



## Helpful Tips for EAPSI Applicants

1. Determine your eligibility:
  - ✓ Are you a U.S. citizen or permanent resident (“green card” holder)?
  - ✓ Are you currently enrolled in a research-oriented Master's or Ph.D. degree program at a U.S. institution located in the United States?
  - ✓ Is your proposed area of research eligible for NSF funding (i.e. Engineering, Computer Science & Engineering, Mathematical and Physical Sciences, Biological Sciences, Geosciences, Social, Economic & Behavioral Sciences, Education & Human Resources, Multidisciplinary)?
2. Check the website [www.nsf.gov/eapsi](http://www.nsf.gov/eapsi) frequently for updates. 2014 application submission deadline is **November 25, 2013**.
3. Select a first-choice host location from EAPSI seven locations: **Australia, China, Japan, Korea, New Zealand, Singapore, and Taiwan**. Think of two more to list as your second and third choice location. Please note that Australia and New Zealand are the most competitive host locations. Hong Kong is NOT part of the EAPSI Program.
4. Read the Handbooks, Program Solicitation, and How to Apply Guide available on [www.nsf.gov/eapsi](http://www.nsf.gov/eapsi)
5. Search NSF Award Database to see what has been currently funded in your field: <http://www.nsf.gov/awardsearch/>. For example, to access recent EAPSI awards, go to Advanced Search, scroll down to Additional Information and check both Active and Expired Awards, enter Original Award Date range from 01/01/2012 to 12/31/2013, enter Keyword EAPSI.
6. Write a hypothesis-driven research plan (Project Description) that is achievable within 8-10 weeks in the selected host location (5 pages). References cited/bibliography is a separate document and is not included in the 5-page Project Description. Project Description must start with Synopsis and Timeline.

Example of Timeline:  
Preparation for EAPSI:  
Week 1:  
Week 2:  
Week 3:  
Week 4:  
Week 5:  
Week 6:  
Week 7:



Week 8:

For Japan only, add Weeks 9 and 10.

Post-EAPSI:

Project Description cannot exceed 5 pages.

7. Consult your advisor about your EAPSI project. The project should be realistic, doable in the time available, and integral to your ongoing research and thesis/dissertation.
8. Identify a host institution and researcher you are interested in collaborating with (for first-choice host location only). A list of potential host institutions is available at the end of each Handbook. Contact the host researcher and inquire if he/she would be interested in hosting you as EAPSI Fellow. Share your proposed project with the host.

Obtain a letter of acceptance from the host (email is OK). The letter should indicate that the host has read your proposal and is willing and able to host you if you receive EAPSI award. Include relevant email correspondence or a paragraph summarizing how you established contact and developed collaboration.

If you are interested in being hosted by an institution not listed in the Handbook, contact the EAPSI Program Office.

9. Go to NSF FastLane, Postdoctoral Fellowships and Other Programs tab, **Individual Registration**: <https://www.fastlane.nsf.gov/n1/NIIndvReg.html?isScientist=GO>  
Register as individual researcher. You serve as individual researcher and your own Authorized Organizational Representative (AOR). Then go back to Postdoctoral Fellowships and Other Programs, I am an Applicant:  
[https://www.fastlane.nsf.gov/jsp/homepage/postdoc\\_fel.jsp](https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp)  
It is very important to complete Individual Registration before the application process is started.
10. Note that your citizenship information is not optional and must be provided. If you are not a U.S. Citizen, you will be asked to provide your country of citizenship and registration number, i.e. A-number on your green card.
11. As part of the application process, include information on the Reference Letter Writer (your advisor at home institution in the U.S.). Ask your advisor to write a Letter of Reference for you and provide him/her with FastLane log-in information. Only one Letter of Reference is required and must be submitted by the advisor directly on FastLane, by going to I am a Letter Of Reference Writer:  
[https://www.fastlane.nsf.gov/jsp/homepage/postdoc\\_fel.jsp](https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp)  
The Letter of Reference must be in the application before it is submitted.
12. Project Summary (1 page) consists of Overview, Intellectual Merit, and Broader Impacts.



**Intellectual Merit**, i.e. potential to advance knowledge:

- How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
- How well qualified is the proposer to conduct the project?
- To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts?
- How well conceived and organized is the proposed activity?
- Is there sufficient access to resources?

**Broader Impacts**, i.e. potential to benefit society:

- What may be the benefits of the proposed activity to society?
- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?

Please address Intellectual Merit and Broader Impacts separately, e.g.:

The **Intellectual Merit** of proposed activity is/includes/consists of...

The **Broader Impacts** of proposed activity are/include/consist of...

13. Both NSF merit review criteria (Intellectual Merit and Broader Impacts) must be discussed in the 5-page Project Description.
14. Provide strong justification for the host location, i.e. resources and capabilities of the proposed host institution and researcher; current stature of research in your field of interest in the chosen location; merit, complementarities, and expected mutual benefits of the proposed international collaboration.
15. If human subjects or vertebrate animals are involved, apply for IRB or IACUC approval/exemption at your home institution.
16. Prepare a 2-page CV. If you are a prior EAPSI participant, indicate the year and location of EAPSI and provide a short paragraph on the results of past EAPSI support.
17. If you have had Responsible Conduct of Research training (e.g. CITI RCR training), include the certificate in supplementary documents.



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18. Obtain your college transcripts. Unofficial transcripts are acceptable. Graduate transcripts are required, undergraduate transcripts are optional.
19. Obtain proof of current enrollment. You must be enrolled at the time of application (i.e. Fall 2014). An email from your department head or dean is sufficient.
20. Write the Data Management Plan (one paragraph). The Data Management Plan may include a paragraph addressing the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project; the standards to be used for data and metadata format and content; policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements; policies and provisions for re-use, re-distribution, and the production of derivatives; and plans for archiving data, samples, and other research products, and for preservation of access to them.
21. Check the Program Solicitation, How to Apply Guide, and gather any additional documents, e.g. graduate school transcripts, proof of current enrollment, 2-page CV, letter of acceptance from prospective host.
22. Call EAPSI Program Office at 703-292-2993 or email [oiia-ise-eapsi@nsf.gov](mailto:oiia-ise-eapsi@nsf.gov) if you have any questions. We look forward to receiving your application!