

Updated: July 2023

The AAS NEAC and EIAC Grants Application Process

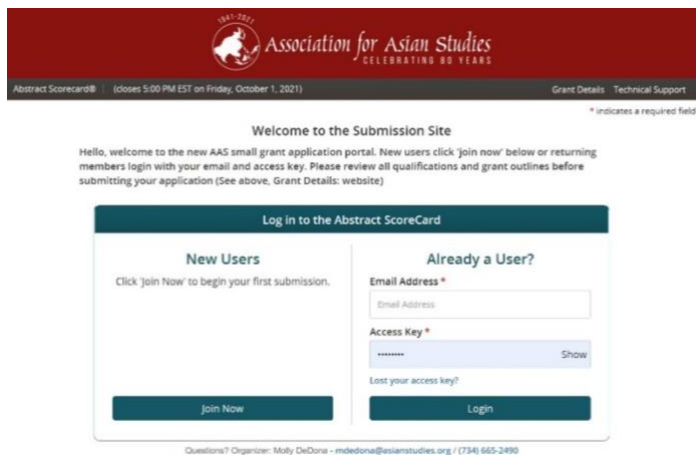
There have been some changes to the AAS grant application process, including the ability to save an in-progress application and come back to it later. It also makes requesting a letter of recommendation much easier. *Graduate students must request a letter of recommendation through the online portal and ensure the letter is submitted ahead of the application deadline.*

Please access the application submission portal via the 'Apply Now' button on the relevant grant page:

[NEAC Japan Grant Page](#)

[NEAC Korea Grant Page](#)

[EIAC East and Inner Asia](#)

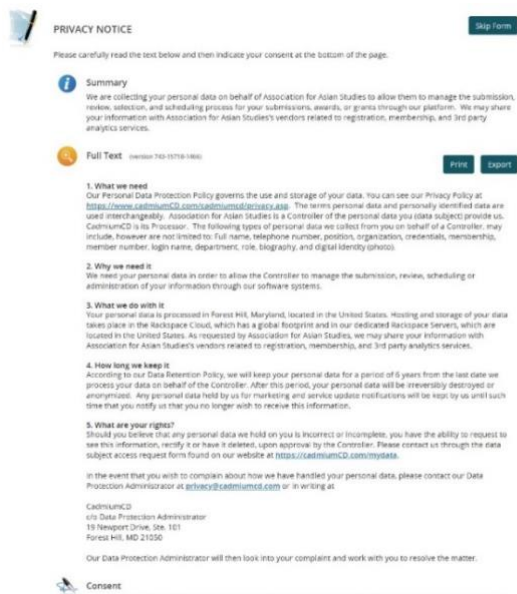


The screenshot shows the landing page of the AAS Submission Site. At the top is a red banner with the AAS logo and the text "Association for Asian Studies CELEBRATING 50 YEARS". Below the banner is a dark navigation bar with links: "Abstract ScoreCard", "Closes 5:00 PM EST on Friday, October 1, 2021", "Grant Details", and "Technical Support". The main content area has a heading "Welcome to the Submission Site" and a paragraph: "Hello, welcome to the new AAS small grant application portal. New users click 'Join Now' below or returning members login with your email and access key. Please review all qualifications and grant outlines before submitting your application (See above, Grant Details: website)". Below this is a login form titled "Log in to the Abstract ScoreCard". The form has two columns: "New Users" with a "Join Now" button, and "Already a User?" with fields for "Email Address" and "Access Key", a "Show" button, and a "Login" button. At the bottom, there is a small text line: "Questions? Organizer: Molly DeDona - mdedona@asianstudies.org / (734) 665-2490".

This is the new landing page for the submission website. New users click "Join Now" and returning users login under "Already a User?"

Please note this is different from your AAS member account, and you will need to create a new account if you have not accessed the grant application portal yet.

The AAS NEAC and EIAC Area Council Grants Application Process



PRIVACY NOTICE [Skip Form](#)

Please carefully read the text below and then indicate your consent at the bottom of the page.

Summary
We are collecting your personal data on behalf of Association for Asian Studies to allow them to manage the submission, review, selection, and scheduling process for your submissions, awards, or grants through our platform. We may share your information with Association for Asian Studies vendors related to registration, membership, and 3rd party analytics services.

Full Text (Version 760-10718-1080) [Print](#) [Export](#)

1. What we need
Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <https://www.cadmuscd.com/submissionservices/privacy>. The terms personal data and personally identified data are used interchangeably. Association for Asian Studies is a controller of the personal data you (data subject) provide us. CadmusCD is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: Full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photos).

2. Why we need it
We need your personal data in order to allow the Controller to manage the submission, review, scheduling or administration of your information through our software systems.

3. What we do with it:
Your personal data is processed in Forest Hill, Maryland, located in the United States. Hosting and storage of your data takes place in the Rackpace Cloud, which has a global footprint and in our dedicated Rackpace Servers, which are located in the United States. As requested by Association for Asian Studies, we may share your information with Association for Asian Studies vendors related to registration, membership, and 3rd party analytics services.

4. How long we keep it
According to our Data Retention Policy, we will keep your personal data for a period of 6 years from the last date we process your data on behalf of the Controller. After this period, your personal data will be irreversibly destroyed or anonymized. Any personal data held by us for marketing and service updates notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

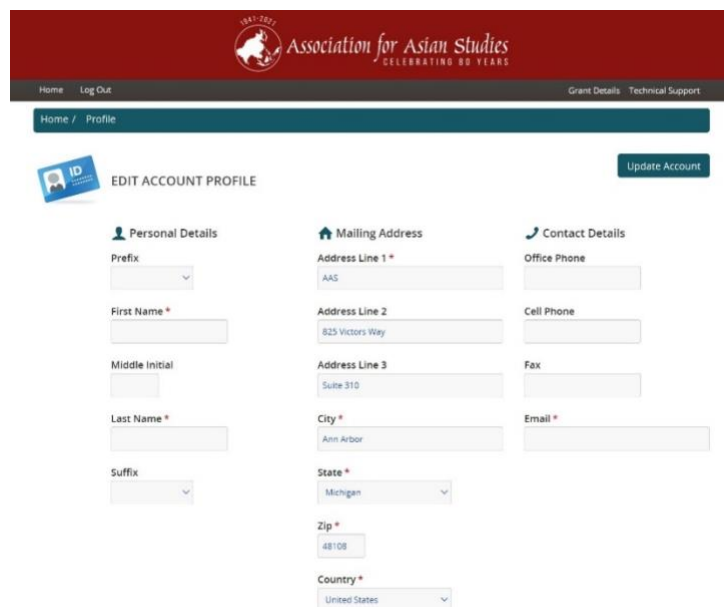
5. What are your rights?
Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, verify it or have it deleted, upon approval by the Controller. Please contact us through the data subject access request form found on our website at <https://cadmuscd.com/mydata>.

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Administrator at privacy@cadmuscd.com or in writing at:
CadmusCD
c/o Data Protection Administrator
10 Newport Drive, Ste. 101
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.

☐ **Consent**

You will see the privacy notice page, please read through it and proceed to the next page after signing.



Association for Asian Studies
CELEBRATING 80 YEARS

Home Log Out Grant Details Technical Support

Home / Profile

EDIT ACCOUNT PROFILE [Update Account](#)

Personal Details

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Mailing Address

Address Line 1 *

Address Line 2

Address Line 3

City *

State *

Zip *

Country *

Contact Details

Office Phone

Cell Phone

Fax

Email *

Before starting an application, please make sure the required fields in your account profile are fully filled out including your name and email. Please use an email you check frequently in order to receive reminders and confirmation emails that are time-sensitive regarding your application.

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★ Professional Information

Position *

Affiliation *

Credentials *

☒ Not Applicable

AAS Membership

Are you a member? *

AAS Member Number *

☐ Not Applicable

Access Key

Please type in an access key that you will use to access your submission information in the future. The access key must be at least 8 characters long and contain a character from three of the following character sets: uppercase letter, lowercase letter, number, or non-alphanumeric character.

Enter Current Access Key

Enter New Access Key

Access Key Strength

Re-type New Access Key

Update Account

Please fill out your professional information, if you are an Independent Scholar, please type that into the relevant field/s.

Note: you **must** be a current AAS member in order to be considered for a NEAC or EIAC small grant.

If you need to renew your membership, please click [here](#).

You may also change your access key on your profile page.

Once you are done with your profile, go back to the main landing page to start on your application.

 APPLICATION (You have 0 complete applications, 0 incomplete applications, and 0 draft applications)

[Click here to begin a new application](#)

Click the green text “Click here to begin a new application” to begin a new application

Home / New Application

 START A NEW APPLICATION [Submit](#)

Project Title *

A proposal must have a short, specific title (containing no abbreviations) that indicates the nature of the project.

Application Category *

Status *

[View Application Category descriptions.](#)

[View Status descriptions.](#)

[Submit](#)

The first page will ask for your grant project title, if you are applying for a Japan or Korea NEAC grant or EIAC grant and if you are a current graduate student or not.

If you are a current graduate student, you will have additional tasks related to your letter of recommendation, non-graduate students will not have those tasks.

