

## Notes on formatting:

1. Staff may copy & paste the items below into the catalog (exception being items with limited options, e.g., Disciplines). For bullets, there should only be one space between the bullet and the first word. Additional space between items is unnecessary.
2. All monetary values should be formatted with currency signs and commas: \$1,234; \$1,234-\$2,345; US\$1,234; Rs. 1,234; £4,000; AU\$1,234.
3. N.A. or n.a. should be replaced with Not Applicable. (May appear as blank response in editing view.)
4. Do not include exchange rates.
5. Remove “Full Maintenance Grant” or other similar wording if it appears. In the current version, it may have been located under “Special Features”. Please note that this is the default option for all grants, where partial maintenance grants are the exception.
6. Wording consistency – use scholar (instead of grantee)
7. Listing numbers: spell out numbers (0-9) and use numerals for numbers 10 and above

### Award Information

Award Code	XXXX
World Area	XXXX
Country/Program	XXXX
Award Title	Accurate and descriptive award titles. Do not use “award” or country name in title.
Number of Grants	Standard text options:  <b><i>Up to XX grants</i></b> or <b><i>Approximately XX grants</i></b>
Activity	Standard text options (check boxes):  <b><i>Teaching</i></b> <b><i>Research</i></b> and/or <b><i>Teaching/Research</i></b>
Locations	Standard text options:  <b><i>Any appropriate institution.</i></b> or _____ <i>[specific city or host university; if there are two options, example: College of Humanities and Social Science or Institute for Advanced Study in</i>

	<p><i>the Humanities (IASH), University of Edinburgh, Scotland]</i> Or <b>To be determined by host country.</b></p>
Grant Activity	<p>Free text. This is the ‘meat’ of the award description: the scope of work within the teaching, research or teaching/research activity. Examples: <i>Teach or conduct research in the area of specialization. Conduct seminars or workshops, or a combination of both, as required. Consult on both program curriculum and faculty development.</i> <b>Or</b> <i>Teach a master's level seminar-type class for three hours a week for 12 weeks; week 13 is the examination. Prepare a reading list. Provide student consultation. Eighty percent of grantee's time will be spent on teaching. Depending on project goals, additional time spent on research collaboration may be possible.</i> <b>Or</b> <i>Teach and conduct research in the area of specialization; applicant may determine percentage of the grant dedicated to each activity.</i> <b>Or</b> <i>Teach and conduct research in the area of specialization: X percent of grantee's time will be spent on (activity).</i> <i>Teach and/or conduct research in the area of specialization. Applicants selecting teaching/research grants may determine percentage of the grant dedicated to each activity.</i></p> <p>This grant will be heavily weighted toward teaching (at least XX percent), though some time for research may be available.</p>
Special Features	<p>Free text. This section should include information about grant activity ‘add-ons’, such as in country orientations, scholar enrichment activities (e.g. researchers in China, Taiwan and Hong Kong have an annual conference), regional travel awards, or other special grant features like ‘grantees to Hong Kong may spend up to two months of their grant period in China or Taiwan’.</p>
Length of Grant	<p>Standard text options: _____ <b>months</b> or _____ <b>months to</b> _____ <b>months</b> or _____ <b>months for a one semester grant,</b> _____ <b>months for a two semester grant</b></p>
Grant Dates	<p>Standard text options: <b>Grants may begin any time after</b> _____ . or <b>One semester grants may begin in</b> _____ <b>or</b> _____ ; <b>two semester grants must begin in</b> _____ . or</p>

	<p><b>Grants must begin in _____.</b> And optional: <b>Grants must be completed by _____.</b></p>
Application Deadline	<b>August 1, 2012</b>
Disciplines	<p>Standard text options (pre-filled options): <b>Applications are sought in all appropriate disciplines.</b> or <b>Applications are sought in all appropriate disciplines, but applications in the following disciplines are preferred: _____.</b> or <b>Only applications in the following disciplines will be considered: - _____.</b></p>
Specializations	<p><b>Note:</b> only specializations that are subfields of the award title or listed disciplines should be included.</p> <p>Standard text options: <b>Applications are sought in all appropriate specializations.</b> or <b>Applications are sought in all appropriate specializations, but applications in the following specializations are preferred: _____.</b> or <b>Only applications in the following specializations will be considered: _____.</b></p>
Degree Requirements	<p>Standard text options (pre-filled options): <b>PhD (or equivalent terminal degree such as MFA, JD, or MD) required.</b> or <b>PhD (or equivalent terminal degree such as MFA, JD, or MD) not required.</b></p>
Professional Profile	<p><b>Open to academics only</b> or <b>Open to academics and appropriately qualified professionals outside of academia</b> And optional: <b>Open to early career applicants (within 5 years of terminal degree)</b></p>
Additional Qualification Information	<p>Free text.</p> <p>Special qualifications that do not fit above. For example:</p> <p><i>Applicants must have an M.A. and a minimum of 10 years teaching experience, or a Ph.D. or Ed.D. and a minimum of three years of university teaching experience. Applicants must have experience in training TEFL teachers. Expertise in curriculum and materials development is also desirable.</i></p>

	<p><b>Or</b> <i>Recognition as a scholar and teacher with rank of full or associate professor</i></p> <p><b>Or</b> <i>Ph.D. or equivalent terminal degree (including a Master's degree, depending on the field) as appropriate, required. Degree must have been awarded by the start of the proposed grant period.</i></p> <p><b>And/or</b> <i>The Distinguished Chair award is designed for eminent scholars with substantial experience and publications in their respective fields.</i></p> <p>Faculty of any rank, including community college and retired faculty. Ph.D. or other terminal degree is preferred; consideration may be given to those with M.A.s with extensive teaching experience. Non-academics with recent Ph.D. or equivalent terminal degree and a minimum of three years teaching experience at adjunct or higher level are also welcome.</p> <p><i>Applications from retired faculty are welcome.</i></p>
<p>Language Requirements</p>	<p>Standard text options:</p> <p><b><i>All teaching and research will be in English; additional language proficiency not required.</i></b></p> <p>And/or</p> <p>_____ <b><i>language proficiency sufficient to complete the research project is required; applicants must submit a language proficiency evaluation.</i></b></p> <p>And/or</p> <p>_____ <b><i>language proficiency is required; applicants must submit a language proficiency evaluation.</i></b></p> <p>And/or</p> <p><b><i>Language proficiency sufficient to complete the research project is recommended; applicants are not required to submit a language proficiency evaluation.</i></b></p> <p>Or</p> <p><b><i>Not applicable.</i></b></p> <p>Or</p> <p><b><i>All teaching will be in English; additional language proficiency not required. XXX language fluency should be commensurate with research project requirements.</i></b></p> <p>And/or</p> <p><b><i>See additional comments for more information.</i></b></p>
<p>Invitation Requirements</p>	<p>Standard text options:</p> <p><b><i>Invitation letter required.</i></b></p> <p>or</p> <p><b><i>Invitation letter recommended.</i></b></p> <p>or</p> <p><b><i>Invitation letter optional.</i></b></p>



	<p>or</p> <p><b><i>Invitation letter should not be sought.</i></b></p>
Additional Comments	<p>Free text.</p> <p>Selection preferences that do not fit into any category above, such as:</p> <p><i>Preference will be given to collaborative projects with Indonesian scholars.</i></p>
Helpful Links	<p>State Department country page; post/commission website; university websites as appropriate; webinar link, etc.</p> <p>Links should be identified such that the reader knows where they are being directed. Example of standard formatting:</p> <p>Tribhuvan University: {www.tribhuvan-university.edu.np}</p>