**NEAC Distinguished Speakers Bureau**

**GRANT APPLICATION**

For eligibility and other requirements for this program, please[consult the AAS website guidelines for the NEAC Distinguished Speakers Bureau (DSB).](https://www.asianstudies.org/grants-awards/council-grants/northeast-asia-council-distinguished-speakers-bureau/) Before contacting a NEAC DSB speaker and submitting your grant application materials, please be sure to **verify that grant funds are currently available to award in this current 6-month period per the NEAC DSB webpage** and **that the desired speaker has speaking engagement opportunities still available** by checking the speaker bios/lecture list for any speaking engagement limitations listed directly below their contact information.

Please return **this form**, **a letter of support** from an administrator at your institution (department chair, center director, dean, etc.), **proof of the Distinguished Speaker’s acceptance** to perform this tentative lecture/classroom visit (a PDF of an e-mail communication, e.g.), and a signed **Distinguished Speakers Bureau Waiver on Recording Live Events Form** via electronic means to [AASaccounts@asianstudies.org](mailto:AASaccounts@asianstudies.org).

Applications are accepted on a rolling basis. Complete applications must be submitted **four weeks** prior to the anticipated virtual visit of the NEAC Distinguished Speaker.

Date of Application:

Applicant (Host) Name:

Title (Professor, Dr., Mx, etc):

Institution:

Current Position:

Mailing Address:

Telephone:

FAX:

Email:

Citizenship and/or visa status of applicant/host (NOTE: information required only for Japan speaker grants per JUSFC requirements; applicants must be U.S. citizens or permanent residents. Institutional applicants for Japan speaker grants must be located in the United States.):

U.S. Congressional district and name of Congressperson (required only for Japan speaker grant applicants):

NEAC Distinguished Speaker Invited:

Title(s) of Public Presentation(s) to be Delivered:

Planned Date, Time, and Location of Virtual Public Presentations:

Anticipated Attendance:

Class Visit Planned (Class title and instructor, approximate number of students):

As the NEAC Distinguished Speakers Bureau grant program is intended to primarily support colleges and universities without well-established programs on East Asia, the following questions are being asked to help NEAC members assess the level of resources available at your institution.

* Briefly describe any programs in Japanese or Korean studies at your institution (word limit: 250):

* Describe your Asian Studies Graduate Program, if any:

* Do you have any type of center for Asian Studies or East Asian Studies?

* How many faculty do you have in the study of Korea and/or Japan?

* What are their disciplinary areas?

* How many students majoring in Asian Studies do you have at your college/university?

* What are the number of majors in Asian Studies at your college/university?

* What other confirmed or potential source(s) of funding do you have for this speaking engagement?

What is your goal in inviting this speaker to your institution?

Have you contacted the NEAC Distinguished Speaker to confirm his/her willingness and availability to visit your campus on the dates indicated?

Yes \_\_\_ No \_\_\_ (if yes, please provide proof of this communication; an email attachment, e.g.).

Have you/your institution received a NEAC Distinguished Speakers Bureau grant in the past?

Yes \_\_\_ No \_\_\_. If yes, please indicate month and year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEAC will provide the honorarium ($500).

Please note that all publicity for the visit of a NEAC Distinguished Speaker must acknowledge the support of the Distinguished Speakers Bureau of the Northeast Asia Council of the Association for Asian Studies and the respective grant funding agency (JUSFC for Japan speakers; KF for Korea speakers). If the grant is awarded, digital copies of promotional materials generated and a few photos of the speaking event should be submitted.

Also note that you are asked to provide an evaluation of the events featuring the NEAC Distinguished Speaker, including attendance figures, within 60 days following the speaker's campus visit.

**All grants are provided to host institutions on a reimbursement basis, after the speaking engagement has occurred. The host institution pays the speaker’s honorarium directly and is then reimbursed by the AAS shortly after the NEAC DSB grant report submission to the AAS Secretariat in Ann Arbor, MI.**

**\*Until the COVID-19 pandemic is brought under control and campus visits are allowed, the invited speaker gives lectures online and engages with students and the host faculty virtually. Thus, host institutions do not incur airfare and local expenses; however, NEAC provides the honorarium. This situation will be updated as the COVID-19 restrictions are lifted.**

**Note on Virtual Visits**

Due to complications related to the COVID-19 health crisis, campus visits will be virtual until further notice. Please note that the list of speakers will include a preference from the speakers regarding the nature of their visit: via live interactions through the host institution’s digital platform (Zoom, Webex, or other similar platform), pre-recorded only, or a mixture of both.

Security of student and faculty data has become a concern as we increasingly live our lives and work on digital platforms. AAS recently released a [statement](https://www.asianstudies.org/aas-statement-regarding-remote-teaching-online-scholarship-safety-and-academic-freedom/) on online scholarship, safety, and academic freedom and, in alignment with that statement, request all participating institutions comply with the following:

* Live lectures and classroom visits must not be recorded.
  + Institutions must sign a waiver indicating that they understand this commitment to not record the web event.
* Some lecturers have indicated pre-recorded lectures as a preference. If an institution chooses to invite a lecturer who has indicated this preference, please note the following:
  + Institutions must provide a waiver that the speaker will sign indicating the use of the recording and the length of time the recording will be kept.
  + The host institution does not have the right to reproduce, transcribe, edit, or distribute the content of pre-recorded lectures.
  + The host institution must agree to a time limit on the storage of the recorded lecture.

Signature of Applicant:

Date: