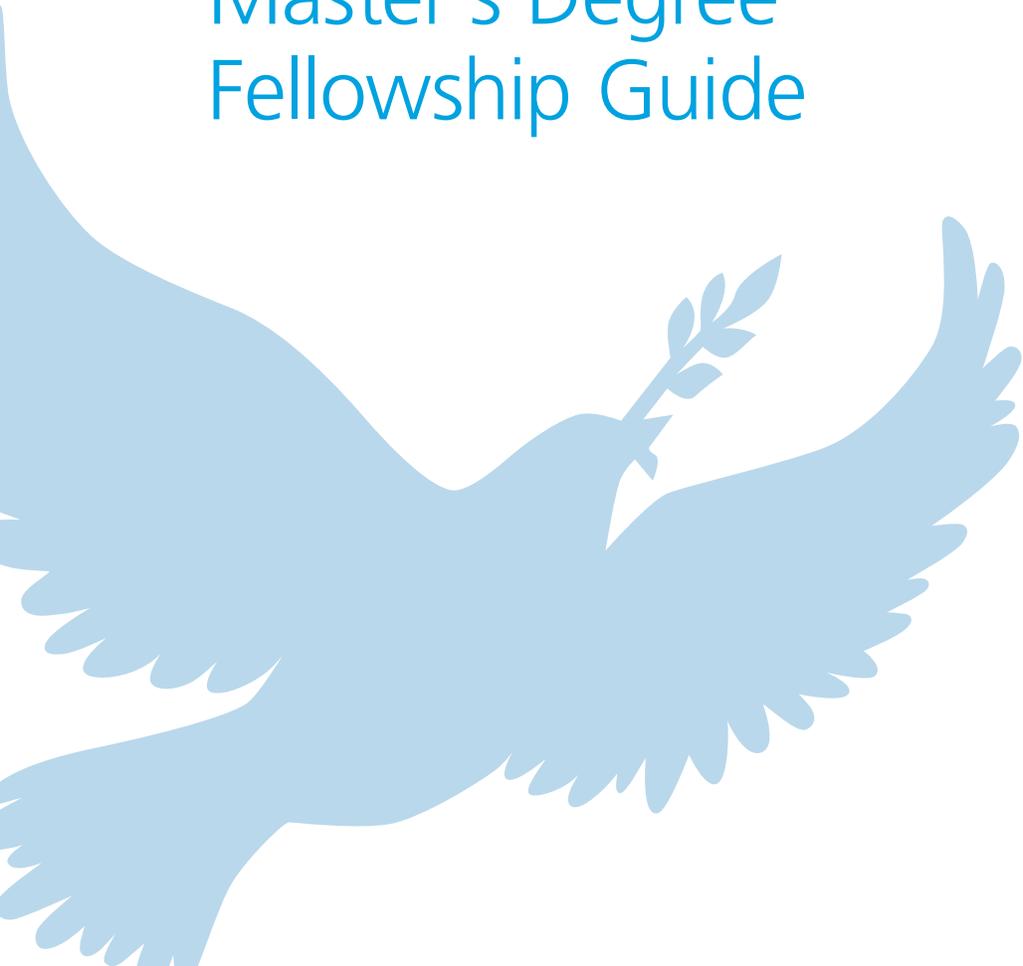


The
Rotary
Foundation



ROTARY PEACE CENTERS

Master's Degree
Fellowship Guide



Congratulations on your selection as a Rotary Peace Fellow finalist. This guide explains how to prepare for and meet the terms of your fellowship.



A GUIDE TO YOUR ROTARY PEACE FELLOWSHIP

Master's Degree Program

The Rotary Peace Centers program promotes the mission of The Rotary Foundation to improve health, support education, and alleviate poverty by:

- Supporting research, teaching, publication, and practical field experience related to issues of peace, causes of conflict, and world understanding
- Inspiring people to work for a culture of tolerance and peace while enhancing their capacity, knowledge, and skill by promoting interaction between practitioners and academics
- Providing advanced educational opportunities in peace and conflict resolution
- Enabling The Rotary Foundation and Rotarians to more effectively promote tolerance and cooperation among peoples, advancing the goals of world understanding and peace

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YOUR ROTARY FOUNDATION PEACE CENTERS SPECIALIST

Your peace centers specialist is your primary contact at The Rotary Foundation as you prepare for the program and throughout your studies. You can also consult with them about any urgent or sensitive matters that arise during your fellowship that are not under the authority of your host university. Your specialist's name and contact information are included in the acceptance material you received.

