (8%) are working outside of Vietnam.

All VEF Fellows are on J visas that require a two-year home residency requirement. After completion of their VEF academic program, they cannot re-enter the United States on an immigrant or work visa for two years.

ENROLLMENTS AS OF FALL 2010

As of the fall 2010, **218 VEF Fellows were enrolled** in graduate programs in the United States [[Appendix 7: VEF Fellows \(218\) Enrolled in U.S. Universities as of Fall 2010](#)].

- Most Fellows (**95%**) are pursuing a **doctorate degree** while some (5%) are pursuing a master's degree.
- **Females number 30% and males 70%.**
- These 218 Fellows of cohorts 2003 through 2010 are attending **58 top-level U.S. universities** [[Appendix 8: U.S. Universities \(58\) and Departments \(143\) of VEF Fellows Enrolled](#)]. The majority of universities (**84%**) are members of the **VEF Alliance with 86% of the Fellows enrolled**, and the rest (16%) are non-Alliance universities with six percent of the Fellows (6%). In some cases, the particular divisions or departments at the Alliance schools are not included in the VEF Alliance cost-sharing agreement. Eight

percent (8%) of the VEF Fellows are studying in these particular divisions or departments.

- The enrollees are studying in nearly **70 different fields**.

The Vietnam Education Foundation (VEF) provides Professional Development Grants¹ to assist VEF Fellows (\$1000 annually) and Visiting Scholars (\$300 monthly) to pay for a multitude of items related to their own professional development in their field of study. (For a complete description, including limitations and permitted uses, see [Appendix 9: Professional Development Grant \(PDG\) Funds](#), which is issued to U.S. universities hosting VEF Fellows and/or Visiting Scholars.) VEF arranges for the U.S. host university or institution to disburse VEF Professional Development Grant (PDG) funds to VEF Fellows and Visiting Scholars on behalf of VEF.

FELLOWSHIP APPLICATION PROCESS (COHORT 2011)

To apply for a Fellowship, VEF provides two different paths, Process A and Process B, as described in the announcement for the 2011 Fellowship Program ([Appendix 10: Announcement of VEF Fellowship Program for Cohort 2011](#)), which was posted in the fall 2009. The 2011 Fellowship Program finalists were interviewed in August 2010 and, thus, are described in this reporting period. As with all VEF fellowship and grant awards, the VEF Board of Directors must approve all final Fellowship recipients. The following describes the Fellowship selection process for the ninth cohort of Fellows to begin in fall 2011. These Fellows are known as cohort 2011 Fellows.

Vietnamese nationals, who have not yet applied to a U.S. university, may apply for a VEF Fellowship through **Process A**, which begins nearly two years before potential enrollment and involves the following:

- Submission to VEF of standardized test scores, including the general Graduate Record Exam (GRE) and evidence of English language competence, such as the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or graduation from a post-secondary degree program in an English-speaking country;
- Technical review of the application by the National Academies under contract with VEF;
- Oral Exam/Interview Orientation, conducted by VEF for finalists to be interviewed; and
- Oral Exam/Interview conducted in Vietnam by American scientists and engineers, organized by the National Academies (one year before the intended U.S. university enrollment).

For the **Oral Exam/Interview Mission**, held in Vietnam in August 2010, the 2011 VEF Fellowship **selection review panels consisted of 11 American scientists/experts** ([Appendix 11: U.S. Review Panels for VEF Oral Exam/Interview Mission August 2010](#)), who served as examiners to recommend Fellowship finalists. The intensive 45-minute individual interview is conducted entirely in English by two panelists, who must unanimously agree on each recommended candidate.

¹ The term "grant" is an internal term used by VEF and does not imply any particular definition or associated practices that the host university/institution may have for their reference to the same term.

Eighty (80) finalists were invited to interview for the 2011 VEF Fellowship Program, out of 290 initial registrants, who started the application process in the fall of 2009. Of these 80, five dropped out for personal reasons. In the end, 75 individuals completed the Oral Exam/Interview. The top 45 interviewees were recommended to receive VEF Fellowships to begin graduate studies in the fall of 2011.

VEF provides further support to these Process A finalists, who are considered nominees¹

- University Application Orientation sessions, conducted by VEF; and
- Financial support from VEF for the following:
 - Editorial review of a personal essay to be submitted as part of the application to U.S. universities;
 - Submission of standardized score reports for up to five U.S. universities; and
 - Application fees for up to five U.S. universities that are not members of the VEF Alliance (described below).

With such support from VEF related to university applications, Process A nominees submit and monitor their applications to U.S. universities on their own. Then, all nominees submit to VEF their final U.S. university admission letter(s) and the VEF form completed by the U.S. university, indicating acceptance of the VEF financial terms.

The second path for a VEF Fellowship is through **Process B** and is for Vietnamese nationals, who have succeeded in gaining admission to a leading U.S. university on their own without prior reviews and interviews conducted and organized by the National Academies under contract with VEF. Process B involves the following:

- Submission of completed VEF application and U.S. university admission letter;
- Technical review of the application by the National Academies;
- Submission of the VEF form completed by the U.S. university, indicating acceptance of the VEF financial terms; and
- Phone interview by select staff of VEF and the National Academies.

For the 2011 cohort, successful finalists from Process B fill the slots of any of the 45 Process A nominees, who drop out or who do not succeed in getting a U.S. university admission. In essence, Process B finalists serve as alternates. They are ranked by priority order according to the top successful candidates, and the slots from Process A that become available are filled by rank order from the Process B alternates list.

The final list of recommended Fellowship recipients includes both nominees from Process A, who received university admissions, and the successful finalists from Process B. This list is presented to the VEF Board of Directors for their final approval of Fellowship recipients during the April Board meeting before the fall term in which the new Fellows are expected to enroll.

¹ Top interviewees, who are recommended by the American panelists to receive a VEF Fellowship, are considered *nominees*, as they have been nominated for a Fellowship, but they still need to be admitted to a U.S. university before they are approved as a VEF Fellow.

VEF ALLIANCE AND VEF FINANCIAL SUPPORT

In 2005, in order to achieve the cost-sharing mandate of the VEF legislation, VEF conducted a major campaign to establish cost-sharing agreements with U.S. universities to host VEF Fellows. This community of academic institutions, known as the **VEF Alliance**, consists of leading U.S. universities that share in the VEF mission and that benefit from its success. As of September 2010, the VEF Alliance consisted of **106 leading American universities** [[Appendix 12: VEF Alliance \(106 Universities\)](#)].

The aim is for VEF to collaborate in finding and bringing the best scholars from Vietnam to the Alliance universities through the VEF Fellowship Program and, upon request, to introduce the U.S. universities to Vietnamese universities and other contacts in Vietnam. Institutions that sign the Memorandum of Understanding (MOU) agreement with VEF are designated as members of the VEF Alliance. While VEF targeted major research universities, any accredited U.S. university with graduate programs in fields supported by VEF may join the VEF Alliance.

To clarify VEF financial support to U.S. universities, VEF provided an explanatory letter of the **financial support provided to VEF Fellows** ([Appendix 13: Letter to Graduate Schools Summarizing Fellowship Support](#)) for all nominees (final candidates for the 2010 Fellowship cohort) to submit to each U.S. university to which they applied during the fall of 2009 and early spring of 2010, which are timeframes included in this reporting period. This 2010 cohort of Fellows were new enrollees as of the Fall 2010.

In brief, as a **cost-sharing arrangement**, VEF pays an annual grant of \$27,000 to the university for each Fellow for the first two years. In exchange, the university provides all required tuition, fees, health insurance, and a monthly stipend for twelve months each year. The stipend must be equal to what a typical graduate student in the specific department would receive. If the monthly stipend is not sufficient to cover required books and equipment, the university provides an appropriate supplementary allowance to the Fellow. By the third year of a graduate program, the Fellow is expected to be fully supported by the university through assistantships and/or other university funding.

In addition, VEF provides an annual Professional Development Grant (PDG) to Fellows. During this reporting period, the amount for the PDG was changed. For the PDG funding in effect through the Academic Year 2008-09 for the third through the fifth years of doctoral study, VEF paid \$3,000 directly to a doctoral Fellow, who was supported fully by his/her university. As of fall 2009, the PDG was changed to \$1000 per year for up to 2 years for a Fellow in a master's degree program and up to 5 years for a Fellow in a doctoral program, as already mentioned earlier and described in Appendix 9. All universities and Fellows were advised in advance of the change in PDG funding, approved by the VEF Board of Directors.

Furthermore, VEF provides additional financial support for each Fellow as follows:

1. All costs related to the Pre-Departure Orientation conducted in Vietnam by VEF, costs for the visa application (if any), and costs for a physical exam and inoculations that are required by the U.S. university, most of which are completed in Vietnam prior to departure to the United States.

2. All costs related to pre-academic English language training, if required by the university. Such English as a Second Language (ESL) courses must be conducted on the admitting university's campus during the summer prior to the first fall semester start date. However, a specific performance level in the ESL training cannot be a condition of admission. VEF does not fund ESL at any other time.
3. Economy-class airfare from Vietnam to the primary airport nearest the Fellow's University and return economy-class airfare to Vietnam at the end of the Fellow's academic program.
4. Settling-in allowance of \$500 given directly to the Fellow during the VEF Pre-Departure Orientation in Vietnam to help cover personal incidental expenses in the United States.
5. Temporary medical emergency insurance for 30 days, which begins on the day of the Fellow's departure from Vietnam and serves as an interim insurance to assure time for the Fellow to secure more permanent health/medical insurance required of all international students in the United States.
6. All costs related to the VEF Annual Fellows and Scholars Conference in the United States while the Fellow is enrolled or on Academic Training.

For universities that are **not members of the VEF Alliance** and that admit a VEF Fellow, VEF requires the **same funding arrangements** as for an Alliance school. With cost-sharing in place as a fixed funding mechanism and with clear parameters regarding other funding provided by VEF to the Fellow, VEF can confidently project the financial costs for the Fellowship program each year.

GRANT LETTER FOR VEF FELLOWS OF COHORT 2010

VEF issued to each new Fellow of the 2010 cohort a comprehensive **grant letter** ([Appendix 14: Terms and Conditions of the Fellowship Grant](#)), covering the duration of each individual's academic program in the United States. The obligations of the Fellow are detailed in the grant letter agreement with VEF, which is initialed throughout and signed by each Fellow to acknowledge his/her understanding and acceptance of the terms and conditions of the Fellowship grant. The grant letter serves as an important reference for the requirements of the Fellowship and includes the Fellow's specific obligation to return to Vietnam along with their dependents at the completion of the Fellow's academic program.

SUMMARY

The **VEF Fellowship Program** continues to be highly successful in its recruitment and selection process as well as in its university admissions and cost-sharing financial arrangements. VEF independently manages all immigration and financial matters, thus providing greater control and quality outcomes. Through its various Fellowship activities, VEF continues to build a spirit of community and solidarity among its Fellows in order to help them sustain professional and personal support systems while in the United States and when they return to Vietnam. With continuity of programmatic efforts and very well-organized systems and management, the Fellowship Program is on extremely firm footing and is recognized by U.S. universities as well as by Vietnamese entities as a high-quality program.

VISITING SCHOLAR PROGRAM

The VEF Visiting Scholar Program is in its fourth year, having begun its first placements at U.S. universities during the Academic Year 2007-2008. Its purpose is to provide Vietnamese nationals, who already hold a doctorate in fields supported by VEF, with short-term professional development opportunities at U.S. academic institutions.

The Visiting Scholar Program supports **post-doctoral professional development**, as described in the announcement to recruit the 2010 cohort ([Appendix 15: Announcement - Visiting Scholar Program for Cohort 2010](#)). The professional development may include studies, research, and/or observational activities at a leading U.S. academic institution. These **self-designed programs**, which are arranged under the guidance of U.S. professors serving as mentors, are between five and 12 months in length and may include formal courses, workshops, seminars, laboratory or field research, and other types of professional development activities. Upon returning to Vietnam, the Visiting Scholar must use the knowledge and skills acquired in the United States to train others. Thus, the Visiting Scholar Program is considered a training-of-trainers (TOT) program.

The U.S. National Academies assists in the application and selection process of the Visiting Scholar Program. Selection of Visiting Scholar applicants is highly competitive and is based on the following criteria, listed in chronological sequence of expectations:

- ✓ Academic and professional merit of the candidate
- ✓ Quality of the proposed professional development program
- ✓ Expected outcomes
- ✓ Breadth of the proposed TOT activities upon return to Vietnam
- ✓ Potential of future contributions to Vietnam

TOTAL NUMBER OF VISITING SCHOLARS

As of the fall 2010, VEF had awarded grants to **29 Visiting Scholars** whose fields of study mirror those supported by VEF. To date, the numbers of Visiting Scholars in each cohort are as follows:

1. 2007 cohort: 12 Visiting Scholars
2. 2008 cohort: 7 Visiting Scholars
3. 2009 cohort: 7 Visiting Scholars
4. 2010 cohort: 3 Visiting Scholars

Of the seven Visiting Scholars in the 2009 cohort, six had already returned to Vietnam by September 30, 2010, while one was scheduled to complete her program by mid-October 2010 and two have extended their training periods to June and August 2011 under VEF's visa sponsorship with financial support from the host universities.

For the Academic Year 2010-2011, VEF awarded three Visiting Scholar grants [[Appendix 16: VEF Visiting Scholars \(3\) of Cohort 2010](#)]. In Vietnam, the Visiting Scholars work as university lecturers, administrators, or as researchers at research institutes. The 2010 cohort of Visiting

Scholars are in self-designed professional training programs at three different U.S. universities. One Visiting Scholar has a training period of five (5) months; another has a training period of eleven (11) months; and yet another will be doing training for twelve (12) months. One of the three Visiting Scholars is female. The 2010 cohort of Visiting Scholars is expected to finish their post-doctoral programs in the United States by October 2011.

GRANT LETTER FOR VISITING SCHOLARS OF COHORT 2010

VEF issued a comprehensive **grant letter** for each Visiting Scholar, which specifies the duration of the training program and the obligations of the Scholar ([Appendix 17: Terms and Conditions of the VEF Visiting Scholar Grant for Cohort 2010](#)). Serving as a reference for the specific terms of the Visiting Scholar Program, the grant letter is initialed throughout and signed by the Visiting Scholar to acknowledge the agreement with VEF. The letter also states the responsibilities of the Visiting Scholar, including the obligation for the Visiting Scholar and his/her dependents to return to Vietnam at the completion of the training program.

VEF provides the following **financial support** for the Visiting Scholar in cohort 2010:

1. Pre-departure health check in Vietnam and any vaccinations required by the U.S. host institution;
2. Expenses to participate in the VEF Pre-Departure Orientation;
3. Settling-In Allowance of \$500;
4. Round-trip economy air ticket from Vietnam to the U.S. academic institution and return;
5. Required health/medical insurance in the United States;
6. Stipend of \$2300 per month, or pro-rated for any partial month, to cover living expenses (i.e., lodging, meals, local transportation, and incidentals);
7. Professional Development Grant of \$300 per month to cover professional expenses, such as, books, journal subscriptions, professional memberships, and equipment; and
8. Expenses to attend the VEF Annual Fellows and Scholars Conference in the United States during the grant period.

SUMMARY

The **Visiting Scholar Program** meets the VEF legislative mandate by responding to the establishment of the post-graduate program indicated in the legislation: *...Vietnamese nationals can undertake graduate and post-graduate level studies in the sciences (natural, physical, and environmental), mathematics, medicine, and technology (including information technology) in the United States.*¹ Though the Visiting Scholar Program provides only a small number of grants each year, the program has a more immediate impact. Specifically, Visiting Scholars pursue their programs in the United States for no longer than one year and must share their knowledge gained in the United States when they return to Vietnam, as required in the Training-of-Trainers component of the Visiting Scholar Program.

VEF considers the Fellows and Visiting Scholars as two closely-related groups of skilled scientists and professionals. They are not only instrumental in the continuing development of

¹ Quoted from Sec. 202. (1) (A) of P.L. 106-554, Title II – Vietnam Education Foundation Act of 2000.

science and technology in Vietnam, but with their U.S. experience, they will also help to build the relationship between the United States and Vietnam through their academic and professional ties and through their naturally sharing their experiences in the United States with the Vietnamese. Fostering a strong community and on-going solidarity among the Fellows and Visiting Scholars is an extremely important goal. Such cooperative professional relationships are essential to moving Vietnam forward globally in the arenas of science, engineering, mathematics, medicine (including public health), and technology.

U.S. FACULTY SCHOLAR PROGRAM

The U.S. Faculty Scholar Program fulfills the VEF legislative mandate as stated in the VEF Act: *...United States citizens can teach in the fields [supported by VEF] in academic institutions in Vietnam.*¹ As a result, the U.S. Faculty Scholar Program was developed with three main goals in mind:

- To help build capacity in Vietnam in science, engineering, mathematics, medicine, and technology through teaching and related research activities;
- To help Vietnamese institutions address specific educational needs, including curriculum development, integration of research opportunities, identification of student learning outcomes, and evaluation; and
- To build positive relationships between U.S. and Vietnamese higher education institutions and faculty members that would lead to sustainable partnerships.

Funding of **up to \$55,000 for each grant** is available for up to five (5) Faculty Scholars each year. Besides the grant, VEF pays expenses for the Faculty Scholars to participate in the VEF Annual Fellows and Scholars Conference held at a U.S. university from January 3 -5 during the Academic Year of their Faculty Scholar grant period.

The U.S. Faculty Scholar teaches one or more **courses in English** for a minimum of one or two terms (fall and/or spring) at the Vietnamese university or universities. The teaching can be either **on-site in Vietnam or by interactive, real-time videoconferencing** from the United States. In the latter case, the Faculty Scholar must visit the Vietnamese host institution(s) for at least one week at the beginning and at the end of the teaching program. The Vietnamese host institutions serve as the Vietnamese visa sponsor for the American Faculty Scholars. VEF serves as the organizer and sponsor for this project while the Vietnamese host institution(s) and the cooperating U.S. institution collaborate with the U.S. Faculty Scholar to execute a successful teaching program.

The applicant for the U.S. Faculty Scholar grant submits a proposal to VEF through an online application. The Call for Proposals for the 2010 U.S. Faculty Scholar Grants ([Appendix 18: Call for Proposals for U.S. Faculty Scholar Grants for Cohort 2010](#)) was advertised widely throughout the United States and Vietnam through print media as well as email notifications to VEF contacts, program participants, and Alumni. VEF engages the U.S. National Academies to help select the best-qualified U.S. Faculty Scholar applicants.

¹ Quoted from Sec. 202. (1) (B) of P.L. 106-554, Title II – Vietnam Education Foundation Act of 2000

TOTAL NUMBER OF U.S. FACULTY SCHOLARS

As of the fall 2010, VEF has awarded grants to **12 U.S. Faculty Scholars** ([Appendix 19 Total Number of U.S. Faculty Scholars as of Fall 2010](#)), one of whom received two grants (one in 2009 and another in 2010). To date, the numbers of Faculty Scholars in each cohort are as follows:

1. 2008 cohort: 4 Faculty Scholars
2. 2009 cohort: 3 Faculty Scholars (2 grants as 2 Faculty Scholars taught as a team)
3. 2010 cohort: 6 Faculty Scholars (One Scholar of the 2010 cohort deferred to Cohort 2011.)

To date, the majority of Faculty Scholars (50% = 6/12) have taught via videoconferencing from the United States; 40% (5/12) have taught on-site, face-to-face in Vietnam; and one Faculty Scholar (10% = 1/12) has used both teaching methods, face-to-face and videoconferencing.

GRANT LETTER FOR FACULTY SCHOLARS OF COHORT 2010

As with all VEF Exchange Visitors, VEF provides a description of the terms and conditions of the agreement, known as the grant letter, to carry out the intended program, which, in this case, is the grant letter, individualized for each Faculty Scholar, ([Appendix 20: Terms and Conditions of the U.S. Faculty Scholar Grant Cohort 2010](#)). The grant letter serves as an agreement, initialed throughout and signed by the Faculty Scholar, to complete the teaching program and related plans, as presented in the proposal and approved by the VEF Board of Directors, and to abide by the final grant budget, as updated after discussions with the VEF Executive Director and Director of Finance, Accounting, and Administration.

A Press Release in July 2010 ([Appendix 21: Press Release – U.S. Faculty Scholars of Cohort 2010](#)) provided the public with brief details on the third group of VEF U.S. Faculty Scholars. The third cohort of U.S. Faculty Scholars is designated as cohort 2010 as their teaching will take place during the academic year 2010-2011. The 2010 cohort consists of six (6) American professors: two (2), who are teaching on-site in Vietnam for the full academic year; two (2), who are teaching via videoconferencing; one (1), who is teaching both on-site and via video conferencing; and one (1), who is teaching via video conferencing and was approved to defer to Cohort 2011.

The pre-departure U.S. Orientation for the 2010 cohort of U.S. Faculty Scholars was held on June 28, 2010, at the VEF U.S. headquarters office. Topics included presentations by each Faculty Scholar on their teaching program; a discussion of individual experiences in Vietnam, providing insights on what to expect and how to handle various situations; a review of the U.S. Faculty Scholar grant letter *Terms and Conditions*; and a discussion of the financial arrangements for the grant.

The arrival Orientation in Vietnam was held in Hanoi at the VEF Hanoi Field office for the 2010 cohort on two separate occasions—on August 6 and on December 23, 2010—to accommodate the different schedules of the U.S. Faculty Scholars. To enhance the information presented during the U.S. Orientation, the U.S. Faculty Scholars were briefed further about teaching and

living in Vietnam. In addition, to get further insights into Vietnam and to be introduced to significant entities in Vietnam, the Faculty Scholars met with representatives of the U.S. Embassy, with the Executive Director of the American Chamber of Commerce, and with representatives of the Vietnamese Ministry of Education and Training (MOET) and of the Ministry of Science and Technology (MOST).

SUMMARY

The U.S. Faculty Scholar Program is a successful educational exchange program, bringing high-level American professors, who are at least at the Associate Professor level or above, to teach at Vietnamese universities for at least one full semester. Through the efforts of the Faculty Scholars, VEF is building strong links between the higher education communities of the United States and Vietnam and, thus, is meeting the mission of VEF to build the relationship between the two countries.

PROGRAMS IN GENERAL

PRE-DEPARTURE ORIENTATION

To help with the success of new VEF Fellows and Visiting Scholars and to meet the requirements of the U.S. Department of State Exchange Visitor Program, VEF provides a **Pre-Departure Orientation** (PDO) for all VEF Fellows and Visiting Scholars prior to their departure from Vietnam. The purpose of combining the post-doctorate Visiting Scholars with VEF Fellows, who will be graduate students, is to begin significant networking among Vietnamese scientists, which is expected to continue when both groups return to Vietnam. Furthermore, while differences in age and professional position typically exist between the Visiting Scholars and Fellows, both groups need to learn about the multitude of issues that an international student/scholar encounters when living in the United States and about how American academia works.

The PDO is considered an important step in facilitating the new Fellows' and Visiting Scholars' transition to American culture and to U.S. campus life. VEF organizes the intensive PDO in two sections:

1. A team-building event focusing on challenging outdoor experiential activities; and
2. Formal interactive presentations focusing on cultural and academic issues.

For the 2010 cohort, VEF organized the PDO in Dalat and Ho Chi Minh City, Vietnam, from June 10-16, 2010 ([Appendix 22: Pre-Departure Orientation: Outdoor Team-Building and Interactive Presentations](#)). Commencing with the **team-building event** held at Tuyen Lam Lake in Dalat, the first three days consisted of outdoor games and activities organized by Embers Ltd., an American company contracted by VEF, with extensive experience providing such training in Vietnam. Through physical activities, the Fellows and Visiting Scholars were able to experience in a non-intellectual way the following challenges, preparing them better for real-life situations in the United States:

- ✓ How to achieve success consistently;

- ✓ How to engage quickly in a new experience;
- ✓ How to manage time effectively; and
- ✓ How to work together cooperatively.

The PDO experiential activities were organized to give the Fellows and Visiting Scholars self-confidence in situations that imitate issues encountered in the transition to a new culture and environment and that mirror conditions in the highly competitive American academic environment. One goal of the team-building exercises is to break down perceived differences in age, gender, and socio-economic position, so that everyone can learn how to work as a team and contribute to the good of the group.

The final three days of the PDO were held at the New World Hotel, Ho Chi Minh City. VEF invited select Alumni as well as current Fellows, who were in Vietnam at the time, to join this section of the PDO to share their experiences. In addition, representatives from the U.S. Consulate General in Ho Chi Minh City were invited to advise on immigration matters. This dynamic **cultural and academic portion** of the orientation consisted of interactive presentations, lectures, and discussions, which included the following topics:

- Academic life (i.e., advisers, campus orientations, course choices, grading, graduate assistantships, language assistance, and planning toward a thesis/dissertation);
- Campus life (i.e., bank accounts, health and well-being, housing, social life, and travel);
- Cultural differences;
- Funding;
- Regulations for J-visa holders; and
- VEF policies.

During the PDO, a creative interactive session was organized by a public relations company (Vietnam Center Point, Education and Media Group) contracted by VEF to help promote VEF and its programs. The session was arranged so that reporters from national and local newspapers and from TV and radio stations could speak directly with the 2010 Fellows and Visiting Scholars and their family members, who were organized into small groups by VEF. As a result, 27 articles were published in internet media sources and 13 in print newspapers while three video and audio clips were broadcast.

ANNUAL VEF FELLOWS AND SCHOLARS CONFERENCE

VEF continues to build a spirit of community and solidarity among VEF Fellows and Scholars to help them sustain professional and personal ties while in the United States and when they return to Vietnam. As one means to this end, VEF organizes an annual conference in the United States so that VEF and its Fellows, Visiting Scholars, and U.S. Faculty Scholars can interact with each other and with the U.S. scientific community. Complementary to, and separate from, VEF efforts, the VEF Fellows and Scholars Association (VEFFA), created and maintained by VEF Fellows as a 501c3, helps to build the Fellows and Scholars community as an ongoing not-for-profit organization. Therefore, VEF, who also was the instigator of VEFFA, provides some time to VEFFA in the conference agenda for their organizational endeavors.

The seventh **VEF Annual Fellows and Scholars Conference** took place in Troy, New York, January 3-5, 2010 ([Appendix 23: 7th VEF Annual Fellows and Scholars Conference Agenda](#)). This was the first time that the VEF Annual Conference was organized without the assistance of the National Academies, but with the assistance of a host VEF Alliance institution instead, namely, Rensselaer Polytechnic Institute (RPI). The conference offered opportunities for professional career development, networking, and scientific discussion. The gathering also provided casual interaction through optional recreational activities and through a Gala Dinner that included cultural entertainment and awards organized by the Fellows. The comprehensive conference agenda included the following:

- Remarks by the Vice Minister of the Vietnam Ministry of Science and Technology;
- Remarks by the Director General of the Vietnam International Education Department, Vietnam Ministry of Education and Training (via videoconference);
- Motivational talks by U.S. and Vietnamese leaders in the corporate, entrepreneurial, and academic sectors;
- Sessions on returning to Vietnam, entitled *All the Ways Home*;
- Lunch discussions for VEF U.S. Faculty Scholars to meet with VEF Fellows and Visiting Scholars;
- Scientific presentations by RPI faculty;
- Scientific Sessions, bringing Fellows and Visiting Scholars together in the same fields to present and discuss their research activities;
- Leadership workshops facilitated by faculty members of the Rensselaer Archer Center for Student Development;
- Forum with members of the VEF Board of Directors;
- Job Fair; and
- VEF Fellows and Scholars Association (VEFFA) Roundtables and VEFFA Business Meeting.

As a service to VEF Fellows and Visiting Scholars, VEF organized the **Job Fair** for the third year. VEF invited corporate entities doing business in Vietnam and Vietnamese academic institutions to attend the Annual Conference and have a separate table in order to display materials and have discussions with conference participants. Organizations had the opportunity to discuss their company or institution, including working conditions and future job opportunities for returning Fellows. The following six organizations were represented with a total of 12 individuals in their various delegations (the number of delegates is given in parentheses):

1. Ho Chi Minh City University of Industry (1)
2. Institute for Computational Science & Technology (1)
3. Institute for Technology Development Media and Community Assistance (IMC) (3)
4. Tan Tao University (1)
5. Vietnam Academy of Science and Technology (4)
6. VinaGame Corporation (2)

Notable was the *All the Ways Home* session, which was organized for the third year at the conference and was designed to encourage significant discussions among the Fellows about their plans to return to Vietnam, including issues and concerns as well as solutions. Following the plenary session were presentations on the following topics:

- ✓ Entrepreneurship

- ✓ Academic Careers
- ✓ Vietnam Developments and Successes

OPERATIONS AS A SPONSOR OF AN EXCHANGE VISITOR PROGRAM

VEF is a designated sponsor of the Exchange Visitor Program No. G-3-10180, for which VEF received initial approval on February 10, 2005. To manage the Exchange Visitor operations, VEF has a full-time Senior Program Officer, serving as the official Responsible Officer (RO) as well as a full-time Program Associate, serving as the Alternate Responsible Officer (ARO), both housed in the U.S. Headquarters. In addition, as a backup, the Executive Director is designated as an ARO and serves when needed. Their role involves managing all matters related to immigration and visas for Vietnamese nationals, who are Exchange Visitors under VEF sponsorship.

The RO and ARO regularly use the U.S. government Student and Exchange Visitor Program (SEVP) web-based technology, known as the **Student and Exchange Visitor Information System (SEVIS)**, which tracks and monitors VEF Fellows, Visiting Scholars, and their dependents throughout the duration of their approved programs in the United States. SEVIS is under the authority of the U.S. Immigration and Customs Enforcement (ICE), a federal government agency in the U.S. Department of Homeland Security (DHS).

Related to immigration matters, in an effort to further enhance VEF operations and management of VEF program participants, on July 27, 2010, the Executive Director issued a newly developed Policy on Program Extensions to all VEF program participants ([Appendix 24: Policy on Program Extensions](#)).

SECOND VEF ALUMNI CONFERENCE

As of July 2010, VEF had a network of 135 Alumni: 108 Fellows, 20 Visiting Scholars, and 7 U.S. Faculty Scholars. The figure for Fellows includes the VEF Fellowship graduates, who are still in the United States and currently are engaged in post-degree completion Academic Training or are continuing under VEF sponsorship or other sponsorship in further higher degree programs. For those VEF Alumni, who had already returned to Vietnam [a total of seventy (70) had returned as of the end of this reporting period], VEF organized an Alumni Conference in Vietnam, which has now been established as an annual event.

The 2nd VEF Alumni Conference was held August 13-15, 2010, in Vung Tau and Ho Chi Minh City and had the theme of *Building a Strong VEF Alumni Network* ([Appendix 25: 2nd VEF Alumni Conference Agenda](#)). VEF organized the Conference in two sections:

1. Outdoor experiential activities on Saturday, August 14, in Vung Tau; and
2. Interactive presentation and discussion sessions on Sunday, August 15, in Ho Chi Minh City.

Among nearly 90 attendees, the Conference attracted 65 VEF Alumni, of whom 47 were past Fellows and 18 were past Visiting Scholars.

One of the primary purposes of the 2nd VEF Alumni Conference was to offer opportunities for VEF Alumni to come together to strengthen the VEF Alumni Network and discuss how they could further enhance their contributions to Vietnam, continue to network, and build on their professional development for their careers. In this way, the Conference serves as a forum to share knowledge, facilitate dialogue about empowerment and opportunities, and foster collaborative exchanges between Vietnam and the United States. The 2nd Alumni Conference also highlighted the achievements and contributions of the VEF Alumni, identified the most significant means to prepare other Fellows and Visiting Scholars to return to Vietnam, and illuminated how best to apply one's experience in the United States to the Vietnamese environment. Discussion panels addressed the following topics:

1. Promotion of STEM Fields Expertise in Vietnam
2. Working Environment in Vietnam for VEF Alumni
3. Building a Strong VEF Alumni Network

Besides the VEF Alumni, participants included invited speakers, representatives from the U.S. Consulate General in Ho Chi Minh City, the U.S. National Academies, and one professor from the VEF 2010 Interview Mission panelists. Select representatives from academic institutions and corporations in Vietnam gave presentations about working conditions and job opportunities. Specific entities represented included the following:

1. International University - Vietnam National University, Ho Chi Minh City
2. R&D Centre, Saigon Hi-tech Park
3. Tri Viet International University Project
4. VNG Corporation

As a public service activity and as an integral part of the Conference, VEF facilitated the arrangements for Alumni to take part in an optional community service activity. During this Alumni Conference, VEF Alumni visited the children at the Orphanage Center in Vung Tau and provided the Center with gifts for the children and financial donations gathered by the Alumni. This was the first time that such an activity was organized by the VEF Alumni and facilitated by VEF.

The 2nd VEF Alumni Conference also marked success in VEF's fund raising efforts. VEF received US\$4,500 and other in-kind support from various organizations in Vietnam, all of which were applied toward the expenses and needs of the Alumni Conference.

CAPACITY BUILDING

To complement its educational exchange programs, VEF engages in a limited number of activities that build the scientific and technological capacity of Vietnam. VEF capacity building efforts focus on activities that relate to the fields supported by VEF, that build the relationship between U.S. and Vietnamese institutions and government entities, and that strengthen the foundations in Vietnam for the return of VEF Fellows and Visiting Scholars to their home country. While some earlier capacity building activities were meant to address the legislative mandate for Americans to teach at Vietnamese institutions, the U.S. Faculty Scholar Program now fulfills that directive in the VEF legislation.

In the past, capacity building activities organized by VEF included seminars and workshops as well as research publications and special projects that involved, and/or were requested by, MOET and MOST. During this reporting period, VEF was involved in three capacity building activities: (1) Lecture Program, consisting of lectures in Vietnam by U.S. experts sponsored by VEF; (2) Vietnam OpenCourseWare Project (VOCW), offering free online courses and content to the Vietnamese public through open educational resources; and (3) Creative Commons Licenses Vietnam, providing a means for authors, artists, and other creative individuals to share their work while maintaining their intellectual property rights. As VEF focuses more on its exchange programs, the capacity building efforts have naturally diminished due to limited funds.

LECTURE PROGRAM

As part of its capacity building efforts, VEF arranges for American experts, who are visiting Vietnam under VEF sponsorship, to give lectures at Vietnamese academic institutions or research institutes. The annual Interview Mission, also known as the VEF Oral Exam/Interview, is one of the major events sponsored by VEF that brings a number of U.S. professors to Vietnam. These U.S. experts, who have been organized by the National Academies, serve on panels to interview finalists for the VEF Fellowship. While these distinguished U.S. visitors are in Vietnam, they volunteer to give public lectures in their field. VEF informs Vietnamese academic institutions in Hanoi and in Ho Chi Minh City about the availability of these U.S. experts and provides abstracts of their presentations. In turn, the Vietnamese organizations contact VEF if they are interested, and VEF provides the logistical arrangements.

During the VEF Interview Mission in August 2010, eight American professors, representing different U.S. academic institutions, volunteered to give lectures at seven Vietnamese host institutions and universities ([Appendix 26: Lectures by American Professors Visiting Vietnam](#)). VEF coordinates closely with the National Academies to inform the professors in advance of the opportunities to lecture and to secure their willingness to participate in order to assure the success of the Lecture Program.

SPECIAL PROJECT: VIETNAM OPENCOURSEWARE

As another means of providing capacity building support to Vietnam, in 2005 VEF initiated the Vietnam OpenCourseWare (VOCW) project in cooperation with the Ministry of Education and Training (MOET), with the aim of bringing the highest quality, most up-to-date teaching and learning materials from the leading universities in the world to Vietnam. VEF played a major role in developing the VOCW project because the outcomes were considered beneficial not only to all of the people of Vietnam, but also to VEF Fellows and Visiting Scholars when they returned to Vietnam.

Importantly, the VOCW project introduced to the Vietnamese government and to Vietnamese academic institutions the concept and availability of open educational resources. These constituencies have a significant role in the development of knowledge for the Vietnamese people. As a result of the VOCW project, the people of Vietnam are better-positioned to have general access to open educational resources that are available worldwide and to open courseware created for the VOCW project. In developing VOCW in cooperation with MOET,

VEF facilitated the use of the highest-quality open educational resources available worldwide, including 1,800 courses available through the Massachusetts Institute of Technology (MIT) OpenCourseWare (OCW), while using Rice University's Connexions software as the online course platform.

During this reporting period, three key activities were the focus of VEF for the VOCW project. First, VEF **transferred successfully its responsibilities related to the VOCW project to MOET** on January 14, 2010 [[Appendix 27: MOU on Vietnam OpenCourseWare \(VOCW\) Transfer to Ministry of Education and Training \(MOET\)](#)]. Related to the intent of the transfer, VEF donated fifteen (15) servers to fifteen (15) universities and six (6) servers to the Ministry of Education and Training [[Appendix 28: List of Donated Vietnam OpenCourseWare \(VOCW\) Servers](#)]. The transfer ceremony was conducted during the 3rd U.S. Embassy Education Conference with the presence of the U.S. Ambassador to Vietnam, MOET representatives, academic institution representatives, and other guests.

As another key activity related to the VOCW project, VEF successfully co-hosted the **2010 Annual OpenCourseWare Consortium (OCWC) Global Meeting** in Vietnam on May 5-7, 2010. Recognizing the success of the VOCW project, Vietnam was selected by the OCWC Consortium to host the 2010 Annual OCWC Global Meeting ([Appendix 29: Press Release on OCWC Global Meeting](#)), and VEF was asked to be the local host of the event. VEF then proceeded to ask MOET to serve as co-host. In order to prepare well for the event and to share information about the progress of the VOCW project, the VEF Country Director, Dr. Phuong Nguyen, and the VEF IT and Data Manager, Mr. Tu Ngo, attended the 1st Asia Regional OCWC Conference, held November 5-6, 2009, in Seoul, Korea, and gave a presentation entitled, *Vietnam OpenCourseWare (VOCW): Common Knowledge for the Vietnamese Educational Community*. Serving as the major coordinator for the OCWC Global Meeting, Ms. Meena Hwang, OCWC Communications Director based in Seoul, Korea, worked closely with VEF, MOET, and the Hanoi University of Science and Technology regarding all logistical arrangements for the OCWC Global Meeting. The Meeting agenda is presented in [Appendix 30: OpenCourseWare \(OCW\) Consortium Global Meeting 2010 Agenda](#).

Finally, as the third major activity linked to VOCW, VEF successfully brought **Creative Commons (CC) Licenses to Vietnam**. As an integral part of the VOCW program, in order to protect the intellectual property of content developers, VEF worked with Creative Commons International (CCi) and contracted with D&N International (a Vietnamese law firm, known as D&N) to create Vietnam jurisdiction-specific licenses from the generic CC licenses. While the CC project undertaken by VEF specifically related to the VOCW effort, the CC licenses have a much broader impact as they are applicable to all creative and artistic work. As a culminating event of the CC project, on May 7, 2010, VEF co-organized the Creative Commons Licenses Vietnam launch and workshop together with CCi, D&N, and OCWC ([Appendix 31: Agenda for Creative Commons Licenses \(CC\) Launch and Workshop](#)). OCWC generously agreed that the workshop and launch could be held at the end of the 2010 Annual OCWC Global Meeting, mentioned above. In that way, the conference attendees—consisting of hundreds of local and international educators, administrators, policy makers, and other interested participants—had the opportunity to learn about the capacity of CC licenses. At the launch, the CC project was officially transferred to D&N as the Legal Lead and to the Vietnam Intellectual Property Association (IPA) as the Project Lead. At the same time, MOET and VEF continue to serve as

the Project supporters/advisors.

MANAGEMENT AND ADMINISTRATION

VEF operates with its Headquarters in the United States and with a Field Office in Vietnam. The U.S. office staff are U.S. Federal Government employees while the Vietnam office staff is seconded to VEF via a Vietnamese human resources contractor. As a U.S. Federal Government agency, VEF can only hire U.S. citizens in permanent positions. To assist VEF with hiring and salary/benefits payments, the Vietnamese human resource company is responsible for arranging payments to the VEF Vietnamese staff of salary, awards, and other benefits in compliance with the Vietnam Labor Law and with VEF internal regulations as stated in the VEF Staff Handbook for the Hanoi office. To maintain a strong, cooperative, effective staff, a staff retreat is held annually in Vietnam to bring together the staff of both offices for training that includes sessions on communications, cross-cultural differences, ethics, and leadership.

U.S. HEADQUARTERS OFFICE

Located in the metropolitan Washington, D.C., area as mandated by the VEF enabling legislation, the VEF U.S. Headquarters Office is situated in two nearby offices within an executive office suite in Arlington, Virginia. Sitting just across the Potomac, the VEF office location allows easy access to congressional and cabinet level members of the VEF Board of Directors and to other significant entities located in the U.S. Capitol. The U.S. Headquarters Office is fully responsible for all VEF activities.

Staff continuity is important to VEF management and to the success of VEF programs and operations. To that end, VEF ensures that roles and responsibilities are backed-up by cross-tasking and cross-training of staff, by inclusive communications and team work, and by assuring that personnel within VEF or in external organizations contracted by VEF are capable of covering necessary activities in the absence of critical staff. As is usual in any organization, personnel changes occur for a variety of reasons. During this reporting period, the following personnel changes occurred in the VEF U.S. office, while operations continued successfully and uninterrupted:

1. In June 2010, Ms. Kristin Oberheide, was appointed to the new position of **Program Associate: Immigration and Operations**. The new appointment enhanced VEF capabilities to cover immigration matters in a timely manner, given the increased demand resulting from the needs of higher numbers of program participants overall.
2. In July 2010, Ms. Sandarshi Gunawardena, was promoted to **Senior Program Officer**, not only as a result of her excellent work and her new responsibility of overseeing the Program Associate, but also as an acknowledgement of the need for her to assist the Executive Director in other program matters and operations.
3. In September 2010, Ms. Suzanne Michaels, resigned from her position of Executive Assistant to pursue other professional interests.

HANOI FIELD OFFICE

The VEF Field Office in Vietnam is located separately from, and functions independently of, the U.S. Embassy in Hanoi and the U.S. Consulate in Ho Chi Minh City. The VEF Field Office is located in a private office suite in a professional office building in Hanoi, allowing easy access to the Vietnamese, the primary populace served by VEF in Vietnam. Under the guidance and direction of the U.S. staff, the Hanoi Field Office staff organizes and executes events in Vietnam; manages processes involved in the various VEF programs and activities; creates and implements IT instruments; and manages IT data. With final authority, the U.S. Headquarters staff oversees and manages all personnel, financial expenditures, and operations of the VEF Hanoi field office.

During this reporting period, while operations continued successfully, the following personnel changes occurred in the VEF Hanoi office, which included title changes, new positions, and new personnel:

1. In October 2009, Ms. Que Nguyen was appointed as the new Administrative Assistant and Assistant to the Country Director.
2. In June 2010, Ms. Que Nguyen was promoted to **Assistant Director of Finance and Administration**, in order to serve primarily as a back up to the Deputy Director of Finance, Accounting, and Administration and, thus, assure solid attention to all financial and administrative matters in the Hanoi office.
3. In July 2010, Ms. Thanh Nguyen was appointed to the new position of **Administration and Program Assistant**, which was a reconfiguration of the old position of Administrative Assistant and Assistant to the Country Director. The new position entailed responsibilities for both administrative concerns as well as program matters.
4. In September 2010, Ms. Mai Nguyen resigned from her position of Program Assistant to pursue other interests.

STAFF DEVELOPMENT

VEF is dedicated to having a high quality, professional staff as the foundation of running successful operations. To that end, VEF has developed several ways to provide professional development for the staff as a whole, for the staff as specific teams, and for individual members of the staff.

As one means of meeting those goals, VEF holds an **Annual Staff Retreat** for three to four days following the summer Interview Mission (the Oral Exam/Interview of finalists for the VEF Fellowship awards) since all U.S. staff are in Vietnam at that time. The retreat allows for all U.S. and Vietnamese staff to gather together once a year to hold training sessions, conduct open discussions, evaluate programs and activities, and meet individually or in focus groups. This year the staff retreat was held from August 16-18, 2010, in Hoi An, Quang Nam, Vietnam, and included the following:

- ✓ Evaluation of the overall management and execution of the 2010 Interview Mission as well as the VEF 2nd Alumni Conference
- ✓ Planning for upcoming program activities
- ✓ Team building activities

- ✓ Training in:
 - Ethics
 - Editing as well as written and oral communication
 - Cross-cultural issues

As another means of professional development, each year staff from both offices travel to the other country, not only to deliver or assist with major VEF activities during that time, but also to provide or participate in training activities. Typically, four or five VEF **Hanoi staff members travel to the United States** for multiple purposes in January each year: (1) to assist with the Annual VEF Fellows and Scholars Conference; (2) to visit select U.S. universities; and (3) to meet with U.S. staff at the U.S. Headquarters. In January 2010, Dr. Phuong Nguyen, Ms. Hanh Bui, Mr. Hung Do, and Ms. Mai Nguyen came to the United States for these professional development purposes. Also, in order to build understanding about the VEF financial procedures, the Director of Finance, Accounting, and Administration, Ms. Lana Walbert, arranges, when possible, for Hanoi staff involved in financial matters to accompany her to GSA Kansas City for training purposes. Generally, the VEF **U.S. Headquarters staff members travel to Vietnam** for periods of two to three weeks, and each staff member travels for different purposes, which include the following: (1) to oversee the administration of the Hanoi office; (2) to develop and guide the management of VEF activities; (3) to provide training; (4) to deliver presentations and to oversee major VEF events; and (5) to meet with U.S and Vietnamese entities of interest to VEF.

Furthermore, on a team level, VEF provides training as needed. This year the Executive Director contracted a communications consultant to assist the U.S. team to improve and enhance interpersonal communications through interactive workshops and private coaching.

Finally, to assist individuals in their professional growth, VEF provides funds for training each year, which must be related to the employee's needs identified during the annual performance evaluation. Each Hanoi office staff is allotted up to \$1000 per year for such training. The U.S. staff must identify a training program to meet their professional development needs. In all cases, the Executive Director provides the final approval.

SUMMARY

The **two VEF offices function exceptionally well** together, despite the geographical distance and temporal difference between the United States and Vietnam. The staff communicates daily via emails, phone calls, conference calls, WebEx meetings, and internet Skype chat and calls. As the final authority, the U.S. senior staff establishes strategies, finalizes policies and procedures, reviews final documents, and oversees all operations. The Hanoi staff manages VEF activities in Vietnam and assists with all VEF programs and activities with oversight and approval by the U.S. headquarters office. Although there has been staff turnover, VEF management remains strongly focused on quality, efficiency, and performance.

RELATIONSHIPS WITH GOVERNMENT AND OTHER EXTERNAL ENTITIES

VEF continues to build relationships with various U.S. and Vietnamese government entities both in the United States and in Vietnam. In addition, VEF continues to build relationships with U.S. and Vietnamese academic institutions as a result of the VEF exchange programs and other VEF activities. Furthermore, the VEF Hanoi Field Office receives various occasional visitors, including VEF Board members, representatives of U.S. universities, and guests from Vietnamese and U.S. government entities. The VEF Hanoi Field Office provides an excellent public presence in Vietnam for all VEF programs and efforts. The Country Director, Dr. Phuong Nguyen, is a superb ambassador for VEF for both countries, having received her doctorate from Texas Tech University and understanding the cultures and higher education systems of both countries.

U.S. GOVERNMENT RELATIONS

VEF continues to expand its relationship with the U.S. Embassy in Vietnam and with congressional members in Washington, D.C. During this reporting period, the following interactions occurred:

In Vietnam:

1. October 2009. The VEF leadership and staff, including Dr. Lynne McNamara, Dr. Phuong Nguyen, Ms. Huyen Le, and Ms. Que Nguyen, met with Mr. James Warren, Public Affairs Officer at the **U.S. Embassy in Hanoi**, regarding the January 2010 transfer to MOET of VEF's roles and responsibilities in the Vietnam OpenCourseWare project.
2. April 2010. The VEF leadership and staff, including Dr. Lynne McNamara, Dr. Phuong Nguyen, and Ms. Binh Dang, met with Mr. David Moyer, Public Affairs Officer at the **U.S. Embassy in Hanoi**, to update VEF upcoming activities including the organization of the OpenCourseWare Consortium Global Meeting, which was organized by OpenCourseWare Consortium with MOET, VEF, and the Hanoi University of Science and Technology as the co-organizers and co-hosts.
3. June 2010. The VEF leadership and staff, including Ms. Elizabeth Dugan, Dr. Lynne McNamara, Dr. Phuong Nguyen, Ms. Lana Walbert, and Ms. Sandarshi Gunawardena, met in Hanoi with **U.S. Ambassador** Mr. Michael Michalak and Ms. Elisabet Garriga, Public Affairs Assistant in charge of Education, as well as with Mr. Chuck Bennett, Acting Deputy Principal Officer, **U.S. Consulate General** in Ho Chi Minh City, to update them about VEF's upcoming activities, including the Pre-Departure Orientation in June 2010 and the August Interview Mission and the Alumni Conference in August 2010.
4. June 2010. For the VEF Pre-Departure Orientation (PDO), VEF invited representatives from the **U.S. Consulate General** to give presentations and/or remarks; and Ms. Angela Dickey, then Acting Consul General, and Ms. Patricia (Kit) Norland, Public Affairs Officer, accepted the VEF invitation.
5. August 2010. The VEF leadership, including Ms. Sara Senich, Dr. Lynne McNamara, and Dr. Phuong Nguyen, as well as two U.S. Faculty Scholars of Cohort 2010, Dr. Timothy Craig and Dr. Erik Nordheim, paid a courtesy visit to the U.S. Ambassador Michael Michalak and Mr. Lloyd Neighbors, Public Affairs Officer, at the **U.S. Embassy** in Hanoi.

6. August 2010. The VEF leadership and staff, including Mr. Andre Lewis, Ms. Sara Senich, Dr. Lynne McNamara, Dr. Phuong Nguyen, Ms. Lana Walbert, and Ms. Sandarshi Gunawardena, met with Mr. An Le, current Consul General, Ms. Angela Dickey, then Acting Consul General, and Ms. Patricia (Kit) Norland, Public Affairs Officer, at the **U.S. Consulate General** in Ho Chi Minh City.

In the United States:

The VEF Chairman of the Board of Directors, Dr. Stephen Maxner, and the VEF Executive Director, Dr. Lynne McNamara, visited 18 **offices of members of Congress** during two separate visits: May 2010 and September 2010. Sixteen (16) Senate offices and two (2) House offices were visited ([Appendix 32: Capitol Hill Meetings](#)). The purpose of these meetings was to update the Congressional offices regarding VEF successes over the last year and the outcomes of the GAO audit report, including VEF's response to the report [[Appendix 33: VEF Response to Congress Regarding Government Accountability Office \(GAO\) Audit Report](#)], and to discuss the status of the legislation regarding VEF. The meetings took place in the Senate and House offices.

VIETNAMESE GOVERNMENT RELATIONS

In building the relationship with Vietnamese government entities, VEF meets regularly with government ministries in Vietnam as well as with the Vietnam Embassy in the United States. The purpose of the meetings is not only to maintain positive on-going relationships, but also to introduce new Board members as well as new VEF staff and select program participants; to update the ministries and the Embassy on VEF successes and activities; to hear about any concerns or interests; and to invite representatives to attend VEF events as observers and/or as keynote speakers.

In Vietnam, VEF maintains frequent contacts with the **Ministry of Education and Training** (MOET) as well as the **Ministry of Science and Technology** (MOST). Besides these two ministries, during this reporting period, VEF also initiated meetings with the **Ministry of Foreign Affairs** (MOFA). Typically, major meetings are scheduled during the visits of the VEF Executive Director to Vietnam and, in particular, when VEF Board members are in Vietnam to attend a VEF event. The following meetings (4 with MOET, 2 with MOST, and 3 with MOFA) occurred during this reporting period:

1. October 23, 2009. The VEF leadership and staff, including Dr. Lynne McNamara, Dr. Phuong Nguyen, Mr. Tu Ngo, and Ms. Que Nguyen, met with Dr. Nguyen Thi Le Huong, Deputy Director, Higher Education Department, **Ministry of Education and Training**. Accompanying the VEF delegation was Ms. Meena Hwang, Director of Outreach Program – OCWC.
2. April 28, 2010. The VEF leadership and staff, including Dr. Lynne McNamara, Dr. Phuong Nguyen and Ms. Binh Dang, met with Dr. Nguyen Xuan Vang, General Director, Vietnam International Education Development (VIED), **Ministry of Education and Training**.
3. May 4, 2010. The VEF leadership, including Dr. Lynne McNamara and Dr. Phuong Nguyen, had a meeting with Dr. Phan Hong Son, Executive Director, National

Foundation for Science and Technology Development (NAFOSTED), **Ministry of Science and Technology**.

4. May 10, 2010. The VEF leadership, including Dr. Lynne McNamara and Dr. Phuong Nguyen, met with Mr. Nguyen Ba Hung, Director General, Department of the Americas, **Ministry of Foreign Affairs**.
5. June 9, 2010. The VEF leadership and staff, including Ms. Elizabeth Dugan, Dr. Lynne McNamara, Dr. Phuong Nguyen, and Ms. Binh Dang, met with Mr. Nguyen Ba Hung, Director General, Department of Americas, **Ministry of Foreign Affairs**.
6. June 9, 2010. The VEF leadership and staff, including Ms. Elizabeth Dugan, Dr. Lynne McNamara, Dr. Phuong Nguyen, Ms. Binh Dang, and Ms. Que Nguyen, met with the Vice Minister Pham Vu Luan, **Ministry of Education and Training**.
7. August 6, 2010. The VEF leadership, including Ms. Sara Senich, Dr. Lynne McNamara, and Dr. Phuong Nguyen, along with two U.S. Faculty Scholars cohort 2010 (Dr. Timothy Craig and Dr. Erik Nordheim), met with Prof. Dr. Bui Van Ga, Vice Minister, **Ministry of Education and Training**.
8. August 6, 2010. The VEF leadership, including Ms. Sara Senich, Dr. Lynne McNamara, and Dr. Phuong Nguyen, along with two U.S. Faculty Scholars cohort 2010 (Dr. Timothy Craig and Dr. Erik Nordheim), met with Dr. Le Dinh Tien, Vice Minister, **Ministry of Science and Technology**.
9. August 6, 2010. The VEF leadership, including Ms. Sara Senich, Dr. Lynne McNamara, and Dr. Phuong Nguyen, along with two U.S. Faculty Scholars cohort 2010 (Dr. Timothy Craig and Dr. Erik Nordheim), met with Mr. Le Chi Dzung, Deputy Director of the Americas Department, **Ministry of Foreign Affairs**.

With regard to the relationship with MOET, besides interactions through various meetings, VEF has worked closely with MOET on several activities. To help the government achieve a high quality scholarship program, at the request of MOET, VEF helped its government-funded scholarship program, known as the **Vietnam International Education Development (VIED)** Program, formerly known as the 322 scholarship program. VEF provided support to VIED by sharing the infrastructure of the VEF Online Management System, including the software, and by training VIED staff on developing an application and selection process, which emulates that of VEF. Besides the activities associated with VIED, VEF worked extensively with MOET on the VOCW project as well as on preparations for the OCWC Global Meeting, which was held in Hanoi in May 2010, both of which are described earlier in this report.

