



***** CALL FOR PROPOSALS *****

**Vietnam Education Foundation
U.S. FACULTY SCHOLAR GRANTS
Academic year 2008-09**

EXECUTIVE SUMMARY

The Vietnam Education Foundation (VEF) is pleased to announce a *CALL FOR PROPOSALS* for its new VEF educational exchange program for *U.S. Faculty Scholars*. A brief summary follows with detailed information attached.

Eligibility and Models of Teaching

Applicants for U.S. Faculty Scholar grants must be U.S. citizens and at the level of Associate Professor, Professor, or Emeritus. The applicant submits a proposal to VEF to teach in English at a Vietnamese university either in Vietnam via face-to-face teaching or by interactive, real-time video-conferencing from the U.S. With VEF building the bi-lateral relationship between the U.S. and Vietnam through educational exchanges, the objectives of this program are to contribute to capacity building in science and technology in Vietnam, to help Vietnamese institutions address specific educational issues, and to build positive relationships between U.S. and Vietnamese higher education institutions and faculty members.

Dates and Types of Courses

The inaugural year of this project is the academic year 2008-09, beginning in the fall of 2008 and continuing through the summer of 2009. The fields specified for this teaching program are the sciences, mathematics, medicine, engineering, and technology. Courses proposed may be at the undergraduate or graduate level.

Financial Support

Proposals selected for funding will receive a grant of up to \$70,000, provided by VEF to the U.S. Faculty Scholar. VEF will not provide any overhead either to U.S. or Vietnamese institutions. As determined in advance by the applicant, the Vietnamese host university may provide direct and in-kind financial support and set the teaching conditions. The U.S. home university may also provide direct or in-kind financial support.

Application procedure

Proposals for U.S. Faculty Scholar Grants may be submitted at any time from January 1, 2008, up to the deadline, using the VEF online *Application for U.S. Faculty Scholar Grant* available at: <http://application.vef.gov/ufsp/>

DEADLINE: March 3, 2008



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Vietnam Education Foundation U.S. FACULTY SCHOLAR GRANTS Academic year 2008-09

DETAILS

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 U.S. and Vietnam through educational exchanges, both for Vietnamese nationals to pursue graduate and post-graduate studies in science and technology in the U.S. and for American citizens to teach in the same fields of study in Vietnam.

A new VEF educational exchange program for *U.S. Faculty Scholars* addresses the goal of having U.S. faculty teach courses in English in Vietnamese universities either on site in Vietnam or by interactive, real-time videoconferencing from the U.S. VEF serves as the organizer and co-sponsor for this project, together with the Vietnamese host institutions and the cooperating U.S. institutions. VEF engages the U.S. National Academies in helping to develop the project and to identify and select qualified U.S. faculty and their proposals. The applicant for the U.S. Faculty Scholar grant submits a proposal to VEF for funding through an online application available at the VEF website.

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;
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 between U.S. and Vietnamese universities.

¹ VEF website: www.vef.gov

² Please see the reports at the VEF website under *Resources*: <http://www.vef.gov/chanel.php?id=4>

Eligibility and Models

Applicants for the U.S. Faculty Scholar grants must be U.S. citizens and at the level of Associate Professor, Professor, or Emeritus. The applicant submits a proposal to VEF to teach at a Vietnamese university using one of two models: (1) on site in Vietnam, via face-to-face teaching; or (2) from the U.S., via interactive, real-time video-conferencing. For U.S. Faculty Scholars who wish to use the video-conferencing model, it is expected that travel to Vietnam would take place for brief periods at the beginning and at the end of the course(s).

In both cases, 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 the details of the teaching conditions and the host institution's specific financial support and method of payment. 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: ufsp@vef.gov

Dates & length of the proposed teaching program

The academic year 2008-09 is the inaugural year of this project, beginning in the fall of 2008 and continuing through the summer of 2009. The U.S. Faculty Scholar can teach for 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 on arriving 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 on arriving about 2 weeks prior to the beginning of classes. In both cases, the U.S. Faculty Scholar should plan to stay at least for one week after course grades have been submitted. The U.S. Faculty Scholar teaching by video-conferencing from the U.S. should plan to go to Vietnam for a short time before courses begin and then return to Vietnam at the end of the course(s), perhaps in both instances incorporating some face-to-face teaching or testing, if appropriate.