Your peace centers specialist can:

- Supply general information about The Rotary Foundation and your fellowship
- Inform you of the amount of your fellowship funding
- Monitor your progress
- Work with your assigned Rotary Peace Center
- Provide contact information for Rotary clubs and districts
- Connect you with current Rotary Peace Fellows and alumni

REQUIRED DOCUMENTS

Before you travel to your host country and begin study, you are required to provide the documentation described below. It is important to meet payment requirements on time so that there is no delay in your funding or your travel to the Rotary Peace Center. No funding will be released until you have submitted all required items. Email all required information to your peace centers specialist and keep a copy of any documents you submit.

Fellowship Acceptance Form

This form is due **by the date listed in your finalist notification**. Confirm your acceptance of the fellowship by signing the form and emailing it to your peace centers specialist.

Rotary Peace Fellow Biographical Information

Complete the biographical form and email it to both your peace centers specialist and the Rotarian host area coordinator listed on your welcome letter. The host area coordinator will use this information to pair you with a Rotarian host counselor and a Rotary club. You must also include a high-resolution digital photo of yourself, preferably a headshot, in JPEG or PNG format.

University admission letter

This is due **at least two months before departure**; submit a copy of the admission letter from your assigned Rotary Peace Center university as soon as you receive it. The letter must verify unconditional admission for the full term of your fellowship.

ROTARY PEACE CENTER ASSIGNMENTS

The Rotary Peace Centers Committee recommends university assignments for Rotary Peace Fellows; The Rotary Foundation Trustees finalize the assignments.

Your preferences will be taken into consideration as much as possible; however, the number of fellowship slots at each university is limited, and you may be better suited to some universities than others. Though it is unlikely that you will be assigned to a university that isn't one of your top choices, Foundation trustees reserve the right to assign fellowship candidates to any of the university partners and will not consider requests for reassignment to another Rotary Peace Center.

You are considered a finalist, rather than a fellow, until you gain unconditional admission to your assigned university. Any finalist denied admission will not receive the fellowship.

Deferral of fellowship study

A request to begin study after the date on your Fellowship Acceptance Form will be considered only in a case of mandatory military service or serious, documented medical emergency. Contact your peace centers specialist immediately if you are affected by either of these situations.

Relinquishment of fellowship

If you decide to decline the Rotary Peace Fellowship, contact your peace centers specialist as soon as possible. Also inform your assigned Rotary Peace Center and your Rotary sponsor district. Finalists or fellows who relinquish the fellowship are eligible to reapply in the future.

Applying for university admission

You should apply for admission to your assigned university partner **as soon as you are notified that you have been selected as a finalist**. Contact the university's admissions office for application procedures and deadlines; see appendix A for contact information.

Your selection as a Rotary Peace Fellow finalist does not guarantee admission to your assigned university. The final admission decision is the university's; The Rotary Foundation cannot intervene on your behalf. Because admission to your assigned university is not a certainty, we strongly advise that you refrain from making major life changes (for example, terminating your employment, selling property, or investing in a pending move) until you have secured unconditional admission to the appropriate program at your assigned university.

Leave of absence

In the event of a medical or family emergency, you may be eligible for a leave of absence from your program of up to one full academic year, provided that your assigned university permits it and that it is approved by the Foundation after you submit appropriate documentation. You will be responsible for any costs incurred as a result of the leave exceeding the normal funding provided by the Foundation.

YOUR ROTARY SUPPORT TEAM

Rotarians are available to provide information and support before, during, and after your fellowship.

Host counselor

You will be assigned a Rotarian host counselor and a host Rotary club. This will connect you to local Rotarians and Rotary activities during your fellowship term. Your host counselor is appointed by the host area coordinator in your Rotary Peace Center's area.