With regard to involvement with MOST above and beyond the courtesy meetings, VEF worked with the **National Foundation of Science and Technology Development (NAFOSTED)** of MOST to introduce U.S. professors to the possibility of participating in the peer review process of NAFOSTED's newly developed research grants, for which VEF Fellows and Visiting Scholars could apply. In addition, similar to the help provided to MOET, VEF provided to NAFOSTED the infrastructure of the VEF Online Management System, including the software, and trained NAFOSTED staff on how to customize the system. Finally, the Executive Director assisted the representative of MOST at the Vietnam Embassy in Washington, D.C., in communications with various U.S. universities.

Every year, VEF invites the Minister or Vice Minister of MOET and of MOST (or their representative) to give **keynote speeches at both the VEF Annual Conference in the United**

States as well as the VEF Alumni Conference in Vietnam, and VEF pays their expenses. VEF also invites them to attend other VEF events as observers at their own cost. In addition, VEF invites representatives from the Vietnam Embassy in Washington, D.C., to attend the VEF Annual Conference at their own cost. In this way, VEF Fellows, Scholars, and Alumni have an opportunity to hear from, and interact with, top government officials from Vietnam; and the MOET, MOST, and Embassy representatives have the opportunity to observe VEF activities first-hand.

Through all of these interactions, VEF creates and maintains good-will and cooperation and builds further the relationship between the United States and Vietnam.

U.S. UNIVERSITY RELATIONS

VEF has developed significant relationships with top level U.S. universities by establishing the **VEF Alliance**, mentioned earlier in this report. As members of the Alliance, the universities, numbering 106 at this time, receive communications from VEF at various intervals throughout the year, including the following:

1. For recruiting purposes, if they are interested, information about new nominees and any additional Fellowship finalists, who were recommended by the panelists for graduate studies, but who cannot be funded by VEF due to limited funding; and
2. For faculty development opportunities in an international setting, announcements about the *Call for Proposals* for the U.S. Faculty Scholar program.

In addition, VEF has offered Alliance members other opportunities, including the possibility of hosting a VEF Annual Fellows and Scholars Conference. Furthermore, if Alliance members are travelling to Vietnam, VEF encourages them to visit the VEF Hanoi Field Office for more information about VEF and about higher education in Vietnam. VEF also assists in introducing them to Vietnamese government and/or university officials, if requested.

Besides relationships with VEF Alliance members, VEF also responds to **interests of other U.S. universities** as long as VEF continues to meet its mission in doing so. During this reporting period, the American Association of State Colleges and Universities (AASCU) contacted VEF about establishing a cooperative relationship to help AASCU explore ways to establish programs in Vietnam in the STEM fields (science, technology, engineering, and mathematics), including dual-degree programs and student/faculty exchanges and to arrange for a presidential mission to Vietnam for AASCU presidents and chancellors. VEF is open to such collaboration and responded favorably to AASCU.

While the VEF Alliance serves as an immediate source of U.S. universities that are familiar with VEF, VEF has Fellows, Visiting Scholars, and U.S. Faculty Scholars at other U.S. universities and research institutions as well. All U.S. academic institutions that host a VEF program participant must abide by the same VEF funding conditions, regardless of whether they are a member of the Alliance or not.

For all U.S. universities that host VEF Fellows and/or Visiting Scholars, VEF provides the following: (1) clarifications about the VEF funding process and the VEF Professional

Development Grant; and (2) details about the funding for each Fellow and/or Visiting Scholar, who is attending a particular university. In addition, VEF staff communicates directly, as needed, with multiple entities at each university, including department chairs, deans, faculty and research advisors, finance offices, the international student/scholar office, and student services—all in an effort to assure the best possible conditions for VEF program participants. Furthermore, each year, as described earlier, VEF staff visit a select number of U.S. universities in order to build the relationships further.

In summary, VEF aims to create close cooperation with U.S. universities that demonstrate interest in the mission of VEF through participation in VEF programs and attention to VEF activities.

VIETNAMESE UNIVERSITY RELATIONS

VEF continues to build relationships with **Vietnamese universities**. On a regular basis, VEF informs Vietnamese universities about the following:

1. Announcements on all VEF programs (Fellowships, Visiting Scholar grants, U.S. Faculty Scholar grants);
2. Opportunities to have a table at the Job Fair during the VEF Annual Fellows and Scholars Conference;
3. Possibilities of observing VEF activities, such as the Fellowship interviews; and
4. Opportunities to host a U.S. professor, who is sponsored by VEF in Vietnam, to give a lecture.

In addition, on an annual basis, VEF Hanoi staff arranges outreach to Vietnamese universities in order to arrange a presentation by VEF staff on the various opportunities that VEF offers through its exchange programs. VEF focuses on universities in the central and south of the country as a means to increase participation in VEF programs from those underrepresented areas.

Besides these efforts, VEF assists in introducing Vietnamese universities to U.S. government and/or U.S. university officials, if requested.

Finally, during this reporting period, as described earlier in this report, VEF had two specific activities that involved Vietnamese universities. First, VEF donated fifteen (15) servers to different universities that were involved in the VOCW effort. Second, VEF arranged for eight (8) visiting American scientists and experts to lecture at Vietnamese universities.

All in all, VEF aims to build positive relationships with Vietnamese universities that demonstrate interest in the multiple aspects of the mission of VEF.

CONCLUSION

Through its high-quality activities and programs under the direction and supervision of extremely capable staff, VEF continues to build a solid record of success while keeping within budget requirements. The Vietnam Education Foundation has created positive relationships

between the United States and Vietnam in government and in academia. Besides building fundamental relationships between emerging Vietnamese scientists and U.S. academic institutions and faculty members, the long-term benefits of VEF efforts will steadily grow as more VEF Fellows graduate and return to Vietnam, as VEF Visiting Scholars return to their positions in Vietnam, and as U.S. Faculty Scholars build collaborative relationships between U.S. and Vietnamese academic institutions.

VEF is an effective foreign policy tool in promoting U.S. national interests regarding Vietnam, and in bringing Vietnam and the United States closer together. VEF can continue to move forward confidently as a high-quality, well-respected, internationally-recognized educational exchange program. VEF remains a catalyst for the strong development of science and technology in Vietnam and for the continual opening of positive relationships between the people of the United States and Vietnam. Without a doubt, VEF is a notable success for the United States government.

* * * * *

APPENDICES

APPENDIX 1
VIETNAM EDUCATION FOUNDATION BOARD OF DIRECTORS

September 30, 2010

Stephen F. Maxner, Ph.D. – Chairman
Director, Vietnam Center
Texas Tech University

Earl Blumenauer
U.S. Congressman

Hillary Rodham Clinton
U.S. Secretary of State

Elizabeth Dugan
Chair, VEF Finance Committee

Arne Duncan
U.S. Secretary of Education

David Duong
CEO, California Waste Solutions

Christopher J. Fussner
Owner, Founder
Trans Technology Pte Ltd.

Timothy F. Geithner
U.S. Secretary of Treasury

Marjorie Margolies
President
Women's Campaign International

Joseph R. Pitts
U.S. Congressman

David Vitter
U.S. Senator

APPENDIX 2
BY-LAWS FOR THE BOARD OF DIRECTORS¹

VIETNAM EDUCATION FOUNDATION

I. Establishment

The Board of Directors of the Vietnam Education Foundation (hereinafter referred to as the Board) is established under the provisions of the Vietnam Education Foundation Act of 2000 (hereinafter referred to as the Act), as enacted by section 1(a)(4) of Public Law 106-554 and contained in Appendix D of that Act: 114 Stat. 2763A-255; and as amended by Public Law 127-229, 116 Stat. 1369

II. Functions and Duties

As the body authorized by the Act to select persons to participate in the international fellowship program between the United States and Vietnam established by Sec. 206 of the Act and to provide overall supervision and direction of the Vietnam Education Foundation (hereinafter referred to as the Foundation) established by Sec. 204 of the Act, the Board shall endeavor to carry out the purposes of the Act as defined by Sec. 202, that is:

- (1) “to establish an international fellowship program” under which Vietnamese nationals can undertake graduate and post-graduate level studies in the sciences (natural, physical, and environmental), mathematics, medicine, and technology (including information technology) in the United States and United States citizens can teach in these fields in academic institutions in Vietnam; and
- (2) “to further the process of reconciliation between the United States and Vietnam and the building of a bilateral relationship serving the interests of the both countries.”

In the discharge of its responsibilities the Board shall:

1. Select all candidates for awards, both Vietnamese and American, qualified to participate in the fellowship program and establish the criteria for the selection of such individuals, as the Board may deem appropriate. Such criteria will include, but not be limited to, the basic criteria set forth in Sec. 206(b) of the Act. For the purpose of selecting candidates, the Board will formulate and develop policies and adopt regular procedures.
2. Make decisions regarding the development and expansion of the fellowship programs to ensure that fellowships will be extended to candidates in all fields set forth under Sec. 202(1) of the Act, and take other steps as necessary to provide overall supervision and direction of the Foundation.

¹ Revised July 15, 2010. By-Laws initially adopted by the Board of Directors of the Vietnam Education Foundation in September 2002.

3. Appoint an Executive Director, who shall serve as the Chief Executive Officer of the Foundation to carry out the functions of the Foundation under the supervision and direction of the Board. Prescribe any other functions to be performed by the Executive Director consistent with the Act.

III. Membership

1. As specified in Sec. 205(a) of the Act, the Board shall consist of thirteen members: two members of the House of Representatives, one from the majority leadership and one from the minority leadership; two members from the Senate, one from the majority leadership and one from the minority leadership; Secretary of State; Secretary of Education; Secretary of Treasury; and six members appointed by the President from the nongovernmental sector. Congressional members serve as ex-officio, nonvoting members.
2. As specified in Sec. 205(a) (6) of the Act, the President shall appoint six members “from among individuals in the nongovernmental sector who have academic excellence or experience in the fields of concentration specified in section 202 (1 (A) or a general knowledge of Vietnam, not less than three of whom shall be drawn from academic life.”
3. As specified in Sec. 205(g), presidential appointees “shall be special Government employees, as defined in section 202(a) of title 18, United States Code.”

IV. Compensation, Reimbursements, and Travel

1. As special Government employees, each member of the Board shall serve without annual salaried compensation for his or her services. However, as specified in Sec. 205(f)(3), presidential appointees “shall be paid at the daily equivalent of the rate of basic pay payable for positions at level V of the Executive Schedule under section 5316 of title 5, United States, Code, for each day (including travel time) during which the member is engaged in the actual performance of duties as a Board member.”
2. While compensation is available, presidential appointees may choose not to claim this compensation. In the event such compensation is waived, signed releases will be filed by each Board member at each Board meeting.
3. The payment of Board member compensation as specified in Sec. 205(f)(3) shall be limited to travel and performance time specifically related to quarterly Board meetings or Board meetings called by the Chair. Requests for reimbursement for travel and compensation for performance of VEF business in addition to that associated with such Board meetings must receive the prior approval of a majority of the Board.

4. As provided for by Sec. 205 (f)(2) members of the Board “shall be allowed travel expenses, including per diem in lieu of subsistence at rates authorized for employees of agencies under sub-chapter 1 of chapter 57 of Title 5, United States Code, while away from home or regular places of business in performance of service for the Board.”
5. Regarding travel by Board members on VEF business approved by the Board, according to Sec. 205(h), members of the Board “shall be subject to the same travel regulations as apply to officers and employees of the Department of State.” More specifically, domestic and foreign Board Member travel is subject to the Federal Travel Regulations as articulated at the General Services Administration website http://www.gsa.gov/HP_01_Requested_regulations.
6. Given the significant expenses associated with international travel, Board member travel to Vietnam will be limited to occasions where Board member participation is deemed essential to the orderly and necessary conduct of VEF business. New Board Members will be encouraged to travel one time to Vietnam as a part of an orientation to VEF business. Any repeat travel to Vietnam by Board Members will be closely monitored and in all instances, Board member travel to Vietnam will require the prior approval of a majority of the Board. When approved, all such travel will be conducted in accordance with the Federal Travel Regulations referenced in paragraph 5 above.

V. Term of Membership

1. As designated in Sec. 205(b)(1) of the Act, the term of each member appointed by the President shall be three years, except for those initially appointed to the Board.
2. As designated in Sec. 205(b)(2) of the Act, members of Congress appointed to the Board may not serve on the Board for more than a total of six years.
3. As designated in Sec. 205(b)(3)(A) of the Act, any Board member “appointed to fill a vacancy prior to the expiration of the term for which his or her predecessor was appointed shall be appointed for the remainder of such term.”
4. As designated in Sec. 205(b)(3)(B) of the Act, “[u]pon the expiration of his or her term of office, any member may continue to serve until a successor is appointed.”

VI. Committees

1. The Board may approve the establishment of special committees, composed of its members, to study and report upon matters under consideration by the Board.
2. The Board may authorize such committees to take specific action upon matters within the competence of the Board.
3. The Chairperson of a Board committee is appointed by the Chairperson of the Board and serves for the duration of his or her term.

VII. Finance Committee

The VEF Finance Committee is a regular standing committee, consisting of up to six Board members: up to four Board members who are presidential appointees and who are recommended by the Chair of the Board and appointed by a majority vote of the Board, and up to two board members representing the cabinet federal agencies. Members of the Finance Committee continue to serve on the Finance Committee during their tenure on the Board. The Finance Committee serves the Board by considering issues in depth that involve the VEF budget, audit, and other financial matters. The Finance Committee, which works on consensus, presents to the full Board its recommendations. The chairman of the Board may not concurrently serve as the chair of the Finance Committee.

VIII. Officers

1. The voting members of the Board shall elect a Chairperson from among those members appointed by the President, as stated in Sec. 205(c) of the Act. The Chairperson shall serve as the Presiding Officer of the Board.
2. The Chairperson shall be elected by majority vote of the voting members of the Board for the duration of his or her term.
3. No member shall serve more than three consecutive years as Chairperson.

IX. Duties of the Chairperson

The Chairperson shall:

1. Call meetings of the Board and approve its agenda.
2. Appoint and instruct all special committees and consult with such experts as he or she may deem necessary. However, no such expert shall be entitled to compensation or expenses unless approved by a majority of the voting members of the Board.

3. Preside over all meetings of the Board, or in his or her absence, appoint a member of the Board to preside.
4. Perform such other duties as shall be necessary in order to fulfill the Board's responsibilities as set forth in these By-Laws, Section II. Functions and Duties, and as stipulated in the Act.
5. Shall coordinate with the VEF Executive Director and Director of Finance and Administration to ensure that the Office of Management and Budget is properly informed of Board approval of each annual budget, per the operating policies and procedures of OMB.

X. Meetings

1. The Board shall meet at the call of the Chairperson, as described in Sec. 205(d) of the Act.
2. All meetings shall be in accordance with an agenda formulated or approved by the Chairperson.
3. The Board shall meet not less frequently than two times each calendar year, as described in Sec. 205(d) of the Act.
4. In all meetings for the transaction of business, five voting members, which is a majority of the voting members of the Board, shall constitute a quorum, as described in Sec. 205(d) of the Act.
5. In all meetings for the transaction of business, presidentially appointed Board members shall be present either in person or via teleconference or similar means of remote participation. Presidentialy appointed Board members shall not appoint or assign a delegate or other person to represent them at Board meetings for the conduct of official business and shall not delegate their votes to proxies to make on their behalf.
6. Meetings may be held from time to time in different regions of the United States and in Vietnam.
7. Minutes shall be taken of all regular meetings of the Board and shall be available to all members. However, the Chairperson may determine that a verbatim transcript of certain proceedings be taken. The minutes shall contain, as a minimum, a record of persons present, a description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the Board. The voting members of the Board approve the minutes of preceding meetings.

XI. Voting Procedure

1. All decisions of the Board, except the election of officers (see these By-Laws Section VI.2), shall require an affirmative vote of the majority of the members present to include members present via teleconference.
2. At the discretion of the Chairperson, votes may be cast when necessary by electronic means.
3. As stated in Sec. 208(a) of the Act, at least six of the nine voting members must approve the decision to employ or terminate the Executive Director.

XII. General Provisions

1. The preceding provisions in By-Laws Section IX shall be applicable also to the meetings of any special committees of the Board.
2. In so far as they are not in conflict with the provisions of the Act, or any statute, order, or regulation, amendments to the By-Laws may be made at any time by majority vote of the voting members of the Board.
3. To ensure these By-Laws remain current and relevant to VEF Board activities and business, the Board of Directors shall conduct an annual review of the By-Laws at each July Board meeting. VEF Board members and VEF staff are encouraged to submit recommended changes to the by-laws at any time to the chair of the Board. Additional changes and amendments to the By-Laws may occur at any time deemed necessary and appropriate by the Board.

APPENDIX 3
VIETNAM EDUCATION FOUNDATION STAFF
(AS OF SEPTEMBER 30, 2010)

Note: After listing the head of each office, the VEF staff is listed alphabetically by last name.

VEF U.S. Headquarters Office: Arlington, VA

Lynne A. McNamara, Ph.D.

Executive Director

Sandarshi Gunawardena

Senior Program Officer

Kristin Oberheide

Program Associate: Immigration and Operations

Lana DeFour Walbert

Director of Finance, Accounting, and Administration

VEF Vietnam Field Office: Hanoi

Phuong Nguyen, Ph.D.

Country Director

Hanh Bui

Program Assistant

Binh Dang

Program Manager

Hung Do

IT and Data Technician

Huyen Le

Deputy Director of Finance, Accounting, and Administration

Tu Ngo

IT & Data Manager

Que Nguyen

Assistant Director of Finance and Administration

Thanh Nguyen

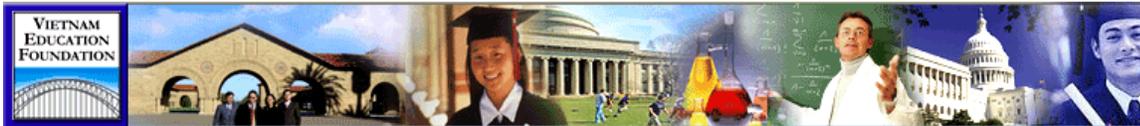
Administration and Program Assistant

APPENDIX 4
FISCAL YEAR 2010 BUDGET APPROVED BY THE VEF BOARD OF DIRECTORS

Approved FY 2010 Budget	
TOTAL Budget	\$5,615,754
Fellow Expenses	\$2,651,920
University Expenses	\$2,133,000
Annual VEF Conference in January	\$290,920
Grants For Professional Conferences	\$0
Grants To Teach/Do Research in Vietnam	\$0
Professional Development Grants (Cohort 06, 07 & 08)	\$200,000
Travel for Graduates Returning to Vietnam (20 Fellows)	\$28,000
New Fellow Expenses (2010 Cohort)	\$158,414
Travel to the United States (35 New Fellows)	\$57,280
Settling-in Allowance (35 New Fellows)	\$20,000
Health Checks (35 New Fellows)	\$12,000
ESL Required By Universities (3)	\$21,000
Pre-Departure Orientation	\$48,134
Pre-Fellow Expenses	\$185,988
Nominees* Application Fees, Score Reports	\$4,800
Applicants** Prep Exp (Univ Visits, Orients, GRE Reimb)	\$11,400
August Interview Mission	\$169,788
Visiting Scholar Program	\$125,115
Visiting Scholar Stipend	\$82,800
Travel Round Trip to the United States (3 New VSs) & Return Ticket to Vietnam (7 VSs)	\$14,000
Settling-in Allowance (3 New VSs)	\$1,500
Annual VEF Conference In January	\$9,114
Health Checks (3 New VSs)	\$900
Pre-Departure Orientation	\$3,601
Travel and Medical Insurance	\$2,400
Professional Development Grants	\$10,800
US Faculty Scholars	\$282,500
US Faculty Scholar Grants (5 FSs)	\$275,000
Attend VEF Activities in Vietnam	\$3,000
Annual VEF Conference In January (5 FSs)	\$4,500
Fellow and Visiting Scholar Alumni Conference	\$0
Alumni Conference	\$0

Open CourseWare Program	\$45,432
Vietnam OpenCourseWare	\$25,432
OpenCourseWare Consortium Global Meeting	\$20,000
Contractual Services	\$467,600
National Academies	\$325,000
Vietnamese Contractor that Supports Hanoi Staff	\$25,000
Professional Memberships (e.g. NAFSA)	\$10,000
General Services Administration (Acctg, Legal, HR)	\$56,000
Audit	\$27,000
Transcript Services	\$9,600
Computer Tech Support	\$15,000
VEF Staff Travel	\$219,374
International Travel	\$123,741
Domestic Travel	\$68,533
Emergency Travel Fund	\$20,000
SOS Medical Assistance	\$7,100
Board Member Expenses	\$84,008
Board Member Salaries	\$0
Board Member Domestic Travel	\$14,600
Board Member International Travel	\$69,408
Board Member Local Travel (Taxi, etc.)	\$2,000
Personnel Expenses	\$1,123,407
DC Staff (Salary & Benefits)	\$848,822
Hanoi Staff (Salary & Benefits)	\$239,420
Staff Training (ESL/Communication/IT)	\$18,395
VEF Staff Retreat	\$16,770
Rent, Communication and Utilities	\$151,996
Rent/Utilities - DC	\$72,000
Rent/Utilities - VN	\$63,456
Communication (Cell phones, edge card, FedEx)	\$16,540
Supplies and Materials	\$120,000
Supplies/Materials - DC	\$60,000
Supplies/Materials - VN	\$60,000

APPENDIX 5
AUDITOR'S REPORT (FY 2010), INCLUDING VEF FINANCIAL STATEMENTS



VIETNAM EDUCATION FOUNDATION

SPECIAL FUND

FINANCIAL STATEMENTS

As of and for the Years Ended September 30, 2010 and 2009

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Appendix A



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Independent Auditors' Report

Board of Directors, Chairman and Executive Director
Vietnam Education Foundation
Arlington, VA

In accordance with the Accountability of Tax Dollars Act of 2002, we are responsible for conducting audits of the Vietnam Education Foundation. In our audits of the Vietnam Education Foundation for fiscal years ended September 30, 2010 and 2009, we found

- the financial statements are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles,
- no material weaknesses in internal control over financial reporting (including safeguarding assets) and compliance with laws and regulations,
- no reportable noncompliance with laws and regulations we tested.

The following sections discuss in more detail (1) these conclusions, (2) our conclusions on Management Discussion and Analysis and other supplementary information, (3) our audit objectives, scope and methodology, and (4) agency comments and our evaluation.

Opinion on Financial Statements

The financial statements including the accompanying notes present fairly, in all material respects, in conformity with U.S. generally accepted accounting principles, the Vietnam Education Foundation's assets, liabilities, and net position as of September 30, 2010 and 2009; and net costs; changes in net position; and budgetary resources; for the years then ended.



Consideration of Internal Control

In planning and performing our audit, we considered the Vietnam Education Foundation's internal control over financial reporting and compliance. We did this to determine our procedures for auditing the financial statements and to comply with OMB audit guidance, not to express an opinion on internal control. Accordingly, we do not express an opinion on internal control over financial reporting and compliance or on management's assertion on internal control included in Management's Discussion and Analysis. However, for the controls we tested, we found no material weakness in internal control over financial reporting (including safeguarding assets) and compliance.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements, fraud or noncompliance in amounts that would be material to the financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting and compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. Our internal control work would not necessarily disclose all deficiencies in internal control that might be material weaknesses or other significant deficiencies.

Compliance with Laws and Regulations

Our tests of the Vietnam Education Foundation's compliance with selected provisions of laws and regulations for fiscal year 2010 disclosed no instances of noncompliance that would be reportable under U.S. generally accepted government auditing standards or OMB audit guidance. However, the objective of our audit was not to provide an opinion on overall compliance with laws and regulations. Accordingly, we do not express such an opinion.

Consistency of Other Information

The Vietnam Education Foundation's Management's Discussion and Analysis, required supplementary information (including stewardship information), and other accompanying information contain a wide range of information, some of which is not directly related to the financial statements. We do not express an opinion on this information. However, we compared this information for consistency with the financial statements and discussed the methods of measurement and presentation with Vietnam Education Foundation officials. Based on this limited work, we found no material inconsistencies with the financial statements, U.S. generally accepted accounting principles, or OMB guidance.



Objectives, Scope, and Methodology

Vietnam Education Foundation's management is responsible for (1) preparing the financial statements in conformity with U.S. generally accepted accounting principles, (2) establishing, maintaining, and assessing internal control to provide reasonable assurance that the broad control objectives of the Federal Managers' Financial Integrity Act are met, and (3) complying with applicable laws and regulations.

We are responsible for obtaining reasonable assurance about whether the financial statements are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles. We are also responsible for (1) obtaining a sufficient understanding of internal control over financial reporting and compliance to plan the audit, (2) testing compliance with selected provisions of laws and regulations that have a direct and material effect on the financial statements and laws for which OMB audit guidance requires testing, and (3) performing limited procedures with respect to certain other information appearing in the Annual Financial Statement.

In order to fulfill these responsibilities, we

- examined, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- assessed the accounting principles used and significant estimates made by management;
- evaluated the overall presentation of the financial statements;
- obtained an understanding of the entity and its operations, including its internal control related to financial reporting (including safeguarding assets), and compliance with laws and regulations (including execution of transactions in accordance with budget authority);
- tested relevant internal controls over financial reporting, and compliance, and evaluated the design and operating effectiveness of internal control;
- considered the design of the process for evaluating and reporting on internal control and financial management systems under the Federal Managers' Financial Integrity Act; and
- tested compliance with selected provisions of the following laws and regulations: the Anti-Deficiency Act; Provisions Governing Claims of the U.S. Government (31 U.S.C. 3711-3720E), including the Debt Collection Improvement Act of 1996 (DCIA), the Prompt Payment Act; the Pay and Allowance System for Civilian Employees as provided primarily in Chapters 51-59 of title 5, United States Code; the Civil Service Retirement Act, 5 U.S.C. Chapter 83; Federal Employee Health Benefits Act, 5 U.S.C. Chapter 89; Federal Employees Compensation Act (FECA), 5 U.S.C. Chapter 81; and the Federal Employee's Retirement System (FERS) Act of 1986, 5 U.S.C. Chapter 84.



We did not evaluate all internal controls relevant to operating objectives as broadly defined by the Federal Managers' Financial Integrity Act, such as those controls relevant to preparing statistical reports and ensuring efficient operations. We limited our internal control testing to controls over financial reporting and compliance. Because of inherent limitations in internal control, misstatements due to error or fraud, losses, or noncompliance may nevertheless occur and not be detected. We also caution that projecting our evaluation to future periods is subject to the risk that controls may become inadequate because of changes in conditions or that the degree of compliance with controls may deteriorate. In addition, we caution that our internal control testing may not be sufficient for other purposes.

We did not test compliance with all laws and regulations applicable to the Vietnam Education Foundation. We limited our tests of compliance to selected provisions of laws and regulations that have a direct and material effect on the financial statements and those required by OMB audit guidance that we deemed applicable to the Vietnam Education Foundation's financial statements for the fiscal year ended September 30, 2010. We caution that noncompliance may occur and not be detected by these tests and that such testing may not be sufficient for other purposes.

We performed our audit in accordance with U.S. generally accepted government auditing standards and OMB audit guidance.

Agency Comments and Our Evaluation

In commenting on a draft of this report (see Appendix A), the Vietnam Education Foundation concurred with the facts and conclusions in our report.

Martin & Wall, P.C.

Washington, DC
November 12, 2010

**VIETNAM EDUCATION FOUNDATION
BALANCE SHEETS**

As Of September 30, 2010 and 2009

		2010	2009
Assets:			
Intragovernmental:			
Fund Balance With Treasury	(Note 2)	\$ 5,352,207	\$ 5,011,456
Total Intragovernmental		\$ 5,352,207	\$ 5,011,456
Total Assets		\$ 5,352,207	\$ 5,011,456
Liabilities:	(Note 3)		
Intragovernmental:			
Accounts Payable		\$ 6,300	\$ 13,832
Other	(Note 4)	6,289	4,120
Total Intragovernmental		12,589	17,951
Liabilities With the Public:			
Accounts Payable		356,245	204,042
Other	(Note 4)	154,340	98,832
Total Liabilities With the Public		510,585	302,874
Total Liabilities		523,174	320,825
Net Position:			
Cumulative Results of Operations			
- Earmarked Funds	(Note 6)	4,829,033	4,690,631
Total Net Position		4,829,033	4,690,631
Total Liabilities and Net Position		\$ 5,352,207	\$ 5,011,456

*Amounts may be off by a dollar due to rounding.

VIETNAM EDUCATION FOUNDATION
STATEMENT OF NET COST
For The Years Ended September 30, 2010 and 2009

	2010	2009
	<u> </u>	<u> </u>
Program Costs:		
Program A:		
Gross Costs (Note 7)	\$ 4,885,905	\$ 5,039,697
Net Program Costs	<u>4,885,905</u>	<u>5,039,697</u>
Net Cost of Operations	<u>\$ 4,885,905</u>	<u>\$ 5,039,697</u>

*Amounts may be off by a dollar due to rounding.

VIETNAM EDUCATION FOUNDATION
STATEMENT OF CHANGES IN NET POSITION
For The Years Ended September 30, 2010 and 2009

2010

	Earmarked Funds	All Other Funds	Eliminations	Consolidated Total
Cumulative Results of Operations:				
Beginning Balances	\$ 4,690,631	\$	\$	\$ 4,690,631
Budgetary Financing Sources:				
Transfers-In/Out Without Reimbursement	5,000,000			5,000,000
Other Financing Resources (Non-Exchange):				
Imputed Financing		24,307		24,307
Total Financing Sources	5,000,000	24,307		5,024,307
Net Cost of Operations (+/-)	4,861,598	24,307		4,885,905
Net Change	138,402			138,402
Cumulative Results of Operations	\$ 4,829,033	\$	\$	\$ 4,829,033
Budgetary Financing Sources:				
Net Position	\$ 4,829,033	\$	\$	\$ 4,829,033

*Amounts may be off by a dollar due to rounding.

VIETNAM EDUCATION FOUNDATION
STATEMENT OF CHANGES IN NET POSITION
For The Years Ended September 30, 2010 and 2009

2009

	Earmarked Funds	All Other Funds	Eliminations	Consolidated Total
Cumulative Results of Operations:				
Beginning Balances	\$ 4,707,722	\$	\$	\$ 4,707,722
Budgetary Financing Sources:				
Transfers-In/Out Without Reimbursement	5,000,000			5,000,000
Other Financing Resources (Non-Exchange):				
Imputed Financing		22,606		22,606
Total Financing Sources	5,000,000	22,606		5,022,606
Net Cost of Operations (+/-)	5,017,092	22,606		5,039,697
Net Change	(17,092)			(17,092)
Cumulative Results of Operations	\$ 4,690,631	\$	\$	\$ 4,690,631
Net Position	\$ 4,690,631	\$	\$	\$ 4,690,631

*Amounts may be off by a dollar due to rounding.

VIETNAM EDUCATION FOUNDATION
STATEMENT OF BUDGETARY RESOURCES
For The Years Ended September 30, 2010 and 2009

	2010	2010	2009	2009
	Budgetary	Non-Budgetary Credit Program Financing Accounts	Budgetary	Non-Budgetary Credit Program Financing Accounts
Budgetary Resources:				
Unobligated Balance:				
Beginning of Period	\$ 4,769,878	\$	\$ 4,235,091	\$
Recoveries of Prior Year Obligations	80		547,854	
Budget Authority:				
Appropriations Received	5,000,000		5,000,000	
Spending Authority from Offsetting Collections (Gross):				
Earned				
Collected	4,416		831	
Subtotal	\$ 5,004,416		\$ 5,000,831	
Total Budgetary Resources	\$ 9,774,374	\$	\$ 9,783,776	\$
Status of Budgetary Resources:				
Obligations Incurred				
Direct (Note 8)	\$ 4,847,839	\$	\$ 5,013,897	\$
Subtotal	\$ 4,847,839		\$ 5,013,897	
Unobligated Balances				
Apportioned	\$ 2,974,345		\$ 4,221,193	
Subtotal	\$ 2,974,345		\$ 4,221,193	
Unobligated Balances - Not Available	1,952,191		548,685	
Total Status of Budgetary Resources	\$ 9,774,374	\$	\$ 9,783,776	\$
Change in Obligated Balances:				
Obligated Balance, Net:				
Unpaid Obligations, Brought Forward, October 1	\$ 241,578	\$	\$ 636,838	\$
Total, Unpaid Obligated Balance, Brought Forward, Net	\$ 241,578		\$ 636,838	
Obligations Incurred	4,847,839		5,013,897	
Gross Outlays (-)	(4,663,665)		(4,861,303)	
Recoveries of Prior-Year Unpaid Obligations, Actual (-)	(80)		(547,854)	
Obligated Balance, Net, End of Period:				
Unpaid Obligations (+) (Note 9)	425,672		241,578	
Total, Unpaid Obligated Balance, Net, End of Period	\$ 425,672	\$	\$ 241,578	\$
Net Outlays:				
Gross Outlays (+)	4,663,665		4,861,303	
Offsetting Collections (-)	(4,416)		(831)	
Net Outlays	\$ 4,659,249	\$	\$ 4,860,473	\$

*Amounts may be off by a dollar due to rounding.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES**Reporting Entity**

The Vietnam Education Foundation (VEF), an independent establishment of the Executive Branch of the United States Government, is a special initiative created by the U.S. Congress in December 2000 under The Vietnam Education Foundation Act (Public Law 106-554). The VEF operates as an independent establishment of the Executive Branch under Section 104 of Title 5, United States Code. Funding sources include transfers in/out without reimbursement from other federal agencies, as part of United States-Vietnam Debt Repayment Agreement. Funding details are presented below under the subsection Revenues and Other Financing Sources.

VEF's purpose is to promote closer relations between the United States and the Socialist Republic of Vietnam. VEF does this by providing opportunities for Vietnamese nationals to pursue graduate and post-graduate studies in science and technology in the United States and for American citizens to teach in the same fields of studies in Vietnam. VEF's core activities are concentrated in two essential and complementary areas: (1) the selection and management of Vietnamese nationals for advanced graduate studies and professional training at top U.S. universities (Fellowship and Visiting Scholars Programs) in the sciences (natural, physical, and environmental), mathematics, medicine, and technology (including information technology); and (2) the strengthening of Vietnam's capacity in science and technology, focusing on its teaching and research institutions (Capacity Building Projects).

In order to accomplish its mission, VEF has two offices: (1) the headquarters in Arlington, Virginia, established in March 2003, with four employees; and (2) the field office in Hanoi, Vietnam, established in November 2003, with eight employees. VEF provides annual reports on its activities to the President and also to Congress through the U.S. Senate Committee on Foreign Relations and the House Committee on Foreign Affairs.

VEF is governed by a Board of Directors, comprised of 13 members, who meet quarterly, together with the VEF U.S. headquarters staff. Six Presidential appointees serve as voting members of the Board. U.S. Government officials on the VEF Board of Directors are three U.S. Cabinet members, who serve as voting members of the Board: Secretary of State Hillary Rodham Clinton, Secretary of Education Arne Duncan, and Secretary of Treasury Timothy F. Geithner. Also among U.S. Government officials on the Board are four members of Congress, who serve as ex officio, nonvoting members, providing bipartisan representation from the Senate and the House of Representatives. According to the VEF Act, the two members of the Senate are appointed by the President pro tempore of the Senate, one of whom is appointed upon the recommendation of the Majority Leader and the other upon the recommendation of the Minority Leader, while the two members of the House of Representatives are appointed by the Speaker of the House of Representatives, one of whom is appointed upon the recommendation of the Majority Leader and the other upon the recommendation of the Minority Leader. The present Congressional members are U.S. Senator David Vitter and U.S. Representatives Earl Blumenauer and Joe Pitts.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Basis of Presentation**

These financial statements have been prepared from the accounting records of VEF in accordance with generally accepted accounting principles (GAAP), and the form and content for entity financial statements specified by the Office of Management and Budget (OMB) in OMB Circular No. A-136. GAAP for Federal entities are standards prescribed by the Federal Accounting Standards Advisory Board (FASAB), which has been designated the official accounting standards-setting body for the Federal Government by the American Institute of Certified Public Accountants.

OMB Circular No. A-136 requires agencies to prepare principal statements, which include a Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, and a Statement of Budgetary Resources. The Balance Sheet presents, as of September 30, 2010, amounts of future economic benefits owned or managed by VEF (assets), amounts owed by VEF (liabilities), and amounts, which comprise the difference (net position). The Statement of Net Cost reports the full cost of the program, both direct and indirect costs of the output, and the costs of identifiable supporting services provided by other segments within VEF and other reporting entities. The Statement of Budgetary Resources reports an agency's budgetary activity.

Basis of Accounting

Transactions are recorded on the accrual accounting basis in accordance with general government practice. Under the accrual basis of accounting, revenues are recognized when earned, and expenses are recognized when a liability is incurred, without regard to receipt or payment of cash.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Budgets and Budgetary Accounting**

VEF follows standard federal budgetary accounting policies and practices in accordance with OMB Circular No. A-11, “Preparation, Submission, and Execution of the Budget,” dated July 2010. Budgetary accounting facilitates compliance with legal constraints and controls over the use of federal funds. Each year, OMB apportions debt repayment funds to VEF’s Fund Balance with Treasury to incur obligations in support of agency programs. For Fiscal Year (FY) 2010 and 2009, VEF is accountable for apportionment of no-year funds and no-year fund carryover. VEF recognizes budgetary resources as assets when cash (funds held by Treasury) is made available through warrants and when spending authority from the offsetting collection is incurred. VEF receives warrants as payments are received from debt repayments under the United States-Vietnam Debt Agreement, which is described more fully below.

Revenues and Other Financing Sources

VEF’s authorizing legislation (P.L. 106-554), passed in December 2000, established the Vietnam Education Foundation as an independent agency of the Executive Branch, and appropriated the \$85 million in expected loan repayment from the Socialist Republic of Vietnam to the United States under the United States-Vietnam Debt Repayment Agreement to VEF.

VEF receives its funding from the repayment of outstanding loans paid by the Socialist Republic of Vietnam to the United States. These funds are paid into the Vietnam Debt Repayment Fund, which was the result of the United States-Vietnam Debt Agreement. The Socialist Republic of Vietnam makes its debt repayments to the U.S. Agency for International Development (USAID) and the U.S. Department of Agriculture (USDA). Under the terms of the Agreement, the Socialist Republic of Vietnam is obligated to pay the United States \$2.5 million each January and another \$2.5 million each July, totaling \$85 million from FY 2002-FY 2018. There is a schedule showing the portion of debt repayments to each agency.

USAID and USDA transfer debt repayments to an unavailable receipts account at the Treasury Department known as the Vietnam Debt Repayment Fund (account symbol 955365.001). January payments are transferred by March and July payments are transferred by September. It is not uncommon for these transfers to be delayed. Any amount of the loan repayment in excess of the \$5,000,000 is not to be used by VEF and is left in an Unapplied Receipt Account at Treasury.

P.L. 106-554 appropriated a total of \$85 million “non-expiring” funds to VEF, in increments of \$5 million per fiscal year, spanning FY 2002 – FY 2018, which is the expected amount of the loan repayments. VEF funds are “non-expiring.” “Legally binding budgetary restrictions” are limited to not obligating or spending more than its Fund Balance with Treasury. VEF is a “non-appropriated fund.”

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Revenues and Other Financing Sources (continued)**

“Transfers in without reimbursement” are treated as earmarked funds and are subject to “apportionment” by the U.S. Office of Management and Budget (OMB) in order to add those amounts to VEF’s Fund Balance with Treasury. OMB issues “apportionments” equal to the actual receipt of funds, not the full amount of expected annual payments (which occurred in prior years). Earmarked funds are fund that are financed by specifically identified revenues, often supplemented by other financing sources, which remain available over time. These specifically identified revenues and other financing sources are required by statute to be used for designated activities or purposes, and must be accounted for separately from the federal government’s general revenues, per Statement of Federal Financial Accounting Standard (SFFAS) 27, *Identifying and Reporting Earmarked Funds*.

A second financing source for VEF consist of imputed financing sources which are costs financed by other Federal entities on behalf of VEF, as required by Statement of Federal Financial Accounting Standard (SFFAS) No. 5, *Accounting for Liabilities of the Federal Government*.

A third financing source for VEF is donations. A separate fund is established for fundraising private dollars, 926G. Contributions are tax deductible. Donors are legally prohibited from providing restricted grants.

Imputed Financing Sources

In certain instances, operating costs of the VEF are paid out of funds appropriated to other federal agencies. In accordance with GAAP, as outlined in guidance issued by the Office of Management and Budget (OMB), all expenses of a federal entity should be reported by that agency whether or not the agency will ultimately pay these expenses. Amounts for certain expenses of VEF, which will be paid by other federal agencies, are recorded in the Statement of Net Cost. A related amount is recognized in the Statement of Changes in Net Position as an imputed financing source. VEF records imputed expense and financing sources for employee retirement, insurance, and health benefit costs, which are paid by the Office of Personnel Management (OPM).

Personnel Compensation and Benefits

VEF has two categories of employees: U.S. government employees, who are based in the headquarters in Arlington, VA, and non-U.S. government employees, who are based in the field office in Hanoi, Vietnam. The non-U.S. government employees are paid through a third party and are not processed through payroll systems. The information below applies only to U.S. government employees.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Personnel Compensation and Benefits (continued)**

Salaries and wages of employees are recognized as accrued payroll expenses and related liabilities as earned. These expenses are recognized as a funded liability when accrued. Annual leave is accrued as it is earned by employees and is included in personnel compensation and benefit costs. An unfunded liability is recognized for earned but unused annual leave, since from a budgetary standpoint, this annual leave will be paid from future appropriations when employees use the leave. The amount accrued is based upon current pay rates for employees. Sick leave and other types of leave that are not vested are expensed when used and no future liability is recognized for these amounts.

VEF's employees participate in one of two retirement programs, either the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), which became effective on January 1, 1987. VEF and its employees both contribute to these systems. Although VEF funds a portion of benefits under CSRS and FERS and makes the necessary payroll withholdings, it does not report assets associated with these benefit plans in accordance with SFFAS No. 5, "Accounting for Liabilities of the Federal Government."

For CSRS employees, VEF contributes an amount equal to 11.2% of the employees' basic pay to the plan. For FERS employees, VEF contributes an amount equal to 7% of the employees' basic pay to the plan.

Both CSRS employees and FERS employees are eligible to participate in the Thrift Savings Plan (TSP). The TSP is a defined contribution retirement plan intended to supplement the benefits provided under CSRS and FERS. For FERS employees, VEF contributes an amount equal to 1% of the employee's basic pay to the TSP and matches employee contributions up to an additional 4%. CSRS employees receive no matching contribution from VEF.

The U.S. Office of Personnel Management (OPM) is responsible for reporting assets, accumulated plan benefits, and unfunded liabilities, if any, applicable to CSRS participants and FERS employees government-wide, including VEF employees. VEF has recognized an Imputed Cost and Imputed Financing Source for the difference between the estimated service cost and the contributions made by VEF and its covered employees. The estimated cost of pension benefits is based on rates issued by OPM.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Personnel Compensation and Benefits (continued)**

Employees are entitled to participate in the Federal Employees Group Life Insurance (FEGLI) Program. Participating employees can obtain “basic life” term life insurance, with the employee paying two-thirds of the cost and VEF paying one-third. Additional coverage is optional, to be paid fully by the employee. The basic life coverage may be continued into retirement if certain requirements are met. OPM administers the FEGLI program and is responsible for the reporting of related liabilities. Each fiscal year, OPM calculates the U.S. Government’s service cost for the post-retirement portion of basic life coverage. Because VEF’s contributions to the basic life coverage are fully allocated by OPM to the pre-retirement portion of coverage, VEF has recognized the entire service cost of the post-retirement portion of basic life coverage as an Imputed Cost and Imputed Financing Source.

Fund Balance with Treasury

The U.S. Treasury performs cash management activities for all Federal agencies. Fund Balance With Treasury is the aggregate amount of the agency’s accounts with Treasury for which the agency is authorized to liquidate obligations, pay funded liabilities, and make expenditures. The fund balance is increased through the receipt of non-expenditure Treasury Warrants for appropriations, positive non-expenditure transfers, and other expenditure inflows of funds. The Fund Balance With Treasury is reduced through non-expenditure Treasury Warrants for recissions, negative non-expenditure transfers, disbursements, and other expenditure cash outflows of funds.

Property and Equipment

Property, plant, and equipment (PP&E) have been defined in the Federal Government as tangible items owned by the Federal Government and having an expected useful life of greater than two years. The following policies will be effective for PP&E:

PP&E will be reported at acquisition cost.

The capitalization threshold will be established at \$5,000 for assets with a useful life of 2 or more years.

For bulk purchases, items will be capitalized when the individual useful lives are at least two years and have an aggregate value of \$100,000 or more.

Acquisitions of P&E that do not meet the capitalization criteria will be recorded as operating expenses. General P&E consists of items that are used by to support its mission.

Depreciation on these assets is calculated using the straight-line method. Depreciation begins the day the asset is placed in service.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Property and Equipment (continued)**

Useful lives are as follows:

Equipment -	4 years
Furniture -	4 years

Maintenance, repairs and minor renovations are expensed as incurred. Expenditures that materially increase values, change capacities or extend useful lives will be capitalized.

The costs of any leasehold improvements financed with VEF appropriated funds will be capitalized if the total cost exceeds \$25,000. Construction costs will be accumulated as “construction in-progress” until completion and then transferred and capitalized as a “leasehold improvements” over 7 years or the remainder of the lease, whichever is less.

Internal use software development and acquisition costs of \$25,000 will be capitalized as “software development-in-progress” until the development stage is completed and the software is successfully tested. At acceptance, “software development-in-progress” costs are reclassified as “internal use software” and amortized using the straight-line method over an estimated useful life of 4 years. Purchased commercial software that does not meet the capitalization criteria will be expensed. Enhancements that do not add significant new capability or functionality will be expensed.

Prepaid and Deferred Charges

Payments in advance of the receipt of goods and services are recorded as prepaid charges at the time of prepayment and recognized as expenses when the related goods and services are received.

Liabilities

Liabilities represent amounts expected to be paid as the result of a transaction or event that has already occurred. Liabilities covered by budgetary resources are liabilities incurred which are covered by realized budgetary resources as of the balance sheet date. Available budgetary resources include new budget authority, spending authority from the offsetting collections, recoveries of unexpired budget authority through downward adjustments of prior year obligations, unobligated balances of budgetary resources at the beginning of the year. Unfunded liabilities are not considered to be covered by such budgetary resources. Examples of unfunded liabilities are actuarial liabilities for future Federal Employees’ Compensation Act payments. The Government, acting in its sovereign capacity, can abrogate liabilities arising from other than contracts.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Borrowings Payable to Treasury**

VEF does not engage in Treasury Borrowing activities.

Contingencies

The criteria for recognizing contingencies for claims are (1) a past event or exchange transaction has occurred as of the date of the statements; (2) a future outflow or other sacrifice of resources is probable; and (3) the future outflow or sacrifice of resources is measurable (reasonably estimated). VEF recognizes material contingent liabilities in the form of claims, legal action, administrative proceedings and environmental suits that have been brought to the attention of legal counsel, some of which will be paid by the Treasury Judgment Fund. It is the opinion of management and legal counsel that the ultimate resolution of these proceedings, actions and claims, will not materially affect the financial position or results of operations.

Net Position

Net position consists of unexpended appropriations and cumulative results of operations. Unexpended appropriations represent amounts of budget authority to include unobligated or obligated balances not rescinded or withdrawn. Cumulative results of operations is comprised of the following: (1) the difference between revenues and expenses, (2) the net amount of transfers of assets in and out without reimbursement, and (3) donations, all since inception of the fund(s).

NOTE 2 – FUND BALANCE WITH TREASURY

Treasury performs cash management activities for all federal agencies. The net activity represents Fund Balance with Treasury. Fund Balance with the Treasury is the aggregate amount of funds in the agency's accounts with Treasury for which the agency is authorized to make expenditures and pay liabilities. The fund balance is increased when VEF receives transfers in without reimbursement as part of debt repayment and it is reduced by disbursements.

VEF's funds with the U.S. Treasury are cash balances from appropriations as of the fiscal year-end from which the VEF is authorized to make expenditures and pay liabilities resulting from operational activity.

VEF's Fund Balance with Treasury is derived from repayment of outstanding loans by the Socialist Republic of Vietnam, which are appropriated to VEF in increments of \$5 million per fiscal year.

The table below displays the composition of Fund Balance with Treasury.

NOTE 2 – FUND BALANCE WITH TREASURY (CONTINUED)

	<u>2010</u>	<u>2009</u>
A. Fund Balance with Treasury		
Special Fund	<u>\$5,352,207</u>	<u>\$5,011,456</u>
B. Status of Fund Balance with Treasury		
1) Unobligated Balance		
a) Available	2,974,345	4,221,193
b) Unavailable	1,952,191	548,685
2) Obligated Balance not yet Disbursed	<u>425,672</u>	<u>241,578</u>
Total	<u>\$5,352,207</u> *	<u>\$5,011,456</u>

*Rounding

NOTE 3 – LIABILITIES NOT COVERED BY BUDGETARY RESOURCES

Liabilities of VEF are classified as liabilities covered or not covered by budgetary resources. As of September 30, 2010, they showed liabilities covered by budgetary resources of \$424,672 and liabilities not covered by budgetary resources of \$98,503. As of September 30, 2009, they showed liabilities covered by budgetary resources of \$241,578 and liabilities not covered by budgetary resources of \$79,247.

At September 30, 2010, liabilities covered by budgetary resources is composed of Accounts Payable \$362,545, Employer Contributions and Payroll Taxes Payable \$6,289 and Accrued Funded Payroll and Leave \$55,838. At September 30, 2009, liabilities covered by budgetary resources is composed of Accounts Payable \$217,874, Employer Contributions and Payroll Taxes Payable \$4,120 and Accrued Funded Payroll and Leave \$19,585.

	<u>2010</u>	<u>2009</u>
With the Public		
Other	<u>98,503</u>	<u>79,247</u>
Total liabilities not covered by budgetary resources	<u>98,503</u>	<u>79,247</u>
Total liabilities covered by budgetary resources	<u>424,672</u>	<u>241,578</u>
Total Liabilities	<u>\$523,174</u> *	<u>\$320,825</u>

* Rounding

NOTE 4 – OTHER LIABILITIES

As of September 30, 2010, other liabilities with the public consist of accrued funded payroll and leave of \$55,838 and unfunded leave in the amount of \$98,503. Other Intragovernmental liabilities consist of employer contributions and payroll taxes payable \$6,289.

As of September 30, 2009, other liabilities with the public consist of accrued funded payroll and leave of \$19,585 and unfunded leave in the amount of \$79,247. Other Intragovernmental liabilities consist of employer contributions and payroll taxes payable \$4,120.

	<u>With the Public</u>	<u>Non-Current</u>	<u>Current</u>	<u>Total</u>
2010	Other Liabilities	98,503	55,838	\$154,340 *
2009	Other Liabilities	79,247	19,585	\$98,832

**Rounding*

	<u>Intragovernmental</u>	<u>Non-Current</u>	<u>Current</u>	<u>Total</u>
2010	Other Liabilities	0	6,289	\$6,289
2009	Other Liabilities	0	4,120	\$4,120

NOTE 5 – LEASES**Entity as Lessee:**Operating Leases:*Description of Leasing Arrangements:*

VEF leases office space located at 2111 Wilson Boulevard, Suite 700 in Arlington, VA. The lease was entered into on March 17, 2003, and expires July 31, 2010.

VEF also leases office space at Unit No. 502, 5th Floor, Hanoi Towers, Hanoi, Vietnam. The lease was entered into on August 10, 2009, became effective September 1, 2009 and expires, August 30, 2011. The tenant may relinquish space upon six (6) months notice. Thus, at any time, the Board's financial obligation can be reduced to six (6) months of rent.

Future Payments Due:

The following is a schedule of future minimum lease payments required by the leases above:

Year Ending September 30, 2011	<u>\$ 49,610</u>
Total Future Lease Payments	<u>\$ 49,610</u>

NOTE 6 – EARMARKED FUNDS

Earmarked funds are funds that are financed by specifically identified revenues, often supplemented by other financing sources, which remain available over time. These specifically identified revenues and other financing sources are required by statute to be used for designated activities or purposes, and must be accounted for separately from the federal government's general revenues, per Statement of Federal Financial Accounting Standard (SFFAS) 27, *Identifying and Reporting Earmarked Funds*.

VEF's source of earmarked funds are the \$5 million per year from the Vietnam Debt Repayment Fund which is paid by the Socialist Republic of Vietnam and would be considered an inflow of revenue to the government. VEF's imputed financing are not considered earmarks.

