



**China-U.S. Scholars Program (CUSP)  
Grants for Conference Participation and Research Travel  
Frequently Asked Questions (FAQs)**

**Description**

The China-U.S. Scholars Program Grants for Conference Participation and Research Travel is a competitive fund to support travel by scholars and students to conferences and research sites. The fund is open to scholars and students in the arts, humanities, and social sciences. Conference presentations and research travel should relate to China studies and/or China-U.S. relations. Citizens and permanent residents of China, Hong Kong SAR, and the United States can submit applications through October 31, 2024. The fund is offered with the support of Carnegie Corporation of New York, Harvard-Yenching Institute, Luce Foundation, and Rockefeller Brothers Fund.

**Eligibility**

***Who can apply for the CUSP Grants for Conference Participation and Research Travel?***

- Citizens or permanent residents of China, Hong Kong SAR, and the United States.
- Currently enrolled graduate students, postdocs, university faculty at all career stages, and independent scholars.

***What disciplines are eligible?***

Disciplines within the arts, humanities, and social sciences. Conference presentations and research travel should relate to China studies and/or China-U.S. relations.

***Where may I travel to?***

- Conference grants for paper presentations may be used for domestic or international travel to conferences in any country.
- Research travel can take place to China, Hong Kong SAR, or the U.S. Applicants must travel outside of their country of residence.

***When must the travel take place?***

Conference participation or research travel must end by December 15, 2024.

**Application**

***When is the application deadline?***

Applications are accepted on a rolling basis until all funds have been committed with a final deadline of October 31, 2024. Applications must be submitted prior to the start date of the conference or research travel.

***I am conducting research and presenting at a conference. Can I apply for both grants and include costs for both in my budget?***

Applicants may apply for only one type of grant (either conference or research travel) and include only budget items for that grant type.

***May I apply more than once for the grant?***

Applicants who apply and are not selected for the grant are ineligible to reapply. Applicants who are selected for the grant may not apply for another grant.

***How do I submit my application?***

Please submit your application and supporting materials as **one PDF (all materials combined)** via email to [CUSP@jie.org](mailto:CUSP@jie.org). The Program Team will confirm receipt of your application materials.

If your recommender prefers to send the letter of recommendation separately, they may email the letter to [CUSP@jie.org](mailto:CUSP@jie.org).

***What materials are included in a complete application?***

A complete application includes:

- Completed and signed application form.
- Responses to questions outlined in the application form.
- One recommendation letter. The letter should be on official letterhead and address the importance of the conference or research travel to the applicant's field of study. Recommendation letters can be written by academic supervisors, research collaborators, or in-country hosts (for research travel).
- Budget and budget description/narrative (see more details below).
- Signed Data Privacy Consent Form.

All materials should be combined into a **single PDF** and emailed to [CUSP@jie.org](mailto:CUSP@jie.org).

**Budget and Exclusions**

A budget and budget description/narrative should accompany each submission. No specific format or template is required, but it must outline each cost associated with your request. Please review the details below based on whether you are applying for a conference participation or research travel grant.

***Conference Participation***

Conference participation grants can be used for domestic and international travel to present papers at conferences.

- Conference participation grants will be awarded up to \$3,000 USD for conferences in your home country or \$4,000 USD for international conferences.
- Conference participation grants cover the cost of round-trip economy travel, transit to/from the airport in the home or destination country, single-entry visa, lodging, conference registration fee, meals and incidentals, and international travel insurance.
- Meals and incidentals may be calculated using the [U.S. Department of State rates](#) for international travel or [U.S. GSA rates](#) for domestic travel.

- Local transportation costs are not eligible, i.e., between hotels and restaurants or other locations within the destination city.
- Contingency funds for unplanned expenses are not eligible.
- Conference poster presentations are not eligible.

### ***Research Travel***

Research travel grants can be used for field visits for data collection purposes or archival research in China, Hong Kong SAR, or the U.S.

- Only research travel outside of your country of residence is eligible. For example, if you are a Chinese scholar or student who is currently residing in the United States, you are not eligible to receive funding to support research in the United States. Note that Hong Kong SAR is a part of China (one country); thus, if you are residing in Hong Kong SAR, you are not eligible to receive funding for research in mainland China, or vice versa. Please email [CUSP@ie.org](mailto:CUSP@ie.org) if you have questions about your eligibility.
- Applicants can request up to \$4,000 USD.
- Eligible costs include economy round-trip airfare, transit to/from the airport in the home or destination country, transit between cities for multi-city visits, single-entry visa, lodging, meals and incidentals, international travel insurance, and research materials needed for field visits. Research materials must be specified.
- Meals and incidentals may be calculated using the [U.S. Department of State rates](#) for international travel.
- Local transportation costs are not eligible, i.e., between hotel and restaurants or to other locations within the destination city.
- Contingency funds for unforeseen expenses are not eligible.
- Laptops, tablets, cameras, projectors, and data analysis software/tools are not eligible. Other equipment costs will be considered on a case-by-case basis.

### **Selection Criteria**

*Applications will be reviewed under the following criteria:*

- Significance of the conference or research travel to the field of study and China studies and/or China-U.S. relations.
- The benefit of conference participation or research travel to the applicant's research and professional development.
- Budget clearly outlines the rationale of the requested funds.

### **Notification**

***When will we be notified of the status of our application?***

Applicants will be informed of their selection status within two weeks of sending complete application materials, including letter of recommendation, to [CUSP@ie.org](mailto:CUSP@ie.org).

### **Distribution of Award**

***How will funds be distributed?***

Funds will be distributed in a lump-sum payment directly to the grantee. Grantees must provide their bank information as part of the grant acceptance paperwork.

***If I am selected, when will I receive the funds?***

- Funds will be dispersed for conference participation once the grantee submits a letter of acceptance from the conference organizer, a signed IIE award letter, and banking information. Please allow up to two weeks for processing.
- Funds will be dispersed for research travel once the grantee submits a signed IIE award letter and banking information. Please allow up to two weeks for processing.

***What are the requirements after I have returned from my conference participation or research travel?***

IIE will provide grantees with a reporting template to submit at least two weeks after returning from a conference or research travel. No financial reporting is required.

**Contact Information**

For questions related to **CUSP Grants for Conference Participation and Research Travel**, please email [CUSP@iie.org](mailto:CUSP@iie.org).