Before you depart:

- Send an email of introduction to your host counselor and include a photo of yourself.
- If your spouse/partner and/or children will live with you during your fellowship, inform your host counselor as soon as possible. Although your host counselor is under no obligation to assist you, they may be able to provide information about schools and child care facilities. No additional funds are provided to fellows with a spouse/partner or children.
- Arrange a meeting with your host counselor, especially if you will require airport pickup.

During your program:

- Once you arrive, arrange to meet with your host counselor to become acquainted and to set up future meetings.
- Seek out opportunities to get involved in local Rotary projects and activities.
- Stay connected to your host club and district by following news on their websites and requesting that you be added to email distribution lists.

Host area coordinator and Rotarians

Each Rotary Peace Center has a designated host area encompassing the Rotary district where the center is located and surrounding districts. The strong collaborative relationship between the Rotary host area and the Rotary Peace Centers university will enable you to strike a balance between academic and Rotary obligations during your fellowship period.

The host area coordinator is a Rotarian trained by The Rotary Foundation and is the primary contact between host area Rotarians and the Rotary Peace Center staff.

Your host area coordinator:

- Works with The Rotary Foundation to promote the Rotary Peace Center's activities
- Coordinates training and events
- Encourages host area clubs and districts to participate in events
- Manages your speaking engagements at Rotary events

Rotarians in your host area can:

- Familiarize you with the political, environmental, business, cultural, and academic conditions in your study country
- Provide contacts and insights that will prove invaluable as you pursue a career in your area of expertise
- Work with the university partner to develop an annual orientation for fellows

YOUR ROTARY PEACE CENTER

The Rotary Foundation has worked closely with the Rotary Peace Centers university partners to develop innovative master's degree programs for Rotary Peace Fellows. You will be a resident at your Rotary Peace Center for up to two consecutive academic years. To enable you to participate fully in all center activities, you are not permitted to participate in lengthy study abroad or other exchange programs during the regular academic year.

Rotary Peace Center director

Each university has named a Rotary Peace Center director, who coordinates academic and other activities for the fellows. Your Rotary Peace Center director will work closely with you on course selection, academic progress, applied field experiences related to your degree and your master's thesis research, if appropriate. He or she will also consult with you and area Rotarians about your Rotary obligations. Some peace centers will appoint a coordinator to assist fellows with both administrative and academic issues. You are encouraged to use the resources available at your Rotary Peace Center; see appendix A for contact information.

Rotary Peace Center staff

The staff members at your Rotary Peace Center are your primary contacts for information specific to your center and university. They can:

- Provide program logistics, course overviews, arrival information, and program expectations
- Provide contact information for university faculty and the university department that advises on visa applications
- Monitor your progress

Annual seminar

Your Rotary Peace Center hosts an annual seminar focusing on critical and timely issues related to international affairs and conflict resolution. Fellows share their research with the university academic community, host area Rotarians, and other invited guests.

Attendance at your center's annual seminar is mandatory. You will receive details about the seminar after you arrive on campus.

FUNDING

Funding for your Rotary Peace Fellowship comes from the generosity of Rotarians around the world. Rotary districts that have provided significant annual and sustainable funding for the Rotary Peace Centers program are known as Peacebuilder Districts. Rotarians in these districts and other Major Donors to the Foundation are especially interested in the activities and successes of peace fellows, both during their studies and throughout their careers.

Fellowship period

Fellowship funding begins shortly before the start of the regular academic year at your assigned university and ends at the conclusion of your third semester at University of Bradford or University of Queensland or your fourth semester at Duke/University of North Carolina, International Christian University (ICU), or Uppsala University.

Your fellowship is valid for up to two consecutive academic years, depending on your center, and the academic break occurring between them. You will be responsible for funding extra semesters that result from a leave of absence. Funding for the applied field experience is awarded through a separate proposal and is not guaranteed.

Neither Rotary International, The Rotary Foundation, your assigned Rotary Peace Center, nor any Rotary district, club, or individual Rotarian is in any way responsible for enabling you to pursue your studies after your fellowship. If you choose to pursue studies beyond that period, all expenses will be your responsibility.

Postponement of return home

After completing your fellowship, you are expected to pursue a career in your area of expertise. For this reason, The Rotary Foundation does not encourage Rotary Peace Fellows to remain in their host regions beyond the fellowship period, unless they are pursuing employment there. If you choose to stay in your study country after your fellowship, you will be responsible for all your expenses.