NOTE 6 – EARMARKED FUNDS (CONTINUED)

FY 2010	VEF Earmarked Funds	VEF Other Funds	Total Funds
Balance Sheet as of Sept. 30			
ASSETS			
Fund Balance with Treasury	\$ 5,352,207		\$ 5,352,207
Total Assets	<u>\$ 5,352,207</u>	<u>\$</u>	<u>\$ 5,352,207</u>
Intragovernmental Liabilities:			
Accounts Payable	\$ 6,300		\$ 6,300
Other Liabilities	\$ 6,289		\$ 6,289
Total Intragovernmental Liabilities	<u>\$ 12,589</u>	<u>\$</u>	<u>\$ 12,589</u>
Liabilities with the Public:			
Accounts Payable	\$ 356,245		\$ 356,245
Other Liabilities	\$ 154,340		\$ 154,340
Total Liabilities with the Public	<u>\$ 510,585</u>		<u>\$ 510,585</u>
Total Liabilities	<u>\$ 523,174</u>	<u>\$</u>	<u>\$ 523,174</u>
Cumulative Results of Operations	<u>\$ 4,829,033</u>		<u>\$ 4,829,033</u>
Total Liabilities and Net Position	<u>\$ 5,352,207</u>	<u>\$</u>	<u>\$ 5,352,207</u>
Statement of Net Cost For the Period Ended Sept. 30			
Gross Program Costs	\$ 4,861,598	\$ 24,307	\$ 4,885,905
Net Program Costs	<u>\$ 4,861,598</u>	<u>\$ 24,307</u>	<u>\$ 4,885,905</u>
Net Cost of Operations	<u>\$ 4,861,598</u>	<u>\$ 24,307</u>	<u>\$ 4,885,905</u>
Statement of Changes in Net Position For the Period Ended Sept. 30			
Net Position Beginning of Period	\$ 4,690,631		\$ 4,690,631
Non-Exchange Revenue			
Other Financing Sources			
Transfer In Without Reimbursement	\$ 5,000,000		\$ 5,000,000
Imputed Financing		\$ 24,307	\$ 24,307
Total Financing Sources	<u>\$ 5,000,000</u>	<u>\$ 24,307</u>	<u>\$ 5,024,307</u>
Net Cost of Operations	\$ 4,861,598	\$ 24,307	\$ 4,885,905
Change in Net Position	<u>\$ 138,402</u>	<u>\$</u>	<u>\$ 138,402</u>
Net Position End of Period	<u>\$ 4,829,033</u>	<u>\$</u>	<u>\$ 4,829,033</u>

NOTE 6 – EARMARKED FUNDS (CONTINUED)

FY 2009	VEF Earmarked Funds	VEF Other Funds	Total Funds
Balance Sheet as of Sept. 30			
ASSETS			
Fund Balance with Treasury	\$ 5,011,456		\$ 5,011,456
Total Assets	<u>\$ 5,011,456</u>	<u>\$</u>	<u>\$ 5,011,456</u>
Intragovernmental Liabilities:			
Accounts Payable	\$ 13,832		\$ 13,832
Other Liabilities	\$ 4,120		\$ 4,120
Total Intragovernmental Liabilities	<u>\$ 17,951</u>	<u>\$</u>	<u>\$ 17,951</u>
Liabilities with the Public:			
Accounts Payable	\$ 204,042		\$ 204,042
Other Liabilities	\$ 98,832		\$ 98,832
Total Liabilities with the Public	<u>\$ 302,874</u>		<u>\$ 302,874</u>
Total Liabilities	<u>\$ 320,826</u>	<u>\$</u>	<u>\$ 320,825</u>
Cumulative Results of Operations	<u>\$ 4,690,630</u>		<u>\$ 4,690,631</u>
Total Liabilities and Net Position	<u>\$ 5,011,456</u>	<u>\$</u>	<u>\$ 5,011,456</u>
Statement of Net Cost For the Period Ended Sept. 30			
Gross Program Costs	\$ 5,017,092	\$ 22,606	\$ 5,039,697
Net Program Costs	<u>\$ 5,017,092</u>	<u>\$ 22,606</u>	<u>\$ 5,039,697</u>
Net Cost of Operations	<u>\$ 5,017,092</u>	<u>\$ 22,606</u>	<u>\$ 5,039,697</u>
Statement of Changes in Net Position For the Period Ended Sept. 30			
Net Position Beginning of Period	\$ 4,707,722		\$ 4,707,722
Non-Exchange Revenue			
Other Financing Sources			
Transfer In Without Reimbursement	\$ 5,000,000		\$ 5,000,000
Imputed Financing		\$ 22,606	\$ 22,606
Total Financing Sources	<u>\$ 5,000,000</u>	<u>\$ 22,606</u>	<u>\$ 5,022,606</u>
Net Cost of Operations	<u>\$ 5,017,092</u>	<u>\$ 22,606</u>	<u>\$ 5,039,697</u>
Change in Net Position	<u>\$ (17,092)</u>	<u>\$</u>	<u>\$ (17,092)</u>
Net Position End of Period	<u>\$ 4,690,631</u>	<u>\$</u>	<u>\$ 4,690,631</u>

NOTE 7 – INTRAGOVERNMENTAL COSTS AND EXCHANGE REVENUE

Intragovernmental costs are costs incurred from exchange transactions with other federal entities (e.g., reimbursable support agreements with service providers). Costs with the Public are incurred from exchange transactions with non-Federal entities (i.e., all other program costs). The table below presents the portion of the Board's program costs related to Intragovernmental Costs and Costs with the Public. Since VEF earns no revenue from its operations, gross costs and net costs are identical.

	Total 2010	Total 2009
Program A		
Intragovernmental costs	113,868	108,814
Public costs	4,772,037	4,930,883
Total Program A costs	<u>\$4,885,905</u>	<u>\$5,039,697</u>

NOTE 8 – APPORTIONMENT CATEGORIES OF OBLIGATIONS INCURRED

Apportionment is a plan, approved by the U.S. Office of Management and Budget (OMB), to spend resources provided by one of the annual appropriations acts, a supplemental appropriations act, a continuing resolution, or a permanent law (mandatory appropriations). Resources are apportioned by *Treasury Appropriation Fund Symbol (TAFS)*. The apportionment identifies amounts available for obligation and expenditure. It specifies and limits the obligations that may be incurred and expenditures made (or makes other limitations, as appropriate) for specified time periods, programs, activities, projects, objects, or any combination thereof. An apportioned amount may be further subdivided by an agency into allotments, suballotments, and allocations.

OMB Circular A-11 defines apportionment categories as follows:

- *Category A* apportionments distribute budgetary resources by fiscal quarters.
- *Category B* apportionments typically distribute budgetary resources by activities, projects, objects or a combination of these categories.
- *Category C* apportionments may be used in multi-year and no-year TAFS to apportion funds into future fiscal years.
- *Exempt* – Exempt from apportionment (see OMB Circular A-11, paragraph 120.8 for details).

VEF is subject to apportionment, but does not have reimbursable authority. Therefore, all obligations are direct in fiscal year 2010 and are Category B.

	Total 2010	Total 2009
Direct		
Category B	4,847,839	5,013,897
Total Obligations	<u>\$4,847,839</u>	<u>\$5,013,897</u>

NOTE 9 – UNDELIVERED ORDERS AT THE END OF THE PERIOD

Undelivered orders represent the value of goods and services ordered and obligated that have not been received. This amount includes any orders for which advance payment has been made but for which delivery or performance has not yet occurred. Management seeks to synchronize periods of performance on contracts and agreements with the fiscal year to minimize undelivered orders at year-end.

The amount of Unpaid Obligated Balance, Net, End of Period shown on the Statement of Budgetary Resources includes obligations relating to Undelivered Orders and Delivered Orders, Obligations Unpaid (amounts owed at the end of the year by the Board for goods and services received plus unfunded leave presented in Note 4). The amount of each is as follows:

	Undelivered Orders	Delivered Orders, Obligations Unpaid	Unpaid Obligated Balance Net
2010	1,000	424,672	\$425,672
2009		241,578	\$241,578

NOTE 10 – RECONCILIATION OF NET COST OF OPERATIONS (PROPRIETARY) TO BUDGET (FORMERLY THE STATEMENT OF FINANCING)

Budgetary resources obligated are obligations for personnel, goods, services, benefits, etc. made by the VEF in order to conduct operations or acquire assets. Other (i.e., non-budgetary) financing resources are also utilized by VEF in its program (proprietary) operations. For example, spending authority from offsetting collections and recoveries are financial resources from the recoveries of prior year obligations (e.g., the completion of a contract where not all the funds were used) and refunds or other collections (i.e., funds used to conduct operations that were previously budgeted). An imputed financing source is recognized for future federal employee benefits costs incurred for VEF employees that will be funded by OPM. Changes in budgetary resources obligated for goods, services, and benefits ordered by not yet provided represents the difference between the beginning and ending balances of undelivered orders (i.e., goods and services received during the year based on obligations incurred the prior year represent a cost of operations not funded from budgetary resources). Resources that finance the acquisition of assets are budgetary resources used to finance assets and not cost of operations (e.g., increases in accounts receivables or capitalized assets). Financing sources yet to be provided represents financing that will be provided in future periods for future costs that are recognized in determining the net cost of operations for the present period. Finally, components not requiring or generating resources are costs included in the net cost of operations that do not require resources (e.g., depreciation and amortized expenses of assets previously capitalized).

NOTE 10 – RECONCILIATION OF NET COST OF OPERATIONS (PROPRIETARY) TO BUDGET (FORMERLY THE STATEMENT OF FINANCING) - CONTINUED

As of and for the year ended September 30, 2010, liabilities not covered by budgetary resources total \$98,503 and the change in components requiring or generating resources in future period shows \$19,255. The \$19,255 is the net increase of future funded expenses – leave between appropriations of fiscal year 2009 and fiscal year 2010. Accrued funded payroll liability is covered by budgetary resources and is included in the net cost of operations. Whereas, the unfunded leave liability includes the expense related to the increase in annual leave liability for which the budgetary resources will be provided in a subsequent period.

As of and for the year ended September 30, 2009, liabilities not covered by budgetary resources total \$79,247 and the change in components requiring or generating resources in future period shows \$21,246. The \$21,246 is the net increase of future funded expenses – leave between appropriations of fiscal year 2008 and fiscal year 2009. Accrued funded payroll liability is covered by budgetary resources and is included in the net cost of operations. Whereas, the unfunded leave liability includes the expense related to the increase in annual leave liability for which the budgetary resources will be provided in a subsequent period.

	<u>2009</u>	<u>2009</u>
Liabilities not covered by budgetary resources	\$98,503	\$79,247
Change in components requiring/generating resources	\$19,255	* \$21,246

**Rounding*

A reconciliation between budgetary resources obligated and net cost of operations (i.e. providing an explanation between budgetary and financial (proprietary) accounting) is as follows (note: in prior years this information was presented as a separate financial statement (the Statement of Financing)):

NOTE 10 – RECONCILIATION OF NET COST OF OPERATIONS (PROPRIETARY) TO BUDGET (FORMERLY THE STATEMENT OF FINANCING), CONTINUED

	2010	2009
<i>Resources Used to Finance Activities:</i>		
Budgetary Resources Obligated		
Obligations Incurred	\$ 4,847,839	\$ 5,013,897
Less: Spending Auth and Recoveries	<u>4,496</u>	<u>548,685</u>
Obligations Net of Offsetting Collections and Recoveries	<u>4,843,343</u>	<u>4,465,212</u>
Net Obligations	4,843,343	4,465,212
Other Resources		
Imputed Financing from Costs Absorbed by Others	<u>24,307</u>	<u>22,606</u>
Net Other Resources Used to Finance Activities	<u>24,307</u>	<u>22,606</u>
<i>Total Resources Used to Finance Activities</i>	4,867,650	4,487,818
<i>Resources Used to Finance Items not Part of the Net Cost of Operations</i>		
Change in Budgetary Resources Obligated for Goods		
Services and Benefits Ordered But Not Yet Provided	<u>1,000</u>	<u>(530,633)</u>
<i>Total Resources Used to Finance Items Not Part of the Net Cost of Operations</i>	<u>1,000</u>	<u>(530,633)</u>
<i>Total Resources Used to Finance the Net Cost of Operations</i>	4,866,650	5,018,451
<i>Components of the Net Cost of Operations that will not Require or Generate Resources in the Current Period:</i>		
<i>Components Requiring or Generating Resources in Future Periods:</i>		
Increase in Annual Leave Liability	<u>19,255</u>	<u>21,246</u>
<i>Total Components of Net Cost of Operations that will Require or Generate Resources in Future Periods</i>	<u>19,255</u>	<u>21,246</u>
<i>Total Components of Net Cost of Operations that will not Require or Generate Resources in the Current Period</i>	<u>19,255</u>	<u>21,246</u>
<i>Net Cost of Operations</i>	<u><u>\$4,885,905</u></u>	<u><u>\$5,039,697</u></u>

*Amounts may be off by a dollar due to rounding.

NOTE 11 – SUBSEQUENT EVENTS

In preparing these financial statements, management has evaluated events and transactions for potential recognition or disclosure through November 12, 2010, which is the date the financial statements were available to be issued.

APPENDIX A –
VIETNAM EDUCATION FOUNDATION COMMENTS ON
DRAFT AUDIT REPORT



2111 Wilson Boulevard, Suite 700, Arlington, VA 22201 • www.vef.gov • Phone 703-351-5053 • Fax 703-351-1423

Lynne A. McNamara, Ph.D.
Executive Director

November 15, 2010

Board of Directors

Stephen F. Maxner, Ph.D. *Chairman*
Director, Vietnam Center
Texas Tech University

Earl Blumenauer
U.S. Congressman

Hillary Rodham Clinton
U.S. Secretary of State

Elizabeth Dugan
Chair, VEF Finance Committee

Arne Duncan
U.S. Secretary of Education

David Duong
CEO, California Waste Solutions

Christopher J. Fussner
Owner, Founder
Trans Technology Pte Ltd.

Timothy F. Geithner
U.S. Secretary of Treasury

Marjorie Margolies
President
Women's Campaign International

Joseph R. Pitts
U.S. Congressman

David Vitter
U.S. Senator

Martin & Wall, P.C.
Andrew B. Martin, CFE, CFF, CICA CPA
Managing Partner
1633 Q Street, NW
Suite 230
Washington, DC 20009

Dear Mr. Martin:

We have reviewed the draft audit report provided to us relating to your audit of Vietnam Education Foundation for the fiscal years ended September 30, 2010 and 2009. We concur with the facts and conclusions in the draft report.

Sincerely,

A handwritten signature in cursive script that reads "Lana Walbert".

Lana Walbert
Director, Finance, Accounting and Administration

APPENDIX 6
GRADUATES (120) AS OF SEPTEMBER 2010

Summary: 120 (35%) of the total number of 341 VEF Fellows have completed graduate degrees: seventy (70) doctoral degrees (58%) and fifty (50) Master's degrees (42%). All graduates are in one of three categories:

1. **Thirty-two (32)** (27%) are pursuing **Academic Training (AT)** in the United States, which is a benefit offered to J-1 students and authorized by VEF, in order to obtain training in their field of study.
2. **Seventy (70)** (58%) have **returned to Vietnam**: twenty-seven (27) (39%) are working in the academic sector; twenty-six (26) (37%) are working in the corporate sector; seven (7) (10%) have positions in the development sector; two (2) (3%) are heading their own private companies; and eight (8) (11%) have just returned or are working as freelancers.
3. The remaining **eighteen (18)** graduates are **involved in other activities**: eight (8) (7%) have continued on to doctoral degree and research programs with other sources of funding or are on J-2 dependent status in the United States, and ten (10) (8%) are working outside of Vietnam.

In the table below, the Fellows' names are given in Vietnamese order: LAST (Family) name followed by Middle name(s) and finally by First (Given) name(s). The list in each of the three categories/sections is organized alphabetically in that Vietnamese order: first by LAST name, then by Middle name(s), and finally by the First name. Acronyms used for the degrees listed are as follows: DMD (Doctor of Medical Dentistry), DPH (Doctor of Public Health), PhD (Doctor of Philosophy), MSPH (Master of Science in Public Health), and MEM (Master of Environmental Management).

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Doing Academic Training (AT) in the United States (32)								
1	BUI Xuan Loc	M	2004	University of Illinois at Urbana - Champaign	Electrical and Computer Engineering	PhD	Fall 2008	Software Engineer, Airvana Corp., Chelmsford, MA, from October 1, 2008, to September 30, 2011
2	DANG Huy Cuong	M	2004	Brown University	Physics	PhD	Summer 2010	Postdoctoral Research Associate, Brown University, Providence, RI, from June 1, 2010, to May 31, 2011
3	DINH Huu Hai	M	2004	University of Michigan at Ann Arbor	Civil Engineering	PhD	Summer 2009	Engineer, Moffat & Nichol, Walnut Creek, CA, from September 2, 2010, to February 29, 2012
4	DO Ba Thanh	M	2004	University of Michigan at Ann Arbor	Materials Science	PhD	Spring 2010	Chemical Engineer, General Motors, Warren, MI, from January 29, 2010, to February 1, 2011
5	DO Trung Thong	M	2004	Johns Hopkins University	Electrical and Computer Engineering	PhD	Spring 2010	Postdoctoral Researcher, Johns Hopkins University, Baltimore, MD, from August 23, 2010, to August 22, 2011
6	DUONG Thi Hao	F	2004	University of Texas at Houston	Health Promotion/ Health Education	DPH	Spring 2009	Postdoctoral Research Fellow, University of Texas at Houston, School of Public Health, Houston, TX, from September 1, 2010, to May 31, 2011

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Doing Academic Training (AT) in the United States (cont.)								
7	HA Manh Hung	M	2005	Case Western Reserve University	Materials Science and Engineering	PhD	Fall 2009	Research Assistant, University of Virginia, Charlottesville, VA, from December 7, 2009, to December 7, 2010
8	HOANG Phuong Chi	F	2005	University of Texas at Austin	Civil Engineering	PhD	Summer 2009	Research Associate, National Institute of Standards and Technology, Gaithersburg, MD, from June 1, 2010, to May 31, 2011
9	LE Hoai Chau	M	2004	University of Illinois at Urbana - Champaign	Civil Engineering	PhD	Spring 2010	Staff Engineer, Caterpillar Champaign Simulation Center, Champaign, IL, from May 4, 2010, to May 10, 2011
10	LE Hoang Tung	M	2003	Purdue University	Industrial Engineering	PhD	Summer 2009	Operations Research Developer, Deccan International, San Diego, CA, from September 1, 2009, to March 1, 2011
11	LE Ngoc Anh	M	2003	State University of New York at Buffalo	Computer Science and Engineering	PhD	Summer 2010	Postdoctoral Research Associate, University of Illinois at Urbana-Champaign in Urbana-Champaign, IL, from July 1, 2010, to June 30, 2011
12	LE Quang Nam	M	2004	New York University	Mathematics	PhD	Summer 2008	Assistant Professor, Columbia University, New York, NY, from July 1, 2008, to June 30, 2011
13	LE Thu Ha	F	2004	University of Texas at Austin	Electrical and Computer Engineering	PhD	Summer 2010	Postdoctoral Associate, Advanced Research Institute, Arlington, VA, from June 4, 2010, to June 3, 2011
14	NGO Minh Duc	M	2004	University of Illinois at Urbana - Champaign	Mechanical Engineering	PhD	Fall 2009	Postdoctoral Scholar, California Institute of Technology, Pasadena, CA, from August 2, 2010, to August 3, 2011
15	NGUYEN Dong Giang	M	2003	University of Illinois at Urbana - Champaign	Electrical and Computer Engineering	PhD	Fall 2009	Design Engineer, Sigma Designs, Milpitas, CA, from December 16, 2009, to June 15, 2011
16	NGUYEN Duc Dung	M	2003	Northeastern University	Electrical Engineering	PhD	Fall 2008	Electrical Engineer, GT Solar, Inc., Merrimack, NH, from August 29, 2008, to May 29, 2011
17	NGUYEN Hai Anh	M	2005	University of Massachusetts at Amherst	Civil Engineering	PhD	Fall 2010	Postdoctoral Researcher, University of Massachusetts at Amherst, Amherst, MA, from September 1, 2010, to August 31, 2011
18	NGUYEN Hong Tam	M	2004	University of Illinois at Urbana - Champaign	Civil Engineering	PhD	Fall 2010	Postdoctoral Researcher Associate, Northeastern University, Boston, MA, from September 1, 2010, to August 31, 2011
19	NGUYEN Kieu Cuong	M	2003	Brown University	Physics	PhD	Spring 2009	Visiting Fellow, National Institutes of Health, Bethesda, MD, from April 20, 2009, to October 20, 2010
20	NGUYEN Thanh Tuan	M	2004	University of North Carolina at Chapel Hill	Nutrition	PhD	Fall 2008	Postdoctoral Associate, Baylor College of Medicine, Houston, TX, from August 15, 2010, to September 19, 2010
21	NGUYEN Trung Hieu	M	2005	University of California at San Diego	Mathematics	PhD	Fall 2010	Research Assistant, University of California at San Diego, La Jolla, CA, from September 1, 2010, to August 31, 2011

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Doing Academic Training (AT) in the United States (cont.)								
22	NGUYEN Van Giap	M	2005	Auburn University	Applied Economics	PhD	Summer 2010	Postdoctoral Research Associate, Auburn University, Auburn, AL, from June 1, 2010, to May 31, 2011
23	NGUYEN Viet Hoang	M	2004	University of Illinois at Urbana - Champaign	Computer Science	PhD	Fall 2010	Software Engineer, Google Inc., Mountain View, CA, from August 2, 2010, to October 12, 2011
24	NGUYEN Viet Hung	M	2006	University of California at Berkeley	Computer Science	PhD	Spring 2010	Virtual Design and Construction Technician, Herrero Contractors, Inc., San Francisco, CA, from January 3, 2010, to January 3, 2011
25	PHAM Bao Yen	F	2004	University of North Carolina at Chapel Hill	Molecular Biology	PhD	Spring 2010	Postdoctoral Research Associate, University of North Carolina, Chapel Hill, NC, from July 1, 2010, to June 30, 2011
26	THAN Van Cuong	M	2005	Rice University	Computer Science	PhD	Fall 2009	Postdoctoral Fellow, University of Michigan, Ann Arbor, MI, from October 15, 2009, to April 14, 2011
27	TRAN Anh Phong	M	2005	Brown University	Physics	PhD	Summer 2010	Postdoctoral Research Associate, Rhode Island Hospital, Providence, RI, from June 1, 2010, to March 31, 2011
28	TRAN Phuong	M	2004	University of Illinois at Urbana - Champaign	Theoretical and Applied Mechanics	PhD	Fall 2010	Postdoctoral Fellow, Northwestern University, Evanston, IL, from September 25, 2010, to September 24, 2011
29	TRINH Nguyen Hoang	M	2004	Toyota Technological Institute at Chicago	Computer Science	PhD	Summer 2010	Postdoctoral Researcher, IBM Research T. J. Watson Center, Hawthorne, NY, from June 1, 2010, to May 31, 2011
30	TRUONG Thanh Tu	M	2004	University of Illinois at Urbana - Champaign	Chemistry	PhD	Spring 2010	Postdoctoral Appointee, Argonne National Laboratory, Argonne, IL, from February 22, 2010, to February 21, 2011
31	VAN Tu Anh	F	2004	University of Illinois at Urbana - Champaign	Electrical and Computer Engineering	PhD	Fall 2010	Postdoctoral Research Fellow, Stanford University, Stanford, CA, from September 1, 2010, to August 30, 2011
32	VO Trung Dung	M	2005	University of California at San Diego	Electrical and Computer Engineering	PhD	Summer 2009	Senior Research Engineer, Samsung Information Systems America, Inc., Costa Mesa, CA, from June 15, 2010, to December 14, 2011

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Returned to Vietnam (70)								
1	BUI Cong Thanh	M	2004	University of Texas at Houston	Health Promotion and Health Education	DPH	Summer 2010	Postdoctoral Fellow, CITAR Project of the University of Texas at Houston, Ho Chi Minh City
2	CAO Do Xuan Uyen	F	2005	Purdue University	Industrial Engineering	Master's	Summer 2007	Industrial Engineer, Intel Products Vietnam, Ho Chi Minh City
3	CHUNG Bac Ai	M	2006	Columbia University	Civil Engineering	PhD	Spring 2010	Lecturer, University of Architecture, Department of Civil Engineering, Ho Chi Minh City
4	DANG Dinh Thi	M	2003	University of Florida	Mechanical Engineering	PhD	Fall 2010	Lecturer, Hanoi University of Technology, Hanoi
5	DANG Van Chinh	M	2004	University of Texas at Houston	Epidemiology	PhD	Summer 2008	Researcher, Institute of Hygiene and Public Health, Ho Chi Minh City
6	DAU Hong Ngoc	M	2004	University of Illinois at Urbana - Champaign	Civil Engineering	Master's	Fall 2007	General Manager, Total Building Systems Ltd., Ho Chi Minh City
7	DINH Lan Phuong	F	2004	University of Illinois at Urbana - Champaign	Electrical Engineering	Master's	Summer 2007	Project Manager, International Relations Office, Saigon Post and Telecommunications Services Corporation, Ho Chi Minh City
8	DUONG Tuan Hung	M	2004	University of Illinois at Urbana - Champaign	Chemistry	PhD	Fall 2009	Researcher, Institute of Chemistry, Vietnam Academy of Science and Technology, Hanoi
9	HA Anh Duc	M	2006	Boston University	Public Health	DPH	Fall 2010	Specialist, Vietnam Ministry of Health, Hanoi
10	HA Huu Toan	M	2004	University of Texas at Houston	Health Promotion/ Health Education	DPH	Summer 2010	Program Analyst (HIV Prevention), United Nations Population Fund, Hanoi
11	HO Thi Thu Chung	F	2008	University of Texas at Austin	Civil Engineering	Master's	Fall 2010	Newly returned to Vietnam, Hanoi
12	HUYNH Kim Lam	M	2003	University of Utah	Physical Chemistry	PhD	Spring 2010	Faculty of Chemical Engineering, Ho Chi Minh City University of Technology, Ho Chi Minh City
13	KIEU Quoc Chanhan	M	2003	University of Maryland at College Park	Meteorology	PhD	Fall 2009	Lecturer, Hanoi University of Science, Vietnam National University, Hanoi

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Returned to Vietnam (cont.)								
14	LA Nguyen Hung Chinh	M	2004	University of Illinois at Urbana - Champaign	Electrical and Computer Engineering	Master's	Fall 2007	Engineer, Intel Products Vietnam, Ho Chi Minh City
15	LE Chi Ngoc	M	2007	University of California at Los Angeles	Mathematics	Master's	Summer 2010	Lecturer, Faculty of Applied Mathematics, Hanoi University of Science and Technology, Hanoi
16	LE Quang Binh	M	2006	University of Illinois at Urbana - Champaign	Computer Science	Master's	Fall 2009	Senior Software Engineer, VietSoftware International, Hanoi
17	LE Thanh Nam	M	2005	New York University	Computer Science	Master's	Summer 2007	Vice Director, Mai Thu Printing Limited Company, Ho Chi Minh City
18	LE Thi Ly	F	2004	University of Utah	Chemistry	PhD	Summer 2010	Lecturer, International University, Vietnam National University, Ho Chi Minh City
19	LE Tien Dung	M	2005	University of Texas at Austin	Civil Engineering	PhD	Fall 2009	Chief Operating Officer & Executive Deputy Managing Director, Infrastructure Development Company, Hanoi
20	LE Quoc	M	2004	University of Illinois at Urbana - Champaign	Computer Science	Master's	Fall 2008	Lecturer, Hanoi University of Technology, Hanoi
21	NGO Duc Anh	M	2004	University of Texas at Houston	Health Promotion/ Health Education	DPH	Spring 2006	Research Fellow, University of Queensland in Vietnam, Hanoi
22	NGO Trung Thanh	M	2004	University of Illinois at Urbana - Champaign	Computer Science	Master's	Fall 2006	Senior Software Engineer, Viet Phu Company, Ho Chi Minh City
23	NGUYEN Cong Khanh	M	2004	Johns Hopkins University	Disease Prevention Control	Master's	Spring 2007	Research Scientist, National Institute of Hygiene and Epidemiology, Hanoi
24	NGUYEN Cong Nghia	M	2004	University of North Carolina at Chapel Hill	Epidemiology	PhD	Summer 2009	Doctor, Hanoi Obstetrics and Gynecology Hospital, Hanoi
25	NGUYEN Cuong Quoc	M	2004	University of North Carolina at Chapel Hill	Epidemiology	PhD	Fall 2010	Program Coordinator, Family Health International Vietnam (Surveillance, Research, and Evaluation), Hanoi
26	NGUYEN Duy Long	M	2004	University of California at Berkeley	Civil and Environmental Engineering	PhD	Fall 2007	Lecturer, Ho Chi Minh City University of Technology, Vietnam National University, Ho Chi Minh City
27	NGUYEN Giao Hoa	M	2003	University of Utah	Computational Chemistry	PhD	Fall 2010	Newly returned to Vietnam, Ho Chi Minh City

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Returned to Vietnam (cont.)								
28	NGUYEN Ha Hue Chi	F	2007	Emory University	Epidemiology	MPH	Fall 2009	Consultant, Family Health International Vietnam (Epidemiological and Behavioral Research Unit), Hanoi
29	NGUYEN Hoang Nam	M	2004	University of Illinois at Urbana - Champaign	Physics	PhD	Fall 2010	Newly returned to Vietnam, Ho Chi Minh City
30	NGUYEN Huu Quang	M	2006	University of Illinois at Urbana - Champaign	Electrical and Computer Engineering	Master's	Summer 2009	Newly returned to Vietnam, Ho Chi Minh City
31	NGUYEN Manh Tuong	M	2003	State University of New York at Buffalo	Computer Science	Master's	Spring 2005	Vice President of Business Development, M- Service Joint Stock Company, Ho Chi Minh City
32	NGUYEN Quoc Minh	M	2004	Georgia Institute of Technology	Computer Science	PhD	Summer 2010	Research Manager, Web Technical, VNG Corporation, Ho Chi Minh City
33	NGUYEN Quoc Viet	M	2003	Ohio University	Mathematics/ Statistics	Master's	Spring 2005	Senior Manager, Golden Bridge Financial Corporation, Hanoi
34	NGUYEN Quy Ha	M	2007	Massachusetts Institute of Technology	Electrical Engineering	Master's	Fall 2009	Lecturer, International University, Vietnam National University, Ho Chi Minh City
35	NGUYEN Thai Ha	M	2003	University of Illinois at Urbana - Champaign	Electrical and Computer Engineering	PhD	Summer 2010	Newly returned to Vietnam, Hanoi
36	NGUYEN Thanh Binh	M	2005	Cornell University	Soil and Crop Sciences	PhD	Fall 2008	Researcher, Rubber Research Institute of Vietnam, Binh Duong
37	NGUYEN Thanh Hai	M	2005	Rutgers University	Computer Science	Master's	Summer 2007	Expert, Petro Vietnam Automation and Information Technology Company, Hanoi
38	NGUYEN Thanh Nam	M	2006	Purdue University	Electrical and Computer Engineering	Master's	Fall 2008	IT Engineer, Siemens Ltd. Vietnam, Ho Chi Minh City
39	NGUYEN Thanh Son	M	2004	Massachusetts Institute of Technology	Physics	Master's	Fall 2009	Lecturer, University of Natural Sciences, Vietnam National University, Ho Chi Minh City
40	NGUYEN Thanh Son	M	2003	State University of New York at New Paltz	Computer Science	Master's	Fall 2009	CEO, EQuest Group, Hanoi

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Returned to Vietnam (cont.)								
41	NGUYEN The Anh	M	2004	Tufts University	Biomedical Engineering	Master's	Fall 2007	Project Manager, Vietnam Report Joint Stock Company, Hanoi
42	NGUYEN Thi Bich Lan	F	2004	University of Michigan at Ann Arbor	Industrial and Operations Engineering	Master's	Spring 2006	Industrial Engineer, Intel Products Vietnam, Ho Chi Minh City
43	NGUYEN Thi Hong Hanh	F	2004	University of Georgia	Zoology	Master's	Summer 2008	Freelancer, Hanoi
44	NGUYEN Thi Minh Nguyet	F	2004	University of Virginia	Computer Science	Master's	Fall 2007	Freelance Quality Assurance Engineer, Hanoi
45	NGUYEN Thi Thu Thuy	F	2008	Clark University	Geographic Information Sciences for Development and Environment	Master's	Summer 2010	United Nations Volunteer Specialist in Statistics and IT, United Nations Development Program (UNDP), Hanoi
46	NGUYEN Thi Thu Trang	F	2004	Tufts University	Biomedical Engineering	Master's	Fall 2007	Vice Managing Director, DDP Materials Company Ltd., Ho Chi Minh City
47	NGUYEN Truong Giang	M	2004	Carnegie Mellon University	Information Systems Management	Master's	Spring 2006	Head of Inter Agency Unit, UNDP Viet Nam, Hanoi
48	NGUYEN Tuan Nam	M	2004	University of California at Los Angeles	Computer Science	PhD	Spring 2009	Lecturer, Department of Computer Science, University of Natural Sciences, Vietnam National University of Ho Chi Minh City
49	NGUYEN Viet Hung	M	2003	Arizona State University	Computer Science	PhD	Spring 2010	General Director - CEO, Petro Vietnam Automation and Information Technology Company, Hanoi
50	PHAM Hong Phuong	M	2004	Stanford University	Chemical Engineering	Master's	Fall 2006	Chemical/Project Engineer, Petrovietnam General Services Joint Stock Corporation, Ho Chi Minh City
51	PHAM Thi An Chau	F	2005	Duke University	Environmenta l Management	Master's	Summer 2007	Freelancer, Hanoi
52	PHAM Thi Hoang Van	F	2004	Johns Hopkins University	Public Health	PhD	Fall 2009	Founder/Management Board, Institute of Social and Medical Studies and Center for Promotion of Advancement of Society, Hanoi
53	PHAM Thi Minh Tam	F	2004	University of Illinois at Urbana - Champaign	Computer Science	Master's	Summer 2006	Project Manager & Business Partner, HSBC Vietnam, Ho Chi Minh City

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Returned to Vietnam (cont.)								
54	PHAM Tuan Le	M	2007	University of Texas at Austin	Civil Engineering	Master's	Summer 2009	Lecturer, Hanoi University of Civil Engineering, Hanoi
55	PHAN Thi Thu Ha	F	2004	University of Texas at Houston	Public Health	DPH	Summer 2009	Researcher, Center for Promotion of Advancement of Society, Institute of Social and Medical Studies, Hanoi
56	PHAN Thi Thu Huong	F	2006	University of Massachusetts at Amherst	Computer Science	Master's	Spring 2009	Lecturer, Royal Melbourne Institute of Technology (RMIT) Vietnam, Ho Chi Minh City
57	PHAN Trieu Giang	M	2003	University of Hawaii at Manoa	Geography	PhD	Spring 2009	Lecturer, Nong Lam University, Ho Chi Minh City
58	PHUNG- NGOC Nguyen Hanh	F	2008	University of Texas at Austin	Environmental and Water Resources Engineering	Master's	Summer 2010	Environmental Safety Senior Specialist, NIKE Representative Office in Vietnam, Ho Chi Minh City
59	TRAN Dai Nghia	M	2003	University of Hawaii at Manoa	Natural Resources and Environmental Management	PhD	Fall 2008	Head of International Department, Thai Nguyen University of Economics and Business Administration, Thai Nguyen
60	TRAN Le Hong Du	M	2006	University of Illinois at Urbana - Champaign	Computer Science	Master's	Summer 2009	Lecturer, Ho Chi Minh City University of Science, Ho Chi Minh City
61	TRAN Thi Phuoc Thao	F	2008	Columbia University	Biotechnology	Master's	Fall 2009	Marketing and Public Relations, Global Link Vietnam, Ho Chi Minh City
62	TRINH Thi Hoa	F	2004	University of Michigan at Ann Arbor	Environmental Engineering	PhD	Fall 2009	Science and Policy Analyst, Environmental Defense Fund (U.S. nonprofit organization), Hanoi
63	TRINH Thi Kim Chi	F	2004	University of Illinois at Urbana - Champaign	Computer Science	PhD	Summer 2007	Quality Assurance Leader, Add - On Development (Danish company), Hanoi
64	TRINH Van Thang	M	2004	University of North Carolina at Chapel Hill	Health Behavior and Health Education	PhD	Fall 2007	Director, Market and Society Joint Stock Company, Hanoi
65	VO Thi Cam Van	F	2008	University of Pennsylvania	Organic Chemistry	Master's	Summer 2010	Lecturer, University of Medicine and Pharmacy, Ho Chi Minh City
66	VU Chinh Thien	M	2004	University of Texas at Houston	Public Health	PhD	Fall 2009	Health Policy Specialist, UNICEF Vietnam, Hanoi

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Returned to Vietnam (cont.)								
67	VU Hoang Ha	M	2004	Carnegie Mellon University	Information Systems Management	Master's	Fall 2005	Analyst, VNDirect Securities Corporation, Ho Chi Minh City
68	VU Thi Hong Hung	F	2007	Clemson University	Environmental Toxicology	Master's	Spring 2009	Vice Director, Integrated Electronics and Communications, Joint Stock Company, Hanoi
69	VU Viet Anh	M	2004	Columbia University	Electrical Engineering	Master's	Fall 2006	Director, OC TECH Joint Stock Company, Hanoi
70	VUONG Quang Khai	M	2005	Columbia University	Computer Science	Master's	Spring 2007	Vice President of Web Business, VNG Corporation, Ho Chi Minh City
Graduates - Continuing on to U.S. Academic Programs with Other Sources of Funding or in the U.S. in J-2 Status (8)								
1	BACH Hung Nguyen	M	2003	Johns Hopkins University	Computer Science	Master's	Summer 2005	Continuing on to PhD program in Computer Science at Carnegie Mellon University, PA
2	BUI My Hanh	F	2003	University of Pennsylvania	Dentistry	DMD	Summer 2007	Doing research in a specialty program in Periodontics and Implantology at Temple University, PA
3	DUONG Le Nam	M	2005	University of Illinois at Urbana - Champaign	Electrical and Computer Engineering	Master's	Fall 2008	Continuing on to PhD program in Electrical and Computer Engineering at University of California at Irvine, CA
4	LE Tung Linh	M	2007	Columbia University	Chemical Engineering	Master's	Summer 2009	Continuing on to PhD program in Chemical Engineering at Stevens Institute of Technology, NJ
5	NGUYEN Thu Ha	F	2007	Emory University	Epidemiology	MPH	Fall 2009	Continuing on to PhD program in Pharmaceutical and Biomedical Sciences at Georgia State University, GA
6	TRAN Hong Anh	F	2008	University of California at Berkeley	Public Health	MPH	Summer 2010	Present in the U.S. as a J-2 dependent. Her husband, LE Quoc Trung (Cohort 2008), is a VEF Fellow at Oklahoma State University, Stillwater City, OK.
7	TRAN Nguyen Thanh Huong	F	2005	University of Missouri at Columbia	Soybean Genomics and Biotechnology	Master's	Summer 2009	Present in the U.S. as a J-2 dependent. Her husband, NGUYEN Binh (Cohort 2005), is a VEF Fellow at Rensselaer Polytechnic Institute (RPI), Troy, NY.
8	VU Toan Thang	M	2004	University of Michigan at Ann Arbor	Electrical Engineering	Master's	Spring 2006	Continuing on to PhD program in Electrical Engineering at Texas A&M University, TX

#	Name (LAST Middle First)	G e n d e r	C o h o r t	University	Major Field of Study	Degree Received	Term Graduated	Present Status
Graduates - Working Abroad (10)								
1	HOANG Manh Quang	M	2004	Princeton University	Mathematics	PhD	Summer 2009	Visiting Professor, University of Vlora, Vlora, Albania
2	HOANG Minh Duc	M	2004	Columbia University	Electrical Engineering	Master's	Summer 2006	Managing Director, Finmatech Ltd., London, England
3	NGUYEN Le Luc	M	2004	Rutgers University	Mathematics	PhD	Summer 2009	Postdoctoral Scholar, Oxford Centre for Nonlinear Partial Differential Equations, Mathematical Institute, University of Oxford, England
4	NGUYEN Thi Luong Y	F	2005	University of North Carolina at Chapel Hill	Health Policy and Administration	MSPH	Summer 2007	Monitoring and Evaluation Officer, Elizabeth Glaser Pediatric AIDS Foundation, Washington, D.C.
5	NGUYEN Tien Thang	M	2005	Rutgers University	Electrical and Computer Engineering	PhD	Summer 2010	Research Fellow, University of Melbourne, Melbourne, Australia
6	NGUYEN Tri Dung	M	2004	Massachusetts Institute of Technology	Operations Research	PhD	Fall 2010	Lecturer, University of Southampton, Southampton, England
7	PHAM Sy Minh Hoang	M	2005	University of California at Berkeley	Structural Engineering, Mechanics, and Materials	Master's	Summer 2007	Senior Structural Engineer, Thomas Leung Structural Engineering Inc., Vancouver, Canada
8	TRAN Anh Tuan	M	2004	University of Illinois at Urbana - Champaign	Theoretical and Applied Mechanics	PhD	Fall 2010	Postdoctoral Scholar, University of Twente, Enschede, The Netherlands
9	TRAN Van Xuan	M	2004	University of Michigan at Ann Arbor	Mechanical Engineering	PhD	Fall 2009	Researcher, Institut Jean Le Rond d'Alembert, Paris, France
10	VUONG Van Thu	M	2004	Cornell University	Environmental Toxicology	PhD	Fall 2009	Lecturer, University of Toronto, Toronto, Canada

APPENDIX 7
VEF FELLOWS (218) ENROLLED IN U.S. UNIVERSITIES AS OF FALL 2010

As of Fall 2010, **218 VEF Fellows were enrolled** in graduate programs at 58 U.S. universities. Most of these VEF Fellows (95% = 208/218) are pursuing a doctorate degree while a few (5% = 10/218) are pursuing a master's degree. Males number 70% (153/218) and females 30% (65/218). The table below lists all VEF Fellows enrolled as of Fall 2010 and includes their cohorts, U.S. universities, degrees sought¹, and major fields of study. The cohort designation indicates the fall of the academic year that the Fellow began graduate school.

Names are presented in Vietnamese order: specifically, the Last (Family) name is followed by the Middle name(s) and ends with the First (Given) name. The table is also organized alphabetically by that order. A Fellow without a middle name is listed at the end of the alphabetical listing of a set of the same Last (Family) name.

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
1	AN	Thi Hong	Thuy	F	2010	Indiana University	PhD	Environmental Science
2	BUI	Duy	Bach	M	2005	University of Illinois at Urbana - Champaign	PhD	Computer Science
3	BUI	Kien	Cuong	M	2006	University of Iowa	PhD	Computer Science
4	BUI	Nguyen	Dai	M	2007	University of California at Berkeley	PhD	Electrical Engineering and Computer Sciences
5	BUI	Quang	Vinh	M	2006	Emory University	PhD	Biological and Biomedical Sciences
6	BUI	Thanh	Duyen	F	2010	Cornell University	PhD	Biochemistry, Molecular and Cell Biology
7	BUI	Thi Thanh	Nga	F	2010	University of Missouri at Columbia	Master's	Civil Engineering
8	BUI	Trung	Ngoc	M	2005	University of Illinois at Urbana - Champaign	PhD	Computer Science

¹ Acronyms used for the degrees listed are as follows: DPH (Doctor of Public Health), MSPH (Master of Science in Public Health) and PhD (Doctor of Philosophy).

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
9	CAO	Duc	Nguyen	M	2008	Purdue University	PhD	Computer Science
10	CAO	Duy Chi	Trung	M	2007	University of Pennsylvania	PhD	Chemistry
11	CAO	Van	Son	M	2009	University of Texas at Austin	PhD	Physics
12	DANG	Bac	Van	M	2008	University of Massachusetts Amherst	PhD	Computer Science
13	DANG	Nguyen Doan	Trang	F	2009	University of Michigan at Ann Arbor	PhD	Epidemiologic Science
14	DANG	The	Hung	M	2007	Columbia University	PhD	Physics
15	DANG	Trung	Chinh	M	2010	Michigan State University	Master's	Electrical Engineering
16	DANG	Xuan	Ha	M	2007	Virginia Polytechnic Institute and State University	PhD	Genetics, Bioinformatics, and Computational Biology
17	DANG	Xuan	Hoang	M	2009	University of Texas at Austin	PhD	Chemical Engineering
18	DAO	Duc	Minh	M	2009	Johns Hopkins University	PhD	Electrical and Computer Engineering
19	DINH	Ba	Thang	M	2006	University of Southern California	PhD	Computer Science
20	DINH	Sy	Quang	M	2005	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
21	DO	Dang	Khoa	M	2005	University of Texas at Austin	PhD	Mechanical Engineering
22	DO	Duc	Hanh	M	2005	University of California at Berkeley	PhD	Mathematics
23	DO	Ngoc	Han	F	2008	Michigan State University	PhD	Cell and Molecular Biology
24	DO	Thanh	Dat	M	2007	Michigan State University	PhD	Physics
25	DO	Tien	Anh	M	2004	University of South Florida	PhD	Civil and Environmental Engineering

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
26	DO	Tien	Dung	M	2009	University of North Carolina at Chapel Hill	PhD	Chemistry
27	DO	Xuan	Quang	M	2005	University of Illinois at Urbana - Champaign	PhD	Computer Science
28	DOAN	Trung	Kien	M	2008	Purdue University	PhD	Civil Engineering
29	DUONG	Ngoc	Son	M	2008	University of California at San Diego	PhD	Mathematics
30	GIANG	Thanh	Ha	F	2006	California Institute of Technology	PhD	Mechanical Engineering
31	GIANG		Hoa	M	2006	University of Pennsylvania	PhD	Biology
32	HA	Khanh	Linh	M	2005	University of Utah	PhD	Robotics
33	HA	Thanh	Trung	M	2007	University of Florida	PhD	Statistics
34	HAN	Huy	Dung	M	2007	University of California at Davis	PhD	Electrical and Computer Engineering
35	HAN	Thi	Binh	F	2009	Georgia Institute of Technology	PhD	Computer Science
36	HO	Thi	Nhan	F	2009	Michigan State University	PhD	Epidemiology
37	HOANG	Kim	Chi	F	2004	Iowa State University	PhD	Agricultural and Biosystems Engineering
38	HOANG	Minh	Son	M	2010	University of Houston	PhD	Computer Science
39	HOANG	Thanh	Son	M	2007	University of Texas at Austin	PhD	Chemical Engineering
40	HOANG	Thanh	Tung	M	2009	Florida State University	PhD	Chemistry
41	HONG	Tien	Thang	M	2010	University of Washington	PhD	Structural Engineering-Civil Engineering
42	HONG	Trung	Dung	M	2008	Purdue University	PhD	Computer Science

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
43	HUYNH	Khanh	An	M	2008	Johns Hopkins University	PhD	Geography and Environmental Engineering
44	HUYNH	Ngoc	Tuyen	M	2005	University of Texas at Austin	PhD	Computer Science
45	HUYNH	Ngoc Dang	Trinh	M	2006	University of Washington	PhD	Computer Science and Engineering
46	HUYNH	Nguyen Hoai	Phuong	F	2009	University of Pennsylvania	PhD	Organic Chemistry
47	HUYNH	Tien	Phong	M	2004	Rutgers University	PhD	Chemical and Biomedical Engineering
48	HUYNH	Viet	Linh	M	2010	University of California at Davis	PhD	Computer Science
49	KHIEU	Huu	Loc	M	2004	University of Michigan at Ann Arbor	PhD	Aerospace Engineering
50	KHONG		Hiep	M	2010	University of Texas at Houston	PhD	Biomedical Sciences
51	LA	Thanh	Nhan	M	2009	Pennsylvania State University	PhD	Health Policy and Administration
52	LAI	Minh	Tri	M	2008	Indiana University	PhD	Mathematics
53	LAM	Ngoc	Hanh	F	2008	Cornell University	PhD	Plant Pathology and Plant-Microbe Biology
54	LE	Bao	Trung	M	2006	University of Minnesota	PhD	Civil Engineering
55	LE	Duc	Dat	M	2009	Purdue University	PhD	Mechanical Engineering
56	LE	Ha	Mi	F	2006	University of Missouri at Columbia	PhD	Plant, Insect and Microbial Science
57	LE	Hoang	Anh	M	2005	New York University	PhD	Computer Science
58	LE	Hoang	Phuoc	M	2009	University of Illinois at Urbana - Champaign	PhD	Mathematics
59	LE	Huy	Binh	M	2008	University of Houston	PhD	Computer Science

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
60	LE	Khac	Hieu	M	2004	University of Illinois at Urbana - Champaign	PhD	Computer Science
61	LE	Minh	Vu	M	2009	University of California at Davis	PhD	Computer Science
62	LE	Quoc	Trung	M	2008	Oklahoma State University	PhD	Industrial Engineering and Management
63	LE	Ro	To	M	2007	Brown University	PhD	Computer Engineering
64	LE	Thi Ngoc	Huong	F	2006	University of Minnesota	PhD	Chemical Engineering
65	LE	Truong	Son	M	2007	Brown University	PhD	Physics
66	LE	Van	Hoa	M	2005	University of North Carolina at Chapel Hill	PhD	Epidemiology
67	LE	Van	Vuong	M	2007	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
68	LE	Viet	Thang	M	2004	Rutgers University	PhD	Computer Science
69	LE	Vu Viet	Phong	M	2009	University of Illinois at Urbana - Champaign	PhD	Civil Engineering
70	LE		Tung	M	2004	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
71	LUONG	Viet	Nhiem	M	2004	University of Texas at Houston	DPH	Maternal Health and Child Health
72	LUONG	Xuan	Bach	M	2010	University of California at Riverside	PhD	Computer Science
73	LUU	Nguyen	Hung	M	2007	University of Texas at Houston	PhD	Management and Policy Sciences
74	LUU	Vu Thanh	Huong	F	2008	University of Illinois at Urbana - Champaign	PhD	Computer Science
75	MA		Nam	M	2008	University of Southern California	PhD	Computer Science
76	NGHIEM	Thi Ha	Van	F	2010	University of North Carolina at Chapel Hill	MSPH	Health Policy and Management

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
77	NGHIEM	Xuan	Truong	M	2005	University of Pennsylvania	PhD	Electrical and Systems Engineering
78	NGO	Dinh	Phuong	M	2008	Purdue University	PhD	Mechanical Engineering
79	NGO	Kien	Cuong	M	2007	University of Florida	PhD	Mathematics
80	NGO	Quang	Thong	M	2010	University of Texas at Austin	PhD	Chemical Engineering
81	NGUYEN	Anh	Tuan	M	2010	Michigan State University	Master's	Packaging
82	NGUYEN	Binh	Nguyen	M	2007	University of California at Los Angeles	PhD	Epidemiology
83	NGUYEN	Chi	Kien	M	2004	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
84	NGUYEN	Dac	Trung	M	2005	University of Michigan at Ann Arbor	PhD	Chemical Engineering
85	NGUYEN	Dinh Long	Van	F	2008	Purdue University	PhD	Computer Science
86	NGUYEN	Duc	Giang	M	2009	University of California at Berkeley	PhD	Physics
87	NGUYEN	Duc	Linh	M	2005	Cornell University	PhD	Applied Physics
88	NGUYEN	Duc	Thanh	M	2008	Princeton University	PhD	Mechanical and Aerospace Engineering
89	NGUYEN	Hai	Ha	M	2010	University of North Carolina at Chapel Hill	PhD	Chemistry
90	NGUYEN	Hoang	Anh	M	2007	University of California at San Diego	PhD	Electrical Engineering
91	NGUYEN	Hong Nha	Tran	F	2006	University of Missouri at Columbia	PhD	Plant, Insect and Microbial Science
92	NGUYEN	Huu Phuoc	Nguyen	M	2007	University of Michigan at Ann Arbor	PhD	Mechanical Engineering
93	NGUYEN	Kim	Doang	M	2010	University of Illinois at Urbana - Champaign	PhD	Mechanical Engineering

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
94	NGUYEN	Kim Nu	Thao	F	2006	University of Utah	PhD	Bioengineering
95	NGUYEN	Le Thanh	An	F	2008	University of Illinois at Chicago	PhD	Health Policy and Administration
96	NGUYEN	Linh	Vu	M	2006	University of California at Davis	PhD	Environmental Engineering
97	NGUYEN	Manh	Ha	M	2005	University of Colorado at Denver and Health Sciences Center	PhD	Cell and Developmental Biology
98	NGUYEN	Minh	Anh	M	2007	University of Illinois at Urbana - Champaign	PhD	Computer Science
99	NGUYEN	Minh	Hien	F	2004	University of Illinois at Urbana - Champaign	PhD	Electrical Engineering
100	NGUYEN	Nam	Giang	M	2010	University of Missouri at Columbia	PhD	Nuclear Engineering
101	NGUYEN	Ngoc	Bao	M	2007	University of Maryland at College Park	PhD	Computer Science
102	NGUYEN	Ngoc	Diep	M	2006	University of Arizona	PhD	Electrical and Computer Engineering
103	NGUYEN	Ngoc	Duong	M	2009	Purdue University	PhD	Computer Science
104	NGUYEN	Ngoc	Tu	M	2009	University of Florida	PhD	Chemistry
105	NGUYEN	Phuong	Anh	F	2008	University of Texas at Austin	PhD	Chemical Engineering
106	NGUYEN	Quang	Hoang	M	2004	University of Massachusetts Amherst	PhD	Geotechnical Engineering
107	NGUYEN	Quang	Huy	M	2003	Iowa State University	PhD	Agricultural and Biosystems Engineering
108	NGUYEN	Quang	Huy	M	2007	University of Missouri at Columbia	PhD	Civil Engineering
109	NGUYEN	Quang	Nghia	M	2005	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
110	NGUYEN	Quoc	Minh	M	2009	Purdue University	PhD	Electrical and Computer Engineering

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
111	NGUYEN	Sy	Phong	M	2006	Texas A&M University	PhD	Electrical Engineering
112	NGUYEN	Tan	Chung	M	2007	University of Florida	PhD	Interdisciplinary Ecology
113	NGUYEN	Tan Minh	Duc	M	2005	University of Texas at Houston	PhD	Epidemiology
114	NGUYEN	Thanh	Binh	M	2010	Arizona State University	PhD	Civil and Environmental Engineering
115	NGUYEN	Thanh	Hao	F	2006	Texas A&M University	PhD	Mathematics
116	NGUYEN	Thanh	Hoa	M	2004	University of Utah	PhD	Computer Science
117	NGUYEN	Thanh	Tung	M	2007	Iowa State University	PhD	Electrical and Computer Engineering
118	NGUYEN	Thanh Nhat	Quang	M	2008	University of Missouri at Columbia	PhD	Electrical and Computer Engineering
119	NGUYEN	Thanh Nhat	Tan	M	2009	University of California at San Diego	PhD	Computer Science
120	NGUYEN	Thi	Cac	F	2005	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
121	NGUYEN	Thi	Hieu	F	2010	Case Western Reserve University	PhD	Biomedical Sciences Training Program
122	NGUYEN	Thi	Khoi	F	2005	University of Illinois at Urbana - Champaign	PhD	Materials Science and Engineering
123	NGUYEN	Thi	Nhung	F	2009	University of Michigan at Ann Arbor	PhD	Mechanical Engineering
124	NGUYEN	Thi	Yen	F	2009	Michigan State University	Master's	Mechanical Engineering
125	NGUYEN	Thi Dieu	Hang	F	2010	Michigan State University	PhD	Biochemistry and Molecular Biology
126	NGUYEN	Thi Hong	Thuy	F	2007	Washington State University	PhD	Environmental Science
127	NGUYEN	Thi Hong	Van	F	2009	Georgia Institute of Technology	Master's	Electrical and Computer Engineering

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
128	NGUYEN	Thi Khanh	Van	F	2009	Clemson University	PhD	Chemistry
129	NGUYEN	Thi Le	Trang	F	2008	University of Florida	PhD	Industrial and Systems Engineering
130	NGUYEN	Thi Minh	Thao	F	2004	University of Southern California	PhD	Geography
131	NGUYEN	Thi Nguyet	Hang	F	2010	University of Washington	PhD	Civil and Environmental Engineering
132	NGUYEN	Thi Phuong	Nhung	F	2010	University of Texas at Houston	PhD	Epidemiology
133	NGUYEN	Thi Quynh	Van	F	2006	University of Illinois at Chicago	PhD	Human Nutrition
134	NGUYEN	Thi Thu	Thuy	F	2004	University of Texas at Austin	PhD	Civil Engineering
135	NGUYEN	Thi Thuy	Trang	F	2010	University of California at Davis	PhD	Immunology
136	NGUYEN	Thu	Trang	F	2009	University of Florida	PhD	Statistics
137	NGUYEN	Tien	Dat	M	2006	University of Iowa	PhD	Computer Science
138	NGUYEN	Tien	Luong	M	2009	University of North Carolina at Chapel Hill	PhD	Pharmaceutical Sciences
139	NGUYEN	Tra	Mi	F	2009	University of California at Berkeley	PhD	Civil and Environmental Engineering
140	NGUYEN	Tran Diem	Hang	F	2008	University of Washington	PhD	Molecular and Cellular Biology
141	NGUYEN	Tri	Dung	M	2010	Northwestern University	PhD	Electrical Engineering and Computer Science
142	NGUYEN	Trong	Dung	M	2005	Johns Hopkins University	PhD	Electrical and Computer Engineering
143	NGUYEN	Trong	Hai	M	2008	University of Michigan at Ann Arbor	PhD	Mechanical Engineering
144	NGUYEN	Trong	Phu	M	2010	University of Texas at Austin	PhD	Structural Engineering

