

K U S C O
PROGRAM GUIDE
(KPG)

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I. INTRODUCTION OF THE KUSCO

● MISSION

The Korea-U.S. Science Cooperation Center (KUSCO) was inaugurated on February 20, 1997 in Vienna, USA to foster cooperative efforts in science and technology between Korea and the United States. The major two missions are as follows;



● ACTIVITIES

1. Enhance scientific and technological development of both Korea and the U.S.
2. Support mutual cooperation and initiate joint programs with U.S. and Korean scientific and engineering societies, academic universities, and other institutions
3. Assist young Korean-American and other scientists in developing and maintaining networks addressing matters of scientific and technical interest to the two countries
4. Examine, assess and publicize scientific and technologic developments in Korea and the U.S., especially collaborative efforts of scientists and engineers of the two countries

II. KUSCO PROGRAMS

● PROGRAM OVERVIEW

Programs for Scientists & Engineers	<ul style="list-style-type: none">▪ Holding of S&T Meetings<ul style="list-style-type: none">- U.S.-Korea Joint Meetings- KSEA Chapter Meetings▪ Participation in S&T Meetings<ul style="list-style-type: none">- International Participation- Domestic Participation
Programs for Young Generation	<ul style="list-style-type: none">▪ KUSCO-KSEA Scholarship▪ Korea Summer Institute (KSI)▪ National Math & Science Competition (NMSC)▪ Work English Study Travel (WEST)▪ Young Generation Technical and Leadership Conference (YGTLC)
Programs for R&D Information	<ul style="list-style-type: none">▪ R&D News and Trends▪ S&T Policies

● PROGRAM OUTLINES

1. Holding of S&T Meetings

KUSCO supports holding of various S&T meetings such as conference, forum, symposium, seminar, and workshop.

▪ U.S.-Korea Joint Meetings

The program supports S&T meetings to enhance scientific and technological development of both Korea and the United States. S&T-related organizations or associations in the U.S. can apply, and the proposed meeting should involve 20% or more of participation by scientists without Korean heritage.

- KSEA Chapter Meetings

The program supports local chapters of the KSEA for developing and maintaining the regional S&T networks among Korean-American scientists and engineers by holding S&T meetings. The proposed meeting should involve a young generation program of workshop or seminar. KUSCO will match the cash amount provided by the KSEA Headquarter up to \$3,000 for the proposed meeting. Participation of scientists without Korea heritage is not required.

2. Participation in S&T Meetings

KUSCO supports domestic or international travel expenses to participate in various S&T meetings such as conference, forum, symposium, seminar, and workshop which are jointly organized by both Korean and American organizations and held in Korea or the United States.

The program is open to Korean-American and American scientists and engineers residing in the United States who have been accepted to make a presentation (plenary address, technical or tutorial talk, etc.) at such meetings.

3. KUSCO/KSEA Scholarships

This scholarship program recognizes outstanding Graduate Students who have demonstrated excellent talents in the fields of science and engineering and helps identify and nurture potential leaders of scientific community for closer cooperation between Korea and the US in the future. KUSCO operates this program in cooperation with the KSEA.

Awardees will receive a check of \$1,500 each from KUSCO and be given an opportunity to attend the Award Ceremony. Travel expenses for attending the Award Ceremony will be reimbursed by KUSCO.

4. Korea Summer Institute (KSI)

This is a NSF's EAPSI program that provides US graduate students with research experience in Korea and personal relationships that will better enable them to collaborate with Korean counterparts in the future. KUSCO jointly works together with NSF by providing allowances of \$2,000 for each of selected students.

5. National Mathematics & Science Competition (NMSC)

This program provides opportunities for Korean-American student to nationally compete their mathematics and science capability and to meet other students including Korean scientists & engineers for nurturing their science interest and future career in science and engineering field.

6. Work English Study Travel (WEST)

The WEST program is an innovative exchange program developed by the presidents of the United States and Korea, and created by a memorandum of understanding between Secretary of State of the United States and Foreign Minister of the Republic of Korea in 2008. The program allows qualified university students and recent university graduates from Korea to enter the United States for a period up to 18 months on J-1 exchange visitor visas, to study English, participate in internship, and travel independently. There are Five (4) sponsor organizations including KUSCO in this program which all monitored and supervised by the US Department of State.

