



Instructions for Applicants

Part I: Application Cover Sheet

Complete the Cover Sheet in full. Please ensure that you have signed and dated the Cover Sheet. This should be the first page of your completed application.

Part II: Research Proposal

The materials in Part II should provide a thorough introduction to the nature and scope of your intended research. The Research Proposal should include the following:

- A. Abstract of the proposed research, not more than one page.
- B. A full statement of your research, not more than 1500 words, double-spaced (maximum six typed pages). In preparing your statement, be sure to provide and address the following:
 - a description of the research you plan to undertake in Asia, including the methodology to be utilised;
 - the importance of the work, both in relation to the broader discipline and to your own scholarly goals;
 - justification for conducting research in Asia and use of research facilities and resources;
 - identification of individuals and institutions in Asia you may have consulted or you propose to contact.
- C. Estimate of time period for a) fieldwork component of your project, and b) your degree programme.
- D. Budget and justification for equipment, supplies, research-related travel and living costs, and other support required to conduct the fieldwork itself. If the funds required to support the research exceed \$5000, please indicate the source of additional funds. The budget should indicate all sources of funding for your fieldwork, including other grants or scholarships for which you have submitted applications.
- E. A statement about your future goals and plans upon completion of your degree programme.
- F. Bibliography of literature relevant to the applicant's proposed research.

Part III: Supplementary Information

The following materials will provide the NZASIA Council with additional information for consideration of Fund applications.

1. Curriculum Vitae: Please provide a CV that includes all relevant skills, experience, qualifications and scholarships.
2. Transcripts: Please include academic transcripts from all tertiary institutions attended.
3. Letters of reference evaluating the research proposal from two persons familiar with your work. One of the letters must be from the applicant's research adviser, and should include a statement regarding the project's feasibility and the quality of the project judged by the normal standards of the discipline to which it belongs. Referee's letters should be enclosed with the application in sealed envelopes signed across the flap by the referee. Be sure to obtain these letters in sufficient time to meet the application deadline. If references arrive late they may not be included in the review.
4. Notification card : Please enclose a self-addressed and stamped envelope so that receipt of your application can be acknowledged.

Advice to Applicants :

- Use white A4 paper. Applications must be typewritten. Do not use a typeface smaller than 12-point.
- Photocopy and assemble Parts I, II and III into six collated application sets. Also enclose the sealed envelopes containing letter of reference.
- The application should be sent to Dr Pauline Keating, President of NZASIA, C/- History, Victoria University, P O Box 600, Wellington for review and evaluation. Receipt of your application will be acknowledged. All complete applications will be reviewed.

Application deadline is 5 pm on Friday, 6th May 2005. Late applications will not be accepted.