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
145	NGUYEN	Trung	Kien	M	2008	Michigan State University	PhD	Computer Science
146	NGUYEN	Tu	Duy	M	2008	University of Arkansas	PhD	Cell and Molecular Biology
147	NGUYEN	Tuan	Anh	M	2009	Iowa State University	PhD	Computer Engineering
148	NGUYEN	Tuan	Anh	M	2010	University of Texas at Houston	PhD	Epidemiology
149	NGUYEN	Tuan	Cuong	M	2008	University of California at Davis	PhD	Electrical and Computer Engineering
150	NGUYEN	Van	Khiem	M	2006	University of Utah	PhD	Chemistry
151	NGUYEN	Van	Thang	M	2004	University of Texas at Houston	PhD	Immunology
152	NGUYEN	Van Tien	Dung	M	2005	Brown University	PhD	Physics
153	NGUYEN	Vang Phuc	Nguyen	M	2010	Purdue University	PhD	Industrial Engineering
154	NGUYEN	Viet	Cuong	M	2008	Cornell University	PhD	Plant Breeding
155	NGUYEN	Viet	Hung	M	2009	Iowa State University	PhD	Computer Engineering
156	NGUYEN	Viet	Tu	M	2007	University of California at San Diego	PhD	Electrical and Computer Engineering
157	NGUYEN		Binh	M	2005	Rensselaer Polytechnic Institute	PhD	Computer Science
158	NGUYEN		Nam	M	2005	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
159	NHAM	Thi	Ngoc	F	2009	University of California at Davis	PhD	Horticulture and Agronomy
160	PHAM	Dinh	Trong	M	2010	University of Delaware	PhD	Chemical Engineering
161	PHAM	Duc	Nam	M	2004	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
162	PHAM	Kim	Son	M	2008	University of California at San Diego	PhD	Computer Science
163	PHAM	Le Tuan	Anh	M	2006	University of California at Berkeley	PhD	Environmental Engineering
164	PHAM	Nguyet	Tu	F	2006	University of Oklahoma	PhD	Chemical Engineering
165	PHAM	Thi Viet	Mai	F	2007	University of Illinois at Urbana - Champaign	PhD	Agricultural and Biological Engineering
166	PHAM	Thuy	Trang	F	2007	Duke University	PhD	Cell and Molecular Biology
167	PHAM	Tuan	Minh	M	2004	University of Illinois at Urbana - Champaign	PhD	Physics
168	PHAM	Tung	Anh	F	2005	University of Missouri at Columbia	PhD	Plant, Insect, and Microbial Sciences
169	PHAM	Vinh	Hoa	M	2006	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
170	PHAN	Cong	Manh	M	2009	Oklahoma State University	PhD	Electrical Engineering
171	PHAN	Huu	Phuc	M	2008	University of Texas at Houston	PhD	Epidemiology
172	PHAN	Minh	Liem	M	2005	University of Texas at Houston	PhD	Biomedical Sciences, Cell Biology
173	QUACH	Ngoc	Truyen	M	2005	University of Missouri at Columbia	PhD	Plant Sciences, Plant Breeding, and Biotechnology
174	TA	Hoang	Hai	M	2007	University of California at Davis	PhD	Electrical and Computer Engineering
175	TANG	Thi Ha	Yen	F	2007	University of Florida	PhD	Industrial and Systems Engineering
176	TAT	To	Trinh	F	2009	Case Western Reserve University	PhD	Biomedical Sciences
177	TRAN	Cong	Tam	M	2010	Cornell University	PhD	Microbiology
178	TRAN	Duc	Duan	M	2005	University of Illinois at Urbana - Champaign	PhD	Computer Science

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
179	TRAN	Duc	Han	M	2004	University of Texas at Austin	PhD	Engineering Mechanics
180	TRAN	Duc	Trinh	M	2005	University of Michigan at Ann Arbor	PhD	Environmental Engineering
181	TRAN	Hung	Long	M	2010	University of California at Berkeley	Master's	Civil and Environmental Engineering
182	TRAN	Khanh	Van	F	2006	University of Massachusetts Amherst	PhD	Nutrition
183	TRAN	Le	Nhiem	M	2006	Brown University	PhD	Physics
184	TRAN	Mai	Ngoc	F	2009	University of California at Berkeley	PhD	Statistics
185	TRAN	Minh	Tam	M	2010	University of Pennsylvania	PhD	Organic Chemistry
186	TRAN	Minh	Tuan	M	2010	University of Wisconsin at Madison	PhD	Plant Pathology
187	TRAN	Ngoc	Mai	F	2010	University of Pennsylvania	PhD	Biological/Organic Chemistry
188	TRAN	Ngoc Anh	Mai	F	2007	University of Texas at Houston	PhD	Biomedical Sciences
189	TRAN	Nguyen Nhi	Thua	F	2005	Cornell University	PhD	Biological and Environmental Sciences
190	TRAN	Quoc	Long	M	2007	Georgia Institute of Technology	PhD	Computer Science
191	TRAN	Thanh	Phuong	M	2007	Purdue University	PhD	Electrical and Computer Engineering
192	TRAN	Thi Hoai	Thu	F	2006	Case Western Reserve University	PhD	Biology
193	TRAN	Thi Lac	Thanh	F	2006	University of Massachusetts Amherst	PhD	Computer Science
194	TRAN	Thi Minh	Duc	F	2008	Duke University	PhD	Biochemistry
195	TRAN	Thi Ngoc	Ha	F	2010	University of Texas at Houston	PhD	Epidemiology

#	LAST (Family)	Middle	First (Given)	Gender	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
196	TRAN	Thi Thanh	Van	F	2009	Clemson University	PhD	Bioengineering
197	TRAN	Thi Thuy	Tien	F	2009	Cornell University	Master's	Plant Pathology and Plant-Microbe Biology
198	TRAN	Thi Tra	Giang	F	2009	University of California at Los Angeles	PhD	Mathematics
199	TRAN	Thien	Anh	M	2006	University of California at Davis	PhD	Electrical and Computer Engineering
200	TRAN	Trung	Duong	M	2008	University of Texas at Houston	PhD	Epidemiology
201	TRAN	Trung	Thanh	M	2010	Old Dominion University	PhD	Aerospace Engineering
202	TRAN	Viet	Hung	M	2007	University of Iowa	PhD	Computer Science
203	TRAN	Viet	Hung	M	2009	University of Washington	Master's	Civil and Environmental Engineering
204	TRAN	Vinh	Hung	M	2008	University of California at Berkeley	PhD	Mathematics
205	TRAN		Cuong	M	2006	University of California at San Diego	PhD	Computer Science and Engineering
206	TRINH	Quy	Bon	M	2004	University of Texas at Houston	PhD	Cancer Biology
207	TRUONG	Trung	Kien	M	2006	University of Texas at Austin	PhD	Electrical and Computer Engineering
208	VO	Hoang Manh	Hung	M	2010	Clemson University	Master's	Computer Science
209	VO	Thi Kieu	Loan	F	2004	University of Illinois at Urbana - Champaign	PhD	Electrical and Computer Engineering
210	VU	Dinh	Anh	M	2007	University of Minnesota	PhD	Chemistry
211	VU	Hai	Long	M	2004	University of Illinois at Urbana - Champaign	PhD	Computer Science
212	VU	Phuong	Ly	F	2007	Memorial Sloan-Kettering Cancer Center	PhD	Cancer Biology

#	LAST (Family)	Middle	First (Given)	G e n d e r	Cohort	U.S. University	Graduate Degree Sought	Major Field of Study
213	VU	Quang	Duy	M	2005	Pennsylvania State University	PhD	Statistics
214	VU	Quang	Thanh	M	2009	University of California at Berkeley	PhD	Mathematics
215	VU	Thanh	Ngoc	F	2010	Virginia Commonwealth University	PhD	Molecular Biology and Genetics
216	VU	Thi Kim	Hanh	F	2008	University of Utah	PhD	Molecular Biology
217	VU	Thi Thu	Thuy	F	2009	University of Texas at Houston	PhD	Biomedical Sciences
218	VU	Van	Van	M	2006	University of Minnesota	PhD	Chemistry

APPENDIX 8**U.S. UNIVERSITIES (58) AND DEPARTMENTS (143) OF VEF FELLOWS ENROLLED****(Total: 218 Fellows enrolled as of September 2010)**

SUMMARY: Two hundred and eighteen (218) VEF Fellows of Cohorts 2003 through 2010, who were enrolled as of September 2010, are attending **58 U.S. universities** and **143 divisions/departments** within those various universities. The majority of universities (84%) are members of the VEF Alliance with **86%** of the Fellows enrolled. In some cases, the particular divisions or departments at the Alliance schools are not included in the VEF Alliance cost-sharing agreement; 8% of the Fellows are studying in these particular divisions or departments. The remaining universities (16%), which are not members of the VEF Alliance, have 6% of the current Fellows. Thus, a total of **14%** of VEF Fellows are studying at a non-Alliance university or in a division or department that is not a part of the VEF Alliance. The enrollees are studying in nearly **70 different fields of study**.

The table is organized by alphabetical order of the name of the university. Divisions/departments under the same university are also listed alphabetically by the name of the division/department. The number in parentheses represents the number of Fellows studying in the particular department/division. Asterisks¹ indicate if the university or the division/department is not a member of the VEF Alliance.

No.	University	# of Fellows	Division/Department
1	Arizona State University	1	Sustainable Engineering and the Built Environment (1)
2	Brown University	4	Electrical Sciences and Computer Engineering (1); Physics (3)
3	California Institute of Technology	1	Mechanical Engineering (1)
4	Case Western Reserve University	3	Biology (1); Biomedical Sciences** (2)
5	Clemson University	3	Bioengineering (1); Chemistry (1); Computer Science (1)
6	Columbia University	1	Physics** (1)
7	Cornell University	7	Agricultural and Biological Engineering (1); Applied Physics** (1); Microbiology (1); Plant Breeding and Genetics (2); Plant Pathology and Plant-Microbe Biology (2)

¹ Notations:

* Not an Alliance School

** Though this is an Alliance School, the particular division or department is not included in the VEF Memorandum of Understanding (MOU) agreement.

No.	University	# of Fellows	Division/Department
8	Duke University	2	Biochemistry (1); Pharmacology and Cancer Biology (1)
9	Emory University*	1	Biological and Biomedical Sciences (1)
10	Florida State University	1	Chemistry (1)
11	Georgia Institute of Technology*	3	Computer Science (2); Electrical and Computer Engineering (1)
12	Gerstner Sloan-Kettering Graduate School of Biomedical Sciences	1	Cancer Biology (1)
13	Indiana University*	2	Public and Environmental Affairs (1); Mathematics (1)
14	Iowa State University	5	Agricultural and Bio-systems Engineering (2); Electrical and Computer Engineering (3)
15	Johns Hopkins University	3	Electrical and Computer Engineering (2); Geography and Environmental Engineering (1)
16	Michigan State University	8	Biochemistry and Molecular Biology (2); Computer Science and Engineering (1); Electrical and Computer Engineering (1); Epidemiology (1); Mechanical Engineering (1); Packaging (1); Physics and Astronomy (1)
17	New York University*	1	Computer Science (1)
18	Northwestern University	1	Electrical Engineering and Computer Science (1)
19	Oklahoma State University	2	Electrical and Computer Engineering (1); Industrial Engineering and Management (1)
20	Old Dominion University	1	Aerospace Engineering (1)
21	Pennsylvania State University	2	Health Policy and Administration (1); Statistics (1)
22	Princeton University	1	Mechanical and Aerospace Engineering (1)
23	Purdue University	10	Civil Engineering (1); Computer Science (4); Electrical and Computer Engineering (2); Industrial Engineering (1); Mechanical Engineering (2)
24	Rensselaer Polytechnic Institute	1	Computer Science (1)
25	Rutgers University	2	Computer Science (1); Food Science (1)

No.	University	# of Fellows	Division/Department
26	Texas A&M University	2	Electrical and Computer Engineering (1); Mathematics (1)
27	University of Arizona*	1	Electrical and Computer Engineering (1)
28	University of Arkansas at Fayetteville	1	Cell and Molecular Biology (1)
29	University of California at Berkeley	9	Civil and Environmental Engineering (3); Electrical Engineering and Computer Sciences (1); Mathematics (3); Physics (1); Statistics (1)
30	University of California at Davis	9	Civil and Environmental Engineering (1); Computer Science (2); Electrical and Computer Engineering (4); Immunology (1); Plant Sciences (1)
31	University of California at Los Angeles	2	Epidemiology** (1); Mathematics** (1)
32	University of California at Riverside	1	Computer Science and Engineering (1)
33	University of California at San Diego	6	Computer Science and Engineering (3); Electrical and Computer Engineering (2); Mathematics (1)
34	University of Colorado at Denver and Health Sciences Center	1	Cell and Developmental Biology (1)
35	University of Delaware	1	Chemical Engineering (1)
36	University of Florida	7	Chemistry** (1); Industrial and Systems Engineering (2); Mathematics** (1); Natural Resources and Environment** (1); Statistics** (2)
37	University of Houston	2	Computer Science (2)
38	University of Illinois at Chicago*	2	Health Policy and Administration (1); Human Nutrition (1)
39	University of Illinois at Urbana - Champaign	25	Agricultural and Biological Engineering (1); Civil and Environmental Engineering (1); Computer Science (8); Electrical and Computer Engineering (11); Materials Science and Engineering (1); Mathematics (1); Mechanical Science and Engineering (1); Physics (1)
40	University of Iowa	3	Computer Science (3)
41	University of Maryland at College Park*	1	Computer Science (1)

No.	University	# of Fellows	Division/Department
42	University of Massachusetts at Amherst	4	Civil and Environmental Engineering (1); Computer Science (2); Nutrition (1)
43	University of Michigan at Ann Arbor	7	Aerospace Engineering (1); Chemical Engineering (1); Civil and Environmental Engineering (1); Epidemiology** (1); Mechanical Engineering (3)
44	University of Minnesota	4	Chemical Engineering (1); Chemistry (2); Civil Engineering (1)
45	University of Missouri at Columbia	8	Civil and Environmental Engineering (2); Electrical and Computer Engineering (1); Nuclear Science and Engineering (1); Plant Sciences (4)
46	University of North Carolina at Chapel Hill	5	Chemistry (2); Epidemiology (1); Health Policy and Management (1); Medicinal Chemistry and Natural Products (1)
47	University of Oklahoma	1	Civil Engineering and Environmental Science (1)
48	University of Pennsylvania	6	Biology (1); Chemistry (4); Electrical and Systems Engineering** (1)
49	University of South Florida*	1	Civil and Environmental Engineering (1)
50	University of Southern California	3	Computer Science (2); Geography (1)
51	University of Texas at Austin	11	Aerospace Engineering and Engineering Mechanics (1); Chemical Engineering (4); Civil, Architectural and Environmental Engineering (1); Civil Engineering (1); Computer Science (1); Electrical and Computer Engineering (1); Mechanical Engineering (1); Physics (1)
52	University of Texas at Houston	14	Biomedical Sciences (1); Cardiology (1); Cell and Molecular Biology (1); Epidemiology and Disease Control (7); Health Promotion and Behavioral Sciences (1); Molecular and Cellular Oncology (1); Systems Biology (2)
53	University of Utah	5	Bioengineering (1); Chemistry (1); Computer Science (2); Neurobiology and Anatomy (1)

No.	University	# of Fellows	Division/Department
54	University of Washington	5	Civil and Environmental Engineering** (3); Computer Science and Engineering** (1); Molecular and Cellular Biology** (1)
55	University of Wisconsin at Madison*	1	Plant Pathology (1)
56	Virginia Commonwealth University	1	Molecular Biology and Genetics (1)
57	Virginia Polytechnic Institute and State University	1	Genetics, Bioinformatics, and Computational Biology (1)
58	Washington State University	1	Environmental Science and Regional Planning (1)
	Grand total	218	

APPENDIX 9
PROFESSIONAL DEVELOPMENT GRANT (PDG) FUNDS



2111 Wilson Boulevard, Suite 700, Arlington, VA 22201 • www.vef.gov • Phone 703-351-5053 • Fax 703-351-1423

Lynne A. McNamara, Ph. D.
Executive Director

PROFESSIONAL DEVELOPMENT GRANT (PDG) FUNDS

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The Vietnam Education Foundation (VEF) provides Professional Development Grants¹ to assist VEF Fellows and Visiting Scholars to pay for a multitude of items related to their own professional development in their field of study. VEF arranges for the U.S. host university or institution to disburse VEF Professional Development Grant (PDG) funds to VEF Fellows and Visiting Scholars on behalf of VEF.

The VEF PDG funds are issued by the U.S. host university or institution to the VEF Fellow or Visiting Scholar for his/her professional development purposes, according to the criteria listed below, with no administrative fee deducted by the U.S. host university or institution. The PDG funds are for the Fellow or Visiting Scholar and are not for the U.S. host university or institution. Any tangible items purchased with the funds are the property of the VEF Fellow or Visiting Scholar and may be used in the United States and/or may be taken back to Vietnam or elsewhere after completion of the Fellow's or Visiting Scholar's academic program in the United States.

The U.S. host university or institution may disburse the PDG funds according to whatever administrative system they wish, including a system that they might already have in place. Each university or institution will follow its own established payment process, which may be via a lump sum payment at the beginning of the academic year, a disbursement upon evidence of intended use, or a reimbursement based on qualified receipts. VEF asks that the U.S. host university or institution do the following:

¹ The term "grant" is an internal term used by VEF and does not imply any particular definition or associated practices that the host university/institution may have for their reference to the same term.

1. Ascertain that the Fellow is in good academic standing and making satisfactory progress in their program of study prior to disbursing the PDG.
2. Require written evidence from the Fellow or Visiting Scholar regarding the use of PDG funds, which must relate to the Fellow's or Visiting Scholar's professional development in his/her field of study.
3. Keep records of the use of funds, which would be supported by the written evidence provided, and, if requested by VEF, summarize the use and payment of the PDG funds.
4. Process documentation, if any, related to taxes that might be owed by the Fellow or Visiting Scholar, when disbursing the PDG funds to the Fellow or Visiting Scholar.
5. Inform each Fellow or Visiting Scholar about the procedure to secure the PDG funds, providing a copy of the procedure also to VEF.

VEF Fellows and Visiting Scholars are also required annually to report to VEF on their use of PDG funds.

The PDG funds can be accumulated/carried over from one year to the next for VEF Fellows. However, at the time that the Fellow or Visiting Scholar completes his/her approved VEF academic program and/or departs from the U.S. host university or institution, any unused PDG monies for that Fellow or Visiting Scholar must be returned to VEF.

The criteria for the use of PDG funds as approved by the VEF Board of Directors are as follows:

Use of the funds is limited to professional development purposes in one's field, defined as follows: conference attendance and/or presentations; training workshops or seminars; books, journals, and publications; computer hardware or software; professional memberships or subscriptions; travel (only for Fellows) to Vietnam to work, teach, or do research; courses to improve English speaking, listening, reading, or writing; equipment needed to do research for one's thesis or dissertation; hiring a statistician; and hiring an English language expert to edit one's thesis, dissertation, or publishable article. PDG funds cannot be used for non-professional purposes, such as living expenses, costs for dependents, travel for pleasure, medical or health expenses, and entertainment.

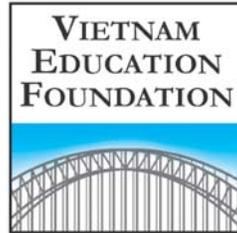
To summarize the PDG funding for Fellows, the yearly Professional Development Grant (PDG) of \$1000 is for all Fellows, who are still within the VEF original grant period and sponsored by VEF and who are enrolled full-time and not engaged in Academic Training. The PDG is available to Fellows for years 1 and 2 of a master's degree program and for years 1 through 5 of a doctoral degree program. Thus, VEF will provide a total of up to \$2000 for a master's degree candidate and a total of up to \$5000 for a doctoral degree candidate. If a Fellow has completed the VEF approved academic program of up to 2 years for a master's degree and up to 5 years for a doctoral degree, s/he is not eligible for any further PDG funds. Thus, if a Fellow has not completed the degree within those time frames (up to 2 years full-time enrollment for a master's degree and up to 5 years full-time enrollment for a doctorate), then the Fellow is no longer eligible for further PDGs. Furthermore, Fellows are not eligible when they are doing pre-completion Academic Training (off-campus employment approved by VEF in advance of degree completion).

To summarize the PDG funding for Visiting Scholars, the Professional Development Grant (PDG) for each Visiting Scholar is up to a maximum amount of \$3600 (determined on a per month basis at \$300 per month up to 12 months). A Visiting Scholar is no longer eligible for PDG funds if s/he is continuing on an extended self-designed professional development program beyond the original grant period as approved by VEF.

Please note that the new PDG took effect as of fall 2009.

* * * * *

APPENDIX 10
ANNOUNCEMENT OF VEF FELLOWSHIP PROGRAM FOR COHORT 2011



Announcement

VEF Fellowship Program for 2011

IMPORTANT NOTICE ABOUT THE GRE TEST REGISTRATION

- 1. Please register by December 28, 2009 for the Graduate Record Exam (GRE) General Test which will be held in Vietnam on February, 06, 2010. If you do not register by this date, you will need to register through the late registration process by January 04, 2010, but there will be a late registration fee of US\$25. The GRE General Test is required for the VEF 2011 Fellowship application.***
- 2. You can register for the GRE General Test at the Educational Testing Service (ETS) website: www.ets.org***
- 3. You must list the Vietnam Education Foundation (VEF) code of 8559 on the GRE registration form as one of the institutions to receive your official GRE score report.***

The Vietnam Education Foundation (VEF) is pleased to announce the 2011 VEF Fellowship program. The Fellowship application and selection process is open, competitive, and transparent. Applicants do not need to pay any fees to anyone in order to apply or be considered for a VEF Fellowship. Winners are chosen based on individual merits, including academic performance, intellectual capabilities, English proficiency, and the potential for contribution to scientific education and research.

VEF expects to award up to 40 Fellowships to Vietnamese nationals to begin graduate studies in the United States in the fall of 2011. The recipients are referred to as the VEF Fellowship 2011 Cohort. Please note that **VEF only accepts online applications.**

1. Qualified Fields of Study

VEF seeks highly qualified applicants interested in **pursuing a Ph.D. or master's degree at leading universities in the United States in the major disciplines of sciences** (natural, physical, and environmental), **mathematics, medicine** (such as, public health), **engineering, and technology** (including information technology). Fields include the basic sciences, such as, Biology, Chemistry, and Physics, as well as Agricultural Science, Computer Science, and Engineering.

2. Eligibility of VEF Employees and VEF Contracted Agency Employees

PLEASE NOTE the following information regarding *Eligibility of VEF employees and VEF contracted agency employees in Vietnam and in the United States*.

- Employees of the Vietnam Education Foundation, including contractor employees, and their immediate families, are **ineligible** for VEF Fellowships, Visiting Scholar Grants, and U.S. Faculty Scholar Grants for a period ending one year following termination of such employment.
 - If a former employee or contractor employee of VEF is otherwise eligible and chooses to apply for a VEF Fellowship, Visiting Scholar Grant, or U.S. Faculty Scholar Grant after the one year period, the VEF Board of Directors must approve the submission of such an application.
- Employees of private and public agencies (excluding educational institutions) under contract to VEF to perform administrative or screening services on behalf of the VEF Fellowship, Visiting Scholar, and/or U.S. Faculty Scholar Grant programs are **ineligible** for VEF Fellowships, Visiting Scholar Grants, and U.S. Faculty Scholar Grants for a period ending one year following the termination of their services for VEF.

3. Application and Selection Process of VEF Fellows

VEF Fellowship applicants **may apply by using one of two options, Process A or Process B**. The former is for applicants, who have not yet been admitted to a U.S. university graduate program, while the latter is for applicants, who have already received admission to a U.S. university graduate program. Both Process A and B are described below.

4. Pre-Departure Orientation (PDO)

VEF will organize a 5-day PDO in June 2011, before the Fellows depart for the United States, to inform Fellows about the cultural and legal issues they may encounter in the United States. Included in the PDO is an outdoor Team Building event, which usually involves one day of camping. During the PDO, official Fellowship documents and immigration documents will be given to the Fellows. It is **mandatory that all VEF Fellows participate** in the PDO. VEF Fellows will need to plan ahead and assure that they are able to attend the PDO as a requirement in order to receive a VEF Fellowship.

PROCESS A AND PROCESS B ARE DESCRIBED BELOW.

PROCESS A

APPLICATION PERIOD- Process A

Applications will be available ONLY online ([online applications](#))

ONLY from 8:00 a.m., February 10, 2010,

to 8:00 a.m., April 10, 2010 (Vietnam time zone).

I. Eligibility

In order to apply, an applicant must meet the all of the following minimum requirements:

- A. **VIETNAMESE** by citizenship and not a permanent resident, or citizen of, any country other than Vietnam.
- B. **College graduate** with at least a Bachelor's degree in a field of science or technology fields acceptable to VEF (See Item #1, *Qualified Fields of Study*, above) **or college juniors** (3rd or 4th year) **or seniors** (final year students), who will graduate with such a degree by July 2011.
- C. **GPA. Overall Grade Point Average (GPA)** from a college/university with **at least 7.0/10.0**. Grades on other scales must be converted into a 10-point scale according to VEF guidelines. A grade conversion scale is available on the VEF website (http://www.vef.gov/download/conversion_table.htm).
- D. **English Language Proficiency**. The applicant must demonstrate sufficient proficiency in the English language. Any one of the following means is acceptable to demonstrate sufficiency:
 1. **TOEFL**. A Test of English as a Foreign Language (TOEFL) score no older than one year from the date of the opening of the online application, specifically nothing earlier than February 10, 2009, of **at least 500 on the Paper-based Test**

(PBT) (either the International or Institutional exam is acceptable), which is equivalent to 173 on the Computer-based Test (CBT) and 61 on Internet-based Test (iBT).

Applicants are encouraged to take the International TOEFL instead of the Institutional TOEFL in order to have a valid score in hand when applying to U.S. universities, which do not accept an Institutional TOEFL score. Also, please be aware that most U.S. university graduate schools require an International TOEFL score of 550 or higher. Hence, candidates are encouraged to retake the TOEFL exam even after passing the VEF interview in order to increase their chances of getting university admissions.

The official ETS website (www.ets.org/toefl) provides information about the TOEFL test including format, scores, registration, practice materials, and locations of testing centers, including test dates in Vietnam. Please contact IIG Vietnam at (04) 3773 2603 for more information about the test.

2. **IELTS.** An acceptable alternative to the TOEFL exam is the International English Language Testing System (IELTS) exam. A **minimum score of 6.5** on an IELTS exam no older than one year from the date of the opening of the online application, specifically nothing earlier than February 10, 2009, is necessary to apply for a VEF Fellowship. For more information, please visit the IELTS website: <http://www.ielts.org/>
 3. **Degree from an English-speaking country.** An acceptable alternative to the TOEFL or IELTS test is a degree from an English-speaking country. The applicant would need to demonstrate that s/he is studying for a bachelor's or master's degree in, or has a recent university bachelor's or master's degree (not more than two years old at the time of applying for the VEF Fellowship) from, a university that conducts all courses in English in any of the following English-speaking countries: Australia, Canada, New Zealand, the United Kingdom (England, Ireland, Scotland), or the United States. The evidence of degree completion from such a university is sufficient evidence of English language proficiency for VEF. Please be aware that U.S. universities may still require an official International TOEFL or IELTS score to apply to graduate schools.
- E. **GRE (Graduate Record Examination).** The applicant must achieve a **combined score (quantitative plus verbal) of at least 1000** on the GRE General Test (either Paper-based Test or Computer-based Test). The following provides specific details about the GRE requirement.
1. **Reimbursement for GRE Test fee.** VEF will reimburse the General Test fee to all VEF Fellowship award recipients, who achieve a combined score (quantitative plus verbal) of at least 1150. The award will be given after the applicant obtains the VEF Fellowship.
 2. From now until April 10, 2010, two **Paper-based GRE tests** will be held in Vietnam as follows:

GRE Test (Fee: US\$180)	Test Date mm/dd/yyyy	Regular Registration mm/dd/yyyy	Late Registration Web Only (Late Registration Fee: US\$25) mm/dd/yyyy
GRE General Test (Paper- Based)	10/24/2009	09/11/2009	09/18/2009
	02/06/2010	12/28/2009	01/04/2010

3. The **official ETS website** (www.ets.org/gre) provides information about the GRE test, including format, scores, registration, practice materials, and locations of testing centers and test dates in Vietnam. You can also visit the website of the Institute of International Education (IIE) in Vietnam (www.iievn.org) for other relevant information.

II. Online Applications

To prepare for the [online applications](#), applicants **must** have the following information and documents ready:

- A. **TRANSCRIPTS**. Applicants are required to prepare transcripts from undergraduate studies and from graduate studies, if applicable, translated into English with an official notarization or with an official school stamp (see also under item **I. Eligibility** above).
- B. **EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY**. (see under item **I. Eligibility** above)
- C. **GRE SCORE**. (see under item **I. Eligibility** above)
- D. **STATEMENT OF PURPOSE**. Each applicant must prepare a Statement of Purpose, which is a narrative essay that includes information about the applicant's educational background, practical experience, special interests, and career goals. The essay should provide a description of the study/research objectives and give three significant reasons for wanting to pursue a graduate degree program in the United States on a VEF Fellowship. Objectives must be stated clearly with explanations about how a VEF Fellowship would help the applicant achieve his/her stated objectives. In addition, the applicant must also describe how he/she would help fulfill the mission of VEF as a Fellowship recipient. The essay must be well-organized and composed in excellent English and must not be more than two A4 pages single-spaced, using the Times New Roman font of size 12. The quality and content of this essay are extremely important factors in determining the applicant's candidacy for a VEF Fellowship. Below are some suggestions of information to include:

Work and Research Experience

- Narrative of work and research experience.
- Description of a scientific challenge that the applicant faced and how s/he managed and solved that challenge, including the lessons learned. This can be a success or a failure, but it must be memorable.

Future Plans

- Desired fields of study (several specific subjects and general research interests) ranked according to priority.
- Objectives and impact of one's proposed research or project(s).
- Contribution of the proposed research or project(s) to the development of science and technology in Vietnam.

E. **THREE LETTERS OF RECOMMENDATION/REFERENCE**. Three letters of recommendation/reference must be submitted from your professors, under whom you have studied or pursued research, or from supervisors, who have supervised your work related to your proposed field of study for at least two years and who know your academic and professional performance very well. The letters should be written in English.

F. **U.S. UNIVERSITIES**. Candidates must indicate three U.S. universities and the relevant departments in which they wish to study, providing the reasons why each university is a preferred choice. In addition, the candidate must supply the name and title of a research advisor with whom they wish to study at each university and must provide the reason why the particular advisor was selected. Therefore, VEF advises applicants to **research U.S. universities**, the relevant departments, **and potential research advisors**, well in advance of the Application Period. As one source of information, the VEF Alliance schools, listed at the VEF website, are top-level U.S. universities that accept VEF financial terms and conditions.

VERY IMPORTANT: *Please check carefully the eligibility requirements and fulfill all the requirements listed above by completing the online application form and submitting all required document **before** the application deadline. All information must be submitted by the VEF application deadline. Any missing information or documents will result in an automatic rejection of the application. VEF cannot accept incomplete applications and cannot extend the deadline.*

III. Selection Process

To obtain a VEF Fellowship award, a candidate must **succeed in all three rounds** of the selection process, as described below:

ROUND ONE – Qualification Screening

During the Application Period as indicated above, applicants submit [online applications](#). After a screening process by VEF to assure eligibility, a technical review is conducted by the U.S. National Academies to determine the significance of the candidate's achievements and to determine the candidate's potential to make a contribution to the sciences as shown by his/her past academic performance, test results, prior research and work experience, honors and recognition, and statement of purpose. Qualified applicants, recommended by the National Academies, will be invited to Round Two.

ROUND TWO – Oral Exam/Interview

In August 2010, U.S. scientists and professors, invited by the U.S. National Academies, will carry out Oral Exams/Interviews in Hanoi and Ho Chi Minh City. The Oral Exam/Interview is conducted in English and lasts up to 45 minutes. The U.S. scientists and professors will recommend to VEF the candidates, judged to be qualified for a VEF Fellowship, and will confirm the universities they deem appropriate for the candidates. At this point, the recommended candidates are classified as VEF "nominees." Contact information for all nominees is sent to all VEF Alliance universities so that the universities may solicit the nominees to apply. The universities may offer their own full funding, if they wish. Only VEF nominees are invited to Round Three.

ROUND THREE – Admission to a U.S. University

In the Fall 2010, VEF helps the nominees to apply to 5 leading U.S. universities recommended by the U.S. scientists and professors, as described above, which include universities chosen by the nominees. These universities must belong to the VEF Alliance (see the list at the VEF website) or must be a leading U.S. graduate program, which must acknowledge acceptance of the VEF financial terms. Financial support terms are available under "VEF Fellowship Program" at the VEF website (www.vef.gov). VEF supports applications to the five (5) recommended universities by paying for the following: (1) GRE and TOEFL score reports; (2) GRE Subject Tests, if required by any of the five (5) recommended universities; and (3) application fees for non-Alliance universities.

Nominees must inform VEF as soon as they get accepted by a U.S. university. **By April 1, 2011, all nominees must submit to VEF their university admission letters** as well as a letter from each university that acknowledges the acceptance of the VEF financial support terms, whether the university is a member of the VEF Alliance or not. Nominees should indicate their priorities by listing which universities they wish to attend as #1, as # 2, etc. With input from the National Academies, VEF will then decide the best university to attend. At this point, the qualified nominees are eligible for VEF Fellowship awards.

FELLOWSHIP AWARDS

The final decisions about the VEF Fellowship awards will be made by the VEF Board of Directors in April 2011. Upon approval by the VEF Board of Directors, the nominees are designated as VEF Fellows.

PROCESS B

APPLICATION PERIOD- Process B

Applications will be available ONLY online ([online applications](#))

ONLY from 8:00 a.m., **February 10, 2011,**

to 8:00 a.m., **March 10, 2011** (Vietnam time zone).

I. Eligibility

In order to apply, an applicant must meet the following minimum requirements:

- A. **Vietnamese** by citizenship and not a permanent resident in, or citizen of, any country other than Vietnam.
- B. **College graduate** with at least a Bachelor's degree in a field of science or technology in the fields acceptable to VEF (See Item #1, *Qualified Fields of Study*, above) or **college seniors** (final year students), who will graduate with such a degree by July 2011.
- C. **Overall Grade Point Average (GPA)**. GPA from a college/university with **at least 7.0/10.0**. Grades on other scales must be converted into a 10-point scale according to VEF guidelines. A grade conversion scale is available on the VEF website (http://www.vef.gov/download/conversion_table.htm).
- D. **Gained official graduate admission** to a VEF Alliance school or to a leading U.S. graduate school, which accepts VEF's financial support terms, in a field acceptable to VEF (See Item #1, *Qualified Fields of Study*, above).

II. Online Applications

To prepare for the [online applications](#), applicants **must** have the following documents ready:

- A. **TRANSCRIPTS**. Applicants are required to prepare transcripts from undergraduate studies and from graduate studies, if applicable, translated into English with an official notarization or with an official school stamp (see also under item **I. Eligibility** above).

B. STATEMENT OF PURPOSE. Each applicant must prepare a Statement of Purpose, which is a narrative essay that includes information about the applicant's educational background, practical experience, special interests, and career goals. The essay should provide a description of the study/research objectives and give three significant reasons for wanting to pursue a graduate degree program in the United States on a VEF Fellowship. Objectives must be stated clearly with explanations about how a VEF Fellowship would help the applicant achieve his/her stated objectives. In addition, the applicant must also describe how he/she would help fulfill the mission of VEF as a Fellowship recipient. The essay must be well-organized and composed in excellent English and must not be more than two A4 pages single-spaced, using the Times New Roman font of size 12. The quality and content of this essay are extremely important factors in determining the applicant's candidacy for a VEF Fellowship. Below are some suggestions of information to include:

Work and Research Experience

- Narrative of work and research experience.
- Description of a scientific challenge that the applicant faced and how s/he managed and solved that challenge, including the lessons learned. This can be a success or a failure, but it must be memorable.

Future Plans

- Desired fields of study (several specific subjects and general research interests) ranked according to priority.
- Objectives and impact of one's proposed research or project(s).
- Contribution of the proposed research or project(s) to the development of science and technology in Vietnam.

C. ADMISSION LETTER. Official letter of admission from the U.S. University, confirming full admission, name of degree, level of study (master's or Ph.D.), field, and department.

D. ACCEPTANCE OF VEF FINANCIAL TERMS. The admitting university must acknowledge in writing on university letterhead acceptance of the VEF financial terms.

VERY IMPORTANT: *Please check carefully the eligibility requirements and fulfill all the requirements listed above by completing the online application form and submitting all required document before the application deadline. All information must be submitted by the VEF application deadline. Any missing information or documents will result in an automatic rejection of the application. VEF cannot accept incomplete applications and cannot extend the deadline.*

III. Selection Process

To obtain a VEF Fellowship award, a candidate must **succeed in both rounds** of the selection process described below:

ROUND ONE - Qualification Screening

From February 10 to March 10, 2011, the VEF online application will be available. VEF will review applications from applicants, who have been admitted for the Fall 2011 term to at least one leading graduate program in the United States in a field of study supported by VEF. Furthermore, whether the school is a member of the VEF Alliance or not, the school must acknowledge in writing the acceptance of the VEF financial support terms. Financial support terms are available under “VEF Fellowship Program” at the VEF website (www.vef.gov).

After a screening process by VEF to assure eligibility, a technical review is conducted by the U.S. National Academies to determine the significance of the candidate’s achievements and to determine the candidate’s potential to make a contribution to the sciences as shown by his/her past academic performance, test results, prior research and work experience, honors and recognition, and statement of purpose. Qualified applicants, recommended by the National Academies, will be invited to Round Two, which is the last and final round.

ROUND TWO - Interview

In late March 2011, candidates receiving a recommendation from the U.S. National Academies will be invited to a phone interview. The most highly qualified applicants will be recommended to the VEF Board of Directors for approval.

FELLOWSHIP AWARDS

The final decision on VEF Fellowship awards will be made by the VEF Board of Directors in April 2011. At this point, the recommended candidates will become VEF Fellows.

Note: The above information is provided as a guideline and is the intended VEF time-line of activities for the selection process for 2011. VEF reserves the right to make changes as circumstances require. Any changes will be posted ONLY on VEF’s official website at www.vef.gov and, therefore, VEF advises applicants to check the VEF website regularly.

After obtaining the VEF Fellowship, all Fellows must strictly observe VEF rules and requirements or they may lose the Fellowship.

If you have any questions regarding the VEF 2011 Fellowship application and selection process, please e-mail vef2011@vef.gov, or phone VEF at (04) 3936 3670 in Hanoi, Vietnam.
For more information on VEF and the VEF Fellowship Program, please visit the VEF website: www.vef.gov

APPENDIX 11***U.S. REVIEW PANELS FOR VEF ORAL EXAM/INTERVIEW MISSION AUGUST 2010***

The following 11 U.S. scientists and professors, listed alphabetically by last (family) name, were organized by the U.S. National Academies at the request of VEF to serve on interview panels conducted in Vietnam to select the best candidates among the finalists for the VEF Fellowship 2011 cohort.

Dr. Roger W. Brockett

An Wang Professor of Electrical Engineering
and Computer Science
Harvard University
Member, National Academy of Engineering

Dr. Kenneth C. Burtis, Dean
College of Biological Sciences
University of California at Davis

Dr. Cynthia L. Chappell, Professor
Division of Epidemiology, Human Genetics,
and Environmental Sciences
Center for Infectious Diseases
The University of Texas at Houston, School of
Public Health

Dr. Bruce A. Finlayson
Professor Emeritus of Chemical Engineering
University of Washington
Member, National Academy of Engineering

Dr. Benedict H. Gross
Leverett Professor of Mathematics
Harvard University
Member, National Academy of Sciences

Dr. Margaret Martonosi, Professor
Department of Electrical Engineering
Princeton University

Dr. Jill P. Mesirov, Director
Computational Biology and Bioinformatics
Broad Institute of MIT and Harvard

Dr. Alan Needleman, Professor
Department of Materials Science and
Engineering
University of North Texas
Member, National Academy of Engineering

Dr. Stella W. Pang, Professor
Department of Electrical Engineering and
Computer Science
University of Michigan at Ann Arbor

Dr. Philip C. Singer
Dan Okun Distinguished Professor of
Environmental Engineering
University of North Carolina at Chapel Hill
Member, National Academy of Engineering

Dr. Thomas Michael Truskett
Associate Professor and Paul D. and Betty
Robertson Meek Centennial Fellow of Chemical
Engineering
University of Texas at Austin

APPENDIX 12
VEF ALLIANCE (106 UNIVERSITIES)

As of September 2010

In 2005, the Vietnam Education Foundation (VEF) established the VEF Alliance, a consortium of leading U.S. universities that share in its mission and that benefit from its success. The Alliance is open to other U.S. universities that wish to join. The list below consists of the VEF Alliance schools as of September 2010: 106 major research institutions across the United States. Specific divisions/departments that participate in the Alliance are listed.

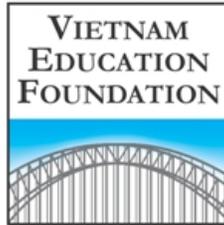
#	University	Division/Department
1	Arizona State University	Ira A. Fulton School of Engineering
2	Binghamton University, the State University of New York	Graduate School
3	Boston College	Graduate School
4	Boston University	College of Engineering
5	Bradley University	Graduate School
6	Brandeis University	Graduate School
7	Brown University	Graduate School
8	California Institute of Technology	Graduate School
9	Carnegie Mellon University	Heinz School of Public Policy and Management
10	Case Western Reserve University	Biology; Chemistry; Civil Engineering; Epidemiology and Biostatistics; Macromolecular Science and Engineering; Materials Science and Engineering; Mathematics; Physics; Statistics
11	Catholic University	Graduate School
12	Clemson University	Graduate School
13	Colorado School of Mines	Graduate School
14	Colorado State University	Graduate School
15	Columbia University	School of Engineering and Applied Science
16	Cornell University	College of Agriculture and Life Sciences; School of Civil and Environmental Engineering
17	Duke University	Graduate School
18	Florida International University	Graduate School
19	Florida State University	Graduate School
20	Fordham University	Graduate School
21	Georgia State University	Graduate School
22	Gerstner Sloan-Kettering Graduate School of Biomedical Sciences	Graduate School of Biomedical Sciences
23	Iowa State University	Graduate School
24	Johns Hopkins University	Whiting School of Engineering; Zanvyl Krieger School of Arts and Sciences
25	Kansas State University	Graduate School

#	University	Division/Department
26	Kent State University	Graduate School
27	Lehigh University	Graduate School
28	Louisiana State University Health Sciences Center	Graduate School
29	Michigan State University	Graduate School
30	Mississippi State University	Graduate School
31	North Carolina State University	Graduate School
32	Northeastern University	Graduate School
33	Northern Illinois University	Graduate School
34	Northwestern University	Graduate School
35	Oklahoma State University	Graduate School
36	Old Dominion University	Graduate School
37	Oregon State University	Graduate School
38	Pennsylvania State University	Graduate School
39	Princeton University	Graduate School
40	Purdue University	Graduate School
41	Rensselaer Polytechnic University	Graduate School
42	Rice University	Graduate School
43	Rutgers University	Graduate School
44	Southern Illinois University at Carbondale	Graduate School
45	Stony Brook University, the State University of New York	Graduate School
46	Syracuse University	Graduate School
47	Temple University	Graduate School
48	Texas A&M University	Graduate School
49	Texas Tech University	Graduate School
50	Tulane University	Graduate School
51	University at Buffalo, the State University of New York	School of Engineering and Applied Sciences
52	University of Alabama at Birmingham	Graduate School
53	University of Arkansas at Fayetteville	Graduate School
54	University of California at Berkeley	Chemical Engineering; Chemistry; Comparative Biochemistry; Environmental Science, Policy and Management; Epidemiology; Logic and the Methodology; Mathematics; Molecular and Biochemical Nutrition; Neuroscience; Nutritional Sciences and Toxicology; Physics; Plant and Microbial Biology; Vision Science; All College of Engineering Departments
55	University of California at Davis	Graduate School
56	University of California at Irvine	Graduate School

#	University	Division/Department
57	University of California at Los Angeles	School of Engineering and Applied Sciences
58	University of California at Riverside	Graduate School
59	University of California at San Diego	Graduate School
60	University of California at San Francisco	Graduate Division
61	University of California at Santa Barbara	Graduate School
62	University of Colorado at Boulder	Graduate School
63	University of Colorado at Denver, Health Sciences Center	Graduate School
64	University of Connecticut	Graduate School
65	University of Delaware	Graduate School
66	University of Florida	School of Engineering
67	University of Georgia	Graduate School
68	University of Hawaii at Manoa	Graduate School
69	University of Houston	Graduate School
70	University of Idaho	Graduate School
71	University of Illinois at Urbana - Champaign	Graduate College
72	University of Iowa	Graduate School
73	University of Kansas	Graduate School
74	University of Kentucky	Graduate School
75	University of Louisville	Graduate School
76	University of Maine	Graduate School
77	University of Maryland at Baltimore	Graduate School
78	University of Massachusetts at Amherst	Graduate School
79	University of Michigan at Ann Arbor	College of Engineering (doctoral programs only)
80	University of Minnesota	Institute of Technology
81	University of Missouri at Columbia	Graduate School
82	University of Nebraska at Lincoln	Graduate School
83	University of North Carolina at Chapel Hill	Graduate School
84	University of North Carolina at Charlotte	Graduate School
85	University of North Texas	Graduate School
86	University of North Texas Health Science Center at Fort Worth	Graduate School
87	University of Notre Dame	Graduate School
88	University of Oklahoma	Graduate School
89	University of Oregon	Graduate School
90	University of Pennsylvania	School of Arts and Sciences; School of Nursing

#	University	Division/Department
91	University of Rhode Island	Graduate School
92	University of Southern California	College of Letters, Arts and Science; Viterbi School of Engineering
93	University of Texas at Arlington	Graduate School
94	University of Texas at Austin	Graduate School
95	University of Texas at Houston	Graduate School of Biomedical Sciences
96	University of Toledo	Graduate School
97	University of Utah	Graduate School
98	University of Vermont	Graduate School
99	University of Virginia	Graduate School
100	University of Washington	Environmental and Occupational Health; Interdisciplinary Program in Pathobiology; Materials Science and Engineering
101	University of Wyoming	Graduate School
102	Virginia Commonwealth University	Graduate School
103	Virginia Polytechnic Institute and State University	Graduate School
104	Washington State University	Graduate School
105	Washington University in St. Louis	Graduate School
106	Yale University	Graduate School (doctoral programs only)

APPENDIX 13
LETTER TO GRADUATE SCHOOLS SUMMARIZING FELLOWSHIP SUPPORT



2111 Wilson Boulevard, Suite 700, Arlington, VA 22201 • www.vef.gov • Phone 703-351-5053 • Fax 703-351-1423

October 15, 2009

Lynne A. McNamara, Ph. D.
Executive Director

Board of Directors

Stephen F. Maxner, Ph.D. Chairman
Director, Vietnam Center
Texas Tech University

Earl Blumenauer
U.S. Congressman

Hillary Rodham Clinton
U.S. Secretary of State

Viet D. Dinh
Professor of Law
Georgetown University Law Center

Elizabeth Dugan
Vice President for Programs
International Republican Institute

Arne Duncan
U.S. Secretary of Education

Christopher J. Fussner
Owner, Founder
Trans Technology Pte Ltd.

Timothy F. Geithner
U.S. Secretary of Treasury

Joseph R. Pitts
U.S. Congressman

David Vitter
U.S. Senator

Jim Webb
U.S. Senator

To: Dean of Graduate Admissions
RE: VEF Fellowship Support for the following Graduate School
Applicant:
Name: «First_Given» «Middle» «LAST_FAMILY»
Date of Birth: «Date_of_Birth mmddyyyy»

Dear Sir/Madam:

We are writing to inform you that «Gender» «First_Given» «Middle» «LAST_FAMILY» is a nominee for a 2010 Fellowship from the Vietnam Education Foundation. We will offer «Gender» «Last» a Fellowship award if «He/She» is admitted into your graduate program. The admission must not carry entry conditions, such as, a minimum TOEFL score or passing a certain level on an English language test, prior to beginning graduate courses since nominees must be fully admitted to the intended graduate program in order to receive the VEF Fellowship.

The Vietnam Education Foundation (VEF) is an independent Federal agency of the U.S. Government, which was created to build the relationship between the United States and Vietnam through educational exchange. Through the VEF Fellowship program, VEF sends the best Vietnamese scholars to top U.S. graduate schools and, thus, assists in training a new generation of scientists and engineers for Vietnam.

We select our Fellowship recipients through a highly competitive process that includes U.S. standardized testing and an oral exam and interview conducted in Vietnam by American professors, selected by the National Academies in the United States. Our Fellowship nominees are truly the most academically qualified students from Vietnam and are selected after a careful and rigorous process, which

includes a thorough assessment of their academic performance and preparation for graduate study in the United States.

VEF expects to finalize all Fellowship awards in early April 2010 and we ask your consideration for a decision on this nominee as soon as possible. We have set a **deadline of April 1, 2010**, for all of our nominees to inform us of their admission status. We also ask that you clarify the financial parameters in your admission letter, including your acceptance of the financial terms of the VEF Fellowship described below and the dollar value of the support from the University given for each year of study, which should state any cost-sharing support for years 1 and 2, and the University's full support for doctoral students for years 3-5.

The VEF Fellowship program expects that a doctoral degree will take as long as 5 years to complete and a master's degree will take up to 2 years to complete. If **«Gender» «Last»** is admitted to your graduate program, the terms of the financial parameters of the VEF Fellowship program are as follows:

1. Fellowship Grant to the University: During the Fellow's first two years at your University (Years 1 and 2), VEF will provide an annual Fellowship grant of U.S. \$27,000 to the University. This grant amount is in lieu of the following: all required deposits; school orientation fees; required tuition and fees for the academic year and summer session; medical and health insurance required of an international student for the academic year and summer session; required books and educational equipment; and stipends for 12 calendar months that would be at least the minimum amount that is provided to other graduate students in that department.

If there is a financial shortfall, your University is expected to provide additional funds to supplement our annual grant of \$27,000 for the first two years because the Fellow has no other resources. The University is expected to make all financial arrangements for distribution and application of monies. The first stipend payment must be made within the first month of arrival of our Fellow on campus and every month thereafter. Ideally, the University should make arrangements to make a partial payment of the stipend upon our Fellow's arrival on campus as the Fellow has no other source of funds. Regardless of any unforeseen delays on the part of the University or VEF in processing the grant, the first and all subsequent stipend payments to the Fellow must be made in a timely fashion.

From the third year and beyond, the University must provide full support for the Fellow, which is typically provided through a graduate assistantship.

2. Professional Development Grant to the Fellow: Each Fellow, who is enrolled full-time and not involved in Academic Training (off-campus employment benefit of the J visa status), will receive \$1,000 per year as a Professional Development Grant (PDG). A master's degree student will receive up to two years of PDG and a doctoral student will receive up to 5 years of PDG. Please see Appendix A for more details on the PDG.

3. Payment of Funds to the University. The University grant (\$27,000 for each Fellow for the first two years) and the PDG of \$1,000 will be electronically transferred to the University at the beginning of the Academic Year. The University will arrange for disbursement of funds to the Fellow.

4. Other Financial Support: VEF will also pay for the following:
- All costs related to pre-academic English language training if required by the University. Such English as a Second Language (ESL) courses must be conducted at the University during the summer prior to the first fall semester start date. However, a specific performance level in the ESL training cannot be a condition of admission. VEF does not fund ESL at any other time.
 - All costs related to the Pre-Departure Orientation training conducted in Vietnam by VEF, the visa application (if any), and a physical exam and required inoculations in Vietnam prior to departure to the United States.
 - Costs of economy-class airfare from Vietnam to the primary airport nearest the University and return economy-class airfare to Vietnam at the end of the Fellow's academic program.
 - A modest settling-in allowance given directly to the Fellow during the VEF Pre-Departure Orientation in Vietnam to help cover personal incidental expenses in the United States.

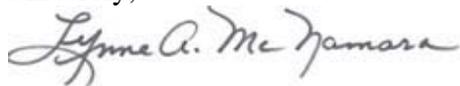
5. Annual VEF Fellows and Visiting Scholars Conference: To facilitate interaction among our Fellows and Visiting Scholars and between our Fellows and the U.S. and Vietnamese scientific community, VEF organizes an Annual Conference in the United States on January 3-5. During the Fellowship period, VEF will pay for the costs for the Fellow to attend the Conference, including round-trip economy-class airfare, lodging, and a fixed allowance toward expenses. Please facilitate schedules so that our Fellow is able to attend our VEF Annual Conference.

6. U.S. Government-Sponsored Visa: As a Federal Government agency, VEF serves as the visa sponsor throughout the Fellow's academic program in the United States. VEF works closely with the American Embassy in Hanoi to ensure that the Fellow will be able to enter the United States, prior to the start of the academic year. The Fellow is given a J-1 visa with a two-year home-residency requirement after completion of the Fellow's academic program in the United States.

As we search for the best Vietnamese scholars and prepare them for graduate training in the United States, we look to top U.S. academic institutions to join us in supporting them. We respectfully ask for your favorable consideration of «Gender» «First_Given» «Middle» «Last». By sharing our mission, you will not only have the finest alumni in Vietnam, but you will also help build lasting scientific and educational bridges between the two countries.

Please contact me or Sandarshi Gunawardena, VEF Program Officer, at 703-351-5053 if you have questions.

Sincerely,



Lynne McNamara, Ph.D.
Acting Executive Director

APPENDIX A**Vietnam Education Foundation****PROFESSIONAL DEVELOPMENT GRANT (PDG) FUNDS**

The University may disburse the funds according to whatever system the University might have in place to disburse the Professional Development Grant (PDG) funds. The University may already have a particular procedure in place for making such payments to sponsored students. VEF asks the following:

1. The University requires written evidence from the Fellow regarding the use of funds, which must relate to the Fellow's professional development. The University would keep records of the use of funds, which would be supported by the written evidence provided by the Fellow. If requested by VEF, the University would summarize the use of the funds.
2. In making such payments to the Fellow, the University would process documentation, if any, related to taxes that might be owed by the Fellow.
3. The University would inform each Fellow as to the procedure to secure the PDG funds, sending a copy of the procedure to VEF.