7. Young Generation Technical and Leadership Conference (YGTLC)

The Young Generation Technical and Leadership Conference (YGTLC), hosted by KUSCO and KSEA organized by young generation professionals, academics, and students, is one of the main young generation chapter activities. The goal of YGTLC is to provide Korean-American young professionals, academics, graduate students, and

undergraduates an opportunity to showcase their research or their industry, to promote careers in science and engineering for Korean-American young professionals and students through technical workshops and guest speaker sessions and to sustain the nationwide Young Generation (YG) movement by providing leadership training and networking opportunities for leaders at the KSEA student chapters and young professionals across America.

8. R&D News and Trends

The program is intended to disseminate news and trends of R&D in the United States to Korean scientific community in a timely manner. The information will help Korean S&E establishments and policy makers in developing effective R&D policies and strategies and also better functioning S&E cooperative programs between Korea and the United States.

National and State R&D policies, R&D support programs, research trends and achievements, science education and scientific publications, S&E workforce policies, and international collaboration will be summarized in the form of a news digest.

This ensures timely dissemination, sharing and exchanging of information between Korean S&E establishments and policymakers with their American colleagues and counterparts.

9. S&T Policies

KUSCO intends to form teams consisting of experts in policy-making areas determined by issues, trends, and developments in the fields of science and engineering. The program will be managed by the KUSCO director.

III. PROPOSAL SUBMISSION

The KUSCO strongly encourages the submission of proposals to promote and coordinate scientific and technological cooperation between Korea and the United States. KUSCO programs are projected to be a short-term effort, consistent with the Center's funding availability. Cost sharing is strongly encouraged.

The KUSCO reserves the right to select for award all, some, or none of the proposals received. All administrative correspondence and questions on the solicitation, including requests for information on how to submit a proposal, should be directed to the KUSCO by e-mail (proposal@kusco.org), phone (703-893-9772) or fax (703-847-8592).

● WHO MAY SUBMIT PROPOSALS

KUSCO welcomes proposals on behalf of all qualified scientists and engineers in the following categories:

1) Colleges and Universities - Universities and two- and four-year colleges (including community colleges) located and accredited in the US. Such organizations also are referred to as academic institutions.

2) Non-profit, non-academic organizations - Independent museums, observatories, research laboratories, professional societies and similar organizations in the US that are directly associated with educational or research activities.

Board members or Executive Committee members of KUSCO cannot be principal investigator of the proposed project.

● WHEN TO SUBMIT PROPOSALS

Since the proposals for the holding of or participating in meetings such as conferences are time-sensitive, KUSCO will only accept those proposals for

review if they are received in sufficient time to permit appropriate KUSCO review and processing to support an award in advance of the activity to be supported. **As of January 1, 2010, to make the best evaluation outcome within the limited budget and time, KUSCO will review and evaluate all the proposals quarterly based and funding level will be determined based on prioritized and awarded on their merits & impact.**

Prospective Meeting Schedule	Anytime from 1/1 to 3/31	Anytime from 4/1 to 6/30	Anytime from 7/1 to 9/30	Anytime from 10/1 to 12/31
Proposal Due Date	Oct, 15 th	Feb, 15 th	May, 15 th	Aug, 15 th

Every effort is made to reach a decision and inform the applicant promptly. Until an award is made, KUSCO is not responsible for any costs incurred by the proposing organization.

● **HOW TO SUBMIT PROPOSALS**

Application forms for the KUSCO programs can be downloaded on the KUSCO homepage (www.kusco.org). Proposals can be submitted by e-mail (proposal@kusco.org) or via mail to: *Korea-US Science Cooperation Center (KUSCO)*

1952 Gallows Road, Suite #320, Vienna, Virginia 22182

● **PROPOSAL PROCESSING**

Proposals will be accepted for KUSCO’s Executive Committee review only if they are received in sufficient time (quarterly based) to permit appropriate KUSCO review and processing to support an award.

Once the proposal is submitted, an application number will be assigned by the KUSCO. An e-mail will be subsequently sent to the applicant to confirm the acceptance of the proposal. Every effort is made to reach a decision through EC review and inform the applicant promptly in the form of Acceptance or

Declination Letter. KUSCO is not responsible for any costs incurred by the proposer.

IV. PROPOSAL PREPARATION

An application form downloadable from the KUSCO homepage (www.kusco.org) should be used for the Holding of S&T Meetings. Application for the Participation in S&T Meetings requires additional documents.

Preparation for the application of *KUSCO/KSEA Scholarships program, National Mathematics and Science Competition (NMSC)* and *Young Generation Technology Leadership Conference (YGTLC)* should be consulted with the Korean-American Scientists and Engineers Association (KSEA).