Fellowship funding amount

Your fellowship covers the following:

- Tuition and fees
- Living allowance
- Round-trip transportation
- Books and supplies
- Conference attendance and research
- Health insurance
- Visa

A separate funding proposal is required for the applied field experience.

Fellowship award amounts vary in accordance with the cost of living in each country. Your peace centers specialist will provide details of your award. Fellowship funds are for your use only. If your spouse/partner or children accompany you to your study country, their expenses (including, for example, higher rent for a larger apartment) are your responsibility. If funds remain after your fellowship ends, they are to be returned to The Rotary Foundation.

Auditing

The Rotary Foundation occasionally audits grants. Therefore, you are asked to keep receipts for the duration of your fellowship.

Covered expenses

Required tuition and fees. The fellowship covers the cost of registration and tuition for a normal course load as defined by the university. The Foundation will pay your tuition costs directly to the Rotary Peace Center. Under no circumstances will funding be extended beyond the fellowship period.

Room and board. You will receive a monthly living allowance based on reasonable living costs for a typical student in your study area. Several university partners offer on-campus rental housing for Rotary Peace Fellows if space is available.

You must locate housing and purchase food within this budget unless you can supplement these funds from other sources. The cost of any public transportation necessary for daily commuting between your residence and study institution is also included in this allocation. If you are accompanied by your spouse/partner or dependents, you will not receive additional funding to cover their expenses.

Round-trip transportation. Transportation will be provided between your home and study city at the start and end of the fellowship period; see the Travel section in this guide.

Note: You must book your tickets through Rotary International Travel Service; the Foundation will not pay for tickets purchased elsewhere unless a local purchase is approved in advance.

Contingency fund. You will receive a fixed contingency fund to be used for:

- Textbooks and educational supplies
- Passport fees
- Attendance at Rotary events
- Computer equipment and professional or technical equipment
- Costs incurred before the academic year or during breaks
- Miscellaneous travel expenses, including travel insurance
- Necessary unanticipated expenses

Conference and research fund. You will receive a fixed conference and research fund to offset the costs of researching a thesis topic or attending or presenting at a professional conference, either in your study country or abroad. You may decide how to use this funding — for example, by allocating all funds to conferences, all funds to research, or a mixture of these options.

Health insurance. You will receive funding for health insurance coverage that meets your host country's requirements. Your peace centers specialist will explain the terms of your coverage.

Applied field experience (AFE). The Foundation expects all fellows to engage in a relevant AFE, for at least eight weeks, as part of their fellowship term. You must request funding from The Rotary Foundation for an AFE. As early as possible in your fellowship term, you should work with your Rotary Peace Center director and academic adviser to identify AFE activities appropriate to your area of specialty. Host area Rotarians may also provide information on available opportunities.

To arrange your AFE, you will inform your peace centers specialist of your proposed budget, objectives, overview, and timeline, and provide a copy of your AFE acceptance or invitation letter; see appendixes B and C. Work with your academic adviser to finalize this information at least two months before the start of the AFE, in time for your Rotary Peace Center director to review your proposal.

The Foundation makes final decisions on the funding of AFEs. Proposals submitted to the Foundation without the approval of the Rotary Peace Center director will not be considered complete.

Possible AFE activities include a research project, internship, or other professional activity. Your AFE is an opportunity to gain practical work experience and explore career activities to facilitate re-entry into the workforce after your fellowship ends. Therefore, you are not permitted to enroll in a course of study during the AFE.

Note: You may not engage in AFE activities in countries on the [Rotary International travel-ban list](#).

The Rotary Foundation will award up to \$7,000 to fellows with an approved AFE. It is your responsibility to anticipate and calculate all projected expenses during the AFE period. Such expenses may include transportation to and from the AFE location, living allowance in the AFE location, travel insurance, and ongoing expenses at the Rotary Peace Center (such as rent) in your absence, as well as any other related expenses. The award is intended to cover all AFE-related expenses; no increases will be considered after your proposal has been approved and your award has been disbursed. If you receive funds toward your AFE from an alternative source, these must be reported to the Foundation.