The PDG funds can be accumulated from one year to the next. However, at the time that the Fellow graduates, any unused monies for that Fellow would need to be returned to VEF.

Below are the criteria for the use of funds:

Use of the funds is limited to professional development purposes in one's field, defined as follows: conference attendance and/or presentations; training workshops or seminars; books, journals, and publications; computer hardware or software; professional memberships or subscriptions; travel to Vietnam to work, teach, or do research; courses to improve English speaking, listening, reading, or writing; equipment needed to do research for one's thesis or dissertation; hiring a statistician; and hiring an English language expert to edit one's thesis, dissertation, or publishable article. PDG funds cannot be used for non-professional purposes, such as living expenses, costs for dependents, travel for pleasure, medical or health expenses, and entertainment.

APPENDIX 14
TERMS AND CONDITIONS OF THE FELLOWSHIP GRANT



Terms and Conditions

Vietnam Education Foundation
Fellowship Grant

Cohort 2010

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***Terms and Conditions
Fellowship Grant***

Name of Recipient (FAMILY Middle Given):
VEF ID Number:
Cohort Year: **2010**
Date of Birth (mm/dd/yyyy):
Vietnam Home Address:

June [date], 2010

Congratulations! You have been awarded a Fellowship by the Vietnam Education Foundation (VEF), a U.S. Federal government agency, to pursue graduate study in the United States. As per the terms of offer of the U.S. university admission that has been approved by VEF, your Fellowship is for a full-time program in the field of study and level of study as described below. As a recipient of the Fellowship, you are expected to meet and maintain the academic requirements of your University, to abide by the terms and conditions as described herein, and to comply with all U.S. J-1 visa regulations.

This document supersedes all previous written documents and serves as the prevailing Fellowship agreement between you and VEF. It is important that you fully understand all of the information herein and confirm your acceptance of the Fellowship award, also referred to as a Fellowship grant, by initialing respective sections where requested and signing your name on the last page.

This *Terms and Conditions* of the VEF Fellowship Grant must be signed by you before VEF can issue a DS-2019 Form for your J-1 visa application. Please sign and return the original of this document to VEF during the Pre-Departure Orientation (PDO) held in Vietnam in June. You should also keep a copy for your personal records.

A. GRANT PERIOD

Grant Start Date: **Month Day, Year**
Grant End Date: **Month Day, Year**

For a master’s degree program, the grant period is two years; for a doctoral degree program, the grant period is five years. At the end of each academic year, VEF will review your academic progress and determine whether to continue your grant for the upcoming academic year. After consultation with your academic advisor, if VEF determines that you have not met the conditions of the Grant Continuance clause below, you will be notified and your grant may be terminated. **If you complete your authorized degree program before the above Grant End Date, your degree completion date will replace the above Grant End Date.**

Sign here to acknowledge your agreement with Section A. _____

B. ACADEMIC PROGRAM

University:

School/College:

Department/Program:

Degree Program:

Major Field of Study:

J-1 immigration regulations require that you only attend the school that you have been authorized to attend and that you only pursue the degree program (major field of study and level of study) in which you have been authorized to study. Hence, please note that no changes can be made to the above academic program of study without prior approval in advance from VEF. This includes any changes to the following: major field of study, department, degree program (level of study), and university. Thus, if changes to your program of study are required for legitimate reasons, any transfer to another degree program or field of study, to a different department, or to a different university must be approved in advance by VEF. You must obtain written approval from VEF prior to initiating any changes at your academic institution. VEF will consider authorizing such changes only if they are keeping with the original objective of your VEF Fellowship.

If you are provided a VEF Fellowship grant for a master's degree program and you are admitted to continue on to a doctoral program, VEF will consider extending its visa sponsorship for your doctoral program, provided that you are fully funded by your University for your doctoral degree program. In this case, you are still considered a VEF Fellow and must abide by all the rules and regulations herein. However, under these circumstances, the financial support from VEF is limited to your attending the annual conference and to VEF providing your return economy air ticket to Vietnam. Regarding the conference, you would receive the same support that other VEF Fellows receive to attend the VEF Annual Fellows and Scholars Conference in the United States for the duration of your degree program.

Sign here to acknowledge your agreement with Section B. _____

C. ACADEMIC STATUS AND MAINTAINING ACADEMIC PROGRESS

As an international graduate student in J-1 status in the United States, you are required by law to enroll for a full course load of graduate level classes for each academic term at the institution you have been authorized to attend. You are responsible to consult with your Department as well as the University's International Office or Registrar's Office to ascertain what constitutes full-time enrollment for international students at your University and to comply with this requirement each term. Please note that not enrolling continuously for a full course load has serious negative implications on your immigration status and on your ability to continue in your program of study or remain in the United States. While you are not required for immigration purposes to enroll in classes during your school's vacation period (typically the summer term), your University or Department may require enrollment during vacation periods or you may choose to enroll part-time or full-time during vacation periods.

J-1 immigration regulations allow for a reduction in your course load (less than full-time) only under very special circumstances. Therefore, part-time enrollment can only be authorized by VEF if it meets the immigration regulations and must be approved by VEF in writing before you can enroll in less than a full course of study.

In addition to enrolling for a full course load, immigration regulations also require that you make satisfactory progress in your authorized program of study by maintaining at least a B grade-point average (GPA) in all of your classes. If you have any academic difficulty, you must seek assistance immediately from your academic advisor and determine how to overcome your deficiencies, and you must also communicate right away with VEF about these difficulties.

VEF monitors academic progress by requiring all Fellows to submit periodic academic progress and performance reports from you and your institution concerning your academic program. It is your responsibility to provide accurate information within the timeframe indicated by VEF in each request. You must respond to such requests. **Each academic term (fall and winter/spring), the following documents must be submitted to VEF via the VEF Online Management System (OMS):**

1. Enrollment verification form/letter at the beginning of each school term (at the end of the term's drop period).
2. Official grade transcript providing the term GPA and the overall GPA at the end of each school term (as soon as it becomes available).
3. Progress review comments from your academic/research advisor at the end of each school term.

Sign here to acknowledge your agreement with Section C. _____

D. PROGRAM COMPLETION

The period of time allocated in your grant period and on your DS-2019 Form is the time typically required for the completion of a master's or Ph.D. degree program. However, if you complete your program of study earlier, the end of both your grant period and your DS-2019 is the program completion date. The following events constitute program completion, which are defined as the final requirements to complete your degree program: the last final exam for your courses or submission of your completed dissertation or thesis to the graduate school. Please note that the date of the graduation ceremony and the end date on your DS-2019 are not considered program completion dates as those dates often occur after the official date of completion of your degree program requirements.

If you require further time to complete your program of study because of legitimate academic reasons, you must obtain approval in advance from VEF for any extension beyond the specified grant period. You must demonstrate that your University will continue to provide your full support and that you will have adequate funding to cover all your expenses (including expenses of accompanying dependents) during the entire period of extension. In such a case, the end date of both the extension period and your DS 2019 is the program completion date. Regardless, if you complete your program requirements before that end date, then the date of the completion of your program requirements constitutes the program completion date.

Both early completions and program extensions require prior approval from VEF. Therefore, you must inform VEF of an expected early completion or the potential need for a program extension at the beginning of the academic term or summer during which these events would occur.

Should a personal emergency necessitate a temporary interruption to your program of study or a disruption of your academic program and require your early departure or a temporary absence, you must obtain approval from VEF prior to your departure plans.

All requests related to your academic program that require VEF approval must meet VEF policies and must be completed in a timely fashion.

Sign here to acknowledge your agreement with Section D. _____

E. GRANT CONTINUANCE

The continuation of your Fellowship grant depends upon:

1. Full compliance with the terms and conditions of this document;
2. Full compliance with J-1 immigration regulations and maintenance of J-1 status;
3. Good academic standing at your University, which is typically a Grade Point Average (GPA) of B/3.0 or better;
4. Evidence of your academic progress toward degree completion;
5. Your university financial support;
6. Availability of VEF funds; and
7. Your financial requirements.

Sign here to acknowledge your agreement with Section E. _____

F. GRADUATE ASSISTANTSHIPS

A graduate assistantship is an integral part of graduate training in the United States. You may be required by your University or Department to have a graduate assistantship during your first two years. If you are in a doctoral degree program, you are expected to seek and acquire a graduate assistantship from your University no later than your third year so that you are fully funded by your University. The graduate assistantship may be a research assistantship, a teaching assistantship, or a combination of both. Your University may require you to take special courses, to reach and maintain a certain grade point average (GPA), to seek out professors and request the assistantship, to compete against other graduate students, and/or to demonstrate in advance your ability to be a graduate assistant. Graduate assistantships are competitive, and you must prove that you are qualified, according to your university standards, to receive one. *As a VEF Fellow, you are expected to learn what is necessary to get a graduate assistantship at your University and to proceed proactively with that intention in order to assure full support by your University by your third year.*

As per J-1 immigration regulations, a VEF Fellow can only engage in part-time on-campus employment (maximum 20 hours per week) during the academic term while also continuing to be enrolled in a full course of study. A Fellow, who holds a 20 hours/week graduate assistantship (or a combination of one or more graduate assistantships for a total of 20 hours/week), may enroll for a reduced course load as stipulated by the number of credits considered equivalent to full-time enrollment for a graduate assistant as defined by the Fellow's university. The Fellow must secure verification from the University's International Office or the Registrar's Office regarding what constitutes full-time enrollment for a graduate assistant working 20 hours/week. Only formal graduate assistantships qualify for a reduced course load while hourly wage employment, adjunct positions, or other fellowships do not qualify for a reduced course load. As per J-1 immigration requirements described below for on-campus employment, all graduate assistantships require written authorization from VEF prior to the commencement of any employment.

Sign here to acknowledge your agreement with Section F. _____

G. FINANCIAL INFORMATION

Please note: It is recommended that you bring supplementary funds of your own to help cover miscellaneous expenses that you might incur.

Your University has agreed to the special financial arrangements for VEF Fellows so that your educational and living expenses are covered during this grant period. You are obliged to follow the requirements of your University to receive any University funding supplemental to your VEF Fellowship award, including working as a graduate assistant. You are responsible for planning and using your resources carefully to cover your financial obligations.

Billing Information: If necessary, please advise the Bursar's Office/Student Accounts Office at your University to direct all inquiries regarding financial matters to VEF's primary contact at the University:

Name:

Title:

Phone:

Fax:

Email:

Your VEF Grant conforms to the following financial support plan:

1. Phase One – Fellowship Grant to the School

For the first two years of a Fellow's graduate program (Years 1 and 2), VEF provides directly to the University a pre-determined Fellowship grant amount of \$27,000 each year in exchange for the University paying for the Fellow's required tuition, fees, and health insurance, and providing the Fellow with a typical graduate student monthly stipend to cover living expenses. An allowance for books is provided by the University either separately or through the stipend. During the first two years, the Fellow may be required

by the University to have a graduate assistantship. If the Fellow is pursuing a master's degree, he/she is expected to complete the degree within two years.

In your case, this Phase One Fellowship support will end on **Month day, year.**

Sign here to acknowledge your agreement with Section G. 1. _____

2. Phase Two – Support from the Host University

During the subsequent three years of graduate study (Years 3, 4, and 5), a Fellow who pursues a doctorate is expected to receive graduate assistantships and/or other forms of support from the University, which would cover all educational and living expenses. The Fellow is expected to complete the doctoral degree within five years total, the maximum period of a VEF Fellowship Grant.

In your case, this Phase Two Fellowship support will end on **Month day, year.**

Sign here to acknowledge your agreement with Section G. 2. _____

3. Professional Development Grant to the Fellow

Each Fellow, who is within the VEF original grant period, who is enrolled full-time, and who is not involved in Academic Training (off-campus employment benefit of the J-1 visa status), will receive \$1,000 per year as a Professional Development Grant (PDG) for no more than 5 years. A master's degree student will receive up to two years of PDG. VEF will provide this annual PDG to the University, and the University will disburse it to the Fellow.

Use of the PDG funds is limited to professional development purposes in one's field, defined as follows: conference attendance and/or presentations; training workshops or seminars; books, journals, and publications; computer hardware or software; professional memberships or subscriptions; travel to Vietnam to work, teach, or do research; courses to improve English speaking, listening, reading, or writing; equipment needed to do research for one's thesis or dissertation; hiring a statistician; and hiring an English language expert to edit one's thesis, dissertation, or publishable article. PDG funds cannot be used for non-professional purposes, such as living expenses, costs for dependents, travel for pleasure, medical or health expenses, and entertainment. The Fellow must report annually to VEF on the use of his/her PDG funds.

Sign here to acknowledge your agreement with Section G. 3. _____

4. Additional Financial Support for all new Fellows

VEF also pays for:

- a. All costs related to the Pre-Departure Orientation and leadership/team building training in Vietnam.
- b. A settling-in allowance of U.S. \$500 given directly to the Fellow as an expense card during the Pre-departure Orientation in Vietnam, which is to be used for personal incidental expenses in the United States. Receipts are not required to be submitted to VEF for use of these funds.
- c. Initial visa application fees (if any). Note that VEF Fellows and their dependents do not need to pay for any such fees at this time.
- d. Physical exam and inoculations (if any are required by the U.S. University), which must be completed in Vietnam, prior to departure for the United States. If a series of inoculations cannot be completed in Vietnam, VEF will reimburse the Fellow for the remaining inoculations to be completed after arrival at the U.S. University upon receipt of the following: (1) evidence why the series could not be completed in Vietnam; and (2) receipts from the University giving a description of the specific inoculation and the amount paid by the Fellow.

- e. Costs of an economy-class air-ticket from Vietnam to the airport nearest to your U.S. University.
- f. Pre-academic English language training during the summer preceding the fall term, if required by your University. VEF will pay for all required tuition, fees, books, insurance, lodging, and living stipend.
- g. Temporary medical emergency insurance for the first 30 days of your program, which begins on the day of your departure from Vietnam.

Sign here to acknowledge your agreement (Section G.4. a - g). _____

5. Annual VEF Fellows and Scholars Conference

To facilitate interaction among our Fellows and Visiting Scholars and between our Fellows, Scholars, and the U.S. scientific community, VEF hosts an annual conference from January 3 through January 5 each year at a prominent U.S. university. During the grant period, VEF will pay for the following costs for you to attend the conference: round-trip economy airfare from your University or site of academic training to the conference venue; lodging; a fixed allowance to cover transportation to/from airports and incidentals; and registration. All VEF Fellows, including those doing post-graduation Academic Training in the United States, are expected to attend and participate fully in this annual conference.

Sign here to acknowledge your agreement with Section G. 5. _____

6. Return Airfare to Vietnam

Upon completion of your academic program, VEF will provide an economy-class air-ticket from the airport nearest to your University or site of Academic Training to Vietnam. This ticket is provided through a travel agent designated by VEF.

If you prefer to purchase your own ticket for your return flight to Vietnam upon the completion of your Fellowship requirements, you must receive approval to do so in advance from VEF. You must contact VEF's designated travel agent to provide to VEF the cost of your return flight to Vietnam if the travel agent were scheduling your return flight. The reimbursement for the purchase of your own ticket cannot exceed the cost of the flight if arranged by VEF's travel agent. You must submit a receipt of your ticket payment for reimbursement.

Sign here to acknowledge your agreement with Section G. 6. _____

H. EMPLOYMENT

VERY IMPORTANT: You are required to notify VEF and receive written prior authorization from VEF for any employment, on-campus or off-campus, paid or unpaid, during your stay in the United States. VEF is your visa sponsor, and you must have permission from VEF to work.

1. ON-CAMPUS EMPLOYMENT

J-1 immigration regulations permit J-1 visa holders, who are maintaining their status, to work on campus part-time, consisting of up to 20 hours per week during the regular academic term/semester, and to work on campus full-time during all school vacation periods. VEF will only allow work that is directly related to your field of study or research and that is recommended by your academic advisor to complement your academic program. Typically, on-campus work consists of graduate assistantships. All on-campus employment must be authorized by VEF prior to commencement of such employment.

Sign here to acknowledge your agreement with Section H. 1. _____

2. ACADEMIC TRAINING

No off-campus work is permitted unless it meets the requirements of the J-1 off-campus employment benefit, which is known as Academic Training. Academic Training (AT) is generally defined as work, training, or experience, conducted off-campus and directly related to your major field of study, and may be paid or unpaid. AT may be part-time while pursuing a full course of study, full-time during the summer, or full-time after the completion of a course of study. All AT is considered full-time, even if one is engaged in less than 40 hours per week. VEF will only authorize AT once you have been in J-1 status for one academic year.

AT prior to completion of one's degree program, called Pre-completion AT, may only be authorized part-time, while the Fellow is pursuing a full course of study and cannot be combined with any other on-campus employment. Before degree completion, full-time AT will only be authorized in the summer and in exceptional situations, after careful review of circumstances on a case-by-case basis, when all course work has been completed by doctoral Fellows and the AT is required for the dissertation research.

For a Fellow, either in a master's or a doctoral degree program, the time limit for AT is equal to 18 months or equal to the amount of time spent in full-time study in the United States, whichever is less. For example, a student who completes a 12-month master's degree program is eligible for 12 months of Academic Training minus any time spent in AT prior to completion of studies. A student, who completes a 24-month master's program, is eligible for 18 months of academic training minus any time spent in AT prior to completion of studies. In all cases, the Academic Training period may not exceed the period of the full course of study in the United States.

To qualify for AT, all of the following minimum procedures apply, which are described in more detail in the AT policy posted at the OMS:

- 1) Your academic advisor or dean must write a letter, which certifies that the proposed AT is relevant to your major field of study, specifying the objectives of the training and describing how this training is considered an **integral or critical part** of your academic program.
- 2) The employer hosting the AT must clearly describe the job responsibilities, start and end dates, number of hours per week, and financial compensation (if any).
- 3) All AT must be approved by VEF prior to the commencement of any employment.

Please note: Fellows pursuing AT are not eligible for the Professional Development Grant.

Sign here to acknowledge your agreement with Section H. 2. _____

I. COMMUNICATIONS WITH VEF

You must get permission from VEF in advance for any changes in your current or future academic plans that differ from the program authorized in this document. You must also inform VEF immediately of any academic problems or concerns and of any medical or personal emergency situations. Your primary contact at VEF is:

Ms. Sandarshi Gunawardena
Program Officer
 Vietnam Education Foundation
 2111 Wilson Blvd., Suite 700
 Arlington, VA 22201
 Phone: 703-351-5053
 Fax: 703-351-1423

Send all correspondence to **Ms. Sandarshi Gunawardena** (sandarshigunawardena@vef.gov), copying VEF (veffellows@vef.gov).

Always include in the subject line of your email your full name in Vietnamese order as listed on this grant letter email.

Sign here to acknowledge your agreement with Section I. _____

J. REPORTING INFORMATION TO VEF FOR IMMIGRATION PURPOSES

You are required to report the information listed below to Ms. Sandarshi Gunawardena (sandarshigunawardena@vef.gov), who serves as the Responsible Officer for the VEF Exchange Visitor Program. It is your responsibility to report this information in a timely manner for immigration purposes in order to maintain your valid nonimmigrant status and for VEF to meet federally mandated monitoring and reporting requirements that are time sensitive. You must report all of the following information to VEF (Ms. Gunawardena) through the OMS and/or via email as directed.

1. Residential address and contact information.

U.S. federal immigration regulations require that you keep VEF informed at all times of your current U.S. residence address. Immigration regulations require that you report any changes to your physical residence address to VEF *within ten (10) days* of any change of address. You must report in the OMS the address of the actual physical location where you are residing in the United States *within ten (10) days of your arrival*. Throughout the period of your VEF Fellowship grant (including when you are pursuing post-completion AT), you must keep VEF informed of any subsequent changes to your address or contact information *within ten (10) days of the change* by updating your information via the OMS. In addition, you must also update all your other contact information (including telephone numbers and e-mail addresses) as soon as they change. If the address where you receive mail is different from where you physically reside, you must inform VEF via the OMS of both addresses. Do not use post office boxes for either your residential or mailing addresses.

2. Enrollment in academic programs and program information

It is a requirement for both your VEF Fellowship and visa that you maintain full-time academic standing in your authorized program and make good progress in your program of study as stipulated above. VEF is required to monitor your academic standing, and immigration regulations require VEF to report to the U.S. Citizenship and Immigration Services any changes within a certain period of time. Hence, you hold the responsibility of reporting the following mandatory information:

a) Enrollment Verification: You must report your full-time enrollment at the beginning of each academic term by submitting to the OMS an Enrollment Verification Form/Letter from your University (obtained from your university's Registrar's Office or from the International Office) that states 'full time' by the deadline stipulated by VEF.

b) Transcripts: You must report your academic progress by submitting to the OMS a transcript and grade report with the term Grade Point Average and the overall Grade Point Average (obtained from your University's Registrar's Office) at the end of each academic term.

c) Changes in your academic program: You must report to Ms. Gunawardena by email if there is any possibility of changes to your major field of study, department, or level of study (degree level) BEFORE initiating any formal changes at your University and making any changes to your academic program. This includes changing from a doctoral degree to a master's degree, which must be done no later than the end of the first term of your second year and which must be accompanied by sufficient rationale provided by your academic advisor to warrant the change. You must wait for VEF's written approval of such changes prior to initiating any changes with your University. Once you have received approval, you must update your OMS record accordingly.

d) Extended absences: You must report to Ms. Gunawardena via email if you are required to be outside of the United States for more than the normal vacation periods. These extended absences from the United States may be related to your program of study or due to personal unforeseen emergencies. Extended absences from the United States must be approved by VEF prior to your departure from the United States and may have an impact on your J-1 immigration status.

e) Early completion: You must report to Ms. Gunawardena via email if you will complete your academic program before the Grant End Date specified in this grant letter. This must be reported prior to the early completion of your program.

f) Program extension: If you are unable to complete your program of study within the time period allocated on your DS-2019, you must apply for a program extension in OMS with all support documents and contact Ms. Gunawardena well in advance of your current Grant End Date.

3. Changes in financial information

You must report by email any changes to the financial information that is on your DS-2019. This includes, but is not limited to, increases or decreases in financial support from your University. You must also contact VEF if there are emergency situations that have an impact on your financial situation.

4. Changes on your DS-2019 information

You must report by email any material change to any information that is currently on your DS-2019 including changes to biographical information (i.e., if you get married and your name changes).

5. International travel

You must inform Ms. Gunawardena ***before you begin any travel*** outside of the United States during your grant period by completing the required application in the OMS. You must have your DS-2019 Form endorsed by VEF **before** you travel in order to be able to return to the United States. If you will need to apply for a new J-1 visa while abroad, you must allow adequate time during your trip to get this done.

Please note: You are also responsible for reading and paying attention to all email communications sent by VEF that relate to immigration matters. This includes periodic alerts sent via the VEF list for all Fellows. All communications will be sent to your primary email address listed in the OMS, and it is your responsibility to read all emails sent by VEF to this address.

Sign here to acknowledge your agreement with all of Section J. 1-5. _____

K. J-1 EXCHANGE VISITOR VISA

VEF will provide you with a DS-2019 Form to secure a J-1 visa under the Exchange Visitor Program as required by your VEF Grant. You are personally responsible, financially and otherwise, for making all arrangements for securing your passport. Your Fellowship grant is available only if you can obtain a passport and a J-1 visa with the 2-year home residency requirement. VEF will be responsible for documentation required to extend your permission to stay in the United States throughout the period of your authorized VEF Fellowship participation.

The J-1 visa is your permission to enter the United States and not your permission to remain in the country. The permission to remain in the country resides solely in you maintaining your J-1 status and the validity of your DS-2019 document. You may remain in the United States with an expired J-1 visa as long as you are maintaining J-1 status. J-1 visas cannot be renewed in the United States, and the J-1 visa would need to be renewed if you travel outside of the United States while you are participating in the Fellowship Program. Please contact Ms. Gunawardena if you have questions about this.

Upon completion of your program of study and/or expiration of your Exchange Visitor J-1 status, you are required to reside in your home country, Vietnam, for two years before you may apply for the following: (1) a nonimmigrant visa (H-temporary employment visa or L-intercompany transfer visa); or (2) permanent residence or an immigrant visa in the United States. With the 2-year home residency requirement, you cannot change to an F-1 student status within the United States. During the two years of home residence, you may be able to enter the United States on other types of non-immigrant visas, such as visitor or business visas, if granted.

Sign here to acknowledge your agreement with Section K. _____

L. HEALTH INSURANCE

As a condition of your J-1 visa, you are required by law to maintain health insurance coverage as stipulated by the Department of State, which includes medical coverage, medical evacuation coverage, and repatriation coverage for yourself and all of your dependents in J-2 status for the entire duration of your program in the United States, including the 30-day grace period preceding and following your program of study, during which you are allowed to be in the United States. Required coverage amounts are listed on page 2 of your DS-2019 Form and, for your dependents, please see below, under the section entitled *Responsibility for Dependents*. Please ascertain if your university health insurance policy will meet these requirements and, if it does not, you must purchase supplemental health insurance to meet the Department of State coverage requirements. A willful failure to carry medical and health insurance for yourself or your dependents is considered a violation of your J-1 status and of the VEF Fellowship Program, and under the law requires termination from the VEF Fellowship Exchange Visitor Program.

VEF will arrange for you to have health insurance from the time you leave Vietnam through your first few weeks in the United States for a total of 30 days to help cover you until your University's insurance policy begins. For the required medical/health insurance for you as an international student at your University, you must find out in advance of arrival at your University about the necessary arrangements for, and procedures to secure, this insurance at your University, and then finalize arrangements immediately after arrival on campus. You must ensure that the University policy begins without fail no later than the end of the 30-day period covered by VEF. As a part of the financial terms of the VEF Fellowship that your University has accepted, the University must cover required medical/health insurance for you. However, insurance coverage and associated fees for dependent family members in J-2 status are your own responsibility. You are responsible for knowing what your insurance does or does not cover, including any pre-existing conditions. Dental and vision insurance may need to be purchased separately. Please read your policy thoroughly.

Sign here to acknowledge your agreement with Section L. _____

M. RETURN TO VIETNAM

VEF is a U.S. Federal Government agency. By accepting this grant from VEF, you agree to obtain a J-1 visa with a two-year home residency requirement, which mandates that you return to Vietnam upon completion of your authorized education and Academic Training period in the United States. Failure to do so will be seen as noncompliance with the Fellowship grant terms and conditions and with your J-1 visa requirements and could result in legal action by the U.S. Government. This legal action could negatively impact your ability to travel to the United States in the future.

Sign here to acknowledge your agreement with Section M. _____

N. REVISION OF TERMS

VEF reserves the right to revise or adjust these grant provisions, if conditions require, without prior consultation with, or agreement by, you. Conditions may include your late arrival or early departure, your extended travel outside of the United States, changes in financial resources available to VEF or to you in the United States, or failure to maintain satisfactory academic progress or valid J-1 status. **You must report to VEF in writing any grants, other awards, or employment opportunities provided to you that are not described in this document.**

Sign here to acknowledge your agreement with Section N. _____

O. RESPONSIBILITIES

You are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity, which is in keeping with the spirit and intent of the VEF Fellowship and which will contribute positively to promotion of mutual understandings between the people of the United States and Vietnam. You are expected to obey state and federal regulations and U.S. laws during your stay in the United States. You are also expected to abide by the rules and regulations of your U.S. University. Please note that failure to abide by any such laws, rules, and regulations can have a direct and adverse impact on your immigration status as well.

Sign here to acknowledge your agreement with Section O. _____

P. REQUIRED IDENTIFICATION NUMBER

As a recipient of grant income in the United States, you are required to obtain a Social Security Number (SSN), which you may proceed to do no sooner than **after 10 days of your arrival** in the United States. You should be registered in the Student Exchange Visitor Information System (SEVIS) after 10 days from your arrival by providing information to VEF through the OMS. Please note that you cannot secure a SSN, nor obtain employment authorization from VEF for on-campus employment, without first being fully registered in the SEVIS system, which depends on you completing all the required information at the OMS upon your arrival in the United States. Please inform VEF through the OMS of your SSN number **within 60 days of the start of your academic program**. Typically, your University cannot issue you any funds until you have secured your SSN. VEF cannot issue any funds to you without your SSN.

Sign here to acknowledge your agreement with Section P. _____

Q. TAXES

Any source that pays you income may be required to withhold Federal, state, and local taxes from the payments that they make to you and to report this income to the Internal Revenue Service (IRS) annually. This income may include the stipend from your University. Your actual tax liability is determined when you file your income tax return(s), which must be completed following the close of the tax (calendar) year and you must file a federal income

tax return no later than April 15 each year for the preceding year. In addition, you need to file a state income tax return by the deadline specified by the state in which you reside. In the event that the tax liability is less than the amount withheld, you may receive a tax refund directly from the IRS. For filing options and further rules, you should consult with the following: (1) the International Office at your University, which may provide foreign national tax filing advice to international students and scholars; (2) a tax professional familiar with foreign national/alien tax filing; and/or (3) the IRS. Even if you have already departed the United States, you must file a tax return for the prior calendar year. **Failure to file with the various tax authorities may result in termination of your Fellowship Grant or, if you have already departed the United States, may result in a ban by the U.S. government on your return to the United States for any purposes.**

Sign here to acknowledge your agreement with Section Q. _____

R. REVOCATION, TERMINATION, OR SUSPENSION OF AWARD

1. The VEF Fellowship grant may be revoked, terminated, or suspended. In a revocation, the grantee is considered as not having received the grant and will not be an alumnus or alumnae of the VEF program. In a termination, unless otherwise stated, the grant will be considered to have ended when VEF announces its decision to terminate. In a suspension, the grant will be considered inoperative until a decision is made to reinstate, revoke, or terminate the grant.
2. If you fail to obtain any legally required permission from your current employer in Vietnam to leave for this study program, or fail to obtain a proper J-1 visa and enter the United States, the Fellowship offer will be revoked by VEF.
3. If you fail to sign and return this *Terms and Conditions* of the VEF Fellowship Grant by the required deadline at the Pre-Departure Orientation, the Fellowship offer may be revoked by VEF.
4. If it is determined by the required medical evaluation and examination conducted prior to your departure to the United States that you are not fit to travel and pursue a VEF program of study in the United States, the Fellowship offer may be revoked by VEF.
5. Your University has the authority to recommend to VEF to revoke or terminate the grant. If revocation or termination is recommended, the grantee will have an opportunity to respond to the recommendation. A review of the circumstances will be considered by VEF before a final decision is made.
6. Grounds for revocation or termination include, but are not limited to: (1) violation of the laws of the United States; (2) any act likely to give offense to the United States because it is contrary to the spirit and mission of VEF; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in unauthorized income-producing activities; (6) failure to comply with the grant's terms and conditions; (7) misrepresentation made either orally or in writing on any VEF forms or in any documents related to this Fellowship; (8) not maintaining J-1 status or violation of immigration regulations or SEVIS reporting requirements; and (9) any conduct detrimental to the mission of VEF.
7. VEF also has authority to terminate a Fellowship grant on either of the following grounds: (1) if the grantee has exhausted all benefits of health and accident insurance provided to the grantee in connection with the grant, and continued medical treatment would lead to the grantee becoming a public charge; or (2) if the grantee requires such protracted medical treatment that successful completion of the objectives of the grant is jeopardized. The procedure for any such termination shall be the same as that provided for the termination of grants generally, except that the recommendation for such termination, supported by the corresponding factual information, shall be made by VEF. In the event any such grounds occur during the period of a Fellowship grant, it is VEF's policy that this grant should not be renewed or extended.
8. A grant may be suspended if: (1) the grantee ceases to carry out the academic program during the grant period; (2) the grantee leaves the United States without prior authorization from VEF; and/or (3) the grantee requests suspension of the grant for personal reasons. During a period of suspension, the grantee will not receive any grants, benefits, or other financial support provided by VEF. Unless otherwise

authorized by VEF, no retroactive claim for such grants, benefits, or other financial support with respect to a period of suspension will be honored.

- 9. When you owe any money to VEF (e.g., from over-payments of grants or cancellation of a conference after receiving a grant), you are required to pay the debt back to VEF within 30 days of the debt. If repayment is not completed by that time, you could face termination.
- 10. Grantees that remain in the United States beyond periods authorized by VEF are subject to all the provisions of this Section R.
- 11. The “public charge” provisions of the United States immigration law prohibits the admission of foreign nationals, who do not have sufficient financial resources to cover all of their normal living expenses, and who, as a result, would have to access public assistance in order to survive in the United States. Foreign nationals in this category will be refused a visa to enter the United States and, if already in the United States, will be subject to deportation. As a VEF Fellow, you hold the responsibility of being aware of this provision of the U.S. law, and in the event you become a “public charge” by receiving public assistance, VEF would terminate your Fellowship and rescind VEF sponsorship of your J-1 immigration status, which would result in your having to return to Vietnam immediately.

Sign here to acknowledge your agreement with this entire Section R. 1 - 11. _____

S. RESPONSIBILITY FOR DEPENDENTS

None of the agencies, organizations, or persons cooperating in providing your grant can assume any responsibility for the travel, insurance, and/or financial support of any dependents. However, you may request J-2 visa support from VEF for your dependents to join you in the United States. VEF recommends that you wait one academic year before having your dependents join you. VEF also recommends that your spouse have a basic English language skill level, demonstrated with a score equivalent of at least 450 on the paper-based TOEFL exam.

By U.S. law, you are required to provide adequate health and accident insurance for any dependents that accompany you. Failure to do so violates the terms and conditions of the J-2 visa and this Fellowship grant award and may result in termination of your Fellowship grant. At a minimum, the dependent insurance must provide the following benefits: (1) medical coverage of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) medical evacuation benefits of at least \$10,000. In addition, a qualified insurance program shall not have a deductible that exceeds \$500 per accident or illness; and it must meet other technical standards as specified in the Exchange Visitor Program regulations. More details about J-2 visas are available at the VEF website. You must submit to VEF the application for J-2 visa support via the OMS.

Sign here to acknowledge your agreement with Section S. _____

T. OTHER PROGRAMS

VEF has no responsibility, financial or otherwise, in connection with any program other than that specified in this *Terms and Conditions* grant letter.

Sign here to acknowledge your agreement with Section T. _____

U. SELECT PERSONAL INFORMATION

VEF collects limited personal information about VEF Fellows to place in the annual VEF Fellows and Visiting Scholars Directory, which is distributed publicly. The information may include the following: a photo, the Fellow's full name, cohort year, degree program, field of study/research area, name of U.S. host university, position and affiliation in Vietnam, email address, and hobbies. In providing your signature, you agree that VEF can make this information available publicly.

Sign here to acknowledge your agreement with Section U. _____

V. POWER OF ATTORNEY

If necessary, due to a serious medical or mental illness or incapacitation, VEF is authorized to serve as your agent pursuant to a Power of Attorney (POA) in order to resolve matters on your behalf while you are in the United States. VEF would only enact the POA in an emergency situation to protect you and VEF. Your signature empowers VEF to serve as your agent authorized to act on your behalf in accordance with an unrestricted Power of Attorney, which is attached hereto, to handle all of your affairs in the United States until you return to Vietnam.

Sign here to acknowledge your agreement with Section V. _____

W. ACCEPTANCE OF TERMS AND CONDITIONS OF THE VEF FELLOWSHIP GRANT

Sign below and return to VEF the original of this *Terms and Conditions* of the VEF Fellowship Grant, known also as the grant letter, to indicate that you understand, accept, and will comply with all provisions stated in this *Terms and Conditions*.

By my signature, I accept the terms and conditions appearing on all pages of this document and any addenda. My signature confirms my understanding of, and compliance with, these terms and confirms my agreement to return to Vietnam for two years upon completion of my authorized study program in the United States. Furthermore, my signature gives VEF permission to request my transcripts from, and discuss academic information with, my U.S. University.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

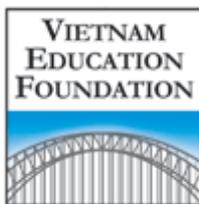
GENERAL DURABLE POWER OF ATTORNEY

I, [name] a resident of [address, Vietnam] designate Ms. Sandarshi Gunawardena, a representative of VEF, a Federal government agency, as my attorney in fact (Agent), when I am medically or mentally incapacitated on the following terms and conditions:

1. Authority to Act. The Agent is authorized to act for me under this Power of Attorney and shall exercise in my best interests and for my welfare.
2. Powers of Agent. The Agent shall have the full power and authority to manage and conduct all of my affairs, and to exercise my legal rights and powers, including those rights and powers that I may acquire in the future, including the following:
 - a. To receive and endorse checks and other negotiable paper, deposit and withdraw funds that I now have on deposit or to which I may be entitled in the future in or from any bank, savings and loan, or other institution;
 - b. Safety Deposit Boxes. To have access to any safety deposit box registered in my name alone or jointly with others, and to remove any property or papers located therein necessary to conduct my affairs;
 - c. Legal and Administrative Proceedings. To engage in any administrative or legal proceedings or lawsuits in connection with any matter herein;
 - d. Transfers in Trust. To transfer any interest I may have in property, whether real or personal, tangible or intangible, to the trustee of any trust that I have created for my benefit;
 - e. Medical Issues. To act as my agent in dealing with medical personnel while I am mentally or medically incapacitated.
3. Durability. This durable Power of Attorney shall be irrevocable until my death or until revoked by me in writing.
4. Reliance by Third Parties. Third parties may rely upon the representations of the Agent as to all matters regarding powers granted to the Agent. No person who acts in reliance on the representations of the Agent or the authority granted under this Power of Attorney shall incur any liability to me or to my estate for permitting the Agent to exercise any power prior to actual knowledge that the Power of Attorney has been revoked or terminated by operation of law or otherwise.
5. Indemnification of Agent. No agent named or substituted in this power shall incur any liability to me for acting or refraining from acting under this power, except for such agent's own misconduct or negligence.
6. Revocation. I hereby revoke any previous Power of Attorney that I may have given to deal with my property and affairs as set forth herein.
7. Substitute Agent. If Sandarshi Gunawardena is, at any time, unable or unwilling to act, I then appoint the Executive Director of the Vietnam Education Foundation as my Agent.

Date: _____ Signature: _____

APPENDIX 15
ANNOUNCEMENT - VISITING SCHOLAR PROGRAM FOR COHORT 2010



Announcement
Visiting Scholar Program (VSP) 2010-2011

The Vietnam Education Foundation (VEF) is pleased to announce the 2010-2011 VEF Visiting Scholar Program (VSP) for Vietnamese nationals, who already hold a doctorate in any of the fields supported by VEF, namely, in the major disciplines of sciences (natural, physical, and environmental), mathematics, medicine (such as, public health), and technology (including information technology). Fields include the basic sciences, such as, biology, chemistry, and physics, as well as agricultural science, computer science, and engineering.

The VSP is intended to support professional development training, which may include studies, research, and/or observational activities, to take place in cooperation with a leading U.S. academic institution. The Visiting Scholar will undertake a program of up to one year in length, which may include formal courses, workshops, seminars, laboratory or field research, or other types of professional development activities. Upon returning to Vietnam, the Visiting Scholar must use the knowledge and skills acquired in the United States to train others. In this way, the VEF VSP is a training-of-trainers (TOT) program wherein the Visiting Scholar is considered a trainer of others.

A. APPLICATIONS for Academic Year 2010 - 2011

For the 2010-2011 academic year, beginning no earlier than September 2010 and continuing through the summer of 2011, VEF will fund 3 Visiting Scholars for a period of time ranging from 5 to 12 months to pursue professional development at a U.S. university.

Applications will be available ONLY online at www.vef.gov

OPENING AT 8:00 a.m., December 15, 2009

CLOSING AT 8:00 a.m., February 15, 2010

(Vietnam time zone)

All completed applications for the Visiting Scholar Program that meet the minimum qualifications will be reviewed after the application deadline of February 15, 2010. The applicants determined to be the most outstanding will move to the next stage of review and will be interviewed by phone no later than March 2010. The finalists, who are determined to be the most outstanding as a result of the interviews, will be recommended to the VEF Board of

Directors as Visiting Scholar nominees. The VEF Board of Directors will approve the final list of Visiting Scholars in early April. VEF will notify all applicants of their status by **May 1, 2010**.

IMPORTANT: All Visiting Scholars are REQUIRED to attend the VEF Pre-Departure Orientation (PDO), scheduled for June 11 - 15, 2010. If you are not able to attend the PDO, you will not receive the Visiting Scholar Grant. The day before and after this time frame may be required for travel to the event.

B. ELIGIBILITY

Applicants to the VSP must meet the following **eligibility requirements**:

- Be a Vietnamese national.
- Hold a Ph.D. degree in a field supported by VEF.
- Demonstrate a high level of English proficiency.

PLEASE NOTE the following information regarding
*eligibility of VEF employees and VEF contracted agency employees
in Vietnam and in the United States.*

Employees of the Vietnam Education Foundation, including contract employees, and their immediate families, are **ineligible** for VEF Fellowships, Visiting Scholar Grants, and U.S. Faculty Scholar Grants for a period ending one year following termination of such employment.

If a former employee or other contract employee of VEF is otherwise eligible and chooses to apply for a VEF Fellowship, Visiting Scholar Grant, or U.S. Faculty Scholar Grant after the one year period, the VEF Board of Directors must be informed and approve the submission of their application.

Employees of private and public agencies (excluding educational institutions) under contract to VEF to perform administrative or screening services on behalf of VEF's Fellowship, Visiting Scholar, and/or U.S. Faculty Scholar Grant programs are **ineligible** for VEF Fellowships, Visiting Scholar Grants, and U.S. Faculty Scholar Grants for a period ending one year following the termination of their services for VEF.

C. SELECTION CRITERIA

VEF has an open, competitive, and transparent application and selection process. The final candidates for the Visiting Scholar Program are selected based on their academic and professional merit, on the quality of their proposed professional development program and the expected outcomes, and on the potential of their future contributions to Vietnam.

- ✓ An emphasis during the selection process will be on emerging fields, including consideration of elements of innovation in one's professional development plan, topics reflecting leading edge research, and programs that incorporate cross-field integration.
- ✓ While the VSP is open to all who are eligible, preference in the selection of Visiting Scholars will be given to faculty members and/or teaching staff of a Vietnamese university, research institute, or other academic institution in Vietnam.

The following **Selection Criteria** will be used to evaluate qualified applicants for the VSP:

1. Evidence of superior academic achievement as a scholar in Vietnam**2. Quality of the Visiting Scholar professional development plan**

Evidenced by a written professional development plan that:

- a. Describes in detail the activities that the applicant will undertake in the United States.
- b. Explains how this professional development experience will contribute to the advancement of their career in Vietnam.

3. Commitment to return to Vietnam to contribute to the educational and scientific development of the country

Demonstrated by a written training plan that describes how the Visiting Scholar applicant will further disseminate the knowledge, skills, and abilities acquired in the United States to other Vietnamese scholars.

4. Support from the U.S. host institution

Demonstrated by a written statement of support from the proposed U.S. host university, department, and/or faculty member, which/who is demonstrably considered among the best in the field or specialty area.

5. Support from the Vietnamese institution(s)

Demonstrated by a written statement of support from the applicant's institution/organization in Vietnam and in a written document from the Vietnamese institution(s) hosting the training sessions to train others in Vietnam with the knowledge gained by the Visiting Scholar in the United States.

6. Likelihood of continuing collaboration with the U.S. host institution

D. VEF FINANCIAL SUPPORT

VEF provides the following financial support for the Visiting Scholar:

1. Visa for the United States. Cost of the actual visa application, if any. (This does not include transportation, lodging, or other expenses related to the process of getting one's visa.)
2. Health Check-up and Immunizations. Costs for a pre-departure health check in Vietnam and any vaccinations required by the U.S. host institution. The vaccinations must be acquired in Vietnam, unless there is a substantial reason that the vaccinations must be attained in the United States.
3. Pre-Departure Orientation (PDO). Costs for transportation, lodging, and meals.
4. Settling-in Allowance. U.S. \$500 to help defray costs of arriving and getting settled in the United States.
5. Airfare. A round-trip economy air ticket from Vietnam to the U.S. academic institution and return.
6. Monthly Stipend. U.S. \$2,300 stipend per month, which is pro-rated for any partial month. The number of months or partial months is calculated according to the dates of the Visiting Scholar's academic program as approved by the VEF Board of Directors. The Visiting Scholar must plan wisely in order to cover the following:
 - a. Living expenses in the United States: lodging, meals, local transportation, and incidentals.
 - b. Required federal or state income taxes.
 - i. All Visiting Scholars are required to file annual U.S. tax returns, even if they have returned to Vietnam.
 - ii. VEF does not withhold taxes from the stipend. The Visiting Scholar is expected to plan finances accordingly in order to pay any taxes (estimate: 17% of earnings), which might be due to the U.S. federal or state government. Taxes are paid in arrears, i.e., for the year previous to when one files tax returns, which is in mid-April reporting on income gained during the previous calendar year. The U.S. host institution is asked to document and deduct required taxes from the monthly stipend, as appropriate.
 - iii. Failure to pay U.S. taxes can result in serious fines and a ban on the Visiting Scholar entering the United States in the future.
7. Medical/Health Insurance. Paid one time to the insurance agent at the beginning of the intended program to cover the Visiting Scholar during the full training period in the United States. This accident/illness health insurance is intended for emergency situations and hospitalizations and includes medical evacuation and repatriation insurance according to the required coverage amounts from the time the Visiting Scholar leaves Vietnam throughout the duration of the Visiting Scholar program. Additional health insurance, which is not covered by VEF and would cover doctor's visits and/or dental

and vision insurance, may be purchased at one's own expense, possibly through the U.S. university, after arriving in the United States. The Visiting Scholar should confer with the U.S. institution about providing all required medical/health insurance for the Visiting Scholar, which may be more efficient and beneficial to the Visiting Scholar than the insurance arrangements made by VEF. If the U.S. institution agrees to provide this at their cost, the Visiting Scholar must get a written statement to this effect from the U.S. host institution and notify VEF immediately.

8. Professional Development Grant. U.S.\$300 per month for professional development expenses. The number of months or partial months is calculated according to the dates of the Visiting Scholar's academic program as approved by the VEF Board of Directors. Use of these funds by Visiting Scholars is limited to professional development purposes, defined as follows: conference attendance and/or presentations; training workshops or seminars; books, journals, and publications; computer hardware or software; professional memberships or subscriptions; courses to improve English speaking, listening, reading, or writing; hiring a statistician; and hiring an English language expert to edit one's research or publishable article. PDG funds cannot be used for non-professional purposes, such as living expenses, costs for dependents, travel for pleasure, medical or health expenses, and entertainment. All tangible items purchased through the PDG funds are the property of the Visiting Scholar.
9. VEF Annual Conference. Approved expenses (i.e., transportation, hotel, and meals) related to the VEF Annual Fellows and Scholars Conference to be held in early January 2011 in the United States. Visiting Scholars, who are pursuing their programs in the United States at that time, are required to attend.
10. VEF Alumni Conference. Approved expenses (i.e., transportation, hotel, and meals) related to the VEF Alumni Conference in Vietnam once the Visiting Scholar returns to Vietnam.

E. PAYMENT OF VEF FUNDS FOR THE VISITING SCHOLAR TO THE UNIVERSITY

VEF requires the U.S. host university or institution to disburse the stipends and PDG funds to VEF Visiting Scholars on behalf of VEF. The term "grant" is an internal term used by VEF and does not imply any particular definition that the host university/institution may have for their reference to the same term. The following details clarify the expected arrangement.

1. Electronic Transfer. The total amount for the monthly stipends (\$2300 per month) and the total amount of PDG funds (\$300 per month) will be electronically transferred from VEF to the host university or research institution at the beginning of the Academic Year.
2. Administrative Fees. No administrative fees can be deducted by the U.S. host institution for administering or handling the VEF monies.

3. Disbursement of Funds. The U.S. host institution makes all financial arrangements for distribution of monies to the Visiting Scholar according to whatever administrative system that they might already have in place to disburse such funds.
4. Timing of Payments. The first stipend payment must be made within the first month of arrival of the Visiting Scholar on campus and every month thereafter. Ideally, the University should make arrangements to make a partial payment of the stipend upon the Visiting Scholar's arrival at the host institution. Regardless of any unforeseen delays on the part of the U.S. host institution or VEF in processing the monies, the first and all subsequent monthly stipend payments to the Visiting Scholar must be made in a timely fashion.
5. Process of Receiving Funds. The U.S. host institution must inform each Visiting Scholar about the procedure to secure the stipends and PDG funds, providing a copy of the procedure also to VEF.
6. Relevant Taxes. The U.S. host institution must process documentation, if any, related to U.S. taxes that might be owed by the Visiting Scholar when disbursing the stipends or PDG funds to the Visiting Scholar.
7. Tracking PDG Funds. VEF asks that the U.S. host university or institution do the following:
 - a. Require written evidence from the Visiting Scholar regarding the use of PDG funds, which must relate to the Visiting Scholar's professional development.
 - b. Keep records of the use of PDG funds, which would be supported by the written evidence provided by the Visiting Scholar, and, if requested by VEF, summarize the use of the funds.
8. Return of Unused PDG Funds. At the time that the Visiting Scholar departs from the U.S. host university or institution, any unused PDG funds for that Visiting Scholar must be returned to VEF.

IMPORTANT: The Visiting Scholar must get written agreement from the U.S. host institution that they will disburse the funds provided by VEF for the Visiting Scholar as stated above.

F. OTHER SUPPORT BY VEF

1. Visa Sponsorship. VEF is the J-1 visa sponsor for the Visiting Scholar and the J-2 visa sponsor for the Visiting Scholar's dependents. VEF will determine which J-1 visa category (Research Scholar, Short-term Scholar, or Non-degree Student) is appropriate, based on the activities of the planned program.
2. On-going Assistance. The VEF offices in the United States and in Vietnam provide ongoing information and assistance and will help in any emergency situation.

3. VEF Network. The Visiting Scholar becomes a part of the wide network of VEF Fellows and Scholars, prior to, during, and after the VSP.

G. RESPONSIBILITIES OF THE APPLICANT

As part of the application, the VSP applicant must provide the following:

1. Program Description. A clear and concise description of the project, program, research, and/or the study plan to be undertaken as a Visiting Scholar. Include the objectives, timeline, and expected outcomes and how completion of this plan will contribute to the applicant's career advancement in Vietnam. Also include plans for any continued collaboration with the U.S. host institution (**limit 4 pages**).
2. Training of Trainers (TOT) Description. A clear and concise description of a training plan that describes how the knowledge, skills, and abilities, which the applicant will acquire in the United States, will be communicated to others in Vietnam. VEF sees the VSP program as training the applicant as a trainer of others, thus a Training of Trainers program. Ideally, the Visiting Scholar will train other trainers, who in turn would train others, thus broadly spreading the knowledge gained by the Visiting Scholar while in the United States.
3. U.S. University Commitment. A written commitment from the most appropriate U.S. university or institute, department, and/or faculty member(s), which/who will serve as the applicant's host, if selected as a Visiting Scholar. It is recommended to secure acceptance by more than one institution, which is considered the best in the applicant's particular field of interest, so that the applicant has a choice of several options to present to VEF. The written commitment must include the following details:
 - a. Dates. Dates that the Visiting Scholar will be hosted: expected start and end dates.
 - b. Roles and Responsibilities. The role of the host institution, department, and/or faculty member(s), including which arrangements for the Visiting Scholar will be handled by the host and which must be managed by the Visiting Scholar.
 - c. Role of Visiting Scholar. Expectations of the host entity regarding the role and involvement of the Visiting Scholar.
 - d. Outcomes. The expected outcomes of the Visiting Scholar's proposed program.
 - e. Support. Expected support from the host institution for the Visiting Scholar, which may include:
 - i. Financial support, if any.
 - ii. Furnished office or desk space.
 - iii. Use of phone for U.S. and international phone calls.
 - iv. Use of a personal computer (laptop or desktop).
 - v. Use of other equipment, including fax.
 - vi. Use of laboratory space and equipment and any limitations.
 - vii. Use of libraries and other institutional facilities, including any health centers, gymnasiums, swimming pools, etc.
 - viii. Institutional identification card.

- f. Disbursement of monthly stipends and PGD funds. Agreement by the host institution to disburse VEF funds for the Visiting Scholar, as outlined in section E herein.
 - g. Further Clarifications. Any other information that clarifies the arrangements between the host institution and the Visiting Scholar.
4. Vietnamese University Commitments
 - a. Candidacy. A written commitment from the applicant's home institution/organization in Vietnam to support the candidacy of the applicant for the VEF VSP.
 - b. Training of Trainers Program. A written commitment from the applicant's home institution/organization and/or by other Vietnamese institutions to support training sessions to train others in Vietnam with the knowledge, skills, and abilities gained by the Visiting Scholar in the United States.

H. RESPONSIBILITIES OF THE VISITING SCHOLAR

The following provides an abbreviated list of the primary responsibilities of a Visiting Scholar. A detailed list of responsibilities will be provided in the grant letter, which serves as an agreement between the Visiting Scholar and VEF and which is distributed in advance of the Pre-Departure Orientation. The Visiting Scholar is responsible to do the following:

1. Arrangements with the U.S. University. Finalize all arrangements with the U.S. university and communicate regularly in advance of arrival with the U.S. faculty member serving as the Visiting Scholar mentor.
2. Permission from Employer. Immediately upon selection as a Visiting Scholar, secure written permission from your present employer in Vietnam to participate in the VSP for the duration of the proposed project.
3. Housing. Upon selection, immediately arrange for housing in the United States. Typically, the U.S. academic institution has services to help Visiting Scholars find appropriate temporary housing, either furnished or unfurnished.
4. Pre-Departure Orientation. Plan to participate in the VEF Pre-Departure Orientation (PDO) to be held June 11 - 15, 2010, in Vietnam. VEF will organize a PDO of 5 days to inform Visiting Scholars about their responsibilities as well as about the cultural and legal issues they may encounter in the United States. Included in the PDO is an outdoor Team Building event, which usually involves one day of camping. During the PDO, official Visiting Scholar grant documents and immigration documents will be issued. It is **mandatory that all VEF Visiting Scholars participate in the PDO.**
5. Dependents. Make all arrangements for, and pay for any costs related to, dependents, who accompany or visit the Visiting Scholar while in the United States. Secure, maintain, and pay for all required medical, health, and repatriation insurance for accompanying dependents while they are in the United States.

-
6. VEF Annual Conference. Depending on the dates of one's program in the United States, participate in the VEF Annual Conference to be held in the United States on January 3 - 5, 2011.
 7. Taxes. Pay any required federal and state U.S. taxes on monies received from VEF or from other sources while in the United States. U.S. taxes are applied on money earned during each calendar year. Thus, as an example, a Visiting Scholar, who begins the VSP in August 2010 and ends in June 2011, would be responsible for taxes for 2010 and for taxes for 2011 and would need to file two tax returns in such a case.
 8. Regulations and Laws. Abide by all procedures and regulations established by VEF, by the U.S. hosting institution, and by U.S. immigration authorities, and abide by all applicable laws.