The AAS NEAC and EIAC Area Council Grants Application Process

[Test A](#)
Application ID: 1091821
Application Category: Japan Studies Grant Submission
Status: Graduate Student
Application Status: Active



1. Recommender
Completed Tuesday, July 27, 2021, 12:41 PM
Click here to add a recommender.



2. Letter of Recommendation
Last Updated Monday, July 26, 2021, 2:55 PM
Click here to invite your recommenders.



3. Demographics
Last Updated Wednesday, July 28, 2021, 1:40 PM
Please answer the following questions.



4. Project Proposal
Last Updated Wednesday, July 28, 2021, 1:40 PM
Please click here to add your project information.



5. Project Statement
Last Updated Wednesday, July 28, 2021, 1:45 PM
Click here to upload a project statement



6. Proposed Budget
Last Updated Monday, July 26, 2021, 2:53 PM
Click here to upload your proposed budget.



7. Curriculum Vitae
Last Updated Monday, July 26, 2021, 1:13 PM
Click here to add your CV.

[Save Submission](#)

Depending on if you are a graduate student or a non-graduate student, your task list will look different.

Graduate students will have more tasks because they need to add a recommender and the recommender will need to upload a letter of recommendation for a total of 7 tasks.

Non-graduate students will have a total of 5 tasks.

You may work through the tasks at your leisure and leave the application and come back at a later time to finish your application.

It is highly encouraged that graduate students work on the first two tasks as soon as possible in order to give their recommender time to complete the letter of recommendation.

Graduate students will not be able to submit their application until the letter of recommendation is completed by the recommender.

The AAS NEAC and EIAC Area Council Grants Application Process

[Test A](#)
Application ID: 1091821
Application Category: Japan Studies Grant Submission
Status: Non-Graduate Student
Application Status: Active

Curriculum Vitae task was successfully completed on Wednesday, July 28, 2021, 3:57 PM

 **1. Demographics**
Completed Wednesday, July 28, 2021, 3:57 PM
Please answer the following questions.

 **2. Project Proposal**
Completed Wednesday, July 28, 2021, 3:57 PM
Please click here to add your project information.

 **3. Project Statement**
Completed Wednesday, July 28, 2021, 3:57 PM
Click here to upload a project statement.

 **4. Proposed Budget**
Completed Wednesday, July 28, 2021, 3:57 PM
Click here to upload your proposed budget.

 **5. Curriculum Vitae**
Completed Wednesday, July 28, 2021, 3:57 PM
Click here to add your CV.

[Save Submission](#)

As tasks are completed, a green check mark will appear next to the task

Once all tasks are complete you will need to click **“Save Submission”**

 **APPLICATION SUMMARY** [Submit](#)

[Test A](#)
Application ID: 1091821
Application Category: Japan Studies Grant Submission
Status: Non-Graduate Student
Application Status: Active

You have completed all the required tasks for this application. Use the “Submit” button to complete your application.

 **1. Demographics**
Completed - Wednesday, July 28, 2021, 3:57 PM

 **2. Project Proposal**
Completed - Wednesday, July 28, 2021, 3:57 PM

 **3. Project Statement**
Completed - Wednesday, July 28, 2021, 3:57 PM

 **4. Proposed Budget**
Completed - Wednesday, July 28, 2021, 3:57 PM

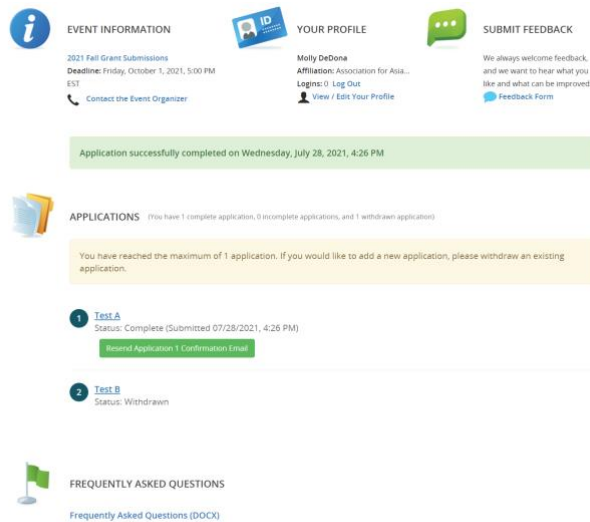
 **5. Curriculum Vitae**
Completed - Wednesday, July 28, 2021, 3:57 PM

When you are ready to submit your application, you need to click **“Submit”**

Until you click the “Submit” button, your application will not be submitted.

You will receive a confirmation email when your application is received (this may take up to 20 minutes).

The AAS NEAC and EIAC Area Council Grants Application Process



Confirm that you have submitted your application by checking the main landing page, if the Status is Complete your application has been submitted.

If you want to fix an error on a submitted application or have any other questions, please contact the AAS Grant Programs Manager at grants@asianstudies.org

Please view the [Grants FAQ document](#) for more information about AAS small grants and the submission portal.

Questions? Contact the AAS Grant Programs Manager at grants@asianstudies.org