● PROPOSAL CONTENTS

Proposals for the Holding of S&T Meetings must contain the elements below;

1) Introduction

1. Title of the Meeting
2. Proposed Field(s)
3. Number of Speakers and Expected Participants
4. Meeting Period
5. Meeting Place
6. Organizer(s): The chairperson and organizing committee members

2) Proposed Plan

1. The objectives of the meeting
2. The relevance to Korea-US Cooperation in S&E
3. The need for such a meetings and a list of topics
4. A statement of how the meeting will be organized and conducted, how the results of the meeting will be disseminated and how the meeting will contribute to the enhancement and improvement of scientific, engineering and/or educational activities

5. A plan for recruitment of and support for speakers and other attendees, which includes younger participants.

3) List of Speakers & Lecture/Speech Summary

4) Proposed Budget

1. An estimated total budget for the meeting, together with an itemized statement of the amount of support requested from KUSCO
2. The support requested or available from other sources

Application for the Participation in S&T Meetings requires additional documents as follows;

1. Acceptance letter for presentation from conference organizing committee or institution
2. Representative materials for presentation such as an abstract of the paper or posters
3. Curriculum vitae (maximum three pages)
4. Information on the conference and organizing institutions (brochures, pamphlet etc) that may be used for evaluation of the application project.

5) Allowability of Cost Items

The points below summarize the various items of allowable costs associated with meetings supported by KUSCO. Any costs charged to a KUSCO proposal need to be reasonable and directly allocable to the supported activity.

1. Invited Speaker Fees : Travel allowances and per diem (see below)
2. Banquets, Meals and Coffee Breaks
3. Conference Facilities : Rental of facilities and necessary equipment
4. Publication Costs : Costs of publishing the proceedings
5. Alcoholic Beverages and Entertainment : Not allowed

◆ Travel Allowances and Per Diem

1. For Holding of S&T Meetings

* Invited Speaker

- Airfare : Economy Class (Domestic or International)
- Per Diem : \$200/day

2. For Participation in S&T Meetings

* Travel allowances may include the following items

- Airfare : Economy Class (Domestic or International)
- Hotel accommodation up to \$120 per night (or \$150 per night for international travel) while participating in conferences
- Conference/workshop registration fee

* Limits for Domestic travel within the U.S.

- Graduate student: \$1,000
- Post doctoral (not more than 5 years after earning a doctoral degree): \$1,200
- Senior researcher: \$1,500

* Limits for International travel from the US to Korea only

- Post-doctoral researcher & Senior researcher: \$2,100
- Maximum 3 people can be supported by KUSCO for the same conference

V. PROPOSAL REVIEW

Through its Executive Committee members' or external review members' review process, the KUSCO ensures that proposals submitted are reviewed in a fair, competitive, transparent, and in-depth manner. Proposals submitted to the KUSCO are evaluated through use of four review criteria. When a decision has been made, information on the context in which the proposal was reviewed will be provided to all the applicants regardless of awarded or declined.

● REVIEW AND AWARD PROCESS

A. Proposal Submission and Receipt

1. Applicant prepares and submits proposal
2. KUSCO receives proposal and assigns an Receipt Number

** KUSCO only provides Receipt Number when the proposal is complete*

B. Proposal Review and Processing

1. KUSCO requests its EC members to review proposal (mail review)
2. EC members review proposal and submit their evaluation results to KUSCO
3. KUSCO analyzes input and makes an award/decline recommendation to the EC Chairman based on reviewers' results and the availability of fund
4. EC chairman reviews of recommendation and notify KUSCO of a final decision

C. Award Processing

1. KUSCO notifies applicant of an award/decline decision along with the description of the context in which the proposal was reviewed (via e-mail as well as an official letter)
2. KUSCO makes direct payments or reimburses expenses at an awardees' request.

**Without notice, prior to the event, any changes to the proposal may result in cancellation of the award.*

** KUSCO prefers to make direct payment to event venues.*

3. Within 60 day following the completion of a meeting, a final report must be submitted via e-mail to the KUSCO

** If the final report does not include the requested information in the form stated, the awardees MUST return the supported amount or NOT be reimbursed.*

● **EVALUATION CRITERIA**

* In descending order of importance

1. Potential contribution of the effort to the KUSCO's specific mission
2. Overall scientific, technical, and/or socioeconomic merits of the proposal
3. Applicant's capabilities and experience to achieve the proposal objectives
4. Financial commitment of the applicant to provide cost sharing