* * * * *

This Announcement is intended to provide sufficient information about the Visiting Scholar Program so that the applicant is confident about the basic parameters of the program. One should feel free to contact the Vietnam Education Foundation if concerns have not been addressed herein.

If you have any questions regarding the VEF Visiting Scholar Program 2010-2011, please contact VEF via e-mail at vsp@vef.gov, or phone

- **The VEF Field Office in Hanoi, Vietnam: 04-3936-3670 (Ext. 16)**
- **The VEF Headquarters in Arlington, Virginia, in the United States: 703-351-5053**

APPENDIX 16
VEF VISITING SCHOLARS (3) OF COHORT 2010

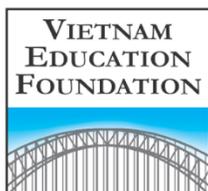
As of Fall 2010

For the Academic Year 2010-2011, VEF awarded three (3) Visiting Scholar grants in fields supported by VEF. Visiting Scholars work in Vietnam as university lecturers, administrators, or researchers at research institutes. Visiting Scholars in the 2010 cohort are in self-designed professional training programs at three leading U.S. universities. One Visiting Scholar has a training period of five (5) months; another has a training period of eleven (11) months; and yet another will be doing training for twelve (12) months. The 2010 cohort of Visiting Scholars is expected to finish their post-doctoral program in the United States by October 2011. One of the three Visiting Scholars is female.

Below is a list of the 2010 cohort of Visiting Scholars, organized alphabetically by name within two sections, distinguished by length of the training program. Names are listed in Vietnamese order; specifically, the LAST (family) name is followed by the middle name and ends with the first (given) name.

#	Name LAST Middle First	Gender	Residence in Vietnam	Research Area	Position at Home Institution in Vietnam	Home Institution in Vietnam	Host Institution in the U.S.	Training Dates (mm/dd/yyyy)	Description of Training Program
Visiting Scholars with training periods of 5 - 8 months (1)									
1	PHAM Van Cuong	M	Hanoi	Science of Bio-resource Production	Lecturer	Hanoi University of Agriculture	University of California at Riverside	05/05/2011 to 10/05/2011	Research on agronomical and physiological response to submergence tolerance in rice plant. Attend seminar and class on plant science.
Visiting Scholars with training periods of 9 – 12 months (2)									
1	BACH Quoc Khanh	M	Hanoi	Electric Power System	Deputy Head of Electric Power System Department	Hanoi University of Technology	Florida State University	09/01/2010 to 08/31/2011	Power system quality modeling and assessment; distributed generation applied in distribution systems; renewable energy technology; and SMART Grid.
2	HO Le Thi	F	Can Tho	Plant Physiology and Allelopathy	Vice Head of the Department of Farming Systems and Research	Cuu Long Delta Rice Research Institute	University of Missouri at Columbia	09/01/2010 to 07/31/2011	Exploration of novel allelopathic compounds from the roots, shoots, and leaves of the popular rice varieties cultivated in the Mekong Delta of Vietnam.

APPENDIX 17
TERMS AND CONDITIONS OF THE VEF VISITING SCHOLAR GRANT
FOR COHORT 2010



Terms and Conditions

Vietnam Education Foundation
Visiting Scholar Grant

Cohort 2010

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Terms and Conditions
Visiting Scholar Grant

Name of Recipient: «Last» «Middle» «First»
VEF ID Number: «VEF_ID»
Cohort Year: «Cohort_»
Date of Birth (mm/dd/yyyy): «DOB»
Vietnam Home Address: «Vietnam_Address»

June [date], 2010

Congratulations! You have been awarded a Visiting Scholar Grant by the Vietnam Education Foundation (VEF), a U.S. Federal government agency, to pursue professional development training in the United States. Your grant is for a full-time program in your field of study and area of research/teaching at a specific U.S. institution, for the duration of time as described below. As a recipient of the grant, you are expected to meet and maintain the requirements of your University, to abide by the terms and conditions as described herein, to comply with all U.S. immigration regulations pertaining to your J immigration status, and to abide by all state and federal laws of the United States.

This document supersedes all previous written documents and serves as the prevailing grant agreement between you and VEF. It is important that you fully understand all of the information herein and confirm your acceptance of the grant award, also referred to as a Visiting Scholar Grant, by initialing respective sections where requested and signing your name on the last page.

This *Terms and Conditions* of the VEF Visiting Scholar Grant must be signed by you before VEF can issue DS-2019 Form for your J-visa application. Please sign and return the original of this document to VEF during the Pre-Departure Orientation (PDO) held in Vietnam in June. You should also keep a copy for your personal records.

A. GRANT PERIOD

Grant Start Date: «Grant_Start_Date»
Grant End Date: «Grant_End_Date»

For a Visiting Scholar, the maximum grant period is twelve (12) months and the minimum grant period is five (5) months. Your stipend payments will be given for a maximum of 12 months and will be prorated if your program ends earlier or if your completion date is less than an entire month since your previous monthly stipend. Your last stipend payment must be no later than September 30, 2011.

As a J Exchange Visitor, you and your dependents can enter the United States 30 days prior to the start date indicated on your DS-2019 Form(s). In addition, you are also given a 30-day grace period to stay in the United States following the completion of your program or the end date on your DS-2019, whichever comes first.

If you complete your authorized program before the above Grant End Date, your completion date will replace the above Grant End Date.

Sign here to acknowledge your agreement with Section A. _____

B. VISITING SCHOLAR PROGRAM

U.S. University/Institution: «University»
 School/College: «SchoolCollege»
 Department/Program: «Department»
 Field of Study/Research Area: «Department»
 Primary Objective of Exchange Visitor Program: «Primary Objective of Exchange Visitor Program»

[Repeat the above if a second institution is included in the Grant]

J-1 immigration regulations require that you only attend the U.S. institution(s) that you have been authorized to attend, and that you only pursue the intended program for which you have been authorized. Hence, please note that no changes can be made to the above intended program without prior approval from VEF. This includes any changes to the following: U.S. university/institution, school/college, department/program, and field of study/research area. If changes to your intended program are required for legitimate reasons, you must obtain written approval from VEF prior to initiating any changes. VEF will consider authorizing such changes only if they are keeping with the original objective of your VEF Visiting Scholar Grant.

Sign here to acknowledge your agreement with Section B. _____

C. AUTHORIZED PERIOD OF PROGRAM & PROGRAM COMPLETION

You are expected to complete the full period of time authorized for your Visiting Scholar Program as specified under the Grant Period stated above. You must obtain approval from VEF for any stay beyond this period (this does not include the 30-day grace period following the completion of your Exchange Visitor program). If you complete your intended program earlier than the Grant End Date, the end of both your grant period and your DS-2019 is the program completion date.

Should a personal emergency necessitate a disruption of your intended program and require your early departure or a temporary absence, you must obtain approval from VEF prior to finalizing your departure plans. You must demonstrate that your U.S. host institution agrees to your early departure or a temporary absence.

If you require further time to complete your intended program because of legitimate academic reasons, you must obtain approval in advance from VEF for any extension beyond the specified grant period. You must demonstrate that your University will continue to provide your full support and that you will have adequate funding to cover all your expenses (including expenses of accompanying dependents) during the entire period of extension.

Any additional costs related to a temporary absence or to a departure earlier or later than the specified grant period must be paid by the Visiting Scholar. Such costs include fees associated with airline ticketing, due to changes in the original ticket. Similarly, any costs incurred for residential leases or other contracts (e.g., for cell phones), which were arranged by the Visiting Scholar and which are affected by a temporary absence or a change in the departure date, must be assumed by the Visiting Scholar.

Any changes in dates, including a temporary absence, early completion, and program extensions, require prior approval from VEF. All requests related to your intended program that require VEF approval must meet VEF policies and must be completed in a timely fashion well in advance of the related event.

Sign here to acknowledge your agreement with Section C. _____

D. GRANT CONTINUANCE

The continuation of your Visiting Scholar Grant depends upon:

1. Full compliance with the terms and conditions of this document.
2. Full compliance with J immigration regulations and maintenance of J status.
3. Positive rapport and cooperation with your U.S. host institution(s).
4. Evidence of progress toward program completion.
5. Availability of VEF funds.
6. Your financial requirements.

Sign here to acknowledge your agreement with Section D. _____

E. PROGRAM STATUS AND REPORTS

The primary objective of the Exchange Visitor Program must remain unchanged throughout your approved period of participation in the Visiting Scholar Program. The primary objective is defined as the specific research, teaching, and other activities that you have been permitted to engage in, based on your original Statement of Purpose and confirmed by your host university/institution. All of your Visiting Scholar Program activities are limited to the site(s) of the activities, which is defined as the U.S. university or institution, approved by VEF.

In order to maintain funding and your grant status during the grant period, you must be engaged full-time in your professional development program during your time in the United States, and you must be able to demonstrate satisfactory progress toward completion of your intended work plan. If you have any difficulty, you must seek assistance immediately from your faculty mentor and determine how to overcome the problems.

VEF requires for you to submit a midterm report for any program, which is 6 months or longer, and a final report at the end of your program. Both reports must be accompanied by a statement from the department or faculty contact at your U.S. host institution. At the end of the Visiting Scholar Program, you are required to provide a final report to VEF ***no later than 30 days after the end date of your program***. You must include a refined Training of Trainers (TOT) plan to accompany the final report. Reports must be submitted via the VEF Online Management System (OMS). VEF requires a report on the progress and outcomes of the TOT program in Vietnam ***no later than one year after the end date of your program***. In addition, you are requested to inform VEF about, and invite VEF to, any activities in Vietnam related to your TOT program.

Sign here to acknowledge your agreement with Section E. _____

F. FINANCIAL INFORMATION

Please note: It is recommended that you bring supplementary funds of your own to help cover miscellaneous expenses that you might incur.

Your VEF grant conforms to the following financial support, for which VEF pays all costs associated with each item, unless a specified amount is listed:

1. All costs related to the Pre-Departure Orientation and leadership/team building training in Vietnam.
2. A settling-in allowance of U.S. \$500 given directly to the Visiting Scholar as an expense card during the Pre-Departure Orientation in Vietnam, which is to be used for personal incidental expenses in the United States. Receipts are not required to be submitted to VEF for use of these funds.

3. Initial visa application fees (if any). Note that VEF Visiting Scholars and their dependents do not need to pay for any such fees at this time.
4. Physical exam and inoculations (if any are required by the U.S. university/institution), which must be completed in Vietnam, prior to departure for the United States. If a series of inoculations cannot be completed in Vietnam, VEF will reimburse you for the remaining inoculations to be completed after arrival at the U.S. host institution upon receipt of the following: (1) evidence why the series could not be completed in Vietnam; and (2) receipts from the University or medical doctor giving a description of the specific inoculation and the amount paid by the Visiting Scholar.
5. Costs of an economy-class round-trip air ticket from Vietnam to the airport nearest to your U.S. University/Institution. This ticket is provided through a travel agent designated by VEF. If a round-trip ticket is not available due to the schedule of your academic program in the United States, then VEF will pay for the cost of a one-way economy-class ticket from Vietnam to your U.S. University/Institution and for another one-way economy-class ticket from your U.S. University/Institution to return to Vietnam at the end of your program. Any additional travel, including travel to secondary sites of activities, will not be covered by VEF.

If you prefer to purchase your own ticket for your return flight to Vietnam upon the completion of your program, you must receive approval to do so in advance from VEF. You must contact VEF's designated travel agent to provide to VEF the cost of your return flight to Vietnam if the travel agent were scheduling your return flight. The reimbursement for the purchase of your own ticket cannot exceed the cost of the flight if arranged by VEF's travel agent. You must submit a receipt of your ticket payment for reimbursement.

6. Accident/illness health insurance, paid one time at the beginning of your intended program to an insurance agent arranged by VEF to cover you in the United States during the full grant period, including up to 30 days prior to the grant start date and up to 30 days after the grant end date.
7. Monthly stipend of \$2,300 from which required U.S. income taxes will be withheld at a rate of approximately 17%. VEF will pay to your U.S. host institution the total amount for your stipends for the entire period of your approved program (the Grant Period), and the U.S. University/Institution will disburse the stipend funds to you.
8. Professional Development Grant (PDG) of \$300 per month for professional development expenses. The number of months or partial months is calculated according to the dates of the Visiting Scholar's academic program, namely the Grant Period as stated herein.. VEF will pay to your U.S. host institution the total amount for your PDG for the entire period of your approved program (the Grant Period), and the U.S. University/Institution will disburse the PDG funds to you.

Use of the PDG funds is limited to professional development purposes in one's field, defined as follows: conference attendance and/or presentations; training workshops or seminars; books, journals, and publications; computer hardware or software; professional memberships or subscriptions; courses to improve English speaking, listening, reading, or writing; hiring a statistician; and hiring an English language expert to edit one's thesis, dissertation, or publishable article. PDG funds cannot be used for non-professional purposes, such as living expenses, costs for dependents, travel for pleasure, medical or health expenses, and entertainment. The Visiting Scholar must report to VEF on the use of his/her PDG funds when requested by VEF.

You are responsible for planning and using your resources carefully to cover your financial obligations.

Sign here to acknowledge your agreement with Section F and items 1 - 8 . _____

G. ANNUAL VEF FELLOWS AND SCHOLARS CONFERENCE

To facilitate interaction among VEF Visiting Scholars and Fellows and between VEF Fellows, Scholars, and the U.S. scientific community, VEF hosts an annual conference from January 3 through January 5 each year at a prominent U.S. university. During the grant period, VEF will pay for the following costs for you to attend the conference: round-trip economy airfare from your University to the conference venue; lodging; a fixed allowance to cover transportation to/from airports and incidentals; and registration. Once you have registered for the conference, any costs related to cancellations and/or no-shows will be your responsibility and you will need to reimburse VEF for those costs. All VEF Visiting Scholars are expected to attend and participate fully in this annual conference.

Sign here to acknowledge your agreement with Section G. _____

H. EMPLOYMENT

Under U.S. immigration laws, Visiting Scholars are not permitted to engage in, or receive compensation for, any work other than what is involved in the intended program with the U.S. University and its relevant department and/or division, and other than what is specified in this grant letter. Any employment unrelated to your primary exchange visitor activity is strictly prohibited by immigration regulations. Employment or work outside of your intended program and/or work plan is considered illegal and could result in termination of your Visiting Scholar grant and J-1 visa status.

However, J-1 immigration regulations permit you to give occasional and short-term consultancies and lectures, which may include an honorarium payment to you and which would occur outside of your approved site of activity, as long as the consultancy or lecture is directly related to your primary Exchange Visitor activity. If such an opportunity arises, **prior written approval must be obtained from VEF** by submitting an application and support documents to VEF via the VEF Online Management System (OMS). Failure to receive written permission from VEF prior to performing such professional activities is a violation of your J-1 scholar status. VEF will only approve such professional activities after careful review to ascertain if the activity meets the primary objective of the Exchange Visitor Program for which you have been approved. No extension of time can be provided for such activities and must be done in conjunction with the approved grant period of your Visiting Scholar Program.

Sign here to acknowledge your agreement with Section H. _____

I. COMMUNICATIONS WITH VEF

As per immigration regulations related to the J Exchange Visitor Program, **the primary objective of your Exchange Visitor Program cannot change during the approved program activity Grant Period**. Any additional activities related to your primary objective must be approved by VEF in advance. You must also inform VEF of any professional problems or concerns that you might have at your U.S. host institution and of any medical or personal emergency situations. Your primary contact at VEF is:

Ms. Sandarshi Gunawardena
Program Officer
Vietnam Education Foundation (VEF)
2111 Wilson Blvd., Suite 700
Arlington, VA 22201
Phone: 703-351-5053
Fax: 703-351-1423

Send all correspondence to Ms. Sandarshi Gunawardena (sandarshigunawardena@vef.gov), copying VEF (vs@vef.gov).

Always include in the subject line of your email your full name in Vietnamese order as listed on this grant letter.

Sign here to acknowledge your agreement with Section I. _____

J. REPORTING INFORMATION TO VEF FOR IMMIGRATION PURPOSES

As required by immigration regulations, you are required to report the information listed below to Ms. Sandarshi Gunawardena (sandarshigunawardena@vef.gov), who serves as the Responsible Officer for the VEF Exchange Visitor Program. It is your responsibility to report this information in a timely manner for immigration purposes in order to maintain your valid nonimmigrant status and for VEF to meet federally mandated monitoring and reporting requirements that are time sensitive. You must report all of the following information to VEF (Ms. Gunawardena) through the OMS and/or via email as directed.

1. Residential address and contact information

U.S. federal immigration regulations require that you keep VEF informed at all times of your current U.S. residence address. Immigration regulations require that you report any changes to your physical residence address to VEF **within 10 days** of any change of address. You must report in the OMS the address of the actual physical location where you are residing in the United States **within ten (10) days of your arrival**. Throughout the period of your VEF Visiting Scholar Grant, you must keep VEF informed of any subsequent changes to your address or contact information **within ten (10) days of the change** by updating your information via the OMS. In addition, you must also update all your other contact information (including telephone numbers and e-mail addresses) as soon as they change. If the address where you receive mail is different from where you physically reside, you must inform VEF via the OMS of both addresses. Do not use post office boxes for either your residential or mailing address.

2. Program information

Immigration regulations require VEF to report to the U.S. Citizenship and Immigration Services any changes in your program within a certain period of time. Hence, you hold the responsibility of reporting the following mandatory information:

a) Changes in your intended program: You must report to Ms. Gunawardena by email if there is any possibility of changes to your field of study/research area or department **BEFORE** initiating any formal changes at your University/Institution and making any changes to your program already approved by VEF. You must wait for VEF's written approval of such changes prior to initiating any changes with your University/Institution. Once you have received approval, you must update your OMS record accordingly.

b) Extended absences: You must report to Ms. Gunawardena via email if you are required to be outside of the United States for more than the normal vacation periods. These extended absences from the United States may be related to your program or due to personal unforeseen emergencies. Extended absences from the United States must be approved by VEF prior to your departure from the United States and may have an impact on your J immigration status.

c) Early completion: You must report to Ms. Gunawardena via email if you will complete your academic program before the Grant End Date specified in this grant letter. This must be reported prior to the early completion of your program.

d) Program extension: If you are unable to complete your program within the time period allocated on your DS-2019, you must apply for a program extension in the OMS with all support documents and contact Ms. Gunawardena well in advance of your current Grant End Date.

3. Changes in financial information

You must report by email any changes to the financial information that is on your DS-2019. This includes, but is not limited to, increases or decreases in financial support from your U.S. host institution. You must also contact VEF if there are emergency situations that have an impact on your financial situation.

4. Changes on your DS-2019 information

You must report by email any material change to any information that is currently on your DS-2019 including changes to funding, site of activity, or biographical information (i.e. if you get married and your name changes).

5. International travel

You must inform Ms. Gunawardena *before you begin any travel* outside of the United States during your grant period by completing the required application in the OMS. You must have your DS-2019 Form endorsed by VEF **before** you travel in order to be able to return to the United States. If you will need to apply for a new J-1 visa while abroad, you must allow adequate time during your trip to get this done.

6. Program Completion and Departure

As you get close to the end date of your program, you must inform Ms. Gunawardena of your plans for departure by completing the required application in the OMS.

Please note: You are also responsible for reading and paying attention to all email communications sent by VEF that relate to immigration matters. This includes periodic alerts sent via the VEF list for all Visiting Scholars. All communications will be sent to your primary email address listed in the OMS, and it is your responsibility to read all emails sent by VEF to this address.

Sign here to acknowledge your agreement with Section J and items 1 - 6. _____

K. J-1 EXCHANGE VISITOR VISA

VEF will provide you with a DS-2019 Form to secure a J-1 visa under the Exchange Visitor Program as required by your VEF grant. You are personally responsible, financially and otherwise, for making all arrangements for securing your passport. Your Visiting Scholar Grant is available only if you can obtain a passport and a J-1 visa with the 2-year home residency requirement. VEF will be responsible for documentation required to extend your permission to stay in the United States throughout the period of your authorized VEF Visiting Scholar Program participation.

The J-1 visa is your permission to enter the United States and not your permission to remain in the country. The permission to remain in the country resides solely in you maintaining your J-1 status and the validity of your DS-2019 document. You may remain in the United States with an expired J-1 visa as long as you are maintaining J-1 status. J-1 visas cannot be renewed in the United States, and the J-1 visa would need to be renewed if you travel outside of the United States while you are participating in the Visiting Scholar Program. Please contact Ms. Gunawardena if you have questions about this.

Upon completion of your intended program and/or expiration of your Exchange Visitor J-1 status, you are required to reside in your home country, Vietnam, for two years before you may apply for the following: (1) a nonimmigrant visa (H-temporary employment visa or L-intercompany transfer visa); or (2) permanent residence or an immigrant visa in the United States. During the two years of home residence, you may be able to enter the United States on other types of non-immigrant visas, such as visitor or business visas, if granted.

Sign here to acknowledge your agreement with Section K. _____

L. HEALTH INSURANCE

As a condition of your J-1 visa, you are required by law to maintain health insurance coverage as stipulated by the Department of State, which includes medical coverage, medical evacuation coverage, and repatriation coverage for yourself and all of your dependents in J-2 status for the entire duration of your time in the United States, including the 30-day period in advance of your Grant Start Date and the 30-day grace period following the completion of your program of study, during which you are allowed to remain in the United States. Required coverage amounts are listed on page 2 of your DS-2019 Form and, for your dependents, please see below, under the section entitled *Responsibility for Dependents*. A willful failure to carry medical and health insurance for yourself or your dependents is considered a violation of your J-1 status and of the VEF Visiting Scholar Program, and under the law requires termination from the VEF Exchange Visitor Program.

VEF will cover the costs and arrange for you to have the required accident/illness health/medical insurance coverage, which includes medical evacuation and repatriation insurance, according to the coverage amounts required by the Department of State, from the time you leave Vietnam throughout the duration of your program approved by VEF and described herein. Additional health insurance to cover annual doctor’s visits and/or dental and vision insurance may be purchased at your own expense after arriving in the United States. Insurance coverage and associated fees for dependent family members in J-2 status are your own responsibility.

You are responsible for knowing what your insurance does or does not cover, including any pre-existing conditions. Please read your policy thoroughly.

Sign here to acknowledge your agreement with Section L. _____

M. RETURN TO VIETNAM

VEF is a U.S. Federal Government agency. By accepting this grant from VEF, you agree to obtain a J-1 visa with a two-year home residency requirement, which mandates that you return to Vietnam upon completion of your grant period in the United States. Failure to do so will be seen as noncompliance with the Visiting Scholar Grant terms and conditions and with your J-1 visa requirements and could result in legal action by the U.S. Government. This legal action could negatively impact your ability to travel to the United States in the future.

Sign here to acknowledge your agreement with Section M. _____

N. REVISION OF TERMS

VEF reserves the right to revise or adjust these grant provisions, if conditions require, without prior consultation with, or agreement by, you. Conditions may include your late arrival or early departure, your extended travel outside of the United States, changes in financial resources available to you from your host institution in the United States, your failure to maintain satisfactory progress on your approved program, or your failure to maintain valid J-1 status.

You must report to VEF in writing any grants, other awards, or employment opportunities provided to you that are not described in this document.

Sign here to acknowledge your agreement with Section N. _____

O. RESPONSIBILITIES

You are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity, which is in keeping with the spirit and intent of the VEF Visiting Scholar Program and which will contribute positively to the promotion of mutual understanding between the people of the United States and Vietnam. You are expected to obey state and federal regulations and U.S. laws during your stay in the United States. You are also expected to abide by the rules and regulations of your U.S. host institution. You are expected to check in with your host University's International Office upon arrival at your host institution and complete any required paper work, if requested. Please note that failure to abide by any such laws, rules, and regulations can have a direct and adverse impact on your immigration status as well.

Sign here to acknowledge your agreement with Section O. _____

P. REQUIRED IDENTIFICATION NUMBER

As a recipient of grant income in the United States, you are required to obtain a Social Security Number (SSN), which you may proceed to do no sooner than **after 10 days of your arrival** in the United States. Advice on how and where to apply for a SSN can be obtained from your University's International Office upon arrival. You should be registered in the Student Exchange Visitor Information System (SEVIS) after 10 days from your arrival by providing information to VEF through the OMS. Please note that you cannot secure a SSN without first being fully registered in the SEVIS system, which depends on you completing all the required information at the OMS upon your arrival in the United States. Please inform VEF through the OMS of your SSN number **as soon as possible**. Typically, your U.S. host institution cannot issue you any funds until you have secured your SSN. VEF cannot issue any funds to you without your SSN.

Sign here to acknowledge your agreement with Section P. _____

Q. TAXES

Any source that pays you income may be required to withhold Federal, state, and local taxes from the payments that they make to you and to report this income to the Internal Revenue Service (IRS) annually. This income may include the stipend and other funds provided to you through your University.

Your actual tax liability is determined when you file your income tax return(s), which must be completed following the close of the tax (calendar) year. You must file a U.S. Federal income tax return no later than April 15 each year for the preceding year. In addition, you need to file a state income tax return by the deadline specified by the state in which you reside. In the event that the tax liability is less than the amount withheld, you may receive a tax refund directly from the IRS.

For filing options and further rules, you should consult with the following: (1) the International Office at your U.S. host institution, which may provide foreign national tax filing advice to international students and scholars; (2) a tax professional familiar with foreign national/alien tax filing; and/or (3) the IRS.

Even if you have already departed the United States, you must file a tax return for the prior calendar year. **Failure to file with the various tax authorities may result in termination of your Visiting Scholar Grant or, if you have already departed the United States, may result in a ban by the U.S. government on your return to the United States for any purposes.**

Sign here to acknowledge your agreement with Section Q. _____

R. REVOCATION, TERMINATION, OR SUSPENSION OF AWARD

1. The VEF Visiting Scholar Grant may be revoked, terminated, or suspended. In a revocation, the grantee is considered as not having received the grant and will not be an alumnus or alumnae of the VEF program. In a termination, unless otherwise stated, the grant will be considered to have ended when VEF announces its decision to terminate. In a suspension, the grant will be considered inoperative until a decision is made to reinstate, revoke, or terminate the grant.
2. If you fail to obtain any legally required permission from your current employer in Vietnam to leave for this Visiting Scholar professional development training program in the United States, or fail to obtain a proper J-1 visa and enter the United States, the Visiting Scholar Grant offer will be revoked by VEF.
3. If you fail to sign and return this *Terms and Conditions* of the VEF Visiting Scholar Grant by the required deadline at the Pre-Departure Orientation, the Visiting Scholar Grant offer may be revoked by VEF.
4. If it is determined by the required medical evaluation and examination conducted prior to your departure to the United States that you are not fit to travel and pursue a VEF program of professional development in the United States, the Visiting Scholar grant offer may be revoked by VEF.
5. Your U.S. host institution has the authority to recommend to VEF to revoke or terminate the grant. If revocation or termination is recommended, the grantee will have an opportunity to respond to the recommendation. A review of the circumstances will be considered by VEF before a final decision is made.
6. Grounds for revocation or termination include, but are not limited to: **(1)** violation of the laws of the United States; **(2)** any act likely to give offense to the United States because it is contrary to the spirit and mission of VEF; **(3)** failure to observe satisfactory academic or professional standards; **(4)** physical or mental incapacitation; **(5)** engaging in unauthorized income-producing activities; **(6)** failure to comply with the grant's terms and conditions; **(7)** misrepresentation made either orally or in writing on any VEF forms or in any documents related to this Visiting Scholar Grant; **(8)** violation of immigration regulations or SEVIS (Student Exchange Visitor Information System) reporting requirements; and **(9)** any conduct detrimental to the mission of VEF.
7. VEF also has authority to terminate a Visiting Scholar Grant on either of the following grounds: **(1)** if the grantee has exhausted all benefits of health and accident insurance provided to the grantee in connection with the grant, and continued medical treatment would lead to the grantee becoming a public charge; or **(2)** if the grantee requires such protracted medical treatment that successful completion of the objectives of the grant is jeopardized. The procedure for any such termination shall be the same as that provided for the termination of grants generally, except that the recommendation for such termination, supported by the corresponding factual information, shall be made by VEF. In the event any such grounds occur during the period of a Visiting Scholar Grant, it is VEF's policy that this grant should not be renewed or extended.
8. A grant may be suspended if: **(1)** the grantee ceases to carry out the specified program described herein during the grant period; **(2)** the grantee leaves the United States without prior authorization from VEF;

and/or (3) the grantee requests suspension of the grant for personal reasons. During a period of suspension, the grantee will not receive any grants, benefits, or other financial support provided by VEF. Unless otherwise authorized by VEF, no retroactive claim for such grants, benefits, or other financial support with respect to a period of suspension will be honored.

9. When you owe any money to VEF (e.g., from over-payments of grants, cancellation of a conference after receiving a grant, etc.), you are required to pay the debt back to VEF within 30 days of the debt. If repayment is not completed by that time, you could face termination.
10. Grantees that remain in the United States beyond periods authorized by VEF are subject to all the provisions of this Section R.
11. The “public charge” provisions of the U. S. immigration law prohibits the admission of foreign nationals, who do not have sufficient financial resources to cover all of their normal living expenses, and who, as a result, would have to access public assistance in order to survive in the United States. Foreign nationals in this category will be refused a visa to enter the United States and, if already in the United States, will be subject to deportation. As a VEF Visiting Scholar, you hold the responsibility of being aware of this provision of the U.S. law, and in the event you become a “public charge” by receiving public assistance, VEF would terminate your Visiting Scholar Grant and rescind VEF sponsorship of your J-1 immigration status, which would result in your having to return to Vietnam immediately.

Sign here to acknowledge your agreement with this entire Section R, items 1 - 11. _____

S. RESPONSIBILITY FOR DEPENDENTS

None of the agencies, organizations, or persons cooperating in providing your grant can assume any responsibility for the travel, insurance, and/or financial support of any dependents. However, you may request J-2 visa support from VEF for your dependents to join you in the United States. VEF recommends that your spouse have a basic English language skill level, demonstrated with a score equivalent to at least 450 on the paper-based TOEFL exam.

By U.S. law, you are required to provide adequate health and accident insurance for any dependents that accompany you. Failure to do so violates the terms and conditions of the J-2 visa and this Visiting Scholar Grant award and may result in termination of your Visiting Scholar Grant. At a minimum, the dependent insurance must provide the following benefits: (1) medical coverage of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) medical evacuation benefits of at least \$10,000. In addition, a qualified insurance program shall not have a deductible that exceeds \$500 per accident or illness; and it must meet other technical standards as specified in the Exchange Visitor Program regulations. More details about J-2 visas are available at the VEF website. You must submit to VEF the application for J-2 visa support via the OMS.

Sign here to acknowledge your agreement with Section S. _____

T. OTHER PROGRAMS

VEF has no responsibility, financial or otherwise, in connection with any program other than that specified in this *Terms and Conditions* grant letter.

Sign here to acknowledge your agreement with Section T. _____

U. SELECT PERSONAL INFORMATION

VEF collects limited personal information about VEF Visiting Scholars to place in the annual VEF Fellows and Scholars Directory, which is distributed publicly. The information includes a photo, the Visiting Scholar's full name, cohort year, field of study/research area, name of U.S. host university, position and affiliation in Vietnam, email address, and hobbies. In providing your signature, you agree that VEF can make this information available publicly.

Sign here to acknowledge your agreement with Section U. _____

V. POWER OF ATTORNEY

If necessary, due to a serious medical or mental illness or incapacitation, VEF is authorized to serve as your agent pursuant to a Power of Attorney (POA) in order to resolve matters on your behalf while you are in the United States. VEF would only enact the POA in an emergency situation to protect you and VEF. Your signature empowers VEF to serve as your agent authorized to act on your behalf in accordance with an unrestricted Power of Attorney, which is attached hereto, to handle all of your affairs in the United States until you return to Vietnam.

Sign here to acknowledge your agreement with Section V. _____

W. ACCEPTANCE OF TERMS AND CONDITIONS OF THE VEF VISITING SCHOLAR GRANT

Sign below and return to VEF the original of this *Terms and Conditions* of the VEF Visiting Scholar Grant, known also as the grant letter, to indicate that you understand, accept, and will comply with all provisions stated in this *Terms and Conditions*.

By my signature, I accept the terms and conditions appearing on all pages of this document and any addenda. My signature confirms my understanding of, and compliance with, these terms and confirms my agreement to return to Vietnam for two years upon completion of my authorized professional development program in the United States. Furthermore, my signature gives VEF permission to request progress reports from, and discuss academic information with, my U.S. host institution.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

GENERAL DURABLE POWER OF ATTORNEY

I, [name] a resident of [address, Vietnam] designate Ms. Sandarshi Gunawardena, a representative of VEF, a Federal government agency, as my attorney in fact (Agent), when I am medically or mentally incapacitated on the following terms and conditions:

1. Authority to Act. The Agent is authorized to act for me under this Power of Attorney and shall exercise in my best interests and for my welfare.
2. Powers of Agent. The Agent shall have the full power and authority to manage and conduct all of my affairs, and to exercise my legal rights and powers, including those rights and powers that I may acquire in the future, including the following:
 - a. To receive and endorse checks and other negotiable paper, deposit and withdraw funds that I now have on deposit or to which I may be entitled in the future in or from any bank, savings and loan, or other institution;
 - b. Safety Deposit Boxes. To have access to any safety deposit box registered in my name alone or jointly with others, and to remove any property or papers located therein necessary to conduct my affairs;
 - c. Legal and Administrative Proceedings. To engage in any administrative or legal proceedings or lawsuits in connection with any matter herein;
 - d. Transfers in Trust. To transfer any interest I may have in property, whether real or personal, tangible or intangible, to the trustee of any trust that I have created for my benefit;
 - e. Medical Issues. To act as my agent in dealing with medical personnel while I am mentally or medically incapacitated.
3. Durability. This durable Power of Attorney shall be irrevocable until my death or until revoked by me in writing.
4. Reliance by Third Parties. Third parties may rely upon the representations of the Agent as to all matters regarding powers granted to the Agent. No person who acts in reliance on the representations of the Agent or the authority granted under this Power of Attorney shall incur any liability to me or to my estate for permitting the Agent to exercise any power prior to actual knowledge that the Power of Attorney has been revoked or terminated by operation of law or otherwise.
5. Indemnification of Agent. No agent named or substituted in this power shall incur any liability to me for acting or refraining from acting under this power, except for such agent's own misconduct or negligence.
6. Revocation. I hereby revoke any previous Power of Attorney that I may have given to deal with my property and affairs as set forth herein.
7. Substitute Agent. If Sandarshi Gunawardena is, at any time, unable or unwilling to act, I then appoint the Executive Director of the Vietnam Education Foundation as my Agent.

Date: _____ Signature: _____

*APPENDIX 18
CALL FOR PROPOSALS FOR U.S. FACULTY SCHOLAR GRANTS
FOR COHORT 2010*



Vietnam Education Foundation

U.S. FACULTY SCHOLAR GRANTS

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)¹ 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 reports², 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.

¹ VEF website: www.vef.gov

² 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.

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. Honorarium¹ 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;

¹ 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.

- c. Prepare and post the course(s) taught on the Vietnam OpenCourseWare (VOCW) website (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.

12. Application Procedure

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.

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

Action	Deadline
Announcement of the program.	November 2009
Application period	January 1 – March 1, 2010
Deadline for applications	March 1, 2010
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**

APPENDIX 19
TOTAL NUMBER OF U.S. FACULTY SCHOLARS (12) AS OF FALL 2010

As of Fall 2010, VEF has awarded grants to **12** U.S. Faculty Scholars, one of whom received two grants (one in 2009 and another in 2010). The majority of Faculty Scholars (50% = 6/12) taught (or will teach) via videoconferencing from the United States, which requires at least one week of teaching in Vietnam both at the beginning of the course and again at the end of the course; 40% (5/12) taught on-site, face-to-face in Vietnam; and one Faculty Scholar (10% = 1/12) used both teaching methods, face-to-face and videoconferencing. Six (6) Faculty Scholars have completed their teaching programs; five (5) will complete by June 2011; and one (1) was approved to defer his teaching period from Academic Year (AY) 2010-11 to AY 2011-12.

The table below is organized according to cohorts, beginning with the first cohort¹ (2008) and ending with the one Faculty Scholar, who is postponing to cohort 2011. Within each cohort, Scholars are listed alphabetically according to last (family) name. The title and U.S. home university affiliation reflects the individual's position at the time that the individual served as a Faculty Scholar.

#	Full Name	Cohort	Title, U.S. Home University	Field of Expertise	Vietnamese Host Institution #1	Vietnamese Host Institution #2	Course Title(s)	Level of Teaching	Teaching Model	Period of Teaching
1	Dennis Floyd Berg, Ph.D.	2008	Professor, California State University at Fullerton	Research and Statistics	Ho Chi Minh City (HCMC) Open University, HCMC	Hoa Sen University, HCMC	(1) <i>Scientific Research Design;</i> (2) <i>Methods and Analysis</i>	Under- graduate	On-site	Spring 2009
2	Benjamin Southerland Kelley, Ph.D.	2008	Professor and Dean of the School of Engineering and Computer Science, Baylor University	Biomedical Engineering	Hanoi University of Technology	(1) HCMC University of Technology, HCMC; (2) HCMC International University	<i>Biomechanics</i>	Under- graduate	Video- conferencing	Spring 2009
3	Lee Harold MacDonald, Ph.D.	2008	Professor, Colorado State University	Watershed Science, Hydrology, Erosion	Vietnam Forestry University, Xuanmai	N/A	(1) <i>Hydrologic Processes and Effects of Land Use;</i> (2) <i>Field Measurements in Hydrology</i>	Under- graduate	On-site	Spring 2009
4	Alain Jean Montegut, M.D. ²	2008	Associate Professor, Boston University, and Director, Global Health Primary Care Initiative, Department of Family Medicine; Boston University Medical Center	Medicine	University of Medicine and Pharmacy, HCMC	College of Medicine and Pharmacy, Hue University, Thua Thien- Hue Province	<i>Introductory Course for the Masters in Family Medicine for Medical Educators</i>	Graduate	Video- conferencing	Spring 2009

¹ The cohort year is specified as the fall of the Academic Year (AY) for which one received the VEF grant. Thus, the Faculty Scholar cohort 2008 would have taught during the AY 2008-09.

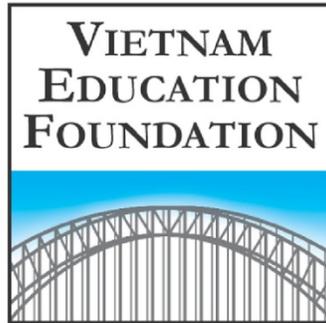
² M.D. = Medical Doctor

#	Full Name	Cohort	Title, U.S. Home University	Field of Expertise	Vietnamese Host Institution #1	Vietnamese Host Institution #2	Course Title(s)	Level of Teaching	Teaching Model	Period of Teaching
5	Findlay Gordon Edwards, Ph.D.	2009	Associate Professor, University of Arkansas	Environmental Engineering	Water Resources University, Hanoi	N/A	<i>Basic Hydrology</i>	Under-graduate	On-site	Fall 2009
							<i>Water Resources Planning and Management</i>	Graduate		Fall 2009
							<i>Regional Regression Flood Equation Development</i>	Graduate		Spring 2010
6	Hung S. Ho, M.D. (team-teaching with Quyen Dinh Chu)	2009	Professor, University of California at Davis, and Medical Director of the UC Davis Health System Outpatient Surgery Clinic	Surgery	Thai Binh Medical University, Thai Binh Province	N/A	<i>Fundamentals of Clinical Surgery</i>	Graduate	Video-conferencing from the U.S.	Spring 2010
7	Quyên Dinh Chu, M.D.	2009	Associate Professor, Louisiana State University at Shreveport; Chief, Surgical Oncology; and Director, Peritoneal Malignancies, Feist-Weiller Cancer Center	General Surgery and Surgical Oncology	Thai Binh Medical University, Thai Binh Province	N/A	<i>Fundamentals of Clinical Surgery</i>	Graduate	Video-conferencing from the U.S.	Spring 2010
		2010					<i>Multidisciplinary Approach in Managing Breast Cancer</i>			Fall 2010
8	Timothy J. Craig, D.O. ¹	2010	Professor, Pennsylvania State University	Medicine, Allergy, Asthma, Immunology	National Lung Hospital, Hanoi	ENT (Ear, Nose, Throat) Hospital, HCMC and Allergy and Immunology Center, Hanoi	<i>Allergy, Asthma and Immunology Program</i>	Graduate	On-site	AY 2010-11
9	James Farley Cremer, Ph.D.	2010	Professor and Chair of the Computer Science Department, University of Iowa	Computer Science	Hanoi University of Technology, Hanoi	N/A	<i>Introduction to Programming</i>	Under-graduate	On-site	Spring 2011
10	Erik V. Nordheim, Ph.D.	2010	Professor, University of Wisconsin at Madison	Applied Statistics	University of Science, Vietnam National University, HCMC	N/A	<i>Introductory Applied Statistics (with emphasis on applications to biology)</i>	Under-graduate	Video-conferencing from the U.S.	Fall 2010
11	Sally Carol Seidel, Ph.D.	2010	Professor, University of New Mexico	Physics	Institute of Physics, Vietnam Academy of Science and Technology (VAST), Hanoi	N/A	<i>Quantum Mechanics</i>	Graduate	On-site and Video-conferencing from the U.S.	Spring 2011
							<i>Particle Physics</i>			

¹ D.O. – Doctor of Osteopathy

#	Full Name	Cohort	Title, U.S. Home University	Field of Expertise	Vietnamese Host Institution #1	Vietnamese Host Institution #2	Course Title(s)	Level of Teaching	Teaching Model	Period of Teaching
12	Carl Weiner, M.D.	2011	Professor of Integrative and Molecular Physiology and Chair of Obstetrics and Gynecology, University of Kansas, School of Medicine	Obstetrics and Gynecology	Hue College of Medicine and Pharmacy, Thua Thien Hue	N/A	<i>Advanced Maternal and Fetal Medicine</i>	Graduate	Video- conferencing from the U.S.	Postponed to AY 2011-12

APPENDIX 20
TERMS AND CONDITIONS OF THE U.S. FACULTY SCHOLAR GRANT
FOR COHORT 2010



Terms and Conditions

U.S. Faculty Scholar Grant

Academic Year 2010 - 2011

June 2010

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Terms and Conditions
U.S. Faculty Scholar Grant
Academic Year 2010 - 2011

Summary of Grant

Grant Recipient Information
Name of Recipient: VEF ID Number: Cohort: Date of Birth (mm/dd/yyyy): U.S. Home Address: U.S. University Affiliation: Title: Field of Expertise:
Total Grant Funds
Grant Funds Total:
Grant Period
Grant Start Date: July 1, 2010 Grant End Date: September 30, 2011
Teaching Program
<u>Vietnamese University :</u> Division, if applicable: Department: Teaching Model: Title(s) of Course(s): Term(s) (Fall 2010, Spring 2011):

June 10, 2010

Dear Dr. [Family name]:

Congratulations! You have been awarded a U.S. Faculty Scholar Grant by the Vietnam Education Foundation (VEF), a U.S. Federal government independent agency, for you to be able to pursue a teaching program in Vietnam. Your Grant is for a specified time period to teach the course(s) in your field at the Vietnamese university or universities as described herein.

As the recipient of the VEF Grant, you are expected to do the following:

1. Meet and maintain the standards, requirements, and regulations of your U.S. home institution, if any, and of your Vietnamese host institution(s);
2. Comply with any and all relevant Vietnamese laws and regulations while in Vietnam and any and all relevant U.S. laws and regulations;
3. Observe restrictions and regulations associated with your Vietnamese visa and with your U.S. passport; and
4. Abide by the terms and conditions as described herein.

This document supersedes all previous written documents and serves as the prevailing Grant agreement between you and VEF. It is important that you fully understand all of the information herein and confirm your acceptance of the Grant award, also referred to as a VEF U.S. Faculty Scholar Grant, by initialing respective sections throughout where requested and by signing your name on the last page.

The original copy of this *Terms and Conditions: U.S Faculty Scholar Grant: Academic Year 2010 – 2011* must be signed and returned to VEF no later than seven (7) days after the U.S. Orientation on June 28, 2010. You should also keep a copy for your personal records.

Please review all the information provided herein and acknowledge your acceptance of the Terms and Conditions of this Grant Letter by signing at the end.

* * * * *

A. GRANT PERIOD

For the Grant Period specified above, the **Grant Start Date** is the first day that you can leave the United States on travel to Vietnam for the designated program. The **Grant End Date** is the last day that you can be in Vietnam for obligations related to the U.S. Faculty Scholar Grant. Your **Grant Period** is all encompassing from the Grant Start Date to the Grant End Date. The actual period of teaching may be a shorter period of time within that comprehensive Grant Period. Your actual preparatory and follow-up work dedicated to the U.S. Faculty Scholar Program may begin in advance of the Grant Start Date and may continue after the Grant End Date.

You are required to have written permission from VEF in advance for any changes in the Grant Period.

Upon arrival in Vietnam for the first time during the Grant Period or on another date established by VEF, you are required to attend a **one-day Orientation** at the VEF Hanoi office during the regular work week, which will include a visit to the U.S. Embassy. You must **inform VEF at least 2 weeks in advance** of the specific dates that you will be in Vietnam.

Sign here to acknowledge your agreement with Section A. _____

B. U.S. FACULTY SCHOLAR PROGRAM

You are considered the recipient of the VEF U.S. Faculty Scholar Grant, and, therefore, you are **solely responsible for the arrangements, details, processes, and outcomes** of the U.S. Faculty Scholar Program, which you submitted as your proposal for funding to VEF and for which you have been approved by VEF. Importantly, you are the primary person teaching and **you cannot have any substitutes for yourself** as the Grant is provided to you.

The **obligations and responsibilities of VEF** include the following:

1. To review, select, and approve your U.S. Faculty Scholar Program and Grant;
2. To review, request modifications for, and approve your budget for the U.S. Faculty Scholar Program;
3. To organize relevant Orientations in the United States and in Vietnam;
4. To provide the Grant Funds directly to you or to your University, as you wish;
5. To oblige you to follow the teaching plan and budget as approved by VEF;
6. To require you to follow certain procedures as outlined herein; and
7. To provide you with the services of our Hanoi field office personnel in case of an emergency.

While this arrangement provides a considerable level of independence to you, it also requires conformity to standards, processes, and obligations as described herein. The end goals are both a high quality program and the notable and significant success of the VEF U.S. Faculty Scholar Program.

Sign here to acknowledge your agreement with Section B. _____

C. U.S. FACULTY SCHOLAR PROGRAM COMPLETION

You are expected to complete the full period of the U.S. Faculty Scholar Program as specified within the Grant Period stated above and to obtain approval from VEF in advance for any shorter or longer periods of stay related to fulfilling your academic obligations under this program. Should a personal emergency necessitate a disruption of your intended program and require your early departure from Vietnam and/or cancellation of class(es), you must do the following:

1. Obtain prior written approval first from your Vietnamese host institution(s) and then from VEF.
2. Make-up the class(es) or devise an alternative approach to completing the teaching program, which must be approved by VEF.
3. Return all remaining unused funds of the Grant to VEF. If, for example, you are not able to complete the teaching program, all unobligated and unused Grant Funds must be returned to VEF, including monies for salaries.

Sign here to acknowledge your agreement with Section C. _____

D. GRANT CONTINUANCE

The continuation of your U.S. Faculty Scholar Grant depends upon your doing the following:

1. Complying fully with the *Terms and Conditions* of this document.
2. Obeying all applicable Vietnamese laws during the Grant Period.
3. Establishing and maintaining positive rapport and cooperation with your Vietnamese host institution(s).
4. Demonstrating evidence of progress toward completion of your teaching plan.

Sign here to acknowledge your agreement with Section D. _____

E. COURSE APPLICATIONS, PROGRAM REPORTS, AND EVALUATIONS

1. Vietnam OpenCourseWare (VOCW). In order to broaden the application and availability of your course(s), you must prepare and post the course(s) that you taught on the Vietnam Open Courseware (VOCW) website (<http://www.vocw.edu.vn/>) **after the Grant End Date** of your program. To strengthen the deliverance and outreach of your course(s), VEF strongly recommends that you post the course(s) **preferably before or during the actual dates of the course(s)**. If the VOCW website is not available, alternatively you can post your course(s) on the Connexions website (<http://cnx.org/>). Please keep VEF informed.
2. Final report. VEF requires that you submit a final report to VEF of no more than 10 pages in length **no later than 30 days after your Grant End Date**. The report, authored by you, should summarize activities, issues, outcomes, and recommendations. Reports should be submitted to VEF via email and the VEF Online Management System (OMS).
3. Course evaluations. You are required to construct, distribute, collect, and tabulate course evaluations: one form provided to the students and a different form provided to the Vietnamese teaching assistant(s) and/or teaching associate(s). You may provide the results to these individuals, if you wish. You are required to provide to VEF a summary of the results as well as the evaluations, or copies thereof, **no later than 30 days after your Grant End Date** and preferably accompanying your final report.
4. U.S. Faculty Scholar Program evaluations. You are required to construct, distribute, collect, and tabulate an evaluation of the U.S. Faculty Scholar Program and your contributions to be completed by the Vietnamese teaching assistant(s) and/or teaching associate(s), the university department, and administrative officials with whom you worked. You may provide the results to these individuals, if you wish. You are required to provide to VEF a summary of the results as well as the evaluations, or copies thereof, **no later than 30 days after your Grant End Date** and preferably accompanying your final report.

Sign here to acknowledge your agreement with Section E. _____

F. FINANCIAL INFORMATION

Your VEF U.S. Faculty Scholar Grant must conform to the budget that you submitted and that has been approved by VEF.

1. Conditions of the use of VEF Grant Funds.
 - a. All Grant Funds must be used only **for the purposes of your U.S. Faculty Scholar Program** that has been approved by VEF as specified herein. Grant Funds can be used for no other purpose.
 - b. While you are not obliged to provide VEF with receipts, you are **strongly advised to keep receipts of all payments for expenditures**, clearly showing the use of Grant Funds, so that you have a record of expenditures if ever audited. If receipt forms are in Vietnamese, you should provide an accompanying explanation or translation in English.
 - c. You may make **adjustments within the line items**, but you must keep within the approved budget.
 - d. Any **changes should be documented with a reason** that the change was necessary and should be submitted in writing to VEF for approval.
 - e. While **you may travel for personal reasons** during the Grant Period, **no Grant Funds may be used** for such purposes. Grant Funds cannot be used, for example, for you to take personal vacation or personal leave during the time that you are in Vietnam for this U.S. Faculty Scholar Grant.
 - f. VEF requires you to **use all Grant Funds** for the intended purposes **no later than the Grant End Date**.
 - g. By the Grant End Date, any **funds remaining from the Grant that have not been used must be returned to VEF** with an explanation as to why the funds were not used.

2. **Payment of Grant Funds.** U.S. Faculty Scholar Grant Funds will be **paid to you by VEF no later than September 30, 2010.** VEF will make one lump payment to you, paid by bank transfer to an account that you designate. You cannot place the funds in an interest-bearing account as any interest earned would need to be returned to the U.S. Treasury.
3. **Required Identification Number.** To issue grant monies, you are required to **provide to VEF your Social Security Number (SSN)** when requested. No VEF grant or funds can be given to you until an SSN has been provided to VEF.
4. **Taxes.** You are **responsible for any and all taxes due** to the U.S. government or to the Vietnamese government as a result of this Grant.
5. **Return of Grant Funds.** When the Faculty Scholar owes any money to VEF (e.g., from cancellation of the teaching program after receiving Grant monies), the Faculty Scholar is required to **pay back the debt to VEF within 30 days** of incurring the debt.

Sign here to acknowledge your agreement with Section F. _____

G. BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES LEFT IN VIETNAM

Any books, equipment, materials, or supplies purchased with monies from the Grant Funds **may remain in Vietnam**, provided that you **secure a signature from the recipients, confirming receipt** of same. A form will be provided to you by VEF for these purposes, which recognizes that these items are gifts from the Vietnam Education Foundation as a result of your participation in the U.S. Faculty Scholar Program and that these items should be used subsequently by the broadest possible groups of students and faculty. You should have a separate form for each group receiving the specific item(s).

Sign here to acknowledge your agreement with Section G. _____

H. PARTICIPATION IN OTHER ACTIVITIES

While you are not obliged by the U.S. Faculty Scholar Program to take part in the activities described below, you are **encouraged to participate and contribute** your knowledge and expertise if you are available. You are a valuable asset to VEF and, thus, to the United States in fulfilling the VEF legislative mandate to have U.S. citizens teach in the fields of science and technology in Vietnamese academic institutions. Your contributions help to advance the capacity building of science and technology in Vietnam and help to broaden further the important relationship between the United States and Vietnam.

The following summarizes the types of activities that may be of interest to you.

1. VEF ACTIVITIES

a. **In Vietnam**

You may have the opportunity to participate in select VEF activities in Vietnam. If you are in Vietnam during the times indicated below, please advise the VEF U.S. and Vietnam offices. These activities include the following:

- 1) **VEF Interview Mission in August 2010 and/or 2011** for the selection of new VEF Fellows. Interviews occur both in Hanoi and in Ho Chi Minh City.
- 2) **University Application Orientation in October 2010** occurring both in Hanoi and in Ho Chi Minh City.

- 3) **Pre-Departure Orientation** for new Fellows and Visiting Scholars in early **June 2011**, site to be determined.
- 4) Other relevant events and meetings.

b. In the United States

You are invited to attend the **VEF Annual Fellows and Scholars Conference** to take place January 3 - 5, 2011, at the University of Arkansas, Fayetteville. You will have the opportunity to present information about your teaching program and to network with all VEF Fellows and Visiting Scholars, in particular with those from your Vietnamese host university/universities and/or from your U.S. home institution.

If invited by VEF to such VEF activities and if you are available and interested, VEF will pay for the expenses (domestic air transportation, lodging, and a per diem or fixed expense for meals and incidentals).

2. U.S. EMBASSY ACTIVITIES

The U.S. Embassy in Hanoi, Vietnam, has informed VEF that they are interested in keeping in contact with VEF U.S. Faculty Scholars in Vietnam because of the expertise that U.S. professors provide. Thus, the Embassy may invite you to give lectures/presentations in your field or to attend special U.S. Embassy events while you are in Vietnam. The U.S. Embassy has indicated that they would pay for any related expenses.

Sign here to acknowledge your agreement with Section H. _____

I. COMMUNICATIONS WITH VEF

You must get permission from VEF in writing for any changes in your current or future plans that differ from the program authorized in this Grant Letter document. You must also **inform VEF immediately of any problems or concerns** at your Vietnamese host institution and, most importantly, **of any medical or personal emergency situations**.

In addition, you must **provide to VEF** at all times, and in advance of your travel, your **contact information (residence, phone numbers, emergency contact person) in Vietnam**, whether your visit is brief or long-term. The VEF contacts below should always be copied on all of your correspondence with VEF to assure response and action as needed.

Please provide the following VEF contact information to your family, to your U.S. University, and to your Vietnamese host institution(s).

