

**Asian Studies Center, Michigan State University  
Goals of the Dr. Delia Koo Global Faculty Endowment**

- i) To facilitate the incorporation of international and global studies, especially of Asia, in teaching, research, or outreach at Michigan State University.
- ii) To develop the capability of Michigan State University faculty members to conduct activities related to goal one.
- iii) To enhance the standing of the colleges, departments, and the Asian Studies Center and affiliated units at Michigan State University in the area of Asian Studies.

**Administration of the Dr. Delia Koo Global Faculty Endowment**

- i) The endowment will be administered by the Asian Studies Center.
- ii) Proposals for funding will be evaluated by a committee of three Asian Studies Center affiliated faculty members from the seven elected faculty representatives on the Asian Studies Center Advisory Council.
- iii) Conference proposals will be reviewed on a rolling basis. Teaching/research/outreach proposals will be reviewed on a quarterly basis. The deadline for teaching/research/outreach proposals are January 15, April 15, July 15, and October 15.
- iv) When relevant, input from the ISP Dean's office and other units within ISP including, but not restricted to the Center for European, Russian, and Eurasian Studies, will be solicited.
- v) Based on input from the advisory committee and stakeholders in ISP (see (i) and (ii) above), final funding decisions will be made by the Director of the Asian Studies Center.
- vi) Priority areas for funding will include:
  - a. Faculty research projects, including projects that are likely to have feed-through benefits for teaching and outreach on Asia and
  - b. Faculty travel to conferences in which the faculty member is on the conference program.
- vii) It is envisioned that faculty research funding will be capped at \$5,000 per award, and conference travel funding at \$1,000 per award.
- viii) Applicants who are not already affiliated with the Asian Studies Center are encouraged to become Center affiliates.

## Application for Faculty Conference Travel Requests Delia Koo Endowment

Date of Submission:

1. Name:

Email address:

Phone number:

2. Conference

a. Title:

b. Location:

c. Date:

3. What is your role in the conference?

4. Please include official notification from the conference organizers (an email or a link to a website with the portion of the program involving you is sufficient).

5. Explain the costs and the total amount of your request.

6. The award is available for up to \$1000. Travel requests are reviewed on a rolling basis and typically take up to two weeks to review.

Please submit the completed application through the online submission portal at the [Koo Submission Portal](#).