



## **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](http://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**

<b>D. VEF FINANCIAL SUPPORT</b>
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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.

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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](mailto: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**