Your **primary contact at the U.S. VEF headquarters** is:

Ms. Sandarshi Gunawardena, Senior Program Officer

Vietnam Education Foundation (VEF)

2111 Wilson Blvd., Suite 700

Arlington, VA 22201- U.S.A.

Office Phone: 703-351-5053

Fax: 703-351-1423

Email: sandarshigunawardena@vef.gov

Your primary contact at the U.S. VEF headquarters for all **financial matters** is:

Ms. Lana Walbert, Director of Finance, Accounting, and Administration

Vietnam Education Foundation (VEF)

2111 Wilson Blvd., Suite 700

Arlington, VA 22201- U.S.A.
 Office Phone: 703-351-5053
 Fax: 703-351-1423
 Email: lanawalbert@vef.gov

Your **primary contacts at the VEF field office in Hanoi** are:

Dr. Phuong Nguyen, Country Director

Vietnam Education Foundation (VEF)
 Suite 502, Hanoi Towers
 49 Hai Ba Trung, Hanoi, Vietnam
 Office Phone: 84-4-39363670 (ext. 24)
 Fax: 84-4-3936-3672

Phone (U.S. phone number in VEF Hanoi Office): 703-229-0798

Email: phuongnguyen@vef.gov

Ms. Binh Dang, Program Manager

Vietnam Education Foundation (VEF)
 Suite 502, Hanoi Towers
 49 Hai Ba Trung, Hanoi, Vietnam
 Tell: 84-4-39363670 (ext. 17); 84-988129101
 Fax: 84-4-39363672

Phone (U.S. phone number in VEF Hanoi Office): 703-229-0798

Email: binhdang@vef.gov

(Please note: 84 = country code for Vietnam; 4 = city code for Hanoi)

Please include **your full name in the subject line of your email correspondence.**

Sign here to acknowledge your agreement with Section I. _____

J. REPORTING INFORMATION TO VEF

You are required to report the following information to VEF, specifically **by contacting Ms. Binh Dang**, Program Manager for the U.S. Faculty Scholar Program, who is located in Hanoi, and **by updating the required information in the VEF Online Management System (OMS):**

1. Travel arrangements, passport, and visa. Before you travel to Vietnam, you are required to provide the following information to VEF:

- a. Final itinerary, including all airlines, flight numbers, days and times of departures and arrivals: (1) departure from the United States; (2) arrival in Vietnam; (3) departure from Vietnam; and (4) arrival in the United States.
- b. Passport number, Vietnam visa number, and the validity dates of the passport and the visa.
- c. All of the above for any dependents and traveling companions accompanying you or joining you at any time in Vietnam.
- d. Emergency contact in the United States: name; relationship; home, cell, and office phone numbers; and email address.

2. Residential address and contact information in Vietnam. You must report the address of the actual physical location where you are residing in Vietnam to VEF ideally in advance of your arrival, but **no later than five (5) days of your arrival**. Throughout the period of your Grant, you must keep VEF informed of any subsequent changes to your address or contact information **within five (5) days of the change**. If the address where you would receive express mail is different from where you physically reside, you must inform VEF of both addresses. In addition, you must provide to VEF the name and contact information of

the **primary contact at your Vietnamese university or universities**, who would know your whereabouts in case of an emergency.

3. Domestic travel in Vietnam. If you are travelling within Vietnam for any purpose other than going to/from your Vietnamese university, you must inform VEF in advance for security measures. The purpose of this requirement is to keep VEF informed at all times of your whereabouts in Vietnam during the Grant Period in case of an emergency.

4. International travel. If you are teaching on site in Vietnam, for security and safety measures, you must inform VEF **before you begin any travel outside of Vietnam** during your Grant Period by completing the required form at the OMS. The purpose of this requirement is to keep VEF informed at all times of your whereabouts during the Grant Period if you are not in Vietnam in case of an emergency.

Sign here to acknowledge your agreement with Section J. _____

K. U.S. PASSPORT AND VISA FOR VIETNAM

You are personally responsible, financially and otherwise, for making all arrangements for securing your U.S. passport. Your **Vietnamese host institution(s) serves as your visa sponsor** and will need to **provide written support** to you so that you can obtain your visa for Vietnam. In order to apply for a visa to enter Vietnam, your passport must be valid until at least one (1) month prior to the date of your exit from Vietnam, according to the Vietnam Embassy in the United States. However, we strongly recommend that your **passport be valid until after your intended arrival back in the U.S.** in order to avoid needing to arrange for a passport renewal while in Vietnam.

Your U.S. Faculty Scholar Grant is available only if you can obtain a valid U.S. passport and a visa to work in Vietnam during the Grant Period. Your Vietnamese host institution(s) will be responsible for any documentation required to extend your permission to stay in Vietnam throughout the period of your authorized participation in the VEF U.S. Faculty Scholar Program, if required.

Sign here to acknowledge your agreement with Section K. _____

L. MEDICAL/HEALTH/MEDICAL EVACUATION INSURANCE

VEF is not responsible for your health insurance before, during, or after the Grant Period. You must arrange to have **sufficient accident/illness medical/health insurance coverage, which must include medical evacuation and repatriation insurance** from the time that you leave the United States throughout the duration of your time in Vietnam. Accompanying family members or travelling companions should have the same level of insurance coverage while they are in Vietnam. As one source of assistance, supplementary coverage is available through SOS International (<http://www.internationalsos.com/en/index.htm>).

Before your arrival in Vietnam, you are required to provide to VEF a copy of the **front and back of your insurance cards**, including contact information for the relevant insurance company. This is a safety measure in case of an emergency.

Sign here to acknowledge your agreement with Section L. _____

M. TRAVEL ADVICE FOR VIETNAM

For your own health and safety, we strongly recommend that you **consider the following advice**.

1. Review detailed information on travel advice for Vietnam at the Centers for Disease Control and Prevention (<http://www.cdc.gov/travel/>) and the World Health Organization (<http://www.who.int./countries/vnm/en/>).
2. Get any required inoculations before you travel to Vietnam. Take with you a history of immunizations that you have had.
3. Bring enough of your prescription medicine and over-the-counter medications that might be needed during the course of your stay in Vietnam, including Pepto Bismol (tablets), which helps in case of upset stomach or diarrhea and can be used as a preventative measure to avoid stomach and intestinal problems.
4. Use proper insect repellent if you travel outside Hanoi (HN) and Ho Chi Minh City (HCMC).
5. Avoid fresh fruits and vegetables unless they can be peeled or have been cooked. Avoid tap water, drinks made with tap water, and ice. Poultry and eggs should be well-cooked. Oysters and clams should be avoided. Shrimp should be deveined.
6. Protect your passport and valuables. Use the safe if you are staying in a hotel room. Carry a copy of your passport and visa at all times while leaving the originals in a safe place at your residence.
7. ATM machines are available in large cities. Please be aware that they dispense only Vietnamese Dong. You can exchange monies in your hotel or at the airport. Around 19,000 Vietnamese Dong are equal to one U.S. Dollar. As a note of precaution, Vietnamese Dong is best used in Vietnam as they are difficult, if not impossible, to exchange outside of Vietnam for other currencies.
8. In case of a medical emergency, you can contact the clinics of SOS International in Hanoi at (04) 3934-0555 or in Ho Chi Minh City (08) 3829-8520, and you must notify the VEF Hanoi office.

Sign here to acknowledge your agreement with Section M. _____

N. REVISION OF TERMS

VEF reserves the **right to revise or to adjust these Grant provisions, if conditions require**, without prior consultation with, or agreement by, you. Conditions include the following:

1. Arrival in, and departure, from Vietnam without informing VEF of your travel plans.
2. Extended travel outside of Vietnam on personal business during the time that you have committed to teaching in Vietnam.
3. Changes in financial resources available to you from your U.S. home institution or from the Vietnamese academic institution in Vietnam.
4. Failure to adhere to the teaching program approved by VEF.
5. Any medical or health conditions that do not allow you to complete your teaching program.
6. Any political situations or health emergencies that require you to return permanently to the United States.

Sign here to acknowledge your agreement with Section N. _____

O. RESPONSIBILITIES

You are responsible for observing **appropriate professional standards** and for maintaining **a standard of conduct and integrity**, which is in keeping with the spirit and intent of the VEF U.S. Faculty Scholar Program and which will contribute positively to the promotion of mutual understanding between the people of the United States and Vietnam. You are expected to obey Vietnamese laws during your stay in Vietnam. You are also expected to abide by the rules and regulations of your U.S. home institution and your Vietnamese host institution(s).

Sign here to acknowledge your agreement with Section O. _____

P. REVOCATION, TERMINATION, OR SUSPENSION OF GRANT AWARD

1. The U.S. Faculty Scholar Grant may be revoked, terminated, or suspended. In a revocation, the grantee is considered as not having received the grant of the VEF program. In a termination, unless otherwise stated, the grant will be considered to have ended when VEF announces its decision to terminate. In a suspension, the grant will be considered inoperative until a decision is made to reinstate, revoke, or terminate the grant.
2. If you **fail to obtain any legally required permission from your current employer** to leave for this teaching program, or fail to obtain a proper visa to enter Vietnam, the Grant offer will be revoked by VEF.
3. If you **fail to sign and return this Grant Letter**, entitled *Terms and Conditions: U.S. Faculty Scholar Grant – Academic Year 2010 - 2011*, within seven (7) days of the U.S. Orientation on June 28, 2010, the grant offer may be revoked by VEF.
4. Your Vietnamese host institution(s) has (have) the right to recommend to VEF to revoke or terminate the grant. If revocation or termination is recommended in this case, the grantee will have an **opportunity to respond to the recommendation**. A review of the circumstances will be considered by VEF before a final decision is made.
5. **Grounds for revocation or termination** include, but are not limited to:
 - a. Violation of the laws of Vietnam or the United States;
 - b. Any act likely to give offense to the United States and Vietnam because it is contrary to the spirit and mission of VEF;
 - c. Failure to observe satisfactory professional and ethical standards;
 - d. Physical or mental incapacitation;
 - e. Engaging in income-producing activities in Vietnam while on VEF business;
 - f. Misrepresentation made either orally or in writing in any VEF forms or in any documents related to this Grant;
 - g. Violation of visa regulations;
 - h. Any conduct detrimental to the mission of VEF; and
 - i. Failure to comply with the Grant's terms and conditions as described herein.
6. VEF also has authority to **terminate a Grant if the grantee requires such protracted medical treatment** that successful completion of the objectives of the Grant is jeopardized. The procedure for any such termination shall be the same as that provided for the termination of grants generally, except that the recommendation for such termination, supported by the corresponding factual information, shall be made by VEF. In the event that any such grounds occur during the period of the Grant, it is VEF's policy that this Grant should not be renewed or extended.
7. **A Grant may be suspended if:**
 - a. The grantee ceases to carry out the teaching program during the Grant Period; and/or
 - b. The grantee leaves Vietnam without informing VEF; and/or
 - c. The grantee requests suspension of the Grant for personal reasons.

During a period of suspension, the grantee must not receive, claim, or use any allowance or benefits from the Grant Funds. Unless otherwise authorized by VEF, no retroactive claim for such allowances or other benefits with respect to a period of suspension will be honored.

- 8. A grantee, who **remains in Vietnam beyond the Grant End Date without authorization by VEF**, is subject to the provisions of this section.

Sign here to acknowledge your agreement with this entire Section P, #1-8. _____

Q. RESPONSIBILITY FOR DEPENDENTS, TRAVELLING COMPANIONS, AND ANY COLLEAGUES, TEAM TEACHING WITH THE GRANTEE

None of the agencies, organizations, or persons cooperating in providing your Grant can assume any responsibility for the travel, insurance, and/or financial support of any dependents, travelling companions, or any colleagues or associates, who are team teaching with you. **VEF bears no responsibility toward these individuals.**

Sign here to acknowledge your agreement with Section Q. _____

R. OTHER PROGRAMS

VEF has **no responsibility**, financial or otherwise, in connection with any program other than the one specified in this Grant Letter document, entitled *Terms and Conditions: U.S. Faculty Scholar Program – Academic Year 2010 - 2011*.

Sign here to acknowledge your agreement with Section R. _____

S. PERSONAL INFORMATION

VEF collects limited, select personal information about VEF Faculty Scholars (FS) to **place in the annual VEF Directory**, which is distributed publicly. The information includes a photo, the FS’s full name, title, cohort year, field of expertise/research area, name of U.S. home university and department, name of Vietnamese host institution(s) and department(s), title(s) of course(s), mode of teaching, dates of the teaching program, and email address. In providing your signature, you agree that VEF can make this information available publicly.

Sign here to acknowledge your agreement with Section S. _____

T. ACCEPTANCE OF TERMS AND CONDITIONS OF THE U.S. FACULTY SCHOLAR GRANT

Sign below and return to VEF the original of this *Terms and Conditions: U.S. Faculty Scholar Program – Academic Year 2010 - 2011*, known also as the Faculty Scholar Grant Letter, to indicate that you understand, accept, and will comply as a VEF Faculty Scholar with all the provisions stated in these *Terms and Conditions: U.S. Faculty Scholar Grant – Academic Year 2010 - 2011*.

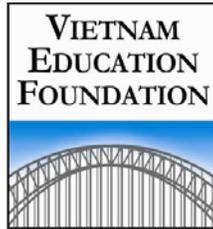
By my signature, I accept the terms and conditions appearing on all the pages of this document. My signature confirms my understanding of, and compliance with, these terms and conditions.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX 21
PRESS RELEASE – U.S. FACULTY SCHOLARS OF COHORT 2010



PRESS RELEASE

Contacts:

In the United States– Dr. Lynne McNamara, Executive Director: 1-703-351-5053
In Vietnam– Dr. Phuong Nguyen, Country Director: 84-4-3936-3670

VIETNAM EDUCATION FOUNDATION SPONSORS
U.S. FACULTY SCHOLARS TO TEACH IN VIETNAM

Hanoi, Vietnam, and Washington, D.C., July 19, 2010 – The Vietnam Education Foundation (VEF) is pleased to announce the selection of the third group of American professors to teach at Vietnamese universities during the 2010-2011 Academic Year as part of its U.S. Faculty Scholar (USFS) Grant Program.

The USFS Grant Program contributes to the VEF mission of bringing the United States and Vietnam closer together through educational exchanges related to science, engineering, mathematics, medicine, and technology. U.S. Faculty Scholars teach in English at Vietnamese universities in their fields of expertise. Teaching may be conducted either on-site in Vietnam or by interactive, real-time videoconferencing from the United States. VEF serves as the sponsor and organizer while the Vietnamese universities serve as the hosts and the U.S. universities cooperate in the collaborative programs. The U.S. National Academies assists VEF in the selection of Faculty Scholars.

Michael W. Michalak, the U.S. Ambassador to Vietnam said: “The VEF U.S. Faculty Scholar Program is an outstanding U.S. government funded program, which reflects one of our Mission’s top priorities of enhancing American cooperation with Vietnam in the area of education. I believe it will also serve to support Vietnam’s efforts to further reform and develop its higher education system.”

VEF has provided grants to seven U.S. Faculty Scholars since 2008. Now, VEF is pleased to support five more American professors, each of whom will lead different teaching projects in Vietnam this year under the USFS Program.

Dr. Quyen D. Chu, M.D., F.A.C.S., Associate Professor at Louisiana State University Health Sciences Center-Shreveport, will be teaching from the United States using video-conferencing at Thai Binh Medical University in Thai Binh during the Fall 2010 and Spring 2011 academic terms. Dr. Chu's field of expertise is surgery and he will be teaching a course entitled *Multidisciplinary Approach in Managing Breast Cancer*. This will be Dr. Chu's second award from VEF as a U.S. Faculty Scholar teaching in Vietnam. Dr. Chu commented, "In Vietnam, breast cancer is the most common cancer in women. Thai-Binh is a relatively large city with approximately 1.8 million residents. What we want to do is to assist TBMU in starting a breast cancer program."

Dr. Timothy J. Craig, Professor at Pennsylvania State University, will be teaching on site at the National Lung Hospital in Hanoi during the academic year 2010-2011. Dr. Craig's field of expertise is medicine, allergy, asthma, and immunology and he will be teaching a course entitled *Allergy, Asthma, and Immunology Program*. Dr. Craig established the Allergy, Asthma, and Immunology Training Program at Pennsylvania State University and is presently the program Director. During his teaching program in Vietnam he will collaborate with Dr. Nguyen Viet Nhung, MD, PhD, to establish the first Allergy, Asthma, and Immunology Training Program in Vietnam. He has been an advisor for at least forty-five students and his students have won multiple awards for innovative research.

Dr. James F. Cremer, Professor and Chair of the Computer Science Department at the University of Iowa, will be teaching on site at the Hanoi University of Technology in Hanoi during the Spring term 2011. Dr. Cremer's field of expertise is computer science and he will be teaching a course entitled *Data Structures and Algorithms*. His research interests include virtual environments (VE), real-time graphics and animation, scenario authoring, terrain rendering, and multi-body dynamics simulation and is co-leader of the Hank VE lab working on virtual environments. He has visited Vietnam five times as a Vietnam Education Foundation Fellowship interviewer.

Dr. Erik V. Nordheim, Professor at the University of Wisconsin in the Department of Statistics, will be teaching from the United States using video-conferencing to teach at the Ho Chi Minh City University of Science for the Fall 2010 term. Dr. Nordheim's field of specialty is applied statistics and he will be teaching a course entitled *Introductory Applied Statistics (with emphasis on applications to biology)*. The mode of teaching will be a hybrid with face-to-face instruction followed by video-conferencing. He has previously taught a two-week short course on statistics in Ho Chi Minh City and given lectures in Ho Chi Minh City and Hanoi. Dr. Nordheim has been a professor at the National University of Singapore and spent five years on an interdisciplinary research project in Bolivia, Ecuador, and Mexico.

Dr. Sally Carol Seidel, Professor at the University of New Mexico, will be teaching at the Institute of Physics at the Vietnam Academy of Science and Technology (VAST) for the Spring term 2011, both on-site and via video conferencing from the United States. Dr. Seidel's field of expertise is physics and she will be teaching two courses entitled *Quantum Mechanics and Particle Physics*. These courses will explore the basis for potential discoveries at the newly commissioned Large Hadron Collider (CERN Laboratory, Geneva, Switzerland) where her research is based. She has previously held a Fulbright Senior Scholar appointment at Lund

University in Lund, Sweden, and a Visiting Professorship at the Royal Institute of Technology in Stockholm, Sweden.

The Vice Minister of Science and Technology (MOST), Dr. Le Dinh Tien, said: “The U.S. Faculty Scholar Program is an excellent initiative of VEF and will have significant effects. MOST greatly appreciates VEF’s efforts in continuing to contribute to the development of science and technology in Vietnam.”

The Director General of the Vietnam International Education Development, Mr. Nguyen Xuan Vang of the Ministry of Education and Training (MOET), said: “MOET fully supports the U.S. Faculty Scholar (USFS) Program initiated by VEF. We are pleased that the third group of five American professors has been selected under the USFS Program of Cohort 2010. The USFS Program has supported a number of Vietnamese universities in their efforts to establish advanced programs and sustainable collaboration between U.S. and Vietnamese universities.”

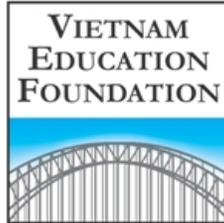
Dr. Lynne McNamara, VEF Executive Director, stated: “An excellent example of American and Vietnamese university collaboration, the U.S. Faculty Scholar Grant Program is a significant initiative of VEF, bringing outstanding American experts to teach at Vietnamese universities. Without a doubt, the USFS Grant Program will have a lasting impact on higher education in Vietnam.”

An initiative of the U.S. Congress, the Vietnam Education Foundation (VEF), a U.S. federal government agency, is in its eighth year of operations. Among its programs, the VEF Fellowship Program has placed 341 Fellows since 2003 at 76 top U.S. graduate research institutions, mostly for doctoral degrees. In addition, since 2007 the VEF Visiting Scholar Program has provided opportunities for 29 Vietnamese to pursue post-doctoral programs at U.S. universities for up to 12 months. VEF Fellows and Visiting Scholars are required to return to Vietnam after completing their academic programs in the United States.

For more information on VEF, please visit the website: www.vef.gov

APPENDIX 22
PRE-DEPARTURE ORIENTATION:
OUTDOOR TEAM-BUILDING AND INTERACTIVE PRESENTATIONS

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PRE-DEPARTURE ORIENTATION:
OUTDOOR TEAM-BUILDING AND INTERACTIVE PRESENTATIONS
Fellows and Visiting Scholars of Cohort 2010
June 10-16, 2010
Da Lat and Ho Chi Minh City, Vietnam

All activities below are required for all new Fellows (F) and Visiting Scholars (VS), Cohort 2010

Venue of the Team Building Program: Hoang Anh Resort, 30 Nguyen Du, Da Lat
 Venue of the Presentation Sessions: The New World Hotel Sai Gon, 76 Le Lai Street, District 1, Ho Chi Minh City (HCMC)

DAY 1 – THURSDAY, JUNE 10, 2010

1:35 pm	Depart Hanoi for Da Lat (Group 1 includes VEF Board Member, 4 VEF staff, F and VS from the North) (Flight # VN 277K)
3: 15 pm	Travel from Lien Khuong Airport to Hoang Anh Resort (Bus provided by Embers)
4:00 pm	Check into Hoang Anh Resort (Group 1)
4:50 pm	Depart HCMC for Da Lat (Group 2 includes Ms. Binh Dang– VEF Program Manager and F/VS from the South) (Flight # VN 466K)
5:40 pm	Travel from Lien Khuong Airport to Hoang Anh Resort (Bus arranged by Embers)
6:25 pm	Check into Hoang Anh Resort (Group 2)
7:15 pm	Dinner (Dinner arranged by Embers - Da Lat House Restaurant)
8:30 pm	Issue name tags, T-shirts, copy of Grant Letters, handouts and PDO allowance (Hoang Anh Conference Room)

- 9:00 pm Overview PDO and Orientation for Team Building by Embers
(Dr. Lynne McNamara, VEF Executive Director and a representative from Embers)
Pre-PDO survey distribution
- 9:30 pm World Café Activity at the Hotel by Embers
(Hoang Anh Conference Room)

DAY 2 – FRIDAY, JUNE 11, 2010

- 7: 15 am Breakfast at Hoang Anh Resort
(Breakfast arranged by Embers - Pine 3 Restaurant)
- 8:00 am Depart Hoang Anh Resort for Tuyen Lam Lake
(Buses arranged by Embers)
- 8:30 am Arrive at the trail head
- 8:45 am Warm-Up Activity
- 8:45 am – 12:00 pm Team Scramble to Nam Qua with challenges en route (3 ½ hrs.)
- 12:00 pm Lunch at Da Lat tourist campsite
(Lunch arranged by Embers))
- 1:00 – 4:30 pm Teambuilding Ropes Course (4 activities)
- 4:45 – 5:30 pm Final session where participants are asked to give their thoughts and insights.
Debrief
- 5:30 pm Over-night at Tuyen Lam campsite
(Dinner at the campsite arranged by Embers - Da Lat Tourist Campsite)
- 7:30 pm Bonfire and minority dancers
VEF Board Member and 3 VEF staff travel back to Hoang Anh Resort; 2 VEF staff stay at the campsite.
(Boat and/or Car arranged by Embers)

DAY 3 – SATURDAY, JUNE 12, 2010

- 7:00 am Breakfast at the campsite
(Breakfast arranged by Embers - Da Lat Tourist Campsite)
- 7:00 am VEF Board Member and VEF staff to come back to Teambuilding site
(Car arranged by Embers)

8:00 – 8:20 am	Warm-Up
8:30 – 11:00 am	Cultural Awareness Simulation
12:00 – 1:00 pm	Lunch <i>(Lunch arranged by Embers)</i>
1:00 pm	Transfer to the lake for Raft building activity
1:00 – 3:00 pm	Final purchases made. Rafts built and tested and any necessary modifications made. Must be completed by 3:00 pm
3:00 – 4:00 pm	Teams run their rafts through the water course challenge
4:00 – 5:00 pm	Return to Resort by boat/ bus <i>(Buses arranged by Embers)</i>
6:00 pm	Final Celebration Dinner at Sofitel Da Lat <i>(Dinner arranged by Embers)</i>

DAY 4 – SUNDAY, JUNE 13, 2010

5:00 – 6:15 am	Breakfast at Hoang Anh Resort and check out of Hoang Anh Resort <i>(Breakfast arranged by Embers)</i>
6:15 am	Leave Hoang Anh Resort for Lien Khuong Airport <i>(Bus arranged by Embers)</i>
6:45 – 7:30 am	Check in at Lien Khuong Airport
7:55 am	Depart Da Lat for HCMC <i>(Flight # VN 465K)</i>
8:45 am	Buses arranged by Eviva to pick up VEF Board Member, VEF staff, F and VS at Tan Son Nhat Airport
10:00 am	VEF Board Member, VEF staff, F and VS <i>(who are not staying in HCMC)</i> check into the New World Hotel Sai Gon <i>(76 Le Lai Street, District 1, HCMC)</i>
10:30 – 11:30 am	Issue white T-shirts, original Grant Letters, original DS 2019 <i>(Registration Desk at the second floor lobby – New World Hotel Sai Gon)</i>
Afternoon & evening	FREE. Lunch and dinner as well as activities are on your own.

DAY 5 – MONDAY, JUNE 14, 2010:

(Lecture Sessions at Indochine Ballroom, Level 1, New World Hotel Sai Gon)

(F and VS must wear name tag and T-shirt with university name)

7:00 – 8:00 am	Breakfast <i>(Park View Restaurant, New World Hotel Sai Gon)</i>
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8:30 – 9:00 am	<p>Welcome</p> <p><i>Dr. Lynne McNamara, VEF Executive Director</i></p> <p><i>Ms. Elizabeth Dugan, VEF Board Member</i></p> <p><i>Ms. Angela Dickey, Acting Consul General, the U.S. Consulate General, HCMC</i></p>
9:00 – 10:15 am	<p>Immigration Obligations/Maintaining Legal Status while Studying & Training in the U.S.</p> <p><i>(Topic to include maintaining J-status, international travel, employment and reporting requirements, etc.)</i></p> <p><i>Ms. Sandarshi Gunawardena, VEF Program Officer</i></p>
10:15 – 10:30 am	<p>Tea/Coffee break</p> <p><i>(Collect signed Grant Letters)</i></p>
10:30 am – 12:30 pm	<p>Finance, Travel and Insurance</p> <p><i>Ms. Lana Walbert, VEF Director of Finance, Accounting, and Administration</i></p> <p><i>Mr. Giang Nguyen, Director of New Global Tours</i></p> <p><i>Mr. Khiết Bui, Travel Manager, Chartis Insurance (Formerly known as AIG)</i></p>
12:30 – 1:45 pm	<p>Lunch</p> <p><i>(Park View Restaurant, New World Hotel Sai Gon)</i></p>
1:45 – 3:30 pm	<p>Living in the U.S.: Campus Life, Housing, Health and Wellness, Social Life, Travel, Bank Account, SSN, etc.</p> <p><i>Ms. Sandarshi Gunawardena, VEF Program Officer</i></p> <p><i>Dr. Ho Trung Dung, VEF Visiting Scholar Alumnus, Cohort 2008</i></p> <p><i>Ms. Pham Thi Minh Tam, VEF Fellow Alumna, Cohort 2004</i></p>
3:30 – 4:00 pm	<p>Tea/Coffee Break</p>
4:00 – 5:30 pm	<p>Interactive Session</p> <p>Photo Session of F and VS</p> <p>VEF F and VS wear university T-shirt</p> <p><i>There are different photo groups' sessions:</i></p> <ul style="list-style-type: none"> - <i>F group</i> - <i>VS group</i> - <i>F & VS group</i> - <i>Fellows, VS and VEF staff group</i>
Evening	<p>FREE. Dinner and evening activities are on your own.</p>

DAY 6 – TUESDAY, JUNE 15, 2010:

(Lecture Sessions at Indochine Ballroom, Level 1, New World Hotel Sai Gon)

(F and VS must wear name tag)

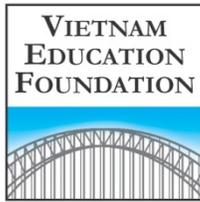
- 7:00 – 8:00 am Breakfast
(Park View Restaurant, New World Hotel Sai Gon)
- 08:30 – 09:45 am **VEF Grant Terms: Expectations**
(Topic to include funding, graduate assistantships, VEF policies)
Dr. Lynne McNamara, VEF Executive Director
- 09:45 – 10:15 am **Understanding Legal Issues in the U.S.**
Ms. Sandarshi Gunawardena, VEF Program Officer
- 10:15 – 10:30 am Tea/Coffee Break
- 10:30 – 11:00 am **Cultural Issues/Cultural Adjustment**
Ms. Patricia D. Norland, Public Affairs Officer, U.S. Consulate General, HCMC
- 11:00 am – 12:30 pm **Studying & Training in the U.S. & Academic Expectations**
(Topics include campus orientations, language assistance, course choices, grading, advisers, thesis/dissertation)
Dr. Lynne McNamara, VEF Executive Director
Dr. Phuong Nguyen, VEF Country Director
Dr. Dennis Berg, VEF U.S. Faculty Scholar Alumnus, Cohort 2008
Comments by Dr. Nguyen Quoc Minh, VEF Fellow Alumnus, Cohort 2004
- 12:30 – 1:30 pm Lunch
(Park View Restaurant, New World Hotel Sai Gon)
- 1:30 – 2:15 pm **Visa Requirements, Traveling, and Entry into the United States**
Ms. Sandarshi Gunawardena, VEF Program Officer
Ms. Erin Rattazzi, Consular Officer, U.S. Consulate General, HCMC
- 2:15 – 3:30 pm **Health Check-up Issues and Medical Forms** *(Topics include health check-up and immunization requirements by U.S. universities and related VEF policies)*
Dr. Lynne McNamara, VEF Executive Director
Dr. Phi Truong, Head of Resident Clinic Doctors, International SOS Vietnam
Ms. Lana Walbert, VEF Director of Finance, Accounting, and Administration
- Q&A Session on Visa Requirements and Health Matters**
Led by Dr. Phuong Nguyen, VEF Country Director

- 3:30 – 3:45 pm Tea/Coffee Break
- 3:45 – 4:15 pm **Maintaining Connections to Vietnam and Re-entry**
Ms. Sandarshi Gunawardena, VEF Program Officer
Comments by Dr. Dang Van Chinh, VEF Fellow Alumnus, Cohort 2004
Dr. Ho Trung Dung, VEF Visiting Scholar Alumnus, Cohort 2008
- 4:15 –5:00 pm - Distribution of original DS2019
 - PDO evaluation
 - Distribution of \$500 Settling-in Allowance, reimbursement fee for applications and for TOEFL and GRE scores to be sent to universities
- 5:00 – 7:00 pm FREE time
- 7:00 – 9:00 pm **Farewell Dinner Reception**
Dr. Lynne McNamara, VEF Executive Director
Ms. Elizabeth Dugan, VEF Board Member
Ms. Angela Dickey, Acting Consul General, the U.S. Consulate General, HCMC
(F and VS wear name tags. Dependents wear name tags.)
(Mekong Hall 1&2, Level 1, New World Hotel Sai Gon)

DAY 7 – WEDNESDAY, JUNE 16, 2010

- 6:30 - 8:45 am Breakfast (*Park View Restaurant, New World Hotel Sai Gon*)
- 9:00 am F and VS check out of the Hotel
- 11:00 am F and VS depart HCMC for Hanoi
(Flight # VN 218K)
- 3:15 pm VEF Board Member and VEF staff check out of the Hotel
- 5:00 pm VEF Board Member and VEF staff depart HCMC for Hanoi
(Flight # VN 226K)

APPENDIX 23
7TH VEF ANNUAL FELLOWS AND SCHOLARS CONFERENCE AGENDA



Rensselaer

**7th Annual Vietnam Education Foundation
Fellows and Scholars Conference
January 3 - 5, 2010**

LEADERS OF THE FUTURE: ENTREPRENEURS

Host University: Rensselaer Polytechnic Institute (RPI)

Saturday, January 2, 2010

Job Fair
2:00 pm – 9:00 pm
The Desmond Hotel
King Street Courtyard

2:00 pm – 9:00 pm CONFERENCE CHECK-IN (The Desmond, Room 112)
Fellows and Visiting Scholars must sign up for appointments for optional evening immigration advising with **Sandarshi Gunawardena, VEF Program Officer**

Evening DINNER ON YOUR OWN

2:00 pm – 11:00 pm FELLOWS NETWORKING/BOOK DRIVE (The Desmond, The Lodge)

Sunday, January 3, 2010

Job Fair
7:30 am – 6:00 pm
RPI – DCC, Great Hall

7:00 am – 7:15am BUSES DEPART THE DESMOND FOR RPI

7:15 am – 8:15 am BREAKFAST BUFFET (DCC, Great Hall)

- 8:30 am – 9:15 am CONFERENCE WELCOMING REMARKS (DCC, Room 308)
Dr. Lynne McNamara, *VEF Executive Director*
Dr. Stephen Maxner, *Chair, VEF Board of Directors*
Dr. Stanley Dunn, *Vice Provost and Dean of the Graduate School, RPI*
Dr. Robert Palazzo, *Provost, RPI*
Dr. Shirley Ann Jackson, *President, RPI*
Dr. Nguyen Quan, *Vice Minister, Vietnam Ministry of Science and Technology*
Dr. Nguyen Xuan Vang, *Director General of the Vietnam International Education Department, Vietnam Ministry of Education and Training (Via Videoconference)*
- 9:15 am – 10:15 am IMMIGRATION MATTERS + Q&A (DCC, Room 308)
Ms. Sandarshi Gunawardena, *VEF Program Officer*
- 10:15 am – 10:30 am BREAK (DCC, Great Hall)
- 10:30 am – 11:00 am U.S. FACULTY SCHOLAR PRESENTATIONS (DCC, Room 308)
Dr. Lynne McNamara, *VEF Executive Director*
- 2009 U.S. Faculty Scholars:**
GRANT #1 - TEAM TEACHING - SPRING 2010 – VIDEOCONFERENCING
Location: Thai Binh Medical University
Course Title: Fundamentals of Clinical Surgery
- Dr. Quyen D. Chu, M.D., F.A.C.S.¹**, *Associate Professor, Louisiana State University Health Sciences Center-Shreveport. Field: General Surgery and Surgical Oncology*
- Dr. Hung S. Ho, M.D., F.A.C.S.**, *Professor, Surgery Clinic at University of California, Davis, School of Medicine. Field: Surgery*
- GRANT #2 - ACADEMIC YEAR 2009-2010 - ON-SITE IN VIETNAM
Location: Hanoi Water Resources University
Course Titles: (1) Basic Hydrology; (2) Water Resources Planning and Management; and (3) Regional Regression Flood Equation Development
- Dr. Findlay Gordon Edwards, Ph.D.**, *Associate Professor, University of Arkansas. Field: Environmental Engineering*
- 11:00 am – 11:15 am VEF Vietnam Open Course Ware Project (VOCW) (DCC, Room 308)
Ms. Mary Lou Forward, *Executive Director, OpenCourseWare Consortium*
Presentation: *Improving International Understanding through Sharing Educational Resources*
- 11:15 am – 12:15 pm KEYNOTE ADDRESS (DCC, Room 308)
Dr. Robert Chernow, *Vice Provost for Entrepreneurship, RPI*
Presentation: *Leaders of the Future: Entrepreneurs*

¹ Fellow of the American College of Surgeons

12:15 pm – 1:15 pm	LUNCH Optional: Open Discussion with Faculty Scholars Dr. Quyen D. Chu and Dr. Hung S. Ho Dr. Findlay G. Edwards	(DCC, Great Hall and Room 318) (DCC, Room 324) (DCC, Room 330)
12:15 pm – 1:15 pm	IMMIGRATION ADVISING Sandarshi Gunawardena , <i>VEF Program Officer</i> (NO APPOINTMENT NEEDED)	(DCC, Great Hall at Jazzman's Café)
1:30 pm – 6:00 pm	SCIENTIFIC SESSIONS	(RPI, DCC Rooms)
	The parallel sessions below focus on scientific fields, beginning with presentations by RPI faculty, followed by multiple individual presentations by Fellows, Visiting Scholars, and other speakers, organized by VEFFA according to specific fields.	
1:30 pm – 2:30 pm	PRESENTATIONS BY RPI FACULTY (FIVE PARALLEL SESSIONS)	
	Ana Dyson , <i>Associate Professor</i> <i>Department of Architecture</i> “ Next Generation Environment and Energy System for Buildings ” <i>Session Chair: Loc X. Bui</i>	(DCC, Room 337)
	Dr. Kim Fortun , <i>Associate Professor</i> <i>Department of Science and Technology Studies</i> “ Historical and Cultural Perspective on Environment Informatics ” <i>Session Chair: Thuy T.H. Nguyen</i>	(DCC, Room 330)
	Dr. Shekhar S. Garde , <i>Elaine and Jack S. Parker Chaired</i> <i>Professor and Department Head Chemical and Biological Engineering</i> “ Adventures of a Chemical Engineer into the Land of Molecules: From Carbon Nanotubes and Proteins to Moviemaking ” <i>Session Chair: Huong T.N. Le</i>	(DCC, Room 324)
	Dr. Robert J. Linhardt , <i>Constellation Chair/Professor</i> <i>Chemistry and Chemical Biology, Chemical and Biological Engineering, and Biology</i> “ Heparin and Heparan Sulfate: New Approaches in Glycoengineering ” <i>Session Chair: Trung D.C. Cao</i>	(DCC, Room 318)
	Dr. George I. Makhatadze , <i>Professor of Biology</i> <i>Chemistry and Chemical Biology</i> <i>Chaired Constellation Professor in Biocomputation and Bioinformatics</i> “ Computational Design of Thermostable Enzymes for Use in Biotechnology and Medicine ” <i>Session Chair: Liem M. Pham</i>	(DCC, Room 308)
2:30 – 2:45 pm	BREAK	(DCC, Great Hall)
2:45 – 6:00 pm	Individual Presentations by VEF Fellows, Visiting Scholars, and non-VEF speakers (Seven parallel oral/poster tracks according to field with multiple speakers in each session.)	

<i>Parallel Sessions With Multiple Presentations</i>	<i>Session Chairs</i>	<i>Location</i>
1. Electrical Engineering	Kien C. Nguyen	DCC 308
2. Computer Science	Binh Nguyen	DCC 318
3. Public Health and Biomedical Science	Nhan T. Ho	DCC 324
4. Biological, Chemical, and Agricultural Science	Liem M. Phan and Trung D.C.Cao	DCC 330
5. Environmental, Earth, Atmospheric, and Natural Resource Science	Thuy T. H. Nguyen	DCC 337
6. Civil, Industrial, Mechanical, and Aerospace Engineering	Trung Q. Le, Trang Nguyen, Nguyen H.P. Nguyen	DCC 232
7. Mathematics and Physics	Phong A. Tran	DCC 239

6:15 pm – 6:30 pm	BUSES TO THE DESMOND HOTEL	(JEC Circle)
7:00 pm – 9:00 pm	DINNER ON YOUR OWN	
8:00 pm – 10:00 pm	IMMIGRATION ADVISING Sandarshi Gunawardena , <i>VEF Program Officer</i> (By Appointment Only)	(The Desmond, Room 120)
9:00 pm – 11:00 pm	VEFFA BOARD OF REPRESENTATIVES (BOR) CAMPAIGNING	(The Desmond, Fort Orange Ballroom)

Monday, January 4, 2010

7:00 am – 7:15 am	BUSES DEPART THE DESMOND FOR RPI	
7:15 am – 8:30 am	BREAKFAST BUFFET	(DCC, Great Hall)
7:30 am – 8:30 am	IMMIGRATION ADVISING Sandarshi Gunawardena , <i>VEF Program Officer</i> (NO APPOINTMENT NEEDED)	(DCC, Great Hall at Jazzman's Café)
8:30 am – 11:15 am	LEADERSHIP: EXPERIENTIAL LEARNING/TRAINING WORKSHOPS (Meet Escorts at DCC Great Hall Info Table)	

Job Fair
7:30 am – 2:45 pm
RPI – DCC, Great Hall

The following are parallel sessions, conducted at the Rensselaer Archer Center for Student Development. Conference participants must attend the session to which they have been pre-assigned.

Session	Facilitator	Location
1.Elevator Pitches and Public Speaking	Tracy Schierenbeck	Biotech Ctr., Bruggeman Rm
2.General Leadership Skills/Styles	Christine Allard	Rensselaer Union, Rm 3602
3.Goal Setting and Vision	Graham Knowles	Rensselaer Union, Rm 3606
4.Managing Conflict	James Reed	DCC, Room 308
5.Team Development	Annie Virkus	Rensselaer Union, Rm 3202

- 11:15 am – 12:15 pm LUNCH (DCC, Great Hall)
- 11:15 am – 12:15 pm IMMIGRATION ADVISING (DCC, Great Hall at Jazzman’s Café)
Sandarshi Gunawardena, VEF Program Officer
 (NO APPOINTMENT NEEDED)
- 12:15 pm – 12:30 pm VEF PHOTO SESSION (DCC, Room 308)
- 12:30 pm – 3:00 pm VEF FELLOWS AND SCHOLARS ASSOCIATION (VEFFA) MEETING
 (DCC, Room 308)
- 3:15 pm BUSES DEPART FOR THE DESMOND FOR THOSE NOT PARTICIPATING IN THE RECREATIONAL ACTIVITIES OR TOUR
- 3:15 pm – 6:30 pm CHOICE OF EVENTS:

RECREATIONAL ACTIVITIES OR ON-CAMPUS TOURS

You may go to the recreational activities as an observer or cheer leader. Players should have signed up in advance with the VEFFA organizers. If you are participating in the On-Campus Tours, you should have already signed up in advance. All locations listed are included on the tour description session with some limitations on capacity.

- 1. RECREATIONAL ACTIVITIES AT RPI (Meet Escorts at DCC Great Hall Info Table)

EVENT	COORDINATOR	LOCATION
Soccer Tournament	Le Ro To (Fellow 2007)	'87 gym west
Badminton Tournament	Le Truong Son (Fellow 2007)	'87 gym west
Volley Ball Tournament	Nguyen Minh Chon (Visiting Scholar 2009)	'87 gym west
Table Tennis Tournament	Nguyen Trong Hai (Fellow 2008)	RPI student union
Billiards Tournament	Nguyen Tien Dat (Fellow 2006)	RPI student union

OR

- 2. ON-CAMPUS TOURS (Meet Escorts at DCC Great Hall Info Table)

- Rensselaer Incubator Program
- The Center for Biotechnology and Interdisciplinary Studies
- NSF Nanoscale Science and Engineering Center
- Smart Lighting Engineering Research Center

6:30 pm – 6:45 pm	BUSES DEPART FOR THE DESMOND HOTEL	(JEC Circle)
7:30 pm – 9:00 pm	DINNER ON YOUR OWN	
8:00 pm – 10:00 pm	IMMIGRATION ADVISING Sandarshi Gunawardena, VEF Program Officer (BY APPOINTMENT ONLY)	(The Desmond, Room 120)
9:00 pm – 11:00 pm	NETWORKING, OPEN DISCUSSION FORUMS, MEETING JOB FAIR DELEGATES The Lodge)	(The Desmond,

Tuesday, January 5, 2010

Job Fair
7:30 am – 2:00 pm
RPI – DCC, Great

7:00 am – 7:15 am	BUSES DEPART FOR RPI	(THE DESMOND
	ENTRANCE)	
7:15 am – 8:15 am	BREAKFAST BUFFET	(DCC, Great Hall)
7:30 am – 8:30 am	IMMIGRATION ADVISING Sandarshi Gunawardena, VEF Program Officer Jazzman's (NO APPOINTMENT NEEDED)	(DCC, Great Hall At Café)
8:30 am – 9:15 am	FORUM WITH VEF BOARD OF DIRECTORS Stephen Maxner, Chairman Elizabeth Dugan, Chair, Finance Committee Chris Fussner, Board Member Shana Leenerts (Department of State)	(DCC, Room 308)
9:15 am – 11:15 am	<i>ALL THE WAYS HOME - Plenary Session</i> Mr. Tuong M. Nguyen, Session Chair	(DCC, Room 308)
9:15 am – 9:45 am	ENTREPRENEURSHIP Mr. Khai Quang Vuong, Vice President of Web Business, VinaGame	
9:45 am – 9:55 am	Q&A	
9:55 am – 10:55 am	ACADEMIC CAREERS Dr. Hung Quang Ngo, Professor, Computer Science Department, <i>State University of New York at Buffalo</i>	
10:25 am – 10:35 am	Q&A	
10:35 am – 11:05 am	VIETNAM DEVELOPMENTS & SUCCESSES Mr. Hoang Bao Nguyen, Managing Partner of IDG Ventures Vietnam	
11:05 am – 11:15 am	Q&A	
11:15 am – 11:30 am	BREAK	(DCC, Great Hall)
11:30 am – 1:15 pm	<i>ALL THE WAYS HOME - Parallel Sessions</i>	(RPI, DCC)

<i>ALL THE WAYS HOME</i> Parallel Session	Location	Session Chair
ENTREPRENEURSHIP/VIETNAM DEVELOPMENTS & SUCCESSES Panelists: <ul style="list-style-type: none"> • Minh Hong Le • Hoang Bao Nguyen • Tuong Manh Nguyen • Phuong Tran • Khai Quang Vuong 	DCC, Room 308	Phuong Tran
ACADEMIC CAREERS Panelists: <ul style="list-style-type: none"> • Hung Quang Ngo • Dat Tien Nguyen • Hoang Nguyen • Khanh Quoc Phan 	DCC, Room 318	Dat Tien Nguyen

1:15 pm – 2:15pm	BOXED LUNCH	(DCC, Great Hall and Room 308)
1:15 pm – 2:15 pm	Immigration Advising Sandarshi Gunawardena, VEF Program Officer (NO APPOINTMENT NEEDED)	(DCC, Great Hall at Jazzman's Cafe)
2:00 pm – 4:00 pm	RECREATIONAL ACTIVITIES Final Tournament	('87 gym - meet at DCC Great Hall Info Table for Escort)
2:00 pm	BUS DEPARTS FOR OFF-CAMPUS TOUR	(JEC Circle - meet at DCC Great Hall Info Table for Escort)
2:15 pm - 2:30 pm	BUS TO THE DESMOND HOTEL	(JEC Circle)
2:30 pm – 5:00 pm	OPTIONAL OFF CAMPUS TOUR: VICARIOUS VISIONS (ONLY FOR THOSE PRE-REGISTERED FOR THE TOUR. LIMITED NUMBERS BASED ON THOSE WHO REGISTERED FIRST.)	
5:00 pm	BUSES TO THE DESMOND HOTEL	(JEC Circle)
6:30 pm – 7:00 pm	GALA DINNER RECEPTION	(The Desmond, King Street Courtyard)
7:00 pm – Midnight	GALA DINNER	(The Desmond, King Street Ballroom)

CONFERENCE CLOSING REMARKS

Dr. Lynne McNamara, VEF Executive Director
Dr. Stephen Maxner, Chair, VEF Board of Directors
Dr. Stanley Dunn, Vice Provost and Dean of the Graduate School, RPI
New VEFFA President, New VEFFA BoR

Wednesday, January 6, 2010

Morning and Afternoon Departures

APPENDIX 24
POLICY ON PROGRAM EXTENSIONS



To: All Vietnam Education Foundation (VEF) Fellows and Visiting Scholars

Cc: VEF Staff

From: Lynne McNamara, Ph.D., Executive Director

Date: July 27, 2010

Subject: Policy on Program Extensions

This is to inform you about the VEF policy on Program Extensions. This memorandum supersedes all previous written or oral communication from VEF on the subject. This policy applies to the following:

1. VEF Fellows, who have VEF grant agreements for doctoral programs and are requesting an extension beyond 5 years;
2. VEF Fellows, who have VEF grant agreements for master's degree programs and are requesting an extension beyond 2 years; and
3. VEF Visiting Scholars, who have VEF grant agreements for professional development programs and are requesting an extension beyond 1 year.

Background

The Vietnam Education Foundation (VEF) supports and facilitates training in the United States of Vietnamese graduate students and post-doctoral scholars with the intent that they return to their home country and contribute to their nation's scientific and technological capacity. In accordance with this mission, VEF does everything possible to ensure that all Fellows and Visiting Scholars complete the primary objective of their VEF Fellowship and Visiting Scholar programs in a timely fashion and return to Vietnam at the end of their programs.

Therefore, program extensions are seen as a rare exception. In the case of a Fellow, program extensions would only be considered if there are clearly demonstrated and compelling academic reasons for the extension, which would assure timely and successful completion of the graduate degree. In the case of a Visiting Scholar, program extensions would only be considered if the original objective of the program remains unchanged and if the extension would add significant value to the work to be undertaken by the Visiting Scholar upon his/her return to Vietnam.

Details

1. Time to Apply. A Fellow or Visiting Scholar, applying for a program extension, must provide all required documents to VEF *at least 2 months prior to the end-date of the current DS-2019*.
2. J-visa. A Fellow or Visiting Scholar continues on VEF J-visa sponsorship as do their dependents in the United States, if any. VEF continues to provide immigration advising and support.
3. Duration of Extension
 - a. For Fellows. A program extension will be considered for a period of no more than six months from the original program end date and two such extensions can be requested. For compelling academic reasons, requests may be made for the combination of these two 6-month increments in the form of a 1-year extension. VEF reserves the right to review these requests and decide whether the extension should be given for the full year, or part thereof. This constitutes a 6th year extension for doctoral fellows and a 3rd year extension for master's degree students.

Any further request for an extension, adding to an approved 6th year and 3rd year extension, will be considered only in exceptional cases and is not guaranteed. Such requests require careful review on a case-by-case basis and would be given for periods of no more than 6 months. VEF reserves the right to decide if such an extension beyond the 6th year and 3rd year would impact the eligibility and/or a reduction of time available for post-completion Academic Training, if such an extension is approved.
 - b. For Visiting Scholars. A program extension will be considered for the following periods of time, which are according to immigration law:
 - i. Maximum period of one year beyond the original grant period for a Visiting Scholar, whose original grant is for *more than* 6 months.
 - ii. Maximum period of six months beyond the original grant period for a Visiting Scholar, whose original grant is for *less than* 6 months and is considered a Short-Term Scholar.
4. Financial Conditions. For VEF to consider granting extensions, the Fellow and Visiting Scholar must demonstrate that they are fully supported by their U.S. host institution. During the course of an extension, Fellows and Visiting Scholars would continue to be eligible for the following VEF funding:
 - a. Funding to attend the VEF Annual Fellows and Scholars Conference.
 - b. Return airfare to Vietnam (economy class ticket) at the end of one's program in the United States. [Please note that for Visiting Scholars only, if there is any increase in the cost of the return ticket to Vietnam at the end of the extension versus the date originally scheduled, the Scholar will be responsible for paying the difference.]

VEF does not provide any additional Professional Development Grant (PDG) funds, though unused funds from previous years may be used during an extension.

5. Approval Process. All applications for a program extension will be reviewed by a committee of VEF administrators and, if necessary, by the VEF Board of Directors. All decisions of the committee and Board will be final.

Once the required documents have been submitted to VEF in a complete package, a decision will be communicated in writing to the Fellow or Visiting Scholar within two - four weeks of submission, given normal circumstances.

6. Conditions of Original Grant Letter. Under an extension, the Fellow or Visiting Scholar must continue to abide by all of the conditions stated in the original VEF grant letter.

Procedures to Apply for an Extension

A Fellow or Visiting Scholars must submit online at the Online Management System (OMS) the following required documentary evidence in order for the application package to be considered complete:

1. Letter from the Fellow or Visiting Scholars, petitioning VEF to grant a program extension, specifying the desired term of the extension, and providing the following:
 - a. Explanation for the request, citing rationale and compelling academic reasons for the delay in program completion and confirming that the extension is essential to the completion of the Fellow's or Visiting Scholar's program objectives.
 - b. Program plan with time-line for program completion, including dates and goals.
 - c. Clarification how the original objective of the Fellow's or Visiting Scholar's program will remain unchanged.
 - d. Explanation on how the work the Fellow or Visiting Scholar proposes to undertake during the extension can only be done in the United States.
 - e. *Additional statement for Visiting Scholars:* Description of how the extension will be used to improve the quality of the Scholar's follow-up activities in Vietnam.
2. Letter from the Fellow's research advisor or the Visiting Scholar's faculty mentor, stating the following:
 - a. Reasons for the extension and full support that the extension be granted.
 - b. Specific academic objectives that will be met during the extension.
 - c. How the extension will positively affect the ability of the Fellow or Visiting Scholar to contribute to the betterment of science and/or technology in Vietnam.
 - d. Why the work to be done during the extension can only be done in the United States.
 - e. *Additional statement by the Fellow's research advisor:* Commitment to do the following:

-
- i. Monitor closely the Fellow's program completion goals and dates, which will result in a timely completion of the graduate degree.
 - ii. Provide to VEF a mid-term and final report on the Fellow's progress.
 3. Letter from the chair/head of the Fellow's or Visiting Scholar's department/division, addressing the same points as listed in item #2.
 4. Letter from the dean of the Fellow's Graduate School or the dean/director of the Visiting Scholar's U.S. host institution, indicating that the U.S. university or host institution will assume full responsibility during the full period of the extension for all of the Fellow's or Visiting Scholar's expenses, including the following:
 - a. Required health and medical insurance, as required under the provisions of the J regulations.
 - b. Monthly stipend, as follows:
 - i. *For Fellows*: At least the minimum of what any graduate student in that department would receive.
 - ii. *For Visiting Scholars*: At least \$2300 per month, which is the amount that VEF had provided.
 - c. *Additional support for Fellows*: Required tuition and fees and required books and equipment.
 - d. *Additional support for Visiting Scholars*: Services at the U.S. institution, which were provided to the Visiting Scholar before the extension, at no charge, including office space, telephone and computer, and library privileges.
 5. Letter from the Fellow's or Visiting Scholar's employer in Vietnam (i.e., from the rector or dean of one's home university in Vietnam, from the director of his/her research institute, or from the Vietnamese government department), indicating support for the extension and stating that the organization has no objection to the Fellow's or Visiting Scholar's prolonged absence. [*For Fellows*: Please note that this requirement is in effect only if the Fellow was employed at the time that s/he was given a VEF Fellowship and was required by VEF at the time to get a letter from the Fellow's employer regarding acceptance of the VEF Fellowship.]