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

Focus fields of teaching

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

Level of courses

Courses proposed may be at any level, both undergraduate and graduate. Courses that have labs or semester-long design projects, courses that incorporate a multidisciplinary approach, and courses that are team-taught are encouraged. Research projects can also be a required part of a course. Prerequisites for proposed courses and/or a required prior knowledge base should be delineated by the grant applicant in discussions with the Vietnamese university and then confirmed in writing so that qualified Vietnamese students enroll in the course(s). If pre-requisite courses are required, a brief summary of the pre-requisite course content should be provided to the Vietnamese host university.

Financial arrangements

The applicant may request a grant of up to \$70,000 from VEF. The exact amount will depend on the proposed budgetary needs, which may include the purchase of videoconferencing equipment. 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 either to the U.S. or the Vietnamese institutions.

As determined together in advance with the grant applicant, the Vietnamese host university may provide direct and/or in-kind financial support and set the teaching conditions. The U.S. home university may 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.

Clarification of conditions, arrangements, and funding

Discussions with the Vietnamese university regarding teaching conditions, living arrangements, and funding should include the following points:

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 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; and
- h. Maximum number of students per course.

2. Administrative support

- a. Type and configuration of office space;
- b. Computer;
- 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; and
- i. Cost, if any, to the U.S. Faculty Scholar for any of the above.

3. Direct financial support to the U.S. Faculty Scholar

- a. International flights;
- b. Domestic and local transportation;
- c. Payments toward lodging or the use of university guest housing and, if the latter, the availability of air-conditioning and cooking facilities;
- d. Honorarium fees per course;
- e. Health and medical insurance;
- f. Stipend for food and other living expenses; and
- g. Method and timing of any related payments.

Requirements of U.S. Faculty Scholars

U.S. Faculty Scholars selected to teach in Vietnam are expected to meet the goals of the proposal submitted and specifically do the following:

1. 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;
2. 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;
3. Prepare and post the course(s) taught on the Vietnam Open Course Ware (VOCW) website; and
4. 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 within 2 weeks after completing the program.

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

Additional professional opportunities

The U.S. Faculty Scholars selected for this program will have the opportunity to participate in select VEF activities that occur during the time that the individual is 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 June; the VEF Alumni Conference in the summer; 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 for the expenses (air transportation and lodging, if needed) related to the individual's participation in such additional VEF activities in Vietnam.

Application procedure

Applications for a VEF U.S. Faculty Scholar grant may be submitted from January 1, 2008, up to the deadline, using the VEF online ***Application for U.S. Faculty Scholar Grant*** available at: <http://application.vef.gov/ufsp/>

The following information is required in the 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 U.S.;
 - 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 provide details 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, either in Vietnam via face-to-face teaching or by interactive, real-time video-conferencing from the U.S.
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 your intended timeframe to teach, 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, including the following:
 - a. Specify the title and level of the proposed course(s) as well as the weekly time needed to meet (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, including related cost and who is responsible financially, while explaining an alternative if the students are not able to purchase the textbook(s).
 - c. Explain any expected role of research in the course(s) and any related internet-based required resources that will be made available to you and/or to the students.
 - d. Clarify the amount of time expected in any 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 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 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.
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.
7. American university contributions. Summarize any financial contributions from the applicant's U.S. home 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.
8. Vietnamese university development. Indicate how you, as the U.S. Faculty Scholar, will help the Vietnamese university with regard to 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.
10. Future relationships and sustainability. Summarize how you and/or your 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 three sections, showing how you intend to apply funds from potentially three sources: (1) the VEF grant; (2) the financial and/or in-kind contributions from the Vietnamese university; 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 \$70,000. VEF will not provide any overhead either to U.S. or Vietnamese institutions.

Selection methodology

The final review and selection of proposals will be done by VEF with the assistance of the National Academies. An in-person 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;
 - a. Appropriate selection of course(s) and teaching location;
 - b. Clear plan of teaching and training; and
 - 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; and
7. Commitment of support from the Vietnamese and U.S. institutions

Timeline

Action	Deadline
Announcement of the program.	December 2007
Application period	January 1 – March 3, 2008
Deadline for applications	March 3, 2008
Review of applications	March 2008
Final decision and notification to all applicants	April 2008
Preparation for U.S. Faculty Scholars	April - July 2008
U.S. Faculty Scholars to teach in Vietnam or via videoconferencing	August 2008 onwards

Questions? Contact VEF via email at: ufsp@vef.gov

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