You also are responsible for arranging your own travel to and from the AFE location. You may use Rotary International Travel Service (RITS) to book your travel, but you are not required to do so. You are encouraged to purchase airline tickets in advance to reduce the cost; however, no funds will be disbursed until the AFE proposal has been approved by your peace centers specialist.

Fellows are required to complete an evaluation survey after their AFE.

Failure to complete a Foundation-approved AFE without the Foundation's prior consent may be grounds for termination of the fellowship. You are required to keep the Foundation informed of your whereabouts throughout your fellowship term.

Fellows must return to their university campus after completing their AFE to receive the next living stipend in full, unless they have received approval for an extended AFE from Uppsala or ICU. Contact your peace centers specialist for more information.

Other expenses

Personal funds. For your fellowship term, you should take enough money to pay for all expenses that are not covered by the fellowship. If possible, take an internationally recognized credit card. You may wish to use a debit card from your home country bank, although the Foundation strongly encourages fellows to open accounts at local banking institutions.

Outside funding. During your fellowship period, you are permitted to accept additional fellowships, assistantships, travel grants, waivers of tuition; however, The Rotary Foundation will not pay for tuition or transportation that is covered by other funding.

You may also continue receiving a salary from your permanent employer or another organization. However, employment must not interfere with your studies, Rotary obligations, or visa or immigration status in your study country.

If you receive outside funding, you must report it in writing to the Foundation.

Rotary functions and related travel costs. Rotary clubs and districts that invite you to meetings and conferences may fund your travel and other out-of-pocket expenses, depending on their individual policies and the functions involved. You may also use part of your fellowship contingency fund for such expenses. However, you should not accept payment for participating in Rotary-sponsored events.

Disbursement of fellowship funds

Funds will be made available once the requirements specified for each payment have been met; review the Required Documents section of this guide for more information. The Rotary Foundation reserves the right to revise or expand the requirements at any time.

Disbursement of funds varies by university. Your financial guarantee letter includes the payment information for your university.

First payment. The first payment installment includes a living allowance for your first year of study, funds for health insurance, limited funds for contingencies, and funds for conferences and research. This payment may be sent to a bank account you have opened in your study country, to your Rotarian host counselor's bank account, or to the center director's bank account, depending on your center. You will receive your first payment upon arrival in your host country or after you have submitted all payment prerequisites, whichever comes later. While exceptions can be made to allow for payment to be sent to your home bank account, we encourage you to receive payment in your study country upon arrival to avoid international banking fees. Your tuition will be paid directly to the Rotary Peace Center by the Foundation.

The Foundation will not provide additional funds for any banking fees.

AFE payment. To receive funding for your AFE, up to a maximum \$7,000, you must complete an AFE proposal; see appendix B.

Second payment. To receive your second installment, you must complete an online evaluation of your first year. Your second payment includes a living allowance for the remainder of your study term and limited funds for contingencies.

Note: The fellowship provides transportation between your home and study location at the start and end of the fellowship period. You obtain the tickets through RITS, and payment is made directly to RITS by the Foundation.

Taxes

Depending on tax laws in your home and host countries, the fellowship may be taxable in part or in full. It is your responsibility to investigate tax regulations pertaining to your fellowship funding. For questions about taxes on your fellowship, consult a qualified tax adviser. Your peace centers specialist cannot provide any advice or recommendations concerning taxes on your fellowship.

FELLOWSHIP EVALUATION

You are required to submit three evaluations to The Rotary Foundation during your fellowship term. Your peace centers specialist will provide links to these evaluation forms.

1. **First-year evaluation:** This is an overview of your first academic year. Your second payment will not be issued until you have submitted this evaluation.
2. **AFE evaluation:** This is an overview of your applied field experience. Your post-fellowship travel home will not be authorized until you have submitted this evaluation.
3. **Final evaluation:** This is an overview of your total experience as a Rotary Peace Fellow, required before graduation. Because the end of your fellowship is often a busy time, we suggest that you plan accordingly to give yourself time to complete this important evaluation.

ORIENTATION

Your peace centers specialist will provide orientation material shortly before the start of your first academic year to enhance your understanding of the overall program and your role as a Rotary Peace Fellow. Also, Rotarians may invite you to participate in a district or multidistrict orientation.

After you arrive at your Rotary Peace Center, you will attend an orientation organized by the Rotarian host area coordinator, where you will meet local Rotarians and the other Rotary Peace Fellows studying at your university. In addition, most universities have their own orientation programs for international students; you will be contacted by university representatives about that.

TRAVEL

Your Rotary Peace Fellowship includes international or domestic airfare between your home city and your study city at the start and end of the academic program. See the instructions below and the travel policies outlined in the Fellowship Acceptance Form.

You may need to have a confirmed ticket from RITS in order to apply for a visa. Check with your nearest consulate or embassy before booking your visa appointment.

Travel expenses

Rotary Foundation grants cover the following travel expenses:

- One-way economy-class tickets: lowest-cost airfare to and from your assigned Rotary Peace Center.

Rotary Foundation grants do not cover the following travel expenses:

- Optional stopovers that deviate from your approved travel dates and route
- Penalty charges for changes in travel arrangements
- Accompanying travelers (spouse/partner, child)
- Charges for excess and overweight baggage, shipping charges, flight or trip cancellation insurance

Requesting airline tickets

Rotary International Travel Service provides efficient, low-cost travel services from convenient global locations. Tickets issued by its affiliate offices are entered into the RITS traveler tracking system.

1. Complete your online [Rotary Grant Travel Request Form](#). Research itineraries and select a recently priced itinerary to send with your request.
2. Email your completed form and itinerary to RITSONline@rotary.org or to the [RITS-designated agent](#).
3. RITS will email you an itinerary and pricing information. If you submitted a proposed itinerary and RITS finds a lower-cost alternative, you'll receive information for both.
4. Respond to the RITS email within 24 hours and approve the itinerary.
5. Send the host area coordinator and your host counselor a copy of your final itinerary.

Paying for airline tickets

Your peace centers specialist manages the logistics that will enable Rotary to pay for your airline tickets directly.

RITS may charge a fee if your reservations must be rebooked because you did not authorize ticketing before the original fare expired. Please authorize ticketing within 24 hours to avoid any deductions from your fellowship funding.

Personal travel

If you must travel for personal reasons during your fellowship term, indicate your request in the appropriate field on the travel request form. Send a copy to your peace centers specialist when you submit the form to RITS. You must pay for personal travel with a personal credit card.

Submitting the Travel Request Form

On the form, indicate any of the following, for which you must pay:

- Personal travel
- Accompanying unfunded travelers
- Upgrades

If you have frequent-flier status with an airline that does not charge baggage fees or that offers other benefits, include this information with your form.

Email your completed form to RITS, making sure to include your preferred itinerary and airline as well as your cost estimate. RITS will email you a proposed itinerary and, if one is available, a lower-cost alternative. You must respond to the quote within 24 hours.

If you are booking personal travel, use the invoice provided to make your payment directly to RITS.

RITS will email you electronic tickets.

For questions about travel itineraries and logistics, contact your assigned RITS agent.

Travel insurance

Rotary Peace Fellows are encouraged to purchase travel insurance for travel outside the coverage area of their health insurance. Learn about the [insurance coverage](#) available to Rotary Peace Fellows. The Rotary Foundation will not provide additional funding for travel insurance, but fellows may use their contingency funds to pay for it.

VISAS

A visa is issued by a country as proof of permission to enter the country. A visa is likely to be required for travel to your host country and might also be required by any countries you travel through en route to your host country, depending upon your citizenship and length of stay.

You are responsible for obtaining whatever visas you need in order to study legally in your host country for your fellowship term. Contact the nearest embassy or consulate of your host country, as well as your assigned Rotary Peace Center, to determine student visa requirements.

Obtaining a visa can take several months, so apply as early as possible, usually immediately after receiving the admission letter from your assigned university.

You are responsible for paying any fees associated with your visa during your application process. However, you will be reimbursed in your first payment once you arrive on campus. Contact your peace centers specialist if you have concerns about paying for your visa.

The Rotary Foundation has limited ability to help with the visa process. However, if your visa requires documentation about your fellowship in addition to that provided by the Foundation, contact your peace centers specialist.

YOUR LIFELONG RELATIONSHIP WITH ROTARY

Continuing your association with Rotary after your studies is an important part of your role as a Rotary Peace Fellow. We encourage you to participate in The Rotary Foundation's efforts to evaluate and improve the peace centers program. And you are asked to send the Foundation regular career updates for use in Rotary publications, for marketing the Rotary Peace Fellowship to future candidates, and for assessing the program's impact.

Stay connected

Here are some ways you can stay connected with Rotary:

- Maintain contact with your Rotarian sponsor and host counselor.
- Subscribe to the Rotary Peace Centers e-newsletter, Peace in Action, and contribute updates about your career.
- Subscribe to Reconnect, the Rotary e-newsletter for all Foundation alumni.
- Follow Rotary alumni news on [Facebook](#), Twitter, and other social media.
- Share your story and experiences on the [Rotary blog](#).

Stay involved

Here are some ways you can stay involved in Rotary:

- Speak about your experiences at club, district, and community events.
- Submit articles about your fellowship experience to local media.
- Organize an annual reunion for other Foundation alumni in your area.
- Recruit participants for Foundation programs.
- Attend annual seminars at any of the Rotary Peace Centers.
- Mentor current Rotary Peace Fellows.
- Participate in Rotary service projects.
- Attend Rotary club meetings.
- Join or form a Rotary Foundation alumni association.
- Attend the Rotary Peace Symposium and the annual Rotary International Convention.
- Advise Rotarians on service projects and peacebuilding initiatives.
- Join a local Rotary or Rotaract club.

Learn more about alumni activities and events at [Rotary.org](#). The Rotary Foundation's Alumni Department is dedicated to increasing the connections between fellows, alumni, universities, potential employers, and the Foundation.

HARASSMENT POLICY

The Rotary Foundation has a zero-tolerance policy concerning abuse and harassment.

Cases involving Rotarian-to-fellow claims

An independent and thorough investigation must be made into any claims against Rotarians of sexual abuse or harassment. Any Rotarian against whom such an allegation is made will be temporarily removed from all contact with Rotary Foundation program participants until the matter is resolved. Recurring complaints, even without a finding or admission of guilt, may result in the Rotarian's removal from the program.

Cases involving fellow-to-fellow claims

An independent and thorough investigation must be made by the Rotary Peace Center into any claims against a Rotary Peace Fellow of sexual abuse or harassment. The center will implement appropriate safeguards that all parties must follow during the investigation. The center will be responsible for ensuring that appropriate action is enforced. Action may include program dismissal of the accused Rotary Peace Fellow. To the extent possible, and in a timely manner, the center must notify The Rotary Foundation of its actions.

APPENDIXES

A. Rotary Peace Centers Contact Information

Duke University and University of North Carolina at Chapel Hill

FedEx Global Education Center
Suite 3002
301 Pittsboro St., CB 5145
Chapel Hill, NC 27599
USA
Phone: +1-919-843-2792
rotarycenter@unc.edu
rotarypeacecenternc.org

International Christian University

3-10-2 Osawa
Mitaka City, Tokyo 181-8585
Japan
Phone: 81-422-33-3681
Fax: 81-422-33-3688
rotary@icu.ac.jp
subsite.icu.ac.jp/rotary

University of Bradford

Department of Peace Studies
Bradford
West Yorkshire BD7 1DP
United Kingdom
Phone: 44-1274-23-2323
Fax: 44-1274-23-5240
D.Hutchinson1@bradford.ac.uk
www.brad.ac.uk/ssis/peace-studies
/rotary-peace-center/

University of Queensland

School of Political Science and
International Studies
Brisbane, Queensland 4072
Australia
Phone: 61-7-3346-9544
Fax: 61-7-3346-1388
pols@uq.edu.au
www.uq.edu.au/polsis/rotary

Uppsala University

Box 256, SE-751 05
Uppsala
Sweden
Phone: 46-18-471-00-00
Fax: 46-18-471-20-00
erika.forsberg@pcr.uu.se
www.pcr.uu.se/education
/uppsala_rotary_peace_center/

Chulalongkorn University

254 Chaloem Rajakumari 60 Building,
16th Floor
Phayathai Road, Pathumwan
Bangkok 10330 Thailand
Phone: 66-02-622-6275
Fax: 66-02-611-6176
peace@rotarychula.org
www.rotarychula.org

B. Applied Field Experience Proposal Instructions

For each sponsor organization with which you plan to be affiliated during your AFE, complete and submit a copy of this form, along with the required documents, to your peace centers specialist at The Rotary Foundation. Copies should also be provided to your Rotary Peace Center director. Rotary Peace Fellows are not permitted to participate in applied field experience activities in countries on the Rotary International travel-ban list.

NAME

ROTARY PEACE CENTER

DATES OF AFE: FROM _____ TO _____
DD/MM/YYYY DD/MM/YYYY

Submit the following documents with this form:

- 1. One-page AFE proposal** describing:
 - a. The proposed activity, including the name and contact information of the organization with which you will be affiliated
 - b. How the activity will benefit you in your Rotary Peace Center program and in your future work in peace and conflict resolution
- 2. Copy of acceptance letter(s), invitation letter(s), and/or letter(s) of research support.** Attach one copy of the acceptance or invitation letter from the organization(s) with which you will be affiliated — signed and written on its letterhead — that confirms the dates and location of your AFE. For research AFEs, include a letter from a research supervisor or organization expressing their support for your project. You may also include other correspondence, overview information about your activity, or other supporting documentation from the sponsor organization and/or research supervisor.
- 3. Timeline.** This should specify the location and duration (in weeks) of the proposed AFE. Fellows are expected to remain with the same sponsor organization for at least four weeks, and the total AFE must last at least eight weeks.
- 4. Budget.** Estimate the expenses associated with your proposed AFE on the Applied Field Experience Budget Proposal Form. You must also report any salary or stipend you will receive from your sponsor organization.

Read the following acknowledgment and sign below:

I understand that all funding requests must be approved and signed by the individuals noted below before submission to The Rotary Foundation. I understand that the Foundation reserves the right to deny applied field experience (AFE) funding for activities or travel in certain countries that may be on the Rotary International travel-ban list. I agree that all funding decisions will be made by the Foundation, and I further agree to abide by all such decisions. I affirm that the information contained in this proposal is accurate to the best of my knowledge. If I do not use the funds provided to me by the Foundation specifically for the activity proposed on this form, or if the proposed activity does not materialize, I agree to return to the Foundation all funds given to me for this project. I also agree to provide the Foundation detailed information about my AFE in my next fellowship evaluation as outlined in A Guide to Your Rotary Peace Fellowship.

SIGNATURE OF ROTARY PEACE FELLOW

DATE

SIGNATURE OF ROTARY PEACE CENTER DIRECTOR

DATE

C. Applied Field Experience Budget Proposal Form

Rotary Peace Fellows can request up to \$7,000 to undertake an applied field experience. If you will receive a salary or stipend from an AFE sponsor organization, you are required to provide this information and deduct it from your total costs. If a category below does not apply to you, fill in “N/A.”

NAME

ROTARY PEACE CENTER

AFE expenses	Local currency amount	U.S. dollar amount
Transportation		
Airfare		\$
Visa		\$
Travel insurance		\$
Public transportation		\$
Taxis		\$
Rental cars		\$
Parking		\$
Gasoline		\$
Housing		
Rent		\$
Renter's insurance		\$
Utilities		
Electricity/gas		\$
Internet		\$
Mobile phone/data plan		\$
Heating/cooling		\$
Water		\$
Household items (e.g., soap, lightbulbs)		\$
Other (e.g., laundry)		\$
Food and groceries		\$
Equipment		\$
Incidentals (e.g., shampoo, toothpaste)		\$
Ongoing expenses in your study location (e.g., apartment rent)		\$
5% buffer (contingency for emergencies and/or currency fluctuation)		\$
Total cost		\$
Salary or stipend I will receive from AFE sponsor organization		\$
Total amount proposed (subtract salary or stipend)		\$

If you prefer to use an Excel spreadsheet, include the Excel file when you submit the proposal.

Note: You are eligible to receive funding only for the total amount proposed in your budget, up to \$7,000. No requests for additional funding will be considered after your proposal has been approved.

**THE ROTARY FOUNDATION
OF ROTARY INTERNATIONAL**

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