* * * * *

APPENDIX 25
SECOND VEF ALUMNI CONFERENCE AGENDA



2nd VEF ALUMNI CONFERENCE AGENDA

Theme: *Building a Strong VEF Alumni Network*
Date: August 13-15, 2010
Venue for Outdoor Training Day: Vung Tau (on August 14 only)
Venue for Sessions: New World Hotel Saigon
76 Le Lai, District 1, Ho Chi Minh City

DAY 1 – Friday, August 13

Afternoon	Out-of-town Conference participants check into New World Hotel Saigon
5:00 – 6:30 pm	Conference Registration (For Alumni only) Venue: Mekong Room 1 & 2 - New World Hotel Saigon
6:30 – 9:00 pm	Welcome Dinner (Sponsored by VNG Corporation) Venue: Mekong Room 1 & 2 - New World Hotel Saigon
6:30 – 7:00 pm	Remarks: <ul style="list-style-type: none"> • Dr. Lynne McNamara, VEF Executive Director • Mr. Andre W. Lewis, VEF Board Member • Ms. Angela Dickey, Acting Consul General, U.S. Consulate General in Ho Chi Minh City • Dr. Margaret Petrochenkov, U.S. National Academies • Dr. Nguyen Cong Nghia, Representative of VEF Alumni, (Cohort 2004)
7:00 – 7:15 pm	VEF Presentation of Appreciation Mementos
7:15 – 8:45 pm	Dinner
8:45 – 9:00 pm	Closing Remarks

DAY 2 – Saturday, August 14: **Outdoor Experiential Activities** (*Arranged by Embers*)
✓ All participants wear T-shirts prepared by VEF.
✓ Site: Vung Tau

6:30 –7:00 am	Gathering at New World Hotel Saigon’s Lobby
7:00 am	Departure from New World Hotel Saigon to Vung Tau
9:00 am- 12:00 pm	Outdoor Experiential Activities

12:00 – 1:00 pm	Lunch
1:00 – 3:30 pm	Outdoor Experiential Activities
3:30 pm	Bus pick-up and departure to visit the Centre for Caring and Supporting Children in Vung Tau Address: 26 Ngo Quyen Str, Thang Nhat Ward, Vung Tau City
5:00 pm	Bus pick-up and departure for New World Hotel Saigon
Evening (7:30 – 10:00 pm)	Networking Dinner (Sponsored by EQuest Academy) Venue: Indochine Ballroom, Level 1, New World Hotel Saigon

DAY 3 – Sunday, August 15: Conference Sessions

- ✓ All participants wear name tags.
- ✓ Venue: Mekong 1&2, Level 1, New World Hotel Saigon

7:00 – 7:30 am	Conference Registration for outside participants
7:45 – 8:15 am	Welcome and Introduction <ul style="list-style-type: none"> • Dr. Lynne McNamara, VEF Executive Director
8:15 – 10:00 am	Session 1: Promotion of STEM Fields Expertise in Vietnam <u>Moderator/Chair:</u> Dr. Tiendung Le, VEF Alumnus, Cohort 2005 <u>Speakers:</u> <ul style="list-style-type: none"> • Dr. VO Van Toi, Professor and Chair, Biomedical Engineering Department, International University - Vietnam National University, Ho Chi Minh City • Dr. NGUYEN Chanh Khe, Director of the R&D Centre, Saigon Hi-tech Park • Dr. Cynthia Chappell, Professor and Associate Dean for Academic Affairs, University of Texas Health Science Center at Houston <u>Q&A Session</u>
10:00 – 10:15 am	Tea Break
10:15 am -12:00 pm	Session 2: Working Environment in Vietnam for VEF Alumni <u>Moderator/Chair:</u> Dr. Hoa Trinh, VEF Alumna, Cohort 2004 <u>Speakers:</u> <ul style="list-style-type: none"> • <u>Academia:</u> Madame TON Nu Thi Ninh, President of the Founding Committee, Tri Viet International University Project • <u>Corporate Sector:</u> <ul style="list-style-type: none"> - Mr. LE Hong Minh, CEO and Chairman, VNG Corporation - Mr. VUONG Quang Khai, VEF Alumnus, Vice President of Web Business, VNG Corporation <u>Q&A Session</u>

- 12:00 – 1:00 pm **Lunch**
(*Park View Restaurant at the New World Hotel Saigon*)
- 1:00 – 3:00 pm **Session 3: VEF Alumni Panels**
 ✓ *Open Session for Alumni to Share Experiences*
Moderator/Chair: Dr. Chanh Kieu, VEF Alumnus, Cohort 2003

 Alumni working in academic sector
 Alumni working in corporate sector
 Alumni working in development sector
 Alumni working in entrepreneurism
- 3:00 – 3:15 pm **Tea Break**
- 3:15 – 5:00 pm **Session 4: Building a Strong VEF Alumni Network and Wrap-up**

Moderator/Chair: Dr. Lynne McNamara, VEF Executive Director
 ✓ *Alumni will be divided into 6 groups to discuss ideas, strategies and initiatives to strengthen VEF Alumni's contribution to Vietnam and to build a strong VEF Alumni Network.*

 3:15 – 4:15 pm: **Brainstorming** in each group (45 minutes)

 4:15 – 4:45 pm: **Presenting ideas/initiatives:** Each initiative will be presented in 5 minutes.

 4:45 – 5:00 pm: **Wrap-up and Future Efforts:** Dr. Lynne McNamara, VEF Executive Director
- 5:00 – 5:15 pm **Evaluation Forms Distribution and Collection**
- 5:15 – 7:00 pm **Light Closing Reception**
(*Venue: Indochine Ballroom, Level 1, New World Hotel Saigon*)
- Farewell Remarks:**
- Dr. Lynne McNamara, VEF Executive Director
 - Dr. Chau Minh Khoi, VEF Visiting Scholar Alumni, Cohort 2008

VEF wishes to thank the following organizations for their generosity in providing in-kind/financial contributions to the 2nd VEF Alumni Conference:

VNG Corporation – Diamond Sponsor
 EQuest Academy – Gold Sponsor
 Manpower – In-kind Sponsor
 Intel Products Vietnam – In-kind Sponsor

APPENDIX 26
LECTURES BY AMERICAN PROFESSORS VISITING VIETNAM

Of the eleven U.S. experts sponsored by VEF during the August 2010 Oral Exam/Interview, eight professors, each representing different U.S. academic institutions, volunteered to give lectures at seven Vietnamese academic institutions, either at research institutes or at university departments. The activities took place in Hanoi and Ho Chi Minh City, which were the city venues for the VEF Fellowship interviews. The following table, which is organized alphabetically by the last name of the professor, summarizes the lectures.

#	Scientist/Expert Title and Position	Affiliation	Title of Lecture/ Presentation	Co-Sponsor and/or Host Institution	Date
1	Roger W. Brockett An Wang Professor	Harvard University	<i>The Use of Stochastic Differential Equations in Automatic Control</i>	Ho Chi Minh City University of Natural Science, Faculty of Mathematics and Informatics	August 12, 2010
2	Kenneth C. Burtis Dean, College of Biological Sciences	University of California at Davis	<i>Genetics, Genomics and Education</i>	Hanoi University of Agriculture	August 9, 2010
3	Benedict H. Gross George Vasmer Leverett Professor of Mathematics	Harvard University	<i>Selmer Groups and Stable Orbits</i>	Institute of Mathematics, Vietnam Academy of Science and Technology	August 6, 2010
4	Margaret Martonosi Professor, Department of Electrical Engineering	Princeton University	<i>Energy-Efficient Data Centers</i>	International University - Vietnam National University, Ho Chi Minh City	August 12, 2010
5	Jill Porter Mesirov Director, Computational Biology and Bioinformatics	Broad Institute of Massachusetts Institute of Technology and Harvard	<i>Computational Challenges and Opportunities in Genomic Medicine</i>	International University - Vietnam National University, Ho Chi Minh City	August 11, 2010
6	Alan Needleman Professor	University of North Texas	<i>Computational Modeling of Fracture</i>	University of Technical Education Ho Chi Minh City	August 12, 2010
7	Stella W. Pang Professor, Department of Electrical Engineering and Computer Science	University of Michigan at Ann Arbor	<i>Graduate Education at University of Michigan and Nanotechnology Research</i>	FPT University ¹	August 4, 2010
8	Philip C. Singer Dan Okun Distinguished Professor of Environmental Engineering	University of North Carolina at Chapel Hill	<i>Future Issues and Trends in Drinking Water Treatment</i>	Ho Chi Minh City University of Industry	August 12, 2010

¹ FPT is an acronym for “Financing and Promoting Technology,” which is the name of a corporation in Vietnam. FPT University is an institution under that corporation.

APPENDIX 27
MOU ON VIETNAM OPENCOURSEWARE (VOCW) TRANSFER TO
MINISTRY OF EDUCATION AND TRAINING (MOET)

MEMORANDUM OF UNDERSTANDING

TRANSFER OF THE VIETNAM OPENCOURSEWARE (VOCW)
PROJECT
RESPONSIBILITIES OF THE VIETNAM EDUCATION FOUNDATION
TO THE MINISTRY OF EDUCATION AND TRAINING

This Memorandum of Understanding ("MOU") relates to the management of the Vietnam OpenCourseWare ("VOCW") Project by the Vietnam Education Foundation ("VEF") and the Vietnam Ministry of Education and Training ("MOET").

Whereas

- VEF is an independent United States (U.S.) Federal Government agency created by the U.S. Congress and funded annually by the U.S. Government. Its mission is to strengthen the U.S.-Vietnam bilateral relationship through educational exchanges in science and technology.
- MOET is the governmental body responsible for education and training in Vietnam.
- VOCW is an educational initiative that was launched in November 2005 by VEF, MOET and the Vietnam Advanced Software Company ("VASC") in cooperation with the Massachusetts Institute of Technology ("MIT") and Rice University's Connexions ("Connexions").

I. Purpose

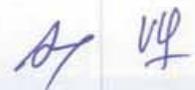
The purpose of this MOU is to indicate that MOET will assume the role and responsibility of VEF in the VOCW project. Pursuant to this MOU, VEF will transfer from VEF to MOET the physical and tangible assets which VEF has employed, developed, or managed in the VOCW project and transfer from VEF to MOET the roles and responsibilities of VEF in the VOCW project.

1. Physical assets of VEF to be transferred

1.1. Software systems

The VOCW website (<http://vocw.edu.vn>) is running under the following software systems:

- 1.1.1. 04 servers are placed in VietnamNet. All servers are run under Debian operating system.
 - 01 Zope/Plone server has Rhapsos software (Connexions) installed.
 - 02 cache server has Squid software installed.



- 01 web server has Apache 2 software installed. This server is for the approximately 1800 open courses provided by MIT to the VOCW project.
- 1.1.2. 01 cache server at VASC Ho Chi Minh (VASC HCM) in which Squid software is installed.
- 1.1.3. 01 cache server at Vietnam Research and Education Network (VinaREN) in which Squid software is installed.

The "root" privilege of these servers will be transferred to the technical staff of MOET by the VEF technical staff.

1.2. Hardware

#	Qty	Description	Serial #	IP Address	Location	Note
1	4	HP DL 320 G5/Duo Core Xeon 2.13Ghz/4 x 1Gb Ram/2 x HP 160Gb HDD/CD	CN67150AKZ CN67150AKW (*) CN67150AKV CN67150AKY	203.162.71.(68-71)	VietnamNet Hanoi	(*) This server that is being used to run approximately 1800 MIT courses has been upgraded by VEF from 160 GB to 500GB.
2	1	Planet 16-port switch				
3	1	HP ProLiant ML310 G4/Dual Core 3.40Ghz/3GB RAM/80GB HDD	CN6715097N	203.162.35.100	VASC HCM	
4	1	HP DL140R02 X2.8/1M/2GB Ram/ 80GB HDD	MX265300CJ	119.18.142.169	VinaREN	
5	1	UPS Santak TG1000	0410140661674L			

2. Content on VOCW servers

- 2.1. **1165** modules¹ and **225** courses available on <http://vocw.edu.vn>. This content includes 18 sample courses that were financially sponsored by VEF for Vietnamese experts to develop courses in the following fields: Biotechnology, Computer Science, and Electrical Engineering.
- 2.2. Approximately 1800 MIT OpenCourseWare ("OCW") courses, provided by MIT.

3. Other Assets

- 3.1. VOCW logo, developed by VEF.
- 3.2. VOCW user manual and technical books, developed by VEF.

¹ Small knowledge chunks that can be organized as courses

- 3.3. DVD set of the workshop on course design and evaluation conducted by Dr. Philip Doughty of Syracuse University and sponsored by VEF.
- 3.4. Email address: webmaster@vocw.edu.vn

4. Roles of VEF to be transferred to MOET

- 4.1. Catalyst and supporter of VOCW
- 4.2. Technical manager and collaborator of VOCW

5. Responsibilities of VEF to be transferred to MOET

- 5.1. Maintaining the VOCW servers.
- 5.2. Co-operating with Creative Commons International (CCI) and D&N International, a law firm, to port and maintain CC licenses into Vietnam.

II. Role of each participant after transfer

1. **Role of VEF:** VEF will continue to serve in an advisory capacity to MOET on the VOCW Project.
2. **Role of MOET:** MOET is the maintainer and developer of the VOCW Project.

III. Responsibilities of each participant after transfer

1. MOET

Maintaining and developing VOCW program in the future, including the following items:

- 1.1 Content development;
- 1.2 Hardware and Software maintenance and upgrade;
- 1.3 OCW community development;
- 1.4 CC license usage;
- 1.5 All other tasks related to VOCW.

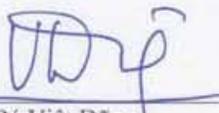
2. VEF

- 2.1 Providing advice to MOET on VOCW.
- 2.2 Ensuring that the primary VOCW contacts at MOET have been introduced to all partners of VOCW.
- 2.3 Ensuring that the primary VOCW contacts of MOET have been introduced to all contact points of the university members of the VOCW Project.
- 2.4 Announcing to the broad public about the transfer of the roles and responsibilities of VOCW from VEF to MOET.

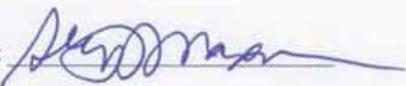
IV. Effective Date

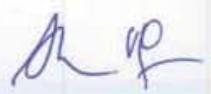
This MOU consists of two originals in English and two originals in Vietnamese. Both versions are equal. A set of one original in English and one original in Vietnamese will be kept by VEF and the other set will be kept by MOET. The MOU is effective upon the date of signature.

On behalf of the Vietnam Ministry of Education and Training (MOET)

By:  Date: 14. 01. 2010
Trần Bá Việt Dũng
Director General
Department of International Cooperation

On behalf of the Vietnam Education Foundation (VEF)

By:  Date: 14. 01. 2010
Stephen Maxner, Ph.D.
Chair, VEF Board of Directors



APPENDIX 28
LIST OF DONATED VIETNAM OPENCOURSEWARE (VOCW) SERVERS

Summary: In 2010, VEF donated fifteen (15) servers to the fifteen (15) Vietnamese universities, which had been using the servers originally lent by VEF to support the efforts of the VOCW program. In addition, VEF donated six (6) servers, used for VOCW purposes, to the Ministry of Education and Training (MOET). The table below provides the details of each item donated to the Vietnamese universities, who are listed in alphabetical order, followed by the items donated to MOET. The servers listed were worth \$44,004, based on purchase value.

#	Description	Qty	Purchase information		Date donated	Recipient
			Date	Price		
1	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Can Tho University
2	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	College of Technology, Vietnam National University - Hanoi
3	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Danang University of Technology
4	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Hanoi University of Agriculture
5	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Hanoi University of Pedagogy
6	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Hanoi University of Science
7	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Hanoi University of Technology
8	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Ho Chi Minh City University of Natural Science
9	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Ho Chi Minh City University of Pedagogy
10	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Ho Chi Minh City University of Technology
11	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Jan. 2010	Hue University

#	Description	Qty	Purchase information		Date donated	Recipient
			Date	Price		
12	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Tay Nguyen University
13	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Thai Nguyen University
14	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$1,714	Nov. 2009	Tra Vinh University
15	HP ProLiant ML310 G4/Dual Core 3.40Ghz/3GB RAM/80GB HDD	1	May 2007	\$2,022	Nov. 2009	The University of Danang
16	HP ProLiant ML310 G4/Dual Core 3.40Ghz/2GB RAM/80GB HDD	1	May 2007	\$2,022	Jan. 2010	Ministry of Education and Training
17	HP DL 320 G5/Duo Core Xeon 2.13Ghz/4 x 1Gb Ram/2 x HP 160Gb HDD/CD	4	Mar. 2007	4 x \$3,491 = \$13,964		
18	HP DL140R02 X2.8/1M/2GB Ram/ 80GB HDD	1	Mar. 2006	\$2,000		

APPENDIX 29
PRESS RELEASE ON OPENCOURSEWARE CONSORTIUM (OCWC) GLOBAL MEETING



PRESS RELEASE

Contact:

Overseas:

- Ms. Meena Hwang, Director, Community and Outreach Program, OCWC: 1-603-292-3929; Email: meena@ocwconsortium.org.
- Dr. Lynne McNamara, Executive Director, Vietnam Education Foundation: 1-703-351-5053; Email: lynnemcnamara@vef.gov.

In Vietnam:

- Dr. Nguyen Thi Le Huong, Deputy Director General, Department of Higher Education: 84-4-38694884; Email: ntlhuong@moet.edu.vn.
- Dr. Phuong Nguyen, Country Director, Vietnam Education Foundation: 84-4-39363670; Email: phuongnguyen@vef.gov.
- Ms. Nguyen Thuy Duong, Vice Director, Eviva Tour Vietnam: 84-4- 39426585; Email: thuyduong@evivatour.com.vn.

**SELECTION OF VIETNAM TO HOST
THE 2010 ANNUAL OPENCOURSEWARE CONSORTIUM (OCWC) GLOBAL MEETING**

Vietnam, Hanoi, April 9, 2010 – The OpenCourseWare Consortium (www.ocwconsortium.org) is a community of over 250 universities and associated organizations worldwide committed to creating deep and broad educational resources through open sharing. Its mission is to maximize training and education for everyone in the world through OpenCourseWare. The OpenCourseWare Consortium is pleased to announce that Vietnam will be the venue for the 2010 OCWC Global Meeting. The 2010 OCWC Global Meeting will take place at the Melia Hotel, Hanoi on May 5-7, 2010. The theme for this year’s conference is “Education Policy and OpenCourseWare.” This Conference will bring together educators, administrators, policy makers and other interested participants to examine the capacity of OpenCourseWare to affect large-scale educational improvement worldwide. Many prominent policy makers from around the globe are coming to the event, and a round table discussion for policy makers will enable participants to network with them.

Ms. Mary Lou Forward, Executive Director of the OpenCourseWare Consortium, said, “With its innovative, government-run program, Vietnam has quickly become a significant contributor to the OpenCourseWare movement. Choosing Hanoi as the location for the conference recognizes that contribution and sets the frame for a discussion of sustainable institutional models for OpenCourseWare development and dissemination. We are honored to have support from the U.S. Vietnam Education Foundation (VEF) and the Vietnamese Ministry of Education and Training (MOET) to put together this exciting event. In the meantime, we highly appreciate the

valuable assistance from Hanoi University of Technology and Eviva Tour Vietnam (EVIVA) for the preparation and organization of this important conference.”

Standing Vice Minister of MOET, Prof. Dr. Pham Vu Luan, commented, “We highly appreciate the VOCW Program and hope that it will provide a good resource of materials for teaching and learning in Vietnam. Having the 2010 OCWC Global Meeting hosted in Vietnam is an opportunity for experts in Vietnamese universities to network with various OCW experts from around the world, to exchange ideas, and to make decisions regarding developing OpenCourseWare to meet human resource needs in every country in this era of integration and international cooperation.”

Dr. Lynne McNamara, Executive Director of VEF, said, “VEF and MOET, together with the Massachusetts Institute of Technology (MIT), Rice University Connexions, and the Vietnam Advanced Software Company (VASC), have been instrumental in developing the Vietnam OpenCourseWare (VOCW) program in Vietnam since its inception in 2005. In January 2010, VEF successfully transferred VEF’s responsibilities in this project to MOET for development in its next phase. As a U.S. federal government agency, VEF is proud to have worked so closely with MOET in bringing VOCW to this stage of its development. Very importantly, the 2010 OCWC Global Meeting will facilitate the participation of Vietnamese faculty and students in accessing this online repository of knowledge and in understanding the emerging OCW movement in the world.”

The conference also hosts yet another significant event: the launch of Creative Commons Vietnam. With the support of Creative Commons (www.creativecommons.org), the OCW Consortium, MOET, D&N International, and VEF will organize a free workshop on Creative Commons Licensing from 1:30-5:30 pm on May 7, 2010. Through this workshop, the participants will gain a better understanding of the benefits of the Creative Commons license in sharing and using creative works while still protecting the works’ copyright. The workshop will be followed by the official launch of the Creative Commons Licenses Vietnam with the witness of hundreds of international and local participants.

Scholars, administrators, lecturers and Vietnamese university students interested in sending presentations and participating at the OCWC Global conference and the CC workshop may apply for sponsorship to cover the registration fee. Please visit the website: <http://conference.ocwconsortium.org> to apply. Presentations from all three tracks will be available on the web, real time, at <http://home.edu.net.vn/live.aspx>. Remote participation is expected to increase involvement from all parts of the world. Selected Vietnamese universities will host a mini-conference in which they will broadcast the conference at their site for reliable internet connection.

In order to facilitate Vietnamese scholars’ access to the repository of knowledge as well as networking and exchanging information with scholars from all over the world, the conference organization committee is calling for sponsorships from entrepreneurs, universities, and institutes so that Vietnamese university staff as well as those whose presentations are selected can attend the conference. For more details about being a sponsor, please contact Ms. Nguyen Thuy Duong, Vice Director, Eviva Tour Vietnam at: +84 912 304 000, email: thuyduong@evivatour.com.vn, or, visit the website of the conference: <http://conference.ocwconsortium.org>

APPENDIX 30
OPENCOURSEWARE (OCW) CONSORTIUM GLOBAL MEETING 2010 AGENDA



OCW Consortium Global Meeting 2010 Agenda

Schedule for May 5th

TIME	PLENARY/KEYNOTE/OTHER Grand Ballroom	BUILDING OCW Ballroom 1	USING OCW Ballroom 2	SUSTAINING OCW Ballroom 3
7:30~8:30	Newcomer's Breakfast			
8:30~9:00	Conference Opening			
9:00~10:00	Welcome Address: US Embassy, MOET, VEF			
10:00~10:20	Coffee break			
10:20~11:10		Faculty and Student Attitudes Toward OCW Creation	Nation-wide vs. City-wide Initiatives on OER: Wikiwijs and Manorlabs	Approaches to Supporting OER Projects
11:20~12:10		Vietnam OpenCourseWare Project	MIT OpenCourseWare: Sustainability and Future Vision	Balancing Academic Benefits from OCW with Institutional Financial Concerns
12:10~1:30	Lunch: EL Patio, Ground Floor			
1:30~2:20		Roundtable: Building VOCW - from institution's perspective	Harnessing OER to develop health education systems in Africa	Sustainability as Imperative: The unavoidable future for OCW
2:30~3:20		OCW UNED: Innovacion metodologica, organizativa y tecnologica	Harnessing OER to develop health education systems in Africa (cont.)	CORE Education Learning System
3:20~3:40	Coffee break			
3:40~4:30	Workshops	Creating a Sustainable National Hub for Sharing OER	OCWC and Optimum Learning: Guidelines on Learning that Inform Teaching	Using eduCommons for OCW Production
4:40~5:30	Workshops	Creating a Sustainable Hub (continued)	Extending the OCW Experience in the OCW Sandbox	Using eduCommons (continued)
Evening schedule	Reception dinner: Thang Long Ballroom, 7th Floor			



OCW Consortium Global Meeting 2010 Agenda

Schedule for May 6th

TIME	PLENARY/KEYNOTE/ OTHER Grand Ballroom	BUILDING OCW Ballroom 1	USING OCW Ballroom 2	SUSTAINING OCW Ballroom 3
7:30~8:30	Interest group meetings	OER in Health	OCW for Community Colleges	
8:30~9:00	OCW Consortium Update on Activities			
9:00~10:00	Keynote: Hal Plotkin, Senior Advisor to the Undersecretary of Education, US Department of Education Closing Remarks			
10:00~10:20	Coffee break			
10:20~11:10		One Standard to Rule Them All? Descriptive Choices for Open Education	Nation-wide Initiatives on OCW: APTIKOM (Indonesia)	Roundtable: Challenges and Key Factors for Success of Mobile Platforms
11:20~12:10		Roundtable: Challenges of Starting OCW Projects	Pushing Open the Jorum: A national repository for learning materials (UK)	Integrating Openness: Providing open course materials, PhD theses, and party free accessed books
12:10~1:30	Lunch: EL Patio, Ground Floor			
1:30~2:20		Growth of OCW and Affiliate Consortia: Updates	Educational Policies and OER in Brazil	Making Ends Meet: Leveraging the Power of the OpenCourseWare Consortium
2:30~3:20		OER Movement in Latin America: Is it facing a paradox?	Analysis of the Contextual Factor for Developing a National OER Policy (Korea)	Roundtable: New Developments for On-going OCW projects
3:20~3:40	Coffee break			
3:40~4:30	Workshops	Self-Navigation Web-based Literacy Learning System	A Learning Passport for Your Lifelong Educational Journey	Developing Metadata Guidelines for Optimal OCW Discoverability
4:40~5:30	Workshops	Working Towards the Promise of the Cape Town Declaration: Greater usability of OCW	The World of Tomorrow – OER Theater – Our Responsibility and everyone's Opportunity!	Developing Metadata Guidelines (continued)



OCW Consortium Global Meeting 2010

Agenda

Schedule for May 7th

TIME	PLENARY/KEYNOTE/ OTHER Grand Ballroom	BUILDING OCW Function room 7, 2nd Floor	USING OCW Ballroom 1	SUSTAINING OCW Function room 3, 2nd Floor
7:30~8:30	Interest group meetings	OER in Primary and Secondary Education	OCW for developing countries	
8:30~9:00	OCW Consortium Business Meeting			
9:00~10:00	Keynote: Dr. Malcolm Read, JISC Executive Secretary Closing Remarks			
10:00~10:20	Coffee break			
10:20~11:20		Roundtable: Development of OCW Projects in Vietnam	OCW: un arbol lleno de posibilidades	Opening Up: Staff attitudes to open learning
11:20~12:10	Technology Showcase	Spoken Media project & OCW Search Services for Lifelong Learners	Use of Web Annotation in an Open Education Environment & "Free Flow Education" and "Social Learning" with OCW	Automatic Transcriptions for OCW Video and Enhanced Recommender Services
12:10~1:30	Lunch: EL Patio, Ground Floor			
1:30~2:20	Workshops	Creative Commons Workshop: Licensing Tips for OCW and OER	Creative Commons Workshop: Vietnamese audience	Enterprise Rhaptos: Connexions Workshop
2:30~3:20		Licensing Tips (continued)	Creative Commons Workshop: Vietnamese audience	Enterprise Rhaptos: (continued)
3:20~3:40	Coffee break			
3:40~4:30	Workshops	Using Drupal for OCW Production	Creative Commons Workshop: Vietnamese audience	Using Moodle for OCW
4:40~5:30		Adapt, Adopt, Improve: Kaizen and OpenCourseWare	Creative Commons Workshop: Vietnamese audience	Using Moodle for OCW (continued)

APPENDIX 31
AGENDA FOR CREATIVE COMMONS (CC) LICENSES LAUNCH AND WORKSHOP

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AGENDA FOR CREATIVE COMMONS LICENSES VIETNAM

LAUNCH & WORKSHOP

1:00 - 5:30PM on May 7, 2010

Venue: 2nd Floor, Melia Hotel, 44B, Ly Thuong Kiet Street, Hanoi
Workshop Theme: *CC and CCL Vietnam: Their Roles and Benefits in Promoting Learning and Sharing Knowledge and Creative Works*

Time	Activities
1:00 – 1:30	Welcome guests
1:30 – 2:15	Opening Speeches <ul style="list-style-type: none"> - Introduction to copyright & CC and CC Licenses Vietnam overview, <i>Michelle Thorne, International Project Manager at Creative Commons</i> - VEF’s role in the porting process of CCL Vietnam, <i>Dr. Lynne McNamara, VEF Executive Director</i> - Using CC for worldwide knowledge sharing in the academia, <i>Mary Lou Forward, Executive Director of OCWC</i> - Justification for the porting process, legal advice; Rights, benefits of the users, <i>Mr. Dang Viet Cuong, Deputy Managing Partner, D&N International</i>
2:15 – 2:20	Q&A from audience for Speakers' speeches (if any) for further clarification
2:20 – 2:45	Presentations on sharing experience, thoughts and tips for attracting and promoting community’s interests in and use of CCL Vietnam <ul style="list-style-type: none"> - Creative Commons: New Approach to Change Perception on Copyright, <i>Nguyen Vo Minh Hung, Senior Quality Engineer - Conforama Southeast Asia and Indian-subcontinent</i> - Fostering the Creative Community and Business Collaboration with Creative Commons Licenses in Vietnam, <i>Mario Behling (Founder lubuntu) & Dang Hong Phuc (MBM International), CC Saigon Salon’s representative (Remote)</i> - Common and typical questions of CCL Vietnam users (legal perspective) <i>Michelle Thorne, International Project Manager at Creative Commons and Mr. Dang Viet Cuong, Deputy Managing Partner, D&N International Representatives</i>
2:45 – 2:50	Formal announcement to launch CC Vietnam and the second development to officially kick off the CCL Vietnam

2:50 – 3:10	Tea break
3:10 – 3:40	Presentations on case studies and examples in CC practice worldwide <ul style="list-style-type: none">- CC Korea, <i>Judge Jay Yoon, Project Lead of CC Korea</i>- <i>Chiaki Hayashi, Projects Coordinator: Asian Creative Commons in Art and Design</i>- CC Columbia, <i>Ms. Carolina Botero, Project Lead Creative Commons Colombia</i>
3:40 – 5:10	Q&A Panel by CC, VEF, MOET, D&N International and Project Lead of CC Vietnam
5:10 – 5:20	The Project Lead of CC Vietnam announces a roadmap and specific action plan for its 2 nd phase development
5:20 – 5:30	Closing Remarks <ul style="list-style-type: none">- CC, Michelle Thorne and Mr. Long Nguyen, D&N International

APPENDIX 32
CAPITOL HILL MEETINGS

OVERVIEW. The VEF Chairman of the Board of Directors and the VEF Executive Director visited 18 offices of members of Congress in two separate visits: May 2010 and September 2010. Sixteen (16) Senate offices and two (2) House offices were visited. In addition, meetings were held with staff members of the Senate Foreign Relations Committee as well as select staff in the Department of State, Bureau of East Asian and Pacific Affairs. The meetings are summarized below as two separate chronological events and include the individuals met in the congressional offices visited.

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MAY 2010 CAPITOL HILL MEETINGS
SUMMARY

On May 13 and 14, 2010, Dr. Stephen Maxner, Chairman of the Board of Directors of VEF, and Dr. Lynne McNamara, Executive Director of VEF, met with nine Congressional offices as well as staff members of the Senate Foreign Relations Committee, as listed below. Ms. Suzanne Michaels, Executive Assistant of VEF, accompanied the VEF delegation to facilitate the logistics and to summarize the results, as presented below. The purpose of these meetings was to update the Congressional offices regarding VEF successes over the last year and the outcomes of the GAO audit and to discuss the status of the legislation regarding VEF. The meetings took place in the Senate and House offices listed below. The summary of the discussions follow.

SENATE offices:

Barrasso, Senator John A. (WY-R), who serves on the *Subcommittee on Near Eastern and South Central Asian Affairs, Subcommittee on East Asian and Pacific Affairs Assistance*. Met with **Amber Bland**, Foreign Policy Legislative Assistant.

Cardin, Senator Benjamin L. (MD-D), who serves on the *Subcommittee on Near Eastern and South and Central Asian Affairs and International Development and Foreign Assistance*. Met with **Andre Coleman**, Legislative Fellow.

Cornyn, Senator John (TX-R), who serves on the *Senate Judiciary Committee*. Met with **David Hanke**, Military Legislative Assistant and Counsel and with **Michelle L. Chin**, Legislative Assistant.

DeMint, Senator James (SC-R), who serves on the *Subcommittee on International Development and Foreign Assistance, Economic Affairs, and International Environmental Protection*. Met with **Erica Soares**, Policy Advisor.

Gillibrand, Senator Kirsten (NY-D), who serves on the *Subcommittee on East Asian and Pacific Affairs and International Development and Foreign Assistance*. Met with **Mike Guerra**, Special Assistant for Education Policy.

Kaufman, Senator Edward E. (DE-D), who serves on the *Subcommittee on Near Eastern and South and Central Asian Affairs*. Met with **Sherman Patrick**, Legislative Assistant.

Webb, Senator James H. (VA-D), who serves as *Chairman, Subcommittee on East Asian and Pacific Affairs*. Met with **Marta McClellan-Ross**, Legislative Assistant.

Senate Foreign Relations Committee. Met with **Frank Jannuzi**, Professional Staff Member serving Senator John F. **Kerry** (MA-R), *Chairman of the Senate Foreign Relations Committee*, and with **Keith Luse**, Professional Staff Member serving Senator Richard G. **Lugar** (IN-D), *Ranking Member Senate Foreign Relations Committee*. In attendance was also **Joel E. Starr**, Counsel and Legislative Assistant for Senator James M. **Inhofe** (OK-R), as well as **Atman Trivedi**, Professional Staff Member, East Asia/Southeast Asia/India.

HOUSE offices:

Blumenauer, Congressman Earl (OR-D), VEF Board member. Met with **Stephanie Cappa**, Legislative Assistant.

Pitts, Congressman Joseph R. (PA-R), VEF Board member. Met with the Congressman and with **Betsy Christian**, Legislative Assistant.

Summary of Discussions

In all cases, individuals were very interested to hear about VEF and its successes. Half of the individuals met had prior knowledge of VEF, and the other half had never heard of VEF but were very interested to learn more about VEF. Steve and Lynne gave a brief history of VEF, the programs offered, and the excellent progress in each of the programs. Individuals were very eager to receive follow-up information, including the GAO Audit Report, the universities in their states that Fellows attended, and ongoing information on the outcome of the VEF amendment and how this affects VEF. The meetings were followed up with emails thanking the individuals for the opportunity to meet with them and providing the link to the GAO Audit Report and the names of universities in each of their states as well as electronic copies of the *VEF Achievements and Activities*, the document on the Annual Flow of VEF Funds, the VEF Act, and the summary of actions taken by the VEF Board of Directors in response to the GAO Audit. Hard copies of the *VEF Achievement and Activities* and the report from the Board of Directors were also distributed at the meetings.

In regard to the status of the bill, individuals were surprised that VEF had not been included in any of the discussions to move VEF to the State Department. Marta McClellan-Ross informed VEF that it is usually the case that the organization is kept in the loop and informed regularly of how this could affect the organization. Individuals indicated that VEF opinion and concerns should be made known through correspondence to the appropriate decision makers. Regarding the current status of the bill, Steve and Lynne were told repeatedly that, since it is an election year, nothing would probably happen until after November or, alternatively, the bill could be made part of an omnibus bill between now and then, in which case it would move very fast. Keith Luse recommended that VEF establish a vision for the next eight years and present this to the appropriate decision makers. One staffer suggested that the Senate Foreign Relations Committee probably felt that the structure and resources of the State Department might be a good move for VEF, given the intent of the GAO audit report, and another staffer indicated that, while there would be some challenges transitioning the program, it shouldn't hinder the effectiveness or mission of VEF. Steve and Lynne voiced their concerns for VEF's autonomy if

it was moved into the State Department, stating that VEF now has the ability to move quickly and efficiently to respond to the requests and needs of the programs. VEF was encouraged to take immediate action on all of the recommendations from the GAO Audit, especially the internal controls. Frank Jannuzi reported that Senator Kerry was pleased at what VEF had done to respond to the GAO audit and that he was confident that VEF would do whatever it took to be compliant. Steve commented that VEF has certainly done due diligence on their part. Lynne also commented that, as far as she was aware, there were no specific regulatory guidelines provided to VEF in the beginning years regarding internal controls for VEF to follow. Steve and Lynne assured the various individuals that the overall commitment of VEF is to be in complete compliance with transparent accountability.

Lynne also discussed the commitment VEF has to transparency and integrity in all its dealings with the Vietnamese Government, including the Ministry of Science and Technology and the Ministry of Education and Training. She explained how VEF has invested countless hours and resources to help these ministries create strong programs to meet their future educational vision. She explained how these organizations want to emulate what VEF has done because they see the success of VEF and the impact that such success will have on the future of their country. Lynne further explained how VEF is held in very high esteem by these organizations and how the U.S. Embassy in Vietnam supports VEF ongoing efforts.

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SEPTEMBER 2010 CAPITOL HILL MEETINGS
Vietnam Education Foundation

On September 22 and 23, 2010 VEF attended meetings on Capitol Hill. In attendance were Dr. Lynne McNamara, Executive Director of VEF, Dr. Stephen Maxner, Chairman of the Board of Directors of VEF, and Ms. Suzanne Michaels, Executive Assistant of VEF. The purpose of these meetings was to update old and new contacts on Capitol Hill regarding VEF's successes over the last year, the GAO audit, and discuss the status of legislation regarding VEF. A detailed schedule is attached. They met with the following people (in bold) on Capitol Hill.

September 22, 2010

Feingold, Senator Russell D. (WI-R) who serves on the *Subcommittee on Near Eastern and South and Central Asian Affairs*. **Asher Smith**, Foreign Policy Legislative Aide

Inhofe, Senator James M. (OK-R) who serves on the *Subcommittee on International Operations and Organizations, Human Rights, Democracy, and Women's Rights*. **Sarah Klotz**, Foreign Affairs Legislative Correspondent

Webb, Senator James (VA-R) who serves as *Subcommittee Chairman of East Asia and Pacific Affairs*. **Marta Mclellan Ross**, Legislative Assistant for Foreign Policy

Department of State – **Marc Forino**, Vietnam Desk Officer; **Thomas Hodges**, Director, Office of Public Diplomacy, Bureau of East Asian and Pacific Affairs; **Matthew McMahon**, Chief, East Asia and Pacific Fulbright Programs Office; **Kathryn Schalow**, Deputy Director, Office of Public Diplomacy; **Peter P. Velasco**, Country Officer, Mainland Southeast Asia

September 23, 2010

Casey, Senator Robert P. Jr. (PA-D) who serves as *Subcommittee Chairman on Near East and South Central Asian Affairs and serves on the Subcommittee on East Asian and Pacific Affairs*. **John Richter**, Legislative Correspondent

Boxer, Senator Barbara (CA-D) who serves on the *Subcommittee on Near Eastern and South Central Asian Affairs*. **Ann Norris**, Sr. Foreign Policy and Defense Advisor

Harkin, Senator Tom (IA-D) met with Dr. Phuong Nguyen during his visit to Vietnam. **Rosemary Gutierrez**, Sr. Foreign Policy and Defense Advisor and **Tom Buttry**, Legislative Correspondent

Lugar, Senator Richard G. (IN-R) who serves as the *Ranking Member, Foreign Relations Committee*. **Keith Luse**, Professional Staff Member for the Committee on Foreign Relations/East Asia

Risch, Senator James E. (ID-R) who serves as the *Ranking Member, Subcommittee on Near Eastern and South Central Asian Affairs*. **Dan Murray**, Military Legislative Assistant and Defense and Foreign Issues and **Stacy L. Williamson**, Legislative Fellow

Sanders, Senator Bernard (VT-D) met with Dr. Phuong Nguyen during his visit to Vietnam. **Jessica Cardichon**, Educational Legislative Assistant

Summary of Discussion

In all cases the people they met with were very interested to hear about VEF and its successes. The majority of the meetings were with staffers that had no prior knowledge of VEF. VEF also had the opportunity to meet with a group of people from the Department of State. They took the time in each of these meetings to give a brief history of VEF, the programs offered, the excellent progress in each of the programs, concern regarding the pending legislation and its effect on VEF, the audit performed by GAO, and VEF's response to the audit. Hard copies of the *VEF Achievement and Activities* report were distributed at all of the meetings and the *Achievements: Publications, Presentations, Awards, and Recognition of VEF Fellows, Scholars, and Alumni August 2010* were distributed during the Wednesday meeting only. Copies of the *Achievements: Publications, Presentations, Awards, and Recognition of VEF Fellows, Scholars, and Alumni August 2010* will be sent electronically to everyone they met with on Thursday.

In regard to the status of the bill, they were advised by Marta McLellan Ross that it was very unlikely that it would go forward this year. Ms. Ross also advised that this is a good time to communicate their concerns and how they would like to see things go forward. She requested they keep her updated on the steps taken to address all the GAO concerns. Keith Luse assured VEF that Senator Lugar is very interested in VEF maintaining its autonomy and is pleased with the efforts VEF has taken since the GAO audit. Mr. Luse recommended that they not worry about the bill at this time and take more concern with responding to the audit requirements. He instructed them to send a letter to GAO documenting the steps they have taken and copy Senators Kerry and Lugar. Mr. Luse believes that VEF is an excellent linkage between the two countries and VEF has created a strong educational bridge which fulfills the mission it was created for. Fundraising was also discussed with Mr. Luse and he suggested that they find ways to diversify their fundraising efforts by involving the VEF Alumni and Vietnamese American community. They agreed with the recommendations from Ms. McLellan Ross and Mr. Luse.

The meeting with the group at the State Department was open and positive. Marc Forino advised VEF to contact the Lower Mekong Initiative and Dragon Institute. His belief is that this is a good networking opportunity. Matt McMahon reported that he had not heard anything about the bill and VEF's possible move into the State Department. Thomas Hodges echoed the sentiments of Marta and Keith that it is unlikely that the bill will go through Congress at this point.

Lynne discussed the upcoming 2011 Education Conference in Vietnam and Ambassador Michalak's request that VEF help the U.S. Embassy in Vietnam with this effort. The Ambassador is very interested in keeping education as a major focus in Vietnam and knows VEF will carry this on after his departure in November. VEF is held in very high esteem by the government of Vietnam and the U.S. Embassy has fostered a strong partnership and desires this relationship to continue.

VEF will endeavor to set up more meetings on Capitol Hill early next year.

APPENDIX 33
VEF RESPONSE TO CONGRESS REGARDING GOVERNMENT ACCOUNTABILITY
OFFICE (GAO) AUDIT REPORT



2111 Wilson Boulevard, Suite 700, Arlington, VA 22201 • www.vef.gov • Phone 703-351-5053 • Fax 703-351-1423

Lynne A. McNamara, Ph. D.
Executive Director

June 28, 2010

Board of Directors

Stephen F. Maxner, Ph.D.
Chairman
 Director, Vietnam Center
 Texas Tech University

The Honorable John Kerry, Chairman
 The Honorable Richard Lugar, Ranking Member
 Committee on Foreign Relations
 United States Senate

Earl Blumenauer
 U.S. Congressman

Dear Senator Kerry and Senator Lugar,

Hillary Rodham Clinton
 U.S. Secretary of State

This letter serves as a response to you regarding the recent U.S. Government Accountability Office Report GAO-10-442, entitled *Vietnam Education Foundation: Recent Improvements Made in Internal Controls, but Weaknesses Persist*.

Elizabeth Dugan
 Chair, VEF Finance Committee

Arne Duncan
 U.S. Secretary of Education

The Board of Directors and the staff of the Vietnam Education Foundation (VEF) are strongly committed to the success of the mission of VEF through quality educational programs and excellence in management of the agency. The current VEF Board of Directors works actively and closely with the VEF Executive Director (ED) and staff to assure positive outcomes in line with U.S. Federal Government expectations.

David Duong
 CEO, California Waste Solutions

Christopher J. Fussner
 Owner, Founder
 Trans Technology Pte Ltd.

Timothy F. Geithner
 U.S. Secretary of Treasury

Improvements in VEF risk management and internal controls have occurred as a result of the commitments of the present Board, which presently includes five presidential appointees (three of whom were appointed in January 2009 and two in April 2010), three cabinet-level departments (State, Treasury and Education), and four Congressional representatives (two Senators and two Representatives). All of these dedicated Board members have worked diligently to assure that VEF addresses and corrects outstanding issues. In addition, the current Executive Director, appointed in February 2009, has also played an important role in improving and establishing new guidelines, ensuring that VEF is complying with Federal Government regulations, and

Marjorie Margolies
 President
 Women's Campaign
 International

Joseph R. Pitts
 U.S. Congressman

David Vitter
 U.S. Senator

ensuring that the VEF mission goals are being met. Furthermore, since the appointment of the present Director of Finance, Accounting, and Administration (DFAA) in 2007, significant improvements have been made in financial controls and in compliance with U.S. Federal Government policies and procedures. We think it is important to note that a number of the issues raised by the GAO audit are completely new to VEF, especially the internal control compliance issues. At no time prior to the GAO audit was information about such internal control requirements brought to the attention of VEF. At the same time, VEF did engage in due diligence to ensure full compliance with federal laws and regulations through close coordination with GSA and other federal regulatory agencies (especially with regard to day-to-day management and operational issues) and managed program risk through direct and consistent consultation with GSA legal counsel.

Despite not having this information until just recently, the following internal controls and related actions have already been initiated and established through the efforts of the Board in concert with the VEF Executive Director and staff:

1. New accounting system. A detailed, agency-specific accounting system has been developed by VEF for GSA to use in its financial reporting, allowing for more timely, accurate, and detailed tracking of VEF program expenditures. The new accounting system, for which development began in spring 2009, allows for better quarterly financial reporting, more precise budget projection from one fiscal year to the next, and more confident annual budget approval. This new system is already assisting the board and staff to better manage the budget and is minimizing financial risks to VEF.
2. Board By-Laws. The Board By-Laws have been revised to reflect more closely regulated VEF Board activities, including federal restrictions related to travel, reimbursements, and financial compensation. The revision process began in the spring 2009 with the newly revised By-Laws published for the Board in May 2009. Annually, at the July Board meeting, the By-Laws will undergo review and revision.
3. Compliance with legislative mandate. At each quarterly Board meeting, the Board of Directors closely evaluates VEF programs and works with VEF staff to streamline VEF commitments. Thus, the Board ensures compliance with the legislative guidelines set forth by the United States Congress in the Vietnam Education Foundation Act of 2000 (P.L. 106-554). As a result, the focus of VEF activities is educational exchanges that answer the legislative mandate.
4. Auditor's report. The Board of Directors reviews the annual external financial auditors' report and no problems have been found in recent annual reports. The audits identified no instances of non-compliance with relevant laws and regulations that could have a material effect on financial reporting.
5. Ethics. In the fall of 2009, upon realization of the ethics requirements, VEF acted quickly on the guidelines of the Office of Government Ethics (OGE). The Executive Director and the DFAA received training in ethics, followed by further training with the other U.S. and select Hanoi staff as well as the Board of Directors in January 2010. The presidential appointees on the Board as well as the Executive Director submitted required financial forms to the DFAA, who was appointed as the Designated Agency Ethics Officer (DAEO). The training and completed financial forms have met the requirements of OGE.

6. Board minutes. As approved by the Board in January 2010, all minutes of the VEF Board meetings will be posted at the VEF website, once they have been reviewed by the Executive Director and the Department of State representative on the Board to assure that privacy is protected.
7. Strategic Plan. The Board of Directors in concert with the Executive Director is developing a revised VEF Strategic Plan to address the present and future actions of VEF.
8. Communications and management. To allow for closer involvement of the VEF Board in VEF matters, besides the quarterly Board meetings, communications between the Board and the VEF management are facilitated by three other means:
 - a. The *Executive Committee for Finance and Administration (EC-FA)* was formed in the spring 2010 to address ongoing matters related to finance and administration. The EC-FA consists of the Chairman of the Board, the Chair of the Board Finance Committee, the Executive Director, the Director of Finance, Accounting, and Administration, and the Country Director in Hanoi. Meetings are scheduled on a bi-weekly basis.
 - b. The *Executive Committee for Programs and Operations (EC-PO)* was formed in the spring 2010 and will be incorporated within the next 60 days to address ongoing matters related to VEF programs and operations. The EC-PO consists of the Chairman of the Board, the Executive Director, the Senior Program Officer, and the Country Director in Hanoi. Meetings are scheduled on a bi-weekly basis.
 - c. The Chairman of the Board and the Executive Director are in close communications by phone at least twice per month to review pressing matters. This provides a regular means of evaluation of issues, activities, and management.
9. Policies and compliance. The VEF staff is evaluating processes and procedures that are already in place to ensure compliance with all Federal Government guidelines regarding internal controls. The VEF staff is developing additional policies and guidelines to evaluate and minimize all risks to VEF. The results will be published in the *VEF Policies, Procedures, and Internal Controls Manual*, expected to be completed by summer 2011.

In essence, VEF has begun to implement the GAO recommendations listed in their report while ensuring that VEF is complying with Federal Government rules and regulations. Furthermore, the Board Chairman has informed VEF management that the Board will monitor and oversee VEF's management actions to ensure there is a documented internal control framework and to assure that risk assessment is completed on a recurring basis. The discussion below presents further actions that VEF has taken to date and that VEF will put into effect.

For transactions involving contracts, VEF has continued to meet the requirement that all staff (both in the United States and in Hanoi) must receive applications/estimates from at least three vendors before the contractor is selected and the contract is awarded. This policy was provided by email to the Hanoi staff by the DFAA, who oversees all contractual arrangements. Since the U.S. staff only awards contracts through the DFAA, there has been no written policy specifically for the members of the U.S. staff as the DFAA provides that guidance verbally. Also, before any contract is accepted and signed, it is reviewed by VEF's GSA attorney so that VEF is ensured that the contract meets the Federal rules/regulations. To enforce the Federal Acquisition Regulation (FAR), a formal written policy is being designed for use by all VEF staff, both in the

United States and in Hanoi. The formal, written VEF policy on contracting is expected to be in place no later than October 1, 2010.

For VEF to meet all of the recommended internal and risk assessment controls, VEF has employed a contractor, who is an external auditor and who has reviewed the U.S. Government Accountability Report GAO-10-442, *Vietnam Education Foundation: Recent Improvements Made in Internal Controls, but Weaknesses Persist*, and has presented a corrective action plan. As recommended by the auditing firm, the DFAA is developing a professional development and continuing professional education plan that will assist her in gaining further understanding of the requirements regarding internal controls and risk management. The Treasury Department's Financial Management Service offers training courses that the DFAA plans to take within the next 9 months so that she is better informed in how to ensure that VEF meets the internal controls and risk assessment requirements. This training will update the DFAA, who has over 30 years of service working for the Federal Government. Attachment 1 is the formal report by the auditing firm to identify VEF weaknesses and strengths. In addition to the contractor's formal report, Attachment 2 is a guideline for financial reporting and internal control resources that VEF is now using on a regular basis. As described and recommended in the risk assessment (Attachment 1) from Martin and Wall, VEF has begun to implement and establish resolutions/processes based on the lists in the risk assessment review. VEF expects to have all issues and processes established and in place no later than March 2011.

VEF management is also ensuring that VEF records (emails, minutes of meetings, and documents) depict formal guidance and/or approval by the Board of Directors and/or VEF legal counsel. In addition, VEF management is now formally writing and distributing policies and procedures for both the U.S. and the Hanoi staff to ensure that all staff are being consistent and are following relevant Federal rules and regulations.

Furthermore, policy statements are being developed to address Federal Government regulations for U.S. Federal Government employees. These policies will be issued in a *U.S. Staff Handbook* and will serve to update the Hanoi staff handbook. The *U.S. Staff Handbook* will also provide websites for Federal Government employee regulations, which have been the source of information in the past for the U.S. VEF staff. Some of the specific topics already under review and development are the following: performance evaluations, salary increases and awards, compensation time, normal work hours, work hours while travelling on VEF business, teleworking, and response time for outside inquiries. Also under way is the completion of an outline of topics to be included in the *U.S. Staff Handbook*. Federal Government regulations will be reviewed for each topic to assure VEF is in compliance with the Federal regulations. Once the VEF staff complete the draft *U.S. Staff Handbook*, it will be submitted to GSA Legal Counsel for review. The goal for completion and distribution is estimated to be by April 2011.

To meet IT security risks and requirements, VEF has met with an outside IT firm, called 20/20, who was selected because of their work experience with other federal government agencies. The ED and VEF staff formulated questions that were addressed by 20/20, who is now drawing up a plan of action to be reviewed and then implemented by VEF to ensure that all federal security rules and regulations are being met. Once the plan of action is finalized and adopted, VEF will put the plan into effect immediately.

The DFAA has been appointed as the Designated Agency Ethics Officer (DAEO), and the VEF Program Officer, whose title will become Senior Program Officer, is expected to become actively engaged as the Alternate DAEO. With these actions and by following the ethics guidelines, VEF is in full compliance with the Office of Government Ethics (OGE) rules and regulations. The DAEO and the Alternate DAEO will continue to get training through OGE on required topics and will perform or arrange required annual training for all VEF staff and the VEF Board of Directors.

To ensure appropriate purchases with U.S. Federal Government travel and purchase cards, a written policy is being prepared to be distributed to all VEF staff members, both in the United States and in Hanoi. In addition to the written policy, there will be a listing of items that can and cannot be purchased with the credit cards. Currently the DFAA reviews every credit card purchase. Historically, when there has been a poor credit card purchase by a staff member, the purchaser has been required to pay for the item(s). Verbal discussions have always been part of issuing the credit card to VEF staff and part of reviewing what appropriate purchases are as defined internally by VEF and as a reflection of appropriate federal laws and regulations. To ensure clarity and understanding, the verbal discussions will continue after the formal policy is distributed. A form will also be created and used as a credit card holder agreement. The policy and form is expected to be completed and distributed by January 2011.

Besides ensuring that new proposed policies are in compliance, the ED and DFAA are also reviewing present policies to ensure that related Federal Government regulations are still in effect and have not changed. After the policies and procedures are formalized and distributed within VEF, all staff will be required to check for updates related to their main position responsibilities.

In addition to all of the above changes that VEF has made to improve its internal controls and risk management, VEF has begun to build relationships with other small independent federal agencies to compare how the other agencies complete similar actions and resolve similar issues.

To keep the Board actively involved in the changes and implementation of new procedures within VEF, reports and updates are included in the agenda for an upcoming Board meeting. If a transaction/decision is requested to be completed before the next quarterly Board meeting, the Chairman of the Board and/or the Chairman of the Finance Committee will send an email or hold a conference call with the other Board members to get their input and/or votes as needed. This new process has assisted VEF management to incorporate adjustments in a timelier manner.

In conclusion, VEF already has adjusted or developed numerous new policies and practices, has more corrective actions under development, and these have been or will soon be incorporated to eliminate the weaknesses described in the GAO Audit Report. We anticipate that all remaining issues identified in the GAO audit will be completely addressed within the next six to twelve months, depending on the availability of training for VEF staff. The VEF Board and management believes this to be our highest priority; to improve VEF's comprehensive internal control framework and management of risk assessment while continuing to maintain our exemplary academic programs that meet all legislative expectations. While we have

implemented many improvements over the past year, the Board of Directors and VEF management remain committed to ensure all agency weaknesses are eliminated and the necessary management and organizational framework is in place to continue internally monitoring for such weaknesses within VEF and to immediately correct them as necessary.

Thank you very much. I will be pleased to address any questions or concerns should have any.

Very respectfully yours,

A handwritten signature in blue ink, appearing to read "Stephen F. Maxner", with a long horizontal flourish extending to the right.

Stephen F. Maxner, Ph.D.
Chairman